



DEPARTMENT: Economics & Finance

COURSE PREFIX: FIN

COURSE NUMBER: 230

CREDIT HOURS: 3

**I. TITLE/COURSE DESCRIPTION:**

**Personal Financial Planning:**

A study of common personal and family financial problems, including installment purchases, budgeting, savings and investments, insurance, taxes, home ownership, retirement planning, wills and trusts.

**Prerequisite(s):** None

**II. COURSE OBJECTIVES:**

The student will be able to

- A. To provide the student with the skills necessary to manage his/her own personal financial affairs in a competent manner and to be an informed consumer.
- B. To provide the student with a foundation for later work in the personal financial planning field, including work toward the designations of Certified Financial Planner (C.F.P.) and Chartered Financial Consultant (Ch.F.C.)
- C. To study the products and services provided by the financial services industry.

**III. CONTENT OUTLINE:**

<b>Part I</b>	<b>Foundations of Financial Planning</b>
Chapter 1	Understanding the Financial Planning Process
Chapter 2	Using Financial Statements and Budgets
Chapter 3	Preparing Your Taxes
<b>Part II</b>	<b>Managing Basic Assets</b>
Chapter 4	Managing Your Cash & Savings
Chapter 5	Making Automobile & Housing Decisions
<b>Part III</b>	<b>Managing Credit</b>
Chapter 6	Using Credit
Chapter 7	Using Consumer Loans
<b>Part IV</b>	<b>Managing Insurance Needs</b>
Chapter 8	Insuring Your Life
Chapter 9	Insuring Your Health

Chapter 10	Protecting Your Property
<b>Part V</b>	<b>Managing Investments</b>
Chapter 11	Investment Planning
Chapter 12	Investing In Stocks and Bonds
Chapter 13	Investing in Mutual Funds, ETFs, & Real Estate
<b>Part VI</b>	<b>Retirement &amp; Estate Planning</b>
Chapter 14	Planning for Retirement
Chapter 15	Preserving Your Estate

**IV. INSTRUCTIONAL ACTIVITIES:** Canvas, Online Discussion Threads, Cengage Online Activities, & Various videos/articles

**V. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:** N/A

**VI. TEXT(S) AND RESOURCES:**

PFIN 3 by Gitman/Joehnk/Billingsley  
 ISBN-13: 978-1-285-08258-5  
 ISBN-10: 1-285-08258-3

Note: You will also need a financial calculator and I suggest using a Texas Instruments BAI Plus or BAI Plus Professional. These are around \$28-\$35 online or at local stores as well as online.

**VII. EVALUATION AND GRADING PROCEDURES:**

<b>1. Composition of Final Grade</b>		
Quizzes, Assignments, & Attendance/Participation There will be giving 5 nightly quizzes, but I will only count the best 4 grades.	30%	
Exam I	20%	
Exam II	20%	
Mandatory Comprehensive Final Exam	30%	

<b>2. Minimum grade earned will be based on the following scale:</b>		
90-100	A	
80-89	B	

70-79	C	
60-69	D	
0-59	E	<b>Note: There will be no “extra credit” work accepted in this class.</b>

**VIII. ATTENDANCE POLICY:**

*Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU Bulletins.*

**IX. ACADEMIC HONESTY POLICY:**

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students’ academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

**Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one’s own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

**X. NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:**

Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of the Office of Institutional Diversity (IDEA), Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

### Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889(TDD).

## **XI. Other required departmental or collegiate committee information:**

### **ASSURANCE OF LEARNING:**

***Bachelor of Arts in Business (BAB) and Science in Business (BSB) programs:*** Graduates of the Bachelor of Arts in Business (BAB) and Bachelor of Science of Business (BSB) programs shall be able to:

#### ***Goal 1: Fundamental Knowledge***

- Demonstrate a fundamental knowledge of the core business disciplines.

#### ***Goal 2: Problem-Solving and Decision-Making***

- Demonstrate effective problem solving and decision making skills in business situations.

#### ***Goal 3: Information Technology***

- Apply information technology tools appropriately in the analysis of business problems.

#### ***Goal 4: Ethical Issues***

- Perform a structured analysis of ethical issues in business.

#### ***Goal 5: Global and Multicultural Dimensions***

- Demonstrate knowledge of the global and multicultural dimensions of the modern business environment.

#### ***Goals 6: Oral and Written Communication***

- Communicate effectively in oral and written formats.

#### ***Goals 7: Foreign Language [Bachelor of Arts in Business Programs Only]***

- Understand, speak, read, and write, a second language at the intermediate level.

### **Other websites:**

<http://www.murraystate.edu/cbpa/strategic>

[http://www.murraystate.edu/Libraries/COB\\_Documents/Academic\\_Honesty\\_Policy.sflb.ashx](http://www.murraystate.edu/Libraries/COB_Documents/Academic_Honesty_Policy.sflb.ashx)

[http://www.murraystate.edu/Libraries/COB\\_Documents/Code\\_of\\_Ethics.sflb.ashx](http://www.murraystate.edu/Libraries/COB_Documents/Code_of_Ethics.sflb.ashx)

[http://www.murraystate.edu/Libraries/COB\\_Documents/Appeals\\_and\\_Grивance\\_Procedure.sflb.ashx](http://www.murraystate.edu/Libraries/COB_Documents/Appeals_and_Grивance_Procedure.sflb.ashx)