



**ECO 233-01W – ECONOMICS OF PERSONAL FINANCE
SPRING 2018**

Instructor: Dr. Jared Pickens, CFP[®], AFC[®]

Classroom: N/A

Office Location: BA 205

Office Hours: by appointment

Preferred Form of Communication: Please send emails through the eCollege message system only. This will let me know which class you are in and will keep the class more organized.

Communication Response Time: Emails will be responded to within 48 hours Monday – Friday.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook/Materials Required

Personal Finance, 6th edition., by Keown (ISBN: 9780132719162)

Course Description

The course is designed to help students become prepared for a financially challenging world and to introduce the concepts and methods of personal financial planning. The financial planning process, the time value of money, taxation, credit, housing, insurance, employee benefits, family economics, and building a personal financial plan will be explored. The course is designed to integrate subject matter into a comprehensive format enabling students to understand and demonstrate the ability to develop a personal financial plan and to increase financial literacy. Special projects include the students reviewing their credit report, creating a debt repayment plan, monitoring their spending habits, identifying their retirement needs and understanding the need for insurance and estate planning.

Student Learning Outcomes

1. Understand holistic financial planning
2. The concept of financial literacy
3. The concept of retirement and retirement needs calculation
4. Concepts of budgeting and income planning
5. Understanding stocks, bonds, and mutual funds
6. Appropriate usage of debt
7. Concept of employee benefits
8. Basics of time value of money
9. Concept of insurance and annuities
10. Understanding current economic environment and how it affects jobs, income, and retirement

COURSE REQUIREMENTS

Instructional / Design of Course

The class will be conducted very similar to a traditional classroom setting. Each week the course will open by Tuesday morning. There will be a combination of recorded and live classes. There will be a live lecture each week. The attendance policy of the course is located under "Lecture Attendance" in this document.

Students will be assigned a homework assignment each week to help master the week's content. All homework and lectures are required to be completed by Sunday at 11:59 PM.

The professor will not repeat questions that can be found on the syllabus. Furthermore, the professor will not answer questions regarding the class or content that have been addressed in lectures and/or e-mails to the course.

Students are expected to be read the book prior to watching the online lectures.

GRADING

Absolutely no late work will be accepted. Students that miss an exam will receive a zero. It is possible that curves will be given on exams. It is possible that students will receive extra credit, but it is up to the professor.

Exams

There will be three exams including the final. The final is comprehensive and will cover all of the course material covered during the semester. Students are responsible for information from live/recorded lectures, required readings, and any guest speakers. **There are no makeup exams. The first two exams will open on Thursdays by Noon. The exams will be due by Sunday at 11:59 pm. The final exam will coincide with the university exam schedule. Please adjust your schedule accordingly.**

Homework

There will be 10 individual homework assignments. Homework will only be graded if it is uploaded to the student's dropbox by 11:59 PM of the week it is assigned. It is not acceptable to e-mail the assignment. If it is e-mailed to the professor it will be considered disqualified for grading purposes.

Lecture Attendance

This is an online course and is designed to be very accommodating to individuals with busy schedules. However; the lectures are very important in meeting the course learning objectives. The professor takes substantial extra time to provide a learning environment that is similar to a traditional classroom.

It is understandable that many students will not be able to attend all of the live lectures; however, **students are required to meet at least ONE of the 3 options listed below to receive attendance credit.** Attendance credit is 10% of a student's final letter grade and is "all or nothing". **No partial points will be given.** Recorded lectures must be watched by Sunday at 11:59 of the week assigned. Students may qualify for attendance credit in one of the following THREE ways:

Option 1 – Attend 8 live lectures and watch 2 recorded lectures (3% bonus on average provided).

Option 2 – Attend 6 live lectures and watch 4 recorded lectures (1.5% bonus on average provided).

Option 3 – Attend 3 live lectures and watch at least 7 recorded lectures (No bonus points on average provided).

NOTE: Students don't have to select their option at any time during the semester. Each student's attendance will be assessed at the end of the semester; the professor will identify which option met the requirement.

Live lecture dates/times will be announced on Tuesday of each week. The days/times will rotate in order to give all students the best opportunity to meet their selected option. **This policy will be strictly enforced.**

Case

Students will be required to complete one case this semester. The case is a group project which will require teams to help a family achieve their financial goals. Groups must include a 3-4 students per group. No student may work on their case alone or in pairs of two.

Final Grades

Final grades in this course will be based on the following scale:

Exam 1	20%	A = 90%-100%
Exam 2	20%	B = 80%-89%
Exam 3	20%	C = 70%-79%
HW	15%	D = 60%-69%
Syllabus Quiz	5%	F = 59% or Below
Attendance	10%	
<u>Case</u>	<u>10%</u>	
Total	100%	

IMPORTANT DATES AND INFORMATION

SPRING 2018 IMPORTANT DATES	
FINAL DROP DATE	April 22 nd
SPRING BREAK	March 12 th – March 16 th
LAST DAY OF CLASS	MAY 4 TH
FINAL EXAM WEEK	May 5 th – May 11 th
FINAL GRADES DUE (by professor)	May 14 th by 5:00 PM

COURSE OUTLINE / CALENDAR

Week	Dates	Chapter(s)	Due	Talking Points
1	01/16 – 01/21	1	HW1 Syllabus Quiz	Money Psychology/ Financial Health / Introduction /Goals
2	01/23 – 01/28	2 and 5	HW 2	Budgeting / Financial Statements/ Ratio Analysis / Liquid Accounts
3	01/29 – 02/04	3	HW 3	Time Value of Money
4	02/06 – 02/11	4	HW 4	Tax Planning
5	02/13 – 02/18		Exam 1	Chapters 1,2,3,4,5
6	02/20 – 02/25	6 and 7	HW 5	Credit Management / Debt / Loans
7	02/27 – 03/04	8	HW 6	Major Purchase Decisions
8	03/06 – 03/11	9	HW 7	Risk Management / Life and Health Insurance
N/A	03/13 – 03/18	SPRING BREAK		
9	03/20 – 03/25	10	HW 8	Risk Management / P&C Insurance
10	03/27 – 04/01		Exam 2	Chapters 6,7,8,9,10
11	04/03 – 04/08	11	HW 9	Introduction to Investments
12	04/10 – 04/15	12 and 13	N/A	Basics of Stocks/Bonds
13	04/17 – 04/22	14	HW 10 Part 1	Mutual Funds / Exchange Traded Funds
14	04/24 – 04/29	15	HW 10 Part 2	Retirement Planning
15	05/01 – 05/04	16	CASE DUE	Estate Planning
16	05/07 – 05/09	N/A	Final Exam	Note: Comprehensive (all chapters)

NOTE: This schedule is merely a guide. The professor may adjust schedule as needed.

ACADEMIC DISHONESTY

The Department of Economics and Finance is committed to maintaining the integrity and respectability of degrees conferred and course credit earned through our department. Academic dishonesty restricts the understanding of subject material by the perpetrator, distracts and discourages other class members, and reduces the value of the economic signal of degrees conferred through Texas A&M University - Commerce. Whether courses are online, face-to-face, or hybrid combinations; the faculty, staff, and student members of the Department of Economics and Finance are committed to protecting the integrity of our courses, regardless of the delivery method.

All academic work must meet the standards contained in A Culture of Honesty: Policies and Procedures on Academic Honest. Students are responsible for informing themselves about those standards and for observing the University Honor Code. Plagiarism occurs when a student submits work that is not his or her own. This includes copying from printed materials, websites, or from other people. All students are expected to turn in work that has been completed individually, unless otherwise informed by the instructor. Any assignment containing plagiarized material will automatically be graded as zero.

Please read the following items for more specific information regarding academic dishonesty.

Department of Economics and Finance Policies

http://www.tamuc.edu/academics/colleges/business/departments/economics/finance/academic_integrity_policy.aspx

TAMUC – Undergraduate Policies

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

In order for a student to receive a grade for this course, an academic honesty policy must be signed during the **FIRST WEEK OF CLASSES.**

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome

or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx). <http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson Learning Studio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson Learning Studio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson Learning Studio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio

tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support


Go to the following link [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/)- created to serve you by attempting to provide as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/)- focused on providing academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsp.hone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

There will be no makeup exams in this course. All exams are to be worked individually. You may use your notes and book, but you will not have enough time to look up the answers.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

ADA Statement**Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Statement on Campus Concealed Carry

Texas Senate Bill – 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.