BUS 231 – Section 301C
Personal Finance
Fall Interim 2012

Professor: Cliff R. Moll, Ph.D.
Office: Sage 1485
E-mail: molce@uwosh.edu
Telephone: (920) 424-1091

Meeting Time: Monday through Friday from 1:00 to 4:15 P.M. in Sage 1210
We also meet Saturday, January 5th from 1:00 to 4:00 P.M. in Sage 1210
Office Hours: Monday through Friday: 4:15 to 4:45 P.M. and by appointment

Prerequisites:
An appetite for general financial knowledge.

Course Description:
Business 231 is an introductory finance course designed to help students become financially literate and make proper financial decisions encountered in everyday life. Subjects covered include budgeting, use of credit, automobile and consumer durables, insurance, the housing decision, taxes, retirement planning, estate transfer and investments.

Required Materials:
- Subscription to Connect (used for homework and quizzes). I have posted homework problems for each chapter at our section’s home page. Additionally, we will have 2-5 quizzes throughout the semester that will be completed via Connect. The web address for Connect for our section is:
  - [http://connect.mcgraw-hill.com/class/c_moll_fall_interim_-january_2013](http://connect.mcgraw-hill.com/class/c_moll_fall_interim_-january_2013)
- Financial Calculator: Students are strongly encouraged to use the TI BAII Plus calculator. I will solve in-class problems using the TI BAII Plus calculator. The TI BAII Plus calculator can be found at most retail stores for less than $35. Students using anything other than the TI BAII Plus calculator will be held responsible for learning how to use their own calculators.

Course Coverage:
I will cover chapters 1-19 as time permits. Students are expected to read the assigned chapters carefully before each class.

Course Objectives:
This course is intended to be an introductory course in personal finance. The primary learning objectives of the course are to:
- Help students develop an understanding of important financial concepts
- Familiarize students with the types of financial decisions typically encountered throughout adult life
- Aid in the development of analytical techniques necessary to make sound financial decisions.
Attendance Policy:
I expect students to be on time to all class meetings. Tardiness is a distraction to other
students. As such, it is my discretion to allow tardy students to enter the classroom.
Class attendance and participation is an essential part of learning the material presented
in the course. It has been my experience that students who have received course grades
of D or F have missed a number of class meetings. While I do not take attendance each
day, I do reserve the right to give random attendance assignments. Each attendance
assignment will consist of one question from the required material. Each student who
answers the question correct will have four percentage points added to their next exam
score. Each student who answers the question incorrectly will have two percentage
points added to their next exam score. Students who do not turn in an attendance
assignment will not receive any additional points on their next exam. The purpose of
attendance assignments is to reward regular class attendance.

Homework:
Students are expected to complete the assigned readings prior to class meetings. End of
chapter problems will be assigned and posted to Connect as the course progresses. I
will not collect and grade students’ homework; however, the level of preparation time a
student puts into an exam is highly correlated with the grade that student receives on
his/her quizzes and exams. I strongly suggest that students do not simply memorize
steps to follow in order to solve homework problems. Instead, students should slowly
work their way through each problem asking themselves what the purpose of each step
of the problem is. My experience has shown me that the best performing students are
those who follow this simple approach.

Participation:
I expect students to come to class regularly. Class participation is subjective and will be
used by me to assess students with borderline grades. For example, if a student has
earned a 90.5% and has an exceptional participation record, I will consider moving
their grade up to an “A” from and “A-”. Please keep in mind that attendance is not the
same as participation. Students may participate in class by asking and/or answering
questions related to the material covered by me during class.

Quizzes:
I reserve the right to administer both announced and unannounced (pop) quizzes
throughout the semester. Unannounced quizzes will be given in class and announced
quizzes will be given as a take-home quiz (to either be handed in or taken online).
If class attendance and participation are strong, quizzes will remained announced
(i.e. students will not be given any pop quizzes). However, if attendance or
participation is suspect, I reserve the right to give a pop quizzes. The exact number
of quizzes given in the course will be between 2 and 5. However, quizzes will
carry a total weight of 17% of each student’s grade. If there are 2 quizzes, each quiz
will count as 8.50% of each student’s final grade. If there are 4 quizzes, each quiz
will count as 4.25% of each student’s final grade. All quiz questions will come
directly from my lectures, homework problems and the project.
Examinations:

There will be a total of three exams. Each exam is worth 22% of the final grade. Exams will be given on regularly scheduled class meeting days. Students are expected to come prepared. Specifically, on exam days students are expected to bring a:

- Working mechanical and/or number two pencil and eraser
- UW Oshkosh Student I.D.
- Calculator

NOTES:

a.) I cannot be expected to have extra pencils, erasers, or calculators for students to use during exams.

b.) I reserve the right to deduct points for disturbances during classes and exams. So please make sure to turn off all cell phones, pagers, and other possible distractions prior to coming to class. **Additionally, no baseball caps may be worn on exam days.**

Tentative Exam Schedule (percentage of total course grade) and covered material.

*Please note that exam dates and covered material are subject to change:*

<table>
<thead>
<tr>
<th>Exam</th>
<th>(Percentage)</th>
<th>Covered Material</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>(22%)</td>
<td>Chapters 1 – 6</td>
<td>January 7th</td>
</tr>
<tr>
<td>Exam 2</td>
<td>(22%)</td>
<td>Chapters 7 – 13</td>
<td>January 14th</td>
</tr>
<tr>
<td>Exam 3</td>
<td>(22%***)</td>
<td>Chapters 14 – 19</td>
<td>January 18th</td>
</tr>
</tbody>
</table>

Due to the short nature of the interim, students must be able to take all exams on the regularly scheduled exam day. There will be no exceptions.

For students **not** taking the cumulative final exam, each of the three exams will be equally weighted (each worth 22% of final grade). If a student is unable to take an exam at the scheduled time, they **must** contact me **prior** to the exam to indicate why they are unable to take the scheduled exam. Failure to do so will result in a grade of zero on the exam with no possibility for a cumulative final (makeup) exam.

**Students who miss one of the first two exams** will be required to take a cumulative final exam as their makeup exam. The score that is received on the cumulative exam will be double counted (i.e. the exam will be given a weight of 44%). Students who miss the third exam will **not** have the opportunity to take the cumulative final exam as their makeup exam (i.e. they will earn a 0% on Exam 3 – No exceptions).

**Note:** Students who miss more than one exam will automatically fail the course. There will be no exceptions to this policy, so please try to make it to all scheduled exams.

Each exam will consist entirely of multiple choice questions. Exams are to be closed book in nature. However, students will be allowed to use a 4”x6” (**no larger**) note card (front and back) to complete each exam. A 20 percentage point deduction will be assessed if an improperly sized note card is used. Note cards should have the student’s name on them and must be turned in with the student’s exam.
Final Project:
The Final Project, due January 18, 2001, is worth 17% of each student’s final grade. Answers are to be clearly written/recorded in the Microsoft Word template posted to D2L. Failure to do so will result in a deduction of 15 percentage points. The Final Project is a culminating experience intended to tie together some of the most important topics covered in the course. Each question posed in the Final Project will be similar to a topic covered in class and/or an assigned end of chapter problem. Students are encouraged to answer Final Project questions throughout the semester, while everything is fresh, as opposed to waiting until the end of the semester to begin the project.

Grading Criteria:
Grades will be assigned based on performance on exams and quizzes:
- Exams 66%
- Final Project 17%
- Quizzes 17%

Tentative Grading Scale:
The tentative grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91% and higher</td>
<td>91-100%</td>
</tr>
<tr>
<td>A-</td>
<td>89.0% - 90.9%</td>
<td>90.0-90.9%</td>
</tr>
<tr>
<td>B+</td>
<td>87.0% - 88.9%</td>
<td>88.0-88.9%</td>
</tr>
<tr>
<td>B</td>
<td>80.0% - 86.9%</td>
<td>86.0-86.9%</td>
</tr>
<tr>
<td>B-</td>
<td>78.0% - 79.9%</td>
<td>79.0-79.9%</td>
</tr>
<tr>
<td>C+</td>
<td>76.0% - 77.9%</td>
<td>77.0-77.9%</td>
</tr>
<tr>
<td>C</td>
<td>67.0% - 68.9%</td>
<td>68.0-68.9%</td>
</tr>
<tr>
<td>C-</td>
<td>60.0% - 66.9%</td>
<td>Below 60%</td>
</tr>
<tr>
<td>D</td>
<td>58.0% - 59.9%</td>
<td>Below 59%</td>
</tr>
<tr>
<td>D-</td>
<td>50.0% - 57.9%</td>
<td>Below 58%</td>
</tr>
<tr>
<td>F</td>
<td>Below 50%</td>
<td>Below 50%</td>
</tr>
</tbody>
</table>

General Policies:
- Communication:
  - E-mail is the best way for students to contact me and set up a time to go over assignments and/or questions relating to the exams, quizzes, or final project. I will be more than willing to assist students with the course material during my scheduled office hours or by appointment. However, please keep in mind that I will not be able to set aside large blocks of time right before an exam to help students review. Therefore, it is important to keep up with the assigned readings and problems. Additionally, given the complexity of the assigned problems, I prefer to answer homework questions in person during office hours.

- ADA Statement:
  - If a student believes that they have special needs as addressed by the Americans with Disabilities Act, they should notify me immediately and I will make the necessary arrangements.

- Cheating:
  - Academic Dishonesty is a serious offense and will not be tolerated. The University of Wisconsin Oshkosh is committed to a standard of academic integrity for all students. The system guidelines state: “Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors.” (Section UWS 14.01, WI Administrative Code). Students are subject to disciplinary action for academic misconduct, as defined in Section UWS 14.03, WI Administrative Code.
    - Students are encouraged to review the procedures related to violations of academic honesty as outlined in Chapter 14, WI Administrative Code (www.uwosh.edu/dean/08.09DisciplinaryCode.pdf).
  - Students who are caught cheating will receive a course grade of F.
<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Chapters</th>
<th>Topics</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/02/12</td>
<td>1 and 2</td>
<td>Personal Finance Basics and the TVM AND Financial Aspects of Career Planning</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>01/03/12</td>
<td>2 and 3</td>
<td>Financial Aspects of Career Planning AND Money Management Strategy: Financial Statements and Budgeting</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>01/04/12</td>
<td>4 and 5</td>
<td>Planning Your Tax Strategy AND Financial Services: Savings Plans and Payment Accounts</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>01/05/12</td>
<td>6 and 7</td>
<td>Introduction to Consumer Credit AND Choosing a Source of Credit: The Costs of Credit Alternatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/06/12</td>
<td></td>
<td>No Class. However, Quiz 1 is due at before midnight tonight.</td>
<td>Quiz 1</td>
</tr>
<tr>
<td>2</td>
<td>01/07/12</td>
<td>7 and Exam 1</td>
<td>Exam 1: Covering Chapters 1-6</td>
<td>Exam 1</td>
</tr>
<tr>
<td>2</td>
<td>01/08/12</td>
<td>8 and 9</td>
<td>Consumer Purchasing Strategies and Legal Protection AND The Housing Decision: Factors and Finances</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01/09/12</td>
<td>10 and 11</td>
<td>Property and Motor Vehicle Insurance AND Health, Disability, and Long-Term Care Insurance</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01/10/12</td>
<td>11 and 12</td>
<td>Health, Disability and Long-Term Care Insurance AND Life Insurance</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01/11/12</td>
<td>13 and 16</td>
<td>Investing Fundamentals AND Investing in Mutual Funds</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01/14/12</td>
<td>14 and Exam 2</td>
<td>Investing in Stocks AND Exam 2: Covering Chapters 7-13</td>
<td>Exam 2</td>
</tr>
<tr>
<td>3</td>
<td>01/15/12</td>
<td>14 and 15</td>
<td>Investing in Stocks AND Investing in Bonds</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01/16/12</td>
<td>15 and 17</td>
<td>Investing in Bonds and Investing in Real Estate and Other Investment Alternatives</td>
<td>Final Project</td>
</tr>
<tr>
<td>3</td>
<td>01/17/12</td>
<td>18 and 19</td>
<td>Starting Early: Retirement Planning AND Estate Planning</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01/18/12</td>
<td>19 and Exam 3</td>
<td>Estate Planning AND Exam 3: Covering Chapters 14-19</td>
<td>Exam 3</td>
</tr>
</tbody>
</table>