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**University of Wisconsin Stevens Point**

BUS 110 - Personal Financial Literacy (3 Credits) spring 2020

MW 2:00-3:15 Marshfield Room 130 & 135 and Wausau Room 238 & 240

***Instructor:*** Scott Sybeldon, Senior Lecturer

***Contact:*** Phone 715-261-6297

 Email scott.sybeldon@uwsp.edu

 Office Room 308

***Virtual Office Hours:*** M-TH 9:00-10:50 and by appointment via zoom

***Required Text:*** Personal Finance: Building Your Future, Walker & Walker. 2nd Edition.

***Course Description:***

This Course is an overview of personal and family financial planning with an emphasis on financial recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments and retirement and estate planning.

Upon completion of this course, the student should be able to:

* Set financial goals and develop a financial plan
* Understand the time value of money
* Prepare a personal budget
* Plan for their college education and career
* Choose a financial institution and types of accounts for personal needs
* Understand personal taxes and how to minimize them
* Manage cash and savings
* Use credit wisely
* Select appropriate types of insurance policies
* Plan for home ownership and understand types of mortgages
* Plan for expensive item purchases
* Develop an investment plan for the future
* Understand alternative types of financial assets in which to invest
* Develop a plan to save for retirement while minimizing taxes
* Understand estate planning and the need for a will

***Academic Integrity:***

**UWS Chapter 14 Academic Misconduct information is available in the student handbook:** All suspected incidents of academic misconduct shall be handled using the UW System rules, Chapter 14. “Academic misconduct” includes, but is not limited to, the following examples: “cheating on an examination, collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one’s own work, when a part or all of the paper or assignment is the work of another; tampering with the laboratory experiment or computer program of another student. (from UWS 14.03)” Further definition of “academic misconduct” can be found in UWS 14.03. UWS 14 is available to all students in the library; additionally, all students received a copy of this policy during their orientation.

***Participation/Etiquette/Attendance:***

You are expected to attend and participate in class. Students are expected to come to class prepared to meaningfully discuss assigned materials. IT IS YOUR RESPONSIBILITY TO READ THE BOOK. All students are responsible for obtaining the information and learning the material presented even in the event of absences. **Please note much of the syllabi language was developed prior to COVID 19 so some of the attendance policies will not apply this semester.**

***Weather:*** Use your judgment regarding dangerous driving conditions. You will not be penalized for absences due to *extreme* weather conditions.

***Life happens, but not that often.***

If you have a legitimate emergency arise during the semester that is going to hinder your ability to complete work on time, you should contact me to arrange an alternative immediately. However, these situations should constitute legitimate emergencies AND are the exception, not the rule. That is to say, if you are in the hospital, it is probably an emergency. If you are unable to find a babysitter the day an assignment is due, then you probably should have completed the assignment ahead of time. In general, late will unlikely be accepted for full credit**.** You must either turn in your work ahead of time or be present in class on the due date. Assignments slid under my door or turned in by another student without prior approval will receive zero credit.

***Why am I so meticulous?***

Good question. Because I believe that college is not just about giving you a content-specific education, it is about teaching you to be a productive member of society...and in the real-world, and in particular the work world, deadlines matter! A client can sue you for missing important deadlines. Success in the work world requires many attributes; one of which is exercising appropriate conduct in various situations. This class is the equivalent to the professional meetings that occur every day in the real world of business. In such situations, individuals are expected to come prepared, participate when appropriate, and not exhibit behavior that is disruptive or disrespectful of others. This includes, but is not limited to, being on-time for group meetings and assignment deadlines.

***Professional Classroom Conduct***

In addition to preparedness, students should approach all correspondence with the instructor and classmates in a professional manner. This includes but is not limited to e-mail correspondence. Such communication should be consistent with a respectful learning environment.

Cell phones or other electronic messaging devices must be turned off during class. Checking cell phones or other devices is unprofessional behavior. If you are caught texting or checking messages during class, you will politely be asked to leave. If you are expecting an important call, please let me know prior to the start of class.

***Mission:***

The UW-Stevens Point School of Business and Economics creates career ready graduates and leaders through applied learning. We serve the businesses, economy, and people of the greater Central Wisconsin region. We specialize in preparing students for success by providing professional development experiences, access to employers, and in-demand skills.

***SBE Core Values:***

* Talent development: We supply the regional workforce by providing an applied business curriculum to current and new student populations.
* Lifelong learning: We teach students to pursue learning agility and ongoing mastery of in-demand skills.
* Career preparation: We cultivate professional development experiences for our students.
* On the job experiences: We extend student access to employers in Central Wisconsin and beyond.
* Community outreach: We educate students and the local community on current business and economic issues.
* Regional partnerships: We foster relationships with local business and community leaders to enrich the educational experience for students.
* Continuous improvement: We follow AACSB accreditation guidelines and cultivate resources to broaden and deepen our impact.

***Accreditation Commitment:***

SBE is accredited by the Association to Advance Collegiate Schools of Business

(AACSB), designation earned by only 5 percent of world business schools.

Accreditation instills a culture of continuously improving our programs through

connections with local business leaders, alumni and the community

***Exams:***

Exams will cover any content presented during that unit, including class discussion and cases. Unexcused absence from an exam will result in a 25% loss in total points for that exam. Exams will total 85% of course grade. Exams are typically returned the next class meeting. Make-ups must be completed before exams are returned.

|  |  |  |
| --- | --- | --- |
| ExamsExam #1 Exam #2 Exam #3 Exam #4Exam #5 | 25100100100100 | 425 |
| Course Assignments (separate handouts provided)Assignment 1 Assignment 2Assignment 3Assignment 4Assignment 5 | 15151515 15 | 75 |
|  |   |  |
| Total |  | 500 |

***Grading****:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade |  | Percentage |  | Grade |  | Percentage |
| A |  | 93%-100% |  | C+ |  | 77%-79% |
| A- |  | 90%-92% |  | C |  | 73%-76% |
| B+ |  | 87%-89% |  | C- |  | 70%-72% |
| B |  | 83%-86% |  | D |  | 60%-69% |
| B- |  | 80%-82% |  | F |  | 0-59% |

The grading assessment and final grades are done by the instructor. All assignments will be graded based on quality and content. Written assignments will be graded based on proper English grammar and usage.

\*I reserve the right to change or amend this document as needed.

**COURSE SCHEDULE**

|  |  |
| --- | --- |
| Week | Discussion |
| **1** | **Chapter 1 – Money Matters: Values, Vision, Mission, and You** |
| **2** | **Chapter 2 – Planning and Budgeting****Test Ch 1-2** |
| **3** | **Chapter 3 – Financial Instruments and Institutions** |
| **4** | **Chapter 4 – Time Value of Money** |
| **5** | **Test Ch1-4****Chapter 5 – Consumer Credit: Credit Cards and Student Loans** |
| **6** | **Chapter 6 – Credit Bureau Reports and Identity Theft** |
| **7** | **Chapter 7 – Auto and Home Loans** |
| **8** | **Test Ch 5-7****Chapter 8 – Debt, Foreclosure, and Bankruptcy** |
| **9** | **Chapter 9 – Tax Management** |
| **10** | **Chapter 10 – Insurance: Covering Your Assets** |
| **11** | **Ch 8-10****Chapter 11 – Investment Basics** |
| **12** | **Chapter 12 – Mutual Funds** |
| **13** | **Chapter 13 – Stocks****Chapter 14 – Bonds** |
| **14** | **Chapter 16 – Retirement and Estate Planning** |
| **15** | **Chapter 17 – Financial Planning for Life** |

**\*Subject to change**

**Students with Disabilities**

The University has a legal responsibility to provide accommodations and program access as mandated by Section 54 and the Americans with Disabilities Act (ADA). The university’s philosophy is to not only provide what is mandated but also convey its genuine concern for one’s total well-being. If accommodations are needed, please contact the instructor as well as the Disability and Assistive Technology Center (DATC), located on the Stevens Point campus. Students can also pick up an application for accommodations packet in the Solution Center.

DATC contact information:

(715) 346-3365 (Voice)

(715) 346-3362 (TDD only)

or via email at datctr@uwsp.edu

***UWSP COVID 19 Information***

**Face Coverings:**

* At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](https://www3.uwsp.edu/datc/Pages/default.aspx) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

**Other Guidance:**

* Please monitor your own health each day using [this screening tool](https://www3.uwsp.edu/C19DailyScreening). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
	+ As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
* Maintain a minimum of 6 feet of physical distance from others whenever possible.
* Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
* Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
* Please maintain these same healthy practices outside the classroom.

**\* Please note that the room configuration cannot be changed. You will have an assigned seat for the entire semester. Attendance will be taken each class period.**

*Lecture materials and recordings for this class are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities.  Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.*