

**Economics 272 – Personal Finance**  
**Sec 1 : Hybrid Format**  
**Select Meeting Days Tue 2 :00-3 :15; CPS 322**  
**University of Wisconsin – Stevens Point**  
**Fall, 2017**

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Office Hours: Tuesday 9:45-11:00; Thursday 9:45-11:00 and 2:00 – 3:30

**PLEASE READ THIS SYLLABUS CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE. THE SYLLABUS CONTAINS YOUR RESPONSIBILITIES TO SUCCESSFULLY COMPLETE THIS COURSE, AND SPELLS OUT IN DETAIL GRADING, EXAM REQUIREMENTS, and EXAM FORMATS. THIS SYLLABUS IS SUBJECT TO ANY CHANGES ANNOUNCED THROUGH CAMPUS E-MAIL; IT IS YOUR RESPONSIBILITY TO BE AWARE OF ANY CHANGES THAT ARE ANNOUNCED.**

**1. Course Description**

Economics for the consumer, the art of consumer decision making, issues affecting consumer spending, taxes, saving, investing, purchasing, and insurance. The primary focus of this course will be on budgeting, investing, and saving, with a focus on practical investment strategies to meet various financial goals.

**2. Course Objective and Format**

Goals of this course:

- *Overall: provide you with a solid understanding of personal finance principles*
- *Emphasis on using Budgeting and Investing to achieve financial goals*
  - Family finances
  - Preparing a budget
  - Cash Management (including Time Value of Money)
  - Savings Bonds
  - Stocks and Bonds
  - Mutual Funds and ETFs
  - Portfolio Allocation
  - Retirement Planning
  - Saving for College
- *Introduction to general principles (the SBE offers specific courses on each of these topics) on*
  - Taxes
  - Real estate and housing
  - Insurance
- *Provide you with resources to enable you to do personal financial planning on your own.*
- *Provide with an opportunity to familiarize yourself with appropriate, informative websites that you can use in financial planning, well after the course concludes.*

A major focus of this course is to utilize a variety of web resources for information and real-time information on the financial markets. **Focus on the study guides and websites for each topic area**, and any associated presentation. The text is primarily used as a reference source. On-line resources will allow you to build your own library of websites that you can use for real-time information on the financial markets and personal finance topics in your own financial planning, well after the course concludes. It is also a goal to have you learn this material through a hands-on approach, by visiting a variety of websites which you can use now (to answer assigned questions), and in the future (for your own financial planning).

For each topic studied you will be provided with a study guide. In some cases, you will also be provided with a Powerpoint slide presentation that accompanies the study guide for a given topic. (In some cases, Powerpoint allows a visual use of charts and graphs that can help in understanding a topic). The websites and material are updated as close as possible to the beginning of the course. However, given the nature of real-time information, it is possible a change in a website (or web link) may occur. If you have a problem with a website, send me an e-mail

To get the most out of this course, it is extremely important that you have the initiative to read through the study guides and spend time exploring the referenced web links. The study guide will provide self-study material for you to work through. The study guide will include a discussion of the subject matter, a narrative of accompanying Powerpoint slides if applicable for the subject, Review Questions, a list of hybrid activities and information websites, and Website Questions.

Generally for each topic, you will be given a list of specific questions (Website Questions) which can be answered by visiting relevant websites, the links which will be provided to you. The Review Questions from the Study Guides and Website Questions from the Study Guides will provide the basis for exam questions. For each topic, I will e-mail the materials via the UWSP class distribution e-mail list. The materials are also available in D2L.

UWSP is committed to providing reasonable and appropriate accommodations to students with disabilities and temporary impairments. If you have a disability or acquire a condition during the semester where you need assistance, please contact the Disability and Assistive Technology Center on the 6<sup>th</sup> floor of Albertson Hall (library) as soon as possible. DATC: 715-346-3365 or [DATC@uwsp.edu](mailto:DATC@uwsp.edu).

### **3. Required Materials**

Textbook: Personal Financial Planning, 13<sup>th</sup> Edition, Gitman, Joehnk and Billingsley.

Note: You do NOT need a financial calculator for this course – all calculations can be done using on-line calculators.

The textbook is primarily used as a reference source. In other words, what is covered in the study guides is of primary importance, with the textbook as an available resource to help your understanding of the material.

### **4. GRADING**

**YOUR FINAL GRADE WILL BE BASED ON YOUR SCORE FROM THREE EXAMS, WITH EACH EXAM COUNTING FOR ONE-THIRD OF YOUR GRADE. EXAMS ARE MULTIPLE CHOICE AND WILL BE OFFERED ONLINE AS STIPULATED BELOW. OBVIOUSLY, THE EXAMS ARE OPEN NOTE, OPEN BOOK. HOWEVER, YOU ARE TO WORK ON EACH OF THE EXAMS INDEPENDENTLY.**

**Grading Scale**

A- 90-92%; A 93-100%  
B- 80-82%; B 83-86%; B+ 87-89%  
C- 65-69%; C 70-74%; C+ 75-79%  
D 50-56%; D+ 57-64%  
F Below 50%

**Your final grade is based on your Final Average, which is an equally weighted average of your 3 exams scores. Final averages ending in .5 or higher will be rounded up; extra credit is not available for this course.**

**5. EXAMS AND EXAM FORMAT**

**ALL EXAMS WILL BE AVAILABLE THROUGH D2L WITH EACH EXAM HAVING A SPECIFIC TIME WINDOW IN WHICH IT MUST BE TAKEN. (EXAM WINDOWS FOR EACH EXAM ARE STIPULATED BELOW.) TO GET ACCESS TO THE EXAMS, YOU WILL BE REQUIRED TO LOG ON TO D2L DURING THE STIPULATED EXAM TIME AS INDICATED BELOW AND CLICK ON “QUIZZES.”**

**EACH EXAM WILL HAVE 50 MULTIPLE CHOICE, EQUALLY WEIGHTED QUESTIONS.**

- **APPROXIMATELY TWO-THIRDS OF THE QUESTIONS ON EACH EXAM WILL BE BASED ON THE REVIEW QUESTIONS CONTAINED IN THE STUDY GUIDES.**
- **APPROXIMATELY ONE-THIRD OF THE QUESTIONS ON EACH EXAM WILL BE SELECTED FROM THE WEBSITE QUESTIONS CONTAINED IN THE STUDY GUIDES. THE EXACT, SAME WEBSITE QUESTIONS USED IN THE STUDY GUIDES WILL BE USED ON THE EXAM.**

**ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

**The order of the exam questions will follow the order in which topics were covered; website questions will be in a separate section on the exam.** Website questions may be at the beginning or end of the exam, depending on the version of the exam you have. **You will NOT be allowed to go back to a question on the exam; you must answer the questions in the order they appear on the exam.**

**I have made the exam windows relatively large (basically a week) to try and make this course as flexible as possible. You must take each exam during the specific time window that is designated for the exam. Once you start the exam, you will have two hours to complete it. The study guides, through the review questions and website questions, indicate what you need to know for this course.** The websites are an excellent source of personal financial planning material. Obviously, I can't ask you everything from a given website, so the website questions provide a specific way for me to ask questions on website material.

**YOU ARE RESPONSIBLE FOR DOING EACH EXAM INDEPENDENTLY.** Students copying or supplying answers to others during an exam are subject to academic misconduct. Don't do it.

Please note the online, open note/open book format of the exam gives you the opportunity to use these materials as a reference while taking the exam and minimize any memorization. However, the format is NOT designed to allow you to simply look up every answer. You will have 2 hours to answer 50 questions. Approximately one-third of these questions are selected website questions that you should have already answered based on working through the study guides. The remaining exam questions are based on the review questions from the study guides – the better you know the material, the quicker you can answer the questions.

### **5. Your Responsibilities**

Study and work through each of the study guides and if applicable, the associated presentations. Study and answer the Review and Website questions for each topic; they will provide the basis for your exam questions. **The good thing about the primarily online format of this class is that you have significant flexibility as to when you want to cover the material. However, the ultimate motivation to work through the material and take the exams on a timely basis has to come from you.** For a listing of student rights and responsibilities at UWSP, please see the Division of Student Affairs.

### **6. TIMETABLE and TOPIC SEQUENCE**

The topics listed below are tentative and subject to any changes that are announced through e-mail. You are responsible for knowing any announced changes.

<u>Sequence of Topics to be Covered</u>	<u>Materials</u>	<u>Chapter Reference</u>
<i>Part 1 Mid-term Exam 1 Material</i>		
Family Finances	Summary	
Financial Planning	Study Guide/Presentation	2
Tax Basics	Study Guide	
Cash Management	Study Guide/Presentation	4
Savings Bonds	Study Guide	

#### **Mid-term Exam 1 Window:**

**You may take the mid-term exam anytime between Wednesday Oct. 4 at 8:00 a.m. and Tuesday, Oct. 10 at 5:00 p.m. The exam must be completed by 5:00 p.m. on Oct. 10.**

#### *Part 2 Mid-term Exam 2 Material*

Intro to Investing	Study Guide/Presentation	11
Investing in Stocks and Bonds	Study Guide/Presentation	12
Mutual Funds/Portfolio Allocation	Study Guide/Presentation	13

#### **Mid-term Exam 2 Window:**

**You may take the mid-term exam anytime between Wednesday Nov. 8 at 8:00 a.m. and Tuesday, Nov. 14 at 5:00 p.m. The exam must be completed by 5:00 p.m. on Nov. 14.**

#### *Part 3 Mid-term Exam 3 Material*

Retirement Planning	Study Guide	
Planning for College	Study Guide	
Auto and Housing Decisions	Study Guide/Presentation	5
Insurance	Study Guide	

#### **Mid-term Exam 3 Window:**

**You may take the mid-term exam anytime between Wednesday Dec. 13 at 8:00 a.m. and Tuesday, Dec. 19 at 5:00 p.m. The exam must be completed by 5:00 p.m. on Dec. 19.**

## 7. Class Meeting/Self-Study Schedule

You are responsible for any changes to this schedule announced in class or through e-mail.

### Week of

<b>Sept. 5</b>	<b>Tuesday, Sept. 5 Class Meeting Day for Course Overview</b> Review Family Finances Summary
Sept. 12	Review Financial Planning Study Guide/Presentation
Sept. 19	Review Tax Basics Study Guide
Sept. 26	Review Cash Management Study Guide/Presentation Review Savings Bonds Study Guide
<b>Oct. 3</b>	<b>Tuesday, Oct. 3 Class Meeting Day for Question/Answer Session for Material on Mid-term Exam 1; Exam Window for Exam 1 opens Wed., Oct. 4 at 8:00 a.m.</b>
Oct. 10	<b>Exam Window for Exam 1 closes Tuesday, Oct. 10 at 5:00 p.m.</b>
Oct. 17	Review Intro to Investing Study Guide/Presentation
Oct. 24	Review Investing in Stocks and Bonds Study Guide/Presentation
Oct. 31	Review Mutual Funds/Portfolio Allocation Study Guide/Presentation
<b>Nov. 7</b>	<b>Tuesday, Nov. 7 Class Meeting Day for Question/Answer Session for Material on Mid-term Exam 2; Exam Window for Exam 2 opens Wed., Nov. 8 at 8:00 a.m.</b>
Nov. 14	<b>Exam Window for Exam 2 closes Tuesday, Nov. 14 at 5:00 p.m.</b> Review Retirement Planning Study Guide
Nov. 21	Planning for College Study Guide
Nov. 28	Auto and Housing Decisions Study Guide/Presentation
Dec. 5	Insurance Study Guide
<b>Dec. 12</b>	<b>Tuesday, Dec., 12 Class Meeting Day for Question/Answer Session for Material on Mid-term Exam 3; Exam Window for Exam 3 opens Wed., Dec. 13 at 8:00 a.m.</b>
Dec. 19	<b>Exam 3 Window for Exam 3 closes Tuesday, Dec. 19 at 5:00 p.m.</b>

### MEETING (IN-CLASS) DAYS

<b>TUESDAY, SEPT. 5</b>	<b>CLASS OVERVIEW</b>
<b>TUESDAY, OCT. 3</b>	<b>QUESTION/ANSWER SESSION FOR MATERIAL ON EXAM 1</b>
<b>TUESDAY, NOV. 7</b>	<b>QUESTION/ANSWER SESSION FOR MATERIAL ON EXAM 2</b>
<b>TUESDAY, DEC. 12</b>	<b>QUESTION/ANSWER SESSION FOR MATERIAL ON EXAM 3</b>

### EXAM WINDOWS

**EXAM 1: WEDNESDAY OCT. 4, 8:00 A.M. THROUGH TUESDAY OCT. 10, 5:00 P.M.**  
**EXAM 2: WEDNESDAY NOV. 8, 8:00 A.M. THROUGH TUESDAY NOV. 14, 5:00 P.M.**  
**EXAM 3: WEDNESDAY DEC. 13, 8:00 A.M. THROUGH TUESDAY DEC. 19, 5:00 P.M.**

**YOU MUST TAKE EACH EXAM DURING THE SPECIFIED WINDOW.**