



Basic Course Information

Semester:	Spring 2024	Instructor Name:	Guillermo Salgado
Course Title & #:	Personal Finance BUS 148	Email:	Guillermo.salgado@imperial.edu
CRN #:	21056	Webpage (optional):	n/a
Classroom:	808	Office #:	Building #100 – Student Services Building
Class Dates:	February 14 - June 5	Office Hours:	5pm to 6pm. Monday - Thursday
Class Days:	Wednesday	Office Phone #:	760-355-5746
Class Times:	6:00pm – 9:10 pm	Emergency Contact:	760-554-9081
Units:	3	Class Format/Modality:	In Seat (On Campus)

Course Description

This course is an introduction to planning and managing personal finances. An emphasis on real world situations such as budgeting, credit or borrowing, money management and tax strategies, risk and insurance analysis, consumer purchasing strategies, investment instruments, and alternatives to retirement and estate planning

Course requisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Show understanding of the time value of money. Illustrate how to compare the value of a dollar today with the value of the dollar at a future point in time.
2. Compare and contrast Stocks and Bonds as investment vehicles. Be sure to list the costs and benefits of each.
3. Create a financial plan. Use short-term, intermediate and long-term goals in your plan.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify the role of personal financial planning, the five basic steps of personal finance, the different stages of the financial life cycle and the keys in determining income level.
2. Calculate and analyze key worth, income statements, and financial plans and budgets.
3. Explain the mechanics and value of compounding, the importance of the interest rate and the time value of money.

4. Describe and understand major tax features, non-income based taxes, taxable income and how taxes are determined.
5. Compare and contrast different types of financial institutions, various cash management alternatives and rates of return on different liquid investments.
6. Describe how credit cards work, the cost involved with credit and the different types of credit cards.
7. Evaluate the various consumer loans and the costs of consumer loans.
8. Identify the key components of car and house buying decisions.
9. Describe the major types of insurance coverage available and the typical provisions that are included.
10. Calculate interest rates and real rates of return. Understand risk management and how taxes affect investments.
11. Identify and describe the primary and secondary securities markets.
12. Classify common stock according to basic market terminology. Understand the risks associated with investing in common stock.
13. Explain basic bond terminology, bond value and the factors that affect bond value.
14. Describe the advantages and disadvantages of investing in mutual funds.
15. Define and understand retirement plans and the changing of nature of retirement planning.
16. Explain the importance and the process of state planning, estate taxes and probate and the differences between wills and living trusts.

Textbooks & Other Resources or Links

This course is classified as “zero-cost”, meaning students are not required to purchase the textbook. Purchasing e-book or copy is highly advised, yet once again not required.

Title: Personal Finance

1. **Edition:** 14th
2. **ISBN:** 13: 978-0-357-90149-6
3. **Author:** E. Thomas Garman, Jonathan Fox
4. **Publisher:** Cengage Learning
5. **Copyright Year:** 2024





Course Requirements and Instructional Methods

METHODS OF EVALUATION:

Class Activity
Mid-Term/Final Exam(s)
Essays
Oral Assignments
Skill Demonstration
Written Assignments

INSTRUCTIONAL METHODOLOGY:

Audio Visual
Demonstration
Group Activity
Lecture & Discussion

Course Grading

Exams (40%): There will be 2 Exams, Midterm Exam & Final Exam, each valued at 250 points. Exams will be conducted / administered in class. Timed Exams, 2-hour window to complete each Exam. Multiple Choice format at 100 questions, each question valued at 2 points. **A total 400 points (40% of grade).**

Weekly Assignments (30%): This category will be your Homework; out of classroom assignments, submitted the following week, or via Canvas. Deadline to submit assignments will be the class session that follows the date in which it is assigned (7 days to submit work).

1. **Extended Learning & Additional Activities Assignments:** 15 points per Chapter. There will be 10 Chapters where Extended Learning Assignment and Additional Activity Assignment will be assigned. A total of 150 possible points (15% of grade).
2. **Financial Planning Case & Personal Finance Cases:** 15 points per Chapter. There will be 10 Chapters where a Case will be assigned. A total of 150 possible points (15

In Class Activities & Assignments (30%): During class, if time allows, we will discuss and work on the following Assignments (individually and in groups). For this reason, it is in all student's best interest to attend class, as there may be an opportunity to work on the following assignments.

1. **Discussion "Let's Talk" Assignment** – Chapter Lectures will involve a team building and Oral Communication exercise to be executed during class by each student. There will be a total of 15 class sessions where this Discussion -Chat About it – Group Activity will be graded. Groups / Teams will be assigned 1 Question, in order to collaboratively derive an answer that will be shared with classmates. 10 Points per Discussion "Chat About It" Assignment. If you do not attend class, you must submit this work via Canvas or in person during the following class session.
A total of 15, at 10 points each. 150 possible points (15% of grade).



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2. **Do the Math “Be your own Personal Finance Manager”** – Chapter Assignment that consists of numerical calculations, formulas, use of financial templates and reports. There will be 15 “Do the Math” Assignments, valued at 10 points each. If time allows, this assignment will be done in class.
A total of 150 possible points (15% of grade).
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Exams (2): 400 points

Weekly Assignments: 300 points

In Class Activities & Assignments: 300 points.

Total Possible Points: 1,000 points

900-1000.....A

800 - 899..... B

700 -799..... C

600 -699 D

Below 600 F

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

A student who fails to attend the first meeting of a class will be dropped by the instructor. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. Note: It is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.

Regular attendance in all classes is expected of all students. A student who is absent 3 consecutive class sessions, unexcused, will be administratively dropped by Instructor. Those who do not attend the first class session (Week 1), and do not provide an excuse, will be dropped from course.

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property. There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.



Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other misconduct.

Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date or Week	In Class Activity, Assignments, and/or Topics	Assignments & Exams
Week 1 February 14	Syllabus & Introduction Chapter 1 – Financial Planning Discussion “Let’s Talk” – In Class Assignment #1 Let’s do the Math – Finance Manager Assignment #1 Out of class Assignments due next week: Extended Learning Activity #1 Finance Case #1	Lecture on Chapter 1 Homework (CH 1): *Discussion #1(in class) *Let’s do the Math #1 (in class) *Extended Learning #1 & Finance Case #1
Week 2 February 21	<i>Chapter 2 – Career Planning</i> Discussion “Let’s Talk” – In Class Assignment #2 Let’s do the Math – Finance Manager Assignment #2 Out of class Assignments due next week: Extended Learning Activity #2 Finance Case #2	Lecture on Chapter 2 Homework (CH 2): *Discussion #2 (in class) *Let’s do the Math #2 (in class) *Extended Learning #2 & Finance Case #2
Week 3 February 28	<i>Chapter 3 – Financial Statements, Goals and Budgets</i> Discussion “Let’s Talk” – In Class Assignment #3 Let’s do the Math – Finance Manager Assignment #3 Out of class Assignments due next week: Extended Learning Activity #3 Finance Case #3	Lecture on Chapter 3 Homework (CH 3): *Discussion #3 (in class) *Let’s do the Math #3 (in class) *Extended Learning #3 & Finance Case #3



Date or Week	In Class Activity, Assignments, and/or Topics	Assignments & Exams
Week 4 March 6	<p><i>Chapter 4 – Managing Income Taxes</i> Discussion “Let’s Talk” – In Class Assignment #4 Let’s do the Math – Finance Manager Assignment #4 Out of class Assignments due next week: Extended Learning Activity #4 Finance Case #4</p>	<p>Lecture on Chapter 4 Homework (CH 4): *Discussion #4 (in class) *Let’s do the Math #4 (in class) *Extended Learning #4 & Finance Case #4</p>
Week 5 March 13	<p><i>Chapter 5 – Managing Checking and Savings Accounts</i> Discussion “Let’s Talk” – In Class Assignment #5 Let’s do the Math – Finance Manager Assignment #5 Out of class Assignments due next week: Extended Learning Activity #5 Finance Case #5</p>	<p>Lecture on Chapter 5 Homework (CH 5): *Discussion #5 (in class) *Let’s do the Math #5 (in class) *Extended Learning #5 & Finance Case #5</p>
Week 6 March 20	<p><i>Chapter 6 – Building and Maintaining Good Credit</i> Discussion “Let’s Talk” – In Class Assignment #6 Let’s do the Math – Finance Manager Assignment #6 Out of class Assignments due next week: Extended Learning Activity #6 Finance Case #6</p>	<p>Lecture on Chapter 6 Homework (CH 6): *Discussion #6 (in class) *Let’s do the Math #6 (in class) *Extended Learning #6 & Finance Case #6</p>
Week 7 March 27	<p><i>Chapter 7 – Credit Cards and Consumer Loans</i> Discussion “Let’s Talk” – In Class Assignment #7 Let’s do the Math – Finance Manager Assignment #7 Out of class Assignments due next week: Extended Learning Activity #7 Finance Case #7</p>	<p>Lecture on Chapter 7 Homework (CH 7): *Discussion #7 (in class) *Let’s do the Math #7 (in class) *Extended Learning #7 & Finance Case #7</p>
Week 8 April 3 – no class	<p><i>Chapter 8 – Vehicle and other Major Purchases</i> Discussion “Let’s Talk” – In Class Assignment #8 Let’s do the Math – Finance Manager Assignment #8 Out of class Assignments due next week: Extended Learning Activity #8 Finance Case #8</p>	<p>Lecture on Chapter 8 Homework (CH 8): *Discussion #8 (in class) *Let’s do the Math #8 (in class) *Extended Learning #8 & Finance Case #8</p>
Week 9 April 10	<p>Week to Catch up on Lectures / Review for Midterm. MIDTERM REVIEW</p>	<p>REVIEW FOR MIDTERM</p>
Week 10 April 17	<p><i>Chapter 9 – Obtaining affordable Housing</i> Midterm Today (Chapters 1 thru 8) Discussion “Let’s Talk” – In Class Assignment #9</p>	<p>Lecture on Chapter 9 Homework (CH 9): *Discussion #9 (in class)</p>



Date or Week	In Class Activity, Assignments, and/or Topics	Assignments & Exams
	Let's do the Math – Finance Manager Assignment #9 Out of class Assignments due next week: Extended Learning Activity #9 Finance Case #9	*Let's do the Math #9 (in class) *Extended Learning #9 & Finance Case #9
Week 11 April 24	<i>Chapter 10</i> – Managing Property and Liability Risk Discussion “Let’s Talk” – In Class Assignment #10 Let's do the Math – Finance Manager Assignment #10 Out of class Assignments due next week: Extended Learning Activity #10 Finance Case #10	Lecture on Chapter 10 Homework (CH 10): *Discussion #10 (in class) *Let's do Math #10(in class) *Extended Learning #10 & Finance Case #10
Week 12 April 31	<i>Chapter 11</i> – Planning for Health Care Expenses Discussion “Let’s Talk” – In Class Assignment #11 Let's do the Math – Finance Manager Assignment #11 Out of class Assignments due next week: Extended Learning Activity #11 Finance Case #11	Lecture on Chapter 11, Homework (CH 11): *Discussion #11 (in class) *Let's do Math #11(in class) *Extended Learning #11 & Finance Case #11
Week 13 May 8	Chapter 12 – Life Insurance Planning Discussion “Let’s Talk” – In Class Assignment #12 Let's do the Math – Finance Manager Assignment #12 Out of class Assignments due next week: Extended Learning Activity #12 Finance Case #12	Lecture on Chapter 12, Homework (CH 12): *Discussion #12 (in class) *Let's do Math #12(in class) *Extended Learning #12 & Finance Case #12
Week 14 May 15	Chapter 13 – Investment Fundamentals Discussion “Let’s Talk” – In Class Assignment #13 Let's do the Math – Finance Manager Assignment #13 Out of class Assignments due next week: Extended Learning Activity #13 Finance Case #13	Lecture on Chapter 13, Homework (CH 13): *Discussion #13 (in class) *Let's do Math #13(in class) *Extended Learning #13 & Finance Case #13
Week 15 May 22	Chapter 14 – Investing into Stocks and Bonds Chapter 15 – Mutual & Exchange Traded Funds Discussion “Let’s Talk” – In Class Assignment #14 Let's do the Math – Finance Manager Assignment #14 Out of class Assignments due next week: Extended Learning Activity #14 Finance Case #14	Lecture on Chapter 14 & 15, Homework (CH 14): *Discussion #14 (in class) *Let's do Math #14(in class) *Extended Learning #14 & Finance Case #14



Date or Week	In Class Activity, Assignments, and/or Topics	Assignments & Exams
Week 16 May 29	<i>Chapter 16 – Real Estate Investing</i> Chapter 17– Retirement & Estate Planning Discussion “Let’s Talk” – In Class Assignment #15 Let’s do the Math – Finance Manager Assignment #15 Out of class Assignments due next week: Extended Learning Activity #15 Finance Case #15	Lecture on Chapter 16 & 17, Homework (CH 15): *Discussion #15 (in class) *Let’s do Math #15(in class) *Extended Learning #15 & Finance Case #15
Week 17 June 5	Final Exam covering Chapters 9 thru 17	Final Exam

*****Subject to change without prior notice*****