



Truth □ *Virtue* □ *Service*

The School of Business and Management is dedicated to equipping Business students to respond ethically, think critically, communicate effectively and perform with excellence as Christians in a changing world¹.

FINC 320: Personal Financial Management

Spring 2009

T/Th – 1:35-2:50 P.M., NPM 101

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Office Hours: T/Th 9:15-10:15am, 2:50-4:00pm, Monday & Wednesday 9a.m.-12 p.m.

Appointments available during week. To make your time more efficient please e-mail an appointment time. I also make appointments (outside office hours) if you e-mail me.

Office Location: Heath Academic Center - #201

Mobile Phone: (714) 606-4739

COURSE DESCRIPTION & MAJOR REQUIREMENTS

Required; 3 units

Personal management of budgets, bank accounts, loans, credit buying, insurance, real estate, security buying, and investments, providing students with effective management guidelines to manage their own personal financial affairs.

COURSE INTRODUCTION

This course helps the student gain an understanding into personal financial matters. The student will learn financial tools to cope with various personal financial situations. The course is not a religious course, although it does include Biblical principals of managing one's finances. These Biblical principles provide the foundation for the student in the future.

The student will have hands-on experience using various financial tools to help them develop a personal budget, buy a house, set-up an investment account, reduce credit, use the time value of money, and set personal financial goals.

The student will also be challenged to work on a life exercise that will transform the way they manage their money. This life exercise becomes the final project where the student integrates everything they have learned and actually apply it in a real life situation.

¹ Mission Statement of Vanguard University's School of Business and Management

REQUIRED MATERIALS

Let's Get Real About Money, By Eric Tyson, FT Press, ISBN 978-0-13-234161-5

Beyond paycheck to Paycheck, by Michael Rubin, Total Candor, ISBN 13-978-0-9787927-8-7

COURSE OBJECTIVES

1. To develop an understanding how to design personal financial goals.
2. Learn how read and develop personal financial statements.
3. Hands-on experience understanding proper stewardship of one's resources.
4. Introduce Biblical principles of managing one's money.
5. Develop a full understanding of how to create a personal financial budget.
6. Gain an understanding on how manage credit and debt.
7. Learn about special topics related to personal financial management and apply them to our lives.
8. Learn how to buy a home and other important assets.
9. Learn how to prepare for retirement.
10. Develop an understanding of personal investments.

CORE VALUES

This course supports and integrates the core values of the School of Business and Management:

- **Integration of Faith**
- **Mentorship**
- **Academic Rigor and Substance**
- **Continuous Value Added Partnerships**
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VANGUARD UNIVERSITY EDUCATIONAL TARGETS AND GOALS

This course supports and integrates the educational targets and goals of Vanguard University:

- **Intellectual Engagement**
- **Aesthetic Expression**
- **Spiritual Formation**
- **Responsible Stewardship**
- **Professional Excellence**
- **Sociocultural Responsiveness**
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FUNDAMENTAL SKILLS AND FOUNDATIONAL PRINCIPLES

The School of Business and Management has identified the following fundamental skills and foundational principles that are essential learning objectives for undergraduate Business majors. Fundamental skills relate to general knowledge and personal abilities that graduates will carry with them into their careers and lives. The primary fundamental skills and foundational principles for this course are shown in bold. Foundational principles require learning accomplishment in areas directly related to business disciplines, and form the core degree requirements within Vanguard's business programs.

Fundamental Skills:

- **Communication Skills**
- Teamwork and Project Management
- **Thinking and Problem Solving**
- **Decision Making**
- **Ethical Reasoning**
- **Business Tools and Technology**
- Change Dynamics

Foundational Principles:

- Accounting
- Management and Leadership
- Marketing
- Legal and Regulatory
- **Economics**
- **Finance**
- Global Dimensions of Business

ASSESSMENT MEASURES

The learning process is a partnership. The School of Business and Management is dedicated to the continuous improvement of its programs and student outcomes. Students therefore should expect regular assessment to measure their progress toward specific goals and to identify areas where program and outcome improvements can be made. Students are encouraged to participate in the process of continuous improvement by cooperating with the assessment process, by engaging in regular self-assessment, and by offering suggestions for program development. Students are expected to actively participate in the educational process and take responsibility for their learning.

1. **Attendance.** Students are required to attend class. Attendance accomplishes several objectives for the student; 1) the student adds value to the class, 2) attendance enhances the student's learning curve, 3) valuable information can be missed by not attending, 4) arriving late to class is not allowed, 5) if the student continues to miss class, a discussion will follow on their ability to complete the class.
2. **Participation.** Participation is essential to the learning process. Learning comes from hearing other's ideas and being involved in problem solving as a team will prepare students for the business world. Students are to bring their textbooks, course materials, and assignments to class. Students coming to class unprepared may receive any of a variety of consequences at the discretion of the professor.

The vast majority of manager's interactions with others are oral. They generally spend very little time reading and even less time writing reports. For this reason, the development of oral skills is given a high priority in this course. The classroom should be considered a laboratory in which you can test your ability to convince your peers of the appropriateness of your approach.

Clearly, you must participate in class if you are going to share your ideas with others. There is no need to contribute in every class. Some of the best contributors in the past have been those who have participated in several of the sessions. Their contributions, however, were truly insightful and persuasive. Participation, then, concerns both quality and quantity. Given below is a description of how I propose to "calibrate" your class contributions:

- a) **Good Contributor:** Contributions in class reflect thorough preparation. Ideas offered are substantive, provide good insights and directions for the class. Arguments, when presented, are well substantiated and persuasive. If this person were not a member of the class, the quality of the discussions would be diminished considerably.

- b) **Adequate Contributor:** Contributions in class reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights, but do not offer a new direction for the discussion. Arguments are sometimes presented, and are fairly well substantiated and sometimes persuasive. If this person were not a member of the class, the quality of the discussions would be diminished somewhat.
- c) **Non-participant:** This person has said little or nothing in the class to date. Hence, there is not adequate basis for evaluation. If this were not member of the class, the quality of the discussions would not be changes.
- d) **Unsatisfactory Contributor:** Contributions in class reflect inadequate preparation. Ideas offered are seldom substantive; provide few, if any, insights; and never constructive direction for the class. Integrative comments and effective arguments are absent. Class contributions are, at best, “cherry-picking” efforts making isolated, obvious, or confusing points. If this person were not a member of the class, valuable airtime would be saved.
3. **Reading.** Reading is part of the educational experience. Students should read and study the material prior to coming to class. Recommended time spent, to become successful, is about one hour a day or seven hours per week.
4. **Homework.** Assignments are to be completed prior to class and solutions and review will be provided in class or through the website.
5. **Tests.** Tests are scheduled on a frequent basis. Make-up tests are not given. Only the most serious circumstances may provide for an exception to this policy, and then only if the make-up is prior to the scheduled time of the test. It is the responsibility of the student to know the timing of the tests as indicated on the schedule, or as revised by the professor. There will not be a comprehensive final exam. This course provides a final project as the final exam.
6. **Revisions.** In the schedule may occur. At the professor’s discretion the schedule may change as needed in an effort to ensure that the class will provide a meaningful learning experience. Students are expected to be at class in order to be aware of any changes.
7. **Problems in the Course Work.**
If you feel you are having problems with a particular segment of the course or the course in general, please see me to discuss these problems as they come up. Don’t wait until the end of the course.
What is most important during this class is your thinking and the quality of the support for your thinking. Your participation of managerial problem solving and decision making will enhance the success of the course.
8. **What makes a successful course?**
The best answer is, it starts with you. How much effort do you want to put forth? Experience has shown your level of effort will show the true results. Below I have provided some recommendations for your success, which are common among students:
- Buy a book
 - Read the material and come prepared to class for discussion
 - Don’t memorize: know and understand key concepts and learn how to apply them
 - Make this course and every course a priority-manage your time
 - Don’t wait to the last minute to complete assignments-it shows
 - **Classes start on time and end on time-if you are late to class-don’t bother**
 - E-mail if you can not make it to class-it does affect your grade
 - Ask questions if you are having difficulty with the material.
 - Spend at least seven hours a week reading, practicing, and studying the material.

GRADING ASSESSMENT

Assessment	% of Grade	Points
Exams	(4) @ 100 pts each	400
Final Paper	(1) @ 150 pts	150
Attendance		
Total	100%	550 points

GRADING MATRIX

Total Percentage	Grade Assigned	Grade Points Per Credit
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
62-61	D-	.5
Below 60	F	.0

“Students must achieve a minimum grade of C in all business courses required for undergraduate majors and minors in SBM.”

Vanguard University 2008 – 2009 Academic Catalog

LEARNING DISABILITY

If a student has a documented learning disability, arrangements will be made to accommodate the student’s learning needs. The student should make arrangements with the instructor at the beginning of the semester to meet to discuss learning strategies.

POLICY ON INTEGRITY

The School of Business and Management, as an entity within a Christian institution, seeks to operate according to the highest standards of integrity. Mutual respect among all members of the SBM community (students, faculty, and staff) establishes an environment in which learning can take place. Therefore, members of the SBM community are expected to conduct themselves with proper respect toward each other. For the benefit of the community, class time is to be valued through proper preparation, timely attendance, adherence to established deadlines, appropriate use of electronic

equipment, and suitable attire. Academic work should always represent members' best efforts. Unethical behavior of any kind damages the SBM community, and should not be tolerated by any of its members.

Academic Dishonesty

Academic dishonesty, either cheating or plagiarism (presenting as one's own, the words or opinions of others), is regarded as a serious violation of both the academic and moral standards of VUSC. Dishonesty in a class assignment or test may result in disciplinary action ranging from a failing grade on the assignment or test up to dismissal from the program. It is the prerogative and responsibility of the instructor to determine if academic dishonesty has occurred and the seriousness of the infraction. The Dean and Associate Provost are to be notified of instances of academic dishonesty.

A student commits plagiarism if submitted as his/ her work:

- Part or all of an assignment copied from another person's assignment, notes or computer file
- Part or all of an assignment copied or paraphrased from a book, magazine, pamphlet or website
- A sequence of ideas transferred from another source which the student has not digested, integrated and reorganized, and to which he/she fails to give proper acknowledgment

A student is an accomplice in plagiarism if he/ she:

- Allows his/ her paper or other assignment, in outline or finished form, to be copied and submitted as the work of another
- Lends his/ her computer disk to another student or otherwise allows his/ her computer files to be copied for the purposes of plagiarism
- Prepares a written assignment for another student and allows it to be submitted as another's work

Electronic Plagiarism

There are three forms of plagiarism involving the use of computers and electronic storage of text.

1. Printing two or more copies of the same research paper, which are used to fulfill the requirements for more than one class without the consent of the professor(s). Some professors permit multiple submissions of papers, but others require that a paper be unique and original for each course. Submitting a paper previously used in another class, submitting a duplicate copy of a paper being used in another class or revising a paper used in an earlier class or used in another class during the same semester is unacceptable, unless you have obtained the express permission of your professor(s). If you are not sure about your professor's policy on the use of papers for more than one class, be sure to ask rather than turn in your work based upon an assumption of what will be accepted.
2. Using material from another student's paper. Block copying allows the transportation of whole sections or paragraphs of one paper to be merged into another paper. Plagiarism is the use of someone else's words or ideas without crediting that person, with or without the permission of the original writer to use his/ her ideas. All material borrowed verbatim must be put in quotation marks and credited appropriately, regardless of the source. All ideas borrowed and turned into your own words must also be credited appropriately. You are prohibited from transporting whole sections of text from one student's paper into another student's paper, regardless of how much revision is done to the copied material.
3. Two or more students handing in copies of the same research paper or assignment, with each student claiming individual credit for the work. To avoid the accusation of collaboration in plagiarism, a student should not lend his/ her disks to another student, who might copy an assignment from the disk.

PROFESSIONAL CODE OF CHARACTER

University coursework prepares students for the workplace. Therefore, the following Professional Code of Character is expected from all students:

1. **Integrity** is a valued character trait. *“People with integrity have firm footing, but those who follow crooked paths will slip and fall.”* (Proverbs 10:9) Students will:
 - a. Be righteously trustworthy. This includes refraining from plagiarism, cheating, or aiding another student in such. For additional information about consequences of unethical behavior students should refer to the Vanguard University Student Handbook.
 - b. Be Christ followers who keep each other accountable, as well as extend grace and encouragement.
 - c. Do work as unto the Lord. Student work is to be representative of their best effort, complete, and on time.
 - d. Be mindful that when we stumble we admit to it, repent, and seek restoration and forgiveness.

2. **Respectfulness** is a valued character trait—of the Lord, to each other, of yourself, to your professor, and to staff and administrators. *“Show proper respect to everyone; Love the brotherhood of believers, fear God, honor the king.”* (1 Peter 2:17) Students will:
 - a. Be on time—to class or turning in assignments.
 - b. Turn off and put away cell phones while in class, performing an assignment, or taking an exam.
 - c. Use laptops in the classroom only as permitted by the professor for appropriate coursework. Any type of recording, copying, or photographing of the professor, fellow students, or course materials is not permitted without prior approval of the professor.
 - d. Practice appropriate attire and hygiene for a professional, university environment.
 - e. Use bathroom facilities before or after class.
 - f. Clean up after themselves. Eating or drinking in the classroom is permitted at the discretion of the professor.

**COURSE OUTLINE
PERSONAL FINANCE
PROFESSOR KEVIN GRANT**

WEEK 2-4 PART 1 January 13-29	WEEK 5-7 PART 2 Feb 3-19	WEEK 8-10 PART 3 Feb 24-Mar 12	WEEK 11-13 PART 4 Mar 24-Apr 9	WEEK 14-16 PART 5 Apr 14-Apr 28
Building Personal Financial Tools	Basic Money Management	Housing	Building Wealth	Transformation
				Presentation
Exam Jan 29	Exam Feb 19	Exam Mar 12	Exam Apr 9	Final Project

*“I know the plans I have for you says the Lord, plans for good and not for evil, to give you a future and a hope.”
Jeremiah 29:11*