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# BUSINESS FINANCE 220 PERSONAL FINANCE

## *Course Syllabus*

Winter Quarter 2008  
Monday and Wednesday 3:30 – 5:18pm  
205 Schoenbaum Hall

*Course Website – <http://carmen.osu.edu>*

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<b>Office Hours:</b>	To be announced in class by both instructors	

## **COURSE DESCRIPTION**

This course provides an introduction to the field of personal financial management and planning, focusing on the tools individuals and families employ to manage their financial affairs. Topics include:

- credit reports, credit scores and credit management
- investment tools and securities markets
- investing in stocks, bonds and mutual funds
- asset allocation and investment management
- employee benefits (retirement plans and insurance protection)
- federal income taxation
- consumer loans and debt management (including credit cards and student loans)

## **COURSE MATERIALS**

### ***Required Course Texts***

Arthur J. Keown, ***Personal Finance***

Fourth edition, published by Pearson / Prentice Hall, 2007  
ISBN 0-13-221390-7, available at the bookstores

Patrick Ritchie, ***The Credit Road Map***

First edition, published by Success Road Map Press LLC, 2006  
ISBN 0-9778699-0-3, available only in class

### ***Required Calculator***

You will need a calculator for this course. We recommend either the **HP-12C** or the **TI BA II PLUS**. Both are excellent financial calculators with easy-to-use pre-programmed financial functions. Guidebooks for these calculators are posted on the course website.

**IMPORTANT:** If you have a scientific (or statistical) calculator, please check the user's manual to make sure it can perform **time-value-of-money** operations.

Assignments, quizzes and exams in this course assume you are a proficient user of your calculator (you can use your calculator without any assistance).

### ***PowerPoint Lecture Slides***

Some lectures will be presented using PowerPoint slides. When used, the slides will be posted to the course website. Be sure to check the website frequently for new postings.

If you do not have access to PowerPoint, you can download the FREE Microsoft PowerPoint Viewer from the course website and install it on your PC. This will let you view and print PowerPoint files.

## **COURSE REQUIREMENTS**

### **Class Contribution**

(course grade weight = 20%)

We expect you:

- to attend class on a regular basis;
- to prepare adequately for class; and
- to contribute effectively to class discussion.

### **Quizzes**

(course grade weight = 25%)

During the course, you will take **6 in-class quizzes**. Each quiz will cover subject matter since the last quiz, and may cover material assigned for the day the quiz is given. Only five of your six quiz scores will count toward your course grade; your lowest percentage score will be dropped.

Everything in the course is “testable” on quizzes and exams; this includes:

- all material from the course texts and supplemental reading assignments, regardless of whether this material is discussed in class; and
- all material discussed in class, regardless of whether this material is contained in the course texts or supplemental reading assignments.

Other quiz ground rules:

- All quizzes are shown on the **Course Schedule** (see below).
- If you miss a quiz, you will receive a grade of zero on that quiz (no “make-ups”).
- Quizzes may consist of true-false, multiple-choice and/or short-answer questions.

### **Problem Assignments**

(course grade weight = 20%)

During the course, you will complete **4 problem assignments**. These assignments are designed to let you apply important tools and techniques to practical situations.

The four assignments are not included in the **Course Schedule** (see below), but will be announced in class with appropriate prior notice.

Each assignment will be discussed in class; most will have a relatively short turnaround time (several days).

### **Comprehensive Final Exam**

(course grade weight = 35%)

The only exam is a **comprehensive final exam** given at the end of the quarter.

The purpose of a **comprehensive** exam is to assess:

- your understanding of personal financial concepts and issues; and
- your ability to apply the “tools of the trade” to common problems and situations.

Additional information about the final exam will be provided in class.

## **ACADEMIC MISCONDUCT**

- In accordance with University Faculty Rule No. 3333-5-487, all instances of alleged academic misconduct must be reported to the Committee on Academic Misconduct, which recommends appropriate sanctions to the Office of Academic Affairs.
- We aggressively pursue violations of University standards on academic conduct.

## COURSE SCHEDULE

Class Dates	Lecture Topics and Assignments
FRI JAN 4	<p style="text-align: center;"><b>COURSE ADMINISTRATION AND INTRODUCTION</b></p> <p>Distribution of course documents and discussion of course policies and procedures</p> <ol style="list-style-type: none"> <li>1. Request a free copy of your credit report at <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a> (you will need your report for the credit management class on JAN 14)</li> <li>2. Purchase a copy of the required Patrick Ritchie text during class</li> </ol>
MON JAN 7	<p style="text-align: center;"><b>THE TIME VALUE OF MONEY 1</b></p> <ol style="list-style-type: none"> <li>1. Read Keown Chapter 3</li> <li>2. Remember to bring your calculator to class</li> </ol>
WED JAN 9	<p style="text-align: center;"><b>THE TIME VALUE OF MONEY 2</b></p> <ol style="list-style-type: none"> <li>1. Review Keown Chapter 3 <span style="float: right;"><u>Quiz 1 on Keown CH 3</u></span></li> <li>2. Remember to bring your calculator to class</li> </ol>
MON JAN 14	<p style="text-align: center;"><b>CREDIT MANAGEMENT</b></p> <ol style="list-style-type: none"> <li>1. Read Keown Chapter 6 and Ritchie Chapters 1-3</li> <li>2. Remember to bring your credit report(s) to class</li> <li>3. Guest speaker, Patrick Ritchie</li> </ol>
WED JAN 16	<p style="text-align: center;"><b>INVESTMENT BASICS</b></p> <ol style="list-style-type: none"> <li>1. Read Keown Chapter 11</li> </ol>
MON JAN 21	<p><b>MARTIN LUTHER KING HOLIDAY – NO CLASS</b></p>
WED JAN 23	<p style="text-align: center;"><b>INVESTMENT TOOLS AND SECURITIES MARKETS</b></p> <ol style="list-style-type: none"> <li>1. Read Keown Chapter 12 <span style="float: right;"><u>Quiz 2 on Keown CH 6, 11</u></span></li> </ol>
MON JAN 28	<p style="text-align: center;"><b>INVESTING IN STOCKS 1</b></p> <ol style="list-style-type: none"> <li>1. Read Keown Chapter 13</li> </ol>
WED JAN 30	<p style="text-align: center;"><b>INVESTING IN STOCKS 2</b></p> <ol style="list-style-type: none"> <li>1. Review Keown Chapter 13</li> </ol>
MON FEB 4	<p style="text-align: center;"><b>INVESTING IN BONDS</b></p> <ol style="list-style-type: none"> <li>1. Read Keown Chapter 14 (pages 442-465) <span style="float: right;"><u>Quiz 3 on Keown CH 12, 13</u></span></li> </ol>

## COURSE SCHEDULE

<b>Class Dates</b>	<b>Lecture Topics and Assignments</b>
WED FEB 6	<b>ALTERNATIVE INVESTMENTS</b> 1. Reading assignment TBA
MON FEB 11	<b>INVESTING IN MUTUAL FUNDS</b> 1. Read Keown Chapter 15
WED FEB 13	<b>INTRODUCTION TO ASSET ALLOCATION</b> 1. Review Keown Chapter 11 (pages 359-371) <u>Quiz 4 on Keown CH 14, 15</u>
MON FEB 18	<b>FEDERAL INCOME TAXATION 1</b> 1. Read Keown Chapter 4
WED FEB 20	<b>FEDERAL INCOME TAXATION 2</b> 1. Review Keown Chapter 4
MON FEB 25	<b>DEBT MANAGEMENT 1</b> 1. Review Keown Chapter 7 2. Remember to bring your calculator to class <u>Quiz 5 on Keown CH 4, 11</u>
WED FEB 27	<b>DEBT MANAGEMENT 2</b> 1. Review Keown Chapter 7 2. Remember to bring your calculator to class
MON MAR 3	<b>EMPLOYEE BENEFITS – RETIREMENT PLANS</b> 1. Read Keown Chapter 16
WED MAR 5	<b>EMPLOYEE BENEFITS – INSURANCE PROTECTION</b> 1. Read Keown Chapter 9 <u>Quiz 6 on Keown CH 7, 16</u>

We reserve the right to correct factual errors and other material misrepresentations in this syllabus at any time during the course, with appropriate prior notice.