COURSE INFORMATION SHEET

COURSE TITLE: PERSONAL MONEY MANAGEMENT
ECO 103: Section 11

PROFESSOR: T. Eberhart
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E-MAIL: teberhart@monroecc.edu

WEBSITES:
Monroe Community College: www.monroecc.edu

SEMESTER: Fall, 2009
OFFICE ROOM #: 5-547
OFFICE HOURS: tbd and by appointment

COURSE DESCRIPTION:
A very practical course which teaches you how to create a financial plan to realize goals such as home ownership and early retirement. By taking this course, you will learn how to avoid credit trouble, save money on automobile purchases, and buy a desirable home. You will also learn how to protect yourself from financial disaster through the purchase of the lowest cost and safest insurance policies. Finally, you will learn how to make your money grow by investing in stocks, bonds, and mutual funds. Using the techniques you learn in this class will allow you to plan, save, and spend wisely so you and your family will enjoy a better way of life. 3 CREDITS.

COURSE OBJECTIVES:

1. Understand the importance of personal financial planning, develop your financial priorities and understand how your personal decisions affect your financial goals.
2. Construct personal financial statements and budgets and learn how to analyze these tools.
3. Manage your liquidity and analyze the various banking services that are available and how these services can help you manage liquidity.
4. Acquire and use credit wisely to assist you in meeting your financial goals.
5. Understand how taxes affect your success in planning especially in reference to investments and retirement planning.
6. Make effective buying decisions
7. Use insurance to protect your assets and income.
8. Follow the steps of the investment process and understand the tradeoff between risk and return to develop your investment strategy.
9. Learn how to buy and sell securities and other types of securities that are available.
10. Use mutual funds to simplify your investment decisions, decrease costs and time, and achieve your financial goals.
11. Develop your strategy and use the appropriate financial tools to plan for future goals including college education and retirement.

PREREQUISITE: None.
TEXT & REQUIRED MATERIALS:

2. Eco 103 Project Workbook.
3. Note Book
4. Calculator: Basic calculator
   - Note: students must bring a pen/pencil, calculator and the textbook to each class

GRADING POLICY: Your grade will be based on the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unit Exams (3) @ 135 points each</td>
<td>405 points</td>
</tr>
<tr>
<td>2. Projects (5) @ 70 points each</td>
<td>350 points</td>
</tr>
<tr>
<td>3. Quizzes/ assignments</td>
<td>145 Points</td>
</tr>
<tr>
<td>4. Budget Journal</td>
<td>100 points</td>
</tr>
<tr>
<td>Total maximum points</td>
<td>1000 points</td>
</tr>
</tbody>
</table>

1. **Unit Exams 40.5% of final grade**
   There will be (3) exams given during the semester. Examinations will include materials from the textbook, assigned readings and in-class lectures and discussions.

2. **Projects -35% of your final grade**-There will be a total of 5 Projects: (70 points each). See requirements for project summaries listed below.

   - Supermarket Project
   - Credit Card Comparison
   - Home/Mortgage
   - Individual Research
   - Mutual funds – Team project

**Requirements for project summaries:**

- Project Summaries must be completed using a word processor.
- Double-spaced using format for 8 1/2 X 11” paper, 1” margins and an 11 point standard font.
- Proper use of the English Language.
- Word abbreviations are not allowed.
- All documents must contain students name (Last name first), course and section number.
- Spell check and proof read your documents before submitting them.
- Incorrect punctuation, misspelled words and poor grammar will lower your grade.
- Project Summaries must meet the required minimum length or points will be deducted.
- Project Summaries will be submitted through the Angel course system.
3. **Quizzes/ assignments 14.5% of final your grade**
   There will be quizzes and homework assignments during the semester. The due dates for homework will be announced in class.

4. **Budget Journal 10% of your grade.** You will be required to keep a journal of your income and expenses for one month. Additional instructions will be given during the first week of class.

**Grading Scale:** your grade will be computed using the following point system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>GPA 4.0 Scale</th>
<th>Quality of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>930-1000</td>
<td>4.0</td>
<td>Excellent work</td>
</tr>
<tr>
<td>A-</td>
<td>900-929</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>870-899</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>830-869</td>
<td>3.0</td>
<td>Better than average</td>
</tr>
<tr>
<td>B-</td>
<td>800-829</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>770-799</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>730-769</td>
<td>2.0</td>
<td>Average work</td>
</tr>
<tr>
<td>C-</td>
<td>700-729</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>670-699</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>630-669</td>
<td>1.0</td>
<td>Passing, but below average work</td>
</tr>
<tr>
<td>D-</td>
<td>600-629</td>
<td>.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>599 or less</td>
<td>.0</td>
<td>Failing work</td>
</tr>
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</table>

**EXTRA CREDIT**

There is no “extra credit” work for this course. The instructor may award up to 30 bonus points for class participation.

**MAKE UP POLICY**

There will not be any make-ups for exams, quizzes or assignments. Instructor reserves the right to modify for extraordinary circumstances.

**LATE ASSIGNMENTS:**

**Assignments and Projects are due at the announced time and date.** Absence from class on the day an assignment is due does not excuse a student from this requirement. **Late submissions may receive a penalty up to 100 % of the grade. (i.e. a score of zero.)**
CIVILITY, HONOR CODE AND ACADEMIC HONESTY:

We will conduct ourselves with civility and adhere to the Honor Code as stated in the MCC 2008-2009 Catalog and Student Handbook, page 9.

We will observe the Academic Honesty Policy and its related process as stated in the MCC 2008-2009 Catalog and Student Handbook, page 249.

Refer to the College catalog and student handbook for the definitions of cheating and plagiarism, disciplinary action and procedures for appeal and grievances.

INSTRUCTOR RESPONSIBILITIES

- Provide a stimulating, challenging, and informative learning environment
- Ensure assignments are challenging and support course learning objectives
- Provide individual assistance to students to expand on topics presented in the course
- Encourage productive presentation of alternative viewpoints
- Be fully prepared for each class
- Start and end each class on time
- Provide clear requirements for class objectives and evaluation processes
- Provide confidential feedback (if requested) to improve performance and or learning

STUDENT’S CLASS AND SEMESTER RESPONSIBILITIES

- Strive for above average standards on all projects and exams
- Master key vocabulary words at the end of each chapter
- Read chapter(s) and/or handouts as assigned prior to class.
- Hand in all assignments and projects on time.
- Take all unit exams
- Prompt and regular attendance
- If absent, make arrangements to get handouts and notes from a fellow student
- Active and constructive participation in all class activities and group work
- Bring any concerns or suggestions to my attention

USE OF E-MAIL:

I will respond to e-mail messages within 24 hours (excluding Saturday and Sunday.)

Your e mail:
- Must start the subject line with the course title and section number, i.e. ECO103
- Must include your full name in the subject line.
- Please take the time to compose your e-mail in a professional manner (proper spelling and grammar), if want me to respond.
- Use your MCC e-mail account only (Angel mail is also acceptable.). Class material will be sent to you using this account (or the associated ANGEL course account) only.

Please do not use e-mail to:
- Find out what you missed in class.
Electronic Devices

PDA’s, iPods and other media players are not to be used during class time

Cell phones
- Before class starts, cell phones should be placed on vibrate only or turned off. If your phone rings during class, 1 PPE may deducted from your final grade for each occurrence and an additional task may be assigned.

Computers
- Computers are not to be used during lecture without explicit prior permission of the instructor.

Audio and Video Recordings
- Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor.

Text Messaging

Text messaging in class without instructor approval is not acceptable behavior and may result in ejection from the class and / or a grade penalty up to and including failing the course.

ATTENDANCE AND WITHDRAWAL POLICY:

Fall 2009 brings flu season and this year it is expected to bring the H1N1 variant. I encourage you to take notice of the preventive measures that have been communicated to all students at the college. I support the request that students, faculty and staff stay home when they are ill. In this class, I typically allow for up to four absences. As a result, I encourage you to be present every day. If you do become ill, you will still have those days to cover illness-related absences. I also ask that you each take the contact information for three of your classmates, so that you can share notes and information you may miss if you are absent.

5 or more absences, regardless of the reason, may result in an automatic recommendation of withdrawal from the course by the Instructor and your final grade may be reduced by one letter grade for each additional absence over 4. (instructors discretion).

1. Attendance Sheet: An attendance sheet will be circulated at the beginning of each class. It is the students’ responsibility to sign this sheet. No one else can sign for you. If a student forgets to sign the attendance sheet, it will count as an absence.

2. Tardiness: is not acceptable. Being tardy or leaving early three times will count as an absence.

The last day for a student to withdraw from individual courses with a grade of “W” is November 25th 2009. If you wish to withdraw from this course, it is your responsibility to obtain a Student-Initiated Withdrawal form from the Records and Registration office, complete the form, have the professor sign it and then return the completed form to the Records and Registration office for processing. Do not assume that your professor will automatically do this for you. Failure to initiate the student withdrawal will result in a grade of “F” for the course. Students are advised to consult with a financial aid advisor before withdrawing from a class.
EMERGENCY CLOSINGS/CLASS CANCELLATION

If the College is closed or classes are cancelled due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. or in the case of a mid-day decision, no later than 3:00 p.m. In addition, the home page on the MCC website (www.monroecc.edu) will display a message indicating the College is closed or classes are cancelled. Please do not call the College to avoid overloading the telephone lines.

In the event of an emergency, such as a campus evacuation or closure, severe weather alert, fire in a building, hazardous material incident, etc., where time-sensitive, proactive actions need to be communicated, the SUNY NY-Alert system will be utilized to provide immediate notification to all MCC students and employees who have opted to receive such alerts. Those who sign up for SUNY NY-Alert can choose to receive emergency messages via a variety of communication technologies, such as e-mail (college and/or personal accounts), and audio and/or text message to a campus, home or cell phone, fax, etc. For more information on SUNY NY-Alert, including how to sign up, please visit http://www.monroecc.edu/depts/pstd/NYAlert.htm.

Class cancellation information is available daily on the web or through the telephone. Simply go to the MCC website (www.monroecc.edu) and under the “Quick Links” window on the homepage, click on “Class Cancellations”. Additionally, class cancellation information is available by dialing 292-2066, press “1” for the Brighton Campus and “2” for the Damon Campus. If possible, please use the web as there could be delays in the voice recordings based on the number of cancellations.

LEARNING CENTER REFERRALS:

Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.). Learning centers are staffed with instructional personnel and may be equipped with computers and software to assist students. It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework. Please refer to your MCC student email to review your referral and objectives for your use of the Learning Center(s).

STUDENTS WITH DISABILITIES:

If you are a student who has a disability which had been diagnosed by a physician or licensed psychologist, you may be eligible for certain accommodations. You must identify yourself to Services for Students with Disabilities and fill out a Request for Service. Please meet with me privately so that we may discuss your specific needs.