

Course	BUSN 3100 – Issues in Business: Personal Financial Planning
Term	Fall 1, 2009 – Webster University LAAFB Campus August 17 – October 16, 2009
Instructor	Name: Roger L. Torneden, Ph.D., CFP® Phone: (310) 860-1718 (Please email for a phone appt.) Email: RTorneden@aol.com
Catalog Description	Analyzes current and significant issues in business. The course focuses on existing theories and practices, with emphasis given to energizing topics, problems, and possible solutions. Case studies are utilized in discussing each issue. Individuals must be able to understand how to structure and manage their own personal financial plan. Financial statement tools including income statements, balance sheets, and cash flow forecasts are discussed as well as ratio analysis and project management applications. The course will focus on the gathering, evaluation, and interpretation of basic financial information applicable to each individual’s circumstances, resources, and goals.
Prerequisites	NONE. Only a serious desire to manage one’s personal financial needs and objectives is required.
Course Level Learning Outcomes	Students will prepare their own comprehensive individual/family financial plan using accounting, taxation, current laws, financial analysis, risk management (insurance), and project management tools. This course is a basis for advanced study for CPA, CFP®, Attorneys (Estate Planning), Counselors (Family as well as Credit and other Financial) and advanced studies including graduate degrees in Finance, Accounting, and the MBA. More specifically, students will learn the following: <ul style="list-style-type: none"> - The components of a personal financial plan and their prioritizations depending on personal objectives and risk management needs. - Preparation of personal financial statements and their analysis. - Understanding key financial market (stocks and bonds) drivers and how to analyze risks and returns. - Key saving plan structures including IRA’s, Roth IRA’s, 401(k)’s, etc.
Materials	Textbook required: Personal Financial Planning: Theory and Practice. This textbook may be purchased used online in either the second (ISBN: 1931629021; ISBN-13: 9781931629027) or third edition (ISBN: 1931629056; ISBN-13: 9781931629058). Dalton Publisher.

	<p>You can call MBS Direct at 800-325-3252 and give your school name, site or program, and course number or access the Virtual Bookstore at http://bookstore.mbsdirect.net/WEBSTER.HTM.</p> <p>The author reference is “Dalton”. The new textbook (5th edition) has the same name and is published by Kaplan Financial. For purposes of this course the prior editions are fine and typically cost from \$10-20 or less. The new text is not necessary for this course is costs in excess of \$150. HP12C financial calculator is required and may be purchased on line used for less than \$40 (usually) or new from Staples, Office Depot, on line, etc. for closer to \$70.</p>								
Grading	<p>The UNDERGRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • A, A- superior work in the opinion of the instructor • B+, B, B- good work in the opinion of the instructor • C+, C, C- satisfactory work in the opinion of the instructor • D+, D passing, but less than satisfactory work in the opinion of the instructor • I incomplete work in the opinion of the instructor • ZF An incomplete which was not completed within one year of the end of the course • F unsatisfactory work in the opinion of the instructor; no credit is granted • W withdrawn from the course • IP course in progress • NR not reported for the course • Z a temporary designation given by the registrar indicating that the final grade has not been submitted by the instructor. When the final grade is filed in the Office of the Registrar, that grade will replace the Z. <p>Course grading structure:</p> <table style="margin-left: 40px;"> <tr> <td>1. Homework assignments</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>2. The Personal Financial Plan</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>3. Class Participation</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>4. Final Exam</td> <td style="text-align: right;">30%</td> </tr> </table>	1. Homework assignments	20%	2. The Personal Financial Plan	40%	3. Class Participation	10%	4. Final Exam	30%
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Activities	<p>The course contains activities to enhance the student’s understanding of cash management, forecasting, budgeting, retirement planning, investment planning, tax planning, estate planning, and risk management. The focus of the course is each student preparing and submitting their own personal financial plan which will be work in process throughout the term. Assignments are handed out in class one or more weeks before due dates.</p>								
Policy Statements: University Policies	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p>Academic Honesty The university is committed to high standards of academic honesty.</p>								

	<p>Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
Course Policies	<ul style="list-style-type: none"> -Classes begin promptly at 5 PM. -Late attendance and/or absences are the sole responsibility of the student. This means that each student has his/her responsibility to "network" within the class to obtain any information or notes missed resulting from late

	arrival, early departure, or absence (excused or not excused). - Students must email the instructor in advance of any planned absence prior to the missed class (emergencies an exception of course).
Weekly Schedule	Classes meet from 5 – 8:30 PM on Thursday evenings from August 17 through October 16, 2009 (LAAFB Campus).
Additional Information	Please email the instructor with any issues or questions but DO NOT email homework or other assignments. All homework is to be submitted at the class meetings.