1. **Program Identifier:** SNL BA

2. **Course FA 231: Personal Financial Planning**

3. **Instructor:** Thomas Nowak  
   tnowak2@depaul.edu  
   Cell: 312 501 4335  
   Office Hours available to students: After 5 PM

4. **Course Dates/Time:** Thursday s from September 7 to November 15, 2017  
   5:45 PM – 9:00 PM

5. **Course Location:** Loop

6. **Course Description:**

   In this course, students will organize their financial lives by learning and implementing selected principals of accounting, finance, and management. The course will address value and risk determination by dealing specifically with the analysis of one’s financial status, goal setting and planning, decision making, risk analysis, savings and investment principles, taxes, debt management, retirement, and estate considerations. These are areas which guide the financial management of individuals and businesses alike.

7. **Learning Outcomes, Competencies, and Objectives:**

   Upon successful completion of this course, students will:

   **A. Have analyzed their current:**
   
   a. Financial position  
   b. Personal risk profile  
   c. Insurance profile and risk exposure  
   d. Credit situation  
   e. Savings and investment position  
   f. Retirement benefits  
   g. Estate position

   **B. Have developed:**
   
   a. Short and long-term financial goals  
   b. Three month budget  
   c. A credit plan  
   d. A savings plan  
   e. An investment plan  
   f. A retirement plan  
   g. An estate plan

   **C. Create a detailed short term plan to improve your financial status**

   **D. Create a comprehensive financial plan**
F-X Can employ specific accounting, finance, and management skills to determine, analyze, and monitor your financial position.

H-3-X Can employ forecasting techniques to project trends and anticipate the future.

S-1-D Can understand general computing principles and solve problems using computer-based financial applications.

The items in A and C will demonstrate the acquisition of the F-X competency. The items in B and D will demonstrate the acquisition of the H-3-X competency. Using financial software and financial websites to generate reports for all three sets will demonstrate the acquisition of the S-1-D competency.

Due to the personal nature of this information all assignments will be kept confidential.

8. Learning Strategies & Resources:

Through class discussions, readings, internet research, and homework assignments, students will learn how to organize their financial lives in order to increase their probability of reaching their financial goals while minimizing personal risk and costs. By applying business concepts and practices to one’s personal life students will have the knowledge to plan, monitor, and positively contribute to their financial health.

Required text:

Text: Making the Most of Your Money Now
Jane Bryant Quinn, Simon & Schuster, December 2009
ISBN: 978-0-7432-6996-4

9. Learning Deliverables:

Students will complete weekly homework assignments to demonstrate that they understand that week’s class material. They will also complete a short term action plan to improve their finances and a comprehensive financial plan and that will tie of the course’s topics together in an organized, integrated binder.

All assignments are due by the next class. Late assignments will cumulatively lose credit for each week that they are past due.

All homework assignments are listed in the Class Schedule section.

10. Assessment of Student Learning:

With the exception of the comprehensive financial plan, all written assignments, will receive equal weight and will be graded using the grading scale in the grading scale in the next section.
11. Grading Criteria & Scale:

Written Work Will be Evaluated As Follows:
A= designates work of high quality; reflects thorough and comprehensive understanding of the issues at hand; reflects a clearly identifiable thesis and argument that demonstrates cogent and creative development and support of idea.
B= designates work of good quality; reflects clearly organized and comprehensive understanding of issues at hand; presents substantive thesis and argument with evident development and support of ideas.
C= designates work which minimally meets requirements set forward in assignment; reflects some organization and development of ideas but develops argument in superficial or simplistic manner; may only address part of the assignment or be otherwise incomplete.
D= designates work of poor quality which does not meet minimum requirements set forth in the assignment; demonstrates poor organization of ideas and/or inattention to development of ideas, grammar, and spelling; treatment of material is superficial and/or simplistic; may indicate that student has not done reading assignments thoroughly.

Assignments will make up 90% of the grade, and attendance and participation will make up 10% of the grade.

In order for a student to have an incomplete (IN) grade granted in this course, there must be a significant extenuating circumstance evidenced by the student (e.g., medical and/or significant personal issues). The student will need to initiate and file an SNL Incomplete grade contract before the final session of the course to receive an incomplete grade. Students are strongly advised to review the university deadlines for withdrawal without tuition refund and the implications for financial aid and grades.

12. Course Schedule:

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<tr>
<th>DATE</th>
<th>CLASS</th>
<th>TOPICS/ASSIGNMENTS</th>
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| 9/07 | 1     | Where am I now?-Personal financial statements.  
Assignments: Read Chapters 1-3, 7, 8, 32.  
Prepare: Personal financial statements (balance sheet & income stmt)  
List of strengths/weaknesses (minimum of five each)  
Personal profile (handout) |
| 9/14 | 2     | Where do I want to go and how do I get there?- Goal setting and budgeting.  
Assignments: Read Chapters 12-13.  
Develop lists of at least three short term and long term goals with an action plan for each goal.  
Develop a budget for three months. |
| 9/21 | 3     | What information do I need to achieve my goals? – Analysis and decision making, and risk analysis.  
Assignments: Read Chapters 14-16.  
Prepare personal risk profile from questionnaires. |
Assignments: Read Chapters 10 -11, 17-18, skim 19, 20.  
Prepare analysis of current insurance coverage in six insurance areas: life, health, auto, homeowners, disability, and long-term care. |
13. Course Policies:

Attendance and class participation are also part of the evaluation process. Assignments will make up 90% of the grade, and attendance and participation will make up 10% of the grade.

All assignments are due by the next class session. The grade for any assignments that are late will cumulatively go down for every week it is late.

Attendance is important. Missing more than two classes will negatively impact your grade.

This course includes and adheres to the college and university policies described in the links below:
- Academic Integrity Policy (UGRAD)
- Incomplete Policy
- Course Withdrawal Timelines and Grade/Fee Consequences

14. Course Resources:

University Center for Writing-based Learning
SNL Writing Guide
Dean of Students Office

15. Instructor Brief Bio

Tom Nowak is a Chief Financial Officer consultant. He has been an adjunct instructor at DePaul since 1986 for the College of Business and School for New Learning. Tom earned his MBA in Finance at DePaul and is a Certified Public Accountant (CPA), and Project Management Professional (PMP).