

Syllabus
School for New Learning

1. Program Identifier: SNL BA
2. Course: FA 231 Financial Planning
3. Fall 18-19
4. Instructor: Thomas Nowak
tnowak2@depaul.edu
Cell: 312 501 4335
Office Hours available to students: After 5 PM
5. Course Dates/ Time: Thursdays from September 6 to November 15 from 5:45 PM to 9:00 PM
6. Course Location Loop: Lewis 1407
7. Course Description:

In this course, students will use selected principals of accounting, finance, and management to organize financial information into the components of a comprehensive financial plan. This course will address value and risk determination by dealing specifically with the analysis of financial status, goal setting and planning, decision making, risk analysis, savings and investment principles, taxes, debt management, retirement plans and other considerations.

These areas of financial planning apply to individuals and businesses alike. Each topic will first be covered on a personal basis and then expanded to planning for a business.

8. Learning Outcomes, Competencies, and Objectives:

Learning Outcomes: students will be able to:

1. Analyze and apply knowledge and theories of financial planning
2. Apply skills for effective decision-making in financial planning
3. Investigate financial problems using quantitative methods
4. Complete a Comprehensive financial plan

Competencies:

Students in the Independent Focus Area program can choose among the following competencies:

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-X Can understand general computing principles and solve problems using computer-based financial applications.

Objectives: Upon successful completion of this course, students will:

- A. Have analyzed current:
 - a. Financial position
 - b. Risk profile
 - c. Insurance profile and risk exposure

- d. Credit situation
 - e. Savings and investment position
- B. Have developed:
- a. Short and long-term financial goals
 - b. Three month budget
 - c. Credit plan
 - d. Saving and investment plan
- C. Created a detailed short term plan to improve financial status
- D. Created a comprehensive financial plan

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-X competency.

9. 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 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

10. 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 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.

11. 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

12. Grading Criteria & Scale:

Written and Oral Work will be evaluated as follows:

A= designates work of high quality; reflects thorough and comprehensive understanding of the issues at and; 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.

Grading Scale:

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.

13. Course Schedule:

DATE	CLASS	TOPICS/ASSIGNMENTS
9/06	1	Where am we now? Financial Statements. Assignments: Read Chapters 1-3, 7, 8, 32. Prepare: Financial statements (balance sheet & income statement) List of strengths/weaknesses (minimum of five each) Organization profile (from last page of handout)
9/13	2	Where do we want to go and how do we 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.
9/20	3	What information do we need to achieve our goals? Analysis and decision making, and risk analysis. Assignments: Read Chapters 14-16. Prepare risk profile from questionnaires.
9/27	4	How do we protect ourselves? – Risk analysis and Insurance. 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. Identify areas of risk exposure.

10/04	5	How much do we owe? – Credit analysis. Assignments: Read Chapters 4, 9. Prepare analysis of current debt and develop a credit payment plan.
10/11	6	Cash management and banking. Assignments: Read Chapters 21-24. Prepare analysis of current savings and develop a savings plan.
10/18	7	Putting your money to work- Investments. Assignments: Read Chapters 25-28. Prepare analysis of current investments and development an investment plan.
10/25	8	Investments – part 2. Assignments: Read Chapters 29-31. Prepare analysis of a month’s actual spending versus budget.
11/01	9	Retirement planning Assignments: Read Chapters 5-6. Analyze retirement needs and benefits ,and prepare the retirement plan. Complete short term plan to improve your finances
11/08	10	Estate planning – Wills and trusts Complete Comprehensive Financial Plan
11/15	11	Comprehensive Review

14. 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](#)

15. Course Resources:

[University Center for Writing-based Learning](#)

[SNL Writing Guide](#)

[Dean of Students Office](#)

16. 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).

CAC Approved 12.16.16