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**Finance 100  
Personal Finance  
Fall 2019**

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**Instructor: Lamine Konate**

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**Class meets Tue./Thu. in Room 1E03 from 08:00 – 09:20 am**

**Office Hours: Tue./Thu. 09:30 – 10:30 pm, and by appt.**

**Course materials available on Blackboard**

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**Course Description**

Personal Finance provides the foundational background of wealth management theories and their application. It develops student's ability to apply the techniques of finance and tax planning; investment and retirement planning; ethics and communication. Topics include income taxes preparation, obtaining affordable housing, managing your credit cards, obtaining consumer loans, investing, retirement, etc. Emphasis is placed on developing students' ability to design and implement appropriate strategies to satisfy either their financial goals or that of their clients. Overall, it's centered around the following sections:

1. Foundations of financial planning
2. Managing basics assets
3. Managing credits
4. Managing insurance needs
5. Managing investments
6. Retirement and estate planning

Text: Personal Finances, 10<sup>th</sup> edition, 2010, Garman and Forgue, ISBN-13: 978-1-4390-3902-1

**Other Requirements**

A financial calculator to be used during class and/or on test days.

**Prerequisite:** None

**Course Objectives**

Upon completion of this course, students should be able to:



1. Demonstrate a working knowledge of financial and income tax planning
2. Show communication skills necessary to gather information and motivate clients to execute your advice;
3. Describe how the economic environment affects people lives and plan accordingly
4. Discuss the role that investing plays in the personal financial planning process
5. Explain the process of buying and selling securities; their risks, and potential returns
6. Describe one's Investment Portfolio and techniques to manage it
7. Explain the eligibility requirements and benefits of the Social Security program
8. Differentiate among the types of employer-sponsored pension plans
9. Estimate retirement and/or life insurance needs

### **Course Structure**

The course is comprised mainly of lectures and their application through a series of case presentations. Each topic begins with a general overview followed by a lecture of the material with some hands-on examples. Online assessments will be given either before or after the lecture to get students prepared for, or, test their understanding of the material.

### **Preparation**

Since the benefits you derive from this course relies heavily on your preparation, students are urged to read the appropriate chapter prior to class. You are expected to prepare for each lecture by reading the assigned text, and/or doing the online pre- or post-test whenever applicable.

Students are also strongly encouraged to follow personal financial and business news through the Wall Street Journal, Kiplinger's personal financial newsletter, New York Times business section, Business Week, Forbes Magazine, Fortune Magazine, The Financial Times, investments news, financial planning digest, wealthmanagement.com, financialplanning.com.

### **Policies and procedures**

As previously stated, students are required to read and comprehend assigned chapters of the textbook before class sessions in order to be able to participate intelligently in class discussions.

### **Absences**

The maximum number of absences for this course is limited to two (2). In the case of excessive absence, the instructor has the option of assigning a "WU" grade.

### **Class Attendance**

Students are expected to arrive promptly to each class. If a student misses a class, it is his/her responsibility to find out what materials were covered. Students are expected to attend class regularly, complete all required assignments and actively engage in activities. Attendance will be taken at all class sessions.

### **Class Withdrawal**



Once class begins, you must officially drop or withdraw from a course that you no longer want to attend before the deadlines (**check the Academic Calendar for specific dates**)\*

*\*Note: If you do not take action on the course, you will receive a grade of “WU” (Withdrawn Unofficially-same as an “F” grade) which counts as a failure in your GPA and may have financial repercussions.*

### **Lateness**

Class begins promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes lateness. Latecomers may, at discretion of the instructor, incur an official absence.

### **Participation**

The success of our class depends on active participation of students. As such, students are expected to attend class regularly and on time, complete all the required assignments and actively engage in activities. Attendance will be taken at all class sessions.

### **Homework**

Students will be given homework in order to practice concepts learned. Homework will be assigned each weekend. Points will get deducted from the final score of homework if it's submitted passed the due date.

### **Special Accommodations**

Students with documented disabilities are entitled to receive accommodations, including extra time on exams, test, projects and assignments. The Star program is dedicated to providing a wide range of Supportive Services to York College student with disabilities. The Star program is committed to serving its mission of assisting students to achieve their full potential. If you are eligible for any the star program services please stop by the office, AC-1G02 or call [718-262-2191](tel:718-262-2191)/3732. For more information, go to: <http://www.york.cuny.edu/student-development/ossd>

### **Communication**

The best way to communicate with me is by email. I will respond to your emails within 24 hours. If you have not heard from me within 24 hours, please assume that your email has gone astray, and resend it. I only pick up phone messages when I am in my office, so if there's something urgent that you need to know, please email me, or come to my office hours.

### **Grading Policy**

Your overall grade is based upon a case study and presentation, two (2) exams, attendance and participation, and a final exam as highlighted below. **No Make-up Exams will be given.** You can follow your progress and find out about your grade anytime on Blackboard.



Assignment	Percentage Points
Case Studies Project	20%
Exams 1 & 2	40%
Assignments & Attendance	10%
Final	30%

### Grading scale:

Letter Grade	Number Grade Range
A+ = 4.00	97.0 - 100
A = 4.00	93.0 - 96.9
A- = 3.70	90.0 - 92.9
B+ = 3.30	87.0 - 89.9
B = 3.00	83.0 - 86.9
B- = 2.70	80.0 - 82.9
C+ = 2.30	77.0 - 79.9
C = 2.00	73.0 - 76.9
C- = 1.70	70.0 - 72.9
D+ = 1.30	67.0 - 69.9
D = 1.00	60.0 - 66.9
F = 0.00	0.00 - 59.9

See <http://www.york.cuny.edu/academics/policies/grading-policies> for addition information on grading policies

### **Teacher Evaluations**

Student evaluations of teaching will be given to the class, collected from the class and taken to the office of public safety (AC-1M02) by a student who is registered for the class. No faculty members may be present in the room during the entire process.

### **Important Policies**

#### **Policy on Academic Integrity, Cheating and Plagiarism.**

Students can familiarize themselves with this policy by downloading a pdf copy at: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/Academic-Integrity-Policy-051911.pdf>

#### **Student support resources on campus**

The following offices and programs are available on campus to support students as needed. Please note that this is not an exhaustive list and other programs and offices do exist. When unsure you can conduct a search on the **York College website** located at [www.york.cuny.edu](http://www.york.cuny.edu) or



access the **York College Bulletin** (also searchable) online at <http://york.cuny.edu/search?SearchableText=york+bulletin>

The **Academic Achievement Center** is located in the library (AC-3H13) and offers tutoring for students in various subjects. Tutoring is free to students who schedule appointments with tutors at times that fit their schedule. The academic achievement center can also be reached by phone at (718) 262-2831 or via e-mail at [aac@york.cuny.edu](mailto:aac@york.cuny.edu).

The **Academic Computing and Educational Technology Center** provides technical support for students in utilizing Blackboard, the CUNY portal, York e-mail and other programs. There is a help desk located in the G-Wing of the Library (located on the 3rd floor). The IT help desk can also be reached by phone at (718) 262-5300 or via e-mail at [helpdesk@york.cuny.edu](mailto:helpdesk@york.cuny.edu). Additionally, the center runs technology workshops for students. More information can be found online at <http://york.cuny.edu/it/acet/academic-computing-and-educational-technology/>

### **Class Schedule**

<u>Date</u>	<u>Topics covered</u>	<u>Reading</u>	<u>Assignments</u>	<u>Due</u>
Week 1	Overview & Understanding Personal Finance	Chap 1	Online Quiz	
Week 2	Managing Checking and Savings Accounts	Chap 5	Online Quiz	
Week 3	Investment Fundamentals	Chap 13	Online Quiz	
Week 4	EXAM 1			
Week 5	Building and Maintaining Good Credit	Chap 6	Online Quiz	
Week 6	Vehicle and Other Major Purchases	Chap 8	Online Quiz	
Week 7	Managing Income Taxes	Chap 4	Online Quiz	
Week 8	EXAM 2			
Week 9	Obtaining Affordable Housing	Chap 9	Online Quiz	
Week 10	Managing Property and Liability Risk	Chap 10	Online Quiz	
Week 11	Managing Health Expenses	Chap 11	Online Quiz	
Week 12	Case Study Presentation			
Week 13	Final Review			
Final Wk.	FINAL EXAM			

**\*PLEASE NOTE THAT THIS SYLLABUS IS SUBJECT TO CHANGE**