

MONTGOMERY COLLEGE



Business and Hospitality Management Department – Rockville Campus

BSAD111 – Personal Finance

I. Contact Information

Instructor:	John Coliton	Spring, 2025 – CRN 32359
Office:	HU 251 (240.567.5139)	T/T 9:30 a.m. – 10:45 a.m. HU 127
Office Hours:	Monday 3:00 p.m. – 4:00 p.m. Tuesday / Thursday: 2:00 p.m. – 4:00 p.m.	
College Web:	http://www.MontgomeryCollege.edu	
Email:	john.coliton@montgomerycollege.edu	

II. General Course Information

BSAD111 – Personal Finance: An introduction to some proven techniques of financial management for the individual. Emphasis on the development of a program of financial management, including budgeting, consumer credit, consumer spending, insurance, investments in real estate, securities, commodities, income tax planning, retirement planning, and other financial problems of the individual. Assessment level: AELR 930/READ 099. Three hours lecture/discussion each week. Formerly BA 211. 3.000 Credit hours

For technical support contact the IT Service desk at <https://info.montgomerycollege.edu/offices/information-technology/index.html> or itservicedesk@montgomerycollege.edu or 240.567.7222. For academic resources including Blackboard see <https://www.montgomerycollege.edu/academics/online-learning/distance/academic-resources-and-technical-support.html>. For student technology requirements see <https://info.montgomerycollege.edu/offices/information-technology/services/hardware-specifications.html>.

III. Common Course Student Learning Outcomes:

Upon course completion, a student will be able to:

- Relate money management and savings activities to achieving financial goals
- Select appropriate tax strategies for different financial and personal situations
- Compare the costs and benefits of various types of savings vehicles
- Assess his or her insurance needs and devise a plan to purchase insurance getting the most for his or her money
- Calculate the costs and benefits associated with purchasing a home
- Explain the importance of planning early for retirement and design a plan
- Design a diversified retirement investment portfolio

IV. Textbooks, Workbooks, and Supplies

The text for this class is an Open Educational Resource (OER) PDF file that is linked from the Blackboard site. The file is free and available once the class starts. You will need a basic calculator that adds, subtracts, multiplies, and divides; a financial calculator may be helpful but not necessary for the class.

V. Course Requirements

Grading is based on tests, papers and discussion posts. **Late work will not be accepted after the last class of the semester – May 8, 2025** (papers and tests may be completed after the due date and subject to a 30% late penalty, late discussion posts will be subject to a 50% late penalty). The papers will require you to take concepts from the course and apply them to life and financial goals. The tests will be taken via Blackboard and are drawn from the text. The discussion board questions will ask for your understanding or perspective on a particular topic. Optional extra credit may be earned by signing in (in-person) in class at the rate of two points per class session for a total of 56 points for the entire course. This class may be audited (taken without the expectation of a grade) with my permission and the proper form submitted to the records office. Someone who audits the class is still expected to participate in class and complete all projects.

The grading is allocated as follows:

Papers (4 at 100 points each).....	400
Tests (3 at 100 points each)	300
Discussions (10 at 10 points each)...	100
Extra Credit (optional).....	<u>(56)</u>
Total Points:.....	800

The following distribution of points will be used to determine final grades:

A	=	720 ↔ 800	(90 - 100%)
B	=	640 ↔ 719	(80 - 90%)
C	=	560 ↔ 639	(70 - 80%)
D	=	480 ↔ 559	(60 - 70%)
F	=	0 ↔ 479	(0 - 60%)

VI. Additional General Information

The last day to drop the class with a refund is: February 03, 2025

The last day to change to audit is February 17, 2025

The last day to drop a class without a grade is February 17, 2025

The last day to drop a class with a grade of “W” is April 21, 2025

Additional policies can be found at <http://mc.coliton.com/SyllabusSupplementSpring2025.pdf> and should be considered part of this syllabus.

This course is being taught in a HyFlex format. HyFlex Instruction offers several advantages. Students can attend class in person, online via Zoom, or watch recorded sessions. This flexibility enables a high degree of learner flexibility, it also requires a high degree of learner responsibility. You are responsible for keeping up with the content of this course. You have an option on how you choose to attend the class, but a reminder that attendance (in person or virtual) is an expected activity in this class if you wish to do well in learning the concepts of this class and earning a good grade.

VII. Course Schedule

Week	Topic	Assignment
Jan-28	Course Introduction, and Chapter.1: Personal Financial Planning	Study chapter 1 by Thursday (Jan-30)
Feb-04	Chapter 2: Basic Ideas of Finance, and Chapter 3: Financial Statements	Study chapter 2 by Tuesday (Feb-04) Study chapter 3 by Thursday (Feb-06)
Feb-11	Chapter 4: Evaluating choices: time, risk, and value	Study chapter 4 by Tuesday (Feb-11)
Feb-18	Chapter 5: Financial Plans: Budgets	Study chapter 5 by Tuesday (Feb-18)
Feb-25	Chapter 6: Taxes and Tax Planning	Study chapters 6 by Tuesday (Feb-25)
Mar-04	Chapter 7: Financial Management,	Study chapter 7 by Tuesday (Mar-04) Paper #1 due by Thursday (Mar-06) at 12:00 p.m. (noon) on Blackboard Test #1 (chapters 1 – 6) – on Blackboard starting Monday (Mar-03) for one week
Mar-11	Chapter 8: Consumer Strategies, and Chapter 9: Buying a Home	Study chapters 8 & 9 by Tuesday (Mar-11)
Mar-18	Spring Break	
Mar-25	Chapter 10: Personal Risk Management: Insurance	Study chapter 10 by Tuesday (Mar-25)
Apr-01	Chapter 12: Investing	Study chapter 12 by Tuesday (Apr-01) Paper #2 due by Thursday (Apr-3) at 12:00 p.m. (noon) on Blackboard Test #2 (chapters 7 – 10) –on Blackboard starting Monday (Mar-31) for one week
Apr-08	Chapter 14: The Practice of Investment	Study chapter 14 by Tuesday (Apr-08)
Apr-15	Chapter 15: Owning Stocks	Study chapter 15 by Tuesday (Apr-15)
Apr-22	Chapter 16: Owning Bonds	Study chapter 16 by Tuesday (Apr-22) Paper #3 due by Thursday (Apr-24) at 12:00 p.m. (noon) on Blackboard
Apr-29	Chapter 17: Investing in Mutual Funds, Commodities, Real Estate and Collectibles	Study chapter 17 by Tuesday (Apr-29)
May-06	Chapter 11: Personal Risk: Retirement and Estate Planning	Study chapter 11 by Tuesday (May-06)
May-15	Final Exam	Paper #4 due by Thursday (May 15) at 12:00 p.m. (noon) on Blackboard Test #3 (chapters 11, 12, 14, 15, 16, and 17) –on Blackboard all day

A course calendar is available online at: <http://mc.coliton.com/BSAD111/ images/calendar32359.pdf>