

Professional Development Course Syllabus

Sponsor/Instructor is required to submit all class registrations within one week of the start date.

Course Number: EDPD 5000

Course Title: **Helping Educators Manage Personal Finances 2009**

Instructor: Mollie Sweet Continuing Education Credit(s): **1** Total Cost for Credit: **\$65.00**

NOTE: Continuing Education courses are designed for professional development and do not normally count toward an academic degree.

1. Educational Goals for the Course:

- This course will assist educators to better understand the fundamentals of building personal wealth and financial stability.

2. Instructional Learning Objectives:

(What will participants learn and put into practice as a result of completing this process?)

Participants will:

- Receive a practical overview of personal financial management and creation of wealth, blending financial theory with applications
- Develop personal financial management skills
- Understand the elements of the U.S. financial structure: savings and investment opportunities, financing and credit sources, the role of insurance in protecting income and assets, the role of tax implications in financial decision making
- Gain a better understanding of the employee benefits available to them through their employer and/or personnel policies.

3. Course Requirements:

In Class:

- Attend and participate in Smart Women Smart Money Conference, including breakout sessions.

Out of Class:

- Submit a written report summarizing each section attended, both the main sessions and the breakout sessions, and how you will apply the information gained in that session.
- Submit a report showing evidence of completion of five of the items listed below. This report should be a reflection document indicating what you learned through the process rather than a submission of personal information. Do NOT turn in any personal information (such as your actual budget).
 - i. Prepare and analyze your personal budget. Document how well you adhere to the budget and the implications of straying. Use this information to write your plan of action in order to achieve your financial goals.
 - ii. Review your 403(b), 401(k), Roth, Roth IRA, or other applicable retirement account and analyze the growth or loss over the past year. In the paper, discuss any trends you noticed, if you are pleased with the growth and any ideas for future investment choices.
 - iii. Analyze fees and charges for your personal credit card gathered from credit card prospectus as compared to other credit cards prospectuses. Turn in the analysis, but not your actual credit card information. Calculate how long it will take you to pay off your highest card with paying only the minimum payment <http://www.cardtrak.com/tools>. Use <http://www.acctsite.com/calcs/PayoffCC.html> to see how long it would take to pay it off if you paid 5% more. In addition, pick a goal date to have the card paid off and use the calculator to determine how much your monthly payments would be – comment on this process in your documentation. Use the analysis to consider your best options for your budget.
 - iv. Visit a credit union you are eligible to join (either in person or via the website). Compare and contrast the services available at the credit union versus a traditional full service bank such as US

Professional Development

Bank. Compare and contrast the various lending rates (i.e. – CDs or savings). Comment on your findings and the potential impact on your budget.

- v. Visit <http://money.cnn.com/> and read about the latest outlook for the economy, various articles regarding spending, the market, real estate, or any of the current news. Comment on how the information you received could influence your current budget or future financial planning.
 - vi. Visit one or two of the following web sites (each website and summary count as one activity towards your five) and prepare a summary of the opportunities available to plan for your financial future. <http://crown.org> and/or <http://financialplan.about.com>
- Submit to all course work to Mollie Sweet at msweet@nnu.edu

4. **Dates, Times and Location of Proposed Course:**

(1 Semester Credit Equals 15 Professor Contact Hours plus an additional 30 Hours Outside Work)

Attend 8 hours of the Smart Women/Smart Money Conference on October 3, 2009; Boise Center on the Grove, Boise, ID. Remaining 7 hours of individual reading and research plus an additional 30 hours of outside course work to equal the necessary 45 hours for a one-credit course.

5. **Due Date for Completion of Course Requirements:** October 31, 2009

6. **Learning Resources and Required Text:** Conference Materials

7. **Evaluation Procedure:** Pass/Fail