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MASSACHUSETTS SCHOOL OF LAW at ANDOVER

**SYLLABUS for Financial Literacy**

**Professor Michael B. Leamy, EdD., MBA**

**INSTRUCTOR:** Professor Michael B. Leamy, EdD., MBA

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**TEXTBOOKS:** Madura, J. (2020). *Personal Finance, 7th editon*. Pearson ISBN- 13: 9780135639535 .

**CLASS TIMES:** TBD

**OFFICE HOURS:** By appointment in person, Zoom, or by phone as requested

***See TWEN for detailed weekly schedule and all course content.***

**COURSE DESCRIPTION:**

This course is designed to provide students with the knowledge and skills necessary to make informed financial decisions in business and in their own personal lives. Through a combination of theoretical concepts and practical applications, students will learn about the time value of money, budgeting, saving, investing, credit management, insurance, taxes, retirement planning, and other key aspects of personal finance. The course will also cover ethical and social responsibility in finance, emphasizing the importance of ethical behavior and socially responsible investing and money management. By the end of the course, students will develop a comprehensive understanding of financial literacy and be able to apply these concepts to their own lives and future financial goals.

**COURSE OBJECTIVES**

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

1. Demonstrate an understanding of fundamental financial concepts, including budgeting, saving, investing, and credit management.
2. Analyze financial risks and rewards associated with various financial decisions, such as investment choices and borrowing options.
3. Apply financial knowledge to develop a personal financial plan that aligns with short-term and long-term goals.
4. Evaluate the ethical implications of financial decisions and demonstrate an understanding of socially responsible investing practices.
5. Communicate financial information effectively, both orally and in writing, to diverse audiences.

**GRADING CRITERIA**

Minor Exams 20%

Major Papers (2): 30%

Final Exam 40%

Formative assignments and presentations 10%

**ASSIGNMENTS OVERVIEW:**

1. Minor Exams: (20%)
	* Regular, low-stakes quizzes to assess knowledge of content
2. Personal Financial Statements and Liquidity Management Paper: (15%)
3. Financial Planning for Retirement Paper: (15%)
4. Final Exam: (40%)
	* Final comprehensive exam
5. Miscellaneous Formative Assessments: (10%)
	* Various Written Assignments
	* Informal Presentations

**ASSIGNMENT FORMATTING**

1. All assignments must be typed, doubled-spaced, and use APA format when appropriate.
2. All assignments must be submitted on the due date unless other arrangements have been made with the instructor **PRIOR TO THE DUE DATE**. No late work will be accepted unless arrangements have been made with the instructor and an extended due date negotiated. Late assignments may incur a reduction in points per day late.
3. Detailed assignment instructions and rubrics for each individual assignment will be included.

**INSTRUCTIONAL STRATEGIES:**

 **X**  Lecture  Laboratory

 **X**  Discussion/Questioning  Pre-Practicum

 **X**  Viewing/Listening/Answering  **X**  Role Playing/Simulation

 **X**  Problem Finding/Solving  **X**  Independent Learning

 **X**  Discovery  **\_\_\_** Field Trips

 **X**  Interviewing  **\_\_**  Computer Applications

 **X**  Collaborative Learning  **X**  Data Collection

 **X**  Reflective Response  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# COURSE OUTLINE

|  |  |  |
| --- | --- | --- |
| Week | Dates | Topics & **Major Assignments** |
| 1 |  | Overview of Financial Literacy and financial Planning |
| 2 |  | Tools for Financial Planning* Planning with Personal Financial Statements
* Understanding Financial Statements
* Applying Time Value Concepts
* Using Tax Concepts for Planning

**MINOR EXAM #1** |
| 3 |  | MANAGING YOUR LIQUIDITY* Banking and Interest Rates
* Managing Your Money
 |
| 4 |  | MANAGING YOUR LIQUIDITY Continued* Assessing and Securing Your Credit
* Managing Your Credit

**MINOR EXAM #2** |
| 5 |  | PERSONAL FINANCING* Personal Loans
* Purchasing and Financing a Home
 |
| 6 |  | INSURANCE BASICS: PROTECTING YOUR WEALTH* Auto and Homeowner's Insurance
* Health and Disability Insurance
* Life Insurance

**MINOR EXAM #3** |
| 7 |  | **FIRST PAPERS DUE and Presentations** |
| 8 |  | PERSONAL INVESTING* Investing Fundamentals
 |
| 9 |  | PERSONAL INVESTING Continued* Investing in Stocks
* Investing in Bonds
 |
| 10 |  | PERSONAL INVESTING Continued* Investing in Mutual Funds
* Asset Allocation

**MINOR EXAM #4** |
| 11 |  | Introduction to Retirement Planning |
| 12 |  | Introduction to Estate Planning |
| 13 |  | The Importance of Financial LiteracyCurrent Trends in Financial Planning **MINOR EXAM #5** |
| 14 |  | Integrating the Components of a Financial Plan |
| 15 |  | **Second Papers Due and Presentations**  |
|  |  | **Final Exam**  |