Course Overview

This course covers the basics of personal financial planning. Topics covered will include the planning process, assessment of financial condition, budgeting, taxes, savings and investments, insurance, consumer credit, housing, retirement and estate planning. Information will come from textbook, lectures, and guest speakers.

Pre-Requisites/Co-Requisites: None.


Location of Course Materials: Tiger and University bookstores, online.

Course Objectives: Students will be able to:

1. Define goals and prepare personal financial statements, e.g., balance sheet, income and expense sheet, and budget.
2. Understand time value of money and how it affects both investment and debt.
3. Handle consumer credit, prepare a 1040EZ tax form, purchase insurance, buy a car and save for a home.
4. Invest in a mutual fund.
5. Take advantage of automatic investing in retirement vehicles.
Course Methodology

The course meets twice weekly. Lectures by the professor are supplemented by guest speakers.

Professor’s Expectations:

Students are expected to attend class, read the assigned material, do assignments, and participate in class discussion. Attendance is taken nearly every class period but is not required. Attendance is encouraged and rewarded by points added to the final grade.

Student’s Expectations:

Students should expect to be treated with respect. The professor should be prepared with timely material. Assignments and exams should be graded in a timely manner with appropriate, constructive feedback.

ASSIGNMENTS

Jan. 20 – Feb. 8  Chapters 1 (Planning) and 2 (Financial Statements)
Feb 10  1st Quiz 
Feb.15  Time Management
Feb 17-Feb. 22  Chapter 3 (Tax) (Guest Speaker, Feb. 22)
Feb. 24  2nd Quiz - Take home (due Feb. 29)
Feb. 29  Chapter 4 (Cash & Saving)
March 2  Chapter 6 (Open Accounts)
March 7-13  Spring Break
March 14  Chapter 7 (Consumer Loans)
March 16  3rd Quiz 
March 21  Midterm Review 
March 23  Midterm Exam
March 28  Chapter 9 (Health/Benefits)(Guest Speaker)
March 30  Chapter 8 (Life Insurance)
April 4  Chapter 10 (Property Insurance) (Guest Speaker)
April 6  4th Quiz 
April 11  Budgeting Discussion
April 13  Chapters 11-13 (Investments)
April 18  Chapter 5 (Housing/Auto)
April 20  Guest Speaker (Pass out take home Quiz 5)
April 25  Chapter 15 (Estate Planning)
April 27  Review 
May 4, 1-3 p.m  Final

Grading and Evaluation Criteria

Throughout the semester students will be required to complete worksheet assignments and/or work problems, sometimes during class periods. Students will be assigned projects at intervals during the semester. This will be outside work. Timeliness in completing assigned work will be a factor in grading. The worksheets, problems, and projects together are worth 40 percent of the course grade. Full credit will not be given for late and/or incomplete work.
Final Course Grades

There will be five quizzes. The quizzes, averaged, will count 20% of the grade. Quizzes may be closed book, open book or take-home. There will be two exams: a midterm and a final. Testing format for quizzes and exams may be essay, problems and/or multiple-choice. Makeup exams are strongly discouraged and will be allowed only at the professor’s discretion. The final exam will be comprehensive. Exams will count as follows: midterm 20% and final 20%. Assignments will be 40%.

Schedule of Activities

[This includes a calendar of the entire semester in whatever organization or format that is most appropriate in this course. Ideally, this schedule should be provided in a separate document/page that is kept and shared separately from the syllabus.]

Final Exam Schedule

See final course grades.
The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

Course Policies

E-MAIL. I welcome email correspondence. Students should notify the professor when classes will be missed due to illness or work conflicts. Please stay home if you are sick with a contagious condition.

Attendance: See Professor's Expectations.

Academic Integrity:

Go to http://www.memphis.edu/fche/integrity/.

“Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus' Office of Student Conduct website.” For the policy on general class conduct, see the classroom misconduct section of the Code of Student Conduct and Disciplinary Procedures in the Student Handbook.
Participation:
Participation is encouraged. Learning from the experiences of other students can be valuable. Being prepared is essential.

Classroom Behavior:
Students should be respectful of the teacher and other students. No one should monopolize the conversation. Tardiness is disruptive to both the professor and fellow students. If a student is going to be late on a regular basis due to distance between classroom buildings or work, the professor should be notified. The student should sit in a seat near the door if possible. Coffee and soft drinks only are permitted, no food.

Late Assignments:
Only partial credit will be given for late assignments.

Extra Credit:
Only Honors Credit can be earned. There is no extra credit available.

Reporting Illness or Absence:
Illness or absence should be explained through an email.

Inclement Weather:
In the event that inclement weather requires the cancellation of classes at the University of Memphis, local radio and television media will be immediately notified. Additionally The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as Tiger Text, an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Click Here for information on Tiger Text.

Syllabus Change:
The instructor reserves the right to make changes as necessary to this syllabus with proper, timely notice to students.

Student Services
Please access the FCBE Student Services page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance