## Course Syllabus

**FIR 1220 – Personal Financial Management**  
**FALL 2018**  
**3 Credit Hours**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Prof. Kelley Anderson</th>
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<tbody>
<tr>
<td>Phone and Email</td>
<td>901-678-4645 and <a href="mailto:kndrsn13@memphis.edu">kndrsn13@memphis.edu</a></td>
</tr>
<tr>
<td>Course Website</td>
<td><a href="https://elearn.memphis.edu">https://elearn.memphis.edu</a></td>
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<tr>
<td>Technical Support</td>
<td>Contact me or helpdesk at 901-678-8888</td>
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| Discussion Board    | Please ask your questions in the discussion board so answers can benefit everyone in the class; Use email only for issues containing personal information that cannot be posted for public display. |
| Textbook Website    | http://www.cengage.com/c/pfin-6e-billingsley#compare-options |
| Office Hours        | By appointment in FCBE 444 or online through BlueJeans meeting space located at http://bluejeans.com/8347369377 |

### Course Overview

This course covers the personal financial planning process including areas of personal budgeting, borrowing and credit, insurance, home ownership, investment, taxes, entrepreneurship, and family financial planning.

### Pre-Requisites/Co-Requisites

This is a beginning course in the area of finance, and the coursework will require basic mathematical skills. There are no pre-requisites for this course.

### Technical Skills Needed

The student should also have the ability to utilize independently the following technologies: Microsoft Word (or equivalent), Microsoft Excel (or equivalent), Managing digital files (copy, attach, etc.), PowerPoint (or equivalent) to create and display presentations.
Required Text
PFIN 6th Edition (no Coursemate access or additional codes purchase required)
http://www.cengage.com/c/pfin-6e-billingsley#compare-options

Authors: Gitman, Joehnk, and Billingsley
Publisher: Cengage
*Used copies of previous editions (4th or 5th) are also acceptable.

Recommended Materials
Excel should suffice for all calculations. You may also consider a financial calculator or financial calculator app if you choose, but all calculations can be accomplished using Excel.

Location of Course Materials: https://elearn.memphis.edu

Course Objectives
This course is designed to introduce students to the personal side of financial analysis and activity and provide them an important additional perspective on other finance/accounting coursework taken at the University of Memphis. Typically, other courses tend to address these topics from the perspective of the organization or the (typically large/institutional) investor. While some students may decide to continue their studies in the finance field and enter these professions that are often lucrative, all students as well as members of our community will benefit immensely from an early course that prepares them as consumers, and users of financial services.

In this course, the student is placed at the “center of their financial universe” and is exposed to the areas of financial planning and analysis, which can help them to increase their financial literacy and make more intelligent choices about their future financial situation.

Topics covered in the course include:
(1) Income and Accumulation - ‘How to make money’, various career options,
(2) Saving early and often - the power of compound interest,
(3) Investments, and
(4) Consumption, Expenditures, and Disbursement (including Taxes, Housing, Auto), budgeting,
planning, personal credit, credit cards, student loans, and various types of insurances.

Professor’s Expectations
1. Your success in this class is important to me. I will be available to assist you in every
possible way of enhancing your learning experience.

2. Students are expected to stay current in their reading assignment preparation and
regularly visit the course website. In general, you should assist the instructor in creating a
positive, supportive environment for learning by staying engaged in the course and actively
participating.

3. Utmost ethical conduct is expected from everyone. Academic dishonesty and cheating will
result in the appropriate academic and university penalties to the extent that an "F" may be
assigned for the course grade and the student may be dismissed from the University for
Disciplinary Reasons.

4. Caution: The course instructor does not have access or control over administrative issues
such as meeting admissions criteria for the Graduate School or completion of prerequisites, if
any, by the students. Please contact the program director for any administrative questions.

Student’s Expectations
In my role as your instructor, there are certain things you can expect from me including: well-
organized and engaging learning experience, response to emails within two (2) business days
(most likely sooner) and feedback on all work submitted within a week.

Grading
The grade weights and a discussion of each of the grade categories are provided below. We
will be utilizing the grade book within the eLearn system; frequent feedback can help to
diagnose and correct deficiencies.
Module Quizzes
There will be a quiz for each module (one module usually covers two to three chapters). This will allow many, smaller points of feedback throughout the course and provide you an opportunity to assess and correct problems early. Quizzes will be administered through the eLearn system and you will have two attempts at each quiz (the higher score of the two will be recorded).

Module Assignments
There will be several homework problems assigned throughout the semester. These problems will allow you an opportunity to practice the concepts from the chapter with the aim of improving the retention of the material covered. These might include a practical assignment or be related to supplemental reading. They may require some extracurricular research.

Discussions
Attendance and class participation/interaction are very important parts of the learning process. We will use discussion forums located in eLearn that will largely consist of chapter specific discussions. These discussions provide practice problems and help prepare you for your quizzes. Discussion grades will be determined from the quality of the posts, not the quantity. Please participate at least once each week.

Term Project: Personal Financial Plan
Students will create a personal financial plan, showing an application of various topics covered in this course. Detailed instructions are available within eLearn and the project is due at the end of the term.
Grade Distribution
The following table displays the grade distribution that will be used for this course:

<table>
<thead>
<tr>
<th>Range</th>
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<th>Grade</th>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92%-100%</td>
<td>A</td>
<td>84%-87%</td>
<td>B+</td>
<td>70%-74%</td>
<td>C+</td>
<td>56%-59%</td>
<td>D+</td>
</tr>
<tr>
<td>88%-91%</td>
<td>A-</td>
<td>80%-83%</td>
<td>B</td>
<td>65%-69%</td>
<td>C</td>
<td>50%-55%</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75%-79%</td>
<td>B-</td>
<td>60%-64%</td>
<td>C-</td>
<td>Below 50%</td>
<td>F</td>
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Modules

<table>
<thead>
<tr>
<th>Module Number</th>
<th>Chapters</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>1, 2, &amp; 3</td>
<td>Foundations of Financial Planning: Statements, Budgets, and Taxes</td>
</tr>
<tr>
<td>2</td>
<td>4 &amp; 5</td>
<td>Managing Basic Assets and Making Auto &amp; Home Decisions</td>
</tr>
<tr>
<td>3</td>
<td>6 &amp; 7</td>
<td>Managing Credit: Using Credit and Consumer Loans</td>
</tr>
<tr>
<td>4</td>
<td>8, 9, &amp; 10</td>
<td>Managing Insurance Needs: Life, Health, Auto &amp; Home</td>
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<tr>
<td>5</td>
<td>11, 12, &amp; 13</td>
<td>Managing Investments: Stocks, Bonds, Real Estate</td>
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<tr>
<td>6</td>
<td>14 &amp; 15</td>
<td>Retirement and Estate Planning</td>
</tr>
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Course Policies

E-Mail
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

Classroom and Online Behavior
All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated.

Academic Honesty
Academic honesty is fundamental to the activities and principles of a university, and more broadly to society at large. Any effort to gain an advantage not given to all students is
dishonest, whether or not the effort is successful. The University has specific Academic Honesty Policies; please see the policies in the U of M Student Handbook. Because academic honesty is extremely important the consequences of dishonesty are serious, ranging from probation to expulsion. Please feel free to see me concerning issues associated with academic honesty.

Syllabus Changes
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Make-Up Policy
Because modules are available for extended periods, there will not be make-up assignments. Special accommodations may be possible if you contact your instructor before the respective due date, however this is not a guarantee. Allow yourself the time to take the quizzes and complete assignments, and make plans in case something goes wrong.

ADA
Every effort will be made to accommodate students with disabilities in accordance with the Americans with Disabilities Act. Please contact me during the first week of the semester to arrange for accommodations and, if you have not done so already, the Office of Disability Services (SDS) at http://saweb.memphis.edu/sds/ or (901)678-2880.

Additional Student Support
Please access the FCBE Student Services (opens in new window) page for information about:

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