Course Syllabus
FIR 1220, Section M51– Personal Financial Management
Spring Semester, 2019
3.0 Credit Hours

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Office location: FEC 237
Office hours: 8-4 most days – call first to make sure I’m in.

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:
There are no course pre-requisites for this course.

Required Texts (and Related Materials):
Title: PFIN6 (w/PFIN Online Access Card)
Authors: Billingsley, Gitman, Joehnk
Publisher: Cengage
ISBN: 9781337117005

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 and Grades: Course syllabus, documents, and grades are in the eCourseware system (also known as elearn)

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:

- Income and Accumulation – ‘How to make money’, various career options,
- Saving early and often – the power of compound interest,
- Investments, and
- Consumption, Expenditures, and Disbursements (including Taxes, Housing, Auto), budgeting, planning, personal credit, credit cards, student loans, and various types of insurance.

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. If you need help accessing your email, please call 678-8888, the UofM Help Desk. You can also access online help at http://www.memphis.edu/umtech/service_desk/index.php

Adding / Dropping:

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. 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 (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window).
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 ecourseware news page.

Student Services

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

Curriculum

<table>
<thead>
<tr>
<th>Module</th>
<th>Chapters</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>1, 2 and 3</td>
<td>Financial Statements, Budgets, and Taxes</td>
</tr>
<tr>
<td>2</td>
<td>4 and 5</td>
<td>Managing Basic Assets (Cash, Savings, Auto and Home)</td>
</tr>
<tr>
<td>3</td>
<td>6 and 7</td>
<td>Managing Credit</td>
</tr>
<tr>
<td>4</td>
<td>8, 9 and 10</td>
<td>Managing Insurance Needs (Life, Health, Auto and Home)</td>
</tr>
<tr>
<td>5</td>
<td>11, 12 and 13</td>
<td>Managing Investments</td>
</tr>
<tr>
<td>6</td>
<td>14 and 15</td>
<td>Retirement and Estate Planning</td>
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Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>900 -1000</td>
</tr>
<tr>
<td>B</td>
<td>800 - 899</td>
</tr>
<tr>
<td>C</td>
<td>700 -799</td>
</tr>
<tr>
<td>D</td>
<td>600 - 699</td>
</tr>
<tr>
<td>F</td>
<td>Below 600</td>
</tr>
</tbody>
</table>

Assignment

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Quizzes (6 modules at 50 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Chapter Assignments (40 points each – 15 chapters)</td>
<td>600</td>
</tr>
<tr>
<td>Podcasts and other activities</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
Grading and Evaluation Criteria

The grade weights and a discussion of each of the grade categories are provided below. We will be utilizing the grade book within the eCourseware/eLearn system. All assignments are in the online dropbox. Pay close attention to when assignments are due. You will not be able to earn full points after the due date. If you miss the due date/time, the most you will be able to earn is 75% of the total points for that assignment. The second late day is 50% off. After 3 days, assignments will only be accepted for 25% of the total points.

Chapter Assignments (600 points)

Each chapter will have Financial Planning Exercises and other assignments related to your textbook content for each chapter. The ecourseware dropbox has a word file for each of these assignments, detailing the exact problems you are to complete as well as the points to be earned for each. You can download the word file and type your answers on it, then upload it back to the ecourseware dropbox. Some exercises call for an excel file to be included instead of (or in addition to) a word file. Assignments have to be uploaded in Microsoft word or excel to get full credit. No PDFs or photo files will be accepted for the chapter assignments, as those types of files can’t be processed through the online plagiarism Turn-It-In software. http://turnitin.com
The due dates are in ecourseware and also in below in the syllabus schedule. These are worth 40 points each.

Module Quizzes (300 points)

There will be a quiz after each of the six modules in the textbook. The quizzes can be accessed through the ecourseware system. There is a due date for each one to be completed, after we finish the chapters in each module. The due dates are in ecourseware and also in below in the syllabus schedule. These are worth 50 points each.

Podcast and other assignments (100 points)

There will be five additional assignments, consisting of 3 podcasts, an online scavenger hunt, and a student survey. The due dates are in ecourseware and also in below in the syllabus schedule. These are worth 20 points each.
## Assignment Due Dates

<table>
<thead>
<tr>
<th>Date due</th>
<th>Topics</th>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1-20     | Module 1: Foundations of Financial Planning  
Chapter 1: Understanding the Financial Planning Process | Syllabus/ecourseware scavenger hunt  
Chapter 1 assignment due | 20  
40 |
| 1-24     | Chapter 2: Using Financial Statements and Budgets | Chapter 2 assignment due  
1st Podcast assignment due | 40  
20 |
| 1-27     | Chapter 3: Preparing Your Taxes | Chapter 3 assignment due  
Module 1 Quiz | 40  
50 |
| 1-31     | Module 2: Managing Basic Assets  
Chapter 4: Managing Your Cash and Savings  
Chapter 5: Making Automobile and Housing Decisions | Chapter 4 assignment due  
Chapter 5 assignment due  
Module 2 Quiz | 40  
40  
50 |
| 2-3      | Module 3: Managing Credit Needs  
Chapter 6: Using Credit  
Chapter 7: Using Consumer Loans | Chapter 6 assignment due  
Chapter 7 assignment due  
Module 3 Quiz | 40  
40  
50 |
| 2-7      | Module 4: Managing Insurance Needs  
Chapter 8: Insuring Your Life | 2nd Podcast Assignment due  
Chapter 8 assignment due | 20  
40 |
| 2-14     | Chapter 9: Insuring Your Health  
Chapter 10: Protecting Your Property | Chapter 9 assignment due  
3rd Podcast assignment due  
Chapter 10 assignment due  
Module 4 Quiz | 40  
20  
40  
50 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-17</td>
<td>Module 5: Managing Investments</td>
<td>Chapter 11 assignment due</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Chapter 11: Investment Planning</td>
<td>Chapter 12 assignment due</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Chapter 12: Investing in Stocks and Bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-21</td>
<td>Chapter 13: Investing in Mutual Funds, ETFs, and Real Estate</td>
<td>Chapter 13 assignment due</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module 5 Quiz</td>
<td>50</td>
</tr>
<tr>
<td>2-24</td>
<td>Module 6: Retirement and Estate Planning</td>
<td>Chapter 14 assignment due</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Chapter 14: Planning for Retirement</td>
<td>Student Survey assignment</td>
<td>20</td>
</tr>
<tr>
<td>2-28</td>
<td>Chapter 15: Preserving Your Estate</td>
<td>Chapter 15 assignment due</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module 6 Quiz</td>
<td>50</td>
</tr>
</tbody>
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