# Course Syllabus

**FIR 1220 – Personal Financial Management**

**FALL 2020**

3 Credit Hours

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Prof. Kelley Anderson</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Technical Support</td>
<td>Contact me or helpdesk at 901-678-8888</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>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.</td>
</tr>
<tr>
<td>Textbook Website</td>
<td><a href="https://www.cengage.com/c/pfin-7e-billingsley">https://www.cengage.com/c/pfin-7e-billingsley</a></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Tuesdays at 5pm or by appointment using Zoom: <a href="https://memphis.zoom.us/j/99393261730?pwd=UUhmOWs4eDFrVkJE0ZStYNHaNktIz09">https://memphis.zoom.us/j/99393261730?pwd=UUhmOWs4eDFrVkJE0ZStYNHaNktIz09</a></td>
</tr>
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*IMPORTANT NOTICE:*
The email inbox within eLearn is separate from your university email account. Please use your official university account to send and receive emails, *not the separate inbox located in eLearn.*

**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 7th Edition eBook plus Mindtap Access** (choose the third tab over that says “Digital Platform” and is priced at $50):

[https://www.cengage.com/c/pfin-7e-billingsley](https://www.cengage.com/c/pfin-7e-billingsley)

**Authors:** Gitman, Joehnk, and Billingsley

**Publisher:** Cengage

**Link to Mindtap Course:** [https://www.cengage.com/dashboard/#/course-confirmation/MTPNB1WQQZ5M/initial-course-confirmation](https://www.cengage.com/dashboard/#/course-confirmation/MTPNB1WQQZ5M/initial-course-confirmation)

**Course Key:** MTPN-B1WQ-QZ5M

**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](https://elearn.memphis.edu) and through the publishers digital platform, Mindtap.

**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:**

- Personal financial planning process
- Career planning
- Financial statements, budgets, and taxes
- How to manage assets such as cash, savings, auto and home
- Managing credit
- Insurance
- Investments
- How to plan your retirement

**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.

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Unit Quizzes</strong></td>
<td>60%</td>
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<tr>
<td><strong>Chapter Assignments</strong></td>
<td>15%</td>
</tr>
<tr>
<td><strong>Mindtap Branching Problems</strong></td>
<td>15%</td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
<td>10%</td>
</tr>
</tbody>
</table>

Unit Quizzes

There is a quiz associated with each unit of material (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. Including the syllabus quiz, there are 8 quizzes worth 60 points total, or 7.5 points each. Quizzes are administered through the eLearn system and you will have two attempts at each quiz (the higher score of the two will be recorded).

All quizzes are due by midnight on the last day the module is open. Do not wait until the day the quiz is due to take it. You get two attempts at quizzes and the highest is recorded. Treat the first quiz as a practice attempt. Take it at least a couple of days before the due date so you know what areas you need to study more.

Unit/Module Assignments

There are homework problems assigned throughout the semester for each chapter. 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. The module assignments are located in Mindtap.

Discussions (PLEASE READ)

The discussion forums are useful in several ways. You can post general course questions here as you would ask in a live class setting so both you and your peers can benefit from the
response. Please use the discussion forum to ask general questions about the material or course logistics, such as where to locate an assignment. I recommend reading questions that have already been posted first to see if your question has already been answered.

Participation and interaction are very important parts of the learning process. We will use discussion forums that will largely consist of chapter specific discussions, with some occasional, special topics if current events or extra coverage of a topic are deemed necessary. For the online course, the discussion forums will be located in the elearn system.

Because we do not meet in person, the discussion forum takes the place of in-class meetings and can be thought of as a measure of your engagement and participation in the course. Please do not email me to ask how many times you should be participating in the discussion forum. Your participation should be indicative of someone who is regularly engaged in the course material each week. Please participate at least once per week, but keep in mind that performing the minimal effort will result in a minimum grade (i.e. a C instead of an A).

Discussion grades will be determined from the quality of the posts, not the quantity. Because it is worth 10% of your grade, please do not take this part of the course lightly, as it can be the difference between two letter grades. Rather, you should plan on spending time dedicated to reading your colleagues' posts and responding in the discussion forum.

For quantitative practice problems in the discussion forum, you can earn credit for discussion posts by being the first to answer or confirming the answer of one of your classmates. If several classmates have already confirmed a discussion answer, there is no need to post the same answer again, but you can still earn credit by changing one of the numbers in the problem and posting the solution for a new problem.

Grade Distribution
The following table displays the grade distribution that will be used for this course:

<table>
<thead>
<tr>
<th>Range</th>
<th>Grade</th>
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<th>Grade</th>
<th>Range</th>
<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>75%-79%</td>
<td>B-</td>
<td>60%-64%</td>
<td>C-</td>
<td>Below 50%</td>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Modules

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

### 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)](http://saweb.memphis.edu/sds/) page for information about:

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