

PERSONAL FINANCE

FINA 2770- 001

Spring 2020

SYLLABUS

Meeting place and time: Tuesday & Thursday 3:30pm – 4:50pm, BLB 255

CLASS DETAILS:

Professor: Dr. Thomas C. Williams
Email: Thomas.Williams@unt.edu
Phone: 940-565-2358
Office: BLB 325B
Office hours: Tuesday & Thursday 12pm – 2pm, and by appointment

ALL COURSE RELATED MATERIALS WILL BE POSTED ON CANVAS. YOU MUST LOG INTO UNT.INSTRUCTURE.COM TO ACCESS FINA 2770 COURSE MATERIALS.

COURSE DESCRIPTION & LEARNING OUTCOMES:

The course is intended to provide students with principles and tools to understand and apply the key concepts and ideas of financial planning. The purpose of the course is to help students become better financial stewards so that students can make better financial decisions in regards to saving, investing, insurance, tax planning, home and auto purchases, etc.

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

1. Develop and live on a budget.
2. Develop strategies and access resources to better manage their finances.
3. Understand the importance of the time value of money.
4. Understand the important factors that affect personal credit.
5. Understand the types of retirement planning vehicles (IRA, 401k, 403b).
6. Create your own Personal Financial Plan.

PREREQUISITES:

None

REQUIRED MATERIALS:

Personal Finance, Kapoor, Dlablay, and Hughes, 12th edition, published by McGraw Hill.

The text book is more of a reference source. It contains the descriptive part of a good chunk of what I discuss in class and has questions at the end of the chapter which you can answer to test your knowledge of each topic.

OUTSIDE READING:

The Wall Street Journal -WSJ (as well as other publications) is an important resource for learning about finance. Students new to finance should read the WSJ so they can keep current with regard to the changing and evolving financial landscape. Occasionally, articles from the WSJ will be used and discussed in the class. WSJ material discussed in class may be the basis for a homework assignment and/or a quiz question(s).

IN-CLASS PRACTICE

During some classes, we will attempt to solve practice problems on topics being discussed that day. To do well in the exams, it is important that you participate in these exercises. You do NOT turn them in to me for any credit. You do them IN CLASS so that you understand the material well. It is very important that you do all these problems in class or at home, on a regular basis. Remember: Keep testing yourself and work with study group of people who seem to understand this material better than you.

CANVAS

The CANVAS learning management system is your primary interface with the course. Access to the course instructions and class materials will be via CANVAS. I use it to post grades, upload useful supplemental material on a topic and to send out important announcements. You should be constantly checking CANVAS for any such updates.

GRADING:

Quizzes (3, 25% each; lowest grade is dropped)

50%

Personal Financial Plan

25%

Homework

25%

Total

100%

All exams and other work will be graded on the following Grading Scale:

100-90

A

89-80

B

79-70

C

69-60

D

59 and below

F

All students will be graded according to the above scale and thus should not expect a "**curve**" in the class. Everyone will be treated the same under this grading system, so you can save yourself some time and embarrassment by not asking for a grade change if you made an 89.4, for example.

No student will be provided with opportunities to earn "extra credit" beyond the assignments described.

QUIZZES (50%)

Three quizzes will be given during the semester. The lowest grade will be dropped. A quiz will take approximately 1 hours. The quizzes will be comprised of multiple choice questions. AS A GENERAL RULE, THERE ARE NO MAKEUP EXAMS. IF YOU MISS AN EXAM, IT WILL COUNT AS YOUR DROP.

Formula sheet: I will supply you with formula sheets during the exams (you will know ahead of time what is included these formula sheets). You are required to be familiar with them prior to the exam. I will not discuss or explain how to use these formulas during the exam. You are expected to memorize any material not included in the formula sheet.

HOMEWORK (25%)

Occasionally homework assignments may be given and picked up in class. A homework assignment will generally be comprised of 4 or 5 problems that will be graded on completeness and must be turned in on the due date to receive full credit. On the due dates, I may choose students to present a portion of their analysis. You can work with your classmates on the homework, but each student must turn in his/her own work.

Late homework will be marked down one letter grade for each day the assignment is late.

ATTENDANCE & PARTICIPATION:

Attendance will not be taken and will not figure directly into determining grades. However, class time will be spent discussing cases, WSJ articles, and current events. Since significant class time will be spent on class discussion I expect each student to be prepared to engage with classmates because you are responsible for all material discussed in class.

I assume that when you are not in class that you are deriving more utility from some other activity. Therefore, don't ask me "Is there anything that I need to go over?" but rather get brought up to speed by one of your classmates, study-group members, and/or the announcements and materials on BLACKBOARD.

ELECTRONIC DEVICES:

Phones, tablets and laptops are permitted for note taking and accessing information related to the course. Student use of these devices should only be for these purposes and not distracting to other students. **I reserve the right to prohibit the use of all electronic devices if students cannot follow this policy.**

ACADEMIC HONESTY

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University policy and procedures. Possible academic penalties include a grade of "F" in the course. You will find the policy and procedures at <http://vpaa.unt.edu/academic-integrity.htm>

If I suspect that you have engaged in academic dishonesty, I will deal with the situation as outlined in the University Policy shown above. You will be allowed to remain in the class during the entire time that the academic misconduct accusation is being investigated, adjudicated, and appealed. As noted above, the maximum academic penalty that can be assessed by an instructor is an F in the course. However, university officials use the academic misconduct information to decide if other misconduct sanctions are then to be applied, and the student has separate rights to appeal those decisions, remaining in the class until all appeals are exhausted.

DISABILITY ACCOMMODATION:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

CLASSROOM CIVILITY:

Students are expected to assist in maintaining a classroom environment conducive to learning. To assure that all students have the opportunity to gain from time spent in class, students are prohibited from making offensive remarks, reading the newspaper, sleeping, or engaging in any other form of distraction, without the permission of the instructor. Inappropriate behavior in the classroom will result in the student being requested to leave the class, at a minimum.

EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 070, 090, and the restrooms on the basement level or in rooms 170, 155, and restrooms 122, 182 or 183 on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

EAGLE CONNECT ACCOUNT

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit <https://eagleconnect.unt.edu/>

STUDENT PERCEPTIONS OF TEACHING (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available to provide you with an opportunity to evaluate how this course is taught. You will receive an email from "UNT SPOT Course Evaluations via *IASystem* Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

CLASS SCHEDULE*

<i>Date</i>	<i>Topic</i>
Week 1: Jan 14 – 16	Introduction, Financial Aspects of Career Planning (Ch. 2)
Week 2: Jan 21 – 23	Personal Finance Basics (Ch. 1) Money Management Strategy (Ch. 3)
Week 3: Jan 28 – 30	Money Management Strategy (Ch. 3) Planning Your Tax Strategy (Ch. 4)
Week 4: Feb 4 – 6	Financial Services (Ch. 5)
Week 5: Feb 11 – 13	Consumer Credit (Ch. 6 & 7)
Week 6: Feb 18 – 20	Exam #1 (Ch. 1 – 7)
Week 7: Feb 25 – 27	Investing Fundamentals (Ch. 13)
Week 8: Mar 3 – 5	Retirement Planning (Ch. 18)
Mar 10 – 12	SPRING BREAK
Week 9: Mar 17 – 19	Stocks and Mutual Funds (Ch. 14 & 16)
Week 10: Mar 24 – 26	Exam #2 (Ch. 13, 14, 16, & 18)
Week 11: Mar 31 – Apr 2	Consumer Purchasing (Ch. 8 & 9)
Week 12: Apr 7 – 9	Insurance (Ch. 10 & 11) Health and Disability Insurance (Ch. 11)
Week 13: Apr 14 – 16	Life Insurance
Week 14: Apr 21 – 23	Life Insurance (Ch. 12) & Estate Planning (Ch. 19)
Week 15: Apr 28	Exam #3 (Ch. 8 – 12, 19)
Week 16: May 5	PERSONAL FINANCIAL PLAN DUE

****NOTE: THIS IS A TENTATIVE COURSE OUTLINE. ALTERATIONS MAY BE MADE.***