

UNIVERSITY OF GEORGIA  
HOUSING AND CONSUMER ECONOMICS  
HACE 3200 FAMILY FINANCIAL MANAGEMENT  
FALL 2008  
Class Time: MWF 10:10 AM – 11:00 AM  
Location: P & J North Auditorium #106

INSTRUCTOR:		TEACHING ASSISTANT
Dr. Diann Moorman. Office: 209 Dawson Hall	OFFICE HOURS BY APPOINTMENT ONLY	Melissa Wilmarth Dawson Hall
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E-mail: <u>Use my WebCT email address only</u>		Email: wilmarth@uga.edu

Welcome to HACE 3200. This course is designed to enhance your understanding of personal and family finances through exposure to multiple financial issues. The course is designed to provide you with various opportunities to achieve success. Lectures will expose you to financial concepts and terms. In class participation and assignments will increase your active learning skills by requiring you to apply the information presented in lectures. On-line quizzes and assignments will strengthen your computer and time-management skills. Group work will help you develop or strengthen leadership and cooperation skills. Being a successful student in this class will require more than just accumulating points, it will require you to become a successful learner.

*“...real education can occur only when there is no fear. Learning flourishes where we are given enough space and freedom to risk, to make mistakes, to fail without fear of serious consequence” (Saltrick, 1977).*

For some of you college may be an intimidating endeavor. Returning to college as an adult student or entering it for the first time as a freshman can be quite unnerving. This class, however, is not about creating an atmosphere of intimidation or fear. It is about creating a community of learners. Failure occurs only when the student chooses not to learn, or not to be responsible for his or her own education.

*“We do not learn best by memorizing facts about the subject. Because reality is communal—we learn best by interacting with it” (Palmer, 1993).*

This course is a personal finance course; as such, we interact with the subject matter in our real lives on a daily basis. We purchase goods, we pay our bills, we plan for our financial futures; therefore, we are learning because we apply our knowledge every day.

The basic ground rule for this course is RESPECT. As university students we should expect diversity in backgrounds, beliefs, and values related to course topics. It is asked that you always maintain respect for your instructor, your fellow students, guest lecturers, and opinions different from your own.

**COURSE CATALOG DESCRIPTION:** Basic principles of money management. Budgeting, record keeping, checking, savings accounts, consumer credit, insurance, investment and taxes.

**PRIVACY RIGHTS UNDER FERPA:** According to the federal Family Educational Rights and Privacy Act (FERPA), a student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. FERPA allows disclosure of directory information without a student's consent unless the student has advised the registrar in writing that he or she wishes to restrict access to this information. If you have requested that your directory information not be disclosed, please let me know, so I will not disclose your information to other persons. Unless I hear from you at the beginning of the semester, I'll assume that it's ok to disclose your name to your classmates.

**COURSE OBJECTIVES:**

The student will gain understanding of the concepts, tools and applications of personal finance. The course instructor assumes little or no prior knowledge of the subject matter and focuses on helping the student understand the process of financial management and the logic that drives it. The course will increase students' knowledge on several levels:

- Factual: students will be challenged to comprehend and remember the basic financial elements and terminology consumers must know to be effective in and solve problems related to personal and family finances;
- Conceptual: students will strive to understand the interrelationships that exist among these basic elements, and to discover what factors enable these elements to function successfully together;
- Procedural: students will be asked to apply, analyze and evaluate financial techniques and methods;
- Meta-cognitive: students will create from this knowledge, an awareness of their own financial techniques, strategies, biases, and goals.

**TEXTBOOK (REQUIRED):**

Keown, A. J. (2007). Personal Finance, Turning Money into Wealth. Fourth Edition. Upper Saddle River, New Jersey: Prentice Hall. ISBN 0-13-221389-3

**SUPPLIES (REQUIRED):**

Financial calculator. (Texas Instrument BAI Plus) You will need this to calculate the time value of money problems. (i.e. \$100 @ 3% for 36 months). You MUST bring this calculator with you to each class. This is a financial management class and we will be doing calculations each class period.

**SKILLS (REQUIRED):**

This course will use WebCT for communication and course information. On-line course quizzes and assignments will also be taken through this format. Use of WebCT will be discussed in class. If you do not currently have a WebCT account you will need to acquire one.

## COURSE REQUIREMENTS:

*\*Instructor reserves the right to alter the syllabus as necessary*

1. **Exams:** FOUR (4) fifty-point multiple-choice, T/F, and short answer exams over lecture notes, outside readings, recitations, and textbook material will be given during lecture on respective exam days. No make-up examinations will be given.
  - a. **Your lowest exam score will be dropped for your final grade calculation.**
  - b. **YOU WILL NOT BE ALLOWED TO DROP YOUR FINAL EXAM—EVERYONE MUST COMPLETE THE FINAL EXAM AND IT WILL BE COUNTED TOWARD YOUR FINAL GRADE. (3 x 50=150 total points)**
2. **WebCT Quizzes:** Thirteen (13) ten-point WEBCT quizzes will be completed on-line. Quizzes will open as designated on the syllabus. **The window of opportunity for taking these quizzes is from 6:00 AM on the morning of the quiz until 6:00 AM on the following Friday morning—except under extenuating circumstances. No make up quizzes will be given.** The exception to this rule is a missed quiz due to documented medical or emergency reasons. A word to the wise: Do not wait until late to take these quizzes. If the computer crashes or other technical difficulties occur....absolutely no make up opportunities will be offered. **THERE WILL BE NO DROPPED QUIZZES. (13 x10=130 total points)**
3. **Weekly assignments:** Thirteen (13) ten-point WebCT assignments will be completed on-line. **The window of opportunity for completing these assignments is from 6:00 AM on the Friday morning of the assignment until 6:00 AM on the following Friday morning—except under extenuating circumstances.** No make up assignments will be allowed. **THERE WILL BE NO DROPPED ASSIGNMENTS. (13 x 10pts = 130 total points).**

## COURSE POLICIES:

1. **CLASS ATTENDANCE IS EXPECTED.** Much of the examination material will be presented **solely** during class time; therefore, it is to your benefit to be present for each and every class. In-class participation opportunities may be made available throughout the semester—if you are not in class—you will not receive these points.
2. Any papers you turn in for class or during class **MUST HAVE YOUR CLASS IDENTIFICATION NUMBER on it and your NAME on it.** Note: **your class id number is not your uga 810 id number.** Your class id number will be assigned by me to you on your webct home page. **IF YOU TURN IN A PAPER WITHOUT YOUR CLASS IDENTIFICATION NUMBER ON IT—YOU WILL NOT BE AWARDED POINTS.** It will not matter that your name or your UGA ID number was on the paper....you are EXPECTED to put your CLASS ID NUMBER on your paper work. This is for your protection.....Social Security numbers and now UGA numbers are valuable. I will not be responsible for having those numbers on pieces of paper lying around. Your Class ID has no worth to anyone but youAcademic dishonesty in any form will not be tolerated and will be handled

according to the university judicial procedure. All academic work must meet the standards contained in “A Culture of Honesty”. All students are responsible to inform themselves about those standards before performing any academic work.

3. **NO EARLY EXAMINATIONS OR MAKEUP EXAMINATIONS WILL BE GIVEN—UNDER ANY CIRCUMSTANCES.**
  - a. Your lowest exam grade will be dropped. If you miss an exam...THAT examination is then by default your lowest grade and will be dropped. It is YOUR responsibility to use your “drop” wisely.
  - b. The exception to this rule is the **FINAL EXAM. EVERYONE MUST COMPLETE THE FINAL EXAM.** You will not be allowed to use the final exam as your lowest score drop. Do not attempt to get around this rule....IF YOU MISS THE FINAL EXAM...I WILL AWARD YOU A ZERO—I WILL INCLUDE THAT ZERO IN YOUR GRADE AND THEN DROP YOUR NEXT LOWEST EXAM GRADE. NOTE: YOU MUST SHOW A PHOTO ID WHEN YOU TURN IN YOUR EXAMINATION. IF YOU DO NOT.....YOUR EXAM WILL NOT BE GRADED—THIS WILL COUNT AS YOUR DROP.
4. Students are expected to have read the textbook material and any outside readings assigned—prior to class time. In-class quizzes will be based on the day’s readings. Power point notes will be used to supplement your readings; they are by no means the only course content for which you are responsible.
5. Students are required to respect the learning rights of others in the class by cooperating in group discussions and activities, and exhibiting respectful classroom etiquette:
  - a. Students coming late, leaving early, talking during class, letting cell phones ring or texting during class disturb me and your fellow students. Those students engaging in such behavior will be dealt with according to policy.
  - b. Your laptop will be welcome in class as long as it is being used to take notes during lectures. If you are using it to Facebook or surf, you and your laptop will be removed from class. Multitask on your own time—not class time.
  - c. Cell phones must be turned off during class. Not on vibrate—but off.
  - d. Class begins at 10:10 AM and ends at 11:00 AM do not begin the hoof and bag shuffle until then. I can tell time and will release you when class is over.
6. Academic dishonesty in any form will not be tolerated and will be handled according to university judicial procedure. IF YOU ENGAGE IN ANY FORM OF ACADEMIC DISHONESTY I WILL FAIL YOU.....
  - a. Academic dishonesty includes but is not limited to:
    1. Having someone else take your exam for you. **YOU ARE REQUIRED TO SHOW A PICTURE ID WHEN YOU TAKE AN EXAMINATION.**

2. Signing in someone else's name if/when attendance is taken
  3. Citing someone else's work as your own—including the work of a fellow student. Working "together" does not mean you turn in the exact same answer and claim you both reached the exact same conclusion on a problem.
  4. Cheating on exams—through various means.
  5. Cheating on assignments—through various means
7. Last minute computer problems are only a problem if you are waiting until the last minute to complete your assignments. If you experience a last minute computer problem, realize that it is solely YOUR problem, not my problem. Your quiz/assignment is due when it is due. Late is late—no matter what the problem. WEBCT quizzes and assignments shut down at a specific time and **I WILL NOT REOPEN THE QUIZ OR ASSIGNMENT FOR YOU—NO MATTER WHAT YOUR REASON.**
  8. Late word processed papers will be penalized one letter grade for each day they are late. Papers turned in after class will be marked 1 DAY late. It is imperative that you prepare your paper well before it is due to ensure that computer problems, internet problems, personal problems, transportation problems, printer problems, family problems, friends' problems, health problems, or any other problems do not interfere with your ability to hand in a paper on time. Whether you break your leg, break up with your significant other, or your car breaks down, your paper is still due **in class**.
  9. Check this course's WebCT page daily. All class announcements and information will be delivered to you through WebCT, not through personal email. When applicable, lesson notes will be posted on the home page. Chat rooms for group work are available through the home page.
  10. If you need to contact me, use my WebCT address only. I teach 5 classes—I guarantee and email to my UGA account will get lost.
  11. You will have access to your individual scores through WebCT. If there is a discrepancy in your recorded score, bring this to my attention for verification.
    - a. This includes any and all participation/professionalism/attendance points. If we complete an in-class project and you do not see a score for your project within a week—**then YOU need to contact me and let me know your points have not been posted.** *After ONE week the papers will go to the shredder and you will have no proof that you were indeed in class that day.*
  12. A course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

13. For your own record AND TO USE TO STUDY: Print out a paper copy of the on-line quizzes and assignments with your name and answers on them for *your record and to study for exams*. Should there be a discrepancy in your quiz scores, this is the only documentation you have of your answers. Should there be a problem with WebCT not recording your quiz this is the only verification that will be accepted that the quiz was truly taken.
- a. I will know if you have logged on or have not logged on to complete your work. MY WebCT allows me to know if you have or have not.
14. Please alert the instructor during the first two weeks if you have special documented instructional needs that need accommodated.

**COURSE OUTLINE:**

**Week 1: August 18-22**

Monday	Welcome to class, Syllabus
Wednesday	Your Emotions and Your Finances; Spending Personalities
Friday	Chapter 1. Financial Planning Quiz #1 opens on WebCT

**Week 2: August 25 –August 29**

Monday	Chapter 2. Measuring Your Financial Health & Making a Plan
Wednesday	Chapter 2. Measuring Your Financial Health & Making a Plan Assignment #1 AND Quiz #2 opens on WebCT
Friday	Chapter 3. Understanding the Time-value of money (single payment)

**Week 3: September 1 – September 5**

Monday	<b>NO CLASS LABOR DAY HOLIDAY</b>
Wednesday	Chapter 3. Understanding the Time-value of money Assignment #2 AND Quiz #3 opens on WebCT
Friday	Chapter 3. Understanding the Time-value of money (annuities)

**Week 4: September 8 – September 12**

Monday	Chapter 3. Understanding the Time-value of money Assignment #3 AND Quiz #4
Wednesday	Chapter 3. Understanding the Time-value of money; Review
Friday	<b>EXAMINATION #1 (CHAPTERS 1-3)</b>

**Week 5: September 15 – September 19**

Monday	Chapter 4: Taxes
Wednesday	Chapter 5. Cash or Liquid Asset Management
Friday	Assignment #4 AND Quiz #5

**Week 6: September 22 – Friday September 26**

Monday	Chapter 6. Using Credit Cards: The Role of Open Credit
Wednesday	Chapter 6. Using Credit Cards: The Role of Open Credit
Friday	Chapter 7. Using Consumer Loans: The Role of Planned Borrowing

**Week 7: September 29 -- October 3**

Monday	Chapter 7. Using Consumer Loans: The Role of Planed Borrowing cont.
Wednesday	Assignment #5; Assignment #6 AND Quiz #6
Friday	Chapter 8. The Home and Automobile Decision (home)

**Week 8: October 6 – October 10**

Monday	Chapter 8. The Home and Automobile Decision (home)
Wednesday	Chapter 8. The Home and Automobile Decision (auto)
Friday	Assignment #7 AND Quiz #7

**Week 9: October 13 – October 17**

Monday	<b>EXAMINATION #2 (CHAPTERS 4-8)</b>
Wednesday	Chapter 9. Life and Health Insurance (health insurance)
Friday	Assignment #8 AND Quiz #8

**Week 10: October 20 – October 24**

Monday	Chapter 9. Life and Health Insurance (life insurance)
Wednesday	Chapter 9. Life and Health Insurance
Friday	Assignment #9 AND Quiz #9

**Week 11: October 27 – October 31**

Monday	Chapter 10. Property and Liability Insurance (home)
Wednesday	Chapter 10. Property and Liability Insurance (auto)
Friday	<b>FALL BREAK</b>

**Week 12: November 3 –November 7**

Monday	Chapter 11: Investment Basics
Wednesday	Chapter 12: Securities
Friday	Assignment #10 AND Quiz #10

**Week 13: November 10 -- November 14**

Monday	Chapter 13. Investing in Stocks
Wednesday	Chapter 13. Investing in Stocks Assignment #11 AND Quiz #11
Friday	<b>EXAMINATION #3 (Chapters 9 – 13)</b>

**Week 14: November 17 –November 21**

Monday	Chapter 14. Investing in Bonds and other Alternatives
Wednesday	Chapter 15. Mutual Funds: An Easy Way to Diversify
Friday	Assignment #12 AND Quiz #12

**Week 15: November 24 –November 28**

Monday	<b>NO CLASS THANKSGIVING BREAK</b>
Wednesday	<b>NO CLASS THANKSGIVING BREAK</b>
Friday	<b>NO CLASS THANKSGIVING BREAK</b>

**Week 16: December 1 –December 5**

Monday	Chapter 16. Retirement planning
Wednesday	Chapter 16. Retirement planning
Friday	Assignment # 13 AND Quiz #13

**Week 17: December 8 –December 12**

Monday	Chapter 17. Estate Planning Saving Your Heirs Money and Heartaches
Wednesday	
Friday	<b>NO CLASS—FINALS BEGIN</b>

**Week 18: December 17**

Wednesday	<b>FINAL EXAMINATION 8:00 am –11:00 am Chapters 14-18 and time value of money formulas</b>
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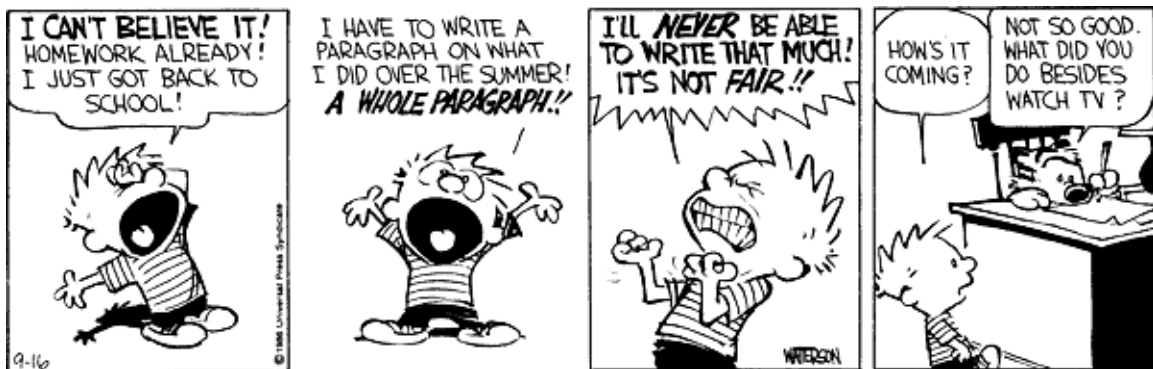
**COURSE PERFORMANCE ASSESSMENT:**

Three (3) In-class Examinations (50 points each)	150 points
Thirteen (13) WEBCT Quizzes (10 points each)	130 points
Thirteen (13) In-class Assignments (10 points)	130 points
<b>TOTAL POINTS POSSIBLE FOR THE COURSE</b>	<b>410 points</b>

Final Grades will be based on the following scale:

A	93.0% - 100%	C+	77.0% - 79.9%
A-	90.0% - 92.9%	C	73.0% - 76.9%
B+	87.0% - 89.9%	C-	<b>70.0% - 72.9%</b>
B	83.0% - 86.9%	D	60.0% - 69.9%
B-	80.0% - 82.9%	F	< 60.0%

\*\*\*\*\* NOTE: A C- IS NOT EQUAL TO A 2.0 IT IS EQUAL TO 1.7 !!!!!



I'M WITH CALVIN.....SORRY, BUT WELCOME BACK ☺