

Intermediate Personal Financial Management

(HACE 3200)

Fall, 2009

Tuesday 5:30 – 7:45 PM

Room TBD

Instructor: Darron Russ CPA, CITP

Phone: TBA

E-mail: TBA

Office Hours: By Appointment

Description:

The goal of this course is for the student to learn how to be a better family financial manager. The topics we will cover in seeking to attain this goal include cash flow management, credit and debt, personal income taxes, risk management, property and health insurance, employee benefits, investing, retirement planning and estate planning. An effective financial manager will need at least a working knowledge of these subjects in order to meet the myriad financial challenges that affect our lives. While the course is one of breadth rather than depth, the value of each of the tools and abilities that we will be developing over the next several months will be enhanced immeasurably by putting in the work. This is a practical subject and will be taught with a how-to approach.

Major Course Objectives:

- Students will acquire an in-depth knowledge financial discipline.
- Students will learn to develop effective strategies for set financial goals and achieving them.
- Students will begin to develop an understanding of the investment opportunities available to them and how to evaluate those investments.
- Students will be exposed to the latest retirement and estate planning issues.

Course Expectations: In addition to lectures, the following may be used to enhance the course: discussion, active learning assignments, videos, guest speakers, and small group breakouts. Regular attendance is directly correlated with success in this course.

Quizzes: In order to encourage advance preparation for class, pop-quizzes will be administered throughout the semester on the material covered by a particular day's reading assignment. Some of these quizzes will be administered during the first ten minutes of class. If you are late on a quiz day this will compromise or forfeit of your ability to take that quiz. Make-up quizzes will not be given. We will have no more than three such short quizzes.

Participation: We will be using the internet to gather financial data and related stories to discuss in class. Students are **STRONGLY** advised to be ready to offer and discuss stories related to topics covered in the class during each class session. Topics can be gathered at the Wall Street Journal online at <http://online.wsj.com/public/page/news-economy.html>

Group Writing Projects (MWP): I will assign a writing assignment that takes into consideration the topics we are covering in class. The writing assignments will be drawn from the Questions, Activities, and Projects at the end of several chapters of the course text. The project should be an in-depth analysis of the situation at hand with recommendations for actions to correct based upon the analysis done.

Comprehensive Final: The final exam will be comprehensive and will cover all topics.

Required Texts: Personal Finance: Turning Money Into Wealth, Arthur J. Keown (5th Ed.)
ISBN 978-0-13-607062-7

Recommended: While a financial calculator, such as the Texas Instruments BA II Plus, is a recommended addition to any financial tool kit, many of the calculations we will cover may be performed using calculators available at websites online. I have an HP-12C. The theory of time value of money will be taught. Understanding the concept is vital. Purchasing a calculator is not. Check your budget here and make a smart buying decision. If your going to need it in future get one, if not, the text has the tables available.

The final grade will be based on the following:

Attendance/Participation	20%
Group Project	15%
Tests	30%
Final	35%

Course Policies:

Academic Honesty: We accept and abide by the definition and consequences of academic dishonesty as described in the UGA Student Honor Code, "*I will be academically honest in all of my academic work and will not tolerate academic dishonesty in others.*" You will find a full version of *A Culture of Honesty* at <http://www.uga.edu/ovpi>. UGA expects and requires that you adhere to these rules. All academic work must meet the standards contained in *A Culture of Honesty*. Students are responsible for informing themselves about those standards before performing any academic work.

Special Needs/Accommodations: Any student who, because of a disability, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to request necessary accommodations. All information will remain confidential.

Disclaimer: The course syllabus is only a general plan for the course; deviations announced to the class by the instructor may be necessary and will be announced at the beginning of class as far in advance as possible.

Active Learning & Participation: This course is based on the belief that mastery of the subject matter occurs through taking an active role in the learning process. Lectures will be most beneficial when you complete assigned readings *before* topics are discussed in class. Assignments should be read prior to the appropriate class meeting. Work outside formal class

meetings is essential to success in this course. Students are expected to attend class regularly and punctually. Active participation is expected in this class and includes students asking and answering instructor questions, responding to other students' questions, initiating discussion, and participation in discussion groups. When you miss class for any reason, you are responsible for obtaining class notes from another student.

Civility in the Classroom: Students are expected to assist in maintaining a classroom environment conducive to learning. To assure that all students have an opportunity to gain from time spent in class, cell phones and pagers should be turned off during class. Making offensive remarks, chatting, reading newspapers, sleeping, or engaging in any other form of distraction during class will not be tolerated.

**Tentative Course Outline
HACE 3200, Fall 2009**

Date	Topics	Reading Assignment
8/18/2009	The Financial Planning Process	Chapter 1
8/25/2009	Measuring Financial Health, Making a Plan	Chapter 2
9/1/2009	Introduction to the Time Value of Money	Chapter 3
9/8/2009	Tax Planning & Final Project	Chapter 4
9/15/2009	Test 1	
9/22/2009	Cash/Liquid Asset Management	Chapter 5
9/29/2009	Credit Cards & Consumer Loans	Chapter 6
10/6/2009	Houses & Cars	Chapter 7&8
10/13/2009	Insurance	Chapter 9&10
10/20/2009	Test 2	
10/27/2009	Investment Basics	Chapter 11
11/3/2009	Securities & Stocks	Chapter 12&13
11/10/2009	Bonds, Mutual Funds & Other Alternatives	Chapter 14&15
11/17/2009	Retirement Planning	Chapter 16
11/24/2009	Thanksgiving Break	

12/1/2009	Estate Planning	Chapter 17
12/8/2009	Fitting the Pieces Together	Chapter 18
12/15/2009	Final Exam	

HACE 3200: Financial Management

Fall, 2009

I have read and understand the HACE 3200 course syllabus, and I agree to adhere to all policies and procedures relevant to HACE 3200 and UGA.

I consent to having my exam grades posted on WebCT.

Student's Printed Name: _____

Student's Signature: _____ Date: _____

Please provide the following information:

Preferred name or nickname: _____

Major _____

Hometown: _____

Local phone number: _____ Cell phone: _____

UGA MyID Email address (please print): _____

Return this sheet to the instructor within the first two weeks of class. I must have this signed form on file before your grades can be posted.