

The University of Georgia
College of Family and Consumer Sciences
Department of Housing and Consumer Economics- Family Financial Planning Program

HACE 3250 – Survey of Financial Planning
Fall 2009

Instructors: Swarn Chatterjee
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Class Time: 2:30 -3:20 MWF, 208 Dawson Hall
Office Hours: By appointment

Required Textbook:

Dalton, et. al. (2007). *Personal financial planning: Theory and Practice* (5th Edition). Kaplan Financial: USA.

Other Required Materials:

Financial calculator: TI BAII Plus

Related Resources:

Journal of Financial Planning, Financial Advisor, Investment Advisor, Journal of Personal Finance, Financial Services Review, Journal of Financial Services Professionals, Wall Street Journal, www.fpanet.org; www.irs.gov; www.napfa.org; www.morningstar.com

Course Description:

Overview of the financial planning process for individuals and families: financial planning statements, cash flow management, time value of money, and planning with respect to education, insurance, investments, tax, retirement, and estate transfers. Through classroom lecture, examination, and assignments the students will gain an understanding of how the financial planning process can benefit families and individuals. Students will have the opportunity to apply basic financial planning knowledge gained through assigned readings and lectures by completing assignments and exams. At the conclusion of this course, students will be familiar with financial planning processes, content areas, and techniques.

Course Objectives:

- Understand the importance of financial planning for individuals and families in goal attainment
- Demonstrate the ability to provide clients with an evaluation of their current financial situation with regard to their goals and objectives
- Utilize and demonstrate proficiency in using time value of money concepts in planning
- Identify strengths and weaknesses in a client's initial situation and determine opportunities for problem solving.

- Implement goal funding, including determination of realistic targets, and the use of specialized techniques available for education, retirement and other goals.
- Understand basic investment topics (including investment types, risk and return, diversification, passive versus active management) and specific investment strategies necessary to allow clients a mechanism to achieve realistic goals.
- Be able to match goals, risk tolerance and other client characteristics to the portfolio allocation decision.
- Know how to incorporate risk management techniques including protecting assets, standard of living and wealth.
- Understand the evolution and regulation of the financial services industry, and that of the financial planning profession.

Intellectual Development:

In addition to developing technical expertise in the course subject matter, this course develops and fosters:

- Critical thinking by being able to analyze various planning alternatives, their inter-relationships and their potential outcomes
- Intellectual curiosity and lifelong learning by continuing to keep up-to-date on financial planning changes and developments
- Ethical standards by evaluating financial planning strategies and alternatives within the context of what's in the fiduciary interest of the client

Course Outline:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Students are responsible for any announcements made in class regarding changes to the syllabus. Chapters from the textbook associated with each day's topics are shown in parentheses. We may or may not discuss all of the chapter material during class; however, students are responsible for all of the chapter material that may be reflected in homework, cases, quizzes, exams, and assignments.

Introduction to Financial Planning (chapters 1 & 18)

Personal Financial Statements (chap. 4)

Time Value of Money (chap. 6) (must have calculator in class)

Investment Concepts & Asset Allocation (chap. 12)

Tax Planning (chap. 13)

Retirement Planning (chap. 15)

Retirement Planning (chap. 16)

Education Funding (chap. 7)

Introduction to Insurance and Risk Management (chap. 8)

Life, health, LTC and Disability (chap. 9)

Personal Property and Liability (chap. 10)

Social Security & Social Insurance (chap. 11)

Estate Planning (chap. 17)

Business Entities (chap. 14)

Quizzes, Assignments, Cases, and Projects:

Exams: On exams, you are responsible for application of the information presented and discussed in class, in the readings. Exams may include multiple-choice questions, true-false questions, short answer and problem solving questions. Exams may only be made up with an excused absence. A doctor's note or other proof is required. If you are going to miss an exam due to a university sponsored trip or work, the exam should be taken before you leave unless prior arrangements have been made with the instructor.

Homework: Throughout the semester students will be given assignments that will require them to think through and apply the material they have learned. These assignments may build on each other and will help the students prepare for the exams. Students are encouraged to discuss the assignments with others and work with each other; however, under no circumstances should answers, papers, or files be shared with other students. All of the work turned in should be 100% the student's own work and represent the student's own thinking and verbal expression. A hard copy of all assignments must be turned into the instructor when they are due.

Professional Activities: Students will need to attend five professional events over the course of the semester. These events include: Student Financial Planning Association meetings, any NAPFA meetings, and any other regular FPA or other financial planning professional meetings. From time to time in class, meetings and event will be announced that will also fulfill this assignment. Students must prepare a one-page (double-spaced) report.

Grading:

The following outline of assignments and associated points possible represents the total points possible for this course.

		<u>Important Dates</u>
Class Participation/ Quizzes	50	
Homework	50	As assigned
Exam 1 (cumulative?)	100	Sep. 14
Exam 2	100	Oct. 16
Exam 3	100	Nov 16
Final Exam (comprehensive)	<u>100</u>	Dec 10 3:30 - 6:30 pm
Total Points	500	

Final grades for the course will be assigned based on the percentage of points the individual student earned relative to the total points possible. The following scale will be used to assign letter grades. For those students who need a "C" or better in this class in order for it to count toward their degree requirements, a "C-" does not meet that requirement. In other words, a "C-" is not passing this course with respect to major requirements.

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

Quizzes: In order to encourage advance preparation for class, several pop-quizzes will be administered throughout the semester on the material covered in lecture and reading assignments. 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 your ability to take that quiz. Make-up quizzes will not be given. You will receive the percentage score that you earn on each quiz multiplied by one point as a bonus on your final average.

Course Policies

Policy on Late Work: An assignment is considered late if it is not received in class at the beginning of the class period. All work is to be turned in at the start of the class on the date it is due. Late papers will have points deducted and assignments received later than one week after the due date will not be accepted. Each student is responsible for keeping a copy of all work turned in; this protects the student in the event of questions about missing assignments.

Active Learning: 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 and review notes shortly after. Assignments should be read prior to the appropriate class meeting. Work outside formal class meetings is essential to success in this course.

Participation: 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 and group projects. When you miss class for any reason, you are responsible for assignments and material presented in class. If your absences are excessive, I reserve the right to notify your academic dean and/or withdraw you from the course.

Special Needs/Accommodations: Although I will not post grades using students' names, there may be times that I say your name in class (e.g., to respond to a question or comment or to ask for your feedback). If you feel uncomfortable with me calling you by name in class or posting groups by name, please visit me or email me to let me know. 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.

Academic Honesty: I 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>. I expect and require that you adhere to these rules. I have zero tolerance for academic dishonesty; suspected academic infractions in these areas will be acted upon following the procedures set forth by the codes established by the University of Georgia. All academic work must meet the standards contained in “*A Culture of Honesty*”. Each student is responsible to inform themselves about those standards before performing any academic work.

Plagiarism: Plagiarism occurs when a student submits work that is not his or her own. This includes copying from printed materials, websites, or from other people. All students are expected to turn in work that has been completed individually, unless otherwise informed by the instructor. Any assignment containing plagiarized material will automatically be graded as zero. Plagiarism may also result in failing the entire course. Students who do not thoroughly understand methods of proper documentation and writing should request assistance from the instructor.

Late Adds: Late adds for this course will not be approved except in exceptional circumstances.

Use of Social Security Number: As part of an initiative to further secure students’ sensitive information until a permanent replacement of the Social Security Number as the primary identifier is established, Social Security Numbers will no longer be used in the classroom. Effective Fall Semester 2007, students’ Social Security Numbers will no longer be listed on class rolls and grade rolls. These documents will include the nine digit portion of the ID number on the UGACard that begins with 810. For example, with a 16 digit number of: 627541 810 043 856 0, the nine digit personal identifier is 810 043 856. Note that it does not include the last digit of the 16 digit number.

Students should use this number on test sheets and other assignments.

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I have read and understand the HACE 3250 course syllabus, and I agree to adhere to all policies and procedures relevant to HACE 3250 and UGA.

I consent to having my homework, quiz, and exam grades posted on WebCT/E-Learning Commons. I consent to being addressed by name during class.

Student's Printed Name: _____

Student's Signature: _____ Date: _____

Please provide the following information (Optional):

Preferred name or nickname: _____

Major(s) _____

Minor(s) _____

Hometown: _____

Local phone number: _____

UGA MyID Email address (please print): _____

Other commonly used email address: _____

Do you have any experience in financial counseling or financial planning services? If so, please explain:

What are your primary reasons for enrolling in this course?

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