

Survey of Family Financial Planning Computer Lab
HACE 3260: Dawson Hall 264, M-W-F
Fall 2008

Instructor:

Crystal R. Hudson
Email: chudson@uga.edu

Office Hours:

By appointment.

Suggested Textbook:

Dalton, M. A., Dalton, J. F., Cangelosi, R. R., Guttery, R. S., & Wasserman, S. A. (2005). *Personal financial planning theory and practice*. Kaplan: St. Rose, LA.

Other Required Materials:

Financial calculator (TI BAII Plus)
CD-ROMs or

Course Description:

The intent of this course is to provide students with a functional understanding of how to use spreadsheet applications in analyzing the financial situation, needs, and goals of families and individuals. Topics covered in the course will be constructing personal financial statements, cash flow analysis and projections, charts and tables, time value of money applications as they relate to education, retirement, and other areas of financial planning, pro-forma analysis, and amortization and accumulation tables. The lab will help students gain a working knowledge of how to begin analyzing a family's financial situation and how to project the family's future financial situation. As part of this course students will prepare a basic comprehensive financial plan for a hypothetical family. This will provide students the opportunity to see a comprehensive financial plan at the beginning of their coursework in financial planning so that they can have a clear vision of the end in mind.

Course Objectives:

- Understand the role of spreadsheet analysis and utilize it in analyzing and forecasting the financial situation of families and individuals.
- Empirically analyze and assess a family's financial strengths, weaknesses, and needs relative to its financial goals.
- Learn how to present complicated information through easily understood charts, graphs, or tables.
- Utilize time value of money principles to plan and forecast future financial needs.
- Introduce and illustrate tools that aid in effective resource management.
- Effectively communicate thoughts through written presentations.

Course Outline:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Any changes to the outline will be announced in class. It is the student's responsibility to make themselves aware of any changes to this outline. The applicable chapters from the text are shown in parenthesis.

Schedule	Topics
08/18	Introductions, syllabus, overview of class and purpose, financial statement interaction, Introduction to in-class case.
08/25	Cash Flow projections
09/01	Cash Flow projections & Charts
09/08	Time value of money: excel functions, basic charts
09/15	Amortization tables – Mortgages, Home Equity line of credits, charts
09/22	Amortization tables Test 1
09/29	Savings Plans- College Planning, 529 plans, charts
10/6	Life Insurance Planning
10/13	Life Insurance Planning
10/20	Disability Planning Test 2
10/27	Retirement Planning: Sinking Fund Concept & Functions
11/3	Estimating Retirement need: Basic Formulas
11/10	Retirement withdrawal: Financial impact during retirement
11/17	Financial Statement Interaction – What if scenarios
11/24	Thanks Giving Break
12/1	& Financial Plan Reviews – Research current financial plans
12/8	Final Exam

Assignments:

Assignments will be actual excel spreadsheets covering every topic covered. Assignments and due dates will be announced in class. The case that should be used in the assignment will be posted on Web CT. And Web CT will prompt you as to when an assignment is due.

Final Case:

The final case will be a personal financial plan done on a selected family. The case should include every aspect of personal financial planning, and should include excel spreadsheets to illustrate the families financial position. The case should include verbiage about each financial aspect of the family's life, and should include recommendations for the family.

Test, Quizzes, Assignments, and Exams	Points
Homework	80
Final Case	100
First 2 Test	200
Final Exam	200
Quizzes / Extra Credit	50
Professional Points	<u>25</u>
Total Points	655

Grading:

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 and will not satisfy degree requirements for the Family Financial Planning major.

<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

Course Policies:

Attendance: Students are expected to read the associated material ahead of time and come to class prepared to ask questions and/or discuss the material. Students are responsible for any information or changes discussed in class.

Withdrawal: As outlined in the *Undergraduate Bulletin*, “a student who withdraws from a course or is withdrawn by the instructor for excessive absences prior to the midpoint of the semester is assigned a grade of W or WF by the instructor. A student who withdraws or is withdrawn for excessive absences after the midpoint of the semester is assigned a grade of WF, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.”

Academic Honesty: 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. The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/ovpi/honesty/acadhon.htm>

According to the policy, academic honesty means “performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge.” Please be familiar with *A Culture of Honesty* policy and handbook. Academic dishonesty may result in expulsion from the University of Georgia with a notation indicating such behavior included on the student’s transcript.

Since much of the work in this class will be done on computers, and working together is encouraged, it is important that students understand the difference between working together and cheating. Much learning takes place as students discuss and work together, however, *each student must do their own work and turn in their own work*. While students may discuss ideas about how to do things, exchanging spreadsheets or simply sitting next to someone else and copying their spread sheet is expressly prohibited and will be treated as a violation of the academic honesty policy. All forms of academic dishonesty will also be prosecuted.

Academic dishonesty will not be tolerated in this class. Any suspected violations of this policy will be vigorously pursued at the University level. Please, do not risk your academic career at UGA.

Late work: Assigned work is due when called for on the due date. Work received after it is called for on the due date will be penalized 15% of the total points possible. An additional 25% penalty will be assessed for each day of tardiness. The only exception to this policy is if you have spoken with me **PRIOR** to the absence and I have agreed to accept the work late without penalty, or you have a documented case of a medical ***emergency***. A doctor’s note from an office visit does not necessarily constitute a medical emergency.