

The University of Texas at Tyler
Soules College of Business
Fall 2020

FINA 3315- Personal Finance (Section 060)	
Instructor Name:	<i>Dr. Chialing Hsieh (Pronounce: Charlene Shay)</i>
Office Location:	Soules College of Business 350.14
Email Address:	chsieh@uttyler.edu (Best Contact Method)
Office Hours:	Due to COVID19 concerns, office visits are highly discouraged. The instructor will conduct Virtual Office hours via Zoom: 12:40 pm – 1:50 pm on Tuesday and Thursday. A personal Zoom meeting may be scheduled by appointment. Contact will also be via e-mail. You can expect a response within 24 hours except for those sent on Saturday and Sunday as well as those sent after 5 pm on Friday, when you can expect a response within 48 hours.
Location:	Full Distance Learning/Online
Required Text:	The required text book is Personal Finance by E. Thomas Garman and Raymond E. Forgue, 13th Edition, South-Western Cengage Learning, ISBN 9781337099752. <i>Note: The 13th edition of Garman and Forgue is only slightly different from the 12th edition used for this course in previous semesters, so if you cannot obtain a copy of the 13th edition, the 12th edition is a perfectly acceptable substitute. But you must figure out the relevant chapter readings on your own because the course calendar is designed with the 13th edition in mind. It may be cheaper to “rent” the text as an e-book for the semester but you will lose access to the text after the course ends. As always, shop around for the best deal before making your decision.</i>
Internet Access	<ul style="list-style-type: none"> • Students should have basic Internet, word-processing, spreadsheet, and email skills. Frequent checking of Canvas announcements and postings is strongly encouraged. • Some class materials have embedded Word, PowerPoint and pdf files as attachments. Students can download Word Viewer or PowerPoint Viewer if they do not have Microsoft Word or PowerPoint installed on their computer. Adobe Acrobat Reader is needed to read pdf files.

Course Description

This is a survey course in personal finance and is designed to provide students with a foundation in personal finance and it assumes no prior knowledge of finance. Accordingly, the course will begin with a general overview of financial planning and budgeting and then go into depth on topics including use of credit to purchase houses and cars, insurance basics, credit cards, investments in stocks and bonds, cash management, tax as well as retirement planning.

Learning Objectives: By the end of this course, students should be able to:

- Explain basic process of financial planning.
- Perform personal budgeting and cash management.
- Be able to move cash flows through time using calculators.
- Understand the role of credit in financing purchases of cars and houses.
- Explain purpose and types of insurance.
- Explain the basics of investments.
- Explain the basics of tax and retirement planning.

Course Structure:

The course begins with a general overview of personal financial planning and how to manage cash. Then, it explores how to obtain credit to finance assets such as houses and autos. Finally, it introduces investments in financial securities such as stocks and bonds. Thus, this course is divided into three segments that correspond with the course objectives; personal financial planning, role of credit in financing large purchases and investments. To achieve these goals, students will be required to:

1. Watch video lectures and read Powerpoint course slides and textbook chapters.
2. Visit course on Canvas regularly.
3. Take required module quizzes.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

1. (Mandatory) Course Information Quiz (20 bonus points): This is a 20-minute true-false quiz designed to test your knowledge of the course requirements as explained in the syllabus. As an example, you may be asked how many tests are available in this class or other course policies. It will be given via Canvas only **between noon of Monday, August 24, 2020 and noon of Wednesday, September 2, 2020.**

2. Six Module Quizzes

A quiz will be given for each module or set of modules that cover related topics. Each quiz will be worth 100 points and you will have **75 minutes** to complete it. ***You are only required to complete any five of the six module quizzes.*** You may take more than five module quizzes if you wish, and the points earned this way will be counted as extra credit. Note there will be no other quizzes or exams in this course. You will complete the material in each module at your own pace and take the module quizzes ***at any time between noon Monday, August 24, 2020 and noon Friday, December 11, 2020.*** You may also take the quizzes in any order although it is recommended you follow the sequence of modules shown in the course calendar at the end of this syllabus. ***Note that Friday, December 11, 2020 is the deadline for all module quizzes, no extension of the deadline to complete module quizzes can be given.***

You are allowed **two attempts** per module quiz (the questions on the two attempts will be different), and the highest score will be counted. Note that only one question will be shown at a time and you cannot go back and change the answer of a previous question. Please make sure you study the module material thoroughly before you begin and can devote sufficient time to complete the quiz. All material covered in the readings, slides, and video lectures are considered fair game for module quizzes. You are advised to begin each module by watching the video lectures introducing the topic and then read the PowerPoint slides and assigned chapter(s) in the course text for a more in-depth understanding of the topic. But video lectures and PowerPoint slides are no substitute for reading the text. In fact, **module quiz questions will (mostly) be randomly selected from the textbook publisher's test bank so it is crucial you read the chapter(s) assigned very carefully and study accordingly.**

***ProctorU:** Please note that some module quizzes in this class will be administered using ProctorU auto. The University pays the proctoring fees. To find out more about the ProctorU Auto exam monitoring process, go to <https://www.utt Tyler.edu/digital-learning/proctoru-resources/> or www.proctoru.com and review training videos.

Grading Matrix:

To determine your course grade percentage, take the total number of points that you earned from the Course Information quiz and all module quizzes taken, then divide that number by the number of total possible points, i.e. 500 to obtain a percentage. The percentage obtained will be converted into a letter grade according to the grading scale shown below.

Canvas has a grade calculation feature that produces percentages which differs from what is shown above. In particular, extra credit assignments are factored in consideration of total possible points. The instructor has no control over how this feature does the grade calculations, *so you generally CANNOT rely on the grade shown in Canvas but must use the procedure described above to estimate your grade. Once the December 11, 2020 deadline to take all quizzes passes, your final course grade will be posted shortly thereafter in the Canvas grade center.*

Instrument	Value (points or percentages)	Total
Course Information Quiz	20 bonus points	20 bonus
6 quizzes	6 quizzes with 100 points each (only 5 quizzes are required)	500
Total possible points:		500

Grade Determination:

- A = 90% or better
- B = 80 – 89 %
- C = 70 – 79 %
- D = 60 – 69 %
- F = less than 60%

Exam and Assignment policy:

Exams and quizzes should be taken as schedule; assignments should be submitted by the due date. **No makeup examinations, quizzes, or assignments will be allowed** except for documented emergencies (*official evidence documents are required*). The student should make every effort to contact the instructor prior to the exam. All requests for make-up or accommodation made **after** the due date for an assignment or deadline for a quiz will be **rejected without any further consideration**.

WARNING: Attempts to change your grade at the end of the semester by asking the instructor to “round up” or by asking for further extra credit **will be ignored**.

Canvas Access

All class materials, course grades, and class announcements will be posted by Canvas. To access our course, visit uttyler.edu/canvas. You are encouraged to participate in [Canvas 101](#), a practice course designed specifically for UT Tyler students to learn and refine Canvas skills. You can practice submitting assignments, participating in quizzes, customize your profile and notifications, plus get collaboration and Canvas tips.

Important points when using Canvas:

1. Login using UT Tyler credentials. Contact itsupport@uttyler.edu for login assistance.
2. Use the HELP button at the bottom left corner of Canvas if you need assistance 24/7.
3. Reference your [Student Canvas Guide](#) for additional resources.

If you have issues with Canvas access that may hinder your completion of course assignments or quizzes, you must contact UT Tyler’s IT Support staff immediately (even on weekends) and get a ticket number. You must also inform the instructor of the issue BEFORE the due date for the assignment or quiz. Claims of Canvas access problems without a ticket number or ones reported to the instructor after the passing of the deadline will be dismissed without any further consideration. Deadlines may be extended only in case of Canvas system-wide issues reported by the university. All other Canvas-related issues are regarded as personal-level access issues and you must get them resolved without letting them interfere with your coursework. Personal-level access issues are not valid reasons to ask for deadline extension.

Course Outline

This schedule is subject to change by the instructor. Over the course of the semester, activities and items may be added, removed, or rescheduled in order to provide more information, improve accuracy, enhance learning, or correct errors. Any changes to this schedule will be communicated by announcements in Canvas.

Timeline	Module	Topic	Reading	Quiz	Quiz Period (Central Time)
Week 1: 08/24/20		Introduction	Syllabus	Course Information Quiz - Bonus	8/24 noon – 9/3 noon
Week 2: 08/31/20	1	Understanding Personal Finance	GF Ch. 1		
Week 3: 09/07/20	2	Financial Statements, Tools, and Budgets	GF Ch. 3		
Week 4: 09/14/20	3	Managing Income Taxes	GF Ch. 4	Quiz 1: Modules 1-2 (Ch. 1 & 3)	8/24 noon – 12/11 noon
Week 5: 09/21/20	4	Managing Checking and Savings Accounts	GF Ch. 5		
Week 6: 09/28/20	5	Building and Maintaining Good Credit	GF Ch. 6	Quiz 2: Modules 3-4 (Ch. 4 & 5)	8/24 noon – 12/11 noon
Week 7: 10/05/20	6	Credit Cards and Consumer Loans	GF Ch. 7		
Week 8: 10/12/20	7	Vehicle and Other Major Purchases	GF Ch. 8	Quiz 3: Modules 5-6 (Ch. 6 & 7)	8/24 noon – 12/11 noon
Week 9: 10/19/20	8	Obtaining Affordable Housing	GF Ch. 9		
Week 10: 10/26/20	9	Managing Property and Liability Risk	GF Ch. 10	Quiz 4: Modules 7-8 (Ch. 8 & 9)	8/24 noon – 12/11 noon
Week 11: 11/02/20	10	Investment Fundamentals	GF Ch. 13		
Week 12: 11/09/20	11	Investing in Stocks and Bonds	GF Ch. 14	Quiz 5: Modules 9-10 (Ch. 10 & 13)	8/24 noon – 12/11 noon
Week 13: 11/16/20	12	Mutual and Exchange Traded Funds	GF Ch. 15		
Week 14: 11/23/20		<i>Thanksgiving holidays</i>			

Week 15: 11/30/20	12- <i>continued</i>	Mutual and Exchange Traded Funds	GF Ch. 15		
Week 16: 12/07/20				Quiz 6: Modules 11-12 (Ch. 14, 15)	8/24 noon – 12/11 noon

Note: GF refers to the required course text, “Personal Finance” 13th edition by Garman and Forgue.

College of Business Statement of Ethics

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- ✓ Ensure honesty in all behavior, never cheating or knowingly giving false information.
- ✓ Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- ✓ Develop an environment conducive to learning.
- ✓ Encourage and support student organizations and activities.
- ✓ Protect property and personal information from theft, damage and misuse.
- ✓ Conduct yourself in a professional manner both on and off campus.

Information that must appear in each course syllabus:

Includes UT Tyler Honor Code, Student Rights and Responsibilities, Campus Carry, tobacco-Free University, Grade Replacement Policies, Course Drop Policies, Disability Services, Absences due to religious observances and university sponsored events, SS and FERPA, Evacuation, Student Standards of Conduct, and other resources).

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.