Course Number: Fina 3315.001
Course Title: Personal Finance
Instructor: Mike Henderson
Class meeting: Thursday 6:00-8:40
Contact Information: Cell-(903)283-0211 mhenderson@uttyler.edu
Office Hours: By appointment only

Course Objectives
This is an intensive survey course in personal finance. The course assumes no prior knowledge. It is designed to provide non-business students with a foundation in personal finance. Accordingly, the course will begin with a general overview of financial planning and budgeting and then go into depth on concepts such as financial securities and markets as well as techniques used in financial decision-making.

Upon completion of the course you 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 in stocks, bonds and mutual funds.
• 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 five segments that correspond with the course objectives; personal financial planning, money management, income and asset protection, investments, and retirement and estate planning. To achieve these goals, students will be required to:

1. Attend class regularly.
2. Complete assigned reading before class!
3. Participate in class discussion!
4. Visit course blackboard regularly.
5. Take every examination and quiz.
6. Complete Special Projects

Required Text:

- Students also must have Internet access, basic computer, spreadsheet, and e-mail skills. I strongly recommend you to logon to BlackBoard regularly and check for new announcements.

Teaching Method: Lecture and Socratic Questioning

Quizzes
There will be a quiz given every week covering the text the student was required to read in preparation for class. There are a total of twelve quizzes. I will drop the lowest three quiz grades.

Exams
There will be two exams over the material covered in the said sections. Each exam will be equally weighted. The final exam will be comprehensive.

Cheat Sheet
I will allow you to bring a “cheat sheet” to exams. The sheet must be no larger than an 8 1/4 by 11 sheet of paper. You may write on both side of the paper. Your notes must be handwritten or use a 12 point font or larger for typed pages.

Special Projects
There will be two special projects assigned. There will be a personal financial planning project and an interview project. The details of these projects will be addressed fully during the first lecture. Your grade for these projects will be based on completion only.
Extra Credit
You may obtain extra credit by providing a YouTube video relating to personal finance in some way. There are 3 videos allowed for each exam at 5 points each, and must be provided before the class period for which the related topic is covered. I will not accept videos after the related topic is discussed. This gives you a possible 15 point curve on your test which equates to 10%. I am looking for real life examples of our personal finance topics addressed in movies, sit-coms, or commercials. No educational videos. I prefer humor.

Attendance Policy:
Class attendance is required and class participation will be encouraged. Students will be responsible for all material covered in every class.

Exam Make-Up Policy:
If you must miss an exam, you must make every effort to contact me before the exam. Failure to do so may result in a zero for that exam. Make-up exams, if allowed, must be taken within a week of the scheduled exam. The format of the make-up exam will be at my discretion.

Evaluation:
The primary method of instruction in this course is lecture. Your class grade will be partially determined by two exams equally weighted. You will have two projects worth 60 points each. There will also be twelve quizzes that will be weighted at 20 points each. Of the twelve quizzes, the lowest three grades will be dropped. You may make up no more than two missed quizzes. The makeup quiz must be taken at the end of class on the week following the missed quiz.

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<tbody>
<tr>
<td>Mid Term Exam</td>
<td>150</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>150</td>
<td>25%</td>
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<td>Special Projects</td>
<td>120</td>
<td>20%</td>
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<td>Quizzes</td>
<td>180</td>
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<td><strong>Total</strong></td>
<td><strong>600</strong></td>
<td><strong>100%</strong></td>
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The approximate grading scale is:

- A 90% or above
- B 80% or above
- C 70% or above
- D 60% or above
- F Below 60%

Depending on test outcome, I reserve the right to curve individual test grades. You also have access to extra credit opportunities. I do not curve or round up final grades. Please don’t ask.

All grades beginning Spring 2007 must be a “C” or better for the University Lower Division Core, Business Field of Study, Upper Division Business Core, and Major Area. The only “D” allowed will be in General and Business Electives. Thus, if you are taking this class as your fulfillment of upper division core for a degree in business, you should achieve a “C” or higher grade.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapters</th>
<th>Other information</th>
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<tbody>
<tr>
<td>8/27</td>
<td><strong>Read Chapters 1 &amp; 3</strong></td>
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<td><strong>No Class</strong></td>
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<td>9/3</td>
<td>Overview of Class</td>
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<td>Quiz 1</td>
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<td></td>
<td>Understanding Personal Finance</td>
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<td>9/10</td>
<td>Financial Statements, Tools, and Budgets</td>
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<td>Quiz 2</td>
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<td></td>
<td>Financial Statements, Tools, and Budgets</td>
<td>3</td>
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<tr>
<td>9/17</td>
<td>Managing Income Taxes</td>
<td>4</td>
<td>Quiz 3</td>
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<td>Managing Checking &amp; Savings Accounts</td>
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<td>9/24</td>
<td>Building and Maintaining Good Credit</td>
<td>6</td>
<td>Quiz 4</td>
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<td>Credit Cards and Consumer Loans</td>
<td>7</td>
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<td>10/1</td>
<td>Vehicle and Other Major Purchases</td>
<td>8</td>
<td>Quiz 5</td>
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<td>Obtaining Affordable Housing</td>
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<td>10/8</td>
<td>Managing Property and Liability Risk</td>
<td>10</td>
<td>Quiz 6</td>
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<td>Managing Health Expenses</td>
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<td>10/15</td>
<td><strong>Mid Term</strong></td>
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<td>10/22</td>
<td>Life Insurance Planning</td>
<td>12</td>
<td>Quiz 7</td>
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<td>Investment Fundamentals</td>
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<td>10/29</td>
<td>Investing in Stocks and Bonds</td>
<td>14</td>
<td>Quiz 8</td>
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<td>11/5</td>
<td>Investing Through Mutual Funds</td>
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<td>11/12</td>
<td>Real Estate and High-Risk Investments</td>
<td>16</td>
<td>Quiz 10</td>
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<td>Real Estate and High-Risk Investments</td>
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<td>11/19</td>
<td>Retirement Planning</td>
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<td>Quiz 11</td>
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<td>Retirement Planning</td>
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<td>11/26</td>
<td><strong>Thanksgiving</strong></td>
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<td>12/3</td>
<td>Estate Planning</td>
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<td><strong>Personal Financial Plan Project Due</strong></td>
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<td>Final Review</td>
<td>18</td>
<td>Quiz 12</td>
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<td>12/10</td>
<td><strong>Final Exam</strong></td>
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**Classroom Conduct**

- **You must attend all regularly scheduled classes**, except for those occasions warranting an excused absence under the policy detailed in the catalogue.
- You should **arrive prepared for class and on time**, and remain in class until the class is **dismissed**. If you arrive late or need to leave early please try not to disturb other students.
- You should **maintain an appropriate academic climate** by refraining from all actions which disrupt the learning environment (e.g. making noise, ostentatiously not paying attention, and leaving and reentering the classroom inappropriately).
- The use of cell phones or other communication devices is disruptive, and is therefore prohibited during class except for emergency use.
- Students are permitted to use their laptop computers during class for note-taking and other class-related work **only**. Computers will not be allowed during exams.
- This is a night class. We have all had a long day. Our goal in the class is to learn. I have accepted the task of attempting to educate you on this topic. I will do my best, but in the end, you are responsible for being educated. Active engagement is the key.
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.

Students Rights and Responsibilities:
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

Grade Replacement/ Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar). Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Fully policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment.
- Completing the process for tuition exemptions or waivers through Financial Aid.
State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD, or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903-566-7079. You may also send an email to cstaples@uttyler.edu.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university –sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g. via email) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do no re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Syllabus Revisions
The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class or by written email notice with adequate time for the students to make the necessary coursework adjustments.