Fundamentals of Personal Financial Planning – Finance 430
Spring 2015

Professor: Ajamu Loving
Office: BA 102
Class Live Pro Time: TBA
Place: The Web
Office Hours: M W 10-12:30
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REQUIRED TEXTS/MATERIALS:

Personal Finance, Garman and Forgue 11th edition, 9781111531010

Financial Calculator: TI BA-II or comparable (not alpha programmable). I will only be teaching from the BA- II. For free guidebook see:
http://education.ti.com/guidebooks/financial/baiipluspro/BAIIPLUSPROGuidebook_EN.pdf

Supplemental texts may be used during the lectures. To be able to pass the quizzes and exams I highly suggest regular class attendance and adequate notes.

COURSE DESCRIPTION:

We will endeavor to acquire an understanding of the profession of Personal Financial Planning. As such we will discuss basic financial planning skills and tools. We will cover insurance, investment, income tax, business, retirement, and estate planning to some degree within this course. It is through some exposure to all of these sub-fields and discussion of how the planner facilitates effective planning in each of them that students will gain a more complete perspective of the field of financial planning and the requirements of being an effective financial planner.

EXPECTED LEARNING OUTCOMES:

Upon completion of this course, students should be familiar with the following:

1. Be familiar with basic financial planning skills
2. Be able to use external environmental analysis
3. Understand the client communication process
4. Be able to use personal financial statements
5. Be able to help a client establish financial direction
6. Understand and utilize concepts and techniques regarding time value of money
7. Understand and utilize concepts and techniques regarding education funding
8. Understand and utilize concepts and techniques regarding insurance and risk management
9. Understand and utilize concepts and techniques regarding life health and disability
10. Understand and utilize concepts and techniques regarding personal property and liability)
11. Understand and utilize concepts and techniques regarding social security and other social insurance
12. Understand and utilize concepts and techniques regarding investments and estate planning
13. Understand and utilize concepts and techniques regarding ethical client interaction

ATTENDANCE/PARTICIPATION:

Attendance is encouraged, but not required. If there is a need to curve the final grades, I will consider attendance and class participation. Some quizzes and assignments will not be scheduled; rather they will be given on random days throughout the semester. **Given the difficulty of this material, you will NOT pass this class without regular reading (prior to class), class attendance, and participation.**

TEACHING PROCEDURES:

The class will be conducted in a lecture/discussion format. Be prepared to discuss and ask questions about the material assigned for each class period. This will require that you ***read the material prior to the class period*** during which it will be discussed. Although many of the issues covered in the readings will be discussed in class, all the areas covered in the readings will not be part of class discussion. You are encouraged to participate in class. Participation is based on volunteering for class activities and exhibiting a positive attitude, demonstrated by attentive, courteous, and respectful behavior at all times. The nature of this course encourages an interactive forum, and everyone has something valuable to contribute. Disruptive or rude behavior will not be tolerated.

EXAMS:

There will be One regular exams and a comprehensive final. You will be responsible for information from class discussion, required readings, and any guest speakers. There will be no "cheat sheets" allowed during the exams unless otherwise noted by the instructor. **No makeup exams will be given** unless for a university allowed excused absence. For an excused absence, the make-up exam will be administered prior to the scheduled exam. If you need to miss an exam for an excused absence let me know in advance so we can make arrangements.

ASSIGNMENTS/QUIZZES:

You will receive quizzes during the semester. The number of quizzes/assignments is not set so your total point value will be an average of all assignments and quizzes. These assignments and quizzes will include text questions and/or supplemental activities. There will be no make ups for quizzes or assignments. If you don't miss any quizzes I will drop your lowest quiz score. This will reward those who complete all quizzes.

PARTICIPATION:

This course is based on the belief that mastery of the subject matter occurs through taking an active role in the learning process. Students are expected to attend class **regularly** and **punctually**. 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.

GRADING INFORMATION:	**POINT VALUE**	**DUE DATE**
Quizzes	200	As assigned
Test I	400	TBA
Final Exam	400	TBA
TOTAL POINTS	**1000**	

Final Grades will be determined by the following schedule:

A: 900 – 1000 points
B: 800 – 899 points
C: 700 – 799 points
D: 600 – 699 points
F: 0 - 599 points

Grades of "I" (incomplete) will not be given to students who merely do not come to class, have failed to satisfactorily complete the course, or who beg, bother, or otherwise pester this instructor. Refer to the University's policy regarding incompletes for further information.

ACADEMIC INTEGRITY/PLAGERISM:

All academic work must meet the standards contained in A Culture of Honesty: Policies and Procedures on Academic Honest. Students are responsible for informing themselves about those standards and for observing the University Honor Code. 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.

ADA:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Halladay Student Services Building
Room 303 A/D
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

CIVILITY IN THE CLASSROOM:

Students are expected to assist in maintaining a classroom environment that is conductive to learning. In order to assure that all students have an opportunity to gain from time spent in class, students are prohibited from using cellular phones or beepers, making offensive remarks, chatting, reading newspapers, sleeping, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in "minimally" a request to leave class.

POLICY ON LATE WORK:

Late work WILL NOT BE ACCEPTED without a university excused absence as defined by **Texas A&M – Commerce Rules and Procedures 13.99.99.R0.01**. Note: keep a copy of your work - this protects you in the event of questions about missing assignments.

Excused absences include and are limited to:

- **Pre-authorized religious holidays**
- **Participation in a required/authorized university activity**
- **Voting on Election Day**
- **Obligation of student at legal proceedings in fulfilling responsibility as a citizen**
- **Documented death in a student's immediate family**
- **Verified illness – Resulting in Hospitalization or Long-Term Illness**