



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Course Syllabus:
Financial Planning
FIN 210-99 Spring 2023
on-line
3 credit hours

Instructor: Dr. Shum, CFA, CPA, CFM, CMA
Office: KC 202
Hours: Tu 7:30 – 8 a.m., 10:45 a.m. – 3:15 p.m.
W 9 a.m. – 12 p.m.
Th 7:30 – 8 a.m., 10:45 a.m. – 12:15 p.m.
Phone: 620-235-4568 (211 Faculty Suite – 620-235-4547)
E-mail: cshum@pittstate.edu

Textbook

Text: (required)

Madura, *Personal Finance*, 7th ed., Pearson, 2020 (just the book, no access code needed; ISBN 9780134989969)

Calculator: Each student is required to have a calculator.

Internet Access: Since this is an on-line course taught through CANVAS, students are expected to have internet access throughout this semester. The internet access should be sufficient to download files, take exams as scheduled, and otherwise meet the full requirements of the course on time. Lack of internet access is not a valid excuse for not meeting course deadlines.

Catalog Course Description

An overview of issues facing individuals at various stages of preparing for a financially stable future. This includes, but is not limited to, personal financial statements and plans, personal taxes, major purchases, managing consumer credit, essentials of individual insurance coverage, investment choices, and retirement/estate planning.

Prerequisites

Sophomore standing, or one-year professional work experience, or permission of instructor.

Course Objectives / Learning Outcomes

The objective of this course is to provide you with an overview of the discipline of Finance. At the end of this course, you should be able to:

1. develop a personal financial plan;
2. construct personal financial statements to help you monitor your spending and guide your budgeting decisions;
3. apply time value of money concepts to make decisions about saving;
4. apply tax concepts to assess and minimize your tax liability;

5. identify characteristics of a sound financial institution for your banking needs;
6. discuss how to manage your money to prepare for future expenses;
7. discuss how to assess your credit situation and manage your credit;
8. explain how to use credit to obtain funds to support your spending;
9. explain how to protect you and your personal assets against damages and liability;
10. discuss how to value investments, and how to determine which investments to select;
11. discuss how to protect the wealth that you accumulate over time through effective financial planning.

Course Outline

Chapter 1 Overview of a Financial Plan
 Chapter 2 Planning with Personal “Financial Statements”
 Chapter 3 Applying Time Value Concepts
 Chapter 4 Using Tax Concepts for Planning
 Chapter 5 Banking and Interest Rates
Exam 1 Chapters 1, 2, 3, 4, 5

Chapter 6 Managing Your Money
 Chapter 7 Assessing and Securing Your Credit
 Chapter 8 Managing Your Credit
 Chapter 9 Personal Loans
 Chapter 10 Purchasing and Financing a Home
Exam 2 Chapters 6, 7, 8, 9, 10

Chapter 11 Auto and Homeowner’s Insurance
 Chapter 12 Health and Disability Insurance
 Chapter 13 Life Insurance
 Chapter 19 Retirement Planning
 Chapter 20 Estate Planning
Exam 3 Chapters 11, 12, 13, 19, 20

Chapter 14 Investing Fundamentals
 Chapter 15 Investing in Stocks
 Chapter 16 Investing in Bonds
 Chapter 17 Investing in Mutual Funds
 Chapter 18 Asset Allocation
 Chapter 21 Integrating the Components of a Financial Plan
Exam 4 Chapters 14, 15, 16, 17, 18

Teaching Methods

on-line

CANVAS

CANVAS will be used for the following:

1. material repository

2. quizzes/exams
3. gradebook
4. communication tool
5. submission of graded assignments

Students should have their CANVAS accounts set up so that they can receive e-mail, and be notified of announcements, due dates, etc., for the course.

Attendance Policy

Since this is an on-line course, traditional attendance policies do not apply. For this course, attendance is best measured by your progress through specific components of each module and submission of assignments. While regular participation (attendance) is critical to your ability to do well in this course, it is your responsibility to monitor your attendance and ensure it is meeting a level necessary to perform at a level acceptable to you.

Classroom Conduct

While there will not be a physical classroom, there are still some expectations regarding “classroom” conduct. Any interactions with the professor or classmates are to be handled respectfully. There is a tendency for people to lose a lot of their common courtesies when engaging in on-line interactions, but it is not acceptable in this class. Failure to treat others with respect and civility will result in a warning at the first offense. Repeated issues will result in point penalties (to be determined by the professor based on the extent and frequency of the offense). The penalties can be significant if the situation warrants.

In addition, students are expected to be responsible for their progress through the semester. It is up to the students to contact the professor through e-mail if they are in need of assistance with class material. It is also up to the students to manage their time. It may be tempting to focus on doing the minimum to complete the graded assignments and then prepare for the exam a day before exam date, but do not give in to this temptation. Trying to move through all the material the day before the exam is a recipe for failure. Make sure you are progressing daily!

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the University as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college’s Student Code of Ethics as outlined below.

Students shall:

- refrain from class disturbances.
- arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- prepare for and participate in all classes.

- treat fellow students, staff, faculty, and administrators with respect.
- prepare assignments and exams honestly.
- avoid plagiarism or unacknowledged appropriation of another's work in any academic work. Refrain from giving or receiving inappropriate assistance.
- dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
- respect University property and use resources in the most effective and efficient manner.
- be fair and constructive in the evaluation of faculty.
- obey the policies, regulations, and laws of the United States of America, the State of Kansas, the Kansas Board of Regents, Pittsburg State University and the Gladys A. Kelce College of Business.

Academic Misconduct Policy

Academic misconduct by a student includes, but not limited to, plagiarism, giving or receiving any unauthorized aid on examinations/quizzes or in the preparation of homework, projects, or other assignments; copying work from the internet; or knowingly misrepresenting the source of any academic work. Cheating on exams, quizzes or any other assignments is considered academic misconduct and is absolutely prohibited. No cheating of any kind will be tolerated. Anyone caught cheating will receive a grade of "F" for the **course**.

The full text of the Academic Misconduct Policy for the university can be found here:

<https://studentlife.pittstate.edu/code-of-student-rights-and-responsibilities.html>

E-mail Etiquette

Any e-mail sent to the professor should be treated as business letter. It should start with a formal greeting, such as "Dear Dr. Shum," not "Hey," "Howdy," etc., or just no greeting of any kind. This is good practice for what is expected in the business world. The following is an example:

Dear Dr. Shum:

I am in your FIN 210-99 class. Would you please let me know when Chapter 1 homework is due.

Thank you, and best wishes!

Jane Doe

Students with Disabilities

Please inform the professor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods

Exams: All exams **require** the use of **Respondus LockDown Browser**. You will need to download LockDown Browser to your computer before you can access the exam. Information regarding LockDown Browser can be found in Module 1 Page 5 on CANVAS.

There will be four exams. Although the exams will not be comprehensive in nature, material from previous units may be included if it is relevant to material in the current unit. Exams will be timed. There will be a 24-hour window (12:01 a.m. to 11:59 p.m.) in which the exams will be open. If you cannot take the exam during the 24-hour window, you need to (a) let the professor know **in advance**, and (b) have a **valid** excuse in order to be eligible for a makeup. Unless it is an emergency situation, “in advance” means before the **start** of the exam window.

No cheating of any kind will be tolerated. Anyone caught cheating will receive a grade of "F" for the **course**.

Quizzes: There will be a short quiz after most of the chapters. Quizzes will be available from 6 p.m. on the day a quiz is assigned to noon the next day. Solutions will be revealed that next day from noon to 5 p.m.

Homework Assignments: There will be homework assignments for most of the chapters. They will be end-of-chapter Financial Planning Problems. Each assignment is due at 9 a.m. on the day it is due and must be submitted by its date and time or the student will receive a zero for the assignment. **No exception**. Solutions to the assigned end-of-chapter problems are posted on CANVAS (see Files). Completing all assignments are essential to performing well in this course.

Grades:	Exam 1	20%
	Exam 2	20%
	Exam 3	20%
	Exam 4	20%
	Quizzes	10%
	Assignments	<u>10%</u>
		100%

The grading scale is as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

59% and below = F

The professor reserves the right to amend and to reorganize this syllabus at any time.