PERSONAL FINANCE
FINA 1307-001

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Office Hours:  TR: 11:00 am -12:30 pm, 1:45-2:00 pm, W: 1:00-2:00 pm, R: 6:00–7:00 pm, 9:30–10:00 pm or by appointment

Required materials:
   http://www.swcollege.com/finance/gitman/personal11e/gitman.html
2. Study Guide
3. Financial Calculator
4. Internet Access

Prerequisites:
None

Course Description:
Personal Finance covers the foundations of financial planning, managing basic assets, managing credit, managing insurance needs, managing investments, and retirement and estate planning.

Learning Objectives:
By the end of this course, the students will be able to:
1. Students will understand the financial planning process
2. Students will know the primary financial institutions related to personal financial issues
3. Students will be able to prepare and interpret personal financial statements for financial planning purposes
4. Students will know how to utilize the different personal insurance products in their financial plan
5. Students will understand how to utilize different investment products including stocks, bonds, and mutual funds in their financial plan
6. Students will understand the importance of estate planning and strategies that should be incorporated in their financial plan

Relationship to Other Coursework:
This course is designed for business as well as non-business majors to give them a basic understanding of the aspects of personal financial planning.

Instructional Methodologies:
Instructional techniques include lectures, student presentations, invited lectures, videotape, computer applications, class discussion, real-time securities trading, and use of electronic databases.

Performance Evaluation, Grading and Course Policies:
Three exams will be given. Test materials will come from lecture notes, the text, assigned readings, homework assignments, and class discussion. Test format is multiple choice, multi-part problem solving, and discussion. Questions will emphasize understanding and application of concepts and topics covered.

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Grades will be assigned based on the following weights:
Exam 1 30%  The standard alphabetical grading scale is employed:
Exam 2 30%  A 90 – 100
Exam 3 30%  B 80 - 89.9
Homework, Participation, and Quizzes 10%  C 70 – 79.9
                       D 60 - 69.9
                       F 0 - 59.59

Test dates will be announced one week prior to the exam date. No early exams or make-up exams will be administered. If you must miss an exam, notify me in advance and provide me subsequent comprehensive documentation from the appropriate entity within one week of the exam that the absence was an excused University activity, a severe illness, or a dire emergency. If these conditions are met, you will take a cumulative final exam that will be substituted for the exam you missed. Otherwise, I will assign you a zero for the exam.

Exams are closed book unless otherwise stated. To protect the integrity of any test banks employed, exams are not returned. However, exams are available for review in my office during scheduled office hours for two weeks after the exam.

Students are responsible for all material in the assigned readings, handouts, homework, and class presentations. Furthermore, students are expected to attend class on a regular basis. However, in the event of an absence, students are responsible for obtaining all missed information and notes from a classmate.

All assignments are to be turned in at the beginning of the class on their due date unless otherwise instructed. Late assignments are penalized 20 percentage points for each day that they are late.

I expect everyone to follow all rules of common courtesy during classroom lecture and discussion. The presence of cell phones and pagers along with disruptive items or actions are prohibited in the classroom. If a pattern of disruptive behavior persists, action will be taken to have the disruptive party removed from the course.

**Oral and Written Communication Requirements**
Students are required to prepare formal written oral projects for the semester. Effective written communication is also necessary for exams. Students are expected to participate actively in class discussion of the topics and issues covered in the course, and will be rewarded though their class participation grade for doing so.

**Technological Applications:**
Students are required to use computer applications, computer databases, and online information services for this course. Written presentations must be prepared with word processing software and the use of computer graphics and computer-based visuals is encouraged.

**Ethical Perspectives:**
Securities analysis and trading may present ethical problems for both dealers and investors. While this course does not deal with securities law in depth, we will discuss such topics as insider trading securities manipulation and fiduciary responsibilities.

**Global Perspectives:**
This course considers international diversification, foreign equity and debt and derivative securities markets, foreign currency trading, and international risk management.

**Diversity:**
Personal financial planning applies to all people and the concepts discussed in this course span race, gender, and national origin.

**Political, Social, Legal, Regulatory, and Environmental Perspectives:**
The course will consider the structure, laws and regulation of financial markets and economic systems.
**Attendance Policy:**
Attendance is required and is reflected in the student’s participation grade. Every student is responsible for their homework assignments, lecture notes, handouts, and exams. Excuses are not accepted unless a student gains prior permission for missing a class, assignment, or exam. Gaining class notes for missed classes from other students is encouraged. The student is responsible for collecting all handouts and assignments from the professor for all classes that are missed. Excessive absences will result in lower grades.

**ADA Compliance**
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 believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in Driftwood 101.

**Student Ethics Code**
This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at www.cob.tamucc.edu). Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB.

**Academic Honesty:**
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Students are subject to penalty for all forms of cheating including forgery and plagiarism. Please refer to the Texas A&M University-Corpus Christi *Student Handbook* for a full discussion of University policy on academic integrity and honesty.
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<td>3 Hours</td>
<td>Understanding The Financial Planning Process</td>
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<tr>
<td>3 Hours</td>
<td>Your Financial Statements and Plans</td>
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<td>Managing Your Taxes</td>
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<td><strong>PART II</strong></td>
<td><strong>MANAGING BASIC ASSETS</strong></td>
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<td>Making Automobile and Housing Decisions</td>
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<td><strong>PART III</strong></td>
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<td>Using Consumer Loans</td>
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<td><strong>PART IV</strong></td>
<td><strong>MANAGING INSURANCE NEEDS</strong></td>
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<td>3 Hours</td>
<td>Insuring Your Life</td>
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<td><strong>MID-TERM EXAMINATION</strong></td>
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<td><strong>PART V</strong></td>
<td><strong>MANAGING INVESTMENTS</strong></td>
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<td>Investing in Stocks, Bonds and Mutual Funds</td>
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<td><strong>PART VI</strong></td>
<td><strong>RETIREMENT AND ESTATE PLANNING</strong></td>
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<td>Planning for Retirement</td>
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<td>Preserving Your Estate</td>
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<td><strong>1.5 Hours</strong></td>
<td><strong>FINAL EXAMINATION</strong></td>
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Your New Year’s Resolutions
An Exercise in Goal Setting

The first step in creating a successful financial plan is to have a set of strategic goals to accomplish over the short, intermediate and long term. MyGoals.com is a website that facilitates this often time consuming but rewarding process. Since most all goals involve the allocation of time and or money and also, since time is money then by deduction all goals regardless of their topic are financial goals in one way or another.

Each week for the next 9 weeks, I want you to develop 5 short term, 5 intermediate term and 5 long term goals for each of the following categories. Use the MyGoals.com website to assist you with this goal setting exercise. Each goal should distinct, concise and measurable.

All goal setting assignments must be typed. Feel free to use the templates provided at this website or any other website that you choose.

Week 2: Due Thursday, January 22nd
**Health & Fitness Goals**
Exercise, Nutrition, Weight-Loss, Peak Performance, Cosmetic Surgery...

Week 3: Due Thursday, January
**Family & Relationship Goals**
Friends, Romance & Marriage, Family, People Skills, Family Goals...

Week 4: Due
**Time Management & Organization Goals**
Recordkeeping, Housekeeping, Budgeting Your Time, Staying in Touch...

Week 5: Due
**Personal Finance Goals**
Investing, Paying Off Debt, Cutting Expenses, Charity & Philanthropy...

Week 6: Due
**Career Goals**
Job Seeking, Education & Skills, Entrepreneurship, Promotions...

Week 7: Due
**Education & Training Goals**
College & Grad School, Job Related, K-12, Languages, Technical Literacy...

Week 8: Due
**Personal Growth & Interest Goals**
Arts, Music, Writing, Community, Spirituality, Joie de Vivre...

Week 9: Due
**Recreation & Leisure Goals**
Travel, Boating, Golf, Outdoors, Cooking, Dancing...

Week 10: Due
**Home Improvement & Real Estate Goals**
Kitchen, Pool, Buying a Home, Rental Property, Cabin, Garden...

***Week 11: For a 5 point bonus on Test 1, Turn in a stapled copy of all your goals with a cover page. (Everything must be typed)***