

**FIN-3300-110, Introduction to Financial Planning  
CRN 10023**

Class 11:00 pm - 12:15 pm MW Founder's Hall Room 313

Spring 2019

Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Marty Hanby, Assistant Professor of Finance**

**Office: Founder's Hall, 323Q**

**Phone: 254-519-5772**

**Email: [m.hanby@tamuct.edu](mailto:m.hanby@tamuct.edu)**

**Office Hours: See course homepage in Canvas**

**Mode of instruction and course access:**

This course meets face-to-face, with supplemental materials made available online via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

**Student-instructor interaction:**

I highly recommend that you take the time to come to my office hours, this will be beneficial to both of us. This gives me the opportunity to understand both your strengths and weaknesses, students that take the time to get to know me usually do much better in my class. My preferred communication method is via email, I check email regularly during the week and a couple of times a day on weekends. If my office hours don't work for you, please email me and we will schedule a time that works for both of us.

**911 Cellular: Emergency Warning System for Texas A&M University-Central Texas**

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. [Warrior Shield](https://www.tamuct.edu/police/911cellular.html) [<https://www.tamuct.edu/police/911cellular.html>] can be downloaded and installed on your mobile device from Google Play or Apple Store.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

**Course Overview and description:** Catalog Description: This course presents a broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and demand deposit accounts, buying real assets, the use of credit, insurance, managing investments and saving for retirement.

**Course Objective:** Student Learning Outcomes ("SLOs") are the following SLOs will be assessed during the course as outlined in a later section of this Syllabus called " TENTATIVE COURSE OUTLINE AND CALENDAR."

1. Demonstrate ability to make sound decisions relating to a personal financial plan.
2. Describe budgeting, savings alternatives, and tax planning as they relate to individuals.
3. Describe the use of credit and purchasing decisions as they relate to individuals.
4. Explain the importance of insurance and the various types of insurance plans available to
5. individuals.
6. Compare key long-term investments available to individuals.
7. Understand and perform time value of money calculations related to personal financial planning.

**Course Prerequisites:** None

### **Competency Goals:**

Upon completion of this course students are expected to be able to do the following:

- Set financial goals and develop a financial plan
- Prepare a personal budget
- Choose a financial institution and types of accounts for personal needs
- Understand personal taxes and how to minimize them
- Manage cash and savings
- Use credit wisely
- Select appropriate types of insurance policies
- Plan for home ownership and understand types of mortgages
- Plan for big ticket item purchases
- Develop an investment plan for the future
- Develop a plan to save for retirement while minimizing taxes

**Course Materials and Textbook:** Personal Finance 12<sup>th</sup> Edition Garman and Forgue. Cengage, 2015

**APLIA ACCESS IS NOT REQUIRED FOR THIS CLASS!**

You will need a financial calculator. I prefer that you have the TI BAI Plus Professional financial calculator. This is because I can show you examples in class using this calculator. If you prefer to use a HP business calculator or a graphics calculator that has financial functions. that is fine but do not expect me to tutor you on how to use your own calculator.

**COURSE REQUIREMENTS**

Assignments (100 points) - There three assignments throughout the semester and their due dates are included in the TENTATIVE COURSE OUTLINE AND CALENDAR. All assignments combined will be worth 200 points. I will not accept late assignments. Let me repeat. I WILL NOT ACCEPT LATE ASSIGNMENTS!

Exams (300 points) - You will have 3 exams in this class. Each exam is worth 100 points. All exams will cover material from the chapters that were covered after the previous exam. This means that the exams are not comprehensive...technically. However; since much of the material builds on itself you must understand earlier chapters to be able to show your understanding of later chapters. **The optional final exam is comprehensive and if you elect to take the final it will replace your lowest exam grade. There is a risk to taking the final, your grade can improve or decline depending on your test score. Also, if you elect to take the final and do not show up, you will receive a grade of 0.**

**Grading:**

>= 90%	A
80 - 89.99%	B
70 - 79.99%	C
60 - 69.99%	D
< 60%	F

NOTE: Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances. Any request for an incomplete grade in this course must be approved by the professor prior to the last week of classes. Requests should be submitted in written form. include a detailed explanation and documentation. and must include an address and/or telephone number where you may be contacted throughout the following semester. There is a university requirement that a substantial portion of the course work must have been completed by the student prior to receiving and incomplete. Also. students will be required to enter into a contract with the professor to finish the course within some set time frame to be determined by the professor. Students will no longer be able to get an IC after doing 5% of the class and then get an extra semester to complete their work.

## **Posting of Grades**

Grades will be posted in Canvas, in most cases they will be posted prior to the next class after an exam.

## TENTATIVE COURSE OUTLINE AND CALENDAR

<b>Date</b>	<b>Topic</b>	<b>Chapter</b>	<b>Assignment Due</b>
1/14	Personal Finance - Introduction		
1/16	Understanding Personal Finance	1	
1/21	<b>Martin Luther King Day</b>		
1/23	Managing Income Taxes	4	
1/28	Managing Income Taxes	4	
1/30	Managing Checking and Savings Accounts	5	
2/4	Managing Checking and Savings Accounts	5	
2/6	Building and Maintaining Good Credit	6	
2/11	Review		Budget
2/13	<b>Exam 1</b>		
2/18	Credit Cards and Consumer Loans	7	
2/20	Credit Cards and Consumer Loans	7	
2/25	Vehicle and Other Major Purchases	8	
2/27	Vehicle and Other Major Purchases	8	
3/4	Obtaining Affordable Housing	9	
3/6	Obtaining Affordable Housing	9	
3/11	<b>Spring Break</b>		
3/13	<b>Spring Break</b>		
3/18	Managing Property and Liability Risk	10	
3/20	Managing Property and Liability Risk	10	
3/25	Review		Credit Report
3/27	<b>Exam 2</b>		
4/1	Life Insurance Planning	12	
4/3	Life Insurance Planning	12	
4/8	Investment Fundamentals	13	
4/10	Investment Fundamentals	13	
4/15	Investing in Stocks and Bonds	14	
4/17	Investing in Stocks and Bonds	14	
4/22	Retirement Planning	17	
4/24	Retirement Planning	17	
4/29	Review		Retirement Plan
5/1	<b>Exam 3</b>		
5/8	<b>Optional Comprehensive Final</b>		

### **Important University Dates:**

January 14	Classes Begin for Spring Semester
January 16	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 21	Martin L. King Jr. Day (University Closed)
January 22	Deadline to Drop First 8-Week Classes with No Record
January 30	Deadline to Drop 16-Week Classes with No Record
February 22	Student End of Course Survey Opens (First 8-Week Classes)
February 22	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1	Deadline for Graduation Application for Spring Ceremony Participation
March 1	Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
March 8	Classes End for First 8-Week Session
March 8	Deadline for Spring Admissions Applications
March 10	Student End of Course Survey Closes (First 8-Week Classes)
March 11	Spring Break – No Class (University Open)
March 11	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 13	Spring Break – No Class (University Open)
March 14	Spring Break – No Class (University Open)
March 15	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
March 15	Deadline for Clinical Teaching Applications
March 15	Spring Break – No Class (University Open)
March 18	Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants.
March 18	Classes Begin for Second 8-Week Session
March 20	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25	Deadline to Drop Second 8-Week Classes with No Record
April 1	Deadline for GRE/GMAT Scores to Office of Graduate Studies
April 5	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 12	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring Semester
April 26	Student End of Course Survey Opens (16- and Second 8-Week Classes)
April 26	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 10	Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5pm)

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing

grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel),  
[<https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel>].  
If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page  
[<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects

tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center.**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOonline](#). In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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## **OPTIONAL POLICY STATEMENTS:**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

## **INSTRUCTOR POLICIES.**

**I do not accept late assignments and any calculator with communication features is strictly prohibited. Electronic devices are permitted in class for note taking purposes only.**

### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.