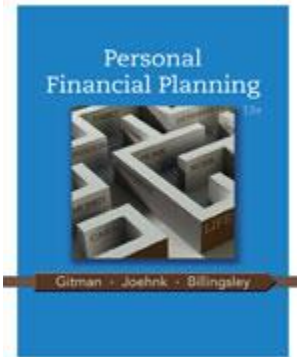


Texas A & M University-Commerce
College of Business and Entrepreneurship
Department of Accounting
Syllabus – SPRING 2014
ACCT 576-81E
CRN: # 22283



Course: **Fundamentals of Personal Financial Planning**

Instructor: Dr. Joseph Krupka, CPA/PFS CGMA

Lecture Time(s): Tuesday, 6:15 pm – 8:55 pm

Location: UDC Campus

Office: *Main Campus: Dept. of Accounting Offices (1st floor)*

Office Hours: *Tuesday and Thursday 3pm to 6 pm at UDC office*

Contact: *Best Method- E-mail: Joseph.Krupka@tamuc.edu*

Telephone: 732-439-0600 Fax No.: 903-468-3216

Required Text: Gitman, Joehnk, & Billingsley. Personal Financial Planning Gitman's Personal Financial Planning 13e + CNOW Access Code: 9781285940007

The book follows a life-cycle approach – addressing financial plans, assets, credit, insurance, investment, and retirement – as individuals and families progress through a lifetime.

COURSE DESCRIPTION:

This course exposes students to Personal Financial Planning utilizing basic financial planning skills and tools. Topics include insurance, investment, income tax, credit, 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.

Course Embedded Assessment Objectives:

1. Demonstrate an understanding of basic financial planning skills in the external environment and how it applies within the client planner model.
2. Analyze and interpret personal financial statements and ratio analysis.
3. Understand and utilize concepts and techniques regarding time value of money, education funding, insurance and risk management, life health and disability, personal property, social insurance, investments and estate planning, and client interaction.

Intellectual Development:

This course will strive to provide an academically rigorous and intellectually challenging environment which stimulates personal growth, creative and critical thinking, and the highest standards of professional and ethical conduct.

In addition to developing technical expertise in the course subject matter, this course:

- develops and fosters communication skills, both written and oral
- enhances critical thinking
- challenges decision-making
- promotes intellectual curiosity and lifelong learning.

eCollege Online Support for Questions:

Virtual Office: You should post all questions pertaining to the course to the Virtual Office. This will allow everyone in the course to answer each other's questions and to have access to all questions and any posted answers. Many of you will have the same questions and this will reduce the number of times that the same answer will have to be given. You should always check the Virtual Office postings to see if your question has already been asked and answered before you post a question.

Groups: The discussion board may be used by individual groups for private communication between their members. Any group of students may request that a group be formed by the professor to enable them to have a private discussion. Each member should do their own work and use the group for help, support, and feedback. Just send me an e-mail telling me that a group has been formed with the individual names of the members and I will create an online group for your private discussions.

E-Mail: E-mail is appropriate for personal questions related to your grade, etc. **PLEASE DO NOT use it for course related questions that may be of interest to others.**

Additional Materials:

- Computer. High speed internet connection is suggested and recommended (Broad band will make submitting large files easier). Students will search various databases to gather information. Some databases or sources may charge access fees.
- Storage device for saving exercises and projects.
- Headset with a microphone is recommended if you plan to actively participate in the optional ClassLive meetings.
- Webcam optional.
- Microsoft windows environment and a recent version of Microsoft Internet Explorer are optimal. The course will also work in Macintosh OS X, along with a recent version of Safari. A recent version of the Firefox browser on both Windows and Mac operating systems is also supported. You should perform a “Browser Test” prior to the start of the course. Login to eCollege, click on the ‘My Courses’ tab, and then select the “Browser Test” link under Support Services.
- Financial Calculator (Required). Any type is acceptable- such as the HP-10BII or TI BA-II Plus.

STUDENT RESPONSIBILITIES:

Learning is every student’s responsibility. My role is to facilitate and support your learning process. To accomplish the learning process you are required to:

- Check eCollege frequently for announcements and other information.
- Read assigned material listed on the course schedule.
- Actively participate in the class.
- Complete and submit assignments on time via CengageNOW.
- Contact me about any questions or issues when they arise. It’s much easier to help and work out a solution early-on, than later when it may be too late.

I expect you to adhere to all rules and standards set forth in this syllabus. **I reserve the right to modify or change this syllabus at any time.** I expect you to adhere to the academic honesty standards promulgated by Texas A & M University-Commerce. There are no acceptable reasons for violating any of the stated rules and conduct standards published by the university or contained in this syllabus.

If a problem arises during the semester that has an impact on this course, please contact me immediately to discuss how to resolve this matter.

Below you will find the rubric for this course:

ACCT 576-01W Fundamentals of Personal Financial Planning Rubric

Criteria (Course Objectives)	3 (Exceeds Expectations)	2 (Meets Expectations)	1 (Does Not Meet Expectations)
Demonstrate an understanding of basic financial planning skills in the external environment and how it applies within the client planner model.	Student demonstrates excellent understanding of basic financial planning skills in the external environment and how it applies within the client planner model	Student demonstrates an understanding of basic financial planning skills in the external environment and how it applies within the client planner model	Student cannot demonstrate an understanding of basic financial planning skills in the external environment and how it applies within the client planner model.
Analyze and interpret personal financial statements and ratio analysis.	Student demonstrates excellence in the ability to analyze and interpret personal financial statements and ratio analysis.	Student demonstrates an ability to analyze and interpret personal financial statements and ratio analysis.	Student is not able to analyze and interpret personal financial statements and ratio analysis.
Understand and utilize concepts and techniques regarding time value of money, education funding, insurance and risk management, life health and disability, personal property, social insurance, investments and estate planning, and client interaction.	Student demonstrates excellent ability to understand and utilize concepts and techniques regarding time value of money, education funding, insurance and risk management, life health and disability, personal property, social insurance, investments and estate planning, and client interaction.	Student demonstrates an ability to understand and utilize concepts and techniques regarding time value of money, education funding, insurance and risk management, life health and disability, personal property, social insurance, investments and estate planning, and client interaction.	Student demonstrates no clear ability to understand and utilize concepts and techniques regarding time value of money, education funding, insurance and risk management, life health and disability, personal property, social insurance, investments and estate planning, and client interaction.

COURSE EVALUATION:

The *final course grade* will be based on the following items:

GRADING SCALE:

GRADE	POINTS	PERCENTAGE
A	900-1000	90-100
B	800-899	80-89
C	700-799	70-79
D	600-699	60-69
F	0-599	0-59

GRADE WEIGHTS:

ASSIGNMENT	POINTS	PERCENTAGE
Group Presentation	150	15%
Exam One	200	20%
Exam Two	200	20%
Exam Three	200	20%
Research Paper	250	25%
TOTAL	1000	100%

POLICY FOR DROPPING CLASS:

If the student finds that he/she needs to drop the class it is the student's responsibility to drop the class. I will not drop you from the class. Students, who because of circumstances beyond their control are unable to attend classes during the last three weeks preceding finals, can request an "X" in the class if they are maintaining a grade of "C" or above. It is up to the instructor's discretion whether this will be approved based on proof of death of an immediate family member or a lengthy hospitalization of the student.

Incomplete in Course:

Students who, because of circumstances beyond their control, are unable to attend classes during or after review week will, upon approval of the teacher, receive a mark of "X" in all courses in which they were maintaining passing grades. A grade of "X" (incomplete) will not be counted in the calculation of the grade point average for one semester. If the "X" has not been removed at the end of one semester, it will automatically be changed to a grade of "F." If a student feels that a grade is not correct, the matter should be discussed with the instructor. If the instructor finds the grade incorrect, the instructor must petition for a grade change by receiving approval from the department head and dean, with final approval from the Registrar's Office.

Other:

University policy will be followed in regards to withdrawals during the semester. It is the student's responsibility to conform with the university rules relating to dropping or withdrawing from the course.

Group Presentations:

Your participation grade will be assessed by your activity in the group presentations. I expect you to read all assigned weekly chapters. Students are expected to contribute productively to class activities by joining in the discussion.

A rubric follows that will be used in the grading process for the group presentations.

Rubric for Grading Group Presentations

Criteria	3 (Exceeds Expectations)	2 (Meets Expectations)	1 (Does Not Meet Expectations)
Impact of the Financial Planning Topic	Effectively communicate the impact of the Financial Planning Topic.	Adequately communicate the impact of the Financial Planning Topic.	Did not communicate the impact of the Financial Planning Topic.
Recommendations for Discovery and Prevention or Detection	Clearly identified and explained three or more appropriate recommendations.	Clearly identified and explained less than three appropriate recommendations.	Clearly did not identify and explain three or more appropriate recommendations.
Presentation	Well done visuals and oral presentation demonstrating significant knowledge of the subject matter.	Visuals and oral presentation demonstrated knowledge of the subject matter.	Visuals and oral presentation did not demonstrate knowledge of the subject matter.
Written Portion	PPTs and paper was well written, organized, informative and followed APA format including proper references.	PPTs and paper was organized, informative and followed APA format including proper references.	PPTs and paper was not well written, organized, informative and did not follow APA format including proper references.

Rubric for Grading Research Paper

Criteria	3 (Exceeds Expectations)	2 (Meets Expectations)	1 (Does Not Meet Expectations)
Demonstrates a clear and coherent logic to the research topic	Student demonstrates an excellent understanding of a clear and coherent logic to the research topic	Student demonstrates an understanding of a clear and coherent logic to the research topic	Student cannot demonstrate an understanding a clear and coherent logic to the research topic
Demonstrates an understanding of the Readings/ Literature of the research topic	Student demonstrates an excellent understanding of the Readings/ Literature of the research topic	Student demonstrates an understanding of the Readings/ Literature of the research topic	Student cannot demonstrate an understanding of the Readings/Literature of the research topic
Demonstrates use of proper grammar and writing method	Student demonstrates an excellent use of proper grammar and writing method	Student demonstrates use of proper grammar and writing method	Student cannot demonstrate use of proper grammar and writing method
Demonstrates a contribution to the research topic	Student demonstrates an excellent contribution to the research topic	Student demonstrates contribution to the research topic	Student cannot demonstrate a contribution to the research topic

The purpose of the research paper is to engage students in contemporary accounting issues. The paper will consist of a topic covering current accounting issues. Students will propose a topic to be approved in advance by the professor. The final paper will not be graded unless the topic was approved by the instructor.

Students will submit it a paper, between 10–20 pages, properly formatted using the APA format. Students are expected to utilize electronic means such as databases and technology available through the library to research relevant issues. Students will be expected to integrate and apply various theories discussed during the semester and to explain why these theories are important to business and accounting literature. You will need to make sure to identify the appropriate research question, identify key terms for performing electronic searches, organize your data, obtain data or information from multiple sources and integrate it into a cohesive paper. The analysis must be well developed and consider stakeholder(s) positions. The paper must demonstrate mastery of basic writing mechanics. The paper must be clear, concise, organized, and persuasive and supported with applicable references. All research papers will be submitted via the ECollege Dropbox (concurrently with Turnitin.com.) in a word doc format; PDF format plus all other formats are not acceptable. Any paper in excess of a 20-25% originality report will not be acceptable.

Exams:

You will submit using CengageNOW (see the student Registration Information below). All **Exams will be due Sunday at 9 PM (Central Time) of the assignment week.** *Allow two hours to complete the exam; you must begin the exam no later than 7 pm (Central Time).* The assignment schedule should be followed diligently.

Rubric Used in Grading Exams

Criteria	3 (Exceeds Expectations)	2 (Meets Expectations)	1 (Does Not Meet Expectations)
Correct Responses			
Support method of achieving solution			
Demonstrate understanding of concepts			
Effective analysis			
Creativity and Originality			

Exams:

There will be three exams using CengageNOW (see the Student Registration Information below). You are responsible for information from class discussions, required readings, and homework. **No Late assignments including papers and exams will be accepted- please be on time with all class work. No makeup exams will be given unless** it is 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.

STUDENT RESOURCES:

Occasionally students will need to perform research using various Websites in order to augment the text material, clarify misconceptions, and update information based on tax law changes. Some suggested websites to be used are:

- American Institute of Certified Public Accountants www.aicpa.org
- Internal Revenue Service www.irs.gov
- Social Security Administration www.ssa.gov
- Medicare www.medicare.gov
- CFP Board <http://www.cfp.net/>
- The Financial Planning Association <http://www.fpanet.org/>
- CFA Institute <http://www.cfainstitute.org/>
- National Association of Personal Financial Advisors <http://www.napfa.org/>
- FINRA www.finra.org
- The American College www.theamericancollege.com
- National Underwriter www.nationalunderwriter.com

Supplementary Reading:

Wall Street Journal
Financial Counseling and Planning
Financial Planning
Financial Services Review
Investment Advisor
Journal of Financial Planning
Journal of Financial Services Professionals
Journal of Personal Finance
USA Today – Money Section

E-MAIL POLICY:

All students must use their MyLeo accounts when corresponding with professors. Please include the course number in the subject line of the e-mail message. Any e-mail which does not conform to these guidelines will not be read or responded to by the professor. If you do not have a computer, the business computer laboratory is located in BA345 and a computer laboratory is available in the library. The instructor will attempt to answer your e-mails within 24 hours on Monday – Thursday. I am not available to answer e-mails on the weekend. If you need to contact me, e-mail is the best method as it is the communication of choice by the university. Please do not call my office telephone and request that I return a long-distance call. I do not call long-distance. I check my e-mail in the morning and afternoon on Monday- Thursday

POP-UPS:

Explorer blocks pop-ups. You need to disable the pop-up blocker to the online learning sites to avoid this problem. To temporarily turn off or disable the pop-up blocker, go to tools and select the off on the pop-up blocker settings. The off selection turns off the pop-up blocker until the browser is closed or you can choose to select a setting that allows the pop-ups to be turned off permanently for a specific website.

TECHNICAL SUPPORT:

Please complete the student tutorial on using e-College. E-College provides help. The help button is located on the top right of the screen to provide information while you are working in e-College. If at any time you experience technical problems such as not being able to log into the course, please contact the e-College HelpDesk. The HelpDesk is available 24 hours a day, seven days a week. You can access the HelpDesk by sending an e-mail to helpdesk@online.tamuc.org or by calling 1-866-656-5511.

ADA Statement:

Students with Disabilities:

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
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Disability Resources & Services

If you are registered with the office of **Student Disability Resources and Services (SDRS)** and will be needing accommodations this fall, please remember to contact our office for accommodation letters. It will be your responsibility to pick up the letters and deliver them to your instructor. Please remember accommodations are not retroactive, so they will start when you deliver the letter to your instructor.

- You must contact SDRS **every semester** that you are enrolled in order to receive accommodation letters.
- If you need alternate textbooks, you must first purchase the textbook and also fill out a request form through our office in order to receive a copy of the text in alternate format. Please note it does take time to get textbooks converted, so please submit request form at least 4 weeks in advance.
- If you are requesting an interpreter, you must contact the SDRS office 4-6 weeks prior to the date needed and also fill out a request form.
- In order to take exams/tests in SDRS you must sign up (stop by or email) at least five days in advance of the test date to reserve a space/time. You must also sign a testing agreement form which outlines all rules that must be followed when testing in SDRS.
- If you have been approved for a note taker, you **must** contact our office to set up an appointment. The procedure for note takers has changed and you will be using a note taker out of the class you need one. There is an informational/step by step packet for you as well as one you need to give to your note taker. **If you have already met with a consultant in the SDRS department concerning this, please remember to submit student note taker service agreement form ASAP and also please remind your note taker to submit green form to SDRS in order to receive credit for services.**

DISCIPLINE POLICY:

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

COMFORTABLE LEARNING ENVIRONMENT:

The university, this department, and your instructor are all committed to maintaining an inoffensive, non-threatening learning environment for every student. Class members (including the instructor) are to treat each other politely both in word and deed. Offensive humor and aggressive personal advances are specifically forbidden. If you feel uncomfortable with a personal interaction, contact your instructor for help in solving the problem.

Civility in the Academic Environment:

Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for disciplinary action.

Ethics:

Integrity is the hallmark of the accounting profession and will be stressed throughout the course. Any type of student breach of ethics, including but not limited to: illegal activity, dishonest conduct, cheating, plagiarism, or collusion, will result in failure of assignment or exam (F) and/or further academic sanction (i.e. failure of course (F), dismissal from class and/or referral to Dean of the College of Business and Technology).

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

ACADEMIC HONESTY POLICY:

The College of Business and Entrepreneurship at Texas A & M University-Commerce will strive to be recognized as a community with legal, ethical, and moral principles and to practice professionalism in all that we do. Failure to abide by these principles will result in sanctions up to and including dismissal. Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty.
- **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct.

- **Cheating:** The unauthorized use of another's work and reporting it as your own.
- **Plagiarism:** Using someone else's ideas and not giving proper credit.
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

A copy of the Academic Honesty Policy is posted in the Document Sharing section of eCollege. You are required to read, sign, and submit (via Dropbox) this document by the end of the first week of classes.

NOTE: This syllabus is subject to change as needed to meet the objectives or administration of the course at the discretion of the Professor. It is not anticipated that there will be any substantive changes.

Class Schedule & Assignments
Fundamentals of Personal Financial Planning – ACCT 576-81E
SPRING 2014

<u>Class Date</u>	<u>ASSIGNMENT</u>	<u>DUE DATES</u>
January 14	Ch. 1 - Understanding the Financial Planning Process Reading Assignment # 1	
January 21	Ch. 2- Using Financial Statements and Budgets Reading Assignment # 2	
January 28	Ch. 3 – Preparing Your Taxes Reading Assignment # 3	
February 4	Ch. 4 – Managing Your Cash and Savings Reading Assignment # 4	
	<u>EXAM ONE</u> Chapters 1-4	<u>OPEN: Sat. Feb. 8 at 9AM</u> <u>CLOSE: Sun. Feb. 9 at 9PM</u>
February 9	<u>DUE: Research Paper Topic for Approval</u>	Sunday, Feb. 9 at 9 PM
February 11	Ch. 5 – Making Automobile and Housing Decisions Reading Assignment # 5	
February 18	Ch. 6 – Using Credit Reading Assignment # 6	
February 25	Ch. 7 – Using Consumer Loans Reading Assignment # 7	
March 4	Ch. 8 – Insuring Your Life Reading Assignment # 8	
March 11	<u>SPRING BREAK – No Classes</u>	
March 18	Ch. 9 – Insuring Your Health Ch. 10 – Protecting Your Property Reading Assignment # 9	
	<u>EXAM TWO</u> Chapters 5-10	<u>OPEN: Sat Mar. 22 at 9 AM</u> <u>CLOSE:</u> Sun Mar 23 at 9 PM
March 25	Ch. 11-Investment Planning Reading Assignment # 10	
April 1	Ch. 12- Investing in Stocks and Bonds Ch. 13- Investing in Mutual Funds, EFTs, and Real Estate Reading Assignment # 11	
April 6	<u>DUE: Research Paper</u>	Sunday, April 6 at 9 PM

Class Date	<u>ASSIGNMENT</u>	<u>DUE DATES</u>
April 8	Ch. 14 – Planning for Retirement Reading Assignment # 12	
April 15	Ch. 15- Preserving Your Estate Reading Assignment # 13	
April 22	Group Presentations	
April 29	Group Presentations	
	<u>EXAM THREE</u> Chapters 11-15	<u>OPEN:</u> Sat May 3 at 9 AM <u>CLOSE:</u> Sun May 4 at 9 PM



Student Registration Information

Dear Student,

Welcome to CengageNOW at TEXAS A&M UNIVERSITY - COMMERCE!
I have created the following course, using content from Personal Financial Planning
(ISBN 9781285940007):

Fundamentals of Personal Financial Planning (Course Key: E-TWQNYRC5SEJHN)

Please enroll in this course by utilizing the following steps.

GO TO: <http://login.cengagebrain.com>.

Do you Already Have an Account? If so, Log in.

- a. If you have purchased an access code, submit it in the Have another Product to Register? box.
- b. If you have not purchased an access code, in the Have another Product to Register? text box, submit the Course Key shown in green above.
 - i. If "grace period" days remain for the course, you will see an Open button that gives you access to the course.
 - ii. If "grace period" days do not remain for the course, you will see an invitation to purchase the product that will give you access to the course.

Don't Already Have an Account?

Click "Create an Account."

- a. If you have purchased an access code, submit it and follow the prompts until you reach the "My Home" page.
- b. If you have not purchased an access code, submit the Course Key shown in green above, and then follow the prompts until you reach the "My Home" page.
 - i. If "grace period" days remain for the course, you will see an Open button that gives you access to the course.
 - ii. If "grace period" days do not remain for the course, you will see an invitation to purchase the product that will give you access to the course.

Once you have the product on your "My Home" page, click the "Open" button for CengageNOW.

If in the steps above you do not provide **Course Key (E-TWQNYRC5SEJHN)**, provide it once you reach CengageNOW, on the "Courses" tab.