FP 101 10N Fundamentals of Financial Planning

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E-mail: via eLearn  

Class Hours/Credit Hours: 3/3  
Semester: Fall 2010  
Time/Room: W 5:30-8:15 Omn B117

Catalog Course Description
Introduction to financial planning principles; focus on communication with the client; basic areas of financial planning surveyed, i.e. tax planning, risk, and insurance, investments, retirement, benefit, and estate planning.

Prerequisites: College level reading and English.

Corequisites: DSPM 800, Elementary Algebra.

Textbook/Materials

Texas Instruments BAII Plus Calculator.

Supplemental Website: A supplemental website within CSCC eLearn will be utilized for Communication and other activities associated with the class.

I PSLO07: Prepare a master budget for a business and an individual financial plan
CSLO01: Describe the financial planning environment and process and the financial planner’s role
CSLO02: Collect necessary information concerning a client’s financial situation and objectives
CSLO03: Demonstrate the ability to deal face-to-face with a client.
CSLO04: Solve problems involving estimated estate or retirement amounts or need investment payouts, etc., by the use of time value of money techniques using either programmable calculators or simple calculators with written tables.
CSLO05: Describe the basic functions of each of the elements of the financial planning process: tax planning, risk and insurance, investments, benefit planning, and estate planning.
CSLO06: Gather necessary data from the various elements of the financial planning process in a manner that will enable preparation of a comprehensive financial plan.
II PSLO08: Apply ethical decision-making to accounting issues.
CSLO07: Describe and define the various codes of ethics that the financial planner must abide by.

III PSLO09: Understand laws applicable to businesses.
CSLO08: Describe and define the various laws and regulations that the financial planner must obey.

II. Assessments

WRITTEN ASSIGNMENTS with DISCUSSION TOPICS:

PROJECTS

Project 1 – Student will either select a financial planning topic and conduct in-depth research or select a financial planning author and book and write a book report.
Project 2 – Student will prepare a comprehensive financial plan for his/her own family, another family member or a mock but realistic family.
Project 3 - Student will select a financial planning career and research it, to include an interview with a member of the field.
Project 4 – Student will manage an imaginary portfolio of stocks and mutual funds.

All the above projects will have the following requirements
A regular report of progress at the date of each test.
An oral presentation to the class.
A final written report.

TESTS (four tests and comprehensive final exam)

Students demonstrate mastery of material though matching, multiple choice and essay type questions directly related to the appropriate student learning outcomes as identified for each section of the course.

Test 1 on overview of financial planning process, measuring financial health, making a financial plan, understanding and appreciating the time value of money, tax planning and strategies, and cash and liquid asset management (PSLO07; CSLO01-06)
Test 2 on using credit cards, using consumer loans, the home and automobile decisions, life and health insurance, and property and casualty insurance. (PSLO07-09; CSLO01-08)
Test 3 on investment basics, securities markets, investing in stocks, investing in bonds and other alternatives, and mutual funds. (PSLO07-09; CSLO 03-08)
Test 4 on retirement planning, estate planning, putting the pieces together, special topics, and updates. (PSLO07-09); CSLO01-08)
FINAL EXAM (comprehensive)
Students demonstrate mastery through multiple choice and essay type questions directly related to the Appropriate student learning outcomes as identified for each section of the course.

PARTICIPATION/SPECIAL EVENTS
Attendance and participation are critical to business success. The school's QEP on Work Ethic is directly applicable to this assessment.
Special assignments and exercises are made available throughout the semester which allow the students to explore real world situations directly related to course content. Students are expected to be in class, on time, and prepared for class discussions as well as participate in special activities as they arise. (PSLO07-09; CSLO01-08)

ALIGNMENT OF ASSESSMENTS WITH COURSE STUDENT LEARNING OUTCOMES:

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II. Topics:
III. Instructional Activities
Assignments and exercises will relate to the chapters of study. Students will be given opportunities to research, document, and apply information that will be applicable to the tax activities simulating real world experience.

Research will consist of utilizing the internet, publications, and articles related to the assignment or exercise. Unless specified otherwise, all assignments, exercises, and projects will be submitted in a typed format (11 font size), and single spaced. Other submissions will require documents to be send via eLearn in a Dropbox setup for the student.

Classroom discussions will occur in every class. Preparation and participation are critical in understanding concepts, theories, and developing the learning process. (SO1-SO10)

Test consist of multiple choice questions, matching, short answer, and short essays. If is very important to take test on the dates of the exam. If you are unable to take a test on a scheduled test date, you must notify the instructor in advance to make other arrangements. NO TESTS WILL BE GIVEN PAST THE DATE UNLESS PRIOR ARRANGEMENT ARE MADE. (Test 1: SLO01-08) (Test 2: SLO01-08), (Test 3: SLO01-08), (Test 4: SLO01-08)

IV. Student Learning Outcomes
The student will be able to:
SLO01: Describe the financial planning environment and process and the financial planner’s role.
SLO02: Collect necessary information concerning a client’s financial situation and objectives.
SLO03: Demonstrate the ability to deal face-to-face with a client.
SLO04: Solve problems involving estimated estate or retirement amounts or need investment payouts, etc., by the use of time value of money techniques using either programmable calculators or simple calculators with written tables.
SLO05: Describe the basic functions of each of the elements of the financial planning process: tax planning, risk and insurance, investments benefit planning, and estate planning.
SLO06: Gather necessary data from the various elements of the financial planning process in a manner that will enable preparation of a comprehensive financial plan.

V. Assessment
Tests and Exams 60%
Assignments, Participation, etc. 40%
Total Possible 100%

VI. Grading Scale
90-100% = A
80-89% = B
70-79% = C
65-69% = D
Below 65% = F

Course Delivery Format
Standard Format
This course is delivered in the standard format. Activities will be conducted in the classroom with some supplemental work online.

College Policies
This class is governed by the policies and procedures stated in the current Chattanooga State Student Handbook. Additional or more specific guidelines may apply.

ADA Statement
Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should notify the instructor immediately, and should contact Disabilities Support Services within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a
class, with or without reasonable accommodations.

**Disruptive Students**
The term "classroom disruption" means—student behavior that a reasonable person would view as substantially or repeatedly interfering with the activities of a class. A student who persists in disrupting a class will be directed by the faculty member to leave the classroom for the remainder of the class period. The student will be told the reason(s) for such action and given an opportunity to discuss the matter with the faculty member as soon as practical. The faculty member will promptly consult with the division dean and the college judicial officer. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and the campus police summoned. Unauthorized use of any electronic device constitutes a disturbance. Also, if a student is concerned about the conduct of another student, he or she should please see the teacher, department head, or division dean.

**Affirmative Action**
Students who feel that he or she has not received equal access to educational programming should contact the college affirmative action officer.

**Academic Integrity/Academic Honesty**
In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited. Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person, or to knowingly assist another student in obtaining or using unauthorized materials. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

**Email Communication**

Please note all communication with instructors about your course work should be through the eLearn Email system. For assistance on how to use the eLearn Email tool go to this url:
http://river.chattanoogastate.edu/orientations/Student_PDFs/eLearn_eMail_aug09.pdf.

For all other communication the official email system used by the college is through Tiger Mail. This is accessible by clicking the blue paw icon from the top right hand side of your Tiger Web home page
https://tigerweb.chattanoogastate.edu/cp/home/displaylogin

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Instructor Policies
Computer Use
Successful completion of this class requires basic computer and internet skills. Students will be required to use internet resources and some assignments may be completed in a word processing or spreadsheet application. The college offers computer labs for student use. If you have any concerns or questions regarding these requirements, please see the instructor.

**Attendance and Class Participation**
Students are expected to attend all class sessions, to be punctual, and to participate in class discussions. Asign-in sheet will be distributed at the beginning of each class session. Any special circumstances that preclude a student’s attendance should be discussed with the instructor prior to class.

**Communication**
The instructor will communicate with students outside of the classroom through the eLearn course management system. Students are expected to check the eLearn course home page and their email account on a regular basis. If you need to contact the instructor outside of class, please use the eLearn email system. Do not send an email message to the instructor outside the eLearn system.

**Missed Exam**
Exams are to be taken at the scheduled dates and times. If a student knows he must miss an exam, he may arrange to take the exam in advance. If a student misses an exam for a verified emergency with a proven excuse acceptable to the instructor, a different make-up exam may be given. It is the **student’s responsibility** to check the class schedule for exam dates.

**Cell Phones**
Students may **NOT** use cell phones or other electronic devises in the classroom. Such devises should be **turned off and put away** before entering the classroom. Any special circumstances which would require a deviation from this policy should be discussed with the instructor prior to class time.

**Laptop Computers**
Students may use laptop computers in the classroom for instructional purposes only. Any student using a laptop computer for any other purpose or causing a disruption in the classroom will be asked to turn off the computer.

**Classroom Materials**
Students should bring a financial function calculator, paper, and pencil to each class session.

The instructor reserves the right to modify this syllabus in writing during the course of the semester.