

FCS 3500-090
Financial Skills for Life Fall 2020

Instructor: Beth Hunsaker, M.S.
Office hours: by appointment

Preferred Email: Canvas Message Tool. Alternate Email: elizabeth.hunsaker@fcs.utah.edu

Course Webpage

The class webpage can be found on Canvas. Login at <https://learn-uu.uen.org/> or by linking through <http://www.utah.edu>. If you need help with Canvas, please call the Help Desk at (801)585-5959 or send an email to support@uonline.utah.edu.

Course Description

This course is a survey of major topics in the field of personal financial planning. The course is appropriate for students interested in applying the concepts and tools of financial planning to their own lives as well as those who wish to work with other people as a financial planning volunteer or professional. Topics covered in this course include: the financial planning process, household decision making, cash management, debt management, saving, risk management, investment alternatives, retirement planning, and estate planning.

Course Objectives

By the end of this course, students should be able to:

1. Specify financial goals and values.
2. Construct personal financial statements and use ratios and other techniques to analyze these statements.
3. Identify strengths and weaknesses in a household's initial situation and determine opportunities for achieving financial goals.
4. Understand major developments in the economic, social, political, and technological environment and be able to determine how financial plans should accommodate those developments.
5. Apply time value of money thinking and computation in financial planning.
6. Quantitatively evaluate the use of credit and planned borrowing to meet household consumption, asset acquisition and other financing needs.
7. Identify basic insurance terminology and coverage options, and prioritize options based on need.
8. Distinguish the most common banking and investment products; assess the relationships among liquidity, risk and return; and perform quantitative calculations to understand yield and return on investment
9. Understand the importance of retirement and estate planning, distinguish among the major vehicles for retirement savings and spending, quantitatively assess various income withdrawal strategies, and identify alternative mechanisms of estate planning.

Course Prerequisites and Requirements: The course does not have any pre- or co-requisites, but previous classes in economics, accounting, and statistics may make this class more rewarding.

The required textbook is: Personal Finance: 13th Edition, by Garman and Fogue. The book's publisher is Cengage Learning. You will be purchasing an electronic version of this book, which is part of MINDTAP. Mindtap includes the book and numerous graded and ungraded features of this class. There is no way to pass this course without the electronic textbook and associated features! You are welcome to buy a hardcopy version of the book, but this is not required.

You will be required to perform some basic financial calculations in this course. Accordingly, a financial calculator is helpful, but one is not required. Quiz questions, exam questions, and written assignments will be constructed so that correct answers can be obtained by using the tables in Appendix A of the textbook. (Quizzes and tests are openbook and may refer to these tables.)

Evaluation Methods

<u>Requirement</u>	<u>Percent of Final Grade</u>
Introduction to course	5%
Participation	10%
Module Requirements	20%
Weekly Quizzes	15%
Midterm Exam	25%
Final Exam	25%

Introduction to course

The first week of the course, students will take time to navigate through Canvas and learn about the course setup. Students will have different practice assignments they need to complete to get credit. More info on the requirements can be found on Canvas.

Participation

Students are required to participate online. Students will be given assignments to complete online. These assignments will be graded as participation. Makeup for missed participation points is not offered.

Module Requirements

The course is divided into 13 weekly units ("learning modules"). Each module will have different requirements including: readings, discussion threads, initial quizzes, assignments, and recorded lectures.

There are multiple assignments each week, so it is very important that you not wait until the last minute.

Weekly Quizzes

At the end of each weekly learning module, students will be given a timed wrap up quiz that will be due at the end of each module period. Missed quizzes can not be made up. These quizzes are a great way to prepare for the midterm and final exam.

Exams

Exams are comprised of multiple choice questions that are offered online. Exams are open note. Make-up exams will *not* be offered. A missed exam means that you get no credit for it. The midterm covers the first part of the course; the final exam covers the end of the course and is not comprehensive. You may use your notes on the exam. Once you start the exam you cannot stop. You cannot save any answers after time is up so make sure you save as you go.

Calendar of important dates

<u>Date</u>	<u>Event</u>
Week 1 8/23-8/29	Introduction to course, Understanding Personal Finance
Week 2 8/30-9/5	Money Management
Week 3 9/7-9/12	Managing Income Taxes
Week 4 9/13-9/19	Time Value of Money
Week 5 9/20-9/26	Financial Institutions
Week 6 9/27-10/3	Credit Cards and Consumer Loans
Week 7 10/4-10/10	Midterm week: Midterm Exam open
FALL BREAK NO COURSEWORK	Oct 10-17
Week 8 10/18-10/24	Life Insurance
Week 9 10/12-10/18	investment Fundamentals
Week 10 10/25-10/31	Stocks
Week 11 11/1-11/7	Bonds
Week 12 11/8-11/14	Mutual and Exchange Traded Funds
Week 13 11/15-11/21	Retirement
THANKSGIVING NO NEW COURSEWORK	
Week 14 11/29-12/5	Estate Planning
Week 15 12/6-12/9	Final Review
Finals Week 12/13-12/17	Final Exam Open

Grading Scale

The following grading scale is used for the course, for exams, quizzes, assignments, and your overall grade, expressed as percentages. Cut-offs exist, and I do not round up. If you receive an 86.99, you will receive a B. Do not contact me and ask me to bump up your grade; it is unethical to change standards midstride.

> 93.00 = A	80.00 - 82.99 = B-	67.00 - 69.99 = D+
90.00 - 92.99 = A-	77.00 - 79.99 = C+	63.00 - 66.99 = D
87.00 - 89.99 = B+	73.00 - 76.99 = C	60.00 - 62.99 = D-
83.00 - 86.99 = B	70.00 - 72.99 = C-	< 59.99 = E

Students with Special Needs

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the Center for Disability Services.

University Safety Statement

The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu.

Technology

As much as we have come to rely on technology it can let us down from time to time. However, technology given excuses will NOT be reason for a make up on a missed deadline. That means if your assignment is turned in late even if your computer crashed, you will receive a lowered score for it being late. Please take precautions, backing up your work, not waiting until the last minute etc. I WILL NOT MAKE ANY EXCEPTIONS TO THIS RULE. Please don't even ask.

Addressing Sexual Misconduct

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, SSB 328, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677 (COPS).

Academic Honesty

All honesty and plagiarism policies established by the University of Utah will be upheld in this class. Academic misconduct in any form in this class will not be tolerated. This includes but is not limited to cheating, plagiarizing, misrepresenting one's work, inappropriately collaborating, and/or submitting the same work for more than one course without the permission of both instructors.

If you include information from outside the class or quotes in your written assignments, you must provide citations and a reference list. Avoid the urge to over-rely on quotes; a written assignment that is substantially made up of quoted material will not be considered to be your own work, even if you have used correct citations.

If it is discovered that you have engaged in academic misconduct of any type in this course, the Family & Consumer Studies departmental policy states that you will be given a failing grade in the course, and will be reported to the Dean and the VP for

Academic Affairs, who will keep your name on record. Should you be reported more than once, you may face expulsion from the University.

This is a very serious issue and I will not tolerate it in my classroom. If you are aware of any misconduct, please inform me immediately.

For further information about the University of Utah's policies regarding academic misconduct, please see the student handbook at www.admin.utah.edu/ppmanual/8/8-10.html.

University Drop and Withdrawal Policies

You may drop the course without penalty or permission until 9/4. You may withdraw from the course without permission until 10/16 but a "W" will be recorded on your academic record, and applicable tuition and fees will be assessed. If you have any questions regarding this policy, please contact the Office of Admissions and Registrar at (801)581-5808.

Also, remember to pay your tuition by the deadline, or your classes will be deleted and they cannot be reinstated.

Incompletes

In order to qualify for an "Incomplete" in any University of Utah course, you must complete at least 80% of the course work *and* be in good standing (i.e., have earned at least a C on all completed work) *and* receive permission from the instructor (if you can justify to the instructor that you cannot finish the course because of circumstances beyond your control). The FCS departmental policy is that students who do not complete the work within 1 year after the granting of an 'I' will automatically receive a failing grade. No exceptions will be made to this policy.

Instructor Responsibilities

1. Be prepared for class.
2. Use a variety of teaching methods, including lecture, online discussion, video clips, etc. in an effort to create a stimulating learning environment and accommodate different learning styles.
3. Provide feedback on assignments in a timely manner.
4. Be available for individual consultation through email.
5. Reply to email within 48 hours (not including weekends or holidays).
6. Follow all University of Utah policies regarding incompletes and accommodations. No exceptions will be made to these policies.
7. Comply with the Final Exam schedule determined by the University. The Final Exam will be offered during the appointed time.
8. Treat students equitably and with respect. This includes enforcing responsible online behavior.

Student Responsibilities

You are expected to:

1. Spend 2-3 hours per credit hour in preparing for this class, including completing reading assignments & written assignments, and studying for the final exam. As this is a 3-credit course, you should plan on spending 6-9 hours per week in preparation.
2. Complete required reading assignments in a timely manner.
3. Complete class projects, tests and online discussions on time.
4. Treat one another, the instructor, the TAs, and campus staff with respect.
5. Seek help from the instructor and TAs (and other resources such as the Center for Disability Services or the Writing Center) whenever necessary, and before minor problems become major barriers to learning.
6. Refer to the syllabus and the class webpage for important information pertaining to the exam, written assignments, and class policies.

Scheduling Accommodations

Students should register for courses for which they have no scheduling conflicts. University policy allows you to make up assignments and exams if you are participating in officially sanctioned University activities, such as intercollegiate athletics. If you miss an exam or assignment deadline due to illness or a medical emergency, medical documentation (i.e., a doctor's note) must be provided in order to make up missed work.

Things to Note

1. I do not offer extra credit. So, don't ask. Extra credit assignments are unfair unless all students are permitted to do them, and then extra credit assignments simply become one more requirement for all students to complete.
2. Check your grade throughout the semester. I do make mistakes. It is your responsibility to track your grades and notify me if there is a mistake.
3. Please be considerate of others' opinions and always be respectful. Often times it is difficult to ascertain tone on an online community, so please be mindful of this when reading and writing responses.
4. Please send all correspondence to me through the mail tool on Canvas. NEVER send me an assignment through email, it must be turned in through the assignment tool on Canvas.

CSBS EMERGENCY ACTION PLAN



BUILDING EVACUATION

EAP (Emergency Assembly Point) – When you receive a notification to evacuate the building either by campus text alert system or by building fire alarm, please follow your instructor in an orderly fashion to the EAP marked on the map below. Once everyone is at the EAP, you will receive further instructions from Emergency Management personnel. You can also look up the EAP for any building you may be in on campus at <http://emergencymanagement.utah.edu/eap>.



CAMPUS RESOURCES

U Heads Up App: There's an app for that. Download the app on your smartphone at alert.utah.edu/headsup to access the following resources:

- **Emergency Response Guide:** Provides instructions on how to handle any type of emergency, such as earthquake, utility failure, fire, active shooter, etc. Flip charts with this information are also available around campus.
- **See Something, Say Something:** Report unsafe or hazardous conditions on campus. If you see a life threatening or emergency situation, please call 911!

Safety Escorts: For students who are on campus at night or past business hours and would like an escort to your car, please call **801-585-2677**. You can call 24/7 and a security officer will be sent to walk with you or give you a ride to your desired on-campus location.