REQURED TEXTS:

2. Companion Web Site: www.cengage.com and www.cengagebrain.com
3. Class materials and announcements will be available on Laulima.

COURSE DESCRIPTION:

"Financial security is a do-it-yourself project."
Your lifestyle tomorrow will be the result of your management and the choices you make today.

"Savings = Pay yourself FIRST"

This course is designed for two groups of students: those who would like a better understanding of their own personal financial situation and those who are preparing for a career as a financial planner. The course focuses on principles and techniques for handling personal financial decisions, including: personal budgeting, obtaining credit, tax management, risk management, buying a home, buying an automobile, savings and investments, and retirement planning. At the end of the course, the student should be able (a) to prepare his/her own financial plan; (b) to know where to get the best source of information; and (c) to make sound decisions on his/her financial problems. This course is designed for two groups of students: those who would like a better understanding of their own personal financial situation and those who are preparing for a career as a financial planner. Throughout the semester, financial planning professionals will be invited to come to speak in the class on their expertise and profession.

FINANCIAL CALCULATOR:

Financial calculators are very different from the scientific calculators that you may be accustomed to using. While the majority of problems can be solved with a scientific calculator, many problems are greatly simplified using a financial calculator. For this reason, I encourage you to invest in a financial calculator for this course. It will be a valuable tool both here and in planning your financial future. The book uses Texas Instrument (TI) Business Analysis II (BA II) Plus as an example.

COURSE FORMAT:

The course is conducted in a lecture format with group interactions. The lectures will be augmented by group and individual project analyses. Throughout the semester, outside speakers who work in the field of financial planning will be invited to talk on differing topics.

GRADING POLICY:

The final letter grade will be determined based on the following cut-off: 100: A+; 95-99: A; 90 – 94: A–; 85 - 89: B+; 80-84: B; 75 - 79: B–; 70 - 74: C+; 65 – 69: C; 60 - 64: C–; 55-59: D+; 50-54: D; <50: F.
Under normal situation, about 25-30% of students receive A or A- and 40-45% of students receive grades
in B range in this class. The final grades may also be dependent upon how well a student performs in relationship to his or her group. The course grade is based on the following course requirements: in-class examinations, quizzes, projects, and participation and is computed as follows:

1. Mid-term exam (Friday, October 21): 100 Points (25%)

2. Individual financial planning assignments (IP): 100 Points (25%)
   #1: 15 Points, Submission via Laulima on or before 11:00 pm, September 9: Goal Setting.
   #2: 35 Points, Submission via Laulima on or before 11:00 pm, Friday, October 14: Tracking Expenses, create a budget and Evaluation of Personal Financial Position.
   #3: 25 Points, Submission via Laulima on or before 11:00 pm, Friday, November 11: Tracking Budget & Actual Expenses.
   #4: 25 Points, Submission via Laulima due on or before 11:00pm, Friday, December 16: Self Reflection and Summary.

3. Group Financial planning assignments and presentations (GP): 100 Points (25%)
   #1: 20 Points, hard copy submission in class on Friday, September 30 – Choosing a Bank.
   #2: 20 Points, hard copy submission in class on Friday, October 14 – Credit Management
   #3: 20 Points, hard copy submission in class on Friday, November 4 – Auto Insurance
   #4: 20 Points, hard copy submission in class on Wednesday, November 23 – Risk Tolerance & Asset Allocation
   #5: 20 Points, hard copy submission in class on Wednesday, December 7 – Investment Analysis

4. Final exam: Friday, December 16, 7:30-9:30 am 100 Points (25%)

Note: Final grades may be dependent upon how well a student performs in relationship to his or her group.

**Exams:** There will be NO makeup exams. If you have a valid excuse for missing the midterm exam, your final grade will be based on your performance in the final exam and will count as 50% of your final grade if you miss midpoint exam. If you miss the final with a valid excuse, I will allow you to take makeup final. If you do not have a valid excuse for missing an exam, it will count as a zero. In order to be excused from an exam, the student must contact me before the exam. If you cannot reach me, leave an e-mail message. In most cases I will require students to provide me with additional documentation to justify why the student is unable to take the exam. Excuses will be granted if the student is unable to take the exam because of serious illness or injury, or a significant personal or professional commitment. Excuses will not be granted for social activities such as diving trips, cruises, and trips to sporting events (unless you are participating).

**Financial planning assignments:** Individual as well as group assignments will be given throughout the semester. For group assignments; you are required to turn them in as a group report. However, you will need to work on your individual portion and attach it as part of the group report, which contains the summary of the individual reports. You will have at least one week to complete each assignment. Each assignment is collected at the beginning of the class that it is due. Late work will receive a grade of 0.

**Class participation:** All students are expected to contribute to class discussions. This includes coming to class and participating actively in class discussions and individual/group presentations.

**DISABILITY ACCESS:**

Students with disabilities are encouraged to contact the KOKUA Program for information and services. Services are confidential and students are not charged for them. Contact KOKUA at 956-7511 (voice/text), kokua@hawaii.edu, or Student Services Center, Room 13.
FINANCIAL SERVICES & PLANNING (FSP) TRACK STUDENTS:

This course is the first course in the Financial Services & Planning (FSP) Track and prepares students to sit for the CFP® certification exam. The course covers Principal Topics on General Principles of Financial Planning (#1-12). Detailed description of the topics can be found on Laulima under References Materials. If you are interested in a career in personal financial planning, it will be best if you obtain the Certified Financial Planning (CFP®) designation. PLEASE COME TO SEE ME DURING THE SEMESTER. More information can be found in the website: www.cfp.net.

LEARNING OBJECTIVES:

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Proficient</th>
<th>Satisfactory</th>
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</table>
| **Personal Financial Planning** | - Develops personal short-term, medium, and long-term goals  
- Prepares budget that is consistent with personal goals  
- Set budget and develop savings plan | - Begins to implement financial goals  
- Tracking personal expense and prepare budget  
- Monitor expenses and compare budget to expenses | - Understand the value of financial planning  
- Understand the importance of budget and setting goals |
| **Understanding Taxes** | - Helps others doing tax returns  
- Helps others understand tax strategies  
- How taxes relate to other financial planning topics | - Identifies applications of tax knowledge  
- Identifies tax management techniques | - Demonstrates how to fill out tax forms  
- Does his/her own tax returns  
- Knows where to find information on tax filing |
| **Credit Management** | - Correctly advises his/her peers of good credit behaviors  
- Implement good credit behaviors in his/her own situation | - Actively applies good credit management in the use of debit cards, credit cards, and cash  
- Knows when to use credit cards | - Demonstrates knowledge of actions that develop good credit  
- Knows where to find information on credit card management |
| **Personal Risk Management** | - Develops a plan for personal risk management appropriate to age and life issues | - Assesses a situation for appropriate application of insurance to cover risk  
- Know when to purchase insurance | - Knows where to find information and how to find best resources |
| **Investment Tools** | - Matches risk profiles to appropriate investment vehicles  
- Develops an investment policy statement | - Demonstrates an understanding of advantages and disadvantages of particular investment vehicles | - Demonstrates knowledge of basic investment vehicles, mechanisms and processes of buying and selling |
| **Retirement** | - Develops a plan for own retirement planning incorporating materials covered in class | - Demonstrates an understanding of different retirement options | - Identify the advantages to preparing for retirement early  
- Tax advantages of various retirement strategies |
| **Estate** | - Develops a plan for own planning | Demonstrates understanding of the importance of estate preparation | - Identify the advantages of preparing different types of documents |
COURSE SCHEDULE: SUBJECT TO CHANGE AT INSTRUCTOR’S DISCRETION

<table>
<thead>
<tr>
<th>DATES</th>
<th>TOPICS</th>
<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>PART 1.</td>
<td>FOUNDATIONS OF FINANCIAL PLANNING &amp; TAX PLANNING</td>
<td></td>
</tr>
<tr>
<td>8/24 (W)</td>
<td>Basic Framework for Financial Planning</td>
<td>Ch. 1</td>
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<tr>
<td>8/26 (F)</td>
<td>Time Value of Money – Review with group exercise</td>
<td>HO #1</td>
</tr>
<tr>
<td>9/7 (W), 9/9 (F)</td>
<td>Personal Financial Statements &amp; Planning</td>
<td>Ch. 2 &amp; HO #2</td>
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<tr>
<td>9/14 (W), 9/16 (F)</td>
<td>Tax Planning</td>
<td>Ch. 3 &amp; HO #3</td>
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PART 2. MANAGING BASIC ASSETS – Savings, Auto, and House

<table>
<thead>
<tr>
<th>DATES</th>
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<tbody>
<tr>
<td>9/21 (W)</td>
<td>Cash Management</td>
<td>Ch. 4</td>
</tr>
<tr>
<td>9/23 (F), 9/28 (W)</td>
<td>Making Auto and Housing Decisions</td>
<td>Ch. 5</td>
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PART 3. MANAGING CREDIT

<table>
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<tr>
<th>DATES</th>
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<tbody>
<tr>
<td>9/30 (F), 10/5 (W)</td>
<td>Consumer Credit &amp; Credit Card Management</td>
<td>Ch. 6</td>
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<tr>
<td>10/7 (F), 10/12 (W)</td>
<td>Consumer and Student Loans</td>
<td>Ch. 7</td>
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PART 4. PROTECTING YOUR WEALTH WITH INSURANCE

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<tr>
<th>DATES</th>
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<tbody>
<tr>
<td>10/14 (F), 10/19 (W)</td>
<td>General Concept of Insurance &amp; Life Insurance</td>
<td>Ch. 8</td>
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<tr>
<td>10/21 (F)</td>
<td>Midterm Exam – Cover Chapters 1-7</td>
<td>Ch. 10</td>
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<tr>
<td>10/26 (W), 10/28 (F)</td>
<td>Auto &amp; Homeowner’s Insurance</td>
<td>Ch. 10</td>
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<tr>
<td>11/2 (W)</td>
<td>Health Insurance</td>
<td>Ch. 9</td>
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PART 5. INVESTMENT PLANNING

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<tr>
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<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>11/4 (F), 11/9 (W)</td>
<td>Investment Environment &amp; Basics</td>
<td>Ch. 11</td>
</tr>
<tr>
<td>11/11 (F)</td>
<td>Veterans’ Day – no class</td>
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<tr>
<td>11/16 (W), 11/18 (F)</td>
<td>Stock &amp; Bond Investments</td>
<td>Ch. 12</td>
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<tr>
<td>11/25 (F)</td>
<td>Thanksgiving holiday – no class</td>
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<tr>
<td>11/23 (W)</td>
<td>Mutual Fund, ETF Investing, &amp; Real Estate</td>
<td>Ch. 13</td>
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PART 6. RETIREMENT & ESTATE PLANNING

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<tr>
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<tbody>
<tr>
<td>11/30 (W)</td>
<td>Retirement Planning</td>
<td>Ch. 14</td>
</tr>
<tr>
<td>12/2 (F)</td>
<td>Estate Planning</td>
<td>Ch. 15</td>
</tr>
<tr>
<td>12/7 (W)</td>
<td>Putting it all together &amp; review</td>
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COMPREHENSIVE FINAL EXAM – Friday, December 16, 7:30-9:30 am.
Dr. ROSITA P. CHANG, CFA, CFP®

Professor of Finance & Chair
Department of Financial Economics & Institutions
Co-Director, Asia-Pacific Financial Markets Research Center
UH CFP® Professional Certification Program
Shidler College of Business
University of Hawaii at Manoa

2404 Maile Way, C305b
Honolulu, HI 96822, USA
Tel: (1-808)956-7592;Fax: (1-808)956-9887
E-Mail: Rosita.chang@hawaii.edu

Dr. Chang received her BA from Mills College in Oakland, California, and her MBA and Ph.D. from the University of Pittsburgh. Before joining the University of Hawaii, she was Professor of Finance and Director of the PACAP Research Center at the University of Rhode Island.


From 1989-2000, Dr. Chang was the Program Chair for the Annual PACAP Finance Conferences. Dr. Chang is a member of the American Finance Association, CFA Institute, Asian Finance Association and Financial Management Association. She is a founding executive board member of the UHM Financial Literacy Program and has been spearheading efforts to increase financial literacy in the state of Hawaii.

Dr. Chang has been a Chartered Financial Analyst (CFA) since 1984; a Certified Financial Planner since 2004 and is active in training and educating future CFAs and CFPs. She served as an independent trustee for the Scudder Investments, Inc. (part of Deutsche Asset Management) until her retirement from the funds in 2002. Dr. Chang is a board member of Dr. Sun Yat-sen Hawaii Foundation. She was also a past president and board member for the Hawaii Affiliate of Susan G. Komen Breast Cancer Foundation.
Please fill in the following and return by 11:00 pm on Wednesday, August 31 via Laulima. This will serve as a basis for class correspondence and group assignments. Please attach a recent photo along with the file and only submit this page (not the entire syllabus!)

To submit, use the following as your file name: Lastname_Firstname.docx” (e.g. Chang_Rosita.docx). Please note, I can only read word documents. Thank you.

Last Name:

First Name:

Current Job/Company, if any:

Address:

Telephone No.:

Your major:

Are you in the Financial Services & Planning (FSP) Track?

Where are you from?

How long have you been at UHM?

What other classes are you taking this semester (list title in addition to course no.)?

Why did you choose this class and name 3 things you plan to accomplish?