

Winthrop University
College of Business Administration
FINC 420
FINANCIAL PLAN DEVELOPMENT
Spring, 2014
Section 001
3 credit hours

Instructor: Charles E. Alvis, MBA, MPA, CPA/ PFS, CGMA, CFP®

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Office Hours: MW 11:00 am – 12:00 pm

MW 1:00 pm – 3:30 pm

T 9:30 am– 10:30 am

Or by Appointment

Class Meeting:

MW 3:30 pm – 4:45 pm Thurmond 408

Required:

Cases in Financial Planning: Analysis and Presentation; First Edition; by Michael A. Dalton, James F. Dalton and Kathleen F. Oakley; publisher: Money Education 2012

MoneyGuidePro.com account

Prerequisites:

Students must have completed or be concurrently enrolled in FINC315, ACCT401, FINC512, FINC515, FINC516 and BADM501, or permission of instructor.

Students not having the required prerequisite will be dropped from the course without notice.

Course Description:

Catalog Description (per 2013-2014 catalog): This capstone course utilizes financial planning software to help develop solutions to comprehensive and sophisticated financial planning cases. The case solutions must meet the CFP® learner achievement benchmarks set by the CFP® Board of Standards.

Course Goals:

1. *Demonstrate a comprehensive understanding of the content found within the Financial Planning curriculum and effectively apply and integrate this information in the formulation of a financial plan.*
2. *Effectively communicate the financial plan, both orally and in writing, including information based on research, peer, colleague or simulated client interaction and/or results emanating from synthesis of material.*
3. *Collect all necessary and relevant qualitative and quantitative information required to develop a financial plan. (Assessment for Learning Objective Three may derive from in-class activities, role-play, on-line assignments or live case preparation).*
4. *Analyze personal financial situations, evaluating clients' objectives, needs, and values to develop an appropriate strategy within the financial plan.*
5. *Demonstrate logic and reasoning to identify the strengths and weaknesses of various approaches to a specific problem.*
6. *Evaluate the impact of economic, political, and regulatory issues with regard to the financial plan.*
7. *Apply the CFP Board Financial Planning Practice Standards to the financial planning process.*

MoneyGuidePro.com:

Getting started:

1. Go to: <http://learn.moneyguidepro.com>
2. Click the Registration Button
3. Agree to license agreement
4. Create:
 - a. User ID
 - b. Password
5. Enter the Registration Code: 15322056

Important Dos and Don'ts:

1. Never use the "Back" button on your browser window. Use only the toolbars on the top and left side of the screen to navigate through the system.
2. The program does not have a "Save" button. Use the "Done" or "Calculate" buttons to save your inputs.

<u>Grade Scale</u>	<u>Test</u>	<u>Percentage</u>
90 - 100 A	Quiz Average	10
80 - 89 B	Class Participation	10
70 - 79 C	Test 1	10
60 - 69 D	Test 2	10
Below 60 F	Mini Cases	10
	Complex Case Analysis	30
	Complex Case Presentation	<u>20</u>
	Total	<u>100</u>

Exams and Grade Determination:

Two tests will comprise 20 % of the final grade. The weight of each test is given above. The test will consist of true/false questions, multiple choice questions, short discussion questions and problems. Your two lowest quiz grades will be dropped before calculating the quiz average. Class participation as described will count for 10 % of the final grade and the analysis and presentation of the complex cases will account for 50 % of the final grade.

Class Participation:

Students will keep a meeting log for their team. The log will be submitted each week during the semester. The log will detail:

1. Members in attendance at each meeting
2. How long each meeting lasted
3. What each student on the team was assigned to do.
4. A summary of the meeting discussions
5. An evaluation of each team members contributions (numerical score)
 - a. Each member of the team will prepare an evaluation of the other team members and submit it separately so as to maintain confidentiality.

Students will be evaluated and graded on their contributions to classroom discussions. Further students will be evaluated on both their spoken and written presentation skills.

NO MAKE UP TESTS ARE GIVEN: Students with excuses approved by the instructor will have their grade on the comprehensive examination used for their grade on the missed exam.

Attendance Policy:

Students are expected to attend class. If a student's absences in the course total 25% or more of the class meetings, the student will receive a grade of N, F, or U whichever is appropriate.

If the student's enrollment in the course continues after the date of dropping with an automatic N, and if the student's level of achievement is equivalent to a D or better, the grade of N will be assigned, otherwise the student will receive the grade of F (or U).

If a student arrives late or leaves early from class, the instructor is responsible for judging if the student meets the class attendance policy.

Students with Disabilities:

Winthrop University is dedicated to providing access to education. If you have a disability and require specific accommodations to complete this course, contact the Office of Disability Services (ODS) at 323-3290. Once you have your official notice of accommodations from the Office of Disability Services, please inform me as early as possible in the semester.

Student Conduct Code:

As noted in the Student Conduct Code: "Responsibility for good conduct rests with students as adult individuals." The policy on student academic misconduct is outlined in the Student Conduct Code Academic Misconduct Policy in the Student Handbook online (<http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf>).

Plagiarism, cheating, or any other form of academic dishonesty will result in a course grade of F regardless of any other performance consideration. Using any of the materials associated with the instructors' text sites is considered cheating and will be handled according to the Misconduct Policy. Also, having any window open on the computers other than the one(s) specifically permitted by the instructor, especially during online exams, is considered cheating and will be handled according to the Misconduct Policy.

Other Conduct Requirements:

1. Students may not use cell phones for any reason during exams.
2. Students may not text, email, speak or otherwise communicate during exams except with the course instructor.
3. Students may not use IPODS or other listening devices during exams.
4. Students may not make computations other than by using hand calculations or by use of a standard calculator which possess no other technology features.
5. Students may not wear hats or other head gear during exams.
6. Students may not pass any item during exams unless approved by instructor.
7. Student may not leave the room for any reason during exams without permission of the instructor.

8. Students arriving late for exams will be required to complete the exam at the same time as the other students.

Tentative Course Outline - Chapter coverage may change depending upon time constraints

Date	Chapter		Assignments/Discussions
1/13	Introduction		
1/15	Chapter 1		Pages 1 -12
1/20	Dr. Martin Luther King, Jr. Holiday		
1/22	Chapter 2	Quiz 1, CH 1	Pages 13 - 39
1/27	Chapter 2	Quiz 2, CH 2	Pages 41 - 68
1/29	Test 1 Chapter 2		Pages 13 - 68
2/3	Chapter 3		Pages 69 - 86
2/5	Chapter 3		Pages 87-103
2/10	Chapter 3	Quiz 3, CH 3	Pages 104 - 119
2/12	Test 2 - Chapter 3		Pages 69 - 119
2/17	Appendices	Quiz 4, Appendices	Appendices A, B & C
2/19	Appendices	Quiz 5, Appendices	Appendices D, E & F
2/24	Mini Cases 1, 2 & 3	Quiz 6, Mini Cases	Pages 123 - 146
2/26	Mini Cases 4 & 5	Quiz 7, Mini Cases	Pages 147-156
3/3	Mini Cases 6, 7 & 8	Quiz 8, Mini Cases	Pages 157 - 170
3/5	Comprehensive Case Example	Quiz 9, John and Mary Burke Case	Pages 199 - 242
3/10	Case 2	Quiz 10, Case 2	Preparation

3/12	Case 2		Presentation
3/12 Last day to withdraw from a course for spring 2014. No class withdrawals will be permitted after this date except for extenuating circumstances. Last day to rescind elected S/U option.			
3/17	Spring Break		
3/20	Spring Break		
3/24	Case 4	Quiz 11, Case 4	Preparation
3/26	Case 4		Presentation
3/31	Case 5	Quiz 12, Case 5	Preparation
4/2	Case 5		Presentation
4/7	Case 6	Quiz 13, Case 6	Preparation
4/9	Case 6		Presentation
4/14	Case 8	Quiz 14, Case 8	Preparation
4/16	Case 8		Presentation
4/21	Case 9	Quiz 15, Case 9	Preparation
4/23	Case 9		Presentation
4/28	Case 10	Quiz 16, Case 10	Preparation
5/6	FINAL EXAM – Tuesday @ 3:00 pm; Case 10 Presentation		

SYLLABUS CHANGE POLICY:

The posted syllabus is a contractual policy between the instructor and student. It is presumed that every student has read the syllabus completely, understands his/her individual responsibilities, and accepts full responsibility for meeting all course requirements as set forth therein. Should there be a need to make a change in the posted syllabus, an announcement will be made in class, the relevant change will be incorporated into a syllabus marked revised as

of the date of the revision, and the updated syllabus will be posted to WEBCT. The final exam date and time and the grading policies will not change.

COLLEGE OF BUSINESS EXPECTATIONS REGARDING PROFESSIONALISM IN THE CLASSROOM

The College of Business Administration is a professional organization with a well-defined and widely disseminated mission of student development. Accordingly, each class represents a gathering of professionals and professionals-in-training. The instructor's job as a professional is to deliver quality instruction in each class, to start and end each class on time, to be responsive to student perspectives, issues and questions, and to treat each student respectfully. The student's job, as a professional-in-training is to be prepared for class, to be on time, to attend all classes, and to be respectful of others in the classroom.

In accordance with and pursuant to these roles the following guidelines were established to specify to students (both present and prospective) faculty expectations regarding their behaviors

1. **Students will attend all class meetings.** There are no automatically "excused" absences. In the event that you will be unable to attend a class session, you should inform your professor in advance as a matter of professional courtesy just as you would/should with an employer.
2. **Students will arrive in advance of the beginning of the class session.** Late arrivals are disruptive, inconsiderate and unprofessional. Professors may make arrangements for delinquents, but are not obliged to do so. Those not present at the beginning of the classroom period will be considered absent.
3. **Students will not converse among themselves during class except when instructed to do so.** When a student creates a disturbance in the classroom, instructors will either ask the student to desist immediately or speak to the student at the conclusion of class. Repeat offenders will be sanctioned.
4. **Students will not leave class before its conclusion.** Early departures are disruptive, inconsiderate and unprofessional. Professors may make arrangements under some circumstance, but are not obliged to do so. Those not present at the conclusion of the classroom session will be considered absent.
5. **Students will have procured textbook/materials prior to the first class.** Instruction will begin with the first class meeting and consume the remainder of the class period.