

MGT 12: Personal Financial Management

SPRING 2021

WELCOME FROM PROFESSOR LINDENBERGER!



Welcome to MGT 12: Personal Financial Management! I'm excited to be your teacher and honored that you've enrolled in this course. I think you're going to learn some valuable things that'll not only enable you to better manage your financial affairs but will give you a good chance to ultimately achieve financial health and independence.

The world can be a dark place right now and the future can often seem bleak and hopeless. However, we are starting to see light at the end of this especially long tunnel. With perseverance, discipline, kindness and empathy, we'll emerge from the other end of the tunnel to find a better world where we can once again thrive.

I think we can create an incredible course together by making this a team effort. So, I ask you to give your all to this course. To that end, here are some ideas:

- If your time zone allows, attend the real-time classes.
- Leave your video on during class so we can get to know you better – try a virtual background if it'll make you feel more comfortable.
- Speak up when you have a question or an idea that you want to contribute - any contribution is a good one.
- Come to office hours and get to know me and your tutors, Amanda, Sydney and Dang.

In return, I promise you that I'll dedicate myself to making this class valuable, entertaining, interesting and engaging. Every week, I'll ask you (anonymously) how I'm doing so you can tell me if I'm fulfilling my promise or not. If not, I'll work even harder. I'll always be professional, but I'll also try to keep things light so we can enjoy the course and the material we're learning. Most of all, I plan to practice kindness and empathy. Will you join me in this commitment? Your buy-in is critical to our success together.

The rest of the syllabus gives you important details about the course. Please make sure to read and understand it and let me know if you have any questions.

I'm excited about our first class together on Monday, March 29 at 9:30 a.m. Pacific!

GENERAL INFORMATION

PROFESSOR: Wade Lindenberger, CPA (Inactive), MAcc

EMAIL: wlindenberger@ucsd.edu

REAL-TIME (CLASS) MEETING INFORMATION:

Zoom URL: <https://ucsd.zoom.us/j/97428937527>

Regular Meeting Day/Time: Mondays and Wednesdays 9:30 a.m. to 10:50 a.m. Pacific on Zoom

OFFICE HOURS – PROFESSOR LINDENBERGER:

Zoom URL: <https://ucsd.zoom.us/j/96522940281>

Regular Meeting Day/Time: **Beginning Tuesday, April 6**, Tuesdays 12:00 p.m. to 1:00 p.m. Pacific on Zoom

IMPORTANT: If you can't make my regularly scheduled office hours, never fear! All you need to do is contact me and we can schedule a Zoom call separately.

PRE-QUIZ STUDY SESSIONS

Zoom URL: <https://ucsd.zoom.us/j/99658400814>

Meeting Day/Time: **Beginning Thursday, April 8**, every other Thursday 12:00 p.m. to 1:00 p.m. Pacific on Zoom

TUTOR: Amanda Lam

EMAIL: awl036@ucsd.edu

OFFICE HOURS – AMANDA LAM

Zoom URL: <https://ucsd.zoom.us/j/94566901195>

Regular Meeting Day/Time: Wednesdays 4:00 p.m. to 5:00 p.m. and Thursdays 2:00 p.m. to 3:00 p.m. Pacific on Zoom

TUTOR: Sydney Forster

EMAIL: seforste@ucsd.edu

OFFICE HOURS – SYDNEY FORSTER

Zoom URL: <https://ucsd.zoom.us/j/99291906821>

Regular Meeting Day/Time: Mondays 3:00 p.m. to 4:00 p.m. Pacific on Zoom

TUTOR: Dang Pham

EMAIL: dmpham@ucsd.edu

OFFICE HOURS – DANG PHAM

Zoom URL: <https://ucsd.zoom.us/j/7526485067>

Regular Meeting Day/Time: Fridays 11:00 a.m. to 1:00 p.m.

ACADEMIC ADVISORS - RADY UNDERGRADUATE PROGRAMS: Anju Stringer, Christina Durbin

EMAIL: undergrad@radly.ucsd.edu

ONLINE ADVISING: Submit your inquiry through the Virtual Advising Center (vac.ucsd.edu) or to undergrad@radly.ucsd.edu (Extension Students Only)

DESCRIPTION AND OVERALL OBJECTIVE

I want this course to give you a foundation in personal financial planning, budgeting and money management. Upon completion of the course, I expect you to understand associated terminology and possess basic skills in personal finance and money management. I also expect you to be prepared to be equipped to achieve financial health and independence after graduation.

Here are our key learning areas:

- Basics of Personal Finance
- Time Value of Money
- Budgeting and Tracking Spending
- Banking
- Consumer Credit
- Housing
- Investing
- Retirement

LEARNING OBJECTIVES

Chapter 1 – Personal Finance Basics

- Develop personal financial goals
- Understand the process for making personal financial decisions
- Assess personal and economic factors that influence personal financial planning
- Identify strategies for achieving personal financial goals for different life situations
- Calculate time value of money situations associated with personal financial decisions

Chapter 3 – Money Management

- Recognize relationships among financial documents and money management activities
- Design a system for maintaining personal financial records
- Create and implement a budget
- Develop a personal balance sheet and cash flow statement
- Relate money management and savings activities to achieving financial goals

Chapter 5 – Financial Services

- Analyze factors that affect selection and use of financial services
- Compare the types of financial institutions
- Compare the costs and benefits of various savings plans
- Compare the costs and benefits of different types of payment accounts

Chapter 6 – Consumer Credit

- Define consumer credit and analyze its advantages and disadvantages
- Describe the information creditors look for when you apply for credit
- Assess credit capacity and building a credit rating
- Identify the steps you can take to avoid and correct credit mistakes
- Describe the laws that protect you if you have a complaint about consumer credit
- Understand the key decision-making factors in leasing vs. buying a car

Chapter 7 – Cost and Challenges of Credit

- Analyze the major sources of consumer credit
- Determine the cost of credit by calculating interest using various interest formulas
- Develop a plan to manage your debts
- Evaluate various private and governmental sources that assist consumers with debt problems
- Assess the choices in declaring personal bankruptcy

Chapter 9 – Housing

- Evaluate available housing alternatives
- Analyze the costs and benefits associated with renting
- Implement the home-buying process
- Calculate the costs associated with purchasing a home
- Develop a strategy for selling a home
- Understanding rent vs. buy cost comparison and analysis

Chapter 13 – Investing

- Describe why you should establish an investment program
- Assess how safety, risk, income, growth and liquidity affect your investment decisions
- Explain how asset allocation and different investments alternatives affect your investment plan
- Recognize the importance of your role in a personal investment program
- Use various sources of financial information that can reduce risks and increase investment returns

Chapter 18 – Retirement

- Recognize the importance of retirement planning
- Analyze your current assets and liabilities for retirement
- Estimate your retirement spending needs
- Determine your planned retirement income
- Develop a balanced budget based on your retirement income and estimated spending

TECHNOLOGY TOOLS, RESOURCES AND OTHER MATERIALS

CANVAS:

Canvas will be the central digital space for the class. Resources available within Canvas include instructional videos, scheduled sessions, assignments, and announcements.

- **How to access Canvas:** Visit <https://canvas.ucsd.edu/> and login with your UC San Diego account.
- **Canvas Mobile Apps:** Canvas provides a mobile app for students
 - iOS: <https://community.canvaslms.com/docs/DOC-9867>
 - Android: <https://community.canvaslms.com/docs/DOC-9811>
- **Canvas Documentation for Students:** <https://community.canvaslms.com/docs/DOC-10701>
 - Key Tips and Techniques:
 - [Canvas Calendar](#) (including [adding Canvas to your personal calendar](#))
 - [Setting personal notification preferences](#)
 - [Viewing grades](#)
 - [Canvas Groups](#)

ZOOM:

Zoom allows for video, audio, and screen sharing between participants. In this course, Zoom will be used for instructional sessions, team meetings, office hours, and individual meetings.

- **How to access Zoom:**
 - Through Canvas: Simply click on the Zoom LTI Pro link on your menu and choose the meeting you wish to join
 - Through a Browser: <https://ucsd.zoom.us/>
 - Download the Zoom Client for Meetings: <https://ucsd.zoom.us/download>

IMPORTANT: Please make sure to use your **official** UCSD email address to access Zoom. You won't be able to access Zoom if you don't.

- **Zoom Mobile Apps:**
 - **iOS:** <https://apps.apple.com/us/app/id546505307>
 - **Google Play:** <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- **Tech Support for Zoom:**
 - UC San Diego Resources
 - Quick Start Guide: <https://blink.ucsd.edu/technology/file-sharing/zoom/guide/quick.html>
 - User Guide: <https://blink.ucsd.edu/technology/file-sharing/zoom/guide/index.html>
 - Zoom Guides: <https://edtech.ucsd.edu/education-continuity-tools-and-resources/zoom-guides.html>
 - Zoom Help Center: <https://support.zoom.us/>
 - Rady School of Management Virtual Backgrounds: <https://blog.rady.ucsd.edu/index.php/2020/04/rady-school-backgrounds-for-video-conferencing/>
 - UC San Diego Virtual Backgrounds: <https://blink.ucsd.edu/technology/file-sharing/zoom/guide/backgrounds.html>

Zoom Ground Rules

Discussion Guidelines	Community Guidelines
<ul style="list-style-type: none"> • Keep yourself on mute to minimize background noise 	<ul style="list-style-type: none"> • Check your emotional response to the technology/circumstances
<ul style="list-style-type: none"> • Send questions to the chat first 	<ul style="list-style-type: none"> • Model the kind of interactions you want students to have
<ul style="list-style-type: none"> • “Raise hand” before interjecting 	<ul style="list-style-type: none"> • Be mindful of your interaction style
<ul style="list-style-type: none"> • Be respectful and kind 	<ul style="list-style-type: none"> • Contribute mindfully
<ul style="list-style-type: none"> • Be open to new ideas 	<ul style="list-style-type: none"> • Don’t be afraid of silence
<ul style="list-style-type: none"> • Be thoughtful in sharing your ideas 	<ul style="list-style-type: none"> • Try not to multitask - turn off other technologies if you can
<ul style="list-style-type: none"> • Avoid all-caps typing 	

TEXTBOOK (OPTIONAL, BUT RECOMMENDED):

- Personal Finance, 12th edition, by Kapoor, Dlabay, Hughes, Hart, McGraw-Hill

OTHER:

- Simple Calculator (needed for class hands-on work, check-in questions and quizzes)
- Staying current with Personal Finance world through many of readily available media outlets such as CNBC, Wall Street Journal, Money magazine, etc. (OPTIONAL, BUT RECOMMENDED)

SCHEDULE (live class dates are in **BOLD**)

Date	Class Topic & Activities	Assignments and Assessments
3/29	Introduction to Course	Read syllabus
3/31	Basics of Personal Finance	Read Chapter 1
4/5	Time Value of Money Money Management	Read Chapter 1 Read Chapter 3 and Article 1
4/7	Money Management	
4/8	Pre-Quiz Study Session (Optional) from 12:00 p.m. to 1:00 p.m.	
4/12	Money Management	Investment Portfolio Analysis investment choice due on 4/14 at 11:59 p.m. Pacific in Canvas Investment Portfolio Analysis project due on 6/4 at 11:59 p.m. Pacific in Canvas Personal Spending Tracker project due on 6/4 at 11:59 p.m. Pacific in Canvas "Something Cool, Something Different" paper due on 6/4 at 11:59 p.m. Pacific in Canvas
4/13		Quiz on Chapter 1 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
4/14	Money Management Financial Services/Banking	Read Chapter 5 Submit your IPA investment choice due at 11:59 p.m. Pacific in Canvas
4/15		Check-In Questions on Chapter 3 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas Hands-on Work on budgets available in Canvas for two days from 12:00 a.m. Pacific

		today and due on 4/16 at 11:59 p.m. Pacific in Canvas
4/16		Hands-on Work on budgets due at 11:59 p.m. Pacific in Canvas
4/19	Financial Services/Banking	
4/21	Financial Services/Banking Consumer Credit	Read Chapter 6 and Article 2
4/22	Pre-Quiz Study Session NOTE: This session will be recorded, not live, and the recording will be uploaded to Canvas.	
4/26	Consumer Credit	
4/27		Quiz on Chapters 3 and 5 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
4/28	Consumer Credit Cost of Credit	Read Chapter 7
4/29		Check-In Questions on Chapter 6 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas Hands-on Work on FICO scores available in Canvas for two days from 12:00 a.m. Pacific today and due on 4/30 at 11:59 p.m. Pacific in Canvas
4/30		Hands-on Work on FICO scores due at 11:59 p.m. Pacific in Canvas
5/3	Cost of Credit	
5/5	Investing	Read Chapter 13 and Article 3

5/6	Pre-Quiz Study Session (Optional) from 12:00 p.m. to 1:00 p.m.	
5/10	Investing	
5/11		Quiz on Chapters 6 and 7 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
5/12	Investing Retirement	Read Chapter 18
5/13		Check-In Questions on Chapter 13 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas Hands-on Work on stock indices available in Canvas for two days from 12:00 a.m. Pacific today and due on 5/14 at 11:59 p.m. Pacific in Canvas
5/14		Hands-on Work on stock indices due at 11:59 p.m. Pacific in Canvas
5/17	Retirement	
5/19	Retirement	
5/20	Pre-Quiz Study Session (Optional) from 12:00 p.m. to 1:00 p.m.	
5/24	Housing	Read Chapter 9 and Article 4
5/25		Quiz on Chapters 13 and 18 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
5/26	Housing	
5/27		

		<p>Check-In Questions on Chapter 9 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas</p> <p>Hands-on Work on retirement available in Canvas for two days from 12:00 a.m. Pacific today and due on 5/28 at 11:59 p.m. Pacific in Canvas</p>
5/28		Hands-on Work on retirement due at 11:59 p.m. Pacific in Canvas
5/31	MEMORIAL DAY HOLIDAY – NO CLASS!	
6/2	Housing Final Reflections	
6/3	Pre-Quiz Study Session (Optional) from 12:00 p.m. to 1:00 p.m.	
6/4		<p>Investment Portfolio Analysis project due today at 11:59 p.m. Pacific in Canvas</p> <p>Personal Spending Tracker project due today at 11:59 p.m. in Pacific in Canvas</p> <p>“Something Cool, Something Different” paper due at 11:59 p.m. Pacific in Canvas</p>
6/9		Quiz on Chapter 9 available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas

ASSIGNMENTS AND ASSESSMENTS

Assignments

Reading

I'll post in Canvas all reading materials in the form of PowerPoints presentations and supplemental articles. As part of your preparation, I'll expect you to complete all assigned reading before the class in which I'll discuss the related topic.

Hands-On Work

I'll assign you hands-on work throughout the session that'll emphasize and reinforce the most critical concepts. See the Schedule above for specific days when I'll assign this classwork. I'll give you time in our live classes to review each assignment and ask questions of your peers, tutor and me and we'll also discuss it together. The actual work will be completed as follows:

- You'll complete it as an individual assignment and submit it in Canvas.
- You'll have a 48-hour window to complete the work, between 12:00 a.m. Pacific on the first day and 11:59 p.m. Pacific on the second day (for example, between 12:00 a.m. on April 15 and 11:59 p.m. on April 16)
- Although we'll deduct a nominal amount for incorrect or incomplete answers, classwork will be graded largely on an "efforts" basis because my intention for these assignments is that you learn the concepts in a low-risk environment.
- Because of the generous 48-hour window I've provided, if you miss an assignment, I'll not provide a makeup assignment.

Investment Portfolio Analysis Project

I'll assign you the Investment Portfolio Analysis early in the session. Please see specific instructions for completion of this project when they become available in Canvas in the second week.

Personal Spending Tracker Project

I'll assign you the Personal Spending Tracker Project early in the session. Please see specific instructions for completion of this project when they become available in Canvas in the second week.

"Something Cool, Something Different" Project ☺

This project is actually a one-page project where you get a chance to "wow" me with a description of something cool, different, cutting edge, etc. about personal finance (an app, development, approach, industry, etc.). You can submit it as a PowerPoint presentation or a video. I expect you to have fun with this one!

Assessments

Check-In Questions

Each week, I'll give you check-in questions to see how you're doing with the most critical concepts in the course. Each instance of our check-in questions will be worth 1.25 points. See the Schedule above for specific days when I'll assign these check-in questions. You'll actually answer these questions as follows:

- You'll answer the questions in Canvas.
- You'll have a 24-hour window to complete the questions, between 12:00 a.m. Pacific and 11:59 p.m. Pacific (for example, between 12:00 a.m. and 11:59 p.m. on April 15)
- Questions will be open book, open note.
- Once you start answering the questions in Canvas, you'll have a time limit to complete your answers.
- You'll not be able to pause the questions once you start.
- If you miss a check-in question instance, I'll not allow a makeup.

Quizzes

During the course, I'll give you five quizzes. Each instance of our quizzes will be worth 5 points. Since we'll not have a midterm or final exam, these quizzes will have questions comparable in difficulty to exam questions but on a smaller scale. See the Schedule above for specific days when I'll assign these quizzes, as well as the chapters covered in each quiz. In addition, see the Schedule for the Zoom review sessions I'll hold before each quiz. You'll actually answer these quiz questions as follows:

- You'll answer the questions in Canvas.
- You'll have a 24-hour window to complete the questions, between 12:00 a.m. Pacific and 11:59 p.m. Pacific (for example, between 12:00 a.m. and 11:59 p.m. on April 13)
- Quizzes are open book, open note.
- Once you start answering the questions in Canvas, you'll have a time limit to complete your answers.
- You'll not be able to pause the questions once you start.
- At the end of the session, you'll be allowed to drop your lowest quiz score.
- Given the fact that you'll be allowed to drop your lowest quiz score, if you miss a check-in question instance, I'll not allow a makeup.

GRADING

Description	Points
Assignments:	
Hands-on Work	20
Investment Portfolio Analysis Project	25
Personal Spending Tracker Project	25
“Something Cool, Something Different” Project	5
Subtotal – Assignments	75
Assessments:	
Check-In Questions	5
Quizzes	20
Subtotal - Assessments	25
TOTAL	100

NOTE: Please see below for the late policy with regard to each of the above:

- **Assignments:** Although we prefer that you turn in assignments on the official due date and time, I’ll provide you with a one-day grace period to turn in assignments in case you have extenuating circumstances. After the first day, I’ll assess a 50% penalty for a late submission. After the second day, I’ll give the assignment a “0”. For example, if the project is due on June 4, you’ll be assessed no penalty if you turn in the assignment on June 5, a 50% penalty if you turn in the assignment on June 6 and a “0” if your turn in the assignment on June 7. Because this is a generous policy, I’ll not provide exceptions.
- **Assessments:** Because you are given a 24-hour window to complete assessments and, in the case of quizzes, you are allowed to drop your lowest score, if you don’t complete an assessment during the 24-hour window it is available on Canvas, I’ll give you a “0” for that assessment and I’ll not provide exceptions

Final course grade distribution is as follows:

A	>= 94	C+	77-80
A-	90-94	C	74-77
B+	87-90	C-	70-74
B	84-87	D	60-70
B-	80-84	F	< 60

APPENDIX A: COPYRIGHT OF COURSE MATERIALS

Please carefully read the following information about copyright of course materials:

1. My lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials, are protected by U.S. copyright law and by University policy. I am the exclusive owner of the copyright in those materials I create. You may take notes and make copies of course materials for your own use. You may also share those materials with another student who is enrolled in or auditing this course.
2. You may not reproduce, distribute or display (post/upload) lecture notes or recordings or course materials in any other way — whether or not a fee is charged — without my express prior written consent. You also may not allow others to do so.
3. If you do so, you may be subject to student conduct proceedings under the UC San Diego Student Code of Conduct.
4. Similarly, you own the copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I'll ask for your written permission.

APPENDIX B: ACADEMIC INTEGRITY

Academic Integrity is expected of everyone at UCSD. This means that you must be honest, fair, responsible, respectful and trustworthy in all of your actions. Lying, cheating or any other forms of dishonesty will not be tolerated because they undermine learning and the University's ability to certify your knowledge and abilities. Thus, any attempt to get, or help another get, a grade by cheating, lying or dishonesty will be reported to the Academic Integrity Office and will result in sanctions. Sanctions can include an F in this class and suspension or dismissal from the University. So, think carefully before you act and ask yourself the following questions:

5. Is my action honest, fair, respectful, responsible and trustworthy?
6. Is my action authorized by the instructor?

If you are unsure, don't ask a friend – ask your instructor, instructional assistant (TA or tutor) or the Academic Integrity Office.

(Source: Tricia Bertram Gallant, Ph.D., UCSD Academic Integrity Office, 2017)

The complete UCSD Policy on Integrity of Scholarship can be viewed at:

<http://academicintegrity.ucsd.edu/process/policy.html>

You are expected to read the UCSD Policy on Integrity of Scholarship and act in accordance with the Policy.

For additional information about UCSD's Academic Integrity program, please go to this link:

<http://academicintegrity.ucsd.edu>

APPENDIX C: STUDENTS WITH DISABILITIES

If you have a disability or special need and requires an accommodation to have equal access to the classroom, you must register with the Office for Students with Disabilities (OSD). The OSD will determine what accommodations may be made and provide the necessary documentation to present to me.

You must present the OSD letter of certification and OSD accommodation recommendation to me to initiate the request for accommodation in classes, examinations, or other academic program activities. **No accommodations can be implemented retroactively.**

Please visit <http://osd.ucsd.edu/about/index.html> for further information or contact the Office for Students with Disabilities at (858) 534-4382 or osd@ucsd.edu.

APPENDIX D: TITLE IX TEXT- OFFICE FOR THE PREVENTION OF HARASSMENT & DISCRIMINATION

The Office for the Prevention of Harassment & Discrimination (OPHD) provides assistance to students, faculty, and staff regarding reports of bias, harassment, and discrimination. OPHD is the UC San Diego Title IX office. Title IX of the Education Amendments of 1972 is the federal law that prohibits sex discrimination in educational institutions that are recipients of federal funds. You have the right to an educational environment that is free from harassment and discrimination.

You have options for reporting incidents of sexual violence and sexual harassment. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking. Information about reporting options may be obtained at OPHD at (858) 534-8298, ophd@ucsd.edu or <http://ophd.ucsd.edu>. You may receive confidential assistance at CARE at the Sexual Assault Resource Center at (858) 534-5793, sarc@ucsd.edu or <http://care.ucsd.edu> or Counseling and Psychological Services (CAPS) at (858) 534-3755 or <http://caps.ucsd.edu>.

You may feel more comfortable discussing their particular concern with a trusted employee. This may be a Rady student affairs staff member, a department Chair, a faculty member or other University official. These individuals have an obligation to report incidents of sexual violence and sexual harassment to OPHD. This does not necessarily mean that a formal complaint will be filed. If you find yourself in an uncomfortable situation, ask for help. The Rady School of Management is committed to upholding University policies regarding nondiscrimination, sexual violence and sexual harassment.