

# 381189: Survey of Personal Financial Planning

MGMT-X 430.31

Summer 2021 Section 1 4 Credits 06/21/2021 to 09/05/2021 Modified 08/12/2021

## Description

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This course introduces students to the profession of personal financial planning, emphasizing the identification and quantification of financial objectives and the interrelated facets of a wide range of technical personal financial planning material. The course is intended for individuals who wish to become practitioners in financial planning, those considering a career transition, and for professionals currently in the financial services industry seeking to advance their careers—bankers, insurance and security brokers, investment and financial advisors, real estate professionals, CPAs, trust officers, and attorneys. Topics include qualitative and quantitative methods used in the financial planning decision-making process. Additionally, the course covers principles of income taxation, investment analysis and procedure, insurance, employment benefit plans, estate planning, cash-flow management, ethics, strategies, and processes of professional practice.

## Objectives

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This course is designed for persons who wish to explore the possibilities of a career in Financial Planning or wish to improve their overall knowledge of planning their own financial objectives.

The field of Financial Planning grows increasingly complex. This course analyzes the wide variety of financial tools that the planner can use to develop a financial plan:

- The Data Questionnaire
- Methods of Protecting Current Assets
- Property and Casualty Insurance
- Life Insurance
- Disability Insurance and Long Term Care
- Health Insurance
- Short & Long Term Objectives
- Essentials of Budgeting
- Investments
- Common Stocks
- Bonds
- Mutual Funds
- Tax-Favored Plans
- Real Estate and Hard Assets
- Income Tax Planning
- Retirement Planning
- IRA's
- Small Business Plans (SEP, SIMPLE, Keogh)
- 401(k)
- Pension Plans
- Government Programs
- Estate Planning
- Wills
- Trusts

- Irrevocable Life Insurance Trusts
- Planning and the Legal Environment

The last phase of the program concentrates on combining many of the above tools into a financial plan that enables the clients to achieve their financial goals.

## Materials

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### Course Text:

Angell, Michael, Sara Stolberg Berkowicz, Jennifer N. Coombs, Mike Harris, James Maher, Cindy R. Riecke, Calvin Barclay Roper, and Christopher Woerhle, **Personal Financial Planning: Theory and Practice**, (2021), KaplanFinancial. 11th edition.

### Other:

Chilton, David (3<sup>rd</sup> edition), **The Wealthy Barber**, (2002), Prima Publishing.

Business Section, **Los Angeles Times** (or equivalent newspaper or site)

### RECOMMENDED READING MATERIAL:

1. ONE UP ON WALL STREET, Peter Lynch from the ex-manager of the Fidelity Magellan mutual fund (the largest fund on the planet). Penguin Books. Basic investment techniques
2. THE INTELLIGENT INVESTOR, Revised Edition, Definitive Book on Value Investing. Benjamin Graham, HarperBusiness Essentials.
3. VALUE INVESTING: FROM GRAHAM TO BUFFETT AND BEYOND, Bruce C.N. Greenwald, Judd Kahn, Paul D. Sonkin, Michael van Biema, Wiley Finance. A nice add to value investing by the man (Greenwald) who now teaches Graham's original security analysis class at Columbia University.

## Deliverables

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### ASSIGNMENTS:

There will be two assignments that will count for 25 points each. The first must be completed by the end of week 5 of class; the second by the end of week 8 of class. Each will be submitted as a typewritten analytical report and will be graded on the basis of content, presentation, clarity and grammar. These assignments are limited to 2 pages each and should be posted to the ASSIGNMENTS area. More information about the assignments can be found in the Assignments area.

### FINAL ASSIGNMENT:

A Bedo Case Study worth 30 points will be administered online during the last session. The Case Study will appear in the Assignments area in the fifth week of the class and is due by the last day of the class and your response needs to be submitted in the Assignments area.

### PARTICIPATION:

Participation in online environment is essential for the success of the experience. Therefore, 20 points will be given for material weekly participation in the threaded discussions in the Discussion Board in the Communications area. You are required to post substantial notes to the threaded discussions--at least 2 posts per thread. Relevant notes add to the discussions via questions, real world examples, alternative ideas and concepts.

I will be checking the Discussion Board every day and will be participating at least 2-3 days a week as well.

## Evaluation

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### GRADING SYSTEM:

Your final grade (of possible 100 points) will be composed of participation, two assignments and a final exam.

A student who gets a total of:

90-100 points will receive an A

80-89 points will receive a B

70-79 points will receive a C

Below 70 points will fail.

I will be providing your feedback to you every week, approximately 7 days after the end of each week. You will be able to view your grade then by checking the Student Tools area of your class and clicking on the Check Your Grade section.

ALL GRADES ARE FINAL.

## \* Course Policies

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### ACADEMIC HONESTY:

The University trusts each student to maintain high standards of honesty and ethical behavior. All assignments submitted in fulfillment of course requirements must be the student's own work. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

## Institutional Policies

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### Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at:

<https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

### Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Service for Students with Disabilities Office at (310) 825-7851 or by email at [access@uclaextension.edu](mailto:access@uclaextension.edu). For complete information see:

<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>  
(<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

### Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade

entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see:

<https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

## All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except Incomplete may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

## Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, Suite 113, 10995 Le Conte Ave., Westwood; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at <http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

## Additional Items

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### Protecting Privacy and Data During Live Instruction

Live meeting sessions for this class, when applicable, are being conducted over Zoom. As the host, the instructor may be recording live sessions. Only the host has the ability to record meetings, no recording by other means is permitted. Recorded sessions will be posted in the Videos area of this class unless otherwise notified. Due to privacy, recordings are not available for download and are only accessible via Canvas for the duration of the class. If you have privacy concerns and do not wish to appear in the recording, do not turn on your video and/or audio. If you also prefer to use a pseudonym instead of your name, please let the instructor know what name you will be using so that the instructor knows who you are during the session. To rename yourself during a Zoom meeting, click on Participants, click on your name, click on More, click on Rename. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to the instructor only (and not to "everyone"). Additionally, chat may be used and moderated for live questions, and saving of chats is enabled. If you have questions or concerns about this, please contact the instructor via Canvas Inbox.

Pursuant to the terms of the agreement between Zoom and UCLA Extension, the data is used solely for this purpose and Zoom is prohibited from re-disclosing this information. UCLA Extension also does not use the data for any other purpose. Recordings will be deleted when no longer necessary. However, recordings may become part of an administrative disciplinary record if misconduct occurs during a video conference.

### Course and Instructor Evaluation

UCLA Extension values your feedback on course and instructor evaluations. We ask all students to take a few minutes to complete an end-of-course evaluation survey. Updates to the course and instruction are influenced by your feedback. Understanding your student experience is essential to ensure continuing excellence in the online classroom and is appreciated by your instructor and the UCLA Extension academic leadership.

Your participation in a survey is voluntary, and your responses are confidential. After instructors submit grades, they will be given an evaluation report, but this report will not contain your name.

### About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
  - What are the basic computer specifications for Canvas? <https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas> (<https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas>)
  - Which browsers does Canvas support? <https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support> (<https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support>)
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as **access to the online environment of a specific course is limited to 30 days after the final course date**, as listed in the course catalog.

If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

## UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on **Help** (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

### UCLA Extension Instructional Design and Learning Support

The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: [support@unexonline.zendesk.com](mailto:support@unexonline.zendesk.com)
- Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

## Schedule

### SURVEY COURSE OUTLINE

SESSION# -DATE-TOPIC	ASSIGNMENT	TEXT
#1 Jun 23 Personal Financial Planning Environment The Role of the Financial Planner	Threaded discussions in the discussion board	Dalton Ch1 Dalton Ch2 Dalton Ch3 Chilton Ch1
#2 Jun 30 The Personal Financial Planning Process Cash Management	Threaded discussions in the discussion board	Dalton Ch4 Dalton Ch5 Chilton Ch2

<p>#3 Jul 7</p> <p>Insurance Planning:</p> <p>Risk Management – Health, Homeowner’s, Auto, and Liability Insurance;</p> <p>Asset Protection – Life, Disability, Health Insurance</p>	<p>Threaded discussions in the discussion board</p>	<p>Dalton Ch8 Dalton Ch9</p> <p>Dalton Ch10</p> <p>Dalton Ch11</p> <p>Chilton Ch3</p>
<p>#4 Jul 14</p> <p>Tax Planning</p> <p>Education Planning</p>	<p>Threaded discussions in the discussion board</p>	<p>Dalton Ch13</p> <p>Dalton Ch14</p> <p>Dalton Ch7</p> <p>Chilton Ch4</p>
<p>#5 Jul 21</p> <p>Investment Planning</p>	<p>Assignment #1 due at the end of the week</p> <p>Threaded discussions in the discussion board</p>	<p>Dalton Ch12 Dalton Ch12A</p> <p>Chilton Ch5</p>
<p>#6 Jul 28</p> <p>Investment Planning (continued)</p>	<p>Threaded discussions in the discussion board</p>	<p>Dalton Ch12B Dalton Ch12C</p> <p>Chilton Ch6</p>
<p>#7 Aug 4</p> <p>Retirement Planning</p>	<p>Threaded discussions in the discussion board</p>	<p>Dalton Ch15</p> <p>Dalton Ch16</p> <p>Chilton Ch7</p>
<p>#8 Aug 11</p> <p>Estate Planning</p>	<p>Assignment #2 due at the end of the week</p> <p>Threaded discussions in the discussion board</p>	<p>Dalton Ch17</p> <p>Chilton Ch8</p>
<p>#9 Aug 18</p> <p>Practice Management</p> <p>Ethical Considerations</p>	<p>Threaded discussions in the discussion board</p>	<p>Dalton Ch18</p> <p>Dalton Ch19</p> <p>Chilton Ch9</p>
<p>#10 Aug 25</p> <p>Final exam</p>	<p>Bedo Case Study due at the end of the class</p> <p>Threaded discussions in the discussion board</p>	<p>Chilton Ch10</p>