DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

BA2700 (A3): Fundamentals of Personal Finance – 3 (3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Amy Rawluk, CPA, MBA	PHONE:	(780)-539-2873
OFFICE:	C413	E-MAIL:	ARawluk@nwpolytech.ca
OFFICE HOURS:	Tuesday 1:00 – 2:30pm & Friday 10:00 – 11:30am		

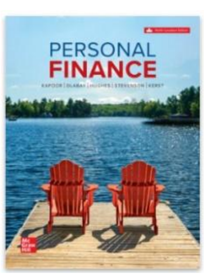
CALENDAR DESCRIPTION:

The communication techniques and relationship skills, as well as the psychological characteristics that influence client behaviour are topics in this course. The course covers financial statement preparation and analysis from a personal perspective, and the cash and debt management that flows from these statements. This course reviews time value of money and economic concepts applicable to the principle subject areas of financial planning.

PREREQUISITE:

BA1050

REQUIRED TEXT/RESOURCE MATERIALS:



Personal Finance: Connect with SmartBook Online Access for Personal Finance. 9th Canadian Edition, 2024. McGraw-Hill Ryerson. **All students must have access to Connect.** You must have an access code to gain access to the online resources. The Connect online learning system is a requirement for this course. The text will be used extensively in each class for this course.

Students will require a financial calculator. Students may use only approved calculators for examinations. Cell phones and programmable calculators may not be used in testing or examinations. Approved financial calculators include:

- Texas Instruments (BA II Plus),
- Sharp (EL-738) (used in BA1050)

For device software and network requirements, please see NWP's minimum device requirements at doc.php (nwpolytech.ca).

DELIVERY MODE(S):

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

LEARNING OUTCOMES:

Upon completion of this course, students will be able to understand and explain:

- Recognize relationships among financial documents and money management activities.
- Create a system for maintaining personal financial records.
- Develop a personal balance sheet and cash flow statement.
- Create and implement a budget.
- Calculate savings needed to achieve financial goals.
- Describe the importance of taxes for personal financial planning.
- Illustrate how federal income taxes are computed by completing a federal income tax return.
- Select appropriate tax strategies for different financial and personal situations.
- Identify tax assistance sources.
- 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.
- Identify the factors used to evaluate different savings plans.
- Compare the costs and benefits of different types of chequing accounts.
- Define consumer credit and analyze its advantages and disadvantages.
- Differentiate among various types of credit.
- Assess your credit capacity and build your credit rating.
- Describe the information creditors look for when you apply for credit.
- Identify the steps you can take to avoid and correct credit mistakes and protect against fraud and identity theft.
- Analyze the major sources of consumer credit.

- Determine the effect cost of borrowing by considering the quoted rate, the number of compounding periods, the timing of the interest payments, and any other service charges.
- 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.
- Evaluate available housing alternatives.
- Analyze the costs and benefits associated with renting.
- Implement the home-buying process.
- Gain knowledge of the mortgage financing process, including how to evaluate different mortgage options and prepare for obtaining a mortgage.
- Develop a strategy for selling a home.
- Develop a risk management plan using insurance.
- Discuss the importance of property and liability insurance.
- Explain the insurance coverages and policy types available to homeowners and renters.
- Analyze factors that influence the amount of coverage and cost of home insurance.
- Identify the important types of automobile insurance coverages.
- Evaluate factors that affect the cost of automobile insurance.
- Define life and health insurance, determine your needs, and evaluate difference policies and provisions.
- Explain the importance of establishing an investment program, assess various investment options, and make informed decisions based on risk, safety, and returns.
- Plan for retirement by evaluating assets, liabilities and income needs; analyze key aspects of estate planning, including wills and trusts.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.alberta.ca.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

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EVALUATIONS:

Quizzes	10%
Assignments	15%
Term Test #1 (Ch. 1-7)	20%
Term Test #2 (Ch. 10-13)	15%
Final Exam	40%

*In order to receive credit for BA2700, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).

GRADING CRITERIA:
Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Required Reading
January 6 (Mon)	Personal Finance Planning: An Introduction	Chapter 1/2
January 13	Money Management Strategy	Chapter 2/3
January 20	Planning Your Tax Strategy	Chapter 3
January 27	The Banking Services of Financial Institutions	Chapter 4
February 3	Introduction to Consumer Credit Choosing a Source of Credit	Chapter 5/6
February 10	The Finances of Housing	Chapter 7
February 17-21	**Winter Break – No Classes**	
February 24	**Term Test #1**	**Chapters 1-7**
March 3	Fundamentals of Investing Investing in Stocks	Chapter 10/11
March 10	Investing in Bonds	Chapter 12
March 17	Investing in Mutual Funds	Chapter 13
March 24	**Term Test #2**	**Chapters 10-13**
March 31	Home and Automobile Insurance Life, Health, and Disability Insurance	Chapter 8/9
April 1	Retirement Planning	Chapter 14
April 8	Estate Planning	Chapter 15
April 14 - 23	**COMPREHENSIVE FINAL EXAM**	**Chapters 1-15**

Final examinations will be scheduled by the registrar's office. Do not plan any activities during examination week.

The above schedule may be revised at the discretion of the instructor based on class requirements.

STUDENT RESPONSIBILITIES:
It is the student's responsibility to read, understand and comply with the Polytechnic's Academic Policies, which are reviewed regularly, updated and posted on the Polytechnic website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the Polytechnic's website at https://www.nwpolytech.ca/about/administration/policies/.

Attendance
Students are expected to attend all lectures, arrive on time, and remain for the duration of the activities. You are expected to remain on camera for the entire duration of the lecture. Frequent tardiness may be treated as an absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at https://www.nwpolytech.ca/programs/grading-systems.html.

Participation
The expectation for this course is that students read the material and attempt the quick studies and exercises prior to class. Reading and attempting the exercises we will cover in class is an excellent way to prepare for classroom activities. Your focus should be on recording journal entries and preparing financial statements. Note that you will not learn accounting by simply reading and looking over solutions.

Recording
Recording lectures or taking screen shots in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Email
Students may contact the instructor by email or phone. Emails will be answered within two business days outside of stated office hours. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

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STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at https://www.nwpolytech.ca/about/administration/policies/index.html.
**Note: all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:

Assignments

- Must be submitted by the due date. Late assignments will not be accepted. No extensions or rewrites will be granted.
- Any missed assignments will receive a grade of 0 (zero).

Quizzes

- All quizzes must be completed in Connect before the expiration of the pre-set due date or the student will receive a mark of zero (0) for any missed quizzes.
- The student will have a maximum of two attempts at each quiz.
- Once the quiz has been started, you must complete the entire quiz within the 60-minute time limit. Logging off or losing the internet connection during the exam will result in a grade based only on the proportion of the exam that has been completed. It is imperative that the student has a reliable internet connection when attempting an exam.

Exams

- The final exam will be scheduled during exam week(s). Two hours will be given for the final exam to be written. **Do not plan any activities during this time**.
- Only approved financial calculators are to be used during exams.
- In order to receive credit for BA2700, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam. The weighting of each assessment activity is indicated in the chart above.

Other

- Photographing and/or recording course content is strictly prohibited.