



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Spring 2025

BA2700 (EC): Fundamentals of Personal Finance – 3 (3-0-0) 45 Hours for 8 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: By appointment only – please email me

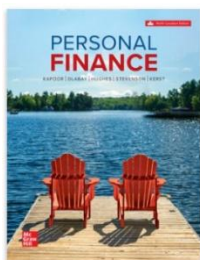
CALENDAR DESCRIPTION:

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(S)/COREQUISITE:

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)

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

For device software and network requirements, please see NWP's minimum device requirements at [doc.php\(nwpolytech.ca\)](http://doc.php(nwpolytech.ca)).

DELIVERY MODE(S):

Asynchronous (online) - This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

This is a paced self-study course and is delivered entirely online using MyClass (D2L) and Connect. You will be evaluated several times throughout the course so that you can assess how you are doing as you work through the material. The assignments, quizzes, and exams have specific due dates to help you finish the course on time. However, you may complete and submit these evaluations before their due dates.

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.**

EVALUATIONS:

Quizzes	10%
Assignments	15%
Midterm Exam (Ch. 1-7)	35%
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	Chapters Covered	Additional Information
May 5 (Mon)	Chapters 1 & 2	<i>Quiz & Assignment #1 Due May 11</i>
May 12	Chapters 3 & 4	<i>Quiz & Assignment #2 Due May 18</i>
May 19	Chapters 5, 6, & 7	<i>Quiz & Assignment #3 Due May 26</i>
May 27	Midterm Exam – 35%	Chapters 1-7
May 28 (Wed)	Chapters 8 & 9	<i>Quiz & Assignment #4 Due June 1</i>
June 2 (Mon)	Chapters 10 & 11	<i>Quiz & Assignment #5 Due June 8</i>
June 9	Chapters 12 & 13	<i>Quiz & Assignment #6 Due June 15</i>
June 16	Chapters 14 & 15	<i>Quiz & Assignment #7 Due June 22</i>
June 26	Final Exam – 40%	Cumulative

- ✓ An additional detailed schedule will be provided in myClass. It is your responsibility to review the deadlines in the detailed schedule as well as in Connect. **The midterm and final exam for this course are scheduled for May 27 and June 26 respectively – do not plan any activities during this time.**
- ✓ *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/>.

Student Conduct

As a student, it is your responsibility to read, understand, and comply with the college's academic policies, which are reviewed regularly, updated and posted on the polytechnic website. If you have any questions regarding these policies, please contact Student Services.

The expectation for this course is that students read/review the text material according to the class schedule. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in the readings and exercises.

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.

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.
- The highest grade on any quiz attempt is recorded on the dashboard.
- 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

- Two (2) hours will be given for the final exam to be written.
- The final exam will be cumulative and will account for 40% of the final grade.
- The final exam is scheduled for June 26, 2025. **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

- Rewrites/rescheduled exams will not be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.
- Photographing and/or recording course content is strictly prohibited.

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam.

When monitoring your actions via video streaming, the invigilator may possibly



record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.