



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2020

BA2700 A3 FUNDAMENTALS OF PERSONAL FINANCE – 3 (3-0-0) 45 HRS, 15 WKS

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Office Hours: Monday, Tuesday & Thursday 11:30 am – 12:30 pm

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: BA 1050 Business Mathematics

REQUIRED TEXT/RESOURCE MATERIALS: Personal Finance: Connect with Smart Book Online Access for Personal Finance. 7th Canadian Edition, 2018. McGraw-Hill Ryerson. **(E-Book ordered online through McGraw)**

All students must have access to Connect. You must have an access code in order to gain access to the online resources. McGraw-Hill Connect™ is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, and with the important concepts that they will need to know for success now and in the future. If you have purchased a used book, you will have to purchase an access code separately. Instructions to do this are available in the Welcome Module.

Sharp EL - 738 Calculator

DELIVERY MODE(S): BA 2700 consists of three hours of lecture per week.

COURSE OBJECTIVES:

Upon completion of this course the student will be able to:

- Plan with personal financial statements
- Use tax concepts for financial planning
- Manage your liquidity
- Understand personal financing
- Protect your wealth
- Understand personal investing
- Understand retirement and estate planning

LEARNING OUTCOMES:

- The student will be able to analyze the process for making personal financial decisions.
- The student will be able to develop personal financial goals.
- The student will be able to determine personal and financial opportunity costs associated with personal financial decisions.
- The student will be able to create a system for maintaining personal financial records.
- The student will be able to create and implement a budget.
- The student will be able to calculate savings needed to achieve financial goals.
- The student will be able to identify the factors used to evaluate different savings plans.
- The student will be able to compare the costs and benefits of different types of chequing accounts.
- The student will be able to define consumer credit and analyze its advantages and disadvantages.
- The student will be able to assess your credit capacity and build your credit rating.
- The student will be able to determine the effective cost of borrowing by considering the quoted rate, the number of compounding periods, the timing of the interest payments, and any other service charges.
- The student will be able to analyze the costs and benefits associated with renting.
- The student will be able to implement the home-buying process.
- The student will be able to develop a risk management plan using insurance.
- The student will be able to discuss the importance of property and liability insurance.
- The student will be able to define *life insurance* and describe its purpose and principle.
- The student will be able to determine your life insurance needs.
- The student will be able to explain why you should establish an investment program.
- The student will be able to describe how safety, risk, income, growth, and liquidity affect your investment decisions.
- The student will be able to identify the major types of investment alternatives.
- The student will be able to identify the most important features of common stocks.
- The student will be able to explain how to evaluate stock investments.
- The student will be able to describe how stocks are bought and sold.
- The student will be able to describe the characteristics of corporate bonds and government bonds.
- The student will be able to evaluate bonds when making an investment.
- The student will be able to describe the characteristics of mutual fund investments.

- The student will be able to evaluate mutual funds for investment purposes.
- The student will be able to analyze your current assets and liabilities for retirement.
- The student will be able to estimate your retirement spending needs.
- The student will be able to determine your planned retirement income.
- The student will be able to analyze the personal aspects of estate planning.
- The student will be able to assess the legal aspects of estate planning.

TRANSFERABILITY:

- Athabasca University: FNCE 322 (3)
- DeVry Institute of Technology - Calgary: BUSN 2TR/380 (6)
- University of Lethbridge, The: MGT 3480 (3)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**** 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:

Assignments (6 @ 1.5% each)	9
Quizzes (5 @ 3% each)	15
Exams (1 @ 20% each)	20
Final Exam	<u>36</u>
	80

Assignment, Quiz and Exam Policies:

- Assignments, quizzes and exams will be written as scheduled. No rewrites will 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.
- Any exam, quiz or assignment mark that that a student may wish to contest must be done so within 5 business days after the exam/quiz/assignment has been marked. Any exams/quizzes/assignments contested after this time frame will not be given consideration.
- In order to get the most out of class regular attendance and active participation is encouraged. **Repeated lateness and/or failure to remain for the duration of classroom activities will be viewed as an absence in class.** Disruptive behavior will also be viewed as “not professional” and the student will be asked to leave the classroom, resulting in a marked absence.... i.e. excessive/disruptive talking, texting, taking phone calls, etc.
- Final examinations will be scheduled by the registrar’s office. **Do not plan any activities during examination week.**
- **The final exam will be written via distance delivery on CONNECT.**

GRADING CRITERIA:

Please note that Universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN "C-" IF YOU ARE PLANNING TO TRANSFER TO UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		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:

Dates BA 2700	Chapter Covered	Assignments	Quizzes	Exams
Jan. 6 – 12	Chapter 1			
Jan. 13 – 19	Chapter 2	Assignment #1 Ch. 1 & 2 Jan. 19	Quiz #1 Ch. 1 & 2 Jan. 19	
Jan. 20 – 26	Chapter 4 & 5	Assignment #2 Ch. 4 & 5 Jan. 26		
Jan. 27 – Feb. 2	Chapter 6 & 7		Quiz #2 Ch. 4, 5, 6 & 7 Feb. 2	
Feb. 3 – 9	Chapter 7	Assignment #3 Ch. 6 & 7 Feb. 4		EXAM #1 (20%) Feb. 6th
Feb. 10 – 16	Chapter 9			
Feb. 17 - 23	READING	WEEK	NO	CLASSES
Feb. 24 – Mar. 1	Chapter 10			
March 2 – 8	Chapter 11	Assignment #4 Ch. 9, 10 & 11 March 8	Quiz #3 Ch. 9, 10 & 11 March 8	
March 9 – 15	Chapter 12			
March 16 – 22	Chapter 13	Assignment #5 Ch. 12 & 13 March 22	Quiz #4 Ch. 12 & 13 March 22	
March 23 – 29	Chapter 14			EXAM #2 (20%) March 26th
March 30 – April 5	Chapter 14/15	Assignment #6 Ch. 14 April 5		
April 6 – 12	Chapter 15		Quiz #5 Ch. 14 & 15 April 12	
April 15 – 25				Final Exam (36%)

STUDENT RESPONSIBILITIES:

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 our college website. If you have any questions regarding these policies, please contact Student Services.

Academic Regulations

Debarred From Exams

"You may be **refused permission to write a final examination** in a course on the advice of the instructor concerned. This usually happens when absences are excessive or if significant parts of required assignments or lab work are not completed." **The definition of excessive absences in this class will be more than 4 absences.**

- **It is the student's responsibility to arrive on time and remain for the duration of scheduled classes and related activities.**
- **It is the student's responsibility to respect the instructor's right to enforce the attendance requirements for the course.**
- **It is the student's responsibility to respect the instructor's right to determine the course content, instructional methodology, evaluation procedures and the frequency of evaluation within the guidelines set for the course and approved by the department.**
- **It is the student's responsibility to respect the instructor's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified, and to establish penalties for failure to comply with deadlines.**
- **It is the student's responsibility to respect the instructor's right to expect assignments to be neatly presented (typed or, if hand-written, double spaced) with appropriate identification (name, student number, course title).**
- **It is the student's responsibility to respect the instructor's right to expect that any work submitted by a student is his/her own. It is the student's obligation to know what plagiarism and other forms of cheating are, and to know the consequences.**
- **It is the student's responsibility to write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar.**
- **It is the student's responsibility to complete course work and assignments missed when absent. Participation in optional activities such as athletic events or student exchanges, etc. does not reduce the student's academic responsibility.**
- **It is the student's responsibility to familiarize him/herself with the procedures to be followed when writing College examinations.**
- **It is the student's responsibility to respect the instructor's right to appropriate classroom deportment by all students. Should a student be disruptive and/or disrespectful, the instructor has the right to take action to exclude the disruptive student from learning**

Attendance

Regular attendance is crucial for student success. As noted in the Rights and Responsibilities, faculty members may prescribe attendance requirements for specific courses and in addition, programs may have mandatory attendance requirements.

Students receiving training allowances or other forms of financial assistance are expected to be aware of and comply with the conditions of their sponsorship, which generally require regular attendance. The College is obliged to provide attendance requirements directly to the sponsoring agency to ensure continued financial assistance.

Attendance is mandatory for apprentices. Unauthorized absences may result in termination of training and training allowances.

Academic Grievance

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at www.gprc.ab.ca.

Copyright

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

Academic Dishonesty

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

****Note:** all Academic and Administrative policies are available on the same page.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.