



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – FALL 2008

BA 2700 3 (3-0-0) UT 45 Hours Fundamentals of Personal Finance

| | | | |
|---------------------|---|---------------|-------------------|
| Instructor | Jenny Head | Phone | 539-2857 (Office) |
| Office | C307 | E-mail | jhead@gprc.ab.ca |
| Office Hours | Tuesday and Thursday 9:00 to 10:30am or by appointment. | | |

Prerequisite(s):

BA 1050 or consent of instructor

Required Text/Resource Materials:

Course material from the Institute of Canadian Bankers

Credit/Contact Hours:

This is a 3 credit course with 3 lecture hours per week.

Transferability:

AU (Please consult the Transfer Guide for Specifics.)

Institute of Canadian Bankers (To receive ICB credit, students may have to apply to the ICB for exemption or may have to write a qualifying exam. See the ICB program for specifics.)

Delivery Mode(s):

For each topic listed, there will be a classroom lecture/discussion and a demonstration of

related procedures. I will assign relevant textbook readings and problems and test your knowledge, understanding and application of the material.

Blackboard:

Blackboard is a Learning Management System used to help improve communications between the student and instructor. Important dates, announcements and grades will be posted on Blackboard. The grades posted on Blackboard are not final, check your GPRC account for your final term grade.

Course Description:

The communication techniques and relationship skills, as well as the psychological characteristics that influence client behavior 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 principal subject areas of financial planning.

Content Description:

- Understanding the client
- Communicating with the Client
- Micro and macro economics
- The financial planning process
- Time value of money
- Constructing and analyzing personal financial statements
- Managing debt and financing major objectives

Assignment, Quiz, Test and Exam Policies:

- A number of quizzes and assignments will be given throughout the year. Students will be notified at least one week before assignments are due. It is expected that assignments are typed.
- A midterm examination is scheduled for the week of October 20th.
- Final examinations will be written in the gym and scheduled by the Registrar during the period December 10 - 19, 2008. DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.

Participation:

Each student is expected to come to class having read the material and completing any assignments given. Marks will be based on the contribution made to the class by the student; note that both quantity and quality of the contribution will be assessed.

Statement on Plagiarism:

Plagiarism will not be tolerated and, as such, any submitted work may be investigated for this possibility. Please ensure you read and understand the College's policy on plagiarism as published in the 2008/2009 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

Grading Criteria:

| | |
|-------------------|------|
| Participation | 5% |
| Quizzes (5@3%) | 15% |
| Assignment | 20% |
| Midterm | 25% |
| Final Examination | 35% |
| Total | 100% |

Grades will be assigned on a Letter Grading System using the following chart:

Grading Conversion Chart

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
|--------------------|---------------------------|------------------------------|-----------------------------|
| A+ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | |
| A- | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B+ | 3.3 | 76 – 79 | |
| B | 3 | 73 – 75 | GOOD |
| B- | 2.7 | 70-72 | |
| C+ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | |
| C- | 1.7 | 60 – 63 | |
| D+ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | |
| F | 0 | 0 – 49 | FAIL |

*To receive ICP credit, students must obtain 60% (C-) on the course.

Course Schedule/Timeline:

| <u>Week</u> | <u>Topic</u> |
|--------------------|--|
| September 1 | General Introduction |
| September 8 | Understanding the client |
| September 15 | Communication with the client |
| September 22 | Communication with the client |
| September 29 | Micro and Macro Economics |
| October 6 | The Financial Planning Process |
| October 13 | Thanksgiving (Oct 13) Time Value of Money |
| October 20 | Time Value of Money Midterm Examination (Oct 23) |
| October 27 | Constructing and Analyzing Personal Financial Statements |
| November 3 | Constructing and Analyzing Personal Financial Statements |
| November 10 | Fall Break (Nov 10) Remembrance Day (Nov 11) Managing Debt and Financing Major Objectives |
| November 17 | Managing Debt and Financing Major Objectives |
| November 24 | Managing Debt and Financing Major Objectives Case Assignment Due |
| December 1 | Course Review |

FINAL EXAM (DATE TBA) COMPREHENSIVE Final Exam will include all chapters covered.

(Dates are approximate and may vary slightly at the discretion of the instructor.)