

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Fall 2022

#### **BA2740 (A2): Personal Investing – 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:** Mandy Pollock

**OFFICE:** C406

**OFFICE HOURS:** Tuesday 11:30AM-1:00PM, Friday 9:30AM-11:00AM, or by appointment

**PHONE:** 780-539-2815

**E-MAIL:** [APollock@nwpolytech.ca](mailto:APollock@nwpolytech.ca)

**CALENDAR DESCRIPTION:** This course covers three main topic areas. The first topic, basics of insurance, will cover the concept of risk, the insurance industry, insurance contracts and group insurance. The second topic will cover retirement planning and management. Basics of estate planning, the final topic, will include intestacy, wills and power of attorney, probate and forms of property ownership, and family law.

**PREREQUISITE:** BA1050

**REQUIRED TEXT/RESOURCE MATERIALS:** Open Resources will be used for BA2740

**DELIVERY MODE(S):** BA2740 consists of three hours of lecture per week. Attend On-Campus, In-Person.

#### **COURSE OBJECTIVES:**

- To understand how the elements of risk and insurance fit into the financial plans of individuals.
- To understand the different types of private insurers and the various types of government –run insurance programs.
- Be able to determine how much retirement income a client will need to reach their retirement goals.
- Be able to identify the sources of retirement income available.

## LEARNING OUTCOMES:

- Demonstrate and explain the six-step retirement planning process.
- Explain longevity, or life expectancy.
- Explain the difference in income tax rates now and in the future and their effect on retirement savings and consumption of assets during retirement.
- Identify the magnitude of pension savings and pension plans in Canada.
- Calculate the present value at retirement of estimated CPP and OAS retirement pension and the effect of these benefits on retirement savings required.
- Explain the basic similarities and differences between the two kinds of registered pension plans.
- Calculate the pension adjustment for DBPPs, DCPs and DPSPs
- Explain the features of RRSPs, and the basis for contributing to them.
- Explain the effect of taxes on sheltered and non-sheltered investments.
- Calculate the tax on annuity income.
- Calculate the amount needed for retirement using the six-step retirement planning process.

## 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.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:

Homework Assignments (2 @ 5% each)	10%
Exam #1	30%
Exam #2	30%
Final Exam	30%

## Assignments & Exams:

- All assignments must be completed before the expiration of the due date or the student will receive a mark of zero for any missed assignments
- Exams will be written as scheduled. No rewrites/rescheduled exams 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.

## **GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

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	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:**

Date	Topic Covered	Assignments	Exams
Sept 2	Introduction		
Sept 5	Labour Day – No Classes		
Sept 9	Risk & Risk Management		
Sept 12	Life Insurance Needs		
Sept 16	Life Insurance Policies		
Sept 19	Disability & Critical Illness Insurance		
Sept 23	Disability & Critical Illness Insurance	Assignment # 1 Due Sept 26	
Sept 26	Retirement Planning		
Sept 30	Truth & Reconciliation Day		
Oct 3	Retirement Planning		
Oct 7			Exam #1 (30%)
Oct 10-14	Thanksgiving Day/Fall Break – No Classes		
Oct 17	Factors Affecting Retirement Planning		
Oct 21	Factors Affecting Retirement Planning		
Oct 24	Government Pension Plans		
Oct 28	Government Pension Plans		
Oct 31	RRSPs and Other Savings Plans		
Nov 4	RRSPs and Other Savings Plans	Assignment #2 Due Nov 7	
Nov 7	RRSPs and Other Savings Plans		
Nov 11	Remembrance Day – No Classes		
Nov 14	RPPs/Pension Adjustments		
Nov 18	RPPs/Pension Adjustments		
Nov 21	RPPs/Pension Adjustments		

Nov 25	RPPs/Pension Adjustments		
Nov 28			Exam #2 (30%)
Dec 2	Income Retirement Options		
Dec 5	Estate Planning		
Dec 9	Estate Planning		
Dec 12	Review		
Dec 14-22			Final Exam (35%)

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.*

### 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 Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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