



# Grande Prairie Regional College

## Department of Business

### COURSE OUTLINE – Fall 2010

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

<b>Instructor</b>	Jenny Head	<b>Phone</b>	(780) 539-2857 (Office)
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<b>Office Hours</b>	Monday and Wednesday 10:00-11:20pm or by appointment		

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

Madura, J.; Gill H.S.; Lemon, W.M., **Personal Finance**, Canadian In-Class Edition, Pearson Addison Wesley Publishing, 2009.

#### **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.

#### **Credit/Contact Hours:**

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

#### **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.

**Moodle:**

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

**Objectives:**

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

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

**Transferability:**

AU. Students can also refer to the Alberta Transfer Guide at <http://www.acat.gov.ab.ca> for a list of institutions. Students are however *strongly advised* to check with the receiving institution for more details and to ensure transferability.

**Grading Criteria:**

Professionalism	5%
Project	15%
Quizzes & Assignments	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

**Assignment, Quiz, Test and Exam Policies:**

- Assignments will be handed in at the beginning of class on the due date. The penalty for late submission will be 5% per day. **Note:** You should think of each assignment as a professional presentation that you would prepare for a client or your immediate supervisor. This evaluation will take into consideration the overall neatness of your work, correct spelling and grammar, the appropriate form for statements, and effective communication of the required information.
- Quizzes will be given throughout the year. It is anticipated that there will be four quizzes. All of which will be given in class.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, tests or examinations.
- A midterm examination is scheduled for October 19, 2010.
- Final examinations will be written in the gym and scheduled by the Registrar during the period December 9 – December 18, 2010.

**Student Responsibilities:**

**Professionalism:**

Each student is expected to come to class on time. Arriving late is disruptive to the entire class. The expectation for this course is that students have read the material and attempted the exercises and problems we will cover in class. Reading and practicing problems prepares you for classroom activities. Professionalism marks will be based on the contribution you make in class. Both quantity and quality of your contribution will be considered.

**Time Management:**

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 readings and problems.

**Cell Phones:**

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore strictly prohibited. Cell phones must be either *turned off* or set to *silent* mode.

**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 2010/2011 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.

**Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
August 29	Introduction	
September 5	Labour Day (Sept. 6) Overview of a Financial Plan	Chapter 1
	Planning with Personal Financial Statements	Chapter 2
September 12	Using Tax Concepts for Planning	Chapter 3
September 19	Quiz #1 Banking Services and Managing Your Money	Chapter 4
September 26	Assessing, Managing, and Securing Your Credit	Chapter 5
October 3	Quiz # 2 Personal Loans	Chapter 6
October 10	Thanksgiving (Oct. 11) Purchasing and Financing a Home	Chapter 7
October 17	<b>Midterm Exam (Oct. 19)</b> Auto and Homeowner's Insurance	<b>Chapters 1-7</b> Chapter 8
October 24	Auto and Homeowner's Insurance Health Insurance	Chapter 8 Chapter 9
October 31	Life Insurance	Chapter 10
November 7	Quiz #3 Investing Fundamentals Remembrance Day (Nov. 11)	Chapter 11

November 14	Investing Fundamentals Quiz #4	Chapter 11
	Investing in Mutual Funds	Chapter 12
November 21	Investing in Bonds	Chapter 14
November 28	Retirement Planning Estate Planning	Chapter 15 Chapter 16
December 5	Review	
<b>December 9-18</b>	<b>FINAL EXAM (DATE TBA)</b>	COMPREHENSIVE Final Exam will include all chapters covered.

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