

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2023

BA2700 (EC): Fundamentals of Personal Finance – 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: Amy Rawluk, CPA **PHONE:** (780)-539-2873
OFFICE: C413 **E-MAIL:** ARawluk@nwpolytech.ca
OFFICE HOURS: Monday 10:00am-11:30am and Wednesday 1:00-2:30pm

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: BA1050

REQUIRED TEXT/RESOURCE MATERIALS: Personal Finance: Connect with SmartBook Online Access for Personal Finance. 8th Canadian Edition, 2021. McGraw-Hill Ryerson.

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. **Please be aware there is an additional \$17.50 USD fee for required proctoring software.**

Sharp EL – 738 Calculator

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. For each chapter, required readings and lecture notes are available, along with student resources in Connect. Relevant practice exercises for each chapter will be assigned as well as weekly assignments and quizzes to test your knowledge, understanding and application of the material throughout the course. You will be evaluated several times so 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:

- Analyze the process for making personal financial decisions.
- Develop personal financial goals.
- Determine personal and financial opportunity costs associated with personal financial decisions.
- Create a system for maintaining personal financial records.
- Create and implement a budget.
- Calculate savings needed to achieve financial goals.
- 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.
- Assess your credit capacity and build your credit rating.
- 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.
- Analyze the costs and benefits associated with renting.
- Implement the home-buying process.
- Develop a risk management plan using insurance.
- Discuss the importance of property and liability insurance.
- Define life insurance and describe its purpose and principle.
- Determine your life insurance needs.
- Explain why you should establish an investment program.
- Describe how safety, risk, income, growth, and liquidity affect your investment decisions.
- Identify the major types of investment alternatives.
- Identify the most important features of common stocks.
- Explain how to evaluate stock investments.
- Describe how stocks are bought and sold.
- Describe the characteristics of corporate bonds and government bonds.
- Evaluate bonds when making an investment.
- Describe the characteristics of mutual fund investments.
- Evaluate mutual funds for investment purposes.
- Analyze your current assets and liabilities for retirement.

- Estimate your retirement spending needs.
- Determine your planned retirement income.
- Analyze the personal aspects of estate planning.
- Assess the legal aspects of estate planning.

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:

Assignments (6 @ 2.5% each)	15%
Quizzes (5 @ 3% each)	15%
Term Tests (2 @ 17.5% each)	35%
Final Exam	35%

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	Content	Assignments	Quizzes	Exams
September 5 (Tues)	Chapter 1			
September 11	Chapter 2	Assignment #1 Due Sep 17	Quiz #1 (Ch. 1 & 2) Due Sep 17	
September 18	Chapter 3	Assignment #2 Due Sep 24		
September 25	Chapter 4			
October 2	Chapters 5 & 6	Assignment #3 Due Oct 8	Quiz #2 (Ch. 3 - 6) Due Oct 8	
October 9	Chapter 7			Exam #1 (Ch. 1 - 7) Due Oct 15
October 16	Chapter 8			
October 23	Chapter 9	Assignment #4 Due Oct 29	Quiz #3 (Ch. 8 & 9) Due Oct 29	
October 30	Chapter 10			
November 6	Chapter 11			
November 13 - 17	FALL BREAK – NO CLASSES			
November 20	Chapter 12		Quiz #4 (Ch. 10 - 12) Due Nov 26	
November 27	Chapter 13	Assignment #5 Due Dec 3		Exam #2 (Ch. 8 - 13) Due Dec 3
December 4	Chapters 14 & 15	Assignment #6 Due Dec 10	Quiz #5 (Ch. 14 & 15) Due Dec 10	
December 11	Self-Review			
December 14 - 21	All chapters			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.

STUDENT RESPONSIBILITIES:

Student Conduct

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

Time Management

The expectation for this course is that students read/review the text material prior to class; see white text pages for concepts/theory. 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 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:

- There will be 6 assignments dispersed throughout the semester (see schedule for dates). Each assignment will be worth 2.5% of the student's final grade, regardless of the length of the assignment.
- All assignments must be submitted in MyClass under the "Assignments" tab.
- The assignments will be marked within 7 days from the due date and marks will be posted in MyClass.
- No late submissions will be accepted and a mark of zero (0) will be given for any missed assignments.

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 (see schedule for dates). The student will receive their grade immediately. Corrections for the attempted quiz will be made available to the student after the due date.
- Throughout the semester there will be 5 quizzes worth 3% each. The quizzes will consist of 50 multiple-choice questions.
- Once the quiz has been started, you must complete the entire quiz within the 80-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.

- The student will be given a maximum of two attempts at each quiz.
- The quizzes will be available to the student after the due date to use as a study tool for term tests and the final exam.

Term Tests:

- Two term tests will be given throughout the semester (See schedule for dates).
- The term tests will be administered online with the use of McGraw Hill Connect's Proctorio proctoring software where video and audio are recorded from the student's webcam and microphone. Students are responsible for all fees associated with proctoring services. Please be aware that Proctorio charges a one-time fee of \$17.50 USD per course (subject to change).
- The student will be given one attempt and 2 hours to complete each term test.
- The exams must be completed before the expiration of the pre-set due date or the student will receive a mark of zero.
- Once the exam has started, you must complete the entire exam within the allotted 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.
- No answers or solutions will be provided. Students can contact the instructor for any questions regarding marks.

Final Exam:

- 2 hours will be given for the final exam to be written.
- The final exam will be administered online with the use of McGraw Hill Connect's Proctorio proctoring software where video and audio are recorded from the student's webcam and microphone. Students are responsible for all fees associated with proctoring services. Please be aware that Proctorio charges a one-time fee of \$17.50 USD per course (subject to change).
- Students must download and utilize Proctorio through McGraw Hill Connect for the duration of the course. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.
- Calculators and approved translation devices are the only electronic devices allowed during the final examination. Textbooks or notes will not be allowed in the examination area. Cell phone calculators may not be used in examinations.
- Final exams must be written during the exam period from December 14-21, 2023. Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.
- The final exam is comprehensive, which means it covers Chapters 1 through 15.

Note: The [midterm examination(s)/final examination] for this course must be taken online with the use of Proctorio which is the Connect Lockdown Browser exam proctoring software. Students must download Proctorio and the monitor will automatically start with examinations through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements. There will be a one-time \$17.50US charge in relation to the use of Proctorio.

Proctorio requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smartphones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via the NWP App -> On-campus Reservations.

It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that “*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, S. 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.*”

If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the NWP Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the [quizzes/examination] in the NWP Testing Centre are responsible for the \$30 sitting fee.