



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – Fall 2011

BA2700 3 (3-0-0) UT Fundamentals of Personal Finance

Instructor Gwen Hoyseth

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Office Hours Tuesday and Thursday
1:00 – 2:30 or by
appointment

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Madura, J.; Gill, H.S., *Personal Finance*, Second Canadian Edition. Pearson Canada, 2012

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.

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	<u>35%</u>
Total	100%

Assingments, Quizzes, Test and Exam Policy:

- 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 tentatively scheduled for October 20, 2011
- Final examinations will be scheduled by the Registrar during the period December 12– December 21, 2011.

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department

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

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 2011/2012 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:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
September 8	Introduction	
September 12	Overview of the Financial Plan Applying Time Value Concepts	Chapter 1 and 2
September 19	Planning with Personal Financial Statements	Chapter 3
September 26	Using Tax Concepts for Planning	Chapter 4
	Quiz #1	
October 3	Banking Services and Managing your Money	Chapter 5
	Assessing, Managing and Securing your Credit	Chapter 6
October 10	Quiz #2	
	Personal Loans	Chapter 7
October 17	Purchasing and Financing a Home	Chapter 8
	Midterm Chapters 1-8	
October 24	Auto and Homeowners Insurance	Chapter 9
October 31	Health and Life Insurance	Chapter 10
	Quiz #3	
November 7	Investing Fundamentals	Chapter 11
November 14	Investing in Stocks	Chapter 12
November 21	Investing in Bonds; Investing in Mutual Funds	Chapter 13 and 14
	Quiz #4	
November 28	Retirement Planning	Chapter 15
December 5	Estate Planning	Chapter 16
	Final Exam	