



Grande Prairie Regional College
School of Business
Department: Business Administration and Commerce

Course Outline
BA 2700 (3-0-0) UT 45 Hours
Fundamentals of Personal Finance
Fall 2006

Instructor: Ken Riley Phone: 539-2017
Office: C307 E-mail: kriley@gprc.ab.ca
Office hours: Monday & Thursday 1:00- 2:30pm
or by appointment

Time and Place: Tuesday & Thursday: 11:30am – 12:50pm
B206

Prerequisites: BA 1050 or consent of instructor

Transfers To: 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: Lecture

Course Materials: The required text for this course is:

Course material from the Institute of Canadian Bankers

Course 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 principal subject areas of financial planning.

Content Description:

1. Understanding the client
2. Communicating with the Client
3. Micro and macro economics
4. The financial planning process
5. Time value of money
6. Constructing and analyzing personal financial statements
7. Managing debt and financing major objectives

Classroom work will include lectures and discussion of required topics, selected problems and cases. Students are expected to have read all assigned readings, cases and problems before coming to class and to participate fully in their discussion and analysis.

Evaluation:

The grading system employed in this course will be:

Quizzes/Assignments	35%
Participation	5%
Midterm Examination	25%
Final Examination	35%

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

Assignments:

A number of quizzes and assignments will be given throughout the year. Students will notified at least one week before they are due. It is expected that assignments will be typed

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.

Midterm Examination:

A midterm examination is scheduled for the week of October 23rd.

Final Examination:

A final examination will be held with time and place to be announced.

The grading conversion chart is as follows:

**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

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 2006/2007 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 TIMELINES & SUGGESTED QUESTIONS:

Week of:

September 4:	General Introduction
September 11:	Understanding the client
September 18:	Communication with the client
September 25:	Communicating with the client
October 2:	Micro and macro economics
October 9:	Thanksgiving Day The financial planning process
October 16:	Time value of money
October 23:	Time value of money Midterm Examination
October 30:	Constructing and analyzing personal financial statements
November 6:	Constructing and analyzing personal financial statements (No class November 10 th)
November 13:	Managing debt and financing major objectives
November 20:	Managing debt and financing major objectives
November 27:	Managing debt and financing major objectives
December 4:	Course Review
Final Exam:	Time and date to be announced

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