DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2023

BA2700 (A3): 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: Mandy Pollock **PHONE:** 780-539-2815
OFFICE: C406 **E-MAIL:** APollock@nwpolytech.ca
OFFICE HOURS: Monday 1:00PM – 2:30PM, Tuesday 8:30AM-10:00AM, or by appointment

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 courses 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 Smart Book 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.

Sharp EL – 738 Calculator

DELIVERY MODE(S):

BA2700 consists of three hours of lecture and one hour of lab work per week. Attend On-Campus, In-Person.

COURSE OBJECTIVES:

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

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

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.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	10%
Quizzes	15%
Term Tests	40%
Final Exam	35%

Assignments:

- There will be 5 assignments dispersed throughout the semester (see schedule for dates). Each assignment will be worth 2% 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.
- 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). Each Term Test will be worth 20%.

- Term tests 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.

Final Exam:

- 2 hours will be given for the final exam to be written.
- 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.
- The final exam will be scheduled by the Registrar's Office during exam week(s). 2 hours will be given for the final exam to be written. Do not plan any activities during this time.
- The final exam is comprehensive, which means it covers Chapters 1 through 15.

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

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates	Chapter Covered	Assignments	Quizzes	Exams
Jan 3 – Jan 8	Introduction			
Jan 9 – Jan 15	Chapter 1 & Chapter 2	Assignment #1 Due Jan 15	Quiz #1 Chapters 1 & 2 Due Jan 15	
Jan 16 – Jan 22	Chapter 3 & chapter 4			
Jan 23 – Jan 29	Chapter 5 & Chapter 6	Assignment #2 Due Jan 29	Quiz #2 Chapters 3, 4, 5 & 6 Due Jan 29	
Jan 30 – Feb 5	Chapter 7/ Review			Exam #1 (20%) Chapters 1-7 Feb 5
Feb 6 – Feb 12	Chapter 8			
Feb 13 - 19	Chapter 9	Assignment #3 Due Mar 12	Quiz #3 Chapters 8 & 9 Due Mar 12	
Feb 20 – 26	WINTER	BREAK	NO	CLASSES
Feb 27 – Mar 5	Chapter 10			
Mar 6 – Mar 12	Chapter 11			
Mar 13 – Mar 19	Chapter 12		Quiz #4 Chapters 10, 11 & 12 Due March 19	
Mar 20 – Mar 26	Chapter 13	Assignment #4 Due March 26		Exam #2 (20%) Chapters 8-13 March 22
Mar 27 – Apr 2	Chapter 14			
April 3 – April 9	Chapter 15	Assignment #5 Due April 9	Quiz #5 Chapters 14 & 15 Due April 9	
April 9 – April 12				
April 14-22	FINAL	EXAM	WEEK	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.