



## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Fall 2021

#### **BA2700 (EC): Fundamentals of Personal Finance – 3 (3-0-0) 45 Hours for 15 Weeks**

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

**INSTRUCTOR:** Amanda Pollock **PHONE:** 780-539-2815  
**OFFICE:** E310 **E-MAIL:** [apollock@gprc.ab.ca](mailto:apollock@gprc.ab.ca)  
**OFFICE HOURS:** Tuesday 10 AM – 11 AM & Friday 1 PM – 2 PM, 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 course reviews time value of money and economic concepts applicable to the principle subject areas of financial planning.

#### **PREREQUISITE(S)/COREQUISITE:**

BA1050

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Personal Finance: Connect with Smart Book Online Access for Personal Finance. 8th Canadian Edition, 2021. McGraw-Hill Ryerson.

*Note: Due to publisher supply issues, the GPRC bookstore does not have the textbook available for purchase. It is recommended that students purchase the e-book online through McGraw.*

**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):** Self-Study: Distance Delivery.

#### **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:**

- The student will be able to analyze the process for making personal financial decisions.
- The student will be able to develop personal financial goals.
- The student will be able to determine personal and financial opportunity costs associated with personal financial decisions.
- The student will be able to create a system for maintaining personal financial records.
- The student will be able to create and implement a budget.
- The student will be able to calculate savings needed to achieve financial goals.
- The student will be able to identify the factors used to evaluate different savings plans.
- The student will be able to compare the costs and benefits of different types of chequing accounts.
- The student will be able to define consumer credit and analyze its advantages and disadvantages.
- The student will be able to assess your credit capacity and build your credit rating.
- The student will be able to 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.
- The student will be able to analyze the costs and benefits associated with renting.
- The student will be able to implement the home-buying process.
- The student will be able to develop a risk management plan using insurance.
- The student will be able to discuss the importance of property and liability insurance.
- The student will be able to define life insurance and describe its purpose and principle.
- The student will be able to determine your life insurance needs.
- The student will be able to explain why you should establish an investment program.
- The student will be able to describe how safety, risk, income, growth, and liquidity affect your investment decisions.
- The student will be able to identify the major types of investment alternatives.
- The student will be able to identify the most important features of common stocks.
- The student will be able to explain how to evaluate stock investments.
- The student will be able to describe how stocks are bought and sold.
- The student will be able to describe the characteristics of corporate bonds and government bonds.
- The student will be able to evaluate bonds when making an investment.
- The student will be able to describe the characteristics of mutual fund investments.
- The student will be able to evaluate mutual funds for investment purposes.
- The student will be able to analyze your current assets and liabilities for retirement.
- The student will be able to estimate your retirement spending needs.
- The student will be able to determine your planned retirement income.
- The student will be able to analyze the personal aspects of estate planning.
- The student will be able to 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	12%
Quizzes	15%
Term Tests	38%
Final Exam	<u>35%</u>
	100%

### Assignments:

- There will be **6 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. 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 (like the quizzes) via Connect.
- 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. Term Test #1 will be available from October 6<sup>th</sup> – October 10<sup>th</sup> @

11:59PM and Term Test #2 will be available from November 24<sup>th</sup> – November 28<sup>th</sup> @ 11:59 PM.

- Once the exam has been 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:**

- Final examinations will be scheduled by the registrar’s office. **Do not plan any activities during examination week.**
- 2 hours will be given for the final exam to be written.
- The final exam must be **supervised by an approved proctor.** Please submit the name, number and email address of your proctor to me by November 30, 2021.
- If you are in the Grande Prairie area, it is recommended that your exam be taken at the testing center in the Learning Commons at GPRC. Contact (780) 539-2212 or examcentre@gprc.ab.ca to book a time. Please beware – proctoring services book up quickly. It is your responsibility to book a proctor, it is advised you book a proctor ASAP. **Please note: there may be an additional fee for proctoring services.**
- 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 11-20, 2021. **Do not plan activities or trips during this period. You must schedule your exam to be written during this time with an approved proctor.** 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.

**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

Dates	Chapter Covered	Assignments	Quizzes	Exams
August 30-September 5	Chapter 1			
September 6 - September 12	Chapter 2	Assignment #1 Due September 12	Quiz #1 Chapters 1 & 2 Due September 12	
September 13 - September 19	Chapter 3	Assignment #2 Due September 19		
September 20 - September 26	Chapter 4			
September 27 - October 3	Chapter 5 & Chapter 6	Assignment #3 Due October 3	Quiz #2 Chapters 3, 4, 5 & 6 Due October 3	
October 4 - October 10	Chapter 7			<b>Exam #1 (19%) Chapters 1-7 Due October 10</b>
October 11 - October 17	<b>FALL</b>	<b>BREAK</b>	<b>NO</b>	<b>CLASSES</b>
October 18 - October 24	Chapter 8			
October 25 - October 31	Chapter 9	Assignment #4 Due October 31	Quiz #3 Chapters 8 & 9 Due October 31	
November 1 - November 7	Chapter 10			
November 8 - November 14	Chapter 11			
November 15 - November 21	Chapter 12		Quiz #4 Chapters 10, 11 & 12 Due November 21	
November 22 - November 28	Chapter 13	Assignment #5 Due November 28		<b>Exam #2 (19%) Chapters 8-13 Due November 28</b>
November 29 - December 5	Chapter 14 & Chapter 15		Quiz #5 Chapters 14 & 15 Due December 5	
December 6 - December 9	Review	Assignment #6 Due December 9		
December 11-20	<b>FINAL</b>	<b>EXAM</b>	<b>WEEK</b>	<b>35%</b>

## COURSE SCHEDULE/TENTATIVE TIMELINE:

### STUDENT RESPONSIBILITIES:

#### Time Management:

The expectation for this course is that students will read the chapter material and work through the recommended Learn Smart modules. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the course schedule above. You may complete assignments and tests before the due dates.

#### Email:

Students may contact the instructor by email or phone. Emails will be answered within two *business* days outside of stated office hours. **Email correspondence to your instructor must be sent from your GPRC 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. Emails that do not adhere to this format may not be responded to.

**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 College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.

## ADDITIONAL INFORMATION:

### SOFTWARE & NETWORK REQUIREMENTS

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite  *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite
Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

### MINIMUM DEVICE REQUIREMENTS

**Note:** Students may experience some issues using Chromebooks with some applications. Please discuss issues with your instructor.

**NOTE:** A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality, but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1  *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

### COURSE MANAGEMENT SYSTEM

GPRC uses the “myClass” (D2L) online course management system. To access myClass (D2L), visit <https://myClass.gprc.ab.ca/>