COURSE OBJECTIVE

This course intends to provide students with an understanding of personal financial planning and the tools and skills needed to make sound personal financial decisions at all life stages. Personal financial planning is the process of managing one’s assets to optimize them over one’s lifetime. This process involves setting realistic goals and organizing financial activities toward the achievement of these goals. It also depends on controlling one’s financial situation by avoiding excessive debt, building assets and managing financial risk.

INSTRUCTOR

Instructor: D. Pitman

Course website: http://www.avenue.mcmaster.ca

COURSE ELEMENTS

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Leadership</th>
<th>IT skills</th>
<th>Global view</th>
<th>A2L</th>
<th>Ethics</th>
<th>Numeracy</th>
<th>Written skills</th>
<th>Participation</th>
<th>Innovation</th>
<th>Group work</th>
<th>Oral skills</th>
<th>Evidence-based</th>
<th>Experiential</th>
<th>Final Exam</th>
<th>Guest speaker(s)</th>
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</table>

degroote.mcmaster.ca
COURSE DESCRIPTION

This online course is delivered using Avenue to Learn (Avenue). The course also incorporates a secondary learning tool (MyLab Finance). Individual student access to and use of MyLab Finance are obligatory components of the course (for the ten quizzes). Bundled with both versions of the required course text (printed book or etext) is access to MyLab Finance. Once registration for MyLab Finance is complete, students will have access to it through Avenue.

The course curriculum is mastered through readings, problems, online discussions and other resources (on Avenue & MyLab Finance). Students are expected to learn the assigned course materials and discuss this material online with fellow students, instructor & TA. As an online course, contributions by students are important for enhancing individual and group learning. The instructor will post discussion questions to direct the online discussion. Assessment for the course will be completed online (10 quizzes and 2 tests).

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to complete the following key tasks:

- Comprehend personal financial planning
- Measure and control household finances
- Build and manage investments
- Understand the process of purchasing & financing a home
- Plan for unexpected contingencies
- Prepare a personal budget
- Know issues related to retirement & estate planning
**COURSE MATERIALS AND READINGS**

**Required:**

(1) Personal Finance 4th Canadian Edition (2018) by Madura, Pearson Canada (available at the McMaster Campus Store/Online Store as either an etext or printed book)

(2) MyLab Finance (access is bundled with etext or printed book)

(3) Other course materials available on Avenue To Learn (http://avenue.mcmaster.ca)

**Note:**
(1) Individual student access to and use of MyLab Finance are obligatory components of the course
(2) **USED** Books DO NOT include access to MyLab Finance or any other online resources.

**EVALUATION**

Missed tests/quizzes will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF

**Components and Weights**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>10 Online Quizzes</td>
<td>10%</td>
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<tr>
<td>Start Mon Jan 13</td>
<td></td>
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<tr>
<td>In MyLab Finance</td>
<td></td>
</tr>
<tr>
<td>Test 1 Online</td>
<td>45%</td>
</tr>
<tr>
<td>Sat Feb 29 5-8 pm</td>
<td></td>
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<tr>
<td>Chapters 1 – 9</td>
<td></td>
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<tr>
<td>In Avenue</td>
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<tr>
<td>Test 2 Online</td>
<td>45%</td>
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<tr>
<td>Sat Mar 28 5-8 pm</td>
<td></td>
</tr>
<tr>
<td>Chapters 1 – 15</td>
<td></td>
</tr>
<tr>
<td>In Avenue</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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NOTE: The use of a Texas Instruments BA II+ financial calculator is allowed during the tests in this course. Alternatively students may use a standard McMaster calculator supplemented by an on-screen financial calculator (found in MyLab Finance).

Communication and Feedback

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. Instructors are required to provide evaluation feedback for at least 10% of the final grade to students prior to Week #9 in the term. Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

Course Deliverables

Quizzes
There are 10 quizzes (in total worth 10%) completed online (in MyLab Finance). Each quiz will cover material in that week’s chapter(s). The quizzes are designed to test student comprehension of course materials and to encourage timely learning. Students have a 7 day window to complete each time-limited quiz—Monday at 12:01 am until Sunday at 11:59 pm that week. The exception is Quiz 10 in week 12 that must be completed by 11:59 pm on Wed. April 1. Quizzes are to be completed individually on a closed book basis. A calculator as described above will be required for the quizzes. See the course schedule for additional information.

Tests 1 & 2
There is are two tests that will be completed online (in Avenue). The first test is Sat Feb 29 5-8 pm (45%) and the second test is Sat Mar 28 5-8pm (45%). These tests will be primarily multiple choice but may include other question types. Tests are to be completed individually on a closed book basis. They will cover material from the text, readings, problems, discussion and other online materials. Materials in the chapter appendices may be tested. A calculator as described above will be required for the tests.

Note: Students are reminded neither to collaborate nor use course or other unauthorized materials during the online quizzes or tests. Please read and be familiar with following section on academic integrity.

Academic Integrity

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of
zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations

**ONLINE COURSE COMPONENTS**

In this course we will be using Avenue and MyLab Finance. Students should be aware that when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure.

If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

**REQUESTING RELIEF FOR MISSED ACADEMIC WORK**

Students may request relief from a regularly scheduled midterm, test, assignment or other course components. Please refer to the policy and procedure on the DeGroote website at the link below;

http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/

**STUDENT ACCESSIBILITY SERVICES**

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca.
For further information, consult McMaster University’s Policy for Academic Accommodation of Students with Disabilities:


ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request, including the dates/times needing to be accommodated and the courses which will be impacted, to their Faculty Office normally within 10 days of the beginning of term or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

https://multifaith.mcmaster.ca/riso

POTENTIAL MODIFICATION TO THE COURSE

The instructor reserves the right to modify elements of the course during the term. There may be changes to the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 4FP3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.

Lack of awareness of the course policies cannot be invoked at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.
# Course Schedule

## Commerce 4FP3  
Personal Finance (online)  
Winter 2020 Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Chapter</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 6 – 12</td>
<td>Ch 1: Overview of a Financial Plan</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Jan 13 - 19</td>
<td>Ch 2: Applying Time Value Concepts</td>
<td>Quiz 1 (Ch2)</td>
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</table>
| 3    | Jan 20 - 26| Ch 3: Planning with Personal Financial Statements  
Ch 4: Using Tax Concepts for Planning  | Quiz 2 (Ch 3/4)                                   |
| 4    | Jan 27 – Feb 2 | Ch 5: Banking Services and Managing Your Money  
Ch 6: Assessing, Managing, and Securing Your Credit | Quiz 3 (Ch 5/6)                                   |
| 5    | Feb 3 - 9   | Ch 7: Purchasing and Financing a Home                                  | Quiz 4 (Ch 7)                                    |
| 6    | Feb 10 - 16 | Ch 8: Auto and Homeowner’s Insurance  
Ch 9: Health and Life Insurance | Quiz 5 (Ch 8/9)                                   |
|      | Feb 17- 23  | Midterm Break                                                          | -                                                |
| 7    | Feb 24 -Mar 1| Ch 10: Investing Fundamentals                                           | Quiz 6 (Ch 10)                                   |
|      |             | -Test 1 Online  
Sat Feb 29 5-8 pm  
Coverage: Ch 1-9  | -                                                |
| 8    | Mar 2 – 8   | Ch 11: Investing in Stocks                                             | Quiz 7 (Ch 11)                                   |
| 9    | Mar 9 – 15  | Ch 12: Investing in Bonds  
Ch 13: Investing in Mutual Funds                                      | Quiz 8 (Ch 12/13)                                |
| 10   | Mar 16 – 22 | Ch 14: Retirement Planning  
Ch 15: Estate Planning                                                    | Quiz 9 (Ch 14/15)                                |
| 11   | Mar 23 – 29 | Self-Study                                                             | Test 2 Online  
Sat Mar 28 5-8 pm  
Coverage: Ch 1-15 | -                                                |
| 12   | Mar 30 – Apr 5 | Ch 16: Integrating the Components of a Financial Plan  | Quiz 10 (Ch 16) must be completed by Wed Apr 1 at 11:59pm |
| 13   | Apr 6 - 7   | Self-Study                                                             | -                                                |

**Note:** Students have a 7 day window to complete each time-limited quiz (Monday at 12:01 am until Sunday at 11:59 pm that week except for quiz 10 in week 12 that must be completed by Wed Apr 1 at 11:59 pm).