

**Commerce 4FP3
Personal Finance (Online)
Spring/Summer 2020 Course Outline**

**Finance and Business Economics Area
DeGroote School of Business
McMaster University**

COURSE OBJECTIVE

A major objective of the course is to provide students with the tools and skills needed to make sound financial decisions throughout their lives. Personal financial planning is the process of managing one's money to achieve personal economic satisfaction. This process involves setting realistic goals and organizing financial activities toward the achievement of the goals. It also depends on the increased control of financial affairs by avoiding excessive debt, building up wealth, and managing financial risk.

INSTRUCTOR AND CONTACT INFORMATION

Section 1 (C01)

Class Location: Online

Sumit Bose, MBA CFP FMA CIWM FCSI

Instructor

sbose@mcmaster.ca

Office: TSH 626

Virtual Office Hours: **Mondays 3:30 pm – 4:30 PM** and by appointment

Tel: (905) 525-9140 x 26194

(as office is used by various instructors, please do not leave messages)

Course Website: avenue.mcmaster.ca

COURSE ELEMENTS

Credit Value:	3	Leadership:	No	IT skills:	No	Global view:	Yes
Avenue:	Yes	Ethics:	Yes	Numeracy:	Yes	Written skills:	Yes
Participation:	Yes	Innovation:	No	Group work:	Yes	Oral skills:	Yes
Evidence-based:	Yes	Experiential:	Yes	Final Exam:	Yes	Guest speaker(s):	No

COURSE DESCRIPTION

This course is delivered in an **online format** using Avenue to Learn as the principal mode of learning. Topics are explored through readings, problem assignments, videos and online discussions. Students are expected to read the assigned course material, analyze information, and share their new knowledge and understanding with their fellow peers. Interactions in this course will be virtual by nature; students will interact online with other students and the course instructor. This course will operate in asynchronous time; students have the opportunity to complete their weekly course related material on their schedule. Please be advised that this course is an **accelerated** version.

LEARNING OUTCOMES

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

- Provide a rigorous foundation of personal financial planning.
- Provide the basic tools for financial planning.
- Measuring and controlling household finance.
- Building and managing investments.
- Planning for unexpected contingencies.

REQUIRED COURSE MATERIALS AND READINGS

Avenue registration for course content, readings and case materials

- <http://avenue.mcmaster.ca>

Personal Finance, Fourth Canadian Ed, Madura and Gill

- Purchase a copy at the bookstore

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

Financial Calculator

- Financial Calculator App for (Included with your MyLab Finance subscription) available on App Store or Google Play **or**
- Texas Instruments BA II Plus

Hardware Requirement for Quizzes:

A desktop or laptop computer.

Note:

This online course is delivered using

1. Avenue to Learn (**Avenue**).
2. (**MyLab Finance**).

Individual student access to and use of MyLab Finance are obligatory components of the course. Bundled with both versions of the required course text (printed book or etext) is access to MyLab Finance. Click on the Pearson Widget on the Avenue home page to register. Once registration for MyLab Finance is complete, students will have access to it through Avenue.

EVALUATION

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

All work will be evaluated on an individual basis except in certain cases where group work is expected. In these cases, group members will share the same grade.

Your final grade will be calculated as follows:

Components and Weights

Quizzes	6 Online Quizzes (individual)	30%
Assignments	2 Group Assignments	30%
Final Exam	Ch. 1-16: Cumulative Multiple-Choice (individual)	40%
Total		100%

NOTE: The use of a McMaster standard calculator is allowed during examinations in this course.

An online financial calculator is available on the **Pearson MyLab Finance Financial calculator** which can be downloaded as an app on your cell phone.

Alternatively, Texas Instruments BA II Plus financial calculator is recommended and will be used in the online class. However, any calculator that performs time value of money functions is acceptable.

See McMaster calculator policy at the following URL:

www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf

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

Quizzes are multiple choice and closed book and account for **30%** of your final grade. There will be six (6) quizzes. The quizzes will be completed **online**. Each quiz will be held at the end of the week. The students will have a three-day window to complete each time-limited quiz (Friday, 12:00 am ET to Sunday, 11:30 pm ET.). The quizzes will cover material from the text book, readings, website material assigned, lectures and online discussions. A calculator will be required for some quizzes.

GROUP CASE ASSIGNMENT

The group assignments are worth a total of **30%** of your final grade. There are two group assignments and the details will be posted on Avenue. Students have been enrolled into groups of **three or four** on Avenue. All group members will be assigned identical grades for group work. A representative of your group should submit a summary (only one submission for each group) of your group's answer to the **Assignments Dropbox** on Avenue. Make sure all contributing group members' names are on the answer. Each group member is expected to contribute to the assignment. A discussion forum has been set up on Avenue to enable the students in a group to discuss their assignment.

The assignments are due by 11:30 pm ET on the due date indicated on the class schedule section of the course outline. Late assignments will not be accepted unless the student and the professor have made prior arrangements.

FINAL EXAM

This exam will be cumulative and will account for 40% of your grade. The final exam is closed book, multiple-choice and **the Final Exam** will be completed **online**. The exam will cover material from the text book, readings, handouts, web site material assigned, lectures and class discussion.

Students must pass the combination of the quizzes, assignments and final exam in order to pass the course.

USE OF CALCULATORS AND COMPUTERS

Students may use any calculator or computer during the term as aids.

An online **financial calculator app** is also available on the Pearson MyLab Finance which can be downloaded as an app on your cell phone.

Alternatively, **Texas Instruments BA II Plus +** financial calculator is also recommended. However, any calculator that performs time value of money functions is acceptable.

Calculators are allowed during the exam; however, ***no calculator, computer, or device may be used to access the Internet during the time of a test or an exam.***

Note: Students are reminded neither to collaborate nor use course or other unauthorized materials during the online quizzes or Final exam. Please read and be familiar with the 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 X*. 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.

X* = e-mail, Avenue to Learn, LearnLink, web pages, capa, Moodle, ThinkingCap, etc

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/misled-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:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>

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.

POTENTIAL MODIFICATION TO THE COURSE

The instructor and university reserve the right to modify elements of the course during the term. The university may change 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.

COURSE EVALUATION

A course evaluation will be conducted near the end of the term. Students are asked to participate in this evaluation.

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
Spring/Summer 2020 Course Outline Schedule**

Dates	Schedule
Week 1 (May 4 – May 10)	
May 4 (3:30 pm - 4:30 pm)	Zoom Meeting with the instructor: “Week 1: Overview of the course and learning expectations”
	Readings and Lecture videos: Chapter 1: Overview of a Financial Plan Chapter 2: Applying Time Value Concepts & Chapter 3: Planning with Personal Financial Statements
May 6 (3:30 pm – 5:30 pm)	Live online class via Zoom: Chapter 2: Applying Time Value Concepts
May 8 – May 10	Quizzes Quiz 1 (Ch 1,2,3)
	Activity: Group Discussion Post: Introduce Yourself, Personal Financial Goals
Week 2 (May 11 – May 17)	
May 11 (3:30 pm- 4:30 pm)	Zoom Meeting with the instructor: “Week 2: Weekly Agenda and learning expectations”
	Readings and Lecture videos: Chapter 4: Using Tax Concepts for Planning Chapter 5: Banking Services and Managing Your Money & Chapter 6: Assessing, Managing, and Securing Your Credit
May 15 – May17	Quizzes Quiz 2 (Ch. 4,5,6)
	Activity: Group Discussion Post: Introduce Yourself, Goals, Group Leaders
Week 3 (May 18 – May 24)	
May 18 (3:30 pm- 4:30 pm)	Zoom Meeting with the instructor: “Week 3: Weekly Agenda and learning expectations”
	Readings and Lecture videos: Chapter 7: Purchasing and Financing a Home Chapter 8: Auto and Homeowner’s Insurance
May 22 – May 24	Quizzes Quiz 3 (Ch. 7,8)
	Activity: Group Discussion Post: Work on Group Assignment #1 (Due June 1)

Dates	Schedule
Week 4 (May 25 – May 31)	
May 25 (3:30 pm- 4:30 pm)	Zoom Meeting with the instructor: “Week 4: Weekly Agenda and assessments”
	Readings and Lecture videos: Chapter 9: Health and Life Insurance Chapter 10: Investing Fundamentals
May 29 – May 31	Quizzes Quiz 4 (Ch. 9,10)
	Activity: Group Discussion Post: Work on Group Assignment #1 (Due June 1)
Week 5 (June 1 – June 7)	
June 1 (3:30 pm- 4:30 pm)	Zoom Meeting with the instructor: “Week 5: Weekly Agenda and assessments”
	Readings and Lecture videos: Chapter 11: Investing in Stocks Chapter 12: Investing in Bonds & Chapter 13: Investing in Mutual Funds
June 1	Assignment #1 (Insurance) Due
June 5 – June 7	Quizzes Quiz 5 (Ch. 11,12,13)
	Activity: Group Discussion Post: Work on Group Assignment #2 (Due June 8)
Week 6 (June 8 – June 14)	
June 8 (3:30 pm- 4:30 pm)	Zoom Meeting with the instructor: “Week 6: Weekly Agenda and assessments”
	Readings and Lecture videos: Chapter 14: Retirement Planning Chapter 15: Estate Planning & Chapter 16: Integrating the Components of a Financial Plan
June 8	Assignment #2 (Investments) Due
June 12 – June 14	Quizzes Quiz 6 (Ch. 14,15,16)
	Activity: Group Discussion Post: Reflection
Week 7 (June 15 – June 19)	
June 15 (3:30 pm- 4:30 pm)	Zoom Meeting with the instructor: “Week 7: Weekly Agenda and assessments”
June 17	Final Exam (Ch. 1-16 - cumulative)

COMMUNICATING WITH YOUR INSTRUCTOR:

Communicating with Your Instructor:

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Avenue Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Communications** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 24 to 48 hours.
- **Zoom Meetings:** There will be a weekly Zoom virtual office hour every Monday from 3:30 pm to 4:30 pm. Students can **request a Zoom meeting** by requesting the instructor by e-mail.

THE GOLDEN RULE OF NETIQUETTE:

THE GOLDEN RULE OF NETIQUETTE:

Do not do or say online what you would not do or say offline.

The Core Rules of Netiquette:

- 1. Be Friendly, Positive and Self- Reflective**
 - Think before you write and edit before you post
- 2. Use Proper Language and Titles**
 - Do not use caps lock as this insinuates yelling
 - Do not use profanity or slang
 - Address your instructor and fellow students respectfully
- 3. Use Effective Communication**
 - Say what you mean to say clearly and thoughtfully
- 4. Professionalism**
 - Leave instant messaging abbreviations and characters (☺) out
- 5. Ask for Clarification**
 - If you are unsure of what was said, ask again (I did not understand...)