

**Commerce 4FL3
Personal Financial Management
Summer 2023 Course Outline**

**Finance and Business Economics
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 C01: Monday and Wednesday 6:30 PM - 9:30 PM
Class Location: HH 305

Sumit Bose, MBA CFP FMA CIWM FCSI

Instructor

sbose@mcmaster.ca

Office: GSB 105A

Office Hours: by appointment

Tel: (905) 525-9140 x 26194

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

Course website: <http://avenue.mcmaster.ca>

COURSE ELEMENTS

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

COURSE DESCRIPTION

This course is taught primarily through lectures but also includes cases. Students are expected to attend every class as class lectures can cover materials and cases not mentioned in the text book. . 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, case materials and video lectures

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

Personal Finance, Fifth Canadian Ed, Madura and Gill ; Pearson

- Purchase a textbook or E-text copy at the bookstore

Financial Calculator

- Texas Instruments BA II Plus Financial Calculator is recommended and will be used in the course.

However, any calculator that performs time value of money functions is acceptable

COURSE DELIVERY AND TOOLS

LEARNING ACTIVITIES	DELIVERY	DESCRIPTION	TOOL(S)
In Class	In Person	Live sessions led by your instructor	
Self-Study	Asynch	Recorded Video Lectures	Avenue to Learn
Readings	Asynch	Textbook or E-Text	MyLab Finance (E-Text only)
Class Discussions	In Person	Posted Participation Questions and cases discussed during Live Class	

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

Texas Instruments BA II Plus financial calculator is recommended and will be used in 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

COURSE OVERVIEW AND ASSESSMENT

A combination of lectures, discussion and problem solving. Students will be encouraged to think, analyze, evaluate, and problem-solve, not memorize. Students are expected to come to class on time and be prepared for the class, i.e., to have read the assigned reading and to have done the assigned problems.

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

EVALUATION	WEIGHT	DESCRIPTION
Participation	10%	Attendance and engagement in weekly virtual class Contribution (individual)
Mid-Term #1	25%	Ch. 1-7: Multiple Choice Exam (individual)
Assignment	30%	Group Case Assignment (group)
Mid-Term #2	35%	Ch. 1-16: Cumulative Multiple-Choice Exam and essay or case-based (individual)

COURSE DELIVERABLES

GROUP CASE ASSIGNMENT

The group assignment is worth a total of **30%** of your final grade and group members will share the same grade.

The final case, distributed to the students during the course of the term, will be completed by students in groups. Students will form **groups of three to five students**. The **Group leader will email the list** of group members to the instructor by the end of the third week of the term. All group members will be assigned identical grades for group work. More details of the format, structure, and content coverage will be provided during the course of the term.

The assignments are due at the start of class 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.

MID-TERM #1

Mid-Term #1 will be multiple choice and closed book and accounts for **25%** of your final grade. The exam will cover material from the text book, readings, handouts, web site material assigned, lectures, class discussions and Lecture Videos.

MID-TERM #2

This exam will be cumulative and will account for **35%** of your grade. The exam is closed book, multiple-choice and essay or case-based questions. The exam will cover material from the text book, readings, handouts, web site material assigned, lectures, class discussions and Lecture Videos.

PARTICIPATION – CLASS CONTRIBUTION

Class Participation is worth **10%** of your final grade. It is imperative that students prepare for every class. No class attendance results in zero mark.

Name cards and class pictures are used to help give credit for your participation. You must have a name card with your full first and last name clearly written and displayed in front of you for every class.

Your contribution is an essential component in the overall education process. Contribution takes place in many forms: asking informed questions in class, making intelligent comments, reading the case and being prepared to discuss the issues, actively listening to your peers and working with others. Please remember that quantity is no substitute for quality.

There will be ample opportunity to contribute to the class. The format of the in-class discussions of cases may take a variety of forms including: group analysis of single case issues during class, presentation of issues and leading discussions of the case issues.

It is your responsibility to ensure that you take an active role in class. If this is a problem for you, I urge you to talk to me to discuss ways that you can make a contribution. The grading for the class contribution in each class is as follows:

Grade	Student Contribution
0	Does not show up for class.
1	Attends class but says very little.
2	Makes a significant contribution to the class by making important points with a significant element of originality or demonstrating mastery of difficult theoretical issues or concepts; is always prepared having read and analyzed prior to class, the various aspects of the problems and issues involved, shares in class presentations, contributes to in-class group work.

Note that there is no partial (non-integer) participation grade awarded for a class. Students may be asked to share their detailed analysis with, or otherwise present their solutions to, the class in order for their contribution to be qualified as significant.

USE OF CALCULATORS AND COMPUTERS

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

Texas Instruments BA II Plus+ financial calculator is 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.***

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.

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. **Make sure to add '4FL3 – C01' in the subject line of email.**

Zoom Meetings: (In Case of classes moving to an online format, Online Virtual classes will be held via Zoom meeting. The link to register for the online class will be posted on Avenue. **Students are required to join the online lectures with their full names for participation and attendance.**) Students can also **request** a Zoom meeting by requesting the instructor by e-mail.

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. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- *For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.*
- *For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.*

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar [“Requests for Relief for Missed Academic Term Work”](#) and the link below;

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

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. **It is your responsibility to understand what constitutes academic dishonesty.**

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.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. email, Avenue to Learn (A2L), web pages, TopHat, MS Teams, etc.). Students should be aware that, when they access the electronic components of a course using these elements, 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 a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online.**

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

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 should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation 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.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

RESEARCH USING HUMAN SUBJECTS

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster's Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.

McMaster Research Ethics Board (General board): <https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in **Commerce 4FL3** 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 EVALUATIONS

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

COURSE SCHEDULE

Commerce 4FL3 Personal Financial Management Summer 2023 Course Outline Schedule

Dates	Schedule
Week 1	
Monday, June 19 (6:30 pm – 9:30 pm)	(Introduction and Chapter 1)
	Readings and Lecture videos: Chapter 1: Overview of a Financial Plan
	Participation Chapter 1 questions posted on Avenue
Week 1	
Wednesday, June 21 (6:30 pm – 9:30 pm)	(Chapter 2 & 3)
	Readings and Lecture videos: Chapter 2: Applying Time Value Concepts & Chapter 3: Planning with Personal Financial Statements
	Participation Chapter 2 & 3 questions posted on Avenue
	Group Assignment: Students to form groups of 3-5 members for the assignment
Week 2	
Monday, June 26 (6:30 pm – 9:30 pm)	(Chapter 4)
	Readings and Lecture videos: Chapter 4: Using Tax Concepts for Planning
	Participation Chapter 4 questions posted on Avenue
	Group Assignment: Group leader to email list of group members to instructor
Week 2	
Wednesday, June 28 (6:30 pm – 9:30 pm)	(Chapter 5 & 6)
	Readings and Lecture videos: Chapter 5: Banking Services and Managing Your Money & Chapter 6: Assessing, Managing, and Securing Your Credit
	Participation Chapter 5 & 6 questions posted on Avenue

Dates	Schedule
Week 3	
Monday, July 3 (6:30 pm – 9:30 pm)	CANADA DAY WEEKEND HOLIDAY
Week 3	
Wednesday, July 5 (6:30 pm – 9:30 pm)	(Chapter 7)
	Readings and Lecture videos: Chapter 7: Purchasing and Financing a Home
	Participation Chapter 7 questions posted on Avenue
Week 4: Midterm #1 Exam	
Monday, July 10 (6:30 pm – 9:30 pm)	Midterm #1 Exam <i>(Ch. 1-7: Multiple Choice Exam)</i>
Week 4	
Wednesday, July 12 (6:30 pm – 9:30 pm)	(Chapter 8 & 9)
	Readings and Lecture videos: Chapter 8: Auto and Homeowner's Insurance Chapter 9: Health and Life Insurance
	Participation Chapter 8 & 9 questions posted on Avenue
Week 5	
Monday, July 17 (6:30 pm – 9:30 pm)	(Chapter 14 & 15)
	Readings and Lecture videos: Chapter 14: Retirement Savings Planning Chapter 15: Retirement Income Planning
	Participation Chapter 14 & 15 questions posted on Avenue
Week 5	
Wednesday, July 19 (6:30 pm – 9:30 pm)	(Chapter 10 & 11)
	Readings and Lecture videos: Chapter 10: Investing Fundamentals Chapter 11: Investing in Stocks
	Participation Chapter 10 & 11 questions posted on Avenue

Dates	Schedule
Week 6	
Monday, July 24 (6:30 pm – 9:30 pm)	(Chapter 12 & 13)
	Readings and Lecture videos: Chapter 12: Investing in Bonds & Chapter 13: Investing in Mutual Funds
	Participation Chapter 12 & 13 questions posted on Avenue
Week 6	
Wednesday, July 26 (6:30 pm – 9:30 pm)	(Chapter 16)
	Readings and Lecture videos: Chapter 16: Estate Planning
	Participation Chapter 16 questions posted on Avenue
Week 7 : MIDTERM #2 Exam	
Monday, July 31 (6:30 pm – 9:30 pm)	
	Midterm #2 (Ch. 1-16 - cumulative)
Week 7: Group Assignment Due	
Wednesday, Aug 2 (6:30 pm – 9:30 pm)	
	<ul style="list-style-type: none"> • Written Group Assignment Due • Career Planning