

**Introduction to Personal Finance**

SCHOOL OF BUSINESS

<b>Course Number:</b> FIN2300	<b>Contribution to Program:</b> General Education Elective	<b>Normative Hours:</b> 45
<b>Applicable Program(s):</b> Multiple Programs	<b>AAL:</b> Multiple Levels	<b>Approval Date:</b> 31/08/2009
<b>Prepared by:</b> Tom Jolly Professor		<b>Approved by:</b> Lisa Taylor Chair
<b>Co-Requisites</b> N/A		<b>Approved for Academic Year:</b> 2009-2010
<b>Pre-Requisites</b> N/A		

**COURSE DESCRIPTION**

This is a self study reading and research course. Students receive directed reading assignments on the topics of saving, investment, life insurance, retirement, housing, credit, income taxes, disability insurance, and funding post secondary education. Students are required to research these topics and critically evaluate the role of the financial service provider when implementing the consumer's plans.

**RELATIONSHIP TO VOCATIONAL LEARNING OUTCOMES**

This is a general education course that supports learning in the following theme area: **Personal Understanding**

**ESSENTIAL EMPLOYABILITY SKILLS**

The course contributes to your program by helping you achieve the following **Essential Employability Skills:**

- 1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.(T,A)
- 7 Analyze, evaluate and apply relevant information from a variety of sources.(T,A)

**COURSE LEARNING REQUIREMENTS/EMBEDDED KNOWLEDGE AND SKILLS**

<b>COURSE LEARNING REQUIREMENTS</b> When you have earned credit for this course, you will have demonstrated the ability to:	<b>EMBEDDED KNOWLEDGE AND SKILLS</b>
1. Develop a saving and investment plan that will create future financial security.	<ul style="list-style-type: none"> <li>• Determine the appropriate investment vehicle to match your goal.</li> <li>• Explain the impact of compound interest on reaching your goals.</li> </ul>
2. Outline the legal issues concerning arranging your financial affairs in the event of death.	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; Identify the problems created by not making a will.</li> <li>• State the provisions included within a legal will.</li> </ul>
3. Analyze the need for disability and life insurance.	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; Calculate the appropriate amount of disability and life insurance</li> <li>• Explain the advantages/ disadvantages between the various types of insurance.</li> </ul>
4. Examine the issues regarding the purchase of a home and financing the investment.	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; Determine how much a person could afford to pay for a home.</li> <li>• Explain the advantages/ disadvantages between the various types of mortgages.</li> </ul>
5. Compare the relative merits of saving versus credit financing.	<ul style="list-style-type: none"> <li>• Identify the ways in which credit can best be used.</li> </ul>
6. Outline the possible methods of income tax splitting for the average family.	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; State the available income splitting techniques.</li> <li>• Explain the impact of the income attribution rules on saving.</li> </ul>
7. Compare the alternate means of saving for a child's post-secondary education.	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; State the rules regarding the use of the child tax credit, "in-trust" accounts and RESP's as a means of financing a post-secondary education.</li> </ul>

8. <!--[endif]--> Examine the issues regarding the conflict of interest and the ethics of financial advisors in the provision of financial services	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; Explain the ways in which financial advisors face a conflict of interest and ethical choices when providing financial services to Canadians.</li> </ul>
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**LEARNING RESOURCES**

<p>"Wealthy Barber" ; by David Chilton; Stoddart Press or Financial Knowledge Press Quizzes for self study purposes</p> <p>Reading and research to write an essay that critically analyzes the role of the financial service industry in the provision of financial services and products to Canadians.</p> <p>Final exam: based upon text book - written in a formal, monitored exam setting</p>
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**EVALUATION/EARNING CREDIT**

<b>The following will provide evidence of your learning achievements:</b>	<b>This activity validates the following Course Learning Requirements and/or Essential Employability Skills:</b>
Research essay on "The Agency Problem: The Ethics of the Financial Service Industry"	<ul style="list-style-type: none"> <li>• &lt;!--[endif]--&gt; Examine the issues regarding the conflict of interest and the ethics of financial advisors in the provision of financial services - [CLR 8]</li> <li>• Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1]</li> <li>• Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</li> </ul>
Scheduled online quizzes based upon chapter learning objectives	<ul style="list-style-type: none"> <li>• Develop a saving and investment plan that will create future financial security. - [CLR 1]</li> <li>• Outline the legal issues concerning arranging your financial affairs in the event of death. - [CLR 2]</li> <li>• Analyze the need for disability and life insurance. - [CLR 3]</li> <li>• Examine the issues regarding the purchase of a home and financing the investment. - [CLR 4]</li> <li>• Compare the relative merits of saving versus credit financing. - [CLR 5]</li> <li>• Outline the possible methods of income tax splitting for the average family. - [CLR 6]</li> <li>• Compare the alternate means of saving for a child's post-secondary education. - [CLR 7]</li> </ul>
Final Exam - approximately 100 multiple-choice questions based upon the Chapter Review Questions This is not an online exam - it is a monitored exam that takes place within the exam week. - 30% weighting of the final grade.	

**COLLEGE GRADING NUMERICAL EQUIVALENT TABLE**

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90-100%	4.0	C+	67-69%	2.3
A	85-89%	3.8	C	63-66%	2.0
A-	80-84%	3.6	C-	60-62%	1.7
B+	77-79%	3.3	D+	57-59%	1.4
B	73-76%	3.0	D	53-56%	1.2
B-	70-72%	2.6	D-	50-52%	1.0
			F	0-49%	0
			FSP	0	0

**PRIOR LEARNING ASSESSMENT AND RECOGNITION**

Evidence of learning achievement for PLA candidates will include:
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A written exam similar to the format of the regular final exam.

**RELATED INFORMATION****The following information is course-specific:**

There is no course specific information

**The following information is program-specific:****0018X01FWO - Architectural Technology**

The following regulations apply to students in the Architectural Technician, Architectural Technologist and Green Architecture programs of study.

**Gaming and Chat Lines**

Computers are not to be used for recreational purposes in dedicated labs. Game playing and the use of chat lines are not allowed between 7:00a.m. and 10:00 p.m. A first offence will result in a written warning, a second offence will result in academic discipline.

**Equipment**

All output devices (printers and plotters) are located in room A114. Printers and plotters are accessible from the hours of 7:00 a.m. to 10:00 p.m. weekdays and weekends (if weekend college is available). Technical support is available at these times. The equipment is not accessible after hours.

**Late Policy**

All core Architecture courses will use this policy. Service courses (English, Math and General Education) may choose to exempt students from this policy. All projects and or assignments that are deemed late will receive a grade of zero. The policy will be excepted in the case of sickness, vehicle accident, juror duty and /or death of a family member. Original death certificates, accident reports, jury summons and doctor's notes must be submitted. In the case of the doctor's note the note must state that the student could not complete the project/assignment due to their illness. The time period of the illness must coincide with the assignment time lines. The doctor must be a medical doctor currently practicing medicine in the province of Ontario or Quebec. The college reserves the right to confirm the authenticity of the note.

**Student Academic Responsibilities**

You are responsible for the following:

- attending class regularly;
- maintaining a folder for all work you do in the course;
- knowing the due dates for assignments and meeting these dates;
- handing in assignments that are your own work; and
- retaining copies of assignments submitted for marks in the course.

**Exemptions**

Exemptions may be granted to students who have passed (with a minimum grade of C-) an equivalent course at a post-secondary institution. If you wish to apply for an exemption, it is to your benefit to submit your application to the Architecture Department during the first week of classes. The deadline for applying for an exemption is the end of the third week of classes.

**0155X01FWO - Computer Systems Technology - Networking****Lab Evaluation:**

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. For this course, the following criteria must be satisfied in order to obtain a non-zero lab mark:

- Satisfactory attendance and participation in the lab; absence from more than 2 labs without consent from the Professor will result in a final grade of "F" for the course, irrespective of your performance on the other portions of the course
- Satisfactory workmanship and behavior in the lab
- Satisfactory adherence to rules prescribed for the lab facility
- Being properly equipped for lab work while attending the lab, from start to end of lab period; coming to lab without the required equipment/tools may result in you being marked as absent
- Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts. Work done outside of the lab environment will not be counted, unless indicated otherwise.

The Lab Professor reserves the right to suspend or deny access to the lab at any time if the above criteria are not being met. No allowances are made in the course for students whose access in the lab are suspended or denied.

**Final Examination**

All students are expected to write the final exam. There are no provisions for "making up" a missed final exam. If, as a result of being off-track in your program or some unforeseen circumstance, you note that there is a scheduling conflict in your final exam schedule, it is your responsibility to alert the Registrar's Office no later than one week before final exams start, to allow for any special arrangements.

**0188X01FWO - Architectural Technician**

The following regulations apply to students in the Architectural Technician, Architectural Technologist and Green Architecture programs of study.

**Gaming and Chat Lines**

Computers are not to be used for recreational purposes in dedicated labs. Game playing and the use of chat lines are not allowed between 7:00a.m. and 10:00 p.m. A first offence will result in a written warning, a second offence will result in academic discipline.

### Equipment

All output devices (printers and plotters) are located in room A114. Printers and plotters are accessible from the hours of 7:00 a.m. to 10:00 p.m. weekdays and weekends (if weekend college is available). Technical support is available at these times. The equipment is not accessible after hours.

### Late Policy

All core Architecture courses will use this policy. Service courses (English, Math and General Education) may choose to exempt students from this policy. All projects and or assignments that are deemed late will receive a grade of zero. The policy will be excepted in the case of sickness, vehicle accident, juror duty and /or death of a family member. Original death certificates, accident reports, jury summons and doctor's notes must be submitted. In the case of the doctor's note the note must state that the student could not complete the project/assignment due to their illness. The time period of the illness must coincide with the assignment time lines. The doctor must be a medical doctor currently practicing medicine in the province of Ontario or Quebec. The college reserves the right to confirm the authenticity of the note.

### Student Academic Responsibilities

You are responsible for the following:

- attending class regularly;
- maintaining a folder for all work you do in the course;
- knowing the due dates for assignments and meeting these dates;
- handing in assignments that are your own work; and
- retaining copies of assignments submitted for marks in the course.

### Exemptions

Exemptions may be granted to students who have passed (with a minimum grade of C-) an equivalent course at a post-secondary institution. If you wish to apply for an exemption, it is to your benefit to submit your application to the Architecture Department during the first week of classes. The deadline for applying for an exemption is the end of the third week of classes.

### 0210A04FPT - Office Administration - Executive Program Policies and Procedures

#### ATTENDANCE

The Faculty request that students view this program as they would a place of employment in regards to attendance and punctuality. As this program is preparing you for a professional career, students are expected to demonstrate professionalism in their studies. Students are expected to make every attempt to attend all classes. Attendance will be monitored and considered in the final grading for each course.

If a student is going to be absent from class, the student should contact the professor (e-mail or voice mail message) to indicate the absence and the reason for the absence. Students are required to get class information from a classmate.

#### STUDENT CONDUCT

Students are expected to attend class promptly, at both the beginning of class and following breaks. Students arriving late are disruptive to the classroom environment. Students are asked to avoid talking amongst themselves during the classroom lecture as this is inappropriate and disruptive to the professor and fellow classmates.

**Group/team work** assignments are structured to reflect simulated business settings. Therefore, the ability to work in a responsible, co-operative manner is required. Students are expected to meet group deadlines, use clear communication strategies, work toward group consensus and shared responsibility. **All** participants are expected to work in a fair and equitable manner to achieve project completion.

#### STUDENT ACADEMIC RESPONSIBILITIES

You are responsible for the following:

- Attending classes regularly

- Maintaining a folder of all work you do for each of your courses
- Knowing the due dates for assignments and meeting these dates
- Handing in assignments that are your own work
- Checking your college e-mail account regularly
- Monitoring your Blackboard course sites.

**EVALUATION AND PROMOTION**

Students are expected to hand in all assignments on the due date as directed by the professor. Extensions for assignments for legitimate reasons can be granted in cases such as illness or other exceptional circumstances. In the case of illness, a doctor's certificate will be required.

Students who are to be absent on the day of a test or assessment **must notify** the office or the professor prior to the scheduled assessment. If the absence is deemed to be for valid reasons, students are required to make up the test or assessment during resource time on the first day they return to school or as negotiated with the professor. Any student who does not inform the professor prior to such an event will achieve a mark of zero on the test or assessment.

Students with no outstanding debts or obligations to the College have the right to formally appeal decisions made concerning their academic performance and progression through a program of study (Directive E15). This will include decisions regarding grades that prevent the student's advancement in his or her program, promotion, and academic discipline. Students wanting to have a review of a final course grade are to make a request under Directive E24.

**Plagiarism** (copying the words, ideas or statements of another person without acknowledgement of original source and submitting it as your own) is not tolerated in this course. An assignment which contains plagiarism will receive a mark of zero (0); you and your program coordinator will be notified as specified in the College Directive E16 and E43.

**0436A01FWO - Developmental Services Worker****DSW Program Policy on Conduct**

All persons should expect to be able to work or study without undue interference or disruption by others and appropriate measures will be implemented in order to maintain this right.

For a complete description of the Algonquin College policy on Student Misconduct, students should refer to Directive E27, which can be found on the Algonquin College website.

**DSW Program Policy on Learning Activities**

Time management skills are essential to working in the developmental services field. Learning activities submitted past the due date will be penalized and submitting assignments late can result in a grade of zero for the assignments and a failing grade in a course. In order to earn a passing grade in a course, students must complete all required learning activities to a satisfactory level and submit them by noon on December 18, 2009. Failure to meet all course requirements by the specified date will result in a failing grade for the course.

**DSW Program Policy on Progression**

The DSW Program of Study stipulates that students not obtaining a passing grade in two or more courses in any one semester must successfully complete these courses before moving on to the next level of the program.

**DSW Program Policy on the Use of Electronic Devices in the Classroom**

The DSW program requires active participation in in-class learning activities. Cell phones, laptops, and other electronic equipment can be distracting and disruptive to the class. Students are expected to turn off electronic devices if requested by the course professor. Students who anticipate a need to use electronic devices during classes should consult with the course professor during office hours prior to using the devices. The unauthorized use of laptops or other electronic devices in class can result in expulsion from a course.

**DSW Program Policy on Police Record Checks**

Students are required to produce two current (within 12 months) satisfactory police record checks during the first semester of the DSW program and prior to each field placement. A Local Police Records Check for Vulnerable Persons and an Ontario Education Services Corporation (OESC) Card are both required of all students. Students should refer to course specific policies for deadlines for presenting valid police records checks. Students who fail to present both valid checks by the deadline stated in the course policy will not be permitted to attend placement and therefore can fail the affected course.

Students who have been convicted of an offence under the Criminal Code for which they have not been pardoned are advised that they may be unable to participate in field placements and therefore unable to successfully complete the DSW program. Students who have an unpardoned criminal offense must follow the School of Health and Community Studies criminal record check policy (see Related Information, below) and must contact the Chair of Community Studies prior to registering for the program.

**DSW Program Policy on Identification to be Worn during Field Placements**

Students are expected to identify and present themselves in placement agencies in a professional manner. Thus, all students are required to purchase a personalized, Algonquin College, Developmental Services Worker name badge from the First Class Book Store and wear the badge at all times at all placements.

Students found not having a name badge for any reason will be required to produce a valid name badge to the field placement site supervisor or college liaison prior to attending placement. If any attendance time is lost at placement due to a student's failure to obtain or wear a name badge, the

student will be required to make up the time as per the placement course policy.

**0446C01FWO - Applied Museum Studies****APPLIED MUSEUM STUDIES PROGRAM POLICIES**

THE FOLLOWING POLICIES ARE AIMED AT MAKING EACH AND EVERY STUDENT A SUCCESSFUL STUDENT.

**1. ATTENDANCE/ABSENTEEISM**

All courses require regular class attendance. A percentage of your final grade may be allotted to active participation. If an absence is anticipated, notify the instructor prior to the date of absence, particularly where you will be absent from a test or mandatory activity. If the absence is not anticipated (i.e. illness, etc.), notify the professor by phone or email. It is the student's responsibility to acquire missed handouts, assignments etc. from their classmates. It is a student's responsibility to acquire missed course elements before the following week's scheduled class. Course instructors are not expected to provide students with private tutoring for missed elements of a course. All doctor's notes must clearly verify that a medical condition precludes the student from accomplishing specific course requirements.

**2. CLASS SCHEDULING**

Classes begin and end on time (on the hour and 10 minutes before the hour). The doors will be closed at the beginning of class and entrance is not permitted until the break. If there is going to be an extenuating circumstance that precludes your being on time, inform the professor in question ahead of time. Consistently late students will be required to meet with the course instructor.

**3. PREPAREDNESS**

You are expected to arrive for class prepared to do the assigned learning of the day. Check course outline for assigned readings and/or equipment needed for that day's class. Failure to come prepared for class may mean that you will not be able to partake in that class and complete the required learning.

**4. ASSIGNMENTS**

All assignments must be submitted on the designated due date. Failure to do so will result in a loss of 5% of the grade per day up to a maximum of 5 days. Failure to submit the assignment at the end of the 5 days will result in a zero grade for that assignment.

**5. ASSIGNMENT EXTENSIONS**

Any student requesting an extension of a due date for an assignment must submit to the course instructor, in writing, a formal request for the extension one week prior to the original due date. Assignment Extension Forms are available in room A127a. All elements of the form must be completed by the student. Submitting an assignment extension form does not guarantee the extension request will be approved.

**6. GRADING**

A grade of 50% is required to successfully obtain a passing grade for courses. However we have noted that a B- average over a semester can translate into success in the field.

**7. OTHER**

All students must adhere to lab rules as set down by the instructors

All students will have a locker where they can store their coats and knapsacks. These are not allowed in the labs due to safety concerns

All students will adhere to the official college policies as found in the Instaguide.

**The following information is school/department-specific:****STUDENT ACADEMIC RESPONSIBILITIES**

Each student is responsible for:

- Knowing the due dates for marked out-of-class assignments.
- Knowing the dates of in-class marked assignments and exercises.
- Maintaining a folder of all work done in the course during the semester for validation claims in cases of disagreement with faculty.
- Keeping both paper and electronic copies of all assignments, marked and unmarked, in case papers are lost or go missing;
- Regularly checking both Blackboard announcements as well as one's Algonquin e-mail account for important messages from both professor and college administration.
- Participating in on-line and classroom exercises and activities as required.
- Retaining course outlines for possible future use to support applications for transfer of credit to other educational institutions.

**EXEMPTIONS**

Exemptions may be granted to students who have successfully passed an equivalent course at a post-secondary institution. If you wish to apply for an exemption contact the coordinator of the course for academic advice. To apply for an exemption, you must contact the Registrar's Office before the

deadline listed on your timetable.

**WITHDRAWING FROM THE COURSE**

The last date for withdrawing from courses without academic penalty is printed on your timetable. The student is responsible for notifying the instructor and completing the appropriate form for withdrawal with the College Registrar.

**SOFTWARE COPYRIGHT**

In the past few years, the Copyright Act has been updated to cover computer software. If the police lay charges against someone infringing copyright, the maximum penalties for a summary conviction are "a fine not exceeding \$25,000 or imprisonment for a term not exceeding six months or both." The maximum penalties for an indictable conviction are "a fine not exceeding one million dollars or imprisonment for a term not exceeding five years or both." Making a copy of software package for your own use, other than a backup copy of package that you have purchased as allowed in your license agreement, would make you liable for the above penalties.

**HARASSMENT/DISCRIMINATION/VIOLENCE**

Harassment, discrimination and violence will not be tolerated. Any form of harassment (sexual, racial, gender or disability related), discrimination (direct or indirect), or violence, whether towards a professor or amongst students, will not be tolerated on the college premises. Action taken will start with a formal warning and proceed to the full disciplinary actions as outlined in Algonquin College policy. For further information, refer to the Student Instaguide or get a copy of the official policy statements from the Student Association (Directive A8).

**The following information is College-wide:****Email**

Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

**Centre for Students with Disabilities (CSD)**

If you are a student with a disability, it is strongly recommended that you identify your needs to the professor and the Centre for Students with Disabilities (CSD) by the end of the first month of the semester in order that any necessary support services can be arranged for you.

**Academic Integrity**

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Directives

E16 (<http://www.algonquincollege.com/directives/sectionE/E16.pdf>) and E43 (<http://www.algonquincollege.com/directives/sectionE/E43.pdf>).

**Course Assessments**

It is Algonquin College's policy to give students the opportunity to complete a course assessment survey in each course that they take which solicits their views regarding the curriculum, the professor and the facilities. For further details consult Algonquin College Directive E38 (<http://www.algonquincollege.com/directives/sectionE/E38.pdf>).

**Use of Electronic Devices**

With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Directive E39 (<http://www.algonquincollege.com/directives/sectionE/E39.pdf>).

**Transfer of Credit**

Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.