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| Course ID: | Course Title: | Winter 2018 |
| BUS 321 | PERSONAL FINANCIAL MANAGEMENT | Prerequisite: |
| | | Credits: 3 |

| Class Information | | Instructor Information | | Important Dates | |
|-----------------------|----------------------|------------------------|----------------------------|--|-----------------|
| Days: | Thursday Evenings | Instructor: | Albert Elliott MBA, CPHR | First day of classes: | Thurs., Jan 4th |
| Time: | 5:30 – 8:30 PM | Email: | Albert.Elliott@ambrose.edu | Last day to add/drop, or change to audit: | Sun, Jan, 14 |
| Room: | | Phone: | 403 410 2904 | Last day to request revised exam: | Mon, Mar 5 |
| Lab/ Tutorial: | NA | Office: | A1009 | Last day to withdraw from course: | Fri, Mar 16 |
| | | Office Hours: | By appointment (Mon-Thurs) | Last day to apply for coursework extension: | Mon, Mar 26 |
| Final Exam: | Take home assignment | | | Last day of classes: | Wed, Apr 11 |

Course Description

In the context of uncertainty in global capital markets this course attempts to relate such markets to the practical application of building a personal financial plan all through the lens of being a Christ-follower. Wealth management is much more complex than simple stewardship rules. Money and our attitude towards finances are a litmus test of our spiritual character.

Pre-requisite: Completion of 30 credits or permission of the department.

| Expected Learning Outcomes | | |
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| <i>At the end of the course, students should have the knowledge and skills to:</i> | | |
| 1 | Understand the concepts, techniques, and theories that are critical to personal financial planning. This is a practical course which will assist students develop their own financial life skills. | Personal Finance -6th Edition |
| 2 | Demonstrate personal financial understanding by studying the various elements of developing financial goals, discussing questions in a current economic context, and completing both individual and group assignments drawing on your own research. | |
| 3 | Integrate personal finance principles with Biblical teachings and be able to apply them to financial planning process. | |

Textbooks

Personal Finance – Sixth Canadian Edition – Kapoor, Dlabay, Hughes, Ahmad & Fortino

The Marketplace Ministry Handbook – *A Manual for Work, Money and Business* –Stevens & Banks

Course Schedule:

The course will include 15 weeks of study with one mid-term and one final ‘take-home’ final exam. Normally a new topic will be covered each week and applicable readings will be discussed in class. A number of guest lecturers will also be invited to cover specific topics in their area of expertise.

BUS 321 Personal Financial Management
Weekly Reading and Assignment Schedule

| Date | Class Topic/Chapter Title | Text chapters |
|----------------------|--|----------------------|
| Jan 4 th | Course Overview | |
| Jan 11 th | Personal Financial Planning – part 1 | 1 |
| Jan 18 th | Personal Financial Planning – part 2 | 1 |
| Jan 25 th | Money management | 2 |
| Feb 1 st | Financial Services | 4,5 |
| Feb 8 th | Individual Presentations & MIDTERM Test | |
| Feb 15 th | Investing | 10,11,12,13 |
| Feb 22 nd | NO CLASS | |
| Mar 1 st | Insurance | 8,9 |
| Mar 8 th | Taxes | 3 |
| Mar 15 th | Retirement & Estate Planning | 14,15 |
| Mar 22 nd | Group presentations | |

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|-----------------------|---|--|
| Mar 29 th | NO CLASS (Easter long weekend) | |
| April 5 th | FINAL Review – Take home exam due April 11th | |
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| Course Requirements & Evaluation | |
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| <i>Course grading and evaluation will be conducted as follows:</i> | |
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| Grade Breakdown | Percentage |
| | % |
| Course Participation | 15 |
| | |
| Individual presentation | |
| Report | 10 |
| Class presentation | 5 |
| | |
| Group Exercise | 20 |
| | |
| Mid-term | 20 |
| Final Exam | 30 |
| | |
| TOTAL | 100 |

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| Individual Presentation |
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Each student will have to write a commentary on journal articles or recent related news topics (a list of suggested topics will be posted by the instructor). The eligible news articles should be current (i.e. after January 1, 2016) and cover a Personal Financial Planning issue in Canada today. You will need to acknowledge the sources in your writing and reference list. Please consult with the instructor if you need further clarification.

Papers are expected to be 2 to 3 pages in length using double spacing. In addition students will be required to present the ideas stated in the commentary using PowerPoint slides (3-5 slides max.) in a 5-10 minute scheduled session. It is hoped that this will energize the classroom discussion, induce critical thinking, and expose the other students to a broad range of topics relevant to the Personal Financial Planning syllabus.

Students need to present a summary of the article in the first paragraph highlighting the thesis of the writer. Following this, you need to analyze the issues using your knowledge from the course explaining their importance/relevance to Financial Planning activities/practices. You will need to assess whether the proposed solutions have merit and what the benefits would be. Finally you need to conclude whether you agree with the findings/proposed solutions from a practical ethical standpoint and how they fit the Christian perspective. You will need to submit the soft copy of the article with appropriate 'high-lighting' of key points raised in your paper.

Case Study – Group Report + Presentation

Case studies are used to analyze the relationship of theory to practice and to illustrate the practical relevance of theoretical models to Financial Planning activities. For this study I am proposing groups select a topic related to our subject of Personal Financial Management and through research; interviews with practitioners in the field; and review of national and global trends prepare a presentation and supporting paper.

Normally, students will be assigned to groups and will prepare a concise 4-5 page written report using APA writing style. The paper, which should be thoughtful, clear and demonstrate critical thinking and professionalism, should include:

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|--|--|
| | Cover page |
| | Introduction: The reason or the purpose for the topic chosen |
| | Background: This should include the summary of the issue or case |
| | Current thinking: this should reference information obtained through your review of the literature on the topic |
| | Analysis: This should address how the information can/will be put into practice, your arguments for and against the subject matter, and include an implementation/applicability section. |
| | Conclusion: This should summarize the paper and include final thoughts about the topic. |
| | References: There must be at least 3-4 references from scholarly articles as well as references from recent texts, websites and other publications |
| | Supplemental materials: These should be included as an appendix at the end of your paper. If you are using material from an organization, permission to include it must be obtained citing the source. In addition all relevant confidentiality issues must be observed. |

The ten-minute in-class presentation should summarize your analysis and recommendations for the topic chosen. When making presentations, groups should allow an additional few minutes to field questions, comment, or debate from the class. The presentation should be creative, informative and interesting, which will serve as a learning experience for the class.

The instructor will establish a date for Group proposals to be approved and establish a schedule for in-class presentations.

Midterm and Final Exams

Exams will be used to assess student’s knowledge, understanding, and application of the models, concepts, theories, and principles on materials covered in the course. Exams will not be cumulative in nature, and will be focused only on specific chapters and class material. The final exam will not be returned to the students.

Exam formats will be based on a combination of essays; short-answer questions; short case studies; multiple-choice questions or some combination of these alternatives. Your instructor will inform which of these exam formats will be used several weeks prior to the mid-term exam.

Requirements:

Attendance:

Each student is responsible to read and understand the assigned readings for the week, and participate in the classroom discussions with constructive contributions. Classroom learning will consist of lectures, discussions and mutual sharing of ideas and opinions.

Students are expected to attend all classes. If external circumstances or illness prevent you from attending or adequately preparing for a class please let the instructor know so that this can be taken into account, as repeated absences from class will negatively impact a student's individual participation grade.

Grade Summary:

The available letters for course grades are as follows:

| <u>Letter Grade</u> | <u>% Grade</u> | <u>Description</u> |
|---------------------|----------------|--------------------|
| A+ | 95% to 100% | |
| A | 90% to 94% | Excellent |
| A- | 85% to 89% | |
| B+ | 80% to 84% | |
| B | 76% to 79% | Good |
| B- | 72% to 75% | |
| C+ | 68% to 71% | |
| C | 64% to 67% | Satisfactory |
| C- | 60% to 63% | |
| D+ | 55% to 59% | |
| D | 50% to 54% | Minimal Pass |
| F | 0% to 49% | Failure |

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Ambrose University Academic Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a

laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.