



# Business Administration

Course Number:	<b>BUAD 251</b>
Course Title:	<b>PERSONAL FINANCIAL PLANNING</b>
Credits:	3
Calendar Description:	This course introduces the tools and strategies of personal financial planning. Topics include goal setting, savings, investments, insurance, taxation, budgeting and financing. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Winter 2015</b>
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 233, 234, 235, 356
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Required – BBA & Diploma, Financial Services option
Substitutable Courses:	
Transfer Credit:	
Special Notes:	It is the policy of the Business Administration Department to promote core skills across all curricula. These skills include written and oral communication, computers, and small business and academic standards of ethics, honesty and integrity.
Development Date:	November 2012
Revision Date:	November 2013
Chair's Approval:	

**Professors**

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**Learning Outcomes**

Upon completion of this course students will be able to:

- Draft a financial plan and set financial goals.
- Compile a budget and personal financial statements and keep records to monitor progress toward financial goals.
- Evaluate different banking options and know how to manage credit including home and automobile financing.
- Describe the use of whole life and term life insurance.
- Understand the different insurance coverage available for disability, health, home, tenant and automobile insurance.
- Describe the different investment products (stocks, bonds, mutual funds), and utilize different investment products to create a diversified portfolio.
- Understand basic tax minimization strategies.
- Know the options for retirement planning including government pensions, employer retirement plans and individual savings plans.
- Understand the need for wills, powers of attorney and representation letters in an estate plan.

**Course Objectives**

This course will cover the following content including:

- The financial planning process including goal setting, record keeping, budgeting and the preparation of a personal balance sheet and cash flow statement.
- Credit management including banking, credit cards, home financing and automobile financing.
- Use of insurance to cover damage or loss of assets and provide protection against death, disability or poor health.
- Investment strategies using cash equivalents, stocks, bonds, and mutual funds.
- Strategies for tax minimization, retirement planning and estate planning.

**Evaluation Procedure**

Term Work	20%
Mid-term Exam	30%
Final Exam (cumulative)	50%
Total	100%

**Notes**

Term Work: Term Project (10%), Individual or Team Presentations (5%), Assignments (5%)
Mid-term exam papers will be reviewed in class but will not be returned to students.

**Required Texts/Resources**

Personal Finance - Kapoor, Dlabay, Hughes, Ahmad - 5th Canadian Edition
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## Course Schedule

Date		Topic	Textbook
Week of:		Mon. Jan 5 Classes begin Family Day Feb 9 & Feb 10 to 13 Reading Break – no classes Good Fri. Apr 3 & Easter Mon. Apr 6 – no classes Tues. Apr 14 Last day of regularly scheduled classes	
Jan	5	Introduction to Personal Financial Planning	Ch 1
	12	Budgeting and Cash Management	Ch 2
	19	Banking Institutions	Ch 4
	26	Fundamentals of Investing	Ch 10
Feb	2	Managing Credit	Ch 5 & 6
	9 - 13	READING BREAK ( <i>Feb 9 to 13 – no classes</i> )	
	16	Major Purchases – Cars / Homes	Ch 7
	23	Mid-term Exam (Chapters 1, 2, 3, 4, 5, 6, 7, 10 )	
Mar	2	Managing Risk with Insurance Products	Ch 8 & 9
	9	Investing in Stocks and Bonds	Ch 11 & 12
	16	Investing in Mutual Funds	Ch 13
	23	Planning your Tax Strategy	Ch 3
	30	Retirement Planning	Ch 14
Apr	6	Estate Planning	Ch 15
Apr	17 - 25	Final Exam Period	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.