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**MOS 2295B Personal Financial Management**  
**Course Outline: Section – 001 / January 2014 – April 2014**

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**1. Course Information:**

**1.1. Class Location and Time:**

**Room:** Social Science Centre 3028  
Monday 7:00 PM – 10:00 PM

**1.2. Instructor:** David Torrence, CPA, CA

**Office:** Social Science Building 4434

**Office Hours:** Monday 5:30 – 6:30 PM

**Email:** dtorrenc@uwo.ca

**Website Address:** <https://owl.uwo.ca/portal>

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>

**2. Calendar Description**

This is a course in Personal Financial Management designed to give students the tools necessary to manage their own finances over their lifetime. It would be of interest to anyone who plans to have a job, buy a car, buy a house, have a family, and retire to a comfortable life. It is meant to be a general interest course and therefore does not require any previous knowledge.

The course may also be of interest to those who are considering a career in banking, or as an investment advisor.

Topics covered include: money management; credit management; mortgages; home and car insurance; life insurance; tax strategy; investing and retirement savings.

**2.1. 3.0 lecture hours, 0.5 course**

**2.2. Antirequisite(s):** None

**2.3. Prerequisite(s):** None

**2.4. Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”**

### 3. Textbook

Kapoor, J.R.; Dlabay, L.R.; Hughes, R.J.; Ahmad, A.; Personal Finance, Fifth Canadian Edition, McGraw-Hill Ryerson, Toronto. ISBN: 978-0-07-040108-2

### 4. Course Objectives and Format

**4.1. Course objective:** The objective of this course is to provide students with the financial literacy skills necessary to manage personal financial issues over their lifetime. Students will develop skills needed to assist themselves and others in managing personal financial issues such as budgeting, management of personal debt and savings levels, insurance products and estate planning.

**4.2. Course format:** Lecture and class discussion

### 5. Evaluation

Mid-term Examination (Date: TBA)	25%
Assignment (Due Monday April 7, 2014, beginning of class)	25%
Final Examination (Date: TBA)	35%
Multiple choice quizzes	<u>15%</u>
	<u>100%</u>

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course.

Remember: *You* are responsible for your grades in this course.

## 6. Lecture Schedule

<u>Date</u>	<u>Session</u>	<u>Topic and Practice Problems</u>
<b>PLANNING YOUR PERSONAL FINANCES</b>		
Jan 6	1	<b>Introduction to Personal Financial Management</b> Chapter One – Introduction to Personal Financial Planning  Chapter Two – Money Management Strategy: Financial Statements and Budgeting
Jan 13	2	<b>Reading: Chapter One – Introduction to Personal Financial Planning including Appendices</b> Financial Planning Problems: 2, 4  <b>Reading: Chapter Two – Money Management Strategy: Financial Statements and Budgeting</b> Financial Planning Problems: 3, 5, 8  <b>Reading: Chapter Three – Planning Your Tax Strategy</b> Financial Planning Problems: 1, 2, 3, 5, 6
<b>MANAGING YOUR CREDIT</b>		
Jan 20	3	<b>Reading: Chapter Four – The Banking Services of Financial Institutions</b> Financial Planning Problems: 4, 5, 7, 8
Jan 27	4	<b>QUIZ #1 (Chapters 1-3)</b>  <b>Reading: Chapter Five – Introduction to Consumer Credit</b> Financial Planning Problems: 1, 2, 3, 6
Feb 3	5	<b>Reading: Chapter Six – Choosing a Source of Credit: The Costs of Credit Alternatives</b> Financial Planning Problems: 1, 2, 3, 4, 8
Feb 10	6	<b>Reading: Chapter Seven – The Finances of Housing</b> Financial Planning Problems: 2, 5 Life Situation Case (2): Jose and Maria Dias Continuous Case for Part II (B): Spending Patterns for Financial Security
<b>Mid Term Exam: Chapters 1-6 (TBD)</b>		
Feb 17		<b>NO CLASSES - READING WEEK</b>
<b>INSURING YOUR RESOURCES</b>		
Feb 24	7	<b>Reading: Chapter Eight – Home and Automobile Insurance</b> Financial Planning Problems: 2, 3, 4, 6, 7  <b>Reading: Chapter Nine - Life Insurance (Health &amp; Disability Insurance not covered)</b> Financial Planning Problems: 2, 4

<b>Date</b>	<b>Session</b>	<b>Topic and Practice Problems</b>
<b>INVESTING YOUR FINANCIAL RESOURCES</b>		
March 3	8	<b>Reading: Chapter Ten - Fundamentals of Investing</b> Financial Planning Problems: 1, 2, 3  <b>Reading: Chapter Eleven - Investing in Stocks</b> Financial Planning Problems: 2, 3, 6, 9
March 10	9	<b>QUIZ #2 (Chapters 7-9)</b>  <b>Reading: Chapter Twelve - Investing in Bonds</b> Financial Planning Problems: 2, 3, 8, 9  <b>Reading: Chapter Thirteen - Investing in Mutual Funds</b> Financial Planning Problems: 2, 3, 6, 7
<b>CONTROLLING YOUR FINANCIAL FUTURE</b>		
March 17	10	<b>Reading: Chapter Fourteen - Retirement Planning</b> Financial Planning Problems: 3, 4, 5
March 24	11	<b>QUIZ #3 (Chapters 10-13)</b>  <b>Reading: Chapter Fifteen - Estate Planning</b>
March 31	12	<b>TAX RETURN LAB</b>
April 7	13	<b>EXAM REVIEW SESSION</b>  <b>ASSIGNMENTS DUE (beginning of class)</b>

## University Policy Regarding Illness

### 6.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

**Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested.** These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

**Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s).** Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

**Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)**

**A form to be completed by off-campus physicians is available at:**

**<http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>**

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

### 6.2. Make Up Examinations

**6.2.1.** The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office).

### 6.3. Attendance

6.3.1. It is expected that students will attend all classes.

## 7. University Policy on Cheating and Academic Misconduct

- 7.1. Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.
- 7.2. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.
- 7.3. The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

## 8. Procedures For Appealing Academic Evaluations

- 8.1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

## 9. Student Responsibilities

- 9.1. Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

## **10. Support Services**

### **10.1. Support Services**

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>  
Student Support Services (*including the services provided by the USC listed here*) can be reached at:  
<http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>.

**10.2.** Students who are in emotional/mental distress should refer to Mental Health@Western  
<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

## **11. Other Issues**

### **11.1. Grade Policy**

The DAN Program has a grade policy which states that for second year courses, the class average must fall between 65% and 70% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

### **11.2. Short Absences.**

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

### **11.3. Extended Absences.**

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

### **11.4. Academic Concerns.**

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

### **11.5. Important Dates:**

January 6, 2014 Winter Session classes begin.

January 14, 2014 Last day to add a second-term half course

February 17, 2014 Family Day

February 17-21, 2014 Reading Week

March 7, 2014 Last day to drop a second-term half course without academic penalty

April 8, 2014 Winter Session classes end.

April 9 & 10, 2014 Study Days

April 11-30, 2014 April examination period

April 18, 2014 Good Friday

April 20, 2014 Easter Sunday.

## **12. Other Information**

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, or other electronic devices to exams

### **13. Email Policies**

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

#### **UWO.CA Email Addresses Only**

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

#### **Acceptable Emails**

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

#### **Non-Acceptable Emails**

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components



## FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Do all the assigned readings and problems, attend class and participate in class discussions.
I missed a quiz or exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>