



Business F725
Personal Financial Management
Summer 2020 Course Outline

Finance and Business Economics Area
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 1: Tues 7:00 pm – 10:00 pm

Class Location: Online Virtual Classroom

Sumit Bose, MBA CFP FMA CIWM FCSI

Instructor

sbose@mcmaster.ca

Office: RJC/231

Virtual Office Hours: by appointment

Tel: (905) 525-9140 x 20694

(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 online through synchronous virtual online 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.

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, Fourth Canadian Ed, Madura and Gill

- Purchase a copy at the bookstore

MyLab Finance (access is bundled with etext or printed book)

Financial Calculator

- Financial Calculator App (Included with your MyLab Finance subscription) available on the App Store or Google Play **or**
- Texas Instruments BA II Plus Financial Calculator is recommended

HARDWARE REQUIREMENT FOR LIVE CLASSES:

A desktop or laptop computer with built-in speakers and mic. (To be able to view and listen to the live virtual lecture)

Note:

This online course is delivered using

1. The live lectures will be delivered via **Zoom**
2. Avenue to Learn (**Avenue**).
3. **MyLab Finance**.

Individual student access to and use of MyLab Finance are obligatory components of the course. Bundled with both versions of the required course text (printed book or e-text) is access to MyLab Finance. Click on the Pearson Widget on the Avenue home page to register. Once registration for MyLab Finance is complete, students will have access to it through Avenue.

EVALUATION

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

Participation	In-class Contribution (individual)	10%
Mid-Term #1	Ch. 1-7: Multiple Choice Exam (individual)	25%
Assignment	Group Case Assignment	30%
Final Exam	Ch. 1-16: Cumulative Multiple-Choice Exam and essay or case-based (individual)	35%
Total		100%

NOTE: An online financial calculator is available on the **Pearson MyLab Finance Financial calculator** which can be downloaded as an app on your cell phone.

Alternatively, **Texas Instruments BA II Plus financial calculator** is recommended and will be used in the online class. However, any calculator that performs time value of money functions is acceptable.

The use of a McMaster standard calculator is allowed during examinations in this course. See McMaster calculator policy at the following URL:

www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf

Grade Conversion

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme:

LETTER GRADE	PERCENT	POINTS
A+	90-100	12
A	85-89	11
A-	80-84	10
B+	75-79	9
B	70-74	8
B-	60-69	7
F	00-59	0

Communication and Feedback

Students that are uncomfortable in directly approaching an instructor regarding a course concern may send a confidential and anonymous email to the respective Area Chair or Associate Dean:

<http://mbastudent.degroote.mcmaster.ca/contact/anonymous/>

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 Administrative Assistant.

Instructors are encouraged to conduct an informal course review with students by Week #4 to allow time for modifications in curriculum delivery. Instructors should provide evaluation feedback for at least 10% of the final grade to students prior to Week #8 in the term.

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 solved and submitted for marking by students in groups. Students have been enrolled into groups of **two or three** on Avenue. All group members will be assigned identical grades for group work. A representative of your group should submit the assignment (only one submission for each group) of your group's answer to the **Assignments Dropbox** on Avenue. Make sure all contributing group members' names are on the assignment. Each group member is expected to contribute to the assignment. A discussion forum has been set up on Avenue to enable the students in a group to discuss their assignment. More details of the format, structure, and content coverage will be provided during the course of the term.

The assignments are due by 9:00 am ET on the due date 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.

PARTICIPATION – VIRTUAL ONLINE CLASS CONTRIBUTION

It is imperative that students prepare for every class. No class attendance results in zero mark.

You must register with you full name on the Zoom class to receive credit for your participation.

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.

The online Participation will be non-verbal and will be facilitated via the Chat during the synchronous Zoom online class.

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.

MID-TERM #1

Mid-Term #1 is an online exam on Avenue and 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.

FINAL EXAM

This exam will be cumulative and will account for **35%** of your grade. The final 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.

Students must pass the combination of the midterm, assignment and final exam in order to pass the course.

USE OF CALCULATORS AND COMPUTERS

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

An online **financial calculator app** is also available on the Pearson MyLab Finance which can be downloaded as an app on your cell phone.

Alternatively, **Texas Instruments BA II Plus +** financial calculator is also 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.***

Note: Students are reminded neither to collaborate nor use course or other unauthorized materials during the online quizzes or Final exam. Please read and be familiar with the following section on **Academic Integrity**

ACADEMIC DISHONESTY

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.

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.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations

Language for Use in Courses with an On-Line Element

In this course we will be using X*. Students should be aware that when they access the electronic components of this course, 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 this course will be deemed consent to this disclosure.

If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

X* = e-mail, LearnLink, WebCT, web pages, capa, Moodle, ThinkingCap, etc

MISSED ACADEMIC WORK

Missed Mid-Term Examinations / Tests / Class Participation

Where students miss a regularly scheduled mid-term or class participation for legitimate reasons as determined by the Student Experience – Academic (MBA) office, the weight for that test/participation will be distributed across other evaluative components of the course at the discretion of the instructor. Documentation explaining such an absence must be provided to the Student Experience – Academic (MBA) office within five (5) working days upon returning to school.

To document absences for health related reasons, please provide to Student Experience – Academic (MBA) office the Petition for Relief for MBA Missed Term Work and the McMaster University Student Health Certificate which can be found on the DeGroote website at <http://mbastudent.degroote.mcmaster.ca/forms-and-applications/>. Please do not use the online McMaster Student Absence Form as this is for Undergraduate students only. University policy states that a student may submit a maximum of three (3) medical certificates per year after which the student must meet with the Director of the program.

To document absences for reasons other than health related, please provide Student Experience – Academic (MBA) office the Petition for Relief for MBA Missed Term Work and documentation supporting the reason for the absence.

Students unable to write a mid-term at the posted exam time due to the following reasons: religious; work-related (for part-time students only); representing university at an academic or varsity athletic event; conflicts between two overlapping scheduled mid-term exams; or other extenuating circumstances, have the option of applying for special exam arrangements. Such requests must be made to the Student Experience – Academic (MBA) office at least ten (10) working days before the scheduled exam along with acceptable documentation. Instructors cannot themselves allow students to unofficially write make-up exams/tests. Adjudication of the request must be handled by Student Experience – Academic (MBA).

If a mid-term exam is missed without a valid reason, students will receive a grade of zero (0) for that component.

Missed Final Examinations

A student who misses a final examination without good reason will receive a mark of 0 on the examination.

All applications for deferred and special examination arrangements must be made to the Student Experience – Academic (MBA) office. Failure to meet the stated deadlines may result in the denial of these arrangements. Deferred examination privileges, if granted, must be satisfied during the examination period at the end of the following term. There will be one common sitting for all deferred exams.

Failure to write an approved deferred examination at the pre-scheduled time will result in a failure for that examination, except in the case of exceptional circumstances where documentation has been provided and approved. Upon approval, no credit will be given for the course, and the notation N.C. (no credit) will be placed on the student's transcript. Students receiving no credit for a required course must repeat the course. Optional or elective courses for which no credit is given may be repeated or replaced with another course of equal credit value.

Requests for a second deferral or rescheduling of a deferred examination will not be considered.

Any student who is unable to write a final examination because of illness is required to submit the Application for Deferred MBA Final Examination and a statement from a doctor certifying illness on the date of the examination. The Application for Deferred MBA Final Examination and the McMaster University Student Health Certificate can be found on the DeGroote website at <http://mbastudent.degroote.mcmaster.ca/forms-and-applications/>. Please do not use the online McMaster Student Absence Form as this is for Undergraduate students only. Students who write examinations while ill will not be given special consideration after the fact.

In such cases, the request for a deferred examination privilege must be made in writing to the Student Experience – Academic (MBA) office within five business days of the missed examination.

Special examination arrangements may be made for students unable to write at the posted exam time due to compelling reasons (for example religious, or for part-time students only, work-related reasons):

- Students who have religious obligations which make it impossible to write examinations at the times posted are required to produce a letter from their religious leader stating that they are unable to be present owing to a religious obligation.
- Part-time students who have business commitments which make it impossible to write examinations at the times posted are required to produce a letter on company letterhead from the student's immediate supervisor stating that they are unable to be present owing to a specific job commitment.

In such cases, applications must be made in writing to the Student Experience – Academic (MBA) office at least ten business days before the scheduled examination date and acceptable documentation must be supplied.

If a student is representing the University at an academic or athletic event and is available at an overlapping scheduled time of the test/examination, the student may write the test/examination at an approved location with an approved invigilator, as determined by the Student Experience – Academic (MBA) office.

In such cases, the request for a deferred examination privilege must be made in writing to the Student Experience – Academic (MBA) office within ten business days of the end of the examination period.

Note: A fee of \$50 will be charged for a deferred exam written on campus and a fee of \$100 for deferred exams written elsewhere. In cases where the student's standing is in doubt, the Graduate Admissions and Study Committee may require that the student with one or more deferred examination privileges refrain from re-registering until the examination(s) have been cleared.

STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) offers various support services for students with disabilities. Students are required to inform SAS of accommodation needs for course work at the outset of term. Students must forward a copy of such SAS accommodation to the instructor normally, within the first three (3) weeks of classes by setting up an appointment with the instructor. If a student with a disability chooses NOT to take advantage of an SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. The SAS website is:

<http://sas.mcmaster.ca>

POTENTIAL MODIFICATION TO THE COURSE

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your registration and continuous participation (e.g. on A2L, in the classroom, etc.) to the various learning activities of MBA F725 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

RIGHTS AND RESPONSIBILITIES

McMaster University values integrity, inclusiveness and teamwork, and strives to support the personal and collective growth of the McMaster Student Community. As a McMaster student you are a member of a community that values taking responsibility for oneself and towards your fellow community members, creating an environment conducive to the intellectual and personal growth of all who study, work, and live within the McMaster Community - both in-person and online. These expectations are embodied in our Code of Student Rights & Responsibilities ('the Code,' <https://secretariat.mcmaster.ca/app/uploads/Code-of-Student-Rights-and-Responsibilities.pdf>).

The Code remains in effect in a virtual learning environment. It applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities.

Given that most virtual University functions at this time rely heavily on online platforms (e.g. use of WebEx or Zoom for delivery), disruptions will continue to be addressed and could result in outcomes that restrict a student's access to these platforms. It is essential that students be mindful of their Rights and Responsibilities in their interactions online.

Some helpful information can be found here: <https://sscm.mcmaster.ca/>

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.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Communications** dropdown menu.
- **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.
- **Zoom Meetings:** **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.

THE GOLDEN RULE OF NETIQUETTE:

The Golden Rule of Netiquette:

Do not do or say online what you would not do or say offline.

The Core Rules of Netiquette:

- 1. Be Friendly, Positive and Self- Reflective**
 - Think before you write and edit before you post
- 2. Use Proper Language and Titles**
 - Do not use caps lock as this insinuates yelling
 - Do not use profanity or slang
 - Address your instructor and fellow students respectfully
- 3. Use Effective Communication**
 - Say what you mean to say clearly and thoughtfully
- 4. Professionalism**
 - Leave instant messaging abbreviations and characters (☺) out
- 5. Ask for Clarification**
 - If you are unsure of what was said, ask again (I did not understand...)

COURSE SCHEDULE

Business F725 Personal Financial Management Summer 2020 Course Outline Schedule

Dates	Schedule
Week 1 (June 1 – June 7)	
June 2 (7:00 pm – 10:00 pm)	Live online class via Zoom: (Introduction and Chapter 1)
	Readings and Lecture videos: Chapter 1: Overview of a Financial Plan
	Participation Chapter 1 questions posted on Avenue
	Group Discussion Post: Introduce Yourself, Goals, Group Leaders
Week 2 (June 8 – June 14)	
June 9 (7:00 pm – 10:00 pm)	Live online class via Zoom: (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 Discussion Post: Respond to group members posts, Decide on Group Norms & Group Leaders
Week 3 (June 15 – June 21)	
June 16 (7:00 pm – 10:00 pm)	Live online class via Zoom: (Chapter 4, 5 & 6)
May 15 – May17	Readings and Lecture videos: Chapter 4: Using Tax Concepts for Planning Chapter 5: Banking Services and Managing Your Money & Chapter 6: Assessing, Managing, and Securing Your Credit
	Participation Chapter 4, 5 & 6 questions posted on Avenue
Week 4 (June 22 – June 28)	
June 23 (7:00 pm – 10:00 pm)	Live online class via Zoom: (Chapter 7 & 8)
	Readings and Lecture videos: Chapter 7: Purchasing and Financing a Home Chapter 8: Auto and Homeowner's Insurance
	Participation Chapter 7 & 8 questions posted on Avenue

Dates	Schedule
Week 5 (June 29 – July 5)	
June 30 (7:00 pm – 9:00 pm)	Mid-term Exam (Ch. 1-7: <i>Multiple Choice Exam</i>) – online
Week 6 (July 6 – July 12)	
July 7 (7:00 pm – 10:00 pm)	Live online class via Zoom: (Chapter 9 & 14)
	Readings and Lecture videos: Chapter 9: Health and Life Insurance Chapter 14: Retirement Planning
	Participation Chapter 9 & 14 questions posted on Avenue
Week 7 (July 13 – July 19)	
July 14 (7:00 pm – 10:00 pm)	Live online class via Zoom: (Chapter 15 & 16)
	Readings and Lecture videos: Chapter 15: Estate Planning & Chapter 16: Integrating the Components of a Financial Plan
	Participation Chapter 15 & 16 questions posted on Avenue
Week 8 (July 20 – July 26)	
July 21 (7:00 pm – 10:00 pm)	Live online class via Zoom: (Chapter 10 & 11)
	Readings and Lecture videos: Chapter 10: Investing Fundamentals Chapter 11: Investing in Stocks
	Participation Chapter 10 & 11 questions posted on Avenue
Week 9 (July 27 - Aug 2)	
July 28 (7:00 pm – 10:00 pm)	Live online class via Zoom: (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 10 (Aug 3 – Aug 7)	
Aug 4 (7:00 pm – 10:00 pm)	Live online class via Zoom. (Career Planning)
Aug 4 (9:00 am)	Group Case Assignment Due
	Group Discussion Post: Reflection
Final Exam (Aug 8 – Aug 19)	
	Final Exam (Ch. 1-16 - cumulative)