Instructor            Jim MacKenzie, MBA, Dip.B.A., FCIP (Hons.)
Office:              ED 524.5
Office Hours:       Tuesdays 6:00-6:45 pm (starting September 11)
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NOTE: Please do not email me using the URCourses system. Please email me at the above address. I will check URCourses email occasionally but long delays may ensue before you get a response.

Learning Objectives

In this course we take an overview of personal and financial planning with an emphasis on financial recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning. The focus is on practical application.

Prerequisites & Eligibility

You must have completed a minimum of 30 credit hours of university studies to take this course. Students who have already received credit for BUS492AA may not take credit for both courses.

Text

Kapoor, Dlabay, Hughes and Ahmad (2015. Personal Finance, Sixth Canadian Edition. Toronto, ON: McGraw-Hill Ryerson Ltd. Note that the text is strongly recommended and material in it will be needed to do well on exams and assignments. Used copies should be readily available. You may use a prior edition but the risk of ensuring that content is adequately current falls upon you.

If there is any student who in this course who, because of a disability, may have a need for accommodation, please come and discuss this with me, as well as contacting the Disability Resource Office at 306-585-4631.
Course Outline (subject to revision)

NOTE: You should be prepared enough in your readings to tolerate us working on material from the following class, should we get ahead of schedule.

September 5  Welcome and Introduction
Chapter 1 – Personal Financial Planning
September 12  Chapter 2 – Financial Records and Budgeting
Chapter 3 – Tax Planning
September 19  Chapter 4 – Banking Services
Chapter 5 – Consumer Credit
September 26  Chapter 5 continued
Chapter 6 – Choosing a Source of Credit
October 3  Chapter 7 - Housing
Home Assignment #1 due
Chapter 7 continued
NOTE: Material above this line is on midterm exam.

October 10  Midterm Examination

October 17  Chapter 7 – Bonus Content – Condominiums and Stratas
Chapter 8 – Home Insurance
October 24  Chapter 8 – Automobile Insurance
Chapter 9 – Life, Health and Disability Insurance
October 31  Chapter 9 continued
Chapter 10 – Fundamentals of Investing
November 7  Fall Break – No Class
November 14  Chapter 11 – Investing in Stocks
Chapter 12 – Investing in Bonds
November 21  Chapter 13 – Investing in Mutual Funds
Chapter 14 – Retirement Planning
November 28  Chapter 14 continued
Chapter 15 – Estate Planning
Home Assignment #2 due
December 5  Chapter 15 continued
Course Review

(NOTE: Final examination is comprehensive)

December 19  Final Examination – 9 am-12 pm, (room TBA)
(comprehensive)

Grading

15%  In-Class Reflections
25%  Take-Home Case Study Assignments (12.5% each)
30%  Mid-Term Examination (See below)
30%  Final Examination (See below)

NOTE: If you score higher on the final examination than on the mid-term examination, your final examination score will count for 60% of your final
grade and your mid-term examination grade will be disregarded. This will happen automatically.

**Examinations**

The midterm exam will be held on October 10 for 90 minutes at 7:00 pm sharp. The examination will be comprised of multiple-choice and short answer/case study questions. Multiple-choice questions will be worth 2 marks each. You will have 20 of them for a total of 40 marks. The short answer and case study questions will be worth 20 marks in total. You will have the ability to avoid the multiple-choice questions and instead answer entirely short answer questions (60 marks). Details will be provided in class. Note that if you are unable to write this examination due to illness, work commitments, etc., **no make-up examination will be provided.** (Instead your final examination grade will count for 60% of your course grade.)

The final examination will be held Wednesday, December 19 from 9:00 am to 12:00 pm. You will have 180 minutes (3 hours) to complete this exam. It will be comprehensive (i.e. covering all chapters). This examination will be out of 120 marks and, like the midterm, will have multiple choice questions worth two marks each (likely 40, for 80 marks) and short answer and case study questions worth approximately 10 marks each (likely 3, or 11 if you don't do any multiple choice questions), plus a compulsory 10-mark question. Again, you will have a choice of doing multiple-choice questions (and will do four more short answer questions if you so choose).

I will supply questions in class that are of the style you will find on the exams. It is likely that some of the supplied questions will be on the exams. It is certain that questions that you do not see will be on the exams.

**Note that all exams are open book.** You may bring your textbook with you. Electronic aids and online/computer-based texts cannot be used, however. If you wish, you may also bring printed or handwritten sheet of your own notes instead of or in addition to a textbook. I reserve the right to restrict how much material you bring, if the amount you bring will interfere with people writing their exams near you.

**Case Study Assignments**

There are two take-home assignments. You will be given a situation that you must address. For example, you may be required to complete a fictitious income tax return, review insurance coverage, or make an investment recommendation.

Because you will have essentially unlimited time to prepare these assignments, I expect your English to be of business quality, if the assignment involves prosaic writing. (I am substantially more tolerant of your English on the examinations.)
These assignments are due at the beginning of class October 3 and November 28. **Note that all assignments must be submitted by email.** (If you cannot submit a paper by email, please talk to me well before your assignment due date to make alternate arrangements.) Late assignments will be penalized 10 percentage points per day late, to a maximum of 50 percentage points of penalty. Weekends and statutory holidays count. (You can make arrangements to get your assignment directly to me in the case that you complete the assignment on such a day.) Penalties will only be waived in the case of documented reasons acceptable to me. Assignments received after 11:59 pm CST on the day of the last class will be assigned a grade of zero.

**Please note that failure to complete at least one of these assignments by the last day of lectures (December 5) will result in a grade of No Paper (NP), which is a failing grade.**

**In-Class Reflections**

At the end of many to most classes you will be given a reflection assignment. This will be a question about the material we have covered in that day’s class (and prior classes are also fair game if we did not do a reflection assignment for the particular class). For example, I may give you a question asking you to evaluate the merits of certain investments, how insurance might work in a certain situation, and so on. Reflections will be done in your own handwriting.

You will have 15 minutes (approximately) to write an answer to the question. You will be free to use your textbook and any other resources that you have. You are even free to speak to your fellow students. However, you must write your own reflection paper and because of the limited time, it may not be practical to confer with others. (Given the time limitations, I will be quite tolerant of poor English but please make an effort to ensure that your reflection is legible.)

All reflections will be graded on a three-point scale: pass (10), marginal (5) and fail (0) and your scores will be averaged to determine your final reflections grade. The first two reflections that you miss will not count against your reflections grade. However, any subsequent reflections that you miss will be given a grade of zero, no matter what the reason. Because two non-written reflections will already be forgiven, more lenient consideration will not be given unless documented valid reasons are given for missing all missed reflections. (In other words, choosing not to come to class twice and being ill and missing a third will not be grounds for getting consideration about the third missed assignment.)

Note that these are not examinations. They will not be very broad. They will ask fairly targeted questions on material that is important in the chapters we have studied in class that day.
Course Philosophies

You have taken university classes before so you have a good idea of what to expect. In short, read chapters in advance of coming to class, attend class consistently, and prepare as you must to do well on the exams and in the cases. **I cannot stress enough** how important it is to come to class and to do the reading in advance. Some chapters we will discuss as a class, rather than have a formal lecture, so you will miss out on important material if you don’t read the textbook. **If material is in the textbook, it is fair to put it on an examination**, whether or not a lecture covered it. Of course, material we cover in class that is not in the text is also fair for examination purposes.

It is important that you be willing to participate in this course. The instruction style will be a combination of lectures and case study discussions. Your participation is not only welcome, it’s important! The material becomes a lot more meaningful and the discussions a lot richer if students are willing to openly participate. Don’t underestimate what you know; you have a lot of personal experiences that will help the other students and me relate to the course material.

Home assignments may come from the textbook, so having a textbook is important. Some reflection assignments will also come from the textbook.

One final point: I very often get students who come to me late in the semester, advising me that they need a certain grade to avoid being discontinued from their program, to graduate, or to maintain a scholarship. **I will not consider these requests.** If you are seriously concerned about your ability to get the grade you need, the time to approach me is **before the end of the semester** - long before! Twice I have had a student approach me after (s)he had written the final exam - it is far too late for me to do anything in this case. In the last case, the student was even aware of this policy. The only way to get marks in my class is to earn them - if you want help in understanding the material, approach me well before the end of the semester. DO NOT be embarrassed to contact me. However, if you ask me after all work is complete, the answer will be no (except to correct errors in grading).

Online Resources

I will make extensive use of URCourses during the course. The most recent version of this syllabus will be posted, along with any handouts that I am permitted to post. I haven’t as of yet found an elegant way to post grades as we could on WebCT so I do not intend to post grades there. I will use the message areas to discuss class issues. The course calendar will also contain a basic class schedule along with due dates. Please check URCourses regularly. URCourses can be accessed at [http://urcourses.uregina.ca](http://urcourses.uregina.ca). I check my email quite regularly, whether at work, university or home, so feel free to email me. If I can’t answer quickly but I’ve read your mail, I’ll tell you so.
Harassment Policies

The University of Regina promotes a learning environment that is free of all forms of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct, including any behaviour which creates an intimidating, hostile or offensive environment for work or study through the harassment of an individual or group on the basis of 1) race and all race-related grounds such as ancestry, place of origin, colour, ethnic origin, citizenship and creed, or 2) sex, gender, or sexual orientation. Please refer to the University’s General Calendar for more information. Both the Racial and Sexual Harassment Prevention Offices are located in the Student Affairs area, Riddell Centre 251.

Academic Integrity

I take professional standards of ethics and integrity very seriously, as do other instructors and professors, the Faculty and the University. The university must maintain high standards of academic excellence. Cheating, plagiarism, and academic misconduct will be documented and handled according to faculty and university policy, with punishments as severe as expulsion from the university. You are assured that any confirmed act of misconduct will be brought to the attention of the Dean’s office of your faculty. **If you are at all in doubt about what is acceptable and what is not, ask me before you take a questionable action.** NOTE SPECIFICALLY that having someone else complete reflections for you is academic misconduct and will be reported to the dean’s office, among other such penalties to each student’s grade that I shall determine.

Please note that all suspected incidents of breach of this policy are referred to the Dean's office automatically and without judgment. This will happen before any discussion of the incident with you.
Feeling Stressed? Always worried?

Some stress is normal when you’re going to university but 1 in 5 students will suffer from enough distress that they would benefit from counselling.

What can I do?
The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?
Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you’ve experienced a trauma like losing a family member or a close friend, or if you’ve recently ended a relationship.

If the feelings you’re experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

**Personal Counselling** – This is a great option if you’d like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 8 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

**Group Counselling** – Simply put, you’re not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can’t afford counselling...
Seeking counselling doesn’t have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit [www.iHaveAPlan.ca](http://www.iHaveAPlan.ca). Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?
Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don’t know how to fix it?
**URSU’s Student Advocate can help you free of charge!**
- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals