

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: FINANCE & INVESTMENTS I

Code No.: BUS 202-4

Program: FINANCE & SALES MANAGEMENT, ADVERTISING MANAGEMENT

Semester: THIRD

Date: SEPTEMBER, 1989

Author: BRUCE CAMPBELL

New: \_\_\_\_\_ Revision: X

APPROVED: *B. Campbell*  
Chairperson

Sept '89  
Date

Finance & Investments I

BUS-202-4

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Course Name

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Course Number

**PHILOSOPHY/GOALS:**

This course will provide the student with a basic understanding of personal finance. Topics include a study of consumer credit, residential mortgages, financial planning, tax planning, as well as an analysis of various types of personal investments.

**METHOD OF ASSESSMENT (GRADING METHOD):**

Students will be evaluated on the following basis:

Three Tests	90%
Class Participation	10%
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	100%

**Tests:**

The dates on which each test will be held will be announced approximately one week in advance. Each test will be of equal value.

If a student is not able to write a test because of illness or a legitimate emergency, that student must submit a medical certificate or contact the instructor prior to the holding of the test and provide an acceptable explanation for the absence. In all other cases, the student will receive a mark of zero for that test.

There will not be any rewrites of individual tests.

**Class Participation:**

Class participation will include attendance and participation in classroom discussion on lecture material and topics of current interest as well as proper preparation of assignments.

Final Grade:

A+	90% to 100%
A	80% to 89%
B	70% to 79%
C	55% to 69%
R	54% or less

In order to successfully complete the course, a student must achieve an overall grade of 55%. For students who are not successful, there is provision for a supplemental test in certain limited circumstances. A student with a final grade of 40% to 55% may apply to the instructor for permission to write a supplemental test which will be based on work taken throughout the entire semester. Based on the attitude and participation of the student, the instructor may allow the student to write the supplemental test provided that each student has attempted all semester tests, submitted an acceptable research project and has given some indication of potential success on a supplemental test. It is the responsibility of any student in this category to apply for the supplemental test prior to the Christmas break. A final grade of "C" will be assigned to any student who successfully completes the supplemental test.

In all other instances, students with a final grade of less than 55% will have to repeat the course.

**TEXTBOOK(S):**

Personal Finance for Canadians, Kathleen H. Brown, Prentice Hall Canada, Inc., Third Edition.

**COURSE OBJECTIVES:**

1. The student will gain an understanding of the increasing complexity of managing personal financial affairs.
2. The student will learn enough of the basic vocabulary and principles of personal financial affairs to be able to ask significant questions about the details of a particular situation.
3. The student will acquire a sound knowledge of the basic concepts of personal finance and investments so as to make the articles in the financial press and other sources on these subjects more comprehensible.
4. The student will gain a familiarity with the current policies of financial institutions and the consumer legislation of the federal and provincial governments.
5. The student will acquire an understanding of consumer credit, personal income tax, and the process of planning financial affairs.

**Instructional Method:**

Instruction will consist of lecture-discussions on the subjects listed in the course outline as well as classroom discussion of assigned questions and the topical new articles.

**Text References - Related Reading:**

Globe and Mail "Report on Business"  
Toronto Star  
Sault Star  
Other readings as may be assigned.

<u>UNIT</u>	<u>WEEKS</u>	<u>TOPICS &amp; DESCRIPTION</u>
1	1 to 4	<p><b><u>Financial Planning</u></b></p> <ul style="list-style-type: none"><li>- the process of financial planning</li><li>- estimating future cash flows</li><li>- identifying goals &amp; priorities</li><li>- tax planning</li><li>- the need for wills</li><li>- drawing up a will</li><li>- settling an estate with and without a will</li><li>- transferring ownership of assets</li></ul> <p><b>TEST</b></p>
2	4 to 10	<p><b><u>Financial Securities</u></b></p> <ul style="list-style-type: none"><li>- understanding types of personal risks</li><li>- the various types of general insurance coverages; property, liability, automobile</li><li>- the basics and concepts of life insurance including policy variations</li><li>- financial planning for retirement</li><li>- personal investment plans</li><li>- money market securities including treasury bills, government and industrial bonds</li><li>- the role of the stock market, and how it functions.</li><li>- types and features of shares offered in the market place</li><li>- mutual and investment funds</li></ul> <p><b>TEST</b></p>

A Survey of the Use of Credit in

Canada

- applying for a consumer loan
- the cost of borrowing
- the use of the bank credit cards
- types of vendor credit
- conditional sales contracts
- home mortgages
- methods of repayment of mortgages
- credit reporting agencies in  
Canada
- methods used for debt collection

**TEST**