

A: Division: APPLIED PROGRAMS
 B: Department: COMMERCE AND BUSINESS ADMINISTRATION
 Program: FSSP

Date: OCTOBER 1993
 New Course:
 Revision of Course Information Form: APRIL 1993

C: FINC 300 D: INTRODUCTION TO PERSONAL FINANCE E: 3
 Subject & Course No. Descriptive Title Semester Credit

F: **Calendar Description:** The course provides an introduction to the basic concepts, analytical techniques, procedures and practices common to the field of personal finance. Topics covered include the broad range of non-financial and financial factors affecting Planning Unit Lifestyle, their analysis and interpretation, as well as an introduction to macro and micro financial planning.

Summary of Revisions:
 (Enter date & section)
 Eg. Section C,E,F
 1993-10 Sections F,N,O,P,Q,R

G: **Type of Instruction: Hours per Week/per Semester**

Lecture/Discussion	4	Hrs.
Laboratory		Hrs.
Seminar		Hrs.
Clinical Experience		Hrs.
Field Experience		Hrs.
Practicum		Hrs.
Shop		Hrs.
Studio		Hrs.
Student Directed Learning		Hrs.
Other		Hrs.
TOTAL	4	HOURS

H: **Course Prerequisites:** or permission of instructor
 ACCT 210, FINC 210

I: **Course Corequisites:**

J: **Course for which this Course is a Prerequisite:**
 FINC 410

K: **Maximum Class Size:**
 35

L: **College Credit Transfer**
 College Credit Non-transfer X

M: **Transfer Credit:**
 Requested: X
 Granted:
 Specify Course Equivalents or Unassigned Credit as Appropriate:

U.B.C.
 S.F.U.
 U. Vic.
 Other: ICB Diploma designation course

COURSE DESIGNER(S)

DIRECTOR/CHAIRPERSON

DIVISIONAL DEAN

REGISTRAR

**N: Textbooks and Materials to be Purchased by Students
(Use Bibliographic Form):**

Required:

1. MAWANI, Amin. Introduction to Personal Finance, latest revised edition. Montreal: The Institute of Canadian Bankers, 1993.
2. Texas Instruments BA 35

Recommended: Subscription (student special rate) to daily Financial Post.

Complete Form with Entries Under the Following Headings:

O: Course Objectives; P: Course Content; Q: Method of Instruction;
R: Course Evaluation

O. COURSE OBJECTIVES

Upon successful completion of this course, the candidate will be able to:

1. Identify and explain the range of non-financial factors which affect the lifestyle of an FI (financial institution) client and accordingly their needs for institutional products and services.
2. Research, prepare, analyze, and provide recommendations/advice on, a set of personal financial statements and associated auxiliary schedules for an FI client, in accordance with generally accepted accounting principles.
3. Differentiate between: estate, retirement, tax, insurance, and investment planning.
4. Discuss and offer current advice on the more common areas of taxation and tax planning as it relates to the personal finance of FI clients, as well as the products and services offered by the institutions.
5. Discuss the objectives and benefits of the budgeting process and prepare an in-depth budget and control mechanism for an FI client, in accordance with generally accepted accounting principles.
6. Discuss the general fundamentals underlying a wide range of investment and debt instruments available to FI clients.

P. COURSE CONTENT

1. Non-financial factors affecting lifestyle.
2. Personal net worth statements and associated auxiliary schedules.
3. Personal income statements and associated auxiliary schedules.
4. Current P.U. (planning unit) related tax issues.
5. Short-term budget preparation.
6. Investments and debt summary analysis. A summary analysis.
7. Computer Applications where appropriate.

Q. METHOD OF INSTRUCTION

Material will be presented within a lecture/discussion environment.

R. COURSE EVALUATION

Term Examinations (2)	40%
Final Examination	30%
Projects/Cases/Written Assignments	<u>30%</u>
	100%
	===

© Douglas College. All Rights Reserved.