



**BUSINESS SCHOOL**  
Te Kura Pakihi

## Summer School

FINC 204 Personal Finance

# COURSE OUTLINE

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## Paper Description and Aims

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This paper aims to provide you with ability to plan for, analyse and evaluate alternative personal financial decisions. Given that the paper focuses on applying the concepts to your own life, classes will introduce concepts and then practise applying them. We will cover various topics required for making informed personal financial decisions, such as what to do if you win the lottery, whether you should buy or rent a house, how to choose a KiwiSaver fund etc. The paper will build up to an ability to create your post-University financial plan.

## Learning Outcomes

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Upon successful completion of this paper, you should be able to:

- Apply the concept of time value of money
- Have awareness of common misconceptions about how to spend your money
- Research the real-world variables that will inform your analysis and decisions
- Make informed financial decisions
- Apply financial planning methods
- Create a plan for achieving your financial goals

## Contacts

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Paper Coordinator/Lecturer

Name: Sebastian Gehricke  
Office: CO 3.28  
Email: Sebastian.gehricke@otago.ac.nz  
Office Hours: Tuesdays 11:00am-1:50pm, OBS 3.28

## Course Delivery

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Lectures:

<b>Weekday</b>	<b>Time</b>	<b>Room</b>
Tuesdays	2:00pm-3:50pm	OBS G.02
Wednesdays	10:00am-11:50pm	OBS G.19

Tutorials:

**Lectures** present the key conceptual material through discussion and interaction between teaching staff and students. If you are unable to attend a lecture you are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are assessable.

**Tutorials** exist to cement the knowledge/skills taught in the lectures and to provide additional support with the assignments.

**Course Calendar** The course calendar (in this outline) details scheduling information. Note that this calendar may change as the course proceeds. Any changes will be announced at lectures and be detailed on Blackboard.

*Students are expected to prepare for and attend all classes to gain full benefit from the course.*

These activities should be prepared by reviewing information detailed on Blackboard and completing any assigned readings.

## Expectations and Workload

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FINC204 is an 18 point paper. The average student is expected to follow the suggested schedule of workload to successfully complete the course requirements (note that these are only guidelines):

Contact hours	- Class time (4 per week)	24
	- Group Case Study Consultations	6
Non-contact hours	- Research and reading	60
	- Individual Assignments	40
	- Group Case Study Assignment	50
Total Hours		180

## Course Learning Resources

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There are no prescribed text books for this paper. However there are a number of applicable publications which it is recommended you seek out:

1. McKeown, Warren, Mike Kerry, Marc Olynyk. Financial Planning 2e, 2nd Edition. John Wiley & Sons Australia. This book is available in the University Library (close reserve).
2. Personal finance articles on the NZ Herald website
3. National Business Review (NBR)
4. NZ Stock Exchange (NZX) website
5. Various websites such as [www.sorted.org.nz](http://www.sorted.org.nz)
6. Other material, of which you will be advised in lectures

The required readings have been provided to you in pdf form and can be found on Blackboard.

### Blackboard

Blackboard <https://blackboard.otago.ac.nz/> provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and *Blackboard* regularly.

### Student Webmail

#### **IMPORTANT - DO THIS NOW:**

Forward your University email address to an email address that you use regularly as follows:

1. [Log into your StudentMail account](#) using your student username and password
2. Click **Cog button (top right corner) > Options**

3. Under **Account**, select the **Forward your email** shortcut under the **Short Cuts** menu on the right side of the screen.
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept on your StudentMail account, so please check the box if you would like this.
5. Click the **Start forwarding** button.

## Assessment

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The **final grade** of this paper is **summative**. This implies that final grade incorporates the results for individual assignments and the group assignment: Creating a Financial Plan.

All important assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

	Assessment	% of final grade
Individual work	Assignment 1	20%
Individual work	Assignment 2	30%
Group work	Group Case Study	50%
	Total	100%

### Course Requirements. IMPORTANT!

**To pass the course you must gain an overall grade of at least 50%.**

#### Peer Evaluation Override

If you feel that some or all group members' contribution to the group assignment is not equal and he/they do not pull their weights, you can request me to use a peer evaluation form to adjust the group members' individual grades. At this instance, I will send a form to each group member to fill in, and HALF the weight of the grades on the group assignment will be re-assigned.

#### Individual Assignments (20% and 30%).

The purpose of the individual assignments is to see how you follow the foundations of Personal Finance and financial planning methods covered in class. They start with brief questions, which cover the key lecture material not necessarily covered in mini-cases. They will also require you to practice applying some of the financial planning methods to mini-cases.

#### Group Case Study Assignment: Creating a Financial Plan (50%).

We will have Group Assignment *Financial Plan Case Study*, which covers *most of the class material* as well as some research and reading. The *Financial Plan Case Study* involves open-ended problem solving and mathematical calculations (there are several ways to the correct answer(s), which stimulate thinking and understanding, discourages memorizing and enables everything covered in the class to be assessed).

The class will be randomly formed into groups (2-4 students per group depending on the final enrolment). Each group will be asked to choose one of the case studies provided. Each group will then prepare a *written report* on the financial plan. *Every member in the group has to contribute towards the Case Written Report.*

The Group Assignment *Financial Plan Case Study* should be **no more than 6** pages in length (single-spaced, 12-point font) **plus any exhibits**. The group report will be graded by the course lecturer for both form and content. The **Assessment Guideline** will be provided on blackboard and during lectures. The instructor reserves the right not to mark parts of the report that exceed the stated page limit. The report will be worth 50% of the overall course grade. **Submission:** Written report is due for submission **on 20<sup>th</sup> Feb. by 12:00pm** (please place the written report in FINC 204 assignment box, Accountancy and Finance department, Commerce Building).

**Referencing Style and Style Guide.** Style guides are available on the University Library website: <<http://www.otago.ac.nz/library/quicklinks/citation/index.html>>

### Quality Assurance

At the Otago Business School we monitor the quality of student learning and your learning experience. Your assessed work may be used for assurance of learning processes, such as evaluating the level of achievement of learning outcomes, with the aim of improving the quality of our programmes. All material used for quality assurance purposes will be treated as confidential and the outcome will not affect your grades.

### Grading System

The grading scheme used at Otago is:

<b>A+</b>	90-100	<b>C+</b>	60-64
<b>A</b>	85-89	<b>C</b>	55-59
<b>A-</b>	80-84	<b>C-</b>	50-54
<b>B+</b>	75-79	<b>D</b>	40-49
<b>B</b>	70-74	<b>E</b>	<40
<b>B-</b>	65-69		

### Dishonest Practice and Plagiarism

**Students should ensure that all submitted work is their own.** Plagiarism is a form of dishonest practice (cheating). It is defined as copying or paraphrasing another's work and presenting it as one's own. Any student found responsible for dishonest practice in any piece of work submitted for assessment shall be subject to the University's dishonest practice regulations, which may result in serious penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases, exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.

Students are advised to inform themselves about University policies concerning dishonest practice and take up opportunities to improve their academic and information literacy. If necessary, seek advice from academic staff, or the Student Learning Centre. The guideline for students is available at this link: <http://www.otago.ac.nz/study/plagiarism/>

The Library resource on ethical use of information is available via this link: <http://oil.otago.ac.nz/oil/module8.html>

## Course Calendar

	Date	Lecture
1	8 <sup>th</sup> Jan.	Lecture 1. Introduction and Time Value of Money 1
	9 <sup>th</sup> Jan.	Lecture 2. Time Value of Money 2
	10 <sup>th</sup> Jan.	Tutorial 1.
2	15 <sup>th</sup> Jan.	Lecture 3. Applied Time Value of Money and Decisions
	16 <sup>th</sup> Jan.	Lecture 4. Financial Planning
	17 <sup>th</sup> Jan.	Tutorial 2.
3	22 <sup>nd</sup> Jan.	Lecture 5. Retirement planning
	23 <sup>rd</sup> Jan.	Lecture 6. Investments
	24 <sup>th</sup> Jan.	Tutorial 3.
	<b>Assignment 1 due before noon 28<sup>th</sup> Jan.</b>	
4	29 <sup>th</sup> Jan.	Lecture 7. Guest Lecture by Steve Turner
	30 <sup>th</sup> Jan.	Lecture 8. Portfolio management
	31 <sup>st</sup> Jan.	Tutorial 4.
5	5 <sup>th</sup> Feb.	Lecture 9. Property and Insurance
	6 <sup>th</sup> Feb.	Waitangi Day
	7 <sup>th</sup> Feb.	Tutorial 5.
	<b>Assignment 2 due before noon 11<sup>th</sup> Feb.</b>	
6	12 <sup>th</sup> Feb.	Lecture 10. Case Study checklist
	13 <sup>th</sup> Feb.	Lecture 11. Guest Lecture Peter Ashworth
	14 <sup>th</sup> Feb.	Tutorial 6.
7	<b>Group Case Study due before noon 20<sup>th</sup> Feb.)</b>	

## Student Learning Support and Information

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### Student Charter

<http://www.otago.ac.nz/about/otago005275.html>

### Guidelines for Learning at Otago

<http://hedc.otago.ac.nz/hedc/wp-content/uploads/2012/12/Guidelines-for-Learning.pdf>

<http://hedc.otago.ac.nz/hedc/learning/>

### Student Learning Centre

The Student Learning Centre, which is part of the Higher Education Development Centre, provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students to improve their learning strategies and their generic skills;
- individual assistance with learning issues;
- on-line study skills advice;
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds.
- conversational English groups for students from a non-English speaking background

The Centre also provides two very helpful study guides, “Guidelines for Writing and Editing” and “Writing University Assignments” and these are available on the SLC website. <http://slc.otago.ac.nz/>

### **Library Support**

The University Library provides online resources for students. These include subject guides, and other research resources, and citation styles. Check it out at: <http://otago.libguides.com/selfhelp>

The Library website <http://www.otago.ac.nz/library> provides online access to resources and services, including group room bookings, library hours and locations, past exam papers, subjects guides and more.

From your mobile: <http://m.otago.ac.nz/library/> or use the Q code:





## **Māori Student Support**

Tēnā koutou katoa,

Ko Corey Bragg tōku ingoa

Ko Ngāi Tahu, Kāti Mamoe, Waitaha me Ngāti Kahungunu öku iwi

Kia ora, my name is Corey Bragg and I am the Māori student support person in the Business School. My role is to help link Māori students with the various support networks throughout the university and the community. Kāua e whakamā, don't be shy - come in for a chat. Mauri ora mai.

**Tel** 479 5342 **Email** [corey.bragg@otago.ac.nz](mailto:corey.bragg@otago.ac.nz) **Room CO 3.21**

## **Pacific Islands' Student Academic Advisor**

Warm Pacific Greetings

Talofa lava, my name is Esmay Eteuati and my role is to liaise with Academic Departments and Student Services relating to Pacific students' and their course of study. I support both staff and students in the Business School and have a network of Pacific contacts in other Divisions around the University.

**Tel** +64 3 479 4756 **Email:** [esmay.eteuati@otago.ac.nz](mailto:esmay.eteuati@otago.ac.nz)

## **Disability Information and Support**

Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early, through one of the contacts below:

(to be announced)

## **Student Feedback**

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We encourage your feedback. This can be in the form of contacting staff, participating in course evaluation surveys and communicating with class representatives. Continual improvements will be made to this course based in part on student feedback.

### **Class Representatives**

The class (or student) representative system is an avenue for encouraging communication and consultation between staff and students. It provides you with a vehicle for communicating your views on the teaching and delivery of the paper and provides staff with an opportunity to communicate information and gain constructive feedback from students. It contributes to the development of a sense of community within a department and it adds a further dimension to the range of support services offered to students.

Volunteers for the role of class representatives will be called early in the semester. The OUSA invites all class representatives to a training session, conducted by OUSA, about what it means to be a class representative and some of the possible procedures for dealing with issues that arise. They also provide information on the services that OUSA offers and the role OUSA can play in solving problems that may occur. The OUSA provides support to class representatives during the semester.

Departmental staff will also meet with class representatives during the semester to discuss general issues or matters they wish to have considered.

Your class representative's name and contact details will be posted on Blackboard early in January.

### **Concerns about the Course**

We hope you will feel comfortable coming to talk to us if you have a concern about the course. The Course Co-ordinator will be happy to discuss any concerns you may have. Alternatively, you can report your concerns to the Class Representative who will follow up with departmental staff. If, after making approaches via these channels, you do not feel that your concerns have been addressed, there are University channels that may aid resolution. For further advice or more information on these, contact the departmental administrator or head of department.

### **Disclaimer**

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While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student's responsibility to be informed.