SCHOOL OF BANKING AND FINANCE

FINS5510 PERSONAL FINANCIAL PLANNING AND MANAGEMENT
SESSION 2 - 2002

1. PREREQUISITE:
   Nil

2. LECTURE TIMES:
   Monday 6.00 – 9.00 pm
   Murphy Theatre

3. LECTURER:
   Bruce Low
   QUAD. 3050
   Telephone: 9385 5852
   Email: brucelow@optushome.com.au
   Consultation time is Monday 5.00 to 6.00 pm - before the lecture – or by appointment.
   Students should not attempt to contact me on business telephone numbers.
   Please do not leave consultation visits to the last minute as they will finish on time.

4. SUBJECT DESCRIPTION
   This subject provides a comprehensive analysis of personal financial planning. This area of the financial services industry is the fastest growing. The course will provide the regulatory overview, and the issues required in planning investments and retirement.

5. TEACHING METHOD:
   This course will be taught by a combination of lectures and case studies. Readings will be set each week and students will be expected to examine material prior to class. Students will be expected to participate in class discussion during a lecture. It is essential that students keep up to date with the assigned reading. Great emphasis is placed on group discussion at this level of study.
   Assignments, case studies and exercises are used to stimulate research and individual effort. Assignments may be completed by group work where arranged. The exercises will serve to utilise reading and to prepare for upcoming work and will use the content of the course material covered.
6. **LEARNING OUTCOMES**

The learning outcomes to be pursued in this subject are:

**General:**
- Skills of oral and written communication
- Skills in analysis, evaluation and criticism of arguments
- Skills in construction and expression of arguments
- Skills in joining judgements about the resolution of issues.

**Subject specific:**

To develop within students:
- The framework and issues regarding financial planning.
- The tools to make investment and retirement decisions.
- An understanding of the regulations surrounding financial planning.

7. **ASSESSMENT**

Assessment has four components:

- Mid-Session Exam: 30%
- Assignment: 40%
- Presentation/ Handout: 10%
- Final Examination: 20%

The Mid-session examination will be held during lectures.

The final exam will be held during the lecture time in Week 14. There will be no exam during the specified university examination period.

Details of the assignment and presentation/ handout will be distributed in lectures.

There will be no supplementaries or extensions.

Students who have valid reasons and are unable to complete any of the three components will have the balance of their mark determined in the Final Examination.

**REQUESTS FOR SPECIAL CONSIDERATION:**

All requests for special consideration must be submitted to the Registrar with supporting documentation within 5 days of the examination or other assessment. In addition students must also submit a copy of **all** materials to be submitted to the registrar to the School Office (QUAD 3101B) within the same time period.

Students are reminded that the award of supplementary assessment is not automatic and is dependent upon the severity of the circumstances and student attendance and record during the session. Thus, students with poor performance during the session may not be awarded special consideration.

**ATTENDANCE AT THE SUPPLEMENTARY EXAMS**

As above students should note that supplementary exams are awarded by Committee and only in severe extenuating circumstances and where the student has a good
academic record. In the case of such an award students must be available for the supplementary exam on a date as specified by the lecturer in charge. Pre-booked vacations, other travel or business arrangements are not sufficient excuses for non-attendance. Non-attendance at the supplementary exam results in automatic failure.

8. ACADEMIC MISCONDUCT

The following is a quotation from the University of New South Wales Academic Calendar (Summary Volume) 1993, page 195.

“Academic Misconduct
Students are reminded that the University regards academic misconduct. Academic misconduct are usually excluded from the University for 2 years. Because of the circumstances in individual cases, the period of exclusion can range from one session to permanent exclusion from the University.

The following are some of the actions that have resulted in students being found guilty of academic misconduct in recent years:

- taking unauthorised materials in to an examination;
- submitting work for assessment knowing it to be the work of another person;
- improper obtaining of prior knowledge of an examination paper and using that knowledge in the examination; failing to acknowledge the source of material in an assignment.

Acknowledgement of Sources

Students are expected to acknowledge the source of ideas and expressions used in submitted work. To provide adequate documentation is not only an indication of academic honesty but also courtesy enabling the marker to consult sources with ease. Failure to do so may constitute plagiarism, which is subject to a charge of academic misconduct”.

All cases of academic misconduct are reported to the Head of School.

ATTENDANCE AT CLASSES

Students are expected to be regular and punctual in attendance at all classes in the subjects in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Registrar.

In the case of illness or of absence for some other unavoidable cause students may be excused by the Registrar for non-attendance at classes for a period of not more than one month or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

ABSENCE FROM CLASSES

Explanations of absences from classes, or requests for permission to be absent from forthcoming classes, should be addressed to the Registrar and, where applicable, should be accompanied by a medical certificate. If examinations or other forms of assessment have been missed, this should be stated in the application.

If students attend less than eighty per cent of their possible classes they may be refused final assessment.

9. TEXTBOOKS:
The textbook for the course is “Personal Finance”, Beal D and McKeown W (Wiley, 2001).

Lecture slides will be available on the morning of the designated lecture. All other notes will be distributed in lectures (only).

10. CASE STUDY

The submission must be typed, single-spaced and in 12 font. As mentioned below the requirement is for an executive briefing that should be professional in appearance but should include copies of all source material and a university style title page including full details of the students.

LECTURE PROGRESS

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<th>READING CHAPTER</th>
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<td>29/7</td>
<td>1</td>
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<tr>
<td>Financial planning skills</td>
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<td>5/8</td>
<td>2</td>
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<tr>
<td>Taxation planning</td>
<td>4</td>
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<td>Direct Investment</td>
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<tr>
<td>Managed Funds</td>
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<td>Analysis of Investments</td>
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<td>2/9</td>
<td>6</td>
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<tr>
<td>The home ownership investment</td>
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<td>9/9</td>
<td>7</td>
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<tr>
<td>MID SEMESTER EXAM</td>
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<td>Risk management and insurance / Consumer Credit</td>
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<td>Mid-Semester Break</td>
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<td>Labour Day Public Holiday</td>
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<td>Leverage Investments</td>
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<td>Superannuation/ Social Security</td>
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<td>Estate Planning</td>
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<td>FINAL EXAMINATION</td>
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<td>4/11</td>
<td>14</td>
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This program is subject to review.