



# AFAS200

## Principles of Financial Literacy

S3 External 2016

*Dept of Applied Finance and Actuarial Studies*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Nidal Danoun

[nidal.danoun@mq.edu.au](mailto:nidal.danoun@mq.edu.au)

Tutor

Lydia Liu

[lydia.liu@mq.edu.au](mailto:lydia.liu@mq.edu.au)

Credit points

3

Prerequisites

24cp

Corequisites

Co-badged status

Unit description

This unit develops financial literacy, enabling students to understand what is needed to achieve a lifestyle that is financially sustainable, ethical and responsible. On completion of the unit, students will be able to set financial goals, establish a working budget, understand and distinguish between different investment instruments, understand the key features of superannuation in Australia and understand the implications of common financial contracts and employment structures. These outcomes aim to develop students' research and problem solving skills and develop personal judgement and initiative.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Understanding the role of financial goals and developing personal financial goals

Constructing and maintaining a working budget

Assessing, comparing and evaluating common investment, structures and vehicles and debt instruments

Understanding the principle of saving and planning for retirement

Understanding of the general operation principles of taxation, superannuation, insurance and estate planning

## General Assessment Information

Assessment Criteria for all assessment tasks will be provided on the iLearn site.

Feedback Prior Census Date:

**A non-assessable online quiz will be available from 12 to 17 December 2016.** The results from this online quiz provides an indication of whether you have satisfactory understanding of week 1 material of the unit. If you are having difficulties, please arrange to see the Unit Convenor and consider withdrawing before the census date.

Assessment Task Marks:

It is the responsibility of students to view their marks for each within session assessment on iLearn within 20 working days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment marks (not including the final exam mark) will not be addressed.

## Assessment Tasks

Name	Weighting	Due
<a href="#"><u>Participation - Weekly tasks</u></a>	20%	Week 2-5
<a href="#"><u>Mid Term Test</u></a>	20%	week 3
<a href="#"><u>Major Assignment</u></a>	20%	Week 5
<a href="#"><u>Final Exam</u></a>	40%	Exam Week

### Participation - Weekly tasks

Due: **Week 2-5**

Weighting: **20%**

Student will be required to make four submissions online on the designated topics in Weeks 2-5.

The questions will be based on the weekly materials covered.

Further information and exact due date will be posted on iLearn.

### Extension

No extensions will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the

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## Mid Term Test

Due: **week 3**

Weighting: **20%**

The mid-term test will be conducted online. Further information will be posted on iLearn.

### **Extension**

No extensions will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for disruption of studies is made and approved.

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## Major Assignment

Due: **Week 5**

Weighting: **20%**

The assignment has to be submitted online via Turnitin by the Week 5 (commencing on 16th of January 2017). Exact date will be advised on iLearn.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is

late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted. The assignment will require you to present a report based on a case study question. Further information will be provided via iLearn during the session.

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## Final Exam

Due: **Exam Week**

Weighting: **40%**

The Final Exam details will be online held in the Exam Week (commencing on 23 January 2017). Further details will be posted on iLearn prior to the exam.

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## Delivery and Resources

**Please note:** This is an online course and therefore it is the student's responsibility to have the technology to access the material and to complete the assigned tasks. No exceptions or extensions will be granted because of issues with the student's technology, the student's internet provider or the student's internet connectivity.

### Required and Recommended Texts and/or Materials

Focus on Personal Finance (McGraw-HILL, by Kapour, Dlabay and Hughes)

Further resources:

Readings will be drawn from the online sources including journal articles and students are also expected to follow web links in the Learning Management System and download materials.

### **Technology Used and Required**

Technology requirements:

- . Access to a computer
2. Access to Microsoft Office
3. Access to the Internet

### **Unit Web Page**

Course material is available on the learning management system (iLearn) The web page for this unit can be found at [ilearn.mq.edu.au](http://ilearn.mq.edu.au).

### **Teaching and Learning Strategy**

Students are expected to listen to online lectures and read the material supplied via iLearn.

## **Unit Schedule**

### **AFAS200 – Weekly Lecture Schedule**

#### **Week Topic**

#### **Week 1 - commencing from 6 Dec 2016**

Personal Finance Basics

Money Management strategy

Setting Goals & Objectives

#### **Week2 - commencing from 12 Dec 2016**

Investments – Fundamentals

Investment – Shares

Investment - Bonds

#### **Week 3 - commencing from 2 January 2017**

Investment – Managed Investments

Investment – Real estates & Alternatives

#### **Week 4 - commencing from 9 January 2017**

Insurance

Superannuation

## Week 5 - commencing from 16 January 2017

Taxation

Estate Planning

## **Policies and Procedures**

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

**New Assessment Policy in effect from Session 2 2016** [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html). For more information visit [http://students.mq.edu.au/events/2016/07/19/new\\_assessment\\_policy\\_in\\_place\\_from\\_session\\_2/](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/)

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## **Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## **Results**

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## **Student Support**

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## **Learning Skills**

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

#### Learning outcomes

- Understanding the role of financial goals and developing personal financial goals
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#### Assessment tasks

- Participation - Weekly tasks
- Mid Term Test



- Major Assignment

## Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

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### Assessment tasks

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## Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

### Learning outcomes

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## **Effective Communication**

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

## **Learning outcomes**

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