



# AFAS200

## Principles of Financial Literacy

S3 External 2019

*Department of Applied Finance*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Professor Mark Stewart

[mark.stewart@mq.edu.au](mailto:mark.stewart@mq.edu.au)

Refer to iLearn

Credit points

3

Prerequisites

21cp at 100 level or above

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:

Explain the role of financial goals and develop personal financial goals.

Assess, compare and evaluate common investment instruments.

Acquire knowledge and skills to make informed and effective personal financial decisions.

## General Assessment Information

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

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	Hurdle	Due
<a href="#">Online Quizzes</a>	27%	No	See details
<a href="#">Forum Discussion</a>	18%	No	See details
<a href="#">Final Exam</a>	55%	No	Thursday 23 January 2020

### Online Quizzes

Due: **See details**

Weighting: **27%**

#### Task Description:

Student will be required to complete three online quizzes. For each quiz, the questions will be based on specific topics. Instructions and details will be available on iLearn. The Diagnostic Quiz is optional and does not count towards assessment for the unit.

Diagnostic Quiz (0%) - Due on Sunday 15 December 2019 at 11.59pm

Quiz A (9%) - Due on Thursday 19 December 2019 at 11.59pm

Quiz B (9%) - Due on Thursday 09 January 2020 at 11.59pm

Quiz C (9%) - Due on Thursday 16 January 2020 at 11.59pm

**Type of Collaboration:** Individual **Submission:** via iLearn **Format:** Please refer to iLearn

**Length:** Please refer to iLearn **Late Submission:**

#### 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 special consideration is made and approved.

On successful completion you will be able to:

- Explain the role of financial goals and develop personal financial goals.
- Assess, compare and evaluate common investment instruments.
- Acquire knowledge and skills to make informed and effective personal financial

decisions.

## Forum Discussion

Due: **See details**

Weighting: **18%**

### Task Description:

Students are required to contribute to the forum. Instructions and details will be provided on iLearn.

Forum One (9%) - Due on Sunday 22 December 2019 at 11.59pm

Forum Two (9%) - Due on Sunday 12 January 2020 at 11.59pm

**Type of Collaboration:** Individual **Submission:** via iLearn **Format:** Please refer to iLearn

**Length:** Please refer to iLearn **Late Submission:**

### 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 special consideration is made and approved.

On successful completion you will be able to:

- Explain the role of financial goals and develop personal financial goals.
- Assess, compare and evaluate common investment instruments.
- Acquire knowledge and skills to make informed and effective personal financial decisions.

## Final Exam

Due: **Thursday 23 January 2020**

Weighting: **55%**

### Task Description:

The final exam is open book and will be held online. The final exam will be held on Thursday 23 January 2020.

**Type of Collaboration:** Individual **Submission:** via iLearn **Format:** Please refer to iLearn

**Length:** The duration of the exam is 2 hours including reading time. **Late Submission:**

### 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 special consideration is made and approved.

On successful completion you will be able to:

- Explain the role of financial goals and develop personal financial goals.
- Assess, compare and evaluate common investment instruments.
- Acquire knowledge and skills to make informed and effective personal financial decisions.

## 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.

<b>Required Text:</b>	Focus on Personal Finance (McGraw-HILL, by Kapour, Diabay and Hughes)  Please note that the Unit references eight Chapters in the text (Chapter 1, 2, 7, 8, 11, 12, 13 and 14). The publisher has agreed to make these chapters (all eight) available as an eBook at a cost of approximately AUD45. We will post on iLearn the link to the eBook as soon as it is available.
<b>Unit Web Page:</b>	Course material is available on the learning management system (iLearn) The web page for this unit can be found at <a href="http://ilearn.mq.edu.au">ilearn.mq.edu.au</a> .
<b>Technology Used and Required:</b>	1. Access to a computer 2. Access to Microsoft Office 3. Access to the Internet
<b>Delivery Format and Other Details:</b>	
<b>Recommended Readings:</b>	Additional materials will be made available on iLearn. These materials include industry papers on selected Topics and narrated Overview Presentations on each Topic.  In the News items will be drawn from online sources and posted on iLearn during the unit.
<b>Other Course Materials:</b>	

## Unit Schedule

### Schedule

Week	Commencing on	Topic	Details	Text chapter
S3 Week 1	02 Dec	Topic 1	Personal finance basics	Chapter 1
		Topic 2	Money management	Chapter 2
		Topic 3	Setting goals and objectives	Chapter 2

S3 Week 2	09 Dec	Topic 4	Investments - fundamentals	Chapter 11
		Topic 5	Investments - bonds	Chapter 11
S3 Week 3	16 Dec	Topic 6	Investments – equity	Chapter 12
		Topic 7	Investments – managed funds	Chapter 13
			Mid session break	
S3 Week 4	06 Jan	Topic 8	Investments – strategy	Chapter 13
		Topic 9	Home selection and financing	Chapter 7
		Topic 10	Home and auto insurance	Chapter 8
S3 Week 5	13 Jan	Topic 11	Superannuation	Chapter 14
		Topic 12	Retirement and Estate planning	Chapter 14
			Revision	

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(http](#)

[s://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Supplementary exams

Information regarding supplementary exams, including dates, is available at: [http://www.businessandeconomics.mq.edu.au/current\\_students/undergraduate/how\\_do\\_i/special\\_consideration](http://www.businessandeconomics.mq.edu.au/current_students/undergraduate/how_do_i/special_consideration)

## 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](https://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](https://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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 outcome

- Assess, compare and evaluate common investment instruments.

### Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

#### Learning outcome

- Explain the role of financial goals and develop personal financial goals.

#### Assessment tasks

- Online Quizzes
- Final Exam

### 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:

#### Learning outcomes

- Explain the role of financial goals and develop personal financial goals.



- Assess, compare and evaluate common investment instruments.
- Acquire knowledge and skills to make informed and effective personal financial decisions.

## **Assessment tasks**

- Online Quizzes
- Forum Discussion
- Final Exam

## **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**

- Assess, compare and evaluate common investment instruments.
- Acquire knowledge and skills to make informed and effective personal financial decisions.

## **Assessment tasks**

- Forum Discussion
- Final Exam