



# AFAS300

## Principles of Financial Literacy

S1 External 2013

*Applied Finance and Actuarial Studies*

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## General Information

Unit convenor and teaching staff

Unit Convenor

Peter Mordaunt

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Contact via [peter.mordaunt@mq.edu.au](mailto:peter.mordaunt@mq.edu.au)

As this course is an online course students can consult with staff through iLearn or through the e-mail addresses above. Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

Other Staff

Mehdi Sadeghi

[mehdi.sadeghi@mq.edu.au](mailto:mehdi.sadeghi@mq.edu.au)

Contact via [mehdi.sadeghi@mq.edu.au](mailto:mehdi.sadeghi@mq.edu.au)

Credit points

3

Prerequisites

39cp

Corequisites

Co-badged status

Unit description

This unit develops financial literacy to enable students to understand what is needed to achieve a lifestyle that is financially sustainable, ethical and responsible. The key areas of financial goals, budgeting, investments, superannuation, and common contracts and employment structures are explored. 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' discipline-specific knowledge, research and problem solving skills, personal judgement, and an understanding of the need for continuous learning.

## 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:

Be able to describe the role of financial goals and develop personal financial goals.

Be able to construct and maintain a working budget.

Be able to compare and contrast common investment and debt instruments.

Be able to compare and contrast common investment and debt instruments.

Be able to describe the features and implications of common financial contracts

Be able to compare and contrast different "employment" structures.

## Assessment Tasks

Name	Weighting	Due
<u>Module Assignments</u>	4%	See timetable in iLearn
<u>Quizzes</u>	36%	See timetable in iLearn
<u>Essays</u>	25%	See timetable in iLearn
<u>Final Examination</u>	35%	Examination period

## Module Assignments

Due: **See timetable in iLearn**

Weighting: **4%**

### Warning

This is an online course and therefore it is the student's responsibility to have available and access to the technology to access the material and to complete the 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.

### Submission

All assignments are lodged on-line

Module 1 Assignment due mid-night Monday 4th March 2103

Module 2 Assignment due mid-night Monday 11th March 2013

### Extension

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

## Penalties

See "extensions" above

What is required to complete the unit satisfactorily.

Students must pass the final exam.

On successful completion you will be able to:

- Be able to describe the role of financial goals and develop personal financial goals.
- Be able to construct and maintain a working budget.

## Quizzes

Due: **See timetable in iLearn**

Weighting: **36%**

### Warning

This is an online course and therefore it is the student's responsibility to have available and access to the technology to access the material and to complete the 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.

All quizzes will be conducted on-line

### Module 3

Quizzes will open at 7.00 am and close at 7.00 pm on the day.

Quiz 1 18th March 2013

Quiz 2 25th March 2013

Quiz 3 2nd April 2013

Quiz 4 8th April 2013

### Module 4

Quizzes will open at 7.00 am and close at 7.00 pm on the day.

Quiz 1 6th May 2013

Quiz 2 10th May 2013

### Module 5

Quiz will open at 7.00 am and close at 7.00 pm on the day.

Quiz 20th May 2013

### Module 6

Quizzes will open at 7.00 am and close at 7.00 pm on the day.

Quiz 1 24th May 2013

Quiz 2 31st May 2013

#### Extension

No extensions will be granted. Students who have not attempted a quiz prior to the deadline will be awarded a mark of 0 for that quiz, except for cases in which an application for special consideration is made and approved.

#### Penalties

See "extensions" above

What is required to complete the unit satisfactorily.

Students must pass the final exam.

On successful completion you will be able to:

- Be able to compare and contrast different "employment" structures.

## Essays

Due: **See timetable in iLearn**

Weighting: **25%**

### Warning

This is an online course and therefore it is the student's responsibility to have available and access to the technology to access the material and to complete the 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.

Students will be expected to complete two 1,500 word essays.

Essays will be lodged on-line.

### Essay 1

Topic will be released on the 11th March and will be due by mid-night 29th April 2013.

### Essay 2

Topic will be released on the 29th April and will be due by mid-night 7th June 2013.

#### Extension

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

#### Penalties

See "extensions" above

What is required to complete the unit satisfactorily.

Students must pass the final exam.

On successful completion you will be able to:

- Be able to compare and contrast common investment and debt instruments.
- Be able to compare and contrast common investment and debt instruments.
- Be able to describe the features and implications of common financial contracts
- Be able to compare and contrast different "employment" structures.

## Final Examination

Due: **Examination period**

Weighting: **35%**

Will be conducted in the examination period 11th June to 28th June 2013.

Students must pass the final exam to pass the subject.

On successful completion you will be able to:

- Be able to compare and contrast common investment and debt instruments.
- Be able to compare and contrast common investment and debt instruments.
- Be able to describe the features and implications of common financial contracts
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## Delivery and Resources

Classes

Please note: this is an online course and therefore it is the student's responsibility to have available or access to 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.

Prizes

There are no prizes for this unit.

Required and Recommended Texts and/or Materials

There is no prescribed text for the unit. 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 used

1. Learning Management System
2. Microsoft Office
3. Internet
4. Voice boards

#### Technology requirements

1. 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 [learn.mq.edu.au](http://learn.mq.edu.au).

#### Teaching and Learning Strategy

Students are expected to listen to online lectures and read the material supplied via the Learning Management System.

## Unit Schedule

Week	Modules	Topics
1	1	<u>Goals</u> Online presentation of content Reading/website reference
2	2	<u>Budgets</u> Online presentation of content Demonstration Your Money – ASIC resource and associated activities
3	2	<u>Budgets</u> Online presentation of content Demonstration Your Money – ASIC resource and associated activities

4	3	<p><u>Investments</u></p> <p>Basic Principles</p> <p>Interest, simple and compounding</p> <p>Tax implications</p> <p>Financial Institutions</p> <p>Fixed interest</p> <p>Shares</p> <p>Property</p> <p>Managed Funds</p> <p>Debt (including home loans)</p> <p>Risks in investing e.g. Ponzi schemes, Leveraged Investments, Tax-Driven Investments</p> <p>Wills and estate matters</p> <p>Dealing with disputes</p>
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8	4	<p><u>Superannuation</u></p> <p>Introduction</p> <p>Preservation Rules and their effects</p> <p>Compulsory Superannuation (Superannuation Guarantee System)</p> <p>Voluntary Superannuation (Tax Advantages)</p> <p>Type of Fund / Member Choices</p> <p>Self Managed Super Funds (SMSFs)</p> <p>Allowable Investments within Superannuation</p> <p>Insurance products within Superannuation</p>

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10	5	<p><u>Insurance</u></p> <p>Health Insurance</p> <p>Rights and Obligations in Insurance Contracts</p> <p>Dealing with disputes</p>
11	6	<p><b>Common Financial Contracts and Employment Structures</b></p> <p>Introduction</p> <p>Financial Advisors- Licensing and fees</p> <p>Tenancy Agreements - Obligations of landlord and tenants</p> <p>Loans – eg Mortgages Credit Cards, Margin Lending</p> <p>Hire Purchase and Car leases</p> <p>Phone Contracts</p> <p>Internet Contracts</p> <p>Utilities Contracts</p> <p>PAYG/Tax</p> <p>Sub-contracting</p> <p>Sole Trader</p> <p>Partnership</p> <p>Company</p> <p>Trust</p>

12	6	<u>Common Financial Contracts and Employment Structures</u> Introduction Financial Advisors- Licensing and fees Tenancy Agreements - Obligations of landlord and tenants Loans – eg Mortgages Credit Cards, Margin Lending Hire Purchase and Car leases Phone Contracts Internet Contracts Utilities Contracts PAYG/Tax Sub-contracting Sole Trader Partnership Company Trust
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## 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://www.mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://www.mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://www.mq.edu.au/policy/docs/grading/policy.html>

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

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Special Consideration Policy [http://www.mq.edu.au/policy/docs/special\\_consideration/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

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

## Student Support

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at: <http://students.mq.edu.au/support/>

### UniWISE provides:

- Online learning resources and academic skills workshops [http://www.students.mq.edu.au/support/learning\\_skills/](http://www.students.mq.edu.au/support/learning_skills/)
- Personal assistance with your learning & study related questions.
- The Learning Help Desk is located in the Library foyer (level 2).
- Online and on-campus orientation events run by Mentors@Macquarie.

## 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

Details of these services can be accessed at <http://www.student.mq.edu.au/ses/>.

## IT Help

If you wish to receive IT help, we would be glad to assist you at <http://informatics.mq.edu.au/help/>.

When using the university's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students and it outlines what can be done.

## 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

- Be able to describe the role of financial goals and develop personal financial goals.
- Be able to construct and maintain a working budget.
- Be able to compare and contrast common investment and debt instruments.
- Be able to compare and contrast common investment and debt instruments.
- Be able to describe the features and implications of common financial contracts
- Be able to compare and contrast different "employment" structures.

#### Assessment tasks

- Module Assignments
- Essays
- Final Examination

### 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 outcomes

- Be able to compare and contrast common investment and debt instruments.
- Be able to describe the features and implications of common financial contracts

#### Assessment tasks

- Quizzes
- Final Examination

## 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

- Be able to compare and contrast common investment and debt instruments.
- Be able to describe the features and implications of common financial contracts

## 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

- Be able to describe the role of financial goals and develop personal financial goals.
- Be able to construct and maintain a working budget.
- Be able to compare and contrast common investment and debt instruments.
- Be able to describe the features and implications of common financial contracts
- Be able to compare and contrast different "employment" structures.

### Assessment tasks

- Essays
- Final Examination

## Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

### Assessment tasks

- Module Assignments

- Essays
- Final Examination

## **Research and Practice**

This unit uses research from external sources.

This unit gives you practice in applying research findings in your assignments.