



AFAS200

Principles of Financial Literacy

S3 External 2018

Archive (Pre-2019) - Dept of Applied Finance and Actuarial Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	7
<u>Changes since First Published</u>	9

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff Unit Convenor Dr Mark Stewart 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:

- Understanding the role of financial goals and developing personal financial goals.
- Constructing and maintaining a working budget.
- Assessing, comparing and evaluating common investments, structures and 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 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
Online Quizzes	27%	No	See details
Forum Discussion	18%	No	See details
Final Exam	55%	No	25 January 2019

Online Quizzes

Due: **See details**

Weighting: **27%**

Student will be required to complete four online quizzes. The questions will be based on the materials covered.

Diagnostic Quiz (0%) - Due on Sunday 16 December 2018 at 11.55pm

Quiz A (9%) - Due on Thursday 20 December 2018 at 11.55pm

Quiz B (9%) - Due on Thursday 10 January 2019 at 11.55pm

Quiz C (9%) - Due on Thursday 17 January 2019 at 11.55pm

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:

- Understanding the role of financial goals and developing personal financial goals.
- Assessing, comparing and evaluating common investments, structures and instruments,
- Understanding the principle of saving and planning for retirement.
- Understanding of the general operation principles of taxation, superannuation, insurance

and estate planning.

Forum Discussion

Due: **See details**

Weighting: **18%**

Students are required to contribute to the forum. Details will be provided on the iLearn unit.

Forum One (9%) - Due on Sunday 30 December 2018 at 11.55pm

Forum Two (9%) - Due on Sunday 13 January 2019 at 11.55pm

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:

- Understanding the role of financial goals and developing personal financial goals.
- Constructing and maintaining a working budget.
- Assessing, comparing and evaluating common investments, structures and instruments,
- Understanding the principle of saving and planning for retirement.
- Understanding of the general operation principles of taxation, superannuation, insurance and estate planning.

Final Exam

Due: **25 January 2019**

Weighting: **55%**

The final exam is open book and will be held online. The duration of the exam is 2 hours including reading time and will be held on 25 January 2019. Further details will be provided 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 special consideration is made and approved.

On successful completion 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 investments, structures and instruments,
- Understanding the principle of saving and planning for retirement.

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

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)

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.

Further resources:

Additional materials will be made available on iLearn. These materials include narrated Overview Presentations on each Topic.

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

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 ilearn.mq.edu.au.

Unit Schedule

Schedule

Commencing on	Topic	Details	Text chapter
3-Dec	Topic 1, 2 & 3	Personal finance basics Money management Setting goals and objectives	Chapter 1 & 2

10-Dec	Topic 4 & 5	Investments - fundamentals Investments – bonds	Chapter 11
17-Dec	Topic 6 & 7	Investments - equity Investments – managed funds	Chapter 12 & 13
7-Jan	Topic 8, 9 & 10	Investments – strategy Home selection and finance Insurance for significant assets	Chapter 7, 8 & 13
14-Jan	Topic 11 & 12	Superannuation, Retirement and Estate Planning	Chapter 14

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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

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 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](#).

Supplementary exams

Information regarding supplementary exams, including dates, is available at: http://www.businessandconomics.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) 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

IT Help

For help with University computer systems and technology, visit 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

- Constructing and maintaining a working budget.
- Assessing, comparing and evaluating common investments, structures and instruments,

Assessment task

- Forum Discussion

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

- Understanding the role of financial goals and developing personal financial goals.
- Assessing, comparing and evaluating common investments, structures and instruments,
- Understanding the principle of saving and planning for retirement.
- Understanding of the general operation principles of taxation, superannuation, insurance and estate planning.

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

- Understanding the role of financial goals and developing personal financial goals.
- Constructing and maintaining a working budget.
- Assessing, comparing and evaluating common investments, structures and instruments,

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

- Understanding the role of financial goals and developing personal financial goals.
- Constructing and maintaining a working budget.
- Assessing, comparing and evaluating common investments, structures and instruments,
- Understanding the principle of saving and planning for retirement.
- Understanding of the general operation principles of taxation, superannuation, insurance and estate planning.

Assessment task

- Forum Discussion

Changes since First Published

Date	Description
05/12/2018	Unit schedule being updated.
02/12/2018	Wrong typo on due date for Discussion Forum One