THE UNIVERSITY OF WOLLONGONG
SCHOOL OF ACCOUNTING AND FINANCE
FIN251: Financial Planning
Autumn Session 2003

Subject Coordinator: Dr Barbara Cornelius, room 40.332, ‘phone 42214004
Consultation Times: Monday and Tuesday 4:30-6:30 or by appointment
Tutor: Mrs Fariba Ahmadi, room 19.1040, ‘phone 42214417
Consultation Times: TBA

Lectures: Monday, room 20.5, 3:30-4:30 and Tuesday, room 67.302, 3:30-4:30.

Text: Beal, D and W McKeown, (2001, Personal Finance, Brisbane, John Wiley and Sons Australia Ltd.

Subject Description: This subject is intended to introduce students to the role of the financial planner. The material covered includes an overview of the financial products available to clients, methods to assess client needs and risk profiles. Financial planning in Australia is subject to particular codes of conduct. These industry standards and the regulatory environment that governs the operation of such advisory services are also presented.

Subject Aims: It is our intent to familiarise students with the issues confronting financial planners whether they work independently or for large concerns. Upon completion of this subject, students should, at minimum, be familiar with basic elements of financial planning such as client profiling, tax, superannuation and estate planning.

Subject Objectives: Upon completion of this subject, students should have sufficient knowledge to:
- Describe the role of a financial planner and the methods employed by them to assess client needs;
- Select from among the various financial instruments available, those most appropriate for inclusion in a personal financial portfolio for clients at differing stages in their life cycle;
- Explain the differences between various asset classes from managed funds to real estate;
- Outline the regulatory framework under which financial planners operate and demonstrate an understanding of the codes of conduct that apply in the industry;
- Explain the rudiments of retirement and estate planning.

Assessment:
- tutorial preparation and participation consideration for borderline marks
- Case Study Part A: Client Profile 20%
- Case Study Part B: Client Financial Plan 20%
Subject Requirements: Any student failing to meet the following compulsory requirements will fail regardless of performance in other assessable components of the subject.

a. Satisfactory and timely preparation case study material
b. Satisfactory performance in the final examination

(Note: satisfactory is normally interpreted as a mark of 40%)

Approach:
The assigned text, *Personal Finance* by D Beal and W McKeown will be followed closely. Students are advised to read assigned material prior to the lectures if they hope to reap the benefit of attending those lectures. All students are expected to attend all lectures. Two 50 minute lectures will be offered each week. While the lecturer will attempt to cover all material that is examinable, students may be examined on all material in the course including readings and tutorials.

All students should be registered for and attending one 50 minute tutorial each week. No special consideration will be given to students who cannot help themselves by participating in these sessions. While no assessment of tutorials is undertaken, tutorial preparation and participation will have an impact on the outcome of any students with borderline marks. Tutors will keep a role for this purpose.

From the Code of Practice, among the responsibilities of students are the following:

(iii) abide by the policies and practices of the Faculty and/or of the Academic Unit from which they take subjects, as explained in the subject outline handed out by the end of the first week of lectures for every subject;
(iv) take the initiative and consult with appropriate academic staff when problems arise;
(vi) meet deadlines for work to be submitted as set out in the subject outline;
(vii) attend all lectures, tutorials, … as stipulated in subject outlines for subjects in which they are enrolled;
(ix) to submit original work for assessment, without plagiarising or cheating.

Tutorial:
Every student is expected to prepare responses to assigned questions prior to the tutorial. Students should be prepared to discuss any questions they have regarding the assigned questions in the tutorial. Not all assigned questions will be discussed in any given tutorial, however, all assigned questions may be checked in the Commerce Resource and Student Information Centre the week following their discussion in tutorials.

Case Studies: Part A of the case study involves developing a client profile.

Part A of the Case study is due on Friday, March 28th at 16:00.

Part B of the case study involves the creation of a financial plan for a client.

Part B of the Case Study is due on Friday, xxxx at 16:00.

Plagiarism:
All students should read and understand the cautionary statement on plagiarism in the Undergraduate Calendar. Plagiarism will not be tolerated. For information on plagiarism refer to
the acknowledgement practice available at http://www.uow.edu.au You are assumed to have read and understood this information before signing the statement on plagiarism. Lack of knowledge about what constitutes plagiarism will not excuse it.

Plagiarism is the use of another person’s work, or idea, as if it is your own. The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people’s material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. ...Plagiarism has led to expulsion from the University. (1998 Undergraduate Calendar, p.77)

University policy requires a coordinator to submit any contested suspicions of plagiarism to a Faculty Investigations Committee for further action. Any act of plagiarism, whether intentional or not, will be recorded by the Academic Registrar’s Division. Penalties range from a zero in the subject to temporary or permanent exclusion from the University.

Examinations: The final exam, covering material presented in both lectures and tutorials throughout the term, will be held at a date to be set by the University. It will count toward 60% of your final mark and must be completed at a satisfactory level. Scaling is anticipated.

Policy on Supplementary Examinations and Special Consideration: Supplementary examinations or special consideration normally will be granted only for a substantial reason supported by relevant evidence submitted in accordance with University regulations. It is the student’s responsibility to be available when required and to provide an up to date contact address and telephone number to the Department. (University Undergraduate Calendar)

Note: Students do not have an automatic right to a supplementary examination. This privilege will only be granted in exceptional circumstances. If a supplementary examination is granted then it could be in the form of an oral examination. If a student applies for special consideration in relation to an examination then the Department may, at its discretion, grant a supplementary examination and NOT mark the original paper. (University Undergraduate Calendar)

Departmental Notice Board: Students should regularly refer to the Departmental Notice board for occasional announcements concerning this subject. During the final study recess, continuous assessment marks will be determined and published on the notice board. Students must immediately advise the lecturer in charge of any errors in those marks. For any changes to be made, notification must occur prior to the final examination. Please do NOT e-mail and ask for this to be forwarded to you. There are too many students to provide this information individually.

Disability: If a student with a disability requires reasonable accommodation in this subject, they are strongly advised to discuss the issues early in the session with one of the following people: the Disability Liaison Officer, Faculty Disability Adviser and/or the subject coordinator. (Faculty of Commerce)
<table>
<thead>
<tr>
<th>Lecture Weeks</th>
<th>Dates 2000</th>
<th>Topics</th>
<th>Readings</th>
<th>Tutorial Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week #1</td>
<td>3-March</td>
<td>Introduction</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>Week #2</td>
<td>10-March</td>
<td>Personal Financial Planning</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>Week #3</td>
<td>17-March</td>
<td>Theory and Application</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>Week #4</td>
<td>24-March</td>
<td>Taxation Planning</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>Case Study A</td>
<td></td>
<td>DUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 3/28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week #5</td>
<td>31-March</td>
<td>Direct and Indirect Investments</td>
<td>Chapters 5&amp;6</td>
<td></td>
</tr>
<tr>
<td>Week #6</td>
<td>7-April</td>
<td>Investment Analysis</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>Week #7</td>
<td>14-April</td>
<td>Real Estate Investment</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>21-April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week #8</td>
<td>28-April</td>
<td>Insurance Benefits</td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>Week #9</td>
<td>5-May</td>
<td>Borrowing &amp; Lending</td>
<td>Chapter 10</td>
<td></td>
</tr>
<tr>
<td>Week #10</td>
<td>12 May</td>
<td>Leveraged Investments</td>
<td>Chapter 11</td>
<td></td>
</tr>
<tr>
<td>Week #11</td>
<td>19-May</td>
<td>Superannuation</td>
<td>Chapter 12</td>
<td></td>
</tr>
<tr>
<td>Week #12</td>
<td>26-May</td>
<td>Government Assistance and Social Welfare</td>
<td>Chapter 13</td>
<td></td>
</tr>
<tr>
<td>Week #13</td>
<td>2-June</td>
<td>Estate Planning</td>
<td>Chapter 14</td>
<td></td>
</tr>
</tbody>
</table>