York University
School of Administrative Studies
AP/ADMS 2541 Fall 2020 Course Outline

Introduction to Personal Finance
Sections A & B

Classroom	Online
Instructors	Dr. Jodi Letkiewicz Dr. Chris Robinson
Office Hours	Virtual and flexible. An online signup sheet will be available in Moodle.

ESSENTIAL NOTICE: READ THIS FIRST

Both sections of this course will be offered online/remotely due to COVID-19 in Fall 2020.

Technical requirements for taking the course:
You will need a stable, high-speed Internet connection and a computer or smart device with webcam and microphone (if you plan to participate in the zoom sessions).

Times and locations:
This course will be delivered both synchronously and asynchronously and it is your choice to attend the weekly zoom sessions. Your grade will not be impacted. All weekly lectures will be recorded and posted on Moodle for you to watch in your own time. During the weekly synchronous sessions, we will work through problems and answer any questions you may have – we will not lecture during this time.

Synchronous Zoom session (attendance optional): Thursdays, 12:00 – 2:00pm EST

Course Description

The course introduces personal financial topics and decisions necessary to manage a household's financial resources. Topics include financial goal setting, financial planning, budgeting, credit management, saving, investing, personal income taxes, insurance, and retirement planning.

Prerequisites: none
NCR Note: Students a) who have received credit for AP/ADMS 3541 3.00 may not subsequently take ADMS 2541 3.00 for degree credit; b) may not take both courses concurrently.

Required Text

Kapoor, J.R., Dlabay, L.R., & Hughes, R.J., & Ahmad, A. *Personal Finance.* Irwin, McGraw-Hill, 7th Canadian Edition.

There are many options for the textbook including an eBook version ($89), an eBook version with access to a loose-leaf copy of the book ($89+$30).

There are several copies available for reserve through the Toronto Public Library.

Evaluation Scheme

	Points
Homework (10)	10%
Budgeting Assignment	15%
Exam 1	35%
Exam 2	35%
Discussion Forum Participation	5%
	100%

Topical Coverage

Due dates and topics are subject to change.

Week	Topics	Readings	Assignments Due
1: Sept. 10	Introduction to personal finance Money Management: Strategy and Tools	Chapter 2	
2: Sept. 17	Understanding Personal Finance and Time Value of Money	Chapter 1	Homework #1 Due
3: Sept. 24	Introduction to Credit	Chapter 5	Homework #2 Due
4. Oct. 1	Debt and Consumer Credit	Chapter 6	Homework #3 Due
5: Oct. 8	Banking services	Chapter 4	Homework #4 Due
Reading Week (Oct. 12 – 16) – No Classes			
6: Oct. 22	*Exam 1 (online format, open from 6:00am – 11:59pm est)*		Homework #5 Due
7: Oct. 29	Income taxes	Chapter 3	Homework #6 Due
8: November 5	Finances of Housing	Chapter 7	Homework #7 Due
9: November 12	Managing Risk - Insurance	Chapter 8 and Chapter 9	Homework #8 Due **Budgeting Assignment due**
10: November 19	Investments Part 1	Chapter 10 and 11	Homework #9 Due
11: November 26	Investments Part 2	Chapters 12 and 13	Homework #10 Due
12: December 3	Retirement and Estate Planning	Chapter 14	Homework #11 Due
December 12	*Due by Saturday, Dec. 12 at 11:59 pm est*		