Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

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.

ABOUT THIS UNIT

This unit develops financial literacy as an important aid toward a sustainable lifestyle. The key areas of goals, budgeting, investments and common contracts are explored. These elements are combined to give a framework with which students will become familiar and within which they can operate. Students will be required to analyse their own financial situation and apply the key elements at various life stages and take account of changes in their situations. On completion of the course students will be able to set goals, establish a working budget, select investment instruments and select an appropriate employment structure. These outcomes aim to develop the students’ cognitive capabilities through discipline, specific knowledge, research, problem solving skills, and social capabilities. It will enable them to understand what is needed to achieve a lifestyle that is financially ethical and responsible. Students will be able to develop their personal capabilities by practicing personal judgement and an understanding of the need for continuous learning.

TEACHING STAFF

- Mehdi Sadeghi - Convenor (contact details and [consultation hours]) TBA
- Peter Mordaunt – Lecturer [Other Staff (contact details and consultation hours) TBA]

CLASSES

- 5 x online modules delivered via blackboard
REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Students will be referred to online resources via Blackboard as required for each module.

TECHNOLOGY USED AND REQUIRED

- Blackboard
- Microsoft Office
- Internet
- Voice boards

UNIT WEB PAGE

- There is no web page for this unit.

LEARNING OUTCOMES

At the end of the course students should be able to:
1. Develop personal financial goals as appropriate to anticipated life stages.
2. Construct and maintain a working budget using appropriate financial tools.
3. Select appropriate investment instruments to support budget results and achieve financial goals.
4. Recognize the features and implications of common financial contracts
5. Compare and contrast different "employment" structures

GRADUATE CAPABILITIES

All academic programs at Macquarie seek to develop the capabilities the University's graduates will need to develop to address the challenges, and to be effective, engaged participants in their world. The learning outcomes of this unit contribute to this by developing the following graduate capabilities:

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Discipline Specific Knowledge and Skills</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2 Critical, Analytical and Integrative Thinking</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Problem Solving and Research Capability</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Creative and Innovative</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Effective Communication</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Engaged and Ethical Local and Global citizens</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7 Socially and Environmentally Active and Responsible</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>8 Capable of Professional &amp; Personal Judgement and Initiative</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Commitment to Continuous Learning</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
The unit is divided into 5 modules, one for each learning outcome, delivered via online activities, including but not limited to reading and discussion groups. The assessments are integrated into the other teaching and learning activities to consolidate learning and measure each student’s progress in relation to the learning outcomes of the course.

Modules

1. **Goals** (anticipated student workload 4 hours)
   - Online presentation of content
   - Online discussion
   - Reading/website reference
   - Set your own goals (refer Assessment 1 below)
   - Individually written discussion (refer Assessment 1 below)

2. **Budgets** (anticipated student workload 5 hours)
   - Online presentation of content
   - Your Money – ASIC resource and associated activities
   - Online discussion
   - Complete, explain & submit your own budget
   - (Refer assessment 2 below)

3. **Investments** (anticipated student workload 24 hours)
   - Basic Principles
   - Interest calculations
   - Tax
   - Overview of Financial Scams
   - Overview of investment options
   - Overview of debt management
   - Overview of Superannuation
   - Asset protection issues
   - Case Study
   - Complete online tests
   - (Refer Assessment 3 below)

4. **Common Contracts** (anticipated student workload 7 hours)
   - Introduction
   - Overview of common contracts
   - Online Test
   - (Refer Assessment 4 below)
5. “Employment” Structures (anticipated student workload 5 hours)
   Introduction
   Overview of common employment structures
   Online Test
   (Refer Assessment 5 below)

### RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Assessment</th>
<th>% of total assessment</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Set financial goals &amp; 100 word discussion paper</td>
<td>10</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Prepare a balanced budget and supply explanations.</td>
<td>10</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Using financial instruments Quizzes and Case Study</td>
<td>53</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Understandings contracts – online test</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5 Implications of “employment” structures – online test</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Again, please note: 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 students’ technology.

1. **Set financial goals**

You will develop and present your own financial goals taking into account relevant information presented in the course.
Finally, you will submit a short (100 word) discussion of your goals. You do not need to include personal information just general concepts and issues you faced.

**Assessment criteria**
- Completion and lodgment of your own goals.
- 100 word discussion of issues confronting you.

**Due date:**
- 100 word discussion: 14 August 2011
- Your own goals: 14 August 2011
2. **Prepare a budget**

This task involves analyzing your financial situation and using the results of your analysis to prepare a budget. You will be required to supply an explanation of your budget and how it ties in with your goals.

Assessment criteria
- use of strategies to develop your budget.
- comprehensiveness of budget.
- 100 word explanation of the situation.

**Due date:** 28 August 2011

3. **Using financial instruments - online quizzes, case study**

Task 1: 8 Online quizzes covering all the topics

Task 2: Develop a strategy using the data in a case study. You will be expected to incorporate all the information from modules 1, 2 & 3. The form will be a 500 word paper.

Assessment criteria
- appropriateness of strategy
- clarity and comprehensiveness of explanation of the strategy

**Due dates:** Quiz dates see course timetable
500 word Paper 23 October 2011

4. **Understanding common contracts - online test**

This quiz will consist of a series of questions to assess your understanding of common contract and in particular to identify the financial implications of common contract. The quiz is a key learning activity and must be completed by each student independently. It is estimated that the quiz will take approximately 30 minutes to complete.

Assessment criteria
- understanding of common contract
- ability to identify financial implications of common contracts

**Due date:** 4 November 2011
5 Implications of “employment” structures – online test

This quiz will consist of a series of questions to assess your understanding of employment structures and their implications. The quiz is a key learning activity and must be completed by each student independently. It is estimated that the quiz will take approximately 30 minutes to complete.

Assessment criteria
- understanding of common contract
- ability identify financial implications of common contracts

Due date: 11 November 2011

Full details of each task and the assessment criteria will be available at least two weeks prior to the due date.

Final Exam
There is no final examination for this unit.

Academic Honesty (Plagiarism)

You must read the University's practices and procedures on plagiarism. These can be found in the Handbook of Undergraduate Studies or on the web at: http://www.student.mq.edu.au/plagiarism/

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

Special Consideration

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognizes that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

Student Support Services

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