

# Business Administration

Course Number: **BUAD 251**

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
<i>Course Captain</i>	250-762-5445 ext.	Online	rryan@okanagan.bc.ca

**Learning Outcomes**

Upon completion of this course students will be able to:

draft a financial plan and set financial goals.

compile a budget, and personal financial statements and keep records to monitor progress toward financial goals.

evaluate different banking options and know how to manage credit including home and automobile financing.

describe the use of whole life and term life insurance.

evaluate the different insurance coverage available for disability, health, home, tenant and automobile insurance.

describe the different investment products (stocks, bonds, mutual funds), and utilize different investment products to create a diversified portfolio.

explain basic tax minimization strategies.

discuss the options for retirement planning including government pensions, employer retirement plans and individual savings plans.

analyze the need for wills, powers of attorney and representation letters in an estate plan.

**Course Objectives**

This course will cover the following content:

The financial planning process including goal setting

**Evaluation Procedure**

Term Work	30%
Mid-term Exam	30%
Final Exam (cumulative)	40%
Total	100%

**Notes****Calculator**

Students will require a financial calculator for this course. The Texas Instruments BA-II Plus is strongly recommended, but any brand or model of non-programmable financial calculator, which can perform time-value-of-money calculations, is acceptable.

**Required Texts/Resources**

Personal Finance - Kapoor, Dlabay, Hughes, Ahmad - 7th Canadian Edition



## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.