BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business
Program: Financial Management
Option: Financial Planning

Course Outline **Part A**

FMGT 4525
Financial Planning

Hours/Week		**Total Hours:**	80	**Term/Level:**	4
Lecture:	2	**Total Weeks:**	20	**Credits:**	5.5
Lab:	2				
Other:					

Prerequisites

Course No.	Course Name
FMGT 3610	Security Analysis (taken concurrently)

FMGT 4525 is a Prerequisite for:

Course No.	Course Name
N/A	

Course Goals

1. To identify the need for, and then develop a framework to assemble a personal financial plan.
2. To characterize the six key elements of a financial plan: cash management, risk management, education, retirement, estate and investment planning.
3. To establish a procedure to develop, implement and monitor a financial plan.
4. To recognize the regulatory, ethical and legal issues involved in the financial planning profession.
5. To describe the administrative and marketing aspects of operations of a financial planner.

Course Description

This course is designed to equip the student with the basic knowledge and skills necessary to provide advice of a financial nature to individuals. The primary topics include: taxation, risk management, pension planning, personal trusts, investments and estate planning.

Evaluation

Final Examination	30%
Mid Term Exam	25%
Major Project	25%
Spreadsheet Project	10%
Weekly Quizzes (Term B)	10%

Course Outcomes and Sub-Outcomes

1. Understand the nature and purpose of a financial plan.
   a. Establish a framework for gathering data.
   b. Identify the financial constraints.

2. Cash budgeting.
   a. Obtaining accurate cash management data.
   b. Cash management planning strategies.

3. Risk management and insurance.
   a. Concepts of risk management.
   b. Fundamentals of life insurance; contracts and strategies.
   c. Disability insurance.
   d. Property insurance.

4. Education planning and income splitting.
   a. Education planning and Registered Education Savings Plans.
   b. Income splitting.

5. Retirement planning and financial independence.
   a. Planning and goal setting.
   b. Government pension plans.
   c. Registered retirement plans.
   d. Registered retirement savings plans.
   e. Insurance planning.

6. Estate and tax planning.
   a. Tax planning techniques.
   b. Tax implications of death.
   c. Estate planning and wills.

7. Investment planning and asset allocation.
   a. Portfolio analysis and management.
   b. Asset allocation models.
   c. Types of investments.
   d. Limited partnerships.
   e. Investment planning strategies.

8. Development and implementation of a financial plan.
   a. Form of final recommendation.
   b. Implementation procedures.
   c. Periodic review procedures.

9. Regulatory, ethical and legal issues.
   a. Federal and provincial regulations.
   b. Management practices and strategies.

10. The administration and marketing of a financial planner.
    a. Marketing techniques.
    b. Staffing and compensation.
    c. Use of outside resources.

Course Record

Developed by: ______________________________ Date: ____________________
Instructor Name and Department (signature)

Revised by: ______________________________ Date: Jan/03
Instructor Name and Department (signature)

Approved by: ______________________________ Start Date: ____________________
Associate Dean / Program Head (signature)

Effective Date

January, 2003

Instructor(s)

Larry Stubbs	**Office No.:**	TBA	**Phone:**	
	Office Hrs.:	TBA	**e-mail:**	

Text(s) and Equipment

Required: Term A

Personal Financial Planning (second edition), by Kwok Ho and Chris Robinson
Captus Press, ISBN 1-896691-18-8

Photocopied Readings

Term B

Financial Planning Manual
CCH

Recommended:

Personal Financial Planning Learning Guide, by Tov Assogbavi
Captus Press, ISBN 1-55322-045-5

Course Notes (Policies and Procedures)

Assignment Details

Week of/ Number	Outcome/Material Covered	Reference/Reading
1	Introduction/Data Gathering/Goal Setting	Chapter 1, 3 & 4
2	Math of Financial Planning/Financial Problems and Constraints/Budgeting	Chapter 2 & 5
3	Credit and Debt Management	Chapter 11 & 12
4	Tax Planning/Income Splitting	Chapter 6 & 7
5 & 6	Investment Planning	Chapter 13, 14 & 15
7 & 8	Risk Management and Insurance	Chapter 8, 9 & 10
9	Mid-term Exam	
10	Mid-term Break	
11 & 12	Planning for Retirement and Financial Independence	Chapter 16 & 17
13	Estate Planning	
14	Special Situations	
15	Regulatory, Ethical and Legal Issues	
16	Marketing and Administration	
17	Presentations (May 9 and 10)	
18	Review and Final Exam	