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

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**Prerequisites**

**FMGT 4525 is a Prerequisite for:**

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

Course No.	Course Name
N/A	

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**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.
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**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.

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**Evaluation**

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

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## **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: \_\_\_\_\_  
Instructor Name and Department (signature)

Approved by: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Associate Dean / Program Head (signature)

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**Effective Date**

January, 1999

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**Instructor(s)**

R. B. McCallum

Office No.: SE6-385

Office Hrs.: TBA

Phone: 451-6754

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**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 (maybe – don't buy it yet)

*Financial Planning Manual*  
CCH

Recommended:

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**Course Notes (Policies and Procedures)**

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**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 12)	
18	Review and Final Exam	