



CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2022	COURSE NO: BFIN 486	
INSTRUCTOR:	COURSE TITLE: Financial Planning Capstone	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə̓ł̓ ʔkʷəyəm (Musqueam), shísháhlh (Sechelt), Sk̓wx̓wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be delivered as mixed mode or online.

COURSE PREREQUISITES

75 credits of 100-level or higher coursework including [BFIN 286 or BFIN 306] and [BFIN 351 or BFIN 321]; OR 75 credits of 100-level or higher coursework including BFIN 386; OR 6 NABU credits and BFIN 306

CALENDAR DESCRIPTION

This course will require the student to give informed advice on moderately complex personal financial planning scenarios. Technical knowledge areas will include debt, insurance, investment, with emphasis on financial analysis, retirement, estate planning and taxation. Relevant retirement and estate planning tools will be used. The Financial Planning Capstone is an integrated financial planning course requiring the preparation and presentation of a professional industry level financial plan covering at least four of the six financial planning components. Cases from industry clients will be sourced when possible.

COURSE NOTE

BFIN 486 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES

KPMG / Tax Planning for You and our Family, latest Edition

Clark, C. Retirement and Estate Planning in Canada, Latest Canadian Edition. Toronto: Captus Press Inc. (or similar)

Financial calculator and computer or laptop with word processing, spreadsheet and presentation software

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Communicate clear, concise, sensitive, professional financial planning recommendations and alternatives.
2. Develop sophisticated recommendations for clients based on moderately complex case scenarios and requiring interpretation, clarification and prioritization of the client's financial planning goals.
3. Gather and interpret client financial information and prepare accurate personal financial statements and projections using relevant software for moderately complex client scenarios.
4. Apply the FP Canada Assumption Guidelines when applying Time Value of Money (TVM) calculations (for both life expectancy and investment projections).
5. Incorporate debt management, asset management, risk management and tax planning strategies that allow clients to reach retirement and estate planning goals in moderately complicated financial planning scenarios.
6. Apply knowledge of government retirement income sources, tax sheltered accounts and registered plans in developing recommendations and alternatives to reach retirement goals.
7. Make recommendations on various aspects of family law to specific client scenarios.
8. Apply tax knowledge applicable upon the death of an individual and the implications of transferring assets to various parties or to charities, and the implications of estate taxation on charitable donations and potential US taxation.
9. Demonstrate application of the FP Canada Professional Practice Standards and application of fair and ethical business practices in financial planning.

Students who complete this Experiential course will be able to do the following:

1. Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENT

1. FP Canada retirement planning process (1 week)
2. FP Canada retirement and investment projection assumptions (1 week)
3. Taxation in financial planning (1 week)
4. Government income sources, registered accounts and pension plans (1 week)
5. Projection of retirement income before and after tax, from a variety of sources (1 week)
6. WESA and implications in financial planning, division of assets at separation or death (2 weeks)
7. Insurance for risk management and estate planning (1 week)
8. Pension and retirement funds, LIRAs LIFs, LRSP, LRIFs valuations and unlocking provisions (1 week)
9. Risk management and protection of income and assets (1 week)
10. Family law, common law, marriage like relationships, POAs (1 week)

11. Estate planning, trusts, taxation at death and distribution of assets (1 week)
12. US assets, income, capital gains/losses and charitable donations at death (1 week)

EVALUATION PROFILE

Assessment	% of Final Grade
Quizzes and assignments*	20% – 40%
Exam(s)*	20% – 40%
Final Case Written Plan	20% - 30%
Case Presentations, Questions and Answers	20% - 30%
Total	100%

*Note: No single assessment will be greater than 35%

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.