

COURSE OUTLINE		
<b>TERM: FALL 2018</b>	<b>COURSE NO: BFIN 486</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: RETIREMENT AND ESTATE PLANNING</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE PREREQUISITE**

75 credits of 100-level or higher coursework including BFIN 351 or 386, ENGL 100, and CMNS 152 or 220; OR 3 NABU credits and CMNS 305

### **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.

### **CALENDAR DESCRIPTION**

This course covers the issues that impact financial needs at retirement. Students will be exposed to various retirement savings vehicles including private, employer-sponsored and government plans. Different avenues for receipt of retirement savings, along with the tax implications of each, will be examined. Students will also learn about the estate planning process to ensure an orderly and tax-efficient distribution of one's assets. Relevant retirement and estate planning tools and legal documents will also be discussed.

### **REQUIRED TEXTS AND/OR RESOURCES**

Clark, C. (2013) Retirement and Estate Planning in Canada, 3rd Canadian Edition. Toronto: Captus Press Inc.

Financial Calculator, 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:**

- Correctly apply quantitative techniques and methods to calculate retirement needs. (Quantitative literacy).
- Gather appropriate financial and personal information to assist in making retirement planning decisions. (Quantitative literacy).
- Use appropriate business communications formats (e.g., memos) to present research, analysis and findings. (Written communication).
- Use appropriate computer tools (word processing, spreadsheets) to summarize and present financial information. (Computer literacy).
- Research and interpret various retirement planning & estate planning options and topics. (Reading).
- Present key findings to a group. (Oral communication).
- Communicate effectively within a group. (Listening, reading, oral communication, written communication, quantitative literacy and computer literacy).
- Identify and evaluate factors affecting retirement planning and estate planning.
- Analyze and interpret personal financial information to assist in retirement planning and estate planning.
- Apply time value of money concepts to the retirement planning process.
- Understand the differences and similarities between the various government and registered pension plans, including the tax implications of each type of plan.
- Apply the retirement planning process and provide financial planning advice to specific scenarios.
- Apply the various aspects of family law to specific scenarios.
- Explain the types of wills and the implications of dying with or without a will.
- Apply the various tax consequences related to transferring assets to related parties and related to the death of an individual.
- Recognize the beneficial uses of trusts along with their costs and limitations.
- Understand the United States tax implications of holding assets in the United States.
- Work within a group to assess and report on the retirement planning and estate planning needs of individuals and families.
- Use a collaborative approach to problem solving and analysis in classroom activities.
- Work within a group and utilize various retirement planning techniques to develop a comprehensive retirement plan under various scenarios.
- Describe Canada's retirement income system.
- Describe the Canada's income tax system as it relates to retirement planning and estate planning.
- Understand the United States income tax system as it relates to Canadians who own real estate in the United States.
- Understand the benefit of donating to charity, including the importance of ecological gifts and Canadian cultural property gifts.
- Understand the responsibilities of the executor of an estate.

**COURSE CONTENT**

Week	Topic	Assessment
1	The Retirement Planning Process. Factors Affecting Retirement Planning.	
2	Government Pension Plans	
3	Registered Pension Plans Assignment of Financial Planning Case / Groups	Moodle Quiz
4	Mid-Term #1	Test #1
5	Pension Adjustment and Other Pension Plans	
6	RRSP and Other Savings Plans	
7	Retirement Income Options	Moodle Quiz
8	Mid-Term #2	Test #2
9	Introduction to Estate Planning	
10	Family Law and Power of Attorney Disposing of Estate Assets	Moodle Quiz
11	Taxation Issues	
12	Financial Planning Cases Due (at start of class) Financing Planning Case Presentation	Case Presentation Grade
13	Trusts, Donating to Charity and US Assets.	Moodle Quiz
14-15	Final Exam Period	

**EVALUATION PROFILE**

Assessment	% of Final Grade
Quizzes	10%
Case Submission	10%
Case Presentation	5%
Mid Term #1	20%
Mid Term #2	20%
Final Exam (Comprehensive)	35%
<b>Total</b>	<b>100%</b>

**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 Moodle; 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: <http://www.capilanou.ca/services/>

**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 S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/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](#).

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