



CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2021	COURSE NO: BFIN 306	
INSTRUCTOR:	COURSE TITLE: Personal Financial Planning	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-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

45 credits of 100-level or higher coursework; or 6 NABU credits

CALENDAR DESCRIPTION

In this course students will learn the six steps of personal financial planning including goals setting, personal financial statements, debt management, mortgages, as well as savings and retirement plans in Canada. Time value of money calculations will be used throughout to assess progress towards financial goals. Taxation for financial planning and an introduction to retirement and estate planning is also covered. Each student will make their own financial plan.

COURSE NOTE

BFIN 306 is an approved Numeracy course for Cap Core requirements

BFIN 306 is an approved Quantitative/Analytical course for baccalaureate degrees.

BFIN 306 is equivalent to BFIN 286. Duplicate credit will not be granted for this course and BFIN 286.

REQUIRED TEXTS AND/OR RESOURCES

Madura, J and Singh Gill, H. Personal Finance, Latest Canadian Edition (or similar)

Publisher's website for course text including full E-textbook with new textbooks (may be purchased separately), <http://www.MyFinanceLab.com> (or similar)

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:

1. Develop SMART financial planning goals for client scenarios involving setting saving, investment targets to reach goals in specified time frames.
2. Prepare personal financial statements (including a personal budget, cash flow statement, and statement of net worth) for moderately complex client scenarios.
3. Apply Time Value of Money (TVM) calculations to assess savings needs for retirement and other financial goals using real rate of return appropriately.
4. Incorporate basic knowledge of personal income tax, the rules for registered plans (RRSP, TFSA, RESP and RDSPs) in financial planning recommendations.
5. Evaluate and calculate various types of personal insurance needs and coverage options (using time value of money calculations (TVM) where appropriate.
6. Recommend basic saving and investment options (saving accounts, stocks, bonds, mutual funds, ETFs, Segregated funds and annuities etc.) and types of accounts and their features, allocating cash flow to address goals and wealth management.
7. Analyse and make recommendations on financing, including debt consolidation and mortgage financing, including applying TDSR and GDSR ratios to qualify for financing and evaluating renting versus buying a home.
8. Estimate government pension income sources such as OAS and CPP and corporate pensions to basic retirement planning scenarios.
9. Explain basics of estate planning including wills, trust and powers of attorney.

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

1. Apply both analytical and numerical skills to solve problems.
2. Summarize and analyze data in quantitative forms.
3. Interpret and draw conclusions from an analysis of quantitative data.
4. Represent quantitative information in a variety of forms (e.g. symbolically, visually, numerically, and verbally).
5. Incorporate quantitative evidence in support of an argument.

COURSE CONTENT

1. SMART personal financial goals and personal financial statements using time value of money calculations and real rate of return
2. Taxation for financial planning and money management
3. Credit, financing, home equity line of credit and mortgages
4. Insurance: auto, home, health, disability, critical illness, long term care, life – term, permanent
5. Investing fundamentals, risk tolerance, stocks and bonds, asset mix, basic securities valuations
6. Retirement income planning
7. Estate Planning
8. Produce a Personal Financial Plan

EVALUATION PROFILE

<i>Assessment</i>	<i>% of Final Grade</i>
Assignments and Quizzes	10 – 50%
Midterm(s)*	20 – 40%
Personal Financial Plan	10 - 15%
Final Exam	20 – 35%
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.