



COURSE OUTLINE

SCHOOL OF FINANCIAL SERVICES

COURSE NAME: ADVANCED FINANCIAL PLANNING PRACTICE
COURSE CODE: FIN 4012
CREDIT HOURS: 42
PREREQUISITES: None
COREQUISITES: None
PLAR ELIGIBLE: YES () NO (x)
EFFECTIVE DATE: January 2009
PROFESSOR: OFFICE #:
PHONE: 416-415-5000 EMAIL:

NOTE TO STUDENTS: Academic Departments at George Brown College will NOT retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY		
ORIGINATOR: _____	SIGNATURE	DATE
CHAIR: _____	SIGNATURE	DATE
DATE OF REVISION: _____		

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

George Brown College is dedicated to providing equal access to students with disabilities. If you require academic accommodations visit the Disability Services Office or the Deaf and Hard of Hearing Services Office on your campus.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

This course is intended to establish the parameters required for success as a professional in the financial planning industry. Initially, it demonstrates the significance and requires the application of the Standards of Professional Conduct to realistic scenarios within professional practice. The course integrates all curricula of financial planning through the analysis of case scenarios and practical application of the financial planning process.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES are either Learned (**L**), Practiced (**P**) or Evaluated (**E**) in this course:

Skill	L	P	E	Skill	L	P	E
1. communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience	x	x	x	7. locate, select, organize and document information using appropriate technology and information sources	x	x	x
2. respond to written, spoken or visual messages in a manner that ensures effective communication		x	x	8. show respect for the diverse opinions, values, belief systems, and contributions of others	x	x	x
3. execute mathematical operations accurately		x	x	9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals		x	x
4. apply a systematic approach to solve problems		x	x	10. manage the use of time and other resources to complete projects		x	x
5. use a variety of thinking skills to anticipate and solve problems		x	x	11. take responsibility for one's own actions, decisions and consequences		x	x
6. analyze, evaluate, and apply relevant information from a variety of sources		x	x				

COURSE OUTCOMES:

1. Outcome: Explain the relevance of the Code of Ethics governing the financial planning profession.

- Explain the principles underlying the Ethical Code of Conduct governing the Certified Financial Planner.
- Explain the guidelines to which one should adhere in meeting the guidelines for ethical conduct.

- Outline the implications of breaking the Ethical Code of Conduct.

2. Outcome: Analyze a realistic situation and apply the Code of Ethics to the resolutions of the situation.

- Review a practical situation in order to determine if the Code of Ethics has been broken.
- Outline the duty one would face in that role and the implications of one's actions in each scenario.
- Chapter/reference.

3. Outcome: Create a Continuing Education plan that is consistent with the requirements of the CFP Licensees.

- Explain the requirements for continuing education that a CFP must meet each year.
- Explain the difference between a general and technical continuing education credit.
- Provide examples of activities that would be acceptable for each type of continuing education credit

4. Outcome: Explain the importance of one's fiduciary duties as a financial planner.

- Define the fiduciary duty that a financial planner owes to his clients.
- Outline ways that a financial planner can breach his fiduciary duty to his client.
- Explain the role of fiduciary duty in upholding the reputation of the CFP profession/designation.

5. Outcome: Integrate all aspects of the financial planning process in the development of a financial plan based upon the analysis of case scenarios.

- Analyze case situations and determine your client's needs objectives and priorities.
- Quantify proposed solutions or strategies to meet client's strategies.

DELIVERY METHODS:

Collaborative work, online learning, independent study and peer presentations.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

- The CFP Education Program, CCH/Advocis, Refer to Module #8 – Ethics
- Custom publish/compilation of pre-selected Financial Planning cases.

MISSED TERM WORK OR EXAMINATIONS

Exemption or deferral of a term exam or final examination is not permitted except for a medical or personal emergency. The professor must be notified by e-mail prior to the test. Appropriate documentation, as determined by the professor, must be submitted.

Any student who either misses the midterm exam or does not hand in a paper and who provides acceptable documentation of illness or other serious problem will have the missed percentage of the course mark added to the weighting of the final exam. There will be no make-up exams or assignments.

Absence from final exam:

- Professor must be notified by e-mail **before** the examination
- Documentation must be presented to the professor **within three working days**.

•If the majority of the course work has been completed with a passing performance, and the documentation is acceptable, an "Incomplete" grade (INC) will be entered by the instructor. **An INC grade will not be granted if term work was missed or failed.**

•The final examination must be written **within 60 days of the submission of the incomplete grade.** **Failure to do this will result in an F grade.**

ASSIGNMENT POLICY:

Students unable to submit as assignment on the due date should discuss the matter in advance with the professor. At the professor’s discretion, late assignments may not be accepted. Where late assignments are accepted, the professor will apply a late penalty.

EVALUATION SYSTEM:

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
Test #1	Code of Ethics	1,2	1,2,4,5,11	4	20%
In-class cases	Financial planning case-based scenarios	1-5	1-7, 10, 11	7,11,15	30%
Individual Assignment	Letter of Engagement	4	1-7, 10, 11	2	10%
Class Assignment #1	Case study analysis	5	1-11	10	20%
Class Assignment #2	Case study analysis	5	1-11	14	20%
				TOTAL:	100%

GRADING SYSTEM

The passing grade for this course is: **D**

A+	90-100	4.0	B+	77-79	3.3	C+	67-69	2.3	D+	57-59	1.3	Below 50	F	0.0
A	86-89	4.0	B	73-76	3.0	C	63-66	2.0	D	50-56	1.0			
A-	80-85	3.7	B-	70-72	2.7	C-	60-62	1.7						

Excerpt from the College Policy on Academic Dishonesty:

The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material. To view George Brown College policies please go to www.gbrownc.on.ca/policies

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
1	Financial Planners Standards Council Code of Ethics	1,2		Module #8, Unit #4
2	Principles of the Code if Ethics		Individual Assignment	Module #8, Unit #4
3	Application of Code of Ethics Continuing Education Plan	3,4,5		Module #8, Unit #5
4	Test 1		Test 1	20% Test 1
5	Case Study	1,2,3,4,5		
6	Case Study	1,2,3,4,5		
7	Case Studies In-class	1,2,3,4,5		In class case #1
INTERSESSION BREAK				
9	Case Study	1,2,3,4,5		
10	Case Study	1,2,3,4,5	Class Assignment 1	20% Hand in case #1
11	Case Study	1,2,3,4,5		In-class case #2
12	Case Study	1,2,3,4,5		
13	Case Study	1,2,3,4,5		
14	Case Study	1,2,3,4,5	Class Assignment 2	20% Hand in case #2
15	Case Study	1,2,3,4,5		In-class case #3
<p>Please note: this schedule may change as resources and circumstances require.</p> <p>For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: http://www.georgebrown.ca/Admin/Registr/PSCal.aspx</p>				