



COURSE OUTLINE
SCHOOL OF FINANCIAL SERVICES

COURSE NAME: PROFESSIONAL PRACTICE
COURSE CODE: FIN 4013
CREDIT HOURS: 42
PREREQUISITES: NONE
COREQUISITES: NONE
PLAR ELIGIBLE: YES () NO (X)
EFFECTIVE DATE: Septembre 2009
PROFESSOR: _____ **OFFICE #:** _____
PHONE: 416-415-5000 **MAIL:** _____

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	August 2009 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 purpose of this course is to apply and reinforce key financial planning concepts covered in Semester 1 including, but not limited to, financial management and retirement planning. This will include responding to individual student needs in order to establish a solid foundation for Semester 2. Content will be delivered in problem solving and short case study formats.

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		7. locate, select, organize and document information using appropriate technology and information sources		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	
3. execute mathematical operations accurately	X	X	X	9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals		X	
4. apply a systematic approach to solve problems	X	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	X				

COURSE OUTCOMES:

Upon successful completion of this course the students will have reliably demonstrated the ability to:

1. To understand and utilize financial planning terminology and concepts covered in Semester I.
<ul style="list-style-type: none">• Identify and explain key principles of financial planning.▪ Develop a client engagement letter that incorporates the key elements of financial planning and reflects client situation
2. To build confidence in identifying key financial planning issues.
<ul style="list-style-type: none">▪ Using available information, describe probable pros and cons of a client's current situation▪ Identify the major characteristics of client's existing assets and liabilities in client-centred language
3. To correctly analyze and evaluate financial planning strategies through case study analysis.
<ul style="list-style-type: none">▪ Identify and prioritize client's stated goals▪ Identify and describe issues that client should be aware of▪ Build competence in mathematical calculations that identify issues or needs▪ Describe and prioritize strategies that will move the client closer to attainment of his/her goals
4. To identify career opportunities within the financial planning industry
<ul style="list-style-type: none">▪ Demonstrate knowledge of depth and breadth of financial services industry▪ Evaluate personal career goals based on information gathered inside and outside the classroom▪ Evaluate relevance of information obtained from speakers, professors, fellow students and others to personal goals
5. To identify and, where possible and appropriate, resolve issues that hinder success.
<ul style="list-style-type: none">▪ Identify gaps that impede success▪ Describe and prioritize steps that will resolve gaps.▪ Determine effort required for success in obtaining employment in the financial services industry▪ Develop and execute a plan to obtain desired employment

DELIVERY METHODS / LEARNING ACTIVITIES:

This course uses the case study method to facilitate the sharing of key concepts. Students are expected to think critically about the issues related to the case, discuss related questions with classmates, complete in-class assignments and reflect on their learning outcomes. In order to successfully complete the course, they will be expected to attend class and complete the in-class assignments. They will be evaluated based on accurate and timely completion of all assignments.

The course also incorporates a number of industry speakers. Students will be expected to evaluate information obtained from the speaker in terms of its relevance to their personal situation and goals.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Required: CCH/Advocis CFP Education Program Courses 1 – 4
Texts as required in other Semester I courses
Non-programmable financial calculator.

TESTING POLICY:

Students' performance and progress will be assessed using in-class assignments and tests. Assessment using the methods outlined in Evaluation System below will seek to evaluate competence, using Tests, Quizzes and Assignments. Due dates are announced in class or indicated on this course outline. Students are responsible for keeping track of these dates. Except for emergencies, if a student will miss a key assessment, he or she must properly communicate with the professor in advance to make alternate arrangements. Where a group assignment is given, an individual assignment will not be acceptable as a substitute. Where an emergency such as illness or accident occurs, it is the student's responsibility to communicate this occurrence with the professor as soon as possible, and, provide appropriate College-acceptable supporting documentation immediately upon return, and no later than three days thereafter. Any re-sit must be completed within seven (7) days of the missed assessment or by the earliest Make-up Test date established by the Administrative Office. Otherwise, failure to comply with these policies and expectations will result in a grade of zero for missed examinations or tests.

ASSIGNMENT POLICY:

Late assignments without official documentary support will be penalized by 20% per day, and will not be accepted after 5 days. These guidelines are intended to create and support an orderly, fair and balanced college-level learning environment. Only in extenuating circumstances will any variations to these policies be contemplated.

EVALUATION SYSTEM:

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
Eight In-Class Assignments – exercises and personal reflections.	Problem solving exercises utilizing case study. Reflections on learning from industry speakers.	1, 2, 3, 4, 5	2, 3, 4, 5, 6, 10, 11	Weeks 2 - 6 and 9 - 14.	40%
Midterm Exam	Tests material covered in all other courses in Weeks 1 – 6.	1 – 3	2, 3, 4, 5, 6, 10, 11	Week 7	25%
Final Exam	Comprehensive, with emphasis on material covered during last half of the semester.	1 - 3	2, 3, 4, 5, 6, 10, 11	Week 15	35%
				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.georgebrown.ca/policies

TOPICAL OUTLINE:

Note: Weekly topics and/or content is subject to change by the professor.

Week 1	Topic	Outcome	Content	Reference
1	Program overview Study tips Introduction to case and financial objectives	1, 4, 5		
2	Six Steps of Financial Planning Engagement Letter	1	In-Class Assignment 1	CFP website - sample letters
3	Net Worth & Cash Flow	2, 3	In-Class 2	Advocis course material
4	Time Value of Money	2, 3	In-Class 3	Advocis course material
5	Industry Speaker	4, 5	In-Class 4	
6	Registered Pension Plans	2, 3	In-Class 5	Advocis course material
7	Midterm Exam	1 – 3	Midterm Exam	Weeks 1 - 6
Intercession Break				
9	Education Savings Plans	2, 3		Advocis course material
10	Investment Goals/Risk Tolerance	2, 3	In-Class 6	CSC I course material
11	Legal Issues	2, 3		Advocis course material
12	Industry Speaker/s	4, 5	In-Class 7	
13	Personal Tax Return	2, 3	In-Class 8	Advocis course material
14	Securities yields, returns, margin calls	2, 3		CSC I course material
15	Final Exam	1 - 3	Final Exam	Comprehensive

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>