



FINANCIAL PLANNING

Retirement Planning

AP/ADMS 4505 | Course Outline | Fall 2021

Instructor	Dr. Jodi Letkiewicz
Email	jodilet@yorku.ca
Course Delivery Format	Online
Office Hours	Virtual Office Hours (link to sign up in eClass) Mondays: 5:00 – 6:00 p.m. Wednesdays: 10:00 – 11:00 a.m. Email me to schedule a different time.
Course Website	

ESSENTIAL NOTICE: READ THIS FIRST

This format for this course is asynchronous.

Technical requirements for taking the course:

You will need a stable, high-speed Internet connection, a computer with webcam and microphone, and/or a device with these features.

Times and locations:

This course will be delivered primarily asynchronously. However, there are some components that require us to meet as a group synchronously. Those dates are noted in the course schedule.

Course Description

This course builds on the material covered, and the skills and knowledge taught, in ADMS 3520 and ADMS 3541. Students will develop advanced skills in the areas of pre- and post-retirement planning and estate planning, with an introduction to employee benefits.

Learning Outcomes:

By the end of this course, students are expected to be able to:

- Understand the financial planning process as it relates to Retirement Planning and Estate Planning.
- Assess and determine both the quantitative and qualitative information required to develop a financial plan.
- Identify risks and opportunities regarding clients' finances, as they relate to retirement and estate planning.
- Analyze the relevant client information and formulate strategies for achieving the client's financial goals.
- Prepare and complete a comprehensive financial plan.
- Develop and demonstrate the presentation skills needed to be successful in the financial planning profession.

Prerequisites: AP/ADMS 3520 and AP/ADMS 3541.

Required Texts

Retirement in Canada, Coleen Clark, **FOURTH Edition**, Captus Press, 2020. [RP]

Estate Planning in Canada, Coleen Clark, **FOURTH Edition**, Captus Press, 2020 [EP]

The textbooks are available only as eBooks and can only be purchased here:

<http://www.captus.com/information/eBook.htm>

Optional:

[*Tax Planning for You and Your Family 2021*](#). KPMG LLP (Marlene Cepparo, Nancy Belo, and Paul Corupe)

Evaluation Scheme

Weekly Assignments:	10%
Weekly Quizzes:	15%
Group Case (pre-retirement plan)	20%
Midterm Exam:	30%
Final Case Study (done individually):	25%
Total	100%

Course Assessment Components

Weekly Problems

Most weeks you will have an assigned problem set. The problems are to help you understand the material and prepare for the case studies and exams. Your lowest score will be dropped. Problems must be completed and submitted by Tuesday at 4:00 p.m. EST the week following “class”. *For example, quiz 1 and assignment 1 are due Tuesday, September 21 at 4:00 p.m. EST.*

Weekly Quizzes

Short quizzes are assigned weekly. The quizzes help keep you on track with your reading and the lectures. These will all be administered through the course website, and you are expected to work on them by yourself. Your lowest score will be dropped. Quizzes must be completed and submitted by Tuesday at 4:00 p.m. EST the week following “class”. *For example, quiz 1 and assignment 1 are due Tuesday, September 21 at 4:00 p.m. EST.*

Group Project (Pre-retirement case study)

The case study will be done in groups of no more than 3 students, no less than 2.

Midterm Exam

The exam will be administered online on Thursday, Nov. 9 between 5:00 p.m. and 7:00 p.m. EST. If you are living in another time zone, contact the instructor for accommodations so you are not taking the exam in the middle of the night.

Final Case Study

The final case study is to be completed on your own. It will be due during the exam period.

RELEVANT UNIVERSITY/LA&PS/SCHOOL REGULATIONS

The regulations on many aspects of coursework that apply to you are on:

<http://sas.laps.yorku.ca/students/>. You are responsible for understanding and following these regulations.

COURSE SCHEDULE

Note: This section may change throughout the semester. It is your responsibility to follow course announcements where all changes will be announced.

Week 1: The Retirement Planning Process

Activities

- Assigned problem #1
- Quiz #1

Week 2: Factors Affecting Retirement Planning

Activities:

- Assigned problems #2
- Quiz #2

Week 3: Government Benefit Plans

Activities

- Assigned problems #3
- Quiz #3

Week 4: Registered Pension Plans (RPP) & Other Plans

Activities

- Assigned problems #4
- Quiz #4

Week 5: Pension Adjustments & Other Pension Plans

Activities

- Assigned problems #5
- Quiz #5

October 10 – 15: Reading Week

NO CLASSES

Week 6: Registered Retirement Savings Plans (RRSP)

Activities:

- Assigned problems #6
- Quiz #6

Week 7: Retirement Income Options

Activities:

- Group Assignment Due
- Review problems for midterm

Week 8: Midterm Exam

When: Tuesday, Nov. 9. 5:00 p.m. – 7:00 p.m. EST

Where: Online through eClass

Week 9: Retirement Maturation & Estate Planning

Activities

- Assigned problems #7
- Quiz #7

Week 10: Family Law, Power of Attorney & Disposing of Assets

Activities

- Assigned problems #8
- Quiz #8

Week 11: Taxation Issues

Activities

- Assigned problems #9
- Quiz #9

Week 12: Trusts, Charities, & U.S. assets

Activities

- Assigned problems #10
- Quiz #10

Final Project (Dec. 9 – 23)

Final exam will be a take-home case to be completed on your own. Due date will be announced later in the semester.