On-Campus Midterm and Final Exams
ADMS 2541, 3530, 3531, 3541, 4540
2022-2023

The SAS finance area offers sections of ADMS 2541, 3530, 3531, 3541, and 4540 in both LECT and ONLN course types. There are “common exams” for both midterms and finals. In each
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day/time.

In 2022-2023 the ONLN sections are 2541C, 2541O, 3530J, 3530V, 3531D, 3531Q, 3541D, 3541P, 4540F, and 4540Q. **Students in the ONLN sections must write their midterm and final exams in-person on York’s Keele campus.** We do not offer online exams in these courses, and we do not offer in-person exams at alternate locations.

Course outlines will be posted before the beginning of each term.

YORK U UNIVERSITÉ UNIVERSITY

FINANCIAL PLANNING

Personal Financial Planning

AP/ADMS 3541 | Course Outline | Fall 2022

	Section D
Course Instructor	Dr. Daniel Richards
Email	danwrich@yorku.ca
Course Delivery Format	**Online**
Class time and location	Asynchronous
Office Hours	Email to schedule a time

Course Description

Introduces financial planning techniques used in professional practice and follows through the steps and methods involved in developing personal financial plans. Topics include taxation, investment alternatives, targeting savings levels, insurance, retirement planning and relevant legislation.

Prerequisite: AP/ADMS 3530
Students who do not have this prerequisite must have a prerequisite waiver form or transfer credit that the Finance Area Coordinator has approved.

Required Textbook

Ho, Kwok; Robinson, Chris; Letkiewicz, Jodi C.; Zaremba, Victoria. *Personal Financial Planning*. 6th Edition, Captus Press, 2022. (Textbook)
Available from:
Personal Financial Planning. 6th Edition

Financial Calculators

A financial calculator is required.

Students are responsible for learning how to use their own financial calculator. Several models are in common use in finance but the instructors use a Texas Instruments BAII Plus. Other models include the Sharp EL-733A and the Hewlett-Packard 10BII. Instructions for these three models are given in the course textbook. Chapter 2 includes some examples using the BAII Plus.

If you will someday pursue the Chartered Financial Analyst designation, note that only two calculators are currently allowed for the CFA exams: the TI BAII Plus (including the BA II Plus Pro), and a different Hewlett-Packard model, the HP-12C.

Evaluation Scheme

Biweekly Quizzes	20%
Midterm Exam	20%
Group Case Study Analysis	10%
Presentation	10%
Final Exam	40%
	100%

Course Assessment Components

Biweekly Quizzes

A biweekly quiz should be taken through eClass. There are 5 quizzes in total, but your 4 highest quiz scores will count towards your final grade. We will choose your top 5 scores on the quizzes at the end of the semester. The purpose of having 4 out of 5 quizzes count, is that you have some flexibility if you cannot do a quiz. For example, if you are sick or are really busy and you get behind, you can skip a quiz at no cost to you. Do not email your instructor asking for an extension to the quiz as this has already been factored into the system. Students who register late for this course must email the instructor and we will arrange a time for you take the first quiz you missed

These must be done individually.. The dates of the quizzes are posted in the Course Schedule below. The quizzes will be conducted every Friday at 5pm. It will cover:

Quiz 1: Weeks 1-2
Quiz 2: Weeks 3-4
Quiz 3: Weeks 5-6
Quiz 4: Weeks 7-8
Quiz 5: Weeks 9-11

Each quiz should take 40 minutes to complete. The quiz will be open for a 1-hour window.

Midterm Exam

The midterm exam will be Saturday, October 15th, 4:30pm to 7:00pm. The midterm exam will be an in-person exam for all sections. Details will be posted on the eClass course website. The midterm exam covers weeks 1 – 4 of course content and focuses heavily on the Time Value of Money. This must be done individually.

There will be no make-up midterm examination. Students who cannot write due to legitimate reasons will have their final examination mark pro-rated to cover the midterm using a method that does not penalize you if the final examination is relatively harder than the midterm, and does not give you an advantage if the final examination is relatively easier.

Group Case Study Analysis and Presentation Assignment

The case study analysis and presentation assignment is worth 20% (10% for the assignment and 10% for the presentation). You will have two weeks to complete this assignment.

You should work in pairs. If you work with someone else, you must write your names, student numbers and email addresses at the top of each assignment. We will not give any credit to an unidentified assignment.

This assignment is a case study assignment where you will be required to read case notes about a client seeking financial advice. Your task will be to answer questions as if you are a financial planner and show your workings. Your group will then be required to present your analysis as if you were providing financial planning advice. Your presentation should be a minimum of 3 minutes and a maximum of 5 minutes. Presentations outside these limits will receive deduction. Your group should upload your presentation as a video file on eClass.

<u>Extensions for Assignments</u>

- Extensions for submitting an assignment after the due date without penalty may be granted on a case-by-case basis.
- Approval <u>must be</u> obtained from the course instructor prior to the due date of the assignment.

<u>Late Assignments</u>

If you require an extension for a genuine reason, contact the instructor BEFORE the submission day. Late submissions without a genuine reason will receive a 10% penalty per day late of the final grade. For example, if a student gets a grade of 20/25 and submits 1 day late, the final grade will be deducted 2 marks (20 * 10% * 1= 2) so 18/25. If it is 2 days late, the final grade will be deducted 4 marks (20 * 10% * 2= 4) so 16/25. If the assignment is more than 5 days late, it will be given no marks and will not be graded.

<u>Marking of Assignments</u>

- Assignments and midterm exams will be marked and returned in about two weeks.
- Assignment solutions will be posted online. Retain a copy for your reference.

Final Exam

The registrar's office will schedule the final exam. The final exam will be an in-person exam for all sections. The final exam will cover all the course content but with more weight given to weeks 5 - 12 of the course content.

Religious conflicts (i.e. the student cannot write on the date and time of the regular exam due to religious reasons) will be accommodated. Students have to request for religious accommodation according to the School's procedures and deadline. In addition, they have to inform the course instructor in writing by the third class of the term, at the latest. If the request is granted, the student will write an alternate exam.

<u>Finance Area policy on DSA (Deferred Standing Agreement)</u>

It is the policy of the Admin Studies finance area that instructors will NOT sign a DSA form if you miss both the midterm and final exams. Students in this situation will need to petition for deferred exam, late withdrawal, or a remedy appropriate to their circumstances. If the midterm is missed due to illness, appropriate documentation must be provided to the course instructor within two weeks of the missed work. Do NOT hand it into the office.

Communications

For general course questions and discussion, we are using the discussion forums on eClass course website. An instructor will aim to respond to your comments within 3 business days; other students can reply earlier. We will not respond the day an assignment is due.

Before you send a message, make sure to read the course outline and the discussion forums to find answers to questions.

If the question is personal to you, please contact your course instructor. All email communication must follow the following guidelines to ensure prompt and accurate responses:

- Subject heading must begin with "ADMS 3541" or we don't answer.
- Clearly identify who you are and which section you are enrolled in.
- For reasons of privacy and confidentiality, please email from your York account.

Emails will be returned within 3 business days. If it has been 3 business days and you have not heard a response, please resend the email and politely let the instructor know it has been missed.

Academic Integrity

In this course, we strive to maintain academic honesty to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's Academic Integrity module at the beginning of the course. Breaches of academic honesty range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate University authorities and can be punishable according to the Senate Policy on Academic Honesty.

RELEVANT UNIVERSITY/LA&PS/SCHOOL REGULATIONS

All students are expected to familiarize themselves with the following information:

- Student Rights & Responsibilities
- Academic Accommodation for Students with Disabilities
- https://www.yorku.ca/laps/sas/

Course Contingency

Every effort will be made to manage the course as stated. However, adjustments may be necessary during the semester. In the event that the instructor tests positive or has multiple symptoms related to COVID-19, the weekly in-person class meeting may move to a virtual Zoom meeting. Everything will be done to notify students in advance.

Course Schedule

Note: This section is subject to change during the semester.
It is your responsibility to check/follow Course Announcements for any changes.

Week	Topic	Textbook Readings	Tasks- Chapter and Problem number (#)	Assessment
1 (Sept 7 – Sept 13)	Introduction to financial planning and goal setting	Chapters 1 and 3	Chpt. 3 #1	
2 (Sept 14 – Sept 20)	Time value of money	Chapter 2	Chpt. 2 # 1, 3, 5, 19, 20 Chpt. 3 # 2	
3 (Sept 21 – Sept 27)	Financial statements and life cycle	Chapters 4 and 6 Financial Ratios (on eClass)	Problem- Financial Statements & Ratios on eClass	Quiz 1 Friday September 23rd open: 5:00pm-6:00pm
4 (Sept 28 – Oct 4)	Debt and credit management	Chapter 12	Chpt. 12 # 3 ,4, 9 Problem- Car Loan on eClass	
5 (Oct 5 – Oct 18)	Mortgage financing and home valuation	Chapter 13	Chpt. 13 # 2, 3, 9a-d Problem- Rent vs Buy on eClass	Quiz 2, Friday October 7th open: 5:00pm-6:00pm Midterm Saturday, October 15th 4:30pm-7:00pm
Reading Week: October 8-14				
6 (Oct 19 – Oct 25)	Tax and tax Planning	Chapters 7 and 8	Chpt. 7 # 1, 4, 6, 9 Chpt. 8 # 1, 3	
7 (Oct 26 – Nov 1)	Risk management I: Property, home and auto	Chapters 9 and 11	Chpt. 9 # 1 Chpt. 11 # 3, 4 Problems on eClass	Quiz 3, Friday November 4th open: 5:00pm-6:00pm
8 (Nov 2 – Nov 8)	Risk management II: Life, heath and disability	Chapter 10	Problem on eClass	
9 (Nov 9 – Nov 15)	Investment I: Principles, types	Chapter 14 and 15	Chpt. 14 # 2, 4 Chpt. 15 # 2, 4, 5,12	Case study analysis and presentation due November 11th 11:59pm
10 (Nov 16 – Nov 22)	Investments II: Choices and portfolio suitability	Chapter 16	Chpt. 16 #8a-b, 9 KYC file Problem on eClass	Quiz 4, Friday November 18th open: 5:00pm-6:00pm
11 (Nov 23 – Nov 29)	Basic retirement planning	Chapter 17	Chpt. 17 # 5, 7	
12 (Nov 30 – Dec 6)	Family law and Estate planning	Chapter 5 and 18	Chpt. 5 #4 Problem on eClass	Quiz 5, Friday December 2nd open: 5:00pm-6:00pm
Exam period: Dec 8-23				