

York University  
School of Administrative Studies  
ADMS 4506 Winter 2025 Course Outline

**Professional Financial Planning**  
Online: Asynchronous & Synchronous



<b>Instructor</b>	Sheldon Craig, CFP®
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<b>Class Time</b>	Mondays at 7:00 p.m. EST
<b>Office Hours</b>	By appointment. Please email me to set up a time
<b>Course Website</b>	<a href="https://fpcanadainstitute.brightspace.com/">https://fpcanadainstitute.brightspace.com/</a>

#### Course Description

This course teaches students how to apply the technical knowledge from their financial planning courses to the practice of financial planning with clients who have situations and/or needs at various levels of complexity. The program introduces models, guidance and techniques for undertaking all phases of the financial planning process as well as key concepts in human behaviour and ethics.

The course uses real-world case scenarios to develop a deep understanding of, and competence in, holistic financial planning, applying key facets of human behaviour and addressing common ethical dilemmas in client situations at all levels of complexity.

This course fulfills both the Introduction to Professional Ethics (IPE) requirement as well as the Professional Education Program requirement for CFP qualifications through FP Canada.

**Prerequisites:** ADMS 3520, 3531, 3541, 4505 and 4507.

Only 4505 and 4507 are listed in the course calendar, however, 3520, 3531, and 3541 are all prerequisites for those courses. If you have not completed any of these, you will be de-enrolled. This is a strict requirement from FP Canada so there are no exceptions.

#### Course materials

To access online course materials through FP Canada, please complete the Student Registration Application at the link below no later than January 6, 2025. Login and password information will be emailed to you once your application has been received.

Link to Student Registration Application:

<https://online.fpcanada.ca/psi-pep-student-registration?uid=cab7056f08dc4dfbaab54066ef0c07f0>

#### Relevant University, LA&PS, and School of Administrative Studies Regulations

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

<https://sas.laps.yorku.ca/students/school-policies/>. You are responsible for understanding and following these regulations.

## Learning Outcomes

Upon completion of this course, you will be able to:

- Develop a value proposition tailored to their client's needs
- Understand what is involved in developing terms of engagement
- Implement strategies for an effective discovery
- Analyze data gathered from discovery
- Build a plan that considers prioritizing recommendations, ethics, and behavioral economics
- Understand the importance of helping clients implement the plan,
- Ensure, once a plan is in place, that it continues to be relevant for the client
- Behavioral economics strategies to help overcome a potential reluctance to re-engage clients, particularly when investment values have declined.

## Evaluation Scheme

Attendance/participation/completion	5%
Introduction to Professional Ethics (IPE)	5%
Course Material (PEP)	90%

**Note:** While the York University grading system will be followed, to meet the requirements for CFP® certification, as set out by FP Canada™, students must achieve a minimum grade of 60% in order to fulfill the CFP Professional Education Program requirement. For additional information on the requirements for CFP certification, visit the [FP Canada Website](#).

## Topical Coverage

Due dates, topics and zoom sessions are subject to change.

- You can work at your own pace but must complete the assignments by the due dates listed below. You will not have access to each unit until you complete the previous unit.
- **Dates listed in blue** are synchronous zoom dates. They count towards your attendance and participation mark.

Unit	Date	Topic/Coverage
IPE	<b>Monday, January 6/25</b>	<b>Zoom: Introduction to the course</b> Introduction to Professional Ethics (IPE)
1	Monday, January 13/25	Unit 1: Value Proposition
2	<b>Monday, January 20/25</b>	Unit 2: Terms of Engagement <b>Zoom: FP Canada</b>
3	Monday, February 3/25	Unit 3: Discovery
4	<b>Monday, February 10/25</b>	Unit 4: Analysis <b>Zoom: Topic TBD</b>
<b>Reading Week February 15- 21, 2025</b>		
5	Monday, March 3/25	Unit 5: Recommendations and Financial Plan
6	Monday, March 10/25	Unit 6: Implement Recommendations

7	<a href="#">Monday, March 17/25</a>	Unit 7: Monitor and Review <a href="#">Zoom: Topic TBD</a>
FA	Monday, March 31/25	Final Assessment (cont'd)

### Summary of Assignment Weighting and Due Dates

Assignment	Weighting	Due Date
IPE – Introduction to Professional Ethics	5%	Monday, January 13, 7 p.m.
PEP: Unit 1 Assignment	2.50%	Monday, January 20, 7 p.m.
PEP: Unit 2 Assignment	2.50%	Monday, January 27 p.m.
PEP: Unit 3 Assignment	10.0%	Monday, February 10, 7 p.m.
PEP: Unit 4 Assignment	15%	Monday, February 24, 7 p.m.
PEP: Unit 5 Assignment	15%	Monday, March 10, 7 p.m.
PEP: Unit 6 Assignment	2.5%	Monday, March 17, 7 p.m.
PEP: Unit 7 Assignment	2.5%	Monday, March 24, 7 p.m.
PEP: Final Assessment (FA)	40%	Friday, April 11 <sup>th</sup> , 11:59 p.m.
Attendance/participation/completion	5%	End of Term