

Personal Financial Planning

AP/ADMS 3541 – SECTION O
WINTER 2026

Course Information

- Class Location: In-person (bldg - SLM rm – B)
- Course Instructor: Tanya M. Staples
- E-mail: tmshall4@yorku.ca
- Office Hours & Location: Please contact me to arrange

Land Acknowledgment

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region ([LA&PS Land Acknowledgement](#)).

Course Overview

Course Description

The course introduces students to financial planning techniques used in professional practice and follows through the steps and methods involved in developing personal financial plans. Topics include time value of money, personal financial statements, family law, tax planning, debt management, mortgage financing and home investment, risk management and insurance, investment, and an introduction to retirement planning.

Pre-Requisites: 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 Course Materials

Required Textbook

Ho, Kwok; Robinson, Chris; Letkiewicz, Jodi; Zaremba, Victoria. *Personal Financial Planning*. 6th Edition, Captus Press, 2023. (Textbook)

Information about purchasing the textbook as follows:

- Option 1: The printed copy of the textbook is available at the York University Bookstore or from the Publisher directly for \$129.75
- Option 2: The electronic version of the textbook is available directly from the publisher, Captus Press. You can purchase the eBook for the term at <http://www.captus.com/information/eBook.htm> for \$51.60

Financial Calculator

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 instructor use a Texas Instruments BAI Plus. Other common models include the Sharp EL-733A and the Hewlett-Packard 10BII. Chapter 2 of the textbook includes some examples using the BAI 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 BAI Plus (including the BA II Plus Pro), and a different Hewlett-Packard model, the HP-12C.

The Financial Planners Standards Council, which administers the Certified Financial Planner exams in Canada, specifies only that calculators must be noiseless, non-programmable and not be able to store text.

Course Evaluations

Course Evaluation Scheme

Assessment	Weight
Midterm Exam	30%
Group case study analysis	15%
Presentation	15%
Final exam	40%
	100%

Assessment Descriptions

1. Midterm Exam: Feb 28th 2pm

The midterm exam will be on updated soon. 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 – 5 of course content.

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.

2. Group case study analysis & Presentation: March 15th 11:59 PM

The case study analysis and presentation assignment combined are worth 30% (15% for the assignment and 15% for the presentation). You will have two weeks to complete this assignment.

You should work in pairs within the same section. You must write both 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.

Further instructions will be posted on eClass.

Extensions for Assignments

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

Late Assignments

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.

3. Final exam

The registrar's office will schedule the final exam. The final exam will be an in-person exam for all sections, and it will be 3 hours in length. The final exam will cover all the course content but with more weight given to weeks 6 - 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 must request for religious accommodation according to the school's procedures and deadline. In addition, they must 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.

Deferred Exam

Dates for Winter haven't been confirmed yet, will likely be 3rd or 4th week of May 2026.

Requests are submitted through this website.

<https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/>

Finance Area policy on DSA (Deferred Standing Agreement)

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.

Weekly Course Schedule *(tentative)*

Week	Topic	Textbook Readings	Tasks – Chapter & Problem #
Week 1 Jan. 5 – 11	Introduction to financial planning and goal setting	Ch. 1 & 3	Ch. 3 #1 Problems on eClass
Week 2 Jan. 12 – 18	Time value of money	Ch. 2	Ch.2: Q1, 3, 5, 7, 19
Week 3 Jan. 19 – 25	Financial statements and life cycle	Ch. 4 & 6	Ch.3: Q2. Problems on eClass Ch.4: Q2 (a) and (b) only
Week 4 Jan. 26 – Feb 1	Debt and credit management	Ch. 12	Ch. 12: Q1, 3, 4, 9
Week 5 Feb. 2 – 8	Mortgage financing and home valuation	Ch. 13	Ch. 13: Q2, 3, 9
Week 6 Feb. 9 – 22	Tax and tax Planning	Ch. 7 & 8	Ch.7: Q1, 4, 9; Ch.8: Q1 Problems on eClass
<i>Reading Week: February 14 – 20</i>			
Midterm Exam: Feb 28, 2025 @ 2 – 4pm			
Week 7 Feb. 23 – Mar. 1	Risk management I: Property, home and auto	Ch. 9 & 11	Ch. 9: Q1. Ch. 11: Q3, 4
Week 8 Mar. 2 – 8	Risk management II: Life, health and disability	Ch. 10	Ch. 10: Q4, 5 Problems on eClass
Week 9 Mar. 9 – 15	Investment I: Principles, types	Ch. 14 & 15	Ch. 14: Q2, 4; Ch. 15: Q2, 4 (a), Ch. 16: 8a-b
Case and Presentation Due: Sunday Mar. 15 11:59pm, 2025			
Week 10 Mar. 16 – 22	Investments II: Choices and portfolio suitability	Ch. 16	Ch. 16: Q7, Problem on eClass
Week 11 Mar. 23 – 29	Basic retirement planning	Ch. 17	Ch. 17: Q5, 7
Week 12 Mar. 30 – Apr. 5	Family law and Estate planning	Ch. 5 & 18	Ch. 5: Q4
<i>Exam period: April 8 -24</i>			

Course Policies

Please review the course policies in this section. All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Communications

For general course questions and discussion, we are using the discussion forums on eClass course website.

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”
- 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

Academic integrity is a fundamental and important value of York University. To maintain a fair and honest learning environment, you are responsible for understanding and upholding academic integrity in all courses and academic activities. You are encouraged to connect with reliable [on-campus resources](#) that support your coursework and academic honesty. To better understand the serious consequences of breaching academic honesty policies, familiarize yourself with the [Senate Policy on Academic Conduct](#). You can learn more about upholding academic integrity in your courses by exploring [Guiding Principles for LA&PS](#) and [Academic Integrity for Students](#).

Generative Artificial Intelligence (GenAI)

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created (in whole or part) through the use of generative AI tools will be considered a violation of York University’s [Senate Policy on Academic Conduct](#).

Using AI apps such as ChatGPT, GPT-3, DALL-E, translation software among others to complete academic work **without your instructor's knowledge or permission**, is a breach of academic honesty. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

If you're not sure whether using an AI app for your academic work is acceptable, it is recommended that you:

- Carefully review the guidelines for your assessments
- Check for any messages from your instructor on eClass
- Ask your instructor or TA if they are permitting the use of these tools

Turnitin

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website. York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

Accessibility

York University is committed to creating a learning environment which provides equal opportunity to all members of its community. If you anticipate or experience any barriers to learning in this course, please discuss your concerns with your instructor as early as possible. For students with disabilities, contact [Student Accessibility Services](#) to coordinate academic accommodations and services. Accommodations will be communicated to Course Directors through a Letter of Accommodation (LOA). Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community and making reasonable and appropriate [accommodations to adherents for observances of special significance](#). Should any of the dates specified in this syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and

submit a [Religious Accommodation for Examination Form](#) at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Conduct](#), and/or legal consequences for copyright violations.

Student Support and Resources

York University offers a wide range of student supports resources and services, including everything from writing workshops and peer mentorship to wellness support and career guidance. Explore the links below to access these on-campus resources:

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.
- [Student Counselling, Health & Wellbeing](#) offers workshops, resources, and counselling to support your academic success.
- [Peer-Assisted Study Sessions \(PASS\) Program](#) provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.
- [Student Numeracy Assistance Centre at Keele \(SNACK\)](#) supports students in courses involving math, stats, and Excel.
- [The Writing Centre](#) provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- [Centre for Indigenous Student Services](#) offers a community space with academic, spiritual, cultural, and physical support, including writing and learning skills programs.

- [ESL Open Learning Centre \(OLC\)](#) supports students with building proficiency in reading, writing, and speaking English.
- [Learning Skills Services](#) provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- [Learning Commons](#) provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- [Roadmap to Student Success](#) provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the [Code of Student Rights & Responsibilities](#) and provides critical incident support.
- [Peer Mentorship](#) helps students transition through their first year by connecting them with upper-year students. The mentors can help find supports and resources. They also lead a community hub on campus.
- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit [Student Support & Resources](#).

Technical Requirements

Several platforms will be used in this course (e.g., eClass, Zoom, etc.) where students will interact with the course materials, the course director/TA, as well as with each other.

Here are some useful links for computing information, resources, and help:

- [Student Guide to eClass](#)
- [Zoom@YorkU Best Practices](#)
- [Zoom@YorkU User Reference Guide](#)
- [eLearning Getting Started \(LA&PS eServices\)](#)
- [Student Guide to Remote and Online Learning](#)

To determine Internet connection and speed, there are online tests, such as [Speedtest](#), that can be run. If you need technical assistance, please consult the [University Information Technology \(UIT\) Student Services](#) web page or write to askit@yorku.ca.