YORK U UNIVERSITÉ UNIVERSITY

FINANCIAL PLANNING

Insurance & Other Topics

AP/ADMS 4507 | Course Outline | Fall 2026

INSTRUCTOR Giulio Iacobelli, MBA, CFP®

EMAIL	giacobel@yorku.ca
COURSE DELIVERY FORMAT	Online / Asynchronous
OFFICE HOURS	Email me to schedule a time
COURSE WEBSITE	*eClass*

Course Description

This course focuses on assessing risk and determining effective strategies for individuals to manage risk. Through a case study students will have an opportunity to experience what professional advisors in the field undergo on a regular basis. Ethics cases are also presented and debated with the inclusion of CFP® professionals. Other finance topics are also discussed.

Prerequisites: AP/ADMS 3541 3.00. Pre/Corequisite: AP/ADMS 3531 3.00.

Ideally, the student should also have taken ADMS 2610, which is a required course for the BCom.

Learning Outcomes

This course aims to provide an experience that will allow students to familiarise themselves with how things work in practice. Students will get a practical view of how to determine insurance needs and will learn how to apply ethics in decision making.

Communications

For general course questions and discussion, we are using the discussion forums on the eClass course website. The instructor will aim to respond to your comments within 2 business days; other students can reply earlier. No responses will be provided 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 the course instructor. All email communication must follow the following guidelines to ensure prompt and accurate responses:

- Subject heading must begin with "ADMS 4507" or you will not receive a response.
- Clearly identify who you are (full name and student number).
- For reasons of privacy and confidentiality, please email from your York account.

Emails will be returned within 2 business days. If it has been 2 days and you have not heard a response, please resend the email and politely let the instructor know it has been missed.

Required Textbook & Other Readings

Required: Personal Financial Planning. 6th Edition, Captus Press, 2022. (Textbook) Ho, Kwok; Robinson, Chris; Letkiewicz, Jodi; Zaremba, Victoria Cost $16.75

FP Canada, Standards of Professional Responsibility (FP)
https://www.fpcanada.ca/docs/default-source/standards/standards-of-professional-responsibility.pdf?sfvrsn=b2781960_5

Supplementary Textbook: Risk Management and Insurance in Canada, 2nd Edition, Captus Press, Coleen Clark, 2018. Cost for ebook $48.75

The textbook and supplementary textbook are **available directly from the publisher, Captus Press**. You can purchase an eBook at:
http://www.captus.com/information/eBook.htm

Technical Requirements

Several platforms will be used in this course (e.g., eClass, Zoom, etc.) through which students will interact with the course materials, the course director, as well as with one another. Students are asked to appear on video during zoom sessions. In addition to stable, high-speed Internet connection, students will need a computer with a webcam and microphone, and/or a smart device with these features.

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.

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.

Zoom Sessions

Zoom session dates are noted in the course schedule. The online Zoom sessions will take place during the scheduled class time: Wednesday 8:30-10:00PM (Toronto time).

We aim to begin at 8:30PM; however, I will leave the first 5 minutes for questions and other open discussion if needed. These are interactive sessions where you have an opportunity to ask questions and review practice problems as well as discuss the insurance report.

Please register now for Zoom. You should always enter Zoom via the York University website. York University has a license for Zoom that allows faculty members to run classes with up to 300 people.

The codes and links to enter the class are available on eClass. All you will need to do is start Zoom, click the button for enter a class and then enter the code for that particular session.

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

- Student Guide to eClass
- Zoom@YorkU Best Practices and Zoom@YorkU User Reference Guide
- University Information Technology (UIT) Student Services
- Student Guide to eLearning at York University
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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. For more specific assistance, please write to askit@yorku.ca.

Evaluation Scheme

Assessment	Due Date	Weight %	Course Learning Outcome
Quiz – Review of Concepts	16 Sep 2026	5%	Review of concepts from previous courses as a reminder and preparation for the course.
Comprehensive Insurance Report (Group Project) – Report #1	30 Sep 2026	5%	Be able to analyze and synthesize client information into financial reports.
Comprehensive Insurance Report (Group Project) – Final Report	11 Nov 2026	20%	Calculating insurance needs for a client and to prepare a final report for presentation to a client that contains all relevant information and is user friendly.
Comprehensive Insurance Report (Group Project) – Presentation	18 Nov 2026	5%	Presentation skills in a professional setting.

Midterm Exam	21 Oct 2026	25%	Calculate and interpret insurance needs for clients. Coverage of topics includes the first five weeks (inclusive) of materials presented.
Ethics Assignment	25 Nov 2026	15%	To think ethically and apply ethical concepts related specifically to personal finance based on the FP Canada Standards of Professional Responsibility.
Final Exam	TBD	25%	To understand how to apply concepts learned throughout the course in a scenario based manner providing clients with a complete assessment of needs.
		100%	

A failure to adhere to the due dates will result in loss of marks.

Course Assessment Components

Quiz

There will be one quiz in week 2. The purpose of this quiz is to act as a reminder of basic concepts from previous courses that are required to understand this course. The quiz will be available for a 24-hour period and you will have multiple attempts within this time frame. Your highest attempt will count towards the final grade.

The quiz must be done individually. Students who register late for this course must email the instructor and make arrangements to take the quiz.

Midterm Exam

The midterm exam will be an in-person exam. It has been set to occur on Wednesday, October 21st, from 7:00 pm to 9:00 p.m. in room TBD. Details will be posted on the eClass course website. The midterm exam covers weeks 1 – 5 of the course content. This must be done individually.

There will be no make-up midterm examination. Students who cannot write the midterm exam due to legitimate reasons will write a comprehensive final exam that covers all the material in the course. Documentation must be submitted to your instructor no later than 3 business days following the exam.

Comprehensive Insurance Report

The major component of this course is the comprehensive insurance report, which is broken down into separate components with 2 assignments, the final report and the final presentation. The goal is to try to gain an understanding and experience of how insurance assessments are performed from start to finish in practice. The student will assess the family's goals and need for the following insurance types: life, health, disability, critical illness, household and automobile insurance.

A complete description of the assignment and materials will be posted on eClass.

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 have to request for religious accommodation according to the School's procedures and deadlines. 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.

Important Notes:

There will be no make-up mid-term examination. Students who cannot write due to legitimate reasons will have their final examination mark pro-rated to cover the mid-term 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. A holiday trip is not a legitimate reason – the university schedule of holidays is posted a year in advance.

Submitting Assignments and Reports

All submissions will be made directly in eClass. Instructions for each assignment will be provided separately.

Please note that assignments submitted after the deadline will not be accepted.

Extensions for submitting an assignment or report after the due date with no penalty may be granted on a case-by-case basis. Approval must be obtained from the course director prior to the due date of the assignment or report.

Marking of Assignments

1. Marking will be done on the basis of percentages as outlined in the Faculty calendar.
2. Assignments will be marked, graded and returned in about two weeks. The comprehensive insurance reports will take longer to review and be returned.

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 director within two weeks of the missed work. Do NOT hand it into the office.

Course Schedule

Please note – the topical coverage and evaluation scheme is subject to change. If there will be any changes an announcement will be made as soon as possible.

Week	Topic	Due Dates
1 09-Sep-2026	Review of ADMS 3541 basic knowledge: - Risk management review of basics - Life insurance & the industry - Introduction to risk assessment - Legal matters - Discussion of the comprehensive insurance plan assignment **Zoom Session: Introduction to the course; overview of contracts activity**	
2 16-Sep-2026	Recap / Basics of accounts and incomes: - RRSP: Attributes, contributions and withdrawals, transfers, maturity, death of annuitant - TFSA: Attributes, contributions and withdrawals, transfers, maturity, death of annuitant - Pension plan basics: Defined benefit and defined contribution - Locked in accounts and annuities - Forms of income - seniors, students, RRSP, disability amounts, non-taxable income **No Zoom Session**	**Quiz** **16-Sep-2026** **In eClass**
Quiz Wednesday, September 16th on eclass open from 12AM to 11:59PM, multiple attempts.		
3 23-Sep-2026	Overview of insurance needs: - Who needs insurance and why? - Types of insurance - Risk assessment matrix - Government plans: CPP, OAS, GIS, EI, WSIB - Employer benefits - Health & disability insurance - Reviewing relevant documents and applying them	

	Zoom Session: Insurance recommendations mini cases	
4 30-Sep-2026	Determining suitable coverage <u>Calculating Insurance Needs:</u> - Income approach - Expense approach - Transition approach **No Zoom session**	Insurance Report Part 1 due before class at 7 PM EST
5 7-Oct-2026	Insurance matters: - Policy documents - Qualification and limitations - Determining suitable coverage - Home and auto insurance - Additional insurance needs calculation practice **Zoom session – Open discussion for midterm prep and report**	
<u>Reading Week October 13-18</u>		
6 21-Oct-2026	**<u>Midterm exam</u>** Topical coverage: risk management, life, health and disability insurance.	On-Campus Room: TBD Time: 7 – 9 p.m.
7 28-Oct-2026	Wills and estates: - Beneficiary designations - Wills - Powers of attorney - Estate planning and taxation **No Zoom session this week**	
8 4-Nov-2026	Other insurance topics: - Advanced uses of life insurance - Taxation of life insurance products - Insurance for corporations - Commercial insurance **No Zoom session this week**	
9 11-Nov-2026	Insurance Report Due by 7 PM EST	

10 18-Nov-2026	A framework for ethics in finance, FP Canada Standards of Professional Responsibility **Zoom Session - Discussion of case to be assigned.**	**Presentations Due in eClass**
11 25-Nov-2026	**Ethics Case Due in eClass**	
12 2-Dec-2026	Other Finance Topics: - RDSP's & RESP's - Canada Child Benefit - Child Disability Benefit - EI & WSIB No Zoom class – review materials provided on eclass	
FINAL EXAM – On-Campus, date set by the University		

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/

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).

Understanding the Land Acknowledgement.

Course Policies

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

- Student Rights & Responsibilities
- Academic Accommodation for Students with Disabilities

Please also review the following course policies:

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.

Accessibility

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with Student Accessibility Services to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let your instructor know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. 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 Honesty, and/or legal consequences for copyright violations.

Student Conduct in the Learning Environment

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, are physically safe, and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility, and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to

such standards and who violate University or public law may be subject to disciplinary action by the University.

For more information, see the policies on Disruptive and/or Harassing Behaviour in Academic Situations, the Student Conduct and Responsibilities, and the Code of Student Rights & Responsibilities.

Netiquette for eClass and Online Learning

Students and instructors have a joint responsibility to create and maintain a welcoming and inclusive learning environment. All students are expected to conduct themselves in accordance with the Code of Student Rights and Responsibilities. Please review and familiarize yourself with behaviours that support "netiquette" in virtual classrooms by consulting the Guide to Netiquette and Student Guide to eLearning.

Student Notice of Recording for Online Teaching and Learning

Activities for this course involve recording, in partial fulfillment of the course learning outcomes. Images, audio, text/chat messaging that have been recorded may be used and/or made available by the University to students enrolled in the course and those supporting the course for the purpose of materials review, for assessment, etc. Recordings will be managed according to the University's Common Record Schedule and will be securely destroyed when no longer needed by the University. Your personal information is protected in accordance with York University's Guidelines on Access of Information and Protection of Privacy and the Freedom of Information and Protection of Privacy Act. Access to online materials, including recordings or live meetings, is subject to York University's Senate Policy on Computing and Information Technology Facilities.

The University will use reasonable means to protect the security and confidentiality of the recorded information, but cannot provide a guarantee of such due to factors beyond the University's control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University's knowledge or permission, or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software, or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. In the case of a live stream recording, if you choose not to have your image or audio recorded, you may disable the audio and video functionality. If you choose to participate using a pseudonym instead of your real name, you must disclose the pseudonym to your instructor in advance to facilitate class participation.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, may not be shared with others without the permission of the instructor or event coordinator, and may not be published, posted, linked to, or otherwise made available online, including on social media feeds, even if those feeds are private.

Student Support and Resources

To help you succeed academically, York University offers a wide range of resources and services. Everything from writing workshops and peer mentorship to wellness support and career guidance is available to fulfill our LA&PS students' needs. 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.
- 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.
- 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.

Revised 31-Aug-26