

**Commerce 4FM3  
Personal Financial Planning and Advising  
Winter 2022 Course Outline**

**Finance and Business Economics  
DeGroote School of Business  
McMaster University**

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***COURSE OBJECTIVE***

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This course will build upon the basic concepts and theories learnt in the pre-requisite course on Personal Financial Management (Commerce 4FL3/4FP3) and expand on them in a case-oriented setting. This course is suitable for two types of students:

1. The Do-it-Yourself Investor: Those who simply want to have a better handle on their personal finances. You will also learn the limits of your own advice capabilities and when to access and recognize good quality advice at a reasonable price.
2. Possible careers are with banks, brokerages, credit unions, and insurance companies as wealth managers, financial planners, financial advisors and commercial bankers.

This course attempts to integrate several disciplines which include tax planning, budgeting, savings and debt management, risk management, insurance and the law, investment management, retirement and estate planning, traditional macro-economics and behavioral economics, and ethical decision making and personal financial strategy.

This course will also cover key trends currently affecting investment advice such as growth and use of Robo-advisors, Fintech and other channels through which advice is available

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***INSTRUCTOR AND CONTACT INFORMATION***

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**Section 1: Friday 8:30 am – 11:20 am**  
Class Location: CNH/102

**Sumit Bose, MBA CFP FMA CIWM FCSI**

Instructor

[sbose@mcmaster.ca](mailto:sbose@mcmaster.ca)

Office: TSH/626

Office Hours: before class and by appointment

Tel: (905) 525-9140 x 26194

(as office is used by various instructors, please do not leave messages)

**Course Website:** <http://www.degroote.mcmaster.ca/UG/register.html>

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## ***COURSE ELEMENTS***

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Credit Value:	3	Leadership:	Yes	IT skills:	No	Global view:	Yes
Avenue:	Yes	Ethics:	Yes	Numeracy:	Yes	Written skills:	Yes
Participation:	Yes	Innovation:	Yes	Group work:	Yes	Oral skills:	Yes
Evidence-based:	Yes	Experiential:	No	Final Exam:	Yes	Guest speaker(s):	Yes

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## ***LEARNING OUTCOMES***

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Students will go through all relevant topics and strategies for dealing with various financial planning matters. By the end of the course, students will be able to analyse a range of planning issues, including:

- The financial planning process;
  - Factors affecting financial planning, including personal, career, and retirement issues;
  - Personal income taxation;
  - Capital assets and trusts;
  - Business income taxation;
  - Investments and savings options and vehicles;
  - Retirement income and planning; and
  - Estate planning.
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## ***REQUIRED COURSE MATERIALS AND READINGS***

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Avenue registration for course content, readings and case materials

- <http://avenue.mcmaster.ca>

KPMG Tax Planning For You and Your Family 2022. *Carswell*

- Purchase a copy at the bookstore

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## ***HARDWARE REQUIREMENT FOR MIDTERM #1 AND MIDTERM #2:***

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We will be using online proctoring for the **Midterm #1 and Midterm #2**. You will need to have the following technology:

- A desktop or laptop computer,
- webcam, and
- a stable internet connection.

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## ***COURSE DELIVERY AND TOOLS***

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<b>Learning Activities</b>	<b>Delivery</b>	<b>Description</b>	<b>Tool(s)</b>
<b>*In-Class</b> (Jan 17th onwards)	In Person	Live sessions led by your instructor	
<b>Self-Study</b>	Asynch	Recorded Video Lectures	<b>Avenue to Learn</b>
<b>Group Discussions</b>	Asynch	Group discussions for introduction, group norms, assignment and reflection	<b>Avenue Discussion Forum</b>
<b>*Class Discussions</b>	In Person	Posted Participation Questions/Cases discussed during Live Class	

**\*For First week (Jan 10<sup>th</sup> to Jan 14<sup>th</sup> ) and In Case of classes moving to an online format, Online Virtual classes will be held via Zoom meeting.** The link to register for the online class will be posted on Avenue.  
**Class Discussions** will be Synchronous and be conducted via Zoom.

NOTE:

The use of a McMaster standard calculator is allowed during examinations in this course.

**Texas Instruments BA II Plus financial calculator** is recommended and will be used in class. However, any calculator that performs time value of money functions is acceptable.

See McMaster calculator policy at the following URL:

[www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf](http://www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf)

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## ***COURSE OVERVIEW AND ASSESSMENT***

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A combination of lectures, discussion and problem solving. Students will be encouraged to think, analyze, evaluate, and problem-solve, not memorize. Students are expected to come to class on time and be prepared for the class, i.e., to have read the assigned reading and to have done the assigned problems.

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF.

All work will be evaluated on an individual basis except in certain cases where group work is expected. In these cases, group members will share the same grade.

Your final grade will be calculated as follows

### **Components and Weights**

<b>Evaluations</b>	<b>Weight</b>	<b>Description</b>
<b>Participation</b>	10%	Attendance and engagement in weekly class Contribution (individual)
<b>Assignment</b>	30%	Assignment on Avenue to Learn (Group)
<b>Midterm #1</b>	20%	Multiple Choice and Short Answer or Case (individual) (open book)
<b>Midterm #2</b>	40%	Cumulative Multiple Choice and Short Answer or Case (individual) (open book)

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## ***COURSE DELIVERABLES***

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### **GROUP CASE ASSIGNMENT**

The group assignment is worth a total of **30%** of your final grade and group members will share the same grade. The final case, *distributed to the students during the course of the term*, will be solved and submitted for marking by students in groups.

Students have been enrolled into groups of **3 to 4** on Avenue. You can find your group under '**Communication -> Groups**'. All group members will be assigned identical grades for group work. A representative of your group should submit the assignment (only one submission for each group) of your group's answer to the **Assignments Dropbox** on Avenue. Make sure all contributing group members' names are on the assignment. Each group member is expected to contribute to the assignment.

A discussion forum has been set up on Avenue to enable the students in a group to discuss their assignment. The discussion forum is found under '**Communication -> Discussions**'.

More details of the format, structure, and content coverage will be provided during the course of the term.

**The written assignment is due at the start of class indicated on the class schedule section of the course outline.** It must be uploaded to the dropbox on Avenue found under '**Assessments -> Assignments**'. Late assignments will not be accepted unless the student and the professor have made prior arrangements.

### **MIDTERM #1**

The Midterm #1 examination in this course that accounts for **20%** of your final grade and will be proctored by the instructor via **Zoom**.

The format of the exam will be as follows: The midterm #1 exam is open book, with a combination of multiple-choice and essay or case-based questions. The exam will cover material from the text book, readings, handouts, website material assigned, lectures, class discussions and Lecture Videos

### **MIDTERM #2**

The Midterm #2 exam will be cumulative and accounts for **40%** of your final grade and will be proctored by the instructor via **Zoom**.

The format of the exams will be as follows: The midterm #2 exam is open book, with a combination of multiple-choice and essay or case-based questions. The exam will cover material from the text book, readings, handouts, website material assigned, lectures, class discussions and Lecture Videos

## PARTICIPATION – CLASS CONTRIBUTION

It is imperative that students prepare for every class. No class attendance results in zero mark.

**Name cards and class pictures are used to help give credit for your participation. You must have a name card with your full first and last name clearly written and displayed in front of you for every class.**

**\*For First week (Jan 10<sup>th</sup> to Jan 14<sup>th</sup> ) and In Case of classes moving to an online format,**

**You must register with you full name on the Zoom class to receive credit for your participation.**

**The online Participation will be non-verbal and will be facilitated via the Chat during the synchronous Zoom online class.**

Your contribution is an essential component in the overall education process. Contribution takes place in many forms: asking informed questions in class, making intelligent comments, reading the case and being prepared to discuss the issues, actively listening to your peers and working with others. Please remember that quantity is no substitute for quality.

There will be ample opportunity to contribute to the class. The format of the in-class discussions of cases may take a variety of forms including: group analysis of single case issues during class, presentation of issues and leading discussions of the case issues.

**It is your responsibility to ensure that you take an active role in class. If this is a problem for you, I urge you to talk to me to discuss ways that you can make a contribution. The grading for the class contribution in each class is as follows:**

Grade	Student Contribution
0	Does not show up for class.
1	Attends class but says very little.
2	Makes a <b>significant</b> contribution to the class by making important points with a significant element of originality or demonstrating mastery of difficult theoretical issues or concepts; is always prepared having read and analyzed prior to class, the various aspects of the problems and issues involved, shares in class presentations, contributes to in-class group work.

Note that there is no partial (non-integer) participation grade awarded for a class. Students may be asked to share their detailed analysis with, or otherwise present their solutions to, the class in order for their contribution to be qualified as significant.

## USE OF CALCULATORS AND COMPUTERS

Students may use any calculator or computer during the term as aids.

**Texas Instruments BA II Plus +** financial calculator is also recommended. However, any calculator that performs time value of money functions is acceptable.

Calculators are allowed during the exam; however, ***no calculator, computer, or device may be used to access the Internet during the time of a test or an exam.***

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### ***COMMUNICATING WITH YOUR INSTRUCTOR:***

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During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Avenue Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Communications** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 24 to 48 hours. Make sure to add '4FM3' in the subject line of email.
- **Zoom Meetings:** **In Case of classes moving to an online format, Online Virtual classes will be held via Zoom meeting.** The link to register for the online class will be posted on Avenue. **Students are required to join the online lectures with their full names for participation and attendance.** Students can also **request** a Zoom meeting by requesting the instructor by e-mail.

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### ***THE GOLDEN RULE OF NETIQUETTE:***

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Do not do or say online what you would not do or say offline.

#### **The Core Rules of Netiquette:**

1. **Be Friendly, Positive and Self- Reflective**
  - Think before you write and edit before you post
2. **Use Proper Language and Titles**
  - Do not use caps lock as this insinuates yelling
  - Do not use profanity or slang
  - Address your instructor and fellow students respectfully
3. **Use Effective Communication**
  - Say what you mean to say clearly and thoughtfully

#### 4. Professionalism

- Leave instant messaging abbreviations and characters (☺) out

#### 5. Ask for Clarification

- If you are unsure of what was said, ask again (I did not understand...)

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### **COMMUNICATION AND FEEDBACK**

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Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- *For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.*
- *For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.*

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

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### **REQUESTING RELIEF FOR MISSED ACADEMIC WORK**

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In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work” and the link below;

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

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### **ACADEMIC INTEGRITY**

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You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.



For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

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### ***AUTHENTICITY/PLAGIARISM DETECTION***

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**Some courses may** use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

**All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

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### ***COURSES WITH AN ON-LINE ELEMENT***

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**Some courses may** use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

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## ***ONLINE PROCTORING***

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**Some courses may** use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

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## ***CONDUCT EXPECTATIONS***

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As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

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## ***ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES***

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Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or [sas@mcmaster.ca](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

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## ***ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)***

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Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

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## ***COPYRIGHT AND RECORDING***

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Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

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## ***EXTREME CIRCUMSTANCES***

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The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

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## ***ACKNOWLEDGEMENT OF COURSE POLICIES***

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Your enrolment in Commerce 4FM3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

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## ***COURSE EVALUATIONS***

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A course evaluation will be conducted near the end of the term. Students are asked to participate in this evaluation

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**COURSE SCHEDULE**


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**Commerce 4FM3  
Personal Financial Planning and Advising  
Winter 2022 Course Schedule**

Dates	Schedule
<b>Week 1</b>	
<b>Friday, Jan 14 (8:30 am – 11:20 am)</b>	<b>Live online class via Zoom: (Zoom Link posted on Avenue in 'Announcements')</b>
	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Financial Planning Process,</li> <li>• Creating an Engagement Letter- KPMG Chap.1</li> </ul>
	<b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 1 - Letter of Engagement</li> </ul>
	<b>Group Discussion Post:</b> Introduce Yourself, Goals, Group Leaders
<b>Week 2</b>	
<b>Friday, Jan 21 (8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Code of Ethics and Practice Standards <a href="http://www.fpcanada.ca">www.fpcanada.ca</a></li> </ul>
	<b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 2 - Code of Ethics</li> </ul>
	<b>Group Discussion Post:</b> Respond to group members posts, Decide on Group Norms & Group Leaders
<b>Week 3</b>	
<b>Friday, Jan 28 (8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> Taxation 1 - KPMG Chap. 2, 9, 4, 5, 6
	<b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 3 - Tax Planning 1</li> <li>• Case Study 4 - Tax Planning 2</li> </ul>
	<b>Group Discussion Post:</b> Respond to group members posts, Decide on Group Norms & Group Leaders

Dates	Schedule
<b>Week 4</b>	
<b>Friday, Feb 4</b> <b>(8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Taxation 2 - KPMG Chap. 8, 10, 11, 14, 16</li> </ul> <b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 5 - Tax Planning 3</li> </ul>
<b>Week 5: Midterm Exam #1</b>	
<b>Friday, Feb 11</b> <b>(8:30 am – 11:20 am)</b>	<b>Midterm #1 Exam on</b> <b>(Lecture Topics for Weeks 1 to 4) – online via Zoom</b>
<b>Week 6</b>	
<b>Friday, Feb 18</b> <b>(8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Investments</li> </ul> <b>Participation :</b> Class discussion cases posted on Avenue
<b>WEEK 7 : February 21 - 25: MIDTERM RECESS</b>	
<b>Week 8</b>	
<b>Friday, Mar 4</b> <b>(8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Investments - KPMG Chap. 7</li> </ul> <b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 6 - Investments</li> </ul>
<b>Week 9</b>	
<b>Friday, Mar 11</b> <b>(8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Insurance</li> </ul> <b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 7 - Insurance</li> </ul>

Dates	Schedule
<b>Week 10</b>	
<b>Friday, Mar 18 (8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Retirement Planning - KPMG Chap. 3, 4, 20</li> </ul>
	<b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 8 - Retirement Planning</li> </ul>
<b>Week 11</b>	
<b>Friday, Mar 25 (8:30 am – 11:20 am)</b>	<b>Readings and Lecture videos:</b> <ul style="list-style-type: none"> <li>• Estate Planning - KPMG Chap. 21, 22</li> <li>• Integrating the components of a Financial Plan.</li> <li>• Behavioral Finance.</li> <li>• Trends in Financial Planning (e.g. Fintech, Robo-advisors, AI, Blockchain, etc)</li> </ul>
	<b>Participation :</b> Class discussion cases posted on Avenue <ul style="list-style-type: none"> <li>• Case Study 9 - Estate Planning</li> </ul>
<b>Week 12 – Midterm Exam #2</b>	
<b>Friday, Apr 1 (8:30 am – 11:20 am)</b>	<b><i>Midterm #2 Cumulative Exam (Lecture Topics for Weeks 1-11) – online via Zoom</i></b>
<b>Week 13: Group Assignment Due and Career Planning</b>	
<b>Friday, Apr 8 (8:30 am – 11:20 am)</b>	• <b>Live online class via Zoom: (Career Planning)</b>
	• <b><i>Financial Planning Case assignment (group) <u>due</u></i></b>
	• <b>Group Discussion Post: Reflection</b>
	• <b>Course Evaluations</b>