

Financial Plan Development Course (FP107)

Course Syllabus

Course Title: Financial Plan Development

Virtual Class: This course includes 3 Virtual Class sessions:

- Class 1- Tuesday, March 7, 2017
- Class 2- Tuesday, March 14, 2017
- Class 3- Thursday, March 16, 2017

Coursework Due: Create and upload written and oral plans no later than
Thursday, April 13, 2017 by 5:00pm ET.

Description of Course

Students taking this course will be exposed to case analysis and integration of the six (6) major areas of personal financial planning (Fundamentals of Financial Planning, Insurance Planning, Investment Planning, Income Tax Planning, Retirement Planning and Estate Planning).

- Instruction will be a combination of virtual classroom and online learning.
- The classroom learning will be delivered over a series of 3 sessions with each classroom session being approximately 3 hours.
- Students will also be responsible to review online instructor-led content presenting material in each of the six major topic areas.
- Students will submit a final project consisting of a written financial plan and oral presentation.

Learning Objectives

Upon completion of this course, the student will be able to:

1. Demonstrate a comprehensive understanding of the content found within the Financial Planning curriculum and effectively apply and integrate this information in the formulation of a financial plan.
2. Effectively communicate the financial plan, both orally and in writing, including information based on research, peer, colleague or simulated client interaction and/or results emanating from synthesis of material.
3. Collect all necessary and relevant qualitative and quantitative information required to develop a financial plan.
4. Analyze personal financial situations, evaluating clients' objectives, needs, and values to develop an appropriate strategy within the financial plan.
5. Demonstrate logic and reasoning to identify the strengths and weaknesses of various approaches to a specific problem.
6. Evaluate the impact of economic, political, and regulatory issues with regard to the financial plan.
7. Apply the CFP® Board Financial Planning Practice Standards to the financial planning process.

Evaluation - Also See Course Assessment Rubric

The student's final grade will be comprised of the following:

Written Financial Plan	25%
Oral Presentation	20%
Analysis of Financial Situations/Issues	20%
Understanding of Content	15%
Collection of Data	10%
Application of Practice Standards	<u>10%</u>
	100%

Grading:	A	90 – 100
	B	80 – 89

1. **Written Financial Plan (25%).**

- The student will submit a written financial plan, **no more than 40 pages in length**. The written financial plan at a minimum will contain the following:
 - Engagement letter
 - Goals
 - Personal Financial Statements
 - Insurance Summary
 - Investment Analysis
 - Tax Considerations
 - Retirement/ Financial Freedom Analysis
 - Estate Review
 - Recommendations
 - Implementation strategy

Note: We strongly recommend that you not only proofread your plan, but that you spell check it before submitting it.

2. **Oral Presentation (20%)**

The student will review one or two recommendations from the plan and demonstrate the ability to discuss financial concepts in a clear and concise manner. In this video, we recommend that you address the camera as if you were speaking to the client(s) directly. The video should be 5-10 minutes in length. **Video must not exceed 10 minutes.**

3. **Analysis of Financial Situations/Issues will consist of the following: (20%)**

The student will demonstrate through the written plan and presentation the ability to identify goals, issues and concerns as described in the case study. For each of these items, the student should explain the alternatives that are available to the client and then make a recommendation as to which alternative is best suited to the client's goals. The recommendation must be supported.

4. **Understanding of Financial Planning Curriculum Content (15%)**

The instructor will evaluate each student's understanding of the curriculum based on the individually assigned case analysis. Students have the opportunity to participate in communication with the instructor. Students will be evaluated in this area based upon their understanding as demonstrated in their assignments.

5. **Identification and Collection of Necessary and Relevant Information for the Financial Plan (10%)**

The student is expected to ask probative questions and encouraged to make relevant assumptions in the preparation of the case study.

6. **Application of CFP Board Practice Standards to the Financial Planning Process (10%)**

The instructor will evaluate each student's understanding of the *Financial Planning Practice Standards* based on the individually assigned case analysis. Students are expected to participate in discussions.

Academic Integrity Policy

Kaplan considers academic integrity to be one of its highest values. Though not a comprehensive or exhaustive list, the following are some examples of dishonest or unethical and unprofessional behavior and, thereby, violate the Academic Integrity Policy.

Violation of the Academic Integrity Policy **will result** in the disciplinary actions described here.

- **Plagiarism**
 - Copying work, written text, or images from the Internet, or any textbook or document without giving due credit to the source of the information.
 - Please note that while citing information from a source will avoid the plagiarism consequence, in this course you are to customize your analysis to the assigned case study. If your plan simply consists of a recitation of general rules without explaining how they apply to the case study client, you will not likely receive a passing grade.
 - Using any portion of another student's coursework, to include written plan and presentation, whether the coursework was for the currently assigned case study or a previously used case study.

- **Cheating/Unauthorized Collaboration**
 - Assisting another student with reasonable knowledge that the other student intends to commit any act of academic dishonesty. This offense includes, but is not limited to, allowing another student to use all or a portion of your plan to submit as their own work.
 - Collaborating on assignments without expressed permission from your instructor.

Plagiarism, cheating and unauthorized collaboration are acts of academic dishonesty and are subject to disciplinary action. You are expected to be the sole author of your work.

Violation of the Academic Integrity Policy

The consequences for cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty are very serious, and may result in a dismissal from the CFP Education Program. Consequences can include:

- **First offense of the Academic Integrity Policy** – Failure of the course. Student may purchase a future course at a 50% discount.
- **Second offense of the Academic Integrity Policy** - Permanent dismissal from the Kaplan CFP program. Permanent dismissal from the program will prohibit the student from taking future Kaplan CFP courses.

*Please note – Students in violation of the Academic Integrity policy will not be eligible for a refund of the course or program.