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Sault College
of Applied Arts and Technology
sault ste. marie

Course Outline

ESTATE MANAGEMENT

BUS 203-4

revised April 1971

300

OBJECTIVES:

ESTATE PLANNING

This course is intended to give the student a practical understanding of building, maintaining, expanding, and preserving his own personal estate or wealth through means other than stocks and bonds.

A major portion of the course will involve real estate acquisition and valuation from the viewpoint of a home in which to live as well as from a speculative and investment consideration. We will further consider the real estate function, city growth and development, location factors influencing the determination of land use and ownership, institutional lenders and the mortgage market.

Other topics covered will include budgeting for wealth, use of credit through the use of charge accounts, credit cards, installment buying, borrowing, and the use of the bank. Various methods of saving will be explored, and the use and abuse of life insurance, as well as the protection provided by various forms of general insurance will be surveyed. The preservation of wealth for the benefit of will be our final consideration.

TEXTS:

Stewart, James Innes: REAL ESTATE APPRAISAL IN A NUTSHELL, University of Toronto Press, Toronto, 1967

Ed's of Consumer Reports: THE CONSUMERS UNION REPORT ON LIFE INSURANCE, Consumer Union, Mount Vernon, N.Y. 1967

Amy Booth: HOW TO INVEST IN MUTUAL FUNDS, The Financial Post, Toronto, 1970

LIFE INSURANCE, A CANADIAN HANDBOOK, The Canadian Life Insurance Association, Toronto 1968

THE CHARTERED BANKS OF CANADA, The Canadian Bankers' Association, Toronto 1967

Reference Texts:

Cohen, Jerome B. and Arthur W. Hanson, PERSONAL FINANCE, 3rd EDITION, Irwin, Homewood, 1964

HOW TO MAKE YOUR MONEY GROW, The Financial Post, Toronto 1970

HOW TO MAKE LIFE INSURANCE WORK FOR YOU, The Financial Post, Toronto 1965

Reddin, W. J. SUCCESSFUL SPENDING, SAVING AND INVESTING, A PRACTICAL GUIDE FOR CANADIANS, McGraw-Hill, Toronto 1964

THE CANADIAN MUTUAL FUNDS COURSE, The Educational Division, Canadian Mutual Funds Association, Toronto 1967.

APPRAISAL REFERENCE MANUAL, Appraisal Institute of Canada Incorporated, Winnipeg, 1965.

<u>Topic No.</u>	<u>Periods</u>	<u>Topic Description</u>
1	6	<u>Income and Occupation</u> Planning Income through Choice of Vocation Income Levels Trends in Income Levels Income, Occupation & Education
2	6	<u>Budgeting for Wealth</u> Purpose of Budget Components of Budget How to Budget for Expenditures
3	10	<u>Establishing a Beginning Nest Egg</u> Putting Your Credit Potential to Work Knowing Personal Credit Borrowing Using the Bank Saving - Planned and Accomplished
4	22	<u>Real Estate</u> Functions of Real Estate Buying a Home Real Estate as an Investment Determination of Land Use & Ownership Valuation Acquisition Institutional Lenders & the Mortgage Market City Growth & Development
5	8	<u>Building a Diversified Portfolio</u> Mortgages as Investments Rentals & Lease-backs Real Estate Syndicates Mutual Funds Investing in a Small Business
6	8	<u>Buying Safety</u> Theory of Insurance Putting Life Insurance to Work For You Putting General Insurance to Work for You
7	4	<u>For God, Country, or Family ?</u> Estate Planning Wills Trusts Death & Gift Taxes

<u>Topic No.</u>	<u>Periods</u>	<u>Topic Description</u>
14	2	<u>Terminal Services, Demurrage, and Detention</u> Terminal Services: Pickup and Delivery. Weighing and Reweighing. Weight Agreements. Estimated Weights. Loading and Unloading. Transfer and Drayage. Lighterage and Floatage. Car Service. Demurrage and Detention.
15	1	<u>Carrier Liability</u> Risk Management. Causes of Claims. Loss and Damage Claims. Overcharge and Reparation Claims. Undercharge Claims.
16	3	<u>Private Transport Operations</u> Motor: Advantages. Feasibility of Conversion to Private Carriage. Equipment Purchase or Lease. Equipment Selection and Maintenance. Driver Selection. Scheduling. Safety.
17	4	<u>Facilitating International Distribution</u> Terms of Sale. Exporting: Direct Export Selling. Types of Direct Exporting. Physical Distribution Responsibilities. Packaging, Packing, and Marketing for Export. Use of Containers. Documentation. Indirect Exporting. Types of Indirect Exporting. Importing: Direct Importing. Customs Entries. Indirect Importing. International Channels of Supply. Customhouse Brokers. Forwarding from Port. Ocean Freight Forwarders. Foreign-Trade Zones. Marine Insurance. Rights and Liabilities of Ocean Carriers. Types of Losses. Kinds of Insurance Coverage. International Air Shipments.