The Hong Kong Polytechnic University
Hong Kong Community College

Subject Description Form

Subject Code	BHMH1021
Subject Title	Personal Financial Planning
Level	1
Credit Value	3
Medium of Instruction	English
Pre-requisite / Co-requisite/ Exclusion	Nil
Objectives	The primary focus of this subject is to help students begin to plan for their own personal financial future. This subject explains the financial tools and techniques relating to their own financial needs. It helps prepare students to evaluate the alternatives they will be facing while making personal financial decisions. This subject also helps students develop the skills required to become an informed consumer of financial products.
Intended Learning Outcomes	Upon completion of the subject, students will be able to: (a) generalise the importance of personal financial planning; (b) develop personal financial statements and plans; (c) acquire the skill to look at, evaluate, and make decisions about financial alternatives and its relation to their financial needs; (d) describe the characteristics of various financial products, such as credit cards, consumer loans, insurance and investment products.
Subject Synopsis/ Indicative Syllabus	**Personal Financial Planning** Financial planning process; Personal financial goals; Factors affecting financial decisions; Time value of money. **Money Management** Resources and choices; Financial statements; Budgeting; Checking and saving accounts; Risk assessment and strategies. **Purchasing Decision** Buying plans; Sources and benefit of credits; Consumer loans; Credit problems. **Insurance Planning** Life and health insurance; Property and liability insurance.

<table>
<tr><td></td><td>Saving and Investing
Saving and investment principles and strategies; Investment options.

Financial Future
Retirement planning; Estate planning.</td></tr>
<tr><td>Teaching/Learning Methodology</td><td>Lectures will focus on the introduction and explanation of financial planning processes and techniques supported by hypothetical and real life examples wherever appropriate. Some in-class activities such as group discussions will be arranged to stimulate students' interests or their awareness of the importance of personal financial planning.

Tutorials will provide students with opportunities to develop skills to prepare their own financial plans and evaluate the financial alternatives discussed in lectures. Activities in tutorials will normally include discussions of problem sets with case studies and presentations by students.</td></tr>
<tr><td>Assessment Methods in Alignment with Intended Learning Outcomes</td><td>A variety of assessment tools will be used to develop and assess students' achievement of the subject intended learning outcomes.

<table>
<tr><td rowspan="2">Specific assessment methods/tasks</td><td rowspan="2">% weighting</td><td colspan="4">Intended subject learning outcomes to be assessed</td></tr>
<tr><td>a</td><td>b</td><td>c</td><td>d</td></tr>
<tr><td>Continuous Assessment*</td><td>50</td><td colspan="4"></td></tr>
<tr><td>▪ Test</td><td>25</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr>
<tr><td>▪ Assignment 1</td><td>10</td><td>✓</td><td>✓</td><td></td><td></td></tr>
<tr><td>▪ Assignment 2</td><td>10</td><td></td><td></td><td>✓</td><td>✓</td></tr>
<tr><td>▪ In-class Activities</td><td>5</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr>
<tr><td>Final Examination</td><td>50</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr>
<tr><td>Total</td><td>100</td><td colspan="4"></td></tr>
</table>
*Continuous assessment items and/or weighting may be adjusted by the subject team subject to the approval of the College Programme Committee.

To pass this subject, students are required to obtain Grade D or above in <u>both</u> the Continuous Assessment and Examination components.</td></tr>
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Student Study Effort Expected	**Class contact**	**Hours**
	▪ Lecture	26
	▪ Tutorial	13
	Other student study effort	
	▪ Self-study	52
	▪ Coursework	39
	Total student study effort	**130**
Reading List and References	**Recommended Textbook** Kapoor, J., Dlabay, L., Hughes, R. J. & Hart, M. (2019). *Focus on Personal Finance.* (6th ed.), Mcgraw-Hill Education. **References** Bajtelsmit, V. L. & Rastelli, L. G. (2007). *Personal Finance.* Wiley Pathways. Billingsley, R., Gitman, L. J. & Joenk, M. D. (2017). *Personal Financial Planning.* (14th ed.), Cengage Learning. Cheng, L., Leung, T. Y. & Wong, Y. H. (2009). *Financial Planning & Wealth Management. An International Perspective.* McGraw Hill. Ernst & Young, Nissenbaum, M., Raasch, B. J. & Ratner, C. L. (2004). *Ernst & Young's Personal Financial Planning Guide*. (5th ed.), John Wiley & Sons. Frasca, R. R. (2009). *Personal Finance*. (9th ed.), Prentice Hall. Garman, E. T. & R. Forgue. (2018). *Personal Finance*. (13th ed.), Cengage Learning. Keown, A. J. (2019). *Personal Finance*. (8th ed.), Pearson.	