

UOW COLLEGE HONG KONG / COMMUNITY COLLEGE OF CITY UNIVERSITY
COURSE INFORMATION RECORD
(Associate Degrees, Higher Diplomas and Diploma)

This form is for the completion by the Course Examiner. The information provided on this form is the official record of course. It will be used for the College's database, various College publications (including websites) and documentation for students and others as required. Please refer to the *Explanatory Notes* attached to this form on the various items of information required.

Offered by	Faculty of Business
With effect from <i>(semester and academic year)</i>	Semester B, 2021/2022

Part I Course Overview

Course Title:	Personal Financial Planning
Course Title <i>(in Chinese if applicable):</i>	
Course Code:	CGE17115
Course Duration:	One semester
Credit Units:	3
Level:	A1
QF Credit Units:	14
QF Level:	4
GE Domain: <i>(for GE courses only)</i>	<input type="checkbox"/> Arts and humanities <input type="checkbox"/> Science and technology <input checked="" type="checkbox"/> Society and organisations
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites: <i>(Course code and title)</i>	NIL
Precursors: <i>(Course code and title)</i>	NIL
Equivalent courses: <i>(Course code and title)</i>	CGE17105 Personal Financial Planning
Exclusive courses: <i>(Course code and title)</i>	NIL
Programmes/cohorts of students not allowed to enrol in this course (if any):	Associate of Business Administration in Financial Services

Part II Course Details

1. Course Aims

This course aims to provide the basic knowledge and skills of personal financial planning. Starting with an understanding of the principles of financial planning and investment fundamentals, students will proceed to set personal financial goals, prepare financial budget, develop and evaluate medium-to-long-term financial plan to achieve financial freedom and success. Students will learn the ability to reason, solve problems, and evaluate choices in order to make informed personal financial decisions.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

Upon successful completion of this course, students should be able to:

No.	CILOs	Weighting (if applicable)
1.	Explain the significance and role of personal financial planning to attain financial freedom and success.	20%
2.	Apply the basic economic concepts and knowledge of investment products to create and manage personal financial plan.	40%
3.	Discuss personal risk profile and appropriate insurance planning and asset allocation.	25%
4.	Apply methods to implement and monitor the financial plan to achieve a balanced lifestyle.	15%
	If weighting is assigned to CILOs, they should add up to	100%

3. Alignment of the CILOs with the Programme Intended Learning Outcomes

<i>Only for Generic Courses and General Education Courses</i>	CILOs (Please ✓ if the CILO(s) is/are aligned with the PILOs)				
Intended learning Outcomes of General Education	1	2	3	4	
I-V Required (All outcomes below must be aligned with at least one CILO)					
I. Demonstrate a solid foundation of inquiry skills for life-long learning	√			√	
II. Apply critical and creative thinking skills		√	√	√	
III. Communicate coherently in written and spoken language	√	√	√		
IV. Apply quantitative reasoning / problem solving skills		√	√		
V. Demonstrate capacity for ethical reasoning and responsible actions			√	√	
VI – VIII Optional (At least one outcome below must be aligned with at least one CILO)					

VI. Recognize the important characteristics of diverse peoples and cultures	√		√		
VII. Examine the major regional and global issues and relate them to the socio-political, cultural, economic and technological factors		√	√	√	
VIII. Appreciate the impact of scientific and technological development on society and individual			√	√	

4. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CIOs.)

TLA	Brief Description	CIO No.				
		1	2	3	4	
1. Lectures	Students will learn the underlying theories and concepts of financial planning, supported by real-world examples from the structured lectures.	√	√	√	√	
2. Take Home exercises	Take home exercises will reinforce students' understanding of quantitative and qualitative concepts from relevant lectures.		√	√	√	
3. Discussions	Discussions on real-life cases and examples will be organized to foster and stimulate students' understanding of the key issues. Students will also make comments or recommendations on these cases.	√	√	√		

5. Teaching Schedule:

Lecture (hr/week):	3	Tutorial (hr/week):	0	Other (please specify) (hr/week):	
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6. Assessment Tasks/Activities (ATs)

(ATs are designed to allow students to demonstrate how well they have achieved the CIOs.)

AT	Brief Description	CIO No.					Weighting (%)
		1	2	3	4		
a. Tests	Two online tests (each of 10%), each lasting for 30 minutes, will be arranged to assess students' understanding of the relevant course contents.		√	√	√		20
b. Group Project	Each group will prepare a comprehensive financial plan based on a given scenario. They should relate the learnt concepts to the scenario and make recommendations on actions and steps necessary to	√	√	√	√		30

	achieve certain goals in the financial plan.						
c. Take Home Exercise	The students are required to write a short essay to show their knowledge about the investment market and the ability to balance return and risk.		√	√			10
d. End-of-semester Essay	Each student needs to write an essay on his/her financial plan for the next ten years. This would require the use of all the knowledge gained from this course to write a comprehensive proposal that allows the planners to achieve their long-term financial goals.	√	√	√	√		40
The weightings must add up to							100%

Part III Learning Contents and Readings

1. Syllabus and Alignment with Course Intended Learning Outcomes

Major themes	Related issues and topics	CILOs				
		1	2	3	4	
a. Overview of Personal Financial Planning	An overview of personal financial needs, financial planning process, ethical and social considerations; Basic concepts and components of personal financial planning: personal budgeting, education planning, insurance planning (risk management), investment planning (capital appreciation), and retirement planning.	√				
b. Personal Finance	Financial values, goals and strategies; Budgeting; Personal financial statements; Cash-flow statements; Role of ratios; Savings plan; Using consumer credit: personal loan, credit card, student loan.	√				
c. Basic Concepts in Economics and Finance	Economic growth; Economic indicators: gross domestic products (GDP), consumer price index (CPI), unemployment rates, interest rates.		√			
d. Affordable Housing	Financial aspects of housing decision: Renting versus buying, Up-front costs, Monthly costs, and Home financing.		√			
e. Insurance and Retirement Planning	Life insurance; Medical insurance; Retirement planning; Retirement living expenses; Retirement income (mandatory provident fund (MPF), and mutual funds.			√		
f. Investment Fundamentals and Personal Risk Profiling	Investment philosophy: conservative, moderate and aggressive investors; Risk and return trade off; Diversification; Personal		√	√		

	profile and risk rating; Dollar-cost average and asset allocation.					
g. Investing in Stocks, Bonds, and Mutual Funds	Investment risks: Credit (business failure) risk, Inflation (purchasing power) risk, Business-cycle risk, Market-volatility risk, Liquidity risk, Reinvestment risk and Market risk; Common Stocks and dividends; Price/earnings ratio; Types of stocks; Buying and selling stocks; Short-term and long-term techniques.; Bonds: Characteristic of bonds, Government and corporate bonds; Characteristics of Mutual Funds, its pros and cons of mutual funds		√	√		
h. Writing and Monitoring Personal Financial Plan	Personal financial plan: goal setting, budgeting, timeline formation, strategy implementation, and progress review.				√	

2. Reading List

Compulsory Readings:

1. Kapoor, J. R., Dlabay, L. R., Hughes, R. J., & Hart, M. M. (2020). *Personal finance*. New York, NY: McGraw-Hill Education.
2. Kapoor, J. R., Dlabay, L. R., Hughes, R. J., & Hart, M. M. (2019). *Focus on personal finance: An active approach to help you achieve financial literacy*. New York, NY: McGraw-Hill Education.

Additional Readings:

1. Billingsley, R. S., Gitman, L. J., & Joehnk, M. D. (2017). *Personal financial planning*. Boston, MA: Cengage Learning.
2. Garman, E. T., & Forgue, R. E. (2018). *Personal finance*. Australia: Cengage Learning.

Online Resources:

1. Bloomberg (<https://www.bloomberg.com/asia>)
2. Morningstar (<https://www.morningstar.com>)
3. FundSuperMart (<https://secure.fundsupermart.com.hk/fsm/home>)
4. Hong Kong Stock prices (www.aastocks.com)

Part IV

1. Course Examiner:

Name: Prof Hing Lin Chan

Date: 11th Sept, 2021

2. Associate Dean of Faculty

Name: Cyril Tse

Date: 12th Sept, 2020

3. Reviewer (if applicable):

Name: Tommy Yu

Position/Affiliation: Lecturer, UOWCHK

Date: 9th Oct, 2020