

**Course: Bachelor of Business Administration (Hons.)**

1.	Course Title	<b>Personal Finance</b> اسم المادة		
2.	Course Code	<b>BFIN2033</b> رمز المادة		
3.	Status	Major مادة أساسية		
4.	Credit Hour	3 (2+1) 2 for lectures (2 hours per week x 14 weeks) 1 for tutorial (1.5 hours per week x 14 weeks) عدد الساعات المعتمدة		
5.	Semester/Year	N/A الفصل الدراسي		
6.	Prerequisites	BFIN2024 Introduction to Finance المتطلب السابق إن وجد		
7.	Teaching method:	Distance Learning (Electronic) طريقة التدريس		
8.	Evaluation	<b>Assessment and Marking Percentage:</b> Quizzes الامتحانات القصيرة 10 % Assignments الواجبات 10 % Interactions through discussion board المنتديات 10 % Mid-Semester Exam الامتحان النصفى 20 % Final Examination الامتحان النهائي 50 %		
9.	Lecturer	N/A		
10.	Objective of the Subject	This subject assists student to understand personal financial planning objectives. It enables students to set, plan and control their own financial destiny for personal wealth maximization. This subject provides the framework of financial planning by focusing on managing and organizing personal financial resources. It incorporates insurance planning emphasizes on protecting financial resources, investment planning for growth of resources, and long term planning for old age survival.		
11.	Learning Outcomes	Upon completion of this subject, students should be able to: <ul style="list-style-type: none"> <li>Understand the importance of planning personal financial goal and planning</li> <li>Identify and prioritize personal financial goal</li> <li>Construct financial plans to achieve personal financial goal</li> <li>Equip themselves with decision making techniques to gain control against their own personal financial destiny</li> <li>Protect their own financial resources and manage investment risk</li> <li>Make old age provisions for personal retirement financial goal</li> </ul>		
12.	Synopsis	This subject is designed to enable students to understand importance of personal financial goal and planning. It covers all aspects of managing and organizing personal financial resources including personal taxes, insurances, housing, loans and etc. This course teaches students to construct financial plans and assists them to gain control over their own personal financial plans. In addition the course will explain the various investment risk and retirement plans for personal wealth maximization.		
13.	Topics	Details	Lecture (Hrs)	Tutorial (Hrs)
	Topic 1	<b>Introduction</b> <ul style="list-style-type: none"> <li>Importance of Financial Planning</li> <li>Financial Planning Approach</li> <li>Personal Finance Record Keeping – Financial Statements and Budgeting</li> </ul>	4	3
	Topic 2	<b>Personal Taxation</b> <ul style="list-style-type: none"> <li>Importance of Taxation</li> </ul>	4	3

		<ul style="list-style-type: none"> <li>• Income Tax Schedule</li> <li>• Sources and Uses of Fund</li> <li>• Basic, Marginal and Average Rates of Tax</li> </ul>		
	<b>Topic 3</b>	<b>Consumer Credit (Sources)</b> <ul style="list-style-type: none"> <li>• Credit Cards</li> <li>• Consumer Loans – Cars and Durable Goods</li> </ul>	2	3
	<b>Topic 4</b>	<b>Housing Planning</b> <ul style="list-style-type: none"> <li>• Financing House Purchase</li> <li>• Real Estate Transaction</li> <li>• Types of Mortgage</li> </ul>	4	3

	Topic 5	<b>Insurance Planning</b> <ul style="list-style-type: none"><li>• Life Insurance</li><li>• Health Care and Disability Insurance</li><li>• Property and Liability Insurance</li><li>• Educational Insurance</li></ul>	6	3
	Topic 6	<b>Investment Planning</b> <ul style="list-style-type: none"><li>• Investment Environment</li><li>• Risk and Return</li><li>• Diversification</li><li>• Common Stock Investment</li><li>• Fixed-Income Investment</li><li>• Unit Trust Investment</li></ul>	4	3
	Topic 7	<b>Retirement and Pension Planning</b> <ul style="list-style-type: none"><li>• Importance of Pension Planning</li><li>• Types of Pension</li><li>• Major Problems in Pension Planning</li><li>• Wills and Far' aid</li></ul>	4	3
		Total contact hours	28	21
		Equivalent lecture hours	28	14
		Total lecture hours	42	
		Credit hours	3	
14.	Main references:	1. Arthur J. Keown (2006). <b>Personal Finance: Turning Money into Wealth and Student Workbook</b> (4th ed.) Prentice Hall 2. George Callghan, Ian Fribbance and Martin Higginson (2008) <b>Personal Finance</b> , Open University 3. Lawrence J. Gitman and Micheal D. Joehnk (2007). <b>Personal Financial Planning</b> (11th ed). South-Western College Pub.		
15.	Additional References:  Other Materials:	1. Stephah R. Leimberg, Martin J. Satinsky, Robert J, Jr Doyle and Micheal S. Jackson (2007). <b>Tools and Techniques of Financial Planning</b> . National Underwriter Company. 2. Herbert B. Mayo (2007). <b>Investments: An Introduction</b> (9th ed). South-Western College Pub.  All other materials will be available to students online.		

