

# GE1202: MANAGING YOUR PERSONAL FINANCE

---

## Effective Term

Semester A 2023/24

## Part I Course Overview

### Course Title

Managing Your Personal Finance

### Subject Code

GE - Gateway Education

### Course Number

1202

### Academic Unit

Economics and Finance (EF)

### College/School

College of Business (CB)

### Course Duration

One Semester

### Credit Units

3

### Level

B1, B2, B3, B4 - Bachelor's Degree

### GE Area (Primary)

Area 2 - Study of Societies, Social and Business Organisations

### Medium of Instruction

English

### Medium of Assessment

English

### Prerequisites

Nil

### Precursors

Nil

### Equivalent Courses

Nil

### Exclusive Courses

Nil

## Part II Course Details

### Abstract

Taught by finance experts from EF Department and renowned guest speakers, this course provides students with the basic conceptual framework and practical expertise of financial planning. People from all backgrounds have to plan and manage their personal financial matters at different stages of their lives. Personal finance is also equally pervasive in the ways people live, work, invest, manage their relations with their friends and family, and develop their sense of responsibility. Students will collect product information from financial institutions, critically analyse their features and make innovative recommendations to their clients from the perspective of a personal financial planner. They will understand difficulties and intricacies involved in financial planning. Students develop their attitude and ability of discovery and innovation from this edge-cut course and achieve their own accomplishment of discovery and innovation. This course uses individual assignments, group project and/ or presentations to practise students' understanding of the financial planning and to discover their spirit of achieving financial independence.

### Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Identify and describe the decisions involved in financial planning and the importance of financial planning as part of the broader scheme of life planning;	20	x	x	
2	describe and compare the characteristics of financial planning products in the market;	20		x	x
3	Critically analyze the psychological and sociological factors that can influence consumer and investor behaviour;	15	x		x
4	explain how ethical and regulatory considerations, such as those related to consumer rights and protection, affect financial planning; Apply these standards to critically comment on unscrupulous business practices, i.e. Lehman Bonds sale in Hong Kong.	15			x
5	Discover the ability of combining knowledge from various related disciplines in making appropriate personal finance decisions*.	30	x	x	x

#### A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

#### A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

#### A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

### Teaching and Learning Activities (TLAs)

	<b>TLAs</b>	<b>Brief Description</b>	<b>CILO No.</b>	<b>Hours/week (if applicable)</b>
1	Lecture, and discussion	To provide elementary framework of personal financial planning, and review the existing financial market followed by an interactive discussion to arouse students' interests. Lectures will stress current issues in financial markets to help students discover the latest trends.	1, 2, 3, 4, 5	3 hours per week
2	Individual assignments	The assignments include research on real world products to apply on personal finance situation.	1, 2, 3, 4, 5	
3	Group project and/ or presentation	To promote self-directed and discovery-based learning, students are expected to collect product information from financial institutions, critically analyse their features and make innovative recommendations to their clients. Students may be required to present a written group report on, for example, drawing up a financial plan that will incorporate the various inter-disciplinary areas. The presentation gives students an opportunity to develop abilities to communicate innovative ideas and the results of their work with clarity, concision, and precision.	1, 2, 3, 4, 5	
4	Midterm test	To promote continuous learning during the whole semester, a test involving analytical questions will be conducted during the middle of the semester.	1, 2, 3, 4, 5	

**Assessment Tasks / Activities (ATs)**

	ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Individual assignments	1, 2, 3, 4, 5	10	
2	Group project and/ or presentation	1, 2, 3, 4, 5	30	
3	Midterm test	1, 2, 3, 4, 5	15	

**Continuous Assessment (%)**

55

**Examination (%)**

45

**Examination Duration (Hours)**

2

**Additional Information for ATs**

Students are required to pass both coursework and examination components in order to pass the course.

**Assessment Rubrics (AR)****Assessment Task**

1. Final examination

**Excellent (A+, A, A-)**

Strong evidence of the ability to explain the various factors (e.g. financial, social, psychological) behind decision making in personal finance, to apply knowledge from various fields to make effective financial plans in the context of spiritual fulfilment, interpersonal relations, ethical value, and financial responsibility. Students have demonstrated very strong overall ability to discover and innovate, and showed very strong evidence of accomplishments of discovery.

**Good (B+, B, B-)**

Evidence of the ability to explain the various factors (e.g. financial, social, psychological) behind decision making in personal finance, to apply knowledge from various fields to make effective financial plans in the context of spiritual fulfilment, interpersonal relations, ethical value, and financial responsibility. Students have demonstrated strong overall ability to discover and innovate, and showed strong evidence of accomplishments of discovery.

**Fair (C+, C, C-)**

Some evidence of the ability to explain the various factors (e.g. financial, social, psychological) behind decision making in personal finance, to apply knowledge from various fields to make effective financial plans in the context of spiritual fulfilment, interpersonal relations, ethical value, and financial responsibility. Students have demonstrated some ability to discover and innovate, and showed satisfactory evidence of accomplishments of discovery.

**Marginal (D)**

Basic familiarity with the subject matter in examinations. Students have demonstrated marginal ability to discover and innovate, and showed marginal evidence of accomplishments of discovery.

**Failure (F)**

Little evidence of familiarity with the subject matter. Students have demonstrated little ability to discover and innovate, and showed little evidence of accomplishments of discovery.

**Assessment Task**

2. Individual assignments

**Excellent (A+, A, A-)**

1. Strong evidence of the ability to effectively apply concepts from the course to a real world person finance situation and reach a constructive suggestion. Students have demonstrated very strong overall ability to discover and innovate, and showed very strong evidence of accomplishments of discovery.
2. Strong evidence of the ability to flexibly modify concepts from the course in light of practical and circumstantial considerations in a real world situation.

**Good (B+, B, B-)**

1. Evidence of the ability to effectively apply concepts from the course to a real world person finance situation and reach a constructive suggestion. Students have demonstrated strong overall ability to discover and innovate, and showed strong evidence of accomplishments of discovery.
2. Evidence of the ability to flexibly modify concepts from the course in light of practical and circumstantial considerations in a real world situation.

**Fair (C+, C, C-)**

1. Evidence of the ability to effectively apply concepts from the course to a real world person finance situation and reach a suggestion. Students have demonstrated some overall ability to discover and innovate, and showed satisfactory evidence of accomplishments of discovery.
2. Evidence of the ability to modify concepts from the course in light of practical and circumstantial considerations in a real world situation.

**Marginal (D)**

1. Evidence of the ability to apply concepts from the course to a real world person finance situation and reach a suggestion. Students have demonstrated marginal ability to discover and innovate, and showed marginal evidence of accomplishments of discovery.
2. Some evidence of the ability to modify concepts from the course in light of practical and circumstantial considerations in a real world situation.

**Failure (F)**

1. Little evidence of ability to apply concepts from the course to a real world person finance situation and reach a suggestion. Students have demonstrated marginal ability to discover and innovate, and showed marginal evidence of accomplishments of discovery.
2. Little evidence of the ability to modify concepts from the course in light of practical and circumstantial considerations in a real world situation.

---

**Assessment Task**

3. Group project and/ or presentation

**Excellent (A+, A, A-)**

1. Present and communicate effectively and excellently in oral and electronic format
2. Show excellent coverage of materials and contents and demonstrate excellent time management skills
3. Provide quality answers to questions raised in the presentation Q & A session

**Good (B+, B, B-)**

1. Present and communicate effectively in oral and electronic format.
2. Show good coverage of materials and contents and demonstrate good time management skills.
3. Provide good answers to questions raised during the presentation Q & A session.

**Fair (C+, C, C-)**

1. Present and communicate acceptably in oral and electronic format (with some areas need improvement)
2. Fair coverage of materials and contents and acceptable time management skills
3. Provide acceptable answers to questions raised during the presentation Q & A session

**Marginal (D)**

1. Marginally present and communicate in oral and electronic format (with major areas need improvement)
2. Marginal coverage of materials and contents and poor time management skills
3. Provide fair answers to questions raised during the presentation Q & A session

**Failure (F)**

1. Present and communicate poorly in oral and electronic format (with major areas need improvement)
  2. Little coverage of materials and contents and poor time management skills
  3. Provide poor answers to questions raised during the presentation Q & A session
- 

**Assessment Task**

4. Midterm test

**Excellent (A+, A, A-)**

Strong evidence of the ability to explain the various factors (e.g. financial, social, psychological) behind decision making in personal finance, to apply knowledge from various fields to make effective financial plans in the context of spiritual fulfilment, interpersonal relations, ethical value, and financial responsibility.

**Good (B+, B, B-)**

Evidence of the ability to explain the various factors (e.g. financial, social, psychological) behind decision making in personal finance, to apply knowledge from various fields to make effective financial plans in the context of spiritual fulfilment, interpersonal relations, ethical value, and financial responsibility.

**Fair (C+, C, C-)**

Some evidence of the ability to explain the various factors (e.g. financial, social, psychological) behind decision making in personal finance, to apply knowledge from various fields to make effective financial plans in the context of spiritual fulfilment, interpersonal relations, ethical value, and financial responsibility.

**Marginal (D)**

Basic familiarity with the subject matter in examinations.

**Failure (F)**

Little evidence of familiarity with the subject matter.

---

## Part III Other Information

**Keyword Syllabus**

1. Personal finance
2. Financial planning, career planning, Money Management Strategy
3. Consumer rights and Financial Services in the market
4. Sociological and behavioural factors in personal finance
5. Assessing your financial health
6. Managing your cash flows and debts credit card, mortgage loan, auto loan and personal loan
7. Financial markets, regulations, ethics and good practice
8. Stocks, bonds alternative investment products
9. Managing your investment portfolio
10. Insurance
11. Retirement and Estate Planning

**Reading List**

**Compulsory Readings**

Title	
1	Gitman, Joehnk, Personal Financial Planning, Billingsley Latest Edition, Cengage Learning
2	Ernst & Young, Personal Financial Planning Guide: The Control of your Future and Unlock the Door to Financial Security, John Wiley & Sons, latest edition.
3	Jeff Madura, Personal Finance, Third Edition, , Pearson
4	Kapoor, Dlabay, Hughes, Personal Finance, 9th Edition, McGraw-Hill

### Additional Readings

Title	
1	Nil

## Annex (for GE courses only)

A. Please specify the Gateway Education Programme Intended Learning Outcomes (PILOs) that the course is aligned to and relate them to the CILOs stated in Part II, Section 2 of this form:

Please indicate which CILO(s) is/are related to this PILO, if any (can be more than one CILOs in each PILO)

**PILO 1: Demonstrate the capacity for self-directed learning**

1, 2, 3, 4, 5

**PILO 2: Explain the basic methodologies and techniques of inquiry of the arts and humanities, social sciences, business, and science and technology**

1, 2, 3, 4, 5

**PILO 3: Demonstrate critical thinking skills**

1, 2, 3, 4, 5

**PILO 4: Interpret information and numerical data**

1, 2, 3, 4, 5

**PILO 5: Produce structured, well-organised and fluent text**

1, 2, 3, 4, 5

**PILO 6: Demonstrate effective oral communication skills**

1, 2, 3, 4, 5

**PILO 7: Demonstrate an ability to work effectively in a team**

1, 2, 3, 4, 5

**PILO 8: Recognise important characteristics of their own culture(s) and at least one other culture, and their impact on global issues**

1, 2, 3, 4, 5

**PILO 9: Value ethical and socially responsible actions**

3, 4, 5

**PILO 10: Demonstrate the attitude and/or ability to accomplish discovery and/or innovation**

1, 2, 3, 4, 5

B. Please select an assessment task for collecting evidence of student achievement for quality assurance purposes. Please retain at least one sample of student achievement across a period of three years.

**Selected Assessment Task**

Group presentation

