



## UNIVERSITI TEKNOLOGI MARA

### ASC360: PERSONAL FINANCIAL PLANNING

<b>Course Name (English)</b>	PERSONAL FINANCIAL PLANNING <b>APPROVED</b>
<b>Course Code</b>	ASC360
<b>MQF Credit</b>	3
<b>Course Description</b>	This course introduces the students to the personal financial planning. The syllabus for this course provide with the basic understanding of financial planning concept.
<b>Transferable Skills</b>	Student able understand financial planning concepts and how to become financial planner that exist in the financial market
<b>Teaching Methodologies</b>	Lectures
<b>CLO</b>	CLO1 Assess components of consumption, savings, investment, and retirement planning in personal financial planning main areas. CLO2 Analyse personal financial statements and personal income tax assessment. CLO3 Evaluate basic stock portfolio for personal investment.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Personal Finance Basics</b> 1.1) The Process for Making Personal Financial Decision. 1.2) Personal and Economic Factors Influence Personal Financial Planning. 1.3) Time Value of Money.	
<b>2. Money Management Strategy</b> 2.1) Definition and Importance of Money Management. 2.2) Preparation of Personal Balance Sheet and Cash Flow Statement. 2.3) Financial Ratios. 2.4) Personal Budget.	
<b>3. Income Tax Planning</b> 3.1) Malaysian Tax System. 3.2) Assessment of Income. 3.3) Employment Income. 3.4) Tax Strategy. 3.5) Tax Rebates. 3.6) Types of Tax Assessment. 3.7) Format of Tax Computation.	
<b>4. Investing Fundamentals</b> 4.1) Preparing for an Investment Program. 4.2) Factors Affecting the Choice of Investments. 4.3) Asset Allocation and Investment Alternatives. 4.4) Factors that Reduce Investment Risk. 4.5) Sources of Investment Information.	
<b>5. Investing in Stocks</b> 5.1) Common and Preferred Stocks. 5.2) Evaluating Stocks Investments. 5.3) Numerical Measures that Influence Investment Decision. 5.4) Mechanism of Buying and Selling Stocks. 5.5) Different Trading Techniques used by Investors and Speculators.	

**6. Investing in Bonds**

- 6.1) Characteristics of Corporate Bonds.
- 6.2) Reasons for Company to Issue Bonds.
- 6.3) Reasons for Investors to Purchase Bonds.
- 6.4) Bonds Evaluation.

**7. Investing in Mutual Fund**

- 7.1) Reasons for Investors to Purchase Mutual Fund.
- 7.2) Classification of Mutual Funds.
- 7.3) Evaluating Mutual Funds.

**8. Investing in Real Estate and Other Investment Alternatives**

- 8.1) Types of Real Estate Investments.
- 8.2) Advantages and Disadvantages of Real Estate Investments.
- 8.3) Investing in Precious Metals, Gems, and Collectibles.

**9. Retirement And Pension Planning**

- 9.1) Importance of the Retirement Planning.
- 9.2) Estimate Retirement Needs.
- 9.3) Planning Retirement Income.
- 9.4) Employees Provident Fund (EPF).
- 9.5) Public Service Pension Scheme.

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Stock Trading Simulation for Investment Plan - CLO 3 - 15%	15%	CLO3
	Quiz	Quiz 1 - CLO 1 - 5%	5%	CLO1
	Test	Test 1 - CLO 2 - 10%	10%	CLO2
	Test	Test 2 - CLO 1 - 10%	10%	CLO1

Reading List	Recommended Text	Jack R.. Kapoor,Kapoor,Les R.. Dlabay,Robert J.. Hughes 2019, <i>Personal Finance</i> , 13th Edition Ed., 19, McGraw-Hill Education [ISBN: 978126079978]
	Reference Book Resources	<ul style="list-style-type: none"> <li>• Masitah Hashim 2018, <i>Personal Financial Planning</i>, 6th Edition Ed., 9, UiTM Press [ISBN: 9789673632206]</li> <li>• Susan M. Tillery, Thomas N. Tillery 2017, <i>Essentials of Personal Financial Planning</i>, 23, John Wiley &amp; Sons [ISBN: 978194549823]</li> <li>• Randy Billingsley, Lawrence J. Gitman, Michael D. Joehnk 2016, <i>Personal Financial Planning</i>, 14th Edition Ed., 15, Cengage Learning [ISBN: 978111197163]</li> <li>• Michael J. Nathanson, Jeffrey T. Craig, Jennifer A. Geoghegan, Nadine Gordon Lee, Michael A. Haber, Seth P. Hieken, Matthew C. Ilteris, D. Scott McDonald, Joseph A. Salvati, Stephen R. Stelljes 2018, <i>Personal Financial Planning for Executives and Entrepreneurs</i>, Springer [ISBN: 9783319984162]</li> </ul>
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	