

**COURSE TITLE:                PERSONAL FINANCIAL MANAGEMENT**

**COURSE CODE:                GC 2203**

**HOURS TAUGHT:                3 HRS PER WEEK**

**PREREQUISITES:                None**

### **PURPOSE OF COURSE**

This course exposes the students to the concepts, theories and principals of financial management. It further helps students gain an understanding of financial management skills and principles necessary to support the guidance and counseling process. For purpose of practice, students will be provided with scenarios related to financial challenges such that they can provide options. The major focus of the course is to help students grasp the basic financial management skills& concepts and see how they can relate and apply them to Guidance and counseling .That way, they would be able to provide technical guidance to mentor and coach their clients.

### **EXPECTED LEARNING OUTCOMES**

By the end of course (semester), the students should be able to:

- Explain the concept /component of financial management and demonstrate its importance to a counselor
- Identify and explain basic principles of accounting and relate it to counseling and guidance.
- Demonstrate scenarios related to guidance and counseling and financial management (practicum)-retirement related, theft, partnership , etc
- Identify marketing strategies/workplaces (safety/storage ) and setting standards

### **COURSE CONTENT**

- Basics of personal financial management
- Budgeting
- Insurance planning
- Savings, consumer and credit and debts
- Investing
- Tax planning
- Retirement planning & Estate planning and net worth.
- Marketing and setting Business standards.

### **MODE OF DELIVERY**

- Lectures

- Reading assignments
- Practical assignments
- Field trips
- Documentaries

### **INSTRUCTIONAL MATERIALS AND / OR EQUIPMENT**

- Whiteboard and Markers
- Flip Charts
- LCD Projectors
- CDs, DVDs and Tapes

### **COURSE ASSESSMENT**

- Continuous assessments tests 20%
- Group and individual project (course work) 20%
- End of Semester Examination 60%

### **READING MATERIALS / LIST**

Jasmine McManus MD (2002). Personal Guide Wellness Amazon.

Nico Swart, (2007) Personal financial management, 2<sup>nd</sup> Edition, Juta&co.Ltd (This can be read on line).

David Allen, (2008). "Getting things done-the art of stress free productivity, Amazon.

