

## ITEM CARD (SYLLABUS)

### Description of the course

Code course		Course name	PERSONAL FINANCE		
IBF/O/I/NS/B2.43b			FINANSE OSOBISTE		
Language		English			
Academic Year		2024/2025			
Direction of study		International Business and Finance			
Level of education (study)		Level 1			
Profile of education (study)		General academic			
Form of study		Extramural			
Semester / semesters		V			
Belonging to a course groups		B2-Elective courses specific to the field of study			
Course status		Elective			
Form of classes, hours, ECTS points		Form of classes	Number of hours	Number of ECTS points	
		Lecture	8 [h]	3 ECTS	
		Exercises	10 [h]		
		Seminar	[h]		
Relationship of subject	with profile of education (study)	Related to conducted scientific activity in the field of economics and finance			2 ECTS
	with qualifications	-----			ECTS
	with discipline	Economics and finance			3 ECTS
Form of teaching		traditional - classes organized at the University			
The criterion for the selection of students		All students of International Business and Finance			
Unit running course		Department of Economic Policy and Banking			
Coordinator		Dr Joanna Bukowska, prof. URad.			
Faculty www address		http://weif.uniwersytetradom.pl			
E-mail, phone number of coordinator		j.bukowska@uthrad.pl (48) 361-74-98			

### COURSE OUTCOMES, METHODS OF TEACHING AND VERIFICATION OF THE EFFECTS OF EDUCATION

Purpose of the course:	The aim of the course is to provide knowledge about the essence, budget, strategy and planning of personal finances. Moreover, the essence and concepts of saving, investing and lending to
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	households.
Course teaching content:	<p><i>The course content is related to conducted scientific research.</i></p> <p><i>Lecture content:</i></p> <ol style="list-style-type: none"> <li><b>1. Personal finances in the national economy (1h, BN, W1, W2)</b> <ul style="list-style-type: none"> <li>- system of national accounts</li> <li>- household budgets</li> <li>- concepts of economic well-being</li> </ul> </li> <li><b>2. Households as a subject of personal finance (1h, W1, W2)</b> <ul style="list-style-type: none"> <li>- the essence and importance of households</li> <li>- financial needs and desires of households</li> <li>- the process of making financial decisions in the household</li> <li>- education and financial awareness in managing personal finances</li> </ul> </li> <li><b>3. The process of financialization of households (2h, W1, W2)</b> <ul style="list-style-type: none"> <li>- definitions of financialization</li> <li>- genesis and course of financialization</li> <li>- financialization of household budgets</li> </ul> </li> <li><b>4. Personal finance planning (3h, W1, W2)</b> <ul style="list-style-type: none"> <li>- Defining financial goals</li> <li>- the habit of planning personal finances</li> <li>- the process of building a personal finance plan</li> </ul> </li> <li><b>5. Written test (1h)</b></li> </ol> <p><i>Exercises content:</i></p> <ol style="list-style-type: none"> <li><b>1. The essence of personal finance (1h, U1, U2, K1, K2)</b> <ul style="list-style-type: none"> <li>- personal finances in economic theories</li> <li>- definition of personal finance</li> <li>- personal finance concepts</li> </ul> </li> <li><b>2. Household budget and strategies (2h, U1, U2, K1, K2)</b> <ul style="list-style-type: none"> <li>- cash flow, budget and balance sheet of the household</li> <li>- household cash flow – principles of construction and analysis</li> <li>- budgeting in personal finances</li> <li>- household balance sheet and net worth as the basis for long-term financial planning</li> <li>- personal finance planning</li> </ul> </li> <li><b>3. Savings in households (2h, U1, U2, K1, K2)</b> <ul style="list-style-type: none"> <li>- essence and types of savings</li> <li>- saving theories</li> <li>- household saving motives and goals</li> <li>- the level and forms of saving of Poles</li> <li>- traditional and alternative savings products</li> </ul> </li> <li><b>4. Investing in households (3h, BN, U1, U2, K1, K2)</b> <ul style="list-style-type: none"> <li>- criteria for making investment decisions</li> <li>- investment strategies</li> <li>- Investment instruments as part of your personal financial planning</li> <li>- diversification of the investment portfolio</li> </ul> </li> <li><b>5. Lending for household needs (2h, BN, U1, U2, K1, K2)</b> <ul style="list-style-type: none"> <li>- goals and motives for getting into debt</li> <li>- forms and purposes of lending</li> <li>- scope, parameters and costs of the loan agreement</li> <li>- credit risk and security</li> </ul> </li> </ol>

	- effective repayment management
Method of teaching:	instructional methods (lecture including multimedia techniques with elements of discussion); practical methods (demonstration, analytical exercises)
Grading criteria, criteria for assessing learning outcomes, method of calculating the final grade:	The condition for passing the course is achieving all the required learning outcomes specified for the course. Lecture – evaluation based on a written test. Exercises - The final grade is determined by the following: project and activity during course.

Education effects for the course in relation to the direction effects and form of classes				Verification methods of learning outcomes (form check)	
Number of education effect	Description effects of education for the subject (PEU) Student who has completed the course (W) knows and understands/(U) is able to /(K) is ready to:	Directional learning effect (KEU)	Form of realization of teaching	Examination form	Form check
W1	The student has knowledge about the role that personal finances play in the national economy. In addition, he knows and understands the methods and tools necessary to create a budget and plan personal finances.	K_W04	Lecture	Pass with a grade	Written test
W2	The student knows and understands the process of decision-making by households and their financialization. Moreover, he knows techniques and tools for obtaining, processing and analyzing data in this area.	K_W05	Lecture	Pass with a grade	Written test
U1	The student is able to obtain appropriate information and data necessary in the process of making decisions regarding saving, investing and lending money to households.	K_U05	Exercises	Pass with a grade	project
U2	The student is able to correctly identify the economic environment and analyze the phenomena occurring in it in relation to personal finance planning.	K_U04	Exercises	Pass with a grade	project
K1	The student is aware of dynamic changes in the economy and financial markets and the need to continue the learning process and deepen knowledge.	K_K01	Exercises	Pass with a grade	Discussion/ activity during course
K2	Is ready to think and act in an entrepreneurial way.	K_K04	Exercises	Pass with a grade	Discussion/ activity during course

Recommended reading, literature supplement, teaching aids
<ol style="list-style-type: none"> <li>1. Mayo H.B., Investments: An Introduction, 13th Edition, Cengage Learning, 2020</li> <li>2. Grable J.E., Palmer L., Introduction to Personal Finance: Beginning Your Financial Journey, 2nd Edition, John Wiley &amp; Sons Inc, 2022</li> <li>3. Kapoor J. R. Dlabay L.R., Hughes R.J., Personal Finance, McGraw Hill, 2022</li> </ol> <p>A detailed list of additional literature, web sources and teaching aids will be provided by a teacher during the first class</p>

Student workload needed to achieve the assumed learning outcomes - balance of ECTS points
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Participation in classes, activities	Student's working hours [h]		
	Other hours. Contact (IGK)	Classes without a teacher – student's own work (ZBN)	Classes
Participation in Lectures/ Seminars	X	X	8 [h]
Participation in Exercises/Laboratories	X	X	10 [h]
Participation in the Consultation	5 [h]	X	X
Preparing to lectures/ exercises/seminars Preparation for an examination	X	52 h [h]	X
Summary of student's workload	5 [h]/ 0,2 ECTS	52 [h]/ 2,1 ECTS	18 [h]/ 0,7 ECTS
Points of ECTS for subject	75 [h] / 3 ECTS		

Additional information and remarks
<p>For students with special needs, including those with disabilities and chronic illnesses, the methods and forms of verifying learning outcomes specified above (in the course syllabus) are appropriately adjusted to meet the individual needs of these students.</p> <p>"The detailed rules and rights of students with special needs, including those with disabilities and chronic illnesses, regarding participation, assessment, and examinations, are specified in the Study Regulations, Study Rules, and Procedures for Ensuring Accessibility of the Educational Process for Students with Special Needs, including those with disabilities and chronic illnesses."</p>