



# UNIVERSITETI I MITROVICËS

## 'ISA BOLETINI'

### Course Outline Model (Syllabus)

<b>Faculty:</b>	Economics	
<b>Name of study program:</b>	Business and Management	
<b>Specialization:</b>	Bank, Finance and Accounting- (BFA) & Management and Entrepreneurship	
<b>Level:</b>	Bachelor	
<b>The code of subject:</b>		
<b>Subject:</b>	Personal Finance	
<b>Subject Status:</b>	Elective – (E)	<b>(Compulsory or Elective)</b>
<b>Semester:</b>	Summer	<b>(Winter / Summer)</b>
<b>Total hours:</b>	2+1	<b>(According to approved program)</b>
<b>ECTS:</b>	4	<b>(According to approved program)</b>
<b>Schedule / Hall</b>		
<b>Academic year:</b>	Second Year, Semester IV	
<b>Professor:</b>	Prof.Asoc.Dr. Qazim Tmava	
<b>Assistants:</b>	Msc. Besë Sadikaj PhD(c)	
<b>Contacts:</b>		
	E-mail: <a href="mailto:qazim.tmava@umib.net">qazim.tmava@umib.net</a>	<a href="mailto:bese.sadikaj@umib.net">bese.sadikaj@umib.net</a>
	Telephone: +38344200021	+383 (0) 49556823

<b>CONTENT OF SUBJECT</b>	The subject " <i>Personal Finance</i> " belongs to a new branch of finance science that is recognizing dynamic development in theory and practice at the current stage of global development with focus on the individual, savings and investments in the context of risk and insecurity on the one hand And the influence of psychological and social factors on the other. The course aims to provide students with solid knowledge in the field of personal financial planning and wealth of individuals during the different stages of their life. It enables students with the culture and tools they need to successfully manage their personal finances and support career advancement. Personal finance provides the students with the tools they need to reinforce the financial culture needed to successfully deal with entrepreneurship and the labor market and maximize profits.
<b>AIMS OF SUBJECT</b>	The purpose of the personal finance subject is based on the main aspects of individual financial statements, individual income sources and types of individual expenditures, individuals' relationships with the banking environment, credit, tax authorities and insurance institutions, specifically: social security, health, life and property, personal investment in real estate, the securities market and the banking market, aspects of property and inheritance transfer.

<b>EXPECTED LEARNING OUTCOMES</b>	<b>After completing this course, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Describe the household environment of income and money outflows.</li> <li>2. Understand the status of the loans from the householder.</li> <li>3. Analyze the short-term and long-term financial objectives in the family.</li> <li>4. Analyze family financial statements.</li> <li>5. To be able to construct the financial plan.</li> <li>6. Explain the factors influencing the growth and reduction of family income.</li> <li>7. Know the strategies of managing personal loans and protecting against risks.</li> </ol>	
<b>PROGRAM</b>	<b>Weeks</b>	<b>Topics</b>
	<b>Week - I</b>	Content and introduction to the course (Syllabus)
	<b>Week - II</b>	Understanding the personal finance - role, relationship with other sciences
	<b>Week - III</b>	Personal income
	<b>Week - IV</b>	Personal expenditure
	<b>Week - V</b>	Personal financial statement
	<b>Week - VI</b>	Personal financial planing
	<b>Week - VII</b>	Banking services and interest rates
	<b>Week - VIII</b>	<b>First Assessment Test</b>
	<b>Week - IX</b>	Source and cost of capital: short term financing
	<b>Week - X</b>	Personal investment in money market
	<b>Week - XI</b>	Personal investment in financial market
	<b>Week - XII</b>	Personal loan and the role of credit cards
	<b>Week - XIII</b>	Managing of personal loan
	<b>Week - XIV</b>	Managing of car insurances, life insurances, nonlife insurances,
<b>Week - XV</b>	<b>Second Assessment Test</b>	
<b>LITERATURE</b>	<b>Basic literature:</b> <ol style="list-style-type: none"> <li>1. Bregasi M. (2015): “Financa personale”, PowerPoint, UBT.</li> <li>2. Tyson E., (2010): Personal Finance for Dummies, 6th Edition Published by Wiley Publishing, Inc.</li> </ol> <b>Supplementary literature:</b> <ol style="list-style-type: none"> <li>1. Samuelson P. A., (2008): Is Personal Finance a Science? CFA Institute Research Foundation.</li> </ol>	

<b>TEACHING METHODOLOGY</b>	The methodology used in teaching and learning will be that of best practices: interactive lectures, discussions, course assignments, independent projects, exercises, consultations and group research papers. Teaching will take place through lectures, practical assignments, individual and group interpretations, periodic self-assessments, etc. All these will be realized in the theoretical and practical aspect by presenting the materials in audiovisual form through: computer, projector and on the board.																																								
<b>STUDENT LOAD ON THE SUBJECT</b>	<p style="text-align: center;"><b>Contribution to student workload (which should correspond to student learning outcomes 1 ECTS credit = 25 hours)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Activity</th> <th style="text-align: center;">Hours</th> <th style="text-align: center;">Day/Week</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td style="text-align: center;">2</td> <td style="text-align: center;">15 week</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Exercise sessions - theoretical</td> <td style="text-align: center;">1</td> <td style="text-align: center;">15 week</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Consultation with the professor / assistant</td> <td style="text-align: center;">1</td> <td style="text-align: center;">15 week</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Colloquiums / seminars</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2 week</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Independent tasks (work)</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> </tr> <tr> <td>Student self-study time (in library or at home)</td> <td style="text-align: center;">2</td> <td style="text-align: center;">15 week</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Final exam preparation</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4 week</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Projects, presentations, etc.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2 week</td> <td style="text-align: center;">2</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td style="text-align: center;"><b>104</b></td> </tr> </tbody> </table>	Activity	Hours	Day/Week	Total	Lectures	2	15 week	30	Exercise sessions - theoretical	1	15 week	15	Consultation with the professor / assistant	1	15 week	15	Colloquiums / seminars	2	2 week	4	Independent tasks (work)	/	/	/	Student self-study time (in library or at home)	2	15 week	30	Final exam preparation	2	4 week	8	Projects, presentations, etc.	1	2 week	2	<b>Total</b>			<b>104</b>
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<b>EVALUATION</b>	<p>The assessment &amp; evaluation of knowledge and skills will be done according to this chronology:</p> <ul style="list-style-type: none"> <li>▪ Participation and interactivity during the lectures 10%,</li> <li>▪ Works and group research projects 10% ,</li> <li>▪ First evaluation test 40% and</li> <li>▪ Second evaluation test 40%, and</li> <li>▪ Total 100% of points.</li> </ul>																																								
<b>ACADEMIC POLICIES</b>	Students should attend lectures regularly. Students should also be active in lectures, seminars and individual and group discussions. The professor is available for individual consultation. Students are encouraged to read the literature before each lecture. The student is obliged to attend lectures and exercises. Plagiarism and copying in exams are punishable under the statute and other university regulations. The code of conduct applies to both students and teachers.																																								

**Mitrovica**

**26/11/2020**

**Subject teaching professor:**

**Prof. Ass. Dr. Sahit Surdulli**  
(Name and Surname)

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(Signature)