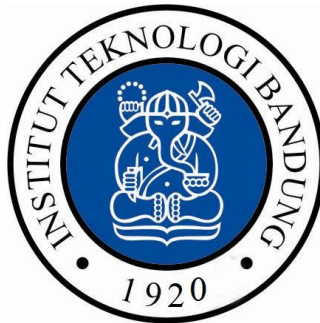


SYLLABUS & SAP

MB4044 – Financial Planning



BACHELOR OF MANAGEMENT PROGRAM
SCHOOL OF BUSINESS AND MANAGEMENT
INSTITUT TEKNOLOGI BANDUNG
2020

1. Mission of SBM ITB

SBM ITB has mission as follows:

“To educate students to be innovative leaders with an entrepreneurial mindset and to develop and disseminate knowledge of business and management for the betterment of business, government, and society”

2. Course Description

Most persons today are too busy keeping up with the changes in their own specialized areas to remain current with the ever-changing financial services industry. If financial situation is being handled by a financial planner, it can be assured that the "financial house is in order." Clients' time and attention can be focused in effective business management and pursuing your personal interest.

A financial planner is certainly not intended to replace any of existing advisors. However, by evaluating total financial situation, a qualified financial planner can coordinate strategies which do not interfere with any of clients' stated goals and objectives. By focusing on the whole, rather than on a part, a financial planner can make recommendations which are consistent with long-term financial strategy.

A financial planner will ensure that all phases of clients' plan are properly implemented by selected advisors, not only in terms of the types and categories of Investments, but with respect to estate, tax, and retirement planning. All the areas of risk assessment are important, since one overlooked exposure could wipe out the rewards of years of work and saving. This course is intended to "produce" capable financial planners, and equip SBM graduates with professional competency.

PRE-REQUISITES (if any)

No pre-requisites required

LEARNING METHOD

The class is 3 credit semester that explained by 42 hours plus 6 hours of evaluation done into two parts: mid-term exam and final-term exam. The class is a combination of lectures, class exercises to apply theory, cases presentation real client financial planning development, video presentation, discussion and guest lectures. The guest lecturing was also important for this class because of real world application and real world networking. The guest lecture provide some an internship outside of the class for those who are interested. Course examines analytical and methodological issues in the preparation and presentation of financial plans to individual clients and client with families. Students are expected to utilize knowledge and skills obtained in other

courses, as well as from any work experiences, in the analysis, preparation, and presentation of a comprehensive personal financial case and other mini-case studies. Substantive topic areas utilized in plan development will include cash flow, income tax, insurance, investment, and estate planning, as well as quantitative skills and techniques.

3. Learning Goals and Objectives of Financial Planning Course

This course has learning goals and objectives as below. Fourth column shows the LG/LO of study program attached to courses.

1.1. Know functions in management and their integration in real organisational practices :

- 1.1.1. The characteristics of management functions: finance, marketing, operations and human resources
- 1.1.2. Relationship of management functions to one another

1.2. Understand multicultural contexts in business :

- 1.2.1. Cultural differences between Indonesia and other countries in the context of business
- 1.2.2. How organizations can contribute to solving global issues
- 1.2.3. How organizations can benefit from global issues

2.1. Communicate ideas and arguments in a structured manner as a member of a team, as a manager, and/or as a leader :

- 2.1.1. Development of ideas
- 2.1.2. Communication structure
- 2.1.3. Delivery

2.2. Willing to listen and give constructive feedback to others. Motivate, convince, and persuade others in order to achieve the team's objectives :

- 2.2.1. Persuasion
- 2.2.2. Giving feedback
- 2.2.3. Active listening

2.3. Conduct presentation professionally :

- 2.3.1. Subject knowledge
- 2.3.2. Organization
- 2.3.3. Eye Contact
- 2.3.4. Movement
- 2.3.5. Voice

3.1. Identify problems in the business context :

- 3.1.1. The tools needed to identify problem in the business context
- 3.1.2. Appropriate tools to identify problem in the business context
- 3.1.3. The identification of problem tools

3.2. Analyse problems and offer alternative solutions to solve them by using management tools :

- 3.2.1. Systematic problem analysis: the methods/tools to analyze problems
- 3.2.2. Systematic problem analysis: management tools to solve the problems

3.2.3. Systematic problem analysis: alternative solution to solve the problem based on the analysis

3.3. Make a decision based on a systematic problem analysis :

3.3.1. The process of finding the best solution from available alternatives

4. Reading Material

- I. SOEKARNO, Subiakto; DAMAYANTI, Sylviana Maya, 2011, *Perencanaan Keuangan Pribadi: Intisari Pengetahuan dalam Merencanakan Tujuan-Tujuan Keuangan untuk Mencapai Kehidupan yang Sejahtera*, Consultancy & Continuing Education, Sekolah Bisnis dan Manajemen Institut Teknologi Bandung, Bandung
- II. Joehnk, M.D., L. J. Gitman, *Planning Your Personal Finances*, 11th ed., Thomson South-Western, 2010.
- III. Calcagni, R., Monticone, C., 2015. Financial Literacy and The Demand for Financial Advice, *Journal of Banking and Finance* 50, 363-380
- IV. Fernandes, D., Lynch Ji, J.G., Netemeyer, R.G., 2014. Financial Illiteracy, Financial Education, and Downstream Financial Behaviors. *Management Science* 60, 8, 1861-1883

5. The Course Schedule/ Plan

Table 1 present the class topics that are required to achieve the learning objectives of this course.

Table 1. Weekly Class Topics of Financial Planning

Week	Session	Activities	References
Week 1	1	Topic: Introduction to Personal Financial Planning and Financial Literacy Sub-topic: Financial Planner Profession, Scope of Financial Planning	I
	2	Topic: Introduction to Personal Financial Planning and Financial Literacy Sub-topic: Financial Planning Industry,	I
	3	Topic: Introduction to Personal Financial Planning and Financial Literacy Sub-topic: Financial Literacy	III, IV
Week 2	4	Topic: Financial Planning Process, Personal Financial Statement, Risk Profile Sub-topic: Data gathering questionnaire, Personal Financial Statement Analysis, TVM Table	
	5	Topic: Financial Planning Process, Personal Financial Statement, Risk Profile Sub-topic: Data gathering questionnaire, Personal Financial Statement Analysis, TVM Table	
	6	Topic: Financial Planning Process, Personal Financial Statement, Risk Profile Sub-topic: Data gathering questionnaire, Personal Financial Statement Analysis, TVM Table	
Week 3	7	Topic: Time Value of Money, Emergency Fund, Education Fund Sub-topic: TVM Table Education Fund Needed	

	8	Topic: Time Value of Money, Emergency Fund, Education Fund Sub-topic: TVM Table Education Fund Needed	
	9	Topic: Time Value of Money, Emergency Fund, Education Fund Sub-topic: TVM Table Education Fund Needed	
Week 4	10	Topic: Pension Fund Sub-topic: Pension Fund Method, DPLK, DPPK	
	11	Topic: Pension Fund Sub-topic: Pension Fund Method, DPLK, DPPK	
	12	Topic: Pension Fund Sub-topic: Pension Fund Method, DPLK, DPPK	
Week 5	13	Topic: Insurance Sub-topic: Insurance Method, Life Insurance, Health Insurance, Whole Life, Term Life	
	14	Topic: Insurance Sub-topic: Insurance Method, Life Insurance, Health Insurance, Whole Life, Term Life	
	15	Topic: Insurance Sub-topic: Insurance Method, Life Insurance, Health Insurance, Whole Life, Term Life	
Week 6	16	Topic: Investment Product Sub-topic: Bond, Stock and Mutual Fund	

	17	Topic: Investment Product Sub-topic: Bond, Stock and Mutual Fund	
	18	Topic: Investment Product Sub-topic: Bond, Stock and Mutual Fund	
Week 7	19	Topic: Guest Lecture-Financial Planning Sub-topic: Financial Planner Practitioner	
	20	Topic: Guest Lecture-Financial Planning Sub-topic: Financial Planner Practitioner	
	21	Topic: Guest Lecture-Financial Planning Sub-topic: Financial Planner Practitioner	
Week 8	22	Topic: Exam Sub-topic: Exam	
	23	Topic: Exam Sub-topic: Exam	
	24	Topic: Exam Sub-topic: Exam	
Week 9	25	Topic: Portfolio Management Sub-topic: Risk and Return, Diversification	

	26	Topic: Portfolio Management Sub-topic: Risk and Return, Diversification	
	27	Topic: Portfolio Management Sub-topic: Risk and Return, Diversification	
Week 10	28	Topic: Personal Tax and Estate Planning Sub-topic: Personal Tax Planning	
	29	Topic: Personal Tax and Estate Planning Sub-topic: Personal Tax Planning	
	30	Topic: Personal Tax and Estate Planning Sub-topic: Estate Planning	
Week 11	31	Topic: Financial Inclusion 1 Sub-topic: Foundation	
	32	Topic: Financial Inclusion 2 Sub-topic: Inequality	
	33	Topic: Financial Inclusion 3 Sub-topic: Growth and Stability	
Week 12	34	Topic: Financial Inclusion 4 Sub-topic: Digital Technology	

	35	Topic: Financial Inclusion 5 Sub-topic: Finacial Technology	
	36	Topic: Small Business Management Sub-topic: Access to Credit	
Week 13	37	Topic: Guest Lecture-Financial Planning Sub-topic: Financial Planner Practitioner	
	38	Topic: Guest Lecture-Financial Planning Sub-topic: Financial Planner Practitioner	
	39	Topic: Guest Lecture-Financial Planning Sub-topic: Financial Planner Practitioner	
Week 14	40	Topic: Real Case Presentation Sub-topic: Real Client	
	41	Topic: Real Case presentation Sub-topic: Real Client	
	42	Topic: Real Case Presentation Sub-topic: Real Client	
Week 15	43	Topic: Real Case presentation Sub-topic: Real Client	

	44	Topic: Real Case Presentation Sub-topic: Real Client	Sylviana Maya Damayanti
	45	Topic: Real Case Presentation Sub-topic: Real Client	-
Week 16	46	Topic: Exam Sub-topic: Exam	Sylviana Maya Damayanti
	47	Topic: Exam Sub-topic: Exam	Sylviana Maya Damayanti
	48	Topic: Exam Sub-topic: Exam	Sylviana Maya Damayanti

6. Grading Policy

Aspect	%
Individual Assignment	20
Group Assignment	20
Mid Semester Test	30
Final Examination	30
TOTAL	100

7. Course Policy

Students are expected to read materials prior to class. This course is intended for those students who already take Financial Management Course. To ensure that you will have your work done correctly, lecturer will take an active role in walking you through many exercises and pop up quizzes. Additionally, SBM-ITB regulations dictate that you need at least 80% attendance; in other words, should you miss more than 20% of class-time, your total score will be downgraded. Do not sign on the attendance list for anyone but yourself; you are not doing your classmate any favour by forging her/his signature, as it will bring you both nothing but failed this class. Punctuality is no less important. If you come in late, you will disrupt classroom activity and be left behind at the same time. Therefore, it is imperative that you arrive promptly. Laptop and personal communication are not allowed during the class. Lecturer will not accept delays in the assignment submission. No make-up quiz, mid- exam and final exam. Bring your own calculator (not mobile phone calculator apps). Let's work together to make this course productive and fun.