



Manage Personal Finances



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| MANAGING YOUR PERSONAL FINANCES

MODULE 1: **Understanding Personal Finances**

In this module, you will learn what personal finance is and the difference between income and expenditure.

MODULE 2: **The Importance of Financial Planning**

In this module, you'll learn why financial planning is important for financial stability.

MODULE 3: **Income Sources and Payslips**

In this module, you will discover what are sources of income and how to interpret a payslip.

MODULE 4: **Needs, Wants and Cost Types**

In this module, you will learn what fixed versus variable costs are, needs versus wants with examples that demonstrate the differences between them.

MODULE 5: **Ways of Financing Your Purchases**

In this module, we will look at personal loans vs overdrafts, mortgage bond loan, vehicle financing and credit cards.

MODULE 6: **Understanding Budgets**

In this module, you will learn the concept of a budget in terms of day-to-day life. The benefits of a budget will be explained and the concepts of savings and incidentals are unpacked in the context of a budget.

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MODULE 7: **Preparing a Budget**

In this module, you'll discover the steps for creating a personal budget.

MODULE 8: **Making Your Budget Work for You**

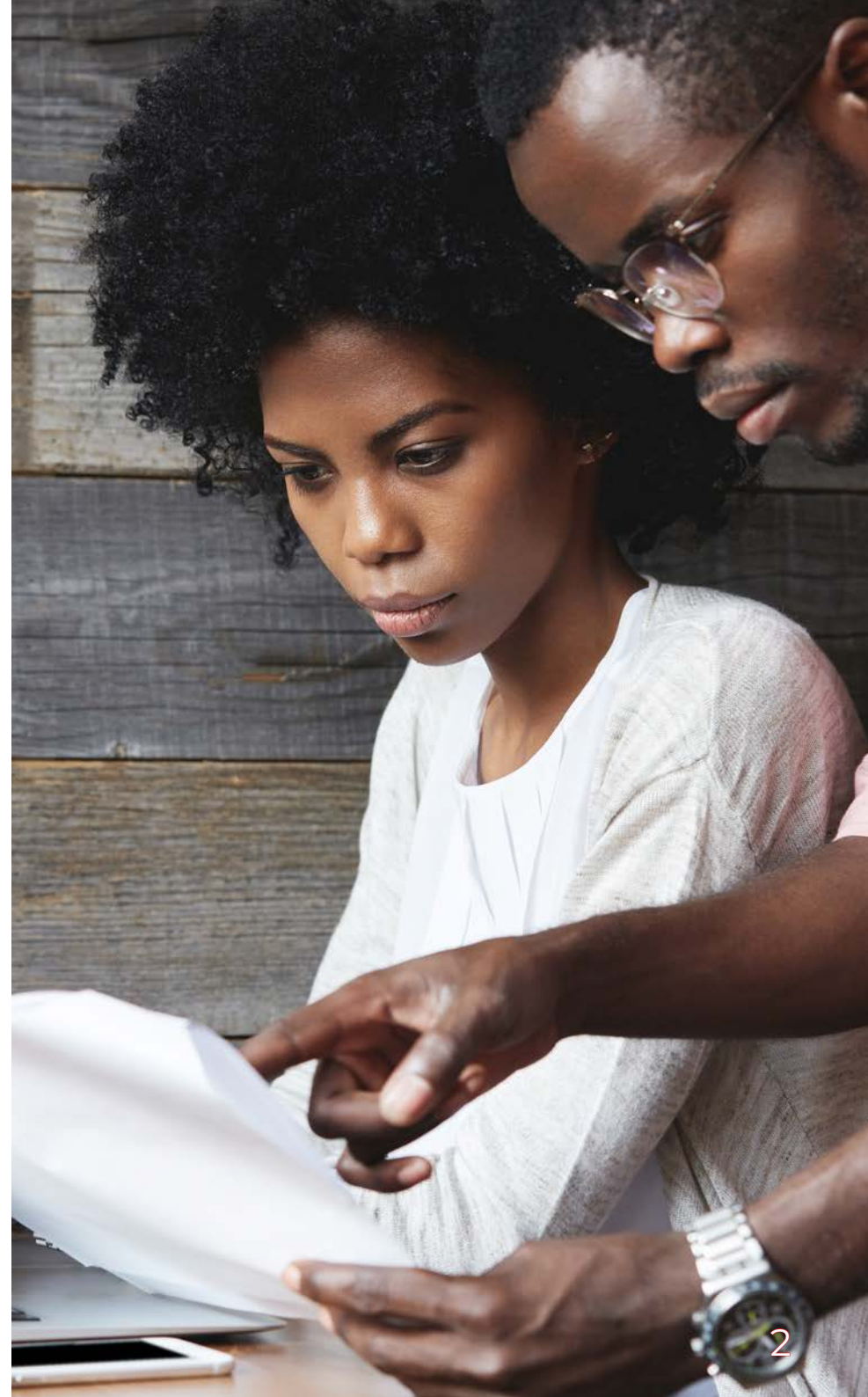
In this module, we will explain the reasons for being financially disciplined in terms of managing financial stability through a real-life example.

MODULE 9: **Understanding Bank Account Types**

In this module, you'll learn the difference between a transaction account and a savings account, the difference between debit and credit cards, and basic safety tips on withdrawing from ATMs.

MODULE 10: **Opening and Using a Bank Account**

In this module, we'll guide you through the requirements to open a bank account and how to complete banking documents.



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