

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
**The City University of New York**  
**Accounting Department**

**Personal Accounting and Financial Literacy**  
**ACC 150**  
**3CRS. / 4HRS.**

**Prof:** \_\_\_\_\_  
**Office:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Course Description:**

This introductory course provides a hands-on and interactive approach to understanding and analyzing the major components of personal accounting and financial literacy. Topics include; establishing financial goals, personal taxation, managing personal debt and credit, budgeting household expenses, saving and investment strategies, insurance, and retirement planning. The course has 1 hour lab component in which students will learn to use basic Excel applications and simulations as it relates to personal accounting and financial planning.

	<b>Course Student Learning Outcomes (Students will be able to...)</b>	<b>Measurements (means of assessment for student learning outcomes listed in first column)</b>
1	Create personal financial statements (i.e. Statement of Financial Condition, Statement of Changes in Net Worth) to accomplish financial goals.	Homework questions and cases. Quiz, test questions and comprehensive final exam.
2	Demonstrate a basic understanding of major components of financial literacy as defined by the AICPA in relation to the students' financial literacy life stage.	Homework questions and cases. Quiz, test questions and comprehensive final exam.
3	Recognize the impact of taxes on personal finances. Prepare and analyze an individual income tax return (form 1040) in relation to the students' financial literacy life stage.	Homework questions and cases. Quiz, test questions and comprehensive final exam.
4	Prepare and interpret calculations, graphs, tables, and Measurement tools to determine the reasonableness of choices and alternatives of major components of financial literacy as defined by the AICPA.	Homework questions and cases. Quiz, test questions and comprehensive final exam.

Below are the college's general education learning outcomes that will be covered and assessed in this course.

	General Education Learning Outcomes	Measurements (means of assessment for general education goals listed in first column)
1	<b>Communication Skills</b> - Students will be able to write, read, listen, and speak critically and effectively.	Note taking, quiz and test questions and comprehensive final exam.
2	<b>Quantitative Reasoning</b> - Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems.	Homework questions, exercises and problems. Quiz, test questions and comprehensive final exam.
3	<b>Information &amp; Technology Literacy</b> - Students will be able to collect, evaluate and interpret information and effectively use information technologies.	Students are encouraged to access web based learning platforms supplied by publisher.
4	<b>Values</b> - Students will be able to make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Class discussions and review of quizzes, test questions and comprehensive final exam.

**Required Textbook and Materials:**

Introduction to Personal Finance by Grable, Palmer, Wiley

**Conduct of the Course:**

Adequate preparation for each class is required for success. Students should read each chapter before it is covered with all other reading assignments completed prior to class. Students should work through exercises and problems covered in class. Students are encouraged to ask questions on any material not clear to them. In case of absence, students are responsible for material covered. Announced examinations will be conducted periodically and quizzes may be given at any time without notice.

**Grading:**

The final grade for the course will be determined as follows:

Class Examinations:	XX %
Final Examination and Project:	<u>XX %</u>
Total	100%

\* See Instructor for values of the above. Make up exams are at the discretion of the professor. Excessive absences will result in a WU grade.

## **Class Participation**

Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online activities, taking exams, and/or participating in group work. Each instructor has the right to establish their own class participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course.

**BMCC is committed to the health and well-being of all students. It is common for everyone to seek assistance at some point in their life, and there are free and confidential services on campus that can help.**

**Single Stop** [www.bmcc.cuny.edu/singlestop](http://www.bmcc.cuny.edu/singlestop), room S230, 212-220-8195. If you are having problems with food or housing insecurity, finances, health insurance or anything else that might get in the way of your studies at BMCC, come by the Single Stop Office for advice and assistance. Assistance is also available through the Office of Student Affairs, S350, 212-220- 8130, [studentaffairs@bmcc.cuny.edu](mailto:studentaffairs@bmcc.cuny.edu)

**Counseling Center** [www.bmcc.cuny.edu/counseling](http://www.bmcc.cuny.edu/counseling), room S343, 212-220-8140, [counseling\\_center@bmcc.cuny.edu](mailto:counseling_center@bmcc.cuny.edu). Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and can help with stress, time management and more. Counselors are available for walk-in visits.

**Office of Compliance and Diversity** <http://www.bmcc.cuny.edu/about-bmcc/compliance-diversity>, [www.bmcc.cuny.edu/aac](http://www.bmcc.cuny.edu/aac), room S701, 212-220-1236. BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office, or email [olevy@bmcc.cuny.edu](mailto:olevy@bmcc.cuny.edu), or [twade@bmcc.cuny.edu](mailto:twade@bmcc.cuny.edu). If you need immediate assistance, please contact BMCC Public safety at 212-220-8080.

**Office of Accessibility** [www.bmcc.cuny.edu/accessibility](http://www.bmcc.cuny.edu/accessibility), room N360 (accessible entrance: 77 Harrison Street), 212-220-8180, [accessibility@bmcc.cuny.edu](mailto:accessibility@bmcc.cuny.edu). This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office.

## **BMCC Policy on Plagiarism and Academic Integrity Statement**

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found BMCC's Web site, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).

## **CUNY policy on cameras for remote classes:**

Students who participate in this class with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class to refer to, including those enrolled students who are unable to attend live. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

**Course outline is tentative and subject to change. Instructor may substitute alternative exercises and problems.**

<b>CHAPTER</b>	<b>TOPIC</b>	<b>EXERCISES</b>
1	Understanding the Financial Planning Process	TBA
2	Using Financial Statements and Budgets	TBA
3	Preparing Your Taxes	TBA
4	Managing Your Cash and Savings	TBA
5	Making Automobile and Housing Decisions	TBA
6	Using Credit	TBA
7	Using Consumer Loans	TBA
8	Insuring Your Life	TBA
9	Insuring Your Health	TBA
10	Protecting Your Property	TBA
11	Investment Planning	TBA
12	Investing in Stocks and Bonds	TBA
13	Investing in Mutual Funds, ETFs, and Real Estate	TBA
14	Planning for Retirement	TBA
15	Preserving Your Estate	TBA

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