

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

City University of New York

Business Management Department**Title of Course: Personal Finance (BUS 121)****Semester: Spring 2016**
Class Hours: 3/ Credits: 3**Professor S. Zaragoza****Tel #: 212-220-8221****Office: F730M****Office Hours:** _____

Course Description - Discusses the problems involved in efficient handling of personal finance and consumption expenditure, including consumer protection, taxation, insurance, home financing, and methods of borrowing and investing money. Topics covered will include: goal setting; budgeting; banking and basic financial transactions; building, maintaining and repairing credit; credit report and scores; home/auto ownership; current regulations and practices governing consumer financial transactions, potential risks faced by individuals and families, banking services and products, insurance and investment, and planning for retirement.

Basic Skills - Students must have passed ESL 095 and ACR 095.

Course Student Learning Outcomes (Students will be able to...)	Measurements (means of assessment for student learning outcomes listed in first column)
1. Demonstrate an understanding of the time value of money and use a financial calculator to compute present value, future value and periodic payments.	Financial calculator analysis
2. Specify financial goals and create personal financial statements, including a balance sheet, income and expense statement, and budget.	Module 1 assignment
3. Identify wise debt management practices and compare/contrast debt alternatives.	Module 4 assignment
4. Identify ways to improve an individual's credit score and defend against identity theft.	Module 4 assignment
5. Demonstrate decision-making skills used to make a major consumer purchase such as a home or automobile.	Module 3 assignment
6. Recognize the impact of taxes on personal finances and prepare an individual income tax return (form 1040).	Module 2 assignment
7. Classify potential risks faced by individuals and families and identify strategies for handling these risks.	Module 6 & 7 assignment
8. Identify basic insurance terminology and coverage options, and prioritize options based on need.	Module 6 & 7 assignment
9. Distinguish between the most common banking and investment products and assess the relationship between liquidity, risk and return.	Module 3 & Module 8 assignment
10. Discuss the importance of retirement planning and distinguish between the major retirement savings vehicles.	Module 9 assignment

Below are the college's general education goals. The goals that are checked in the left-hand column indicate goals that will be covered and assessed in this course.

General Education Goals	Measurements (means of assessment for general education goals listed in first column)
Communication Skills- Students will learn to write, read, listen and speak critically and effectively.	Written reports and Presentation
Information & Technology Literacy- Students will collect, evaluate and interpret information and develop a methodology for the effective use of information technologies.	Module 1 assignment
Quantitative Reasoning- Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems.	Mathematical computation exercises
Critical Thinking – Students will be able to take a stand on different issues, offer opinions, and justify them based on the different value systems of society, and the economic, and socio-political situations they are presented with.	Written reports, class discussion

Required Text & Readings

Kapoor, J., Dlabay, L., & Hughes, R. (2008). *Focus on Personal Finance*. Boston, MA: McGraw-Hill - ISBN # 9780077398316

Other Resources

Xeroxed copies of readings provided by instructor or uploaded on Blackboard and access to “The Wall Street Journal”

USE OF TECHNOLOGY

The instructor will assign reports at his or her discretion during the term. All assignments should be properly prepared on 8 1/2" x 11" paper and submitted to the professor as requested.

Evaluation & Requirements of Students

Evaluation & Requirements of Students

A : 95% and above	A-: 90% – 94%	B+:87% – 89%	B : 84% – 86%
B- : 80% – 83%	C+: 77% – 80%	C : 74% – 78%	C- : 70% – 73%
D+: 67% - 69%	D : 64% – 66%	D-: 60% – 63%	F : Below 60%

College Attendance and Lateness Policy

At BMCC, if you do not attend class at least once in the first weeks of the semester, the instructor is required to assign a grade of “WN” Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the schedule start time constitutes lateness. Latecomers may, at the discretion of the instructor, incur an official absence. The Department policy is that two (2) lateness will count as one absence. The maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade. **STUDENTS MUST ATTEND 90% OF CLASSES IN ORDER TO RECEIVE THE SCHOLARSHIP FUNDS ASSOCIATED WITH THIS COURSE**

Academic Adjustments for Students with Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Accessibility (ROOM N360; TELEPHONE # 212-220-8180). BMCC is committed to providing equal access to all programs and curricula to all students.

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. A student who copies or paraphrases published or on-line material, or another person's research, without properly identifying the source(s) is committing plagiarism.

Plagiarism violates the ethical and academic standards of our college. Students will be held responsible for such violations, even when unintentional. To avoid unintended plagiarism students should consult with their instructors about when and how to document their sources. The library has also both print and digital guides designed to help students cite sources correctly. Plagiarism carries a range of penalties commensurate with severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade, fail the student in the course, or refer the case to the Faculty-Student Disciplinary Committee (see Article 15.4 of the Bylaws of the Board of Trustees). Cases referred to that committee could result in suspension or expulsion from the college.

Course Outline

Week	Topics covered in class	Class activities/guest speakers	Assignments due
Week 1	Chapter 1: Personal Financial Planning in Action	See Module one agenda	Follow written assignments given by instructor
Week 2	Chapter 2: Money Management Skills	Introduction of personal financial plan worksheet	Read chapters 1 and 2
Week 3	Chapter 3: Taxes in your financial plan	See Module two agenda	Read chapter 3
Week 4		Guest speaker – Tracy Rich on tax planning	
Week 5	Chapter 4: Financial Services: Savings Plans and Payment Account Chapter 7: Selecting and Financing Housing	See Module three agenda	Module 1 assignment due Read chapter 4 and 7
Week 6	Chapter 5: Consumer Credit: Advantages, Disadvantages, Sources, and Costs	See Module four agenda	Read chapter 5
Week 7		Guest speaker – consumer credit attorney	Review for mid-term
Week 8	Mid term	See Module five agenda	Module 2 assignment due
Week 9	Chapter 8: Home and Automobile Insurance	See Module six agenda	Read chapters 8 and 9
Week 10	Chapter 10: Financial Planning with Life Insurance	Guest speaker –P&C insurance Guest speaker – Life insurance financial planning	
Week 11	Chapter 9: Health and Disability Income Insurance	See Module seven agenda	Module 3 assignment due
Week 12		Guest speaker – Health and disability insurance	
Week 13	Chapter 11: Investing Basics and Evaluating Bonds Chapter 12: Investing in Stocks	See Module eight agenda Selecting a financial advisor and stock derivative products like mutual funds.	Read chapters 11 and 12
Week 14	Chapter 14: Retirement and Estate Planning – annuities and wills	See Module nine agenda Guest speaker Stuart Carlisle	Read chapter 14
Week 15	Presentation day	Class presentations for your sample financial plan.	Module 4 assignment due Final presentations made to class