

LeMoyne-Owen College
Division of Business and Economic Development
ASAP 225: Personal Finance, Section A
Spring 2018

Instructor: Dr. Michael O. Minor
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ASAP 225 Webpage: www.michaelominor.com/finance_101

Credit Hours: 3
Prerequisites: N/A

Syllabus

Texts: Focus on Personal Finance, 11th edition, Kapoor, Dlabay, Hughes; McGraw-Hill Publishing, ISBN: 0077861647

Supplemental Material:

- http://highereducation.com/sites/0077861647/student_view0/index.html
- <http://www.blackenterprise.com/money>

Course Description: This course is designed to allow students to manage money effectively on a personal basis. Topics covered include financial starting points, budgeting, principles of insurance, consumer credit, investment principles, buying and selling stocks and bonds, retirement, and estate transferal; also, open to non-business majors.

College Graduate Competencies:

The college graduate competencies (CGC) that are directly addressed in ASAP 225 are:

1. Think creatively, critically, logically, and analytically using both quantitative and qualitative methods for problem solving;
2. Attain critical skills, frame of reference, and understanding needed to appreciate and discriminate between artistic achievements.

Course Objectives:

1. Learn and apply the multiple scenarios related to personal finance
2. Identify value and a methodology for approaching issues – as a discipline means exactly and apply, argue, and possibly defend from a layperson’s perspective - investment decisions based on standards, return goals and objectives
3. Use software to aid in making financial decisions

Attendance Policy:

In accordance with college policy, classroom attendance is required. The following standard will be applied:

1. If unexcused absences total 15% of the regularly scheduled class meetings, the instructor has the authority to lower the final grade by one letter.
2. If unexcused absences total 20% of the regularly scheduled class meetings, the instructor has the authority to give a failing grade.

3. Five tardies—arrival to class five minutes after class has begun—will equal one unexcused absence.

Technology Use:

LeMoyne-Owen College is committed to enhancing student learning using a variety of applicable technology. In this course, students will use or be exposed to Microsoft Excel and online finance resources.

Demeanor:

Suitable demeanor, posture and attire are required. For guidelines and the dress code, please refer to the 2015-2016 Student Handbook (4-6, 8, 12, 28-37).

Classroom Policies and Procedures:

The classroom learning experience provides opportunities for faculty and students to engage in interactive exchanges of course content. To facilitate this exchange, the following guidelines are provided:

1. Because each class session covers vital material and information, it is important that students arrive on time to each class session.
2. To enhance students' performance and confidence in acquiring the material, it is critical that students come to each class session prepared. This includes bringing to class required texts, supplemental materials, and assigned work, which is provided on the course outline.
3. To limit unnecessary distractions which would deter learning, cell phones, multi-media devices, and laptops are required to be turned off or on vibrate when class is in session, except by permission of the faculty.

Faculty reserve the right to apply penalties for noncompliance to either or all the above guidelines.

Assignments and Submission Requirements:

Because of the accelerated nature of this class, students in this cohort will be expected to complete 20-25 contact hours outside of class on group assignments and/or projects. **Unless otherwise instructed, students will submit assignments by email to the instructor.**

Assessment and Submission Requirements:

Students will be assessed based upon class participation, graded exercises, quizzes, mid-term exam, individual and/or group projects, and a final exam.

Policies Related to Students with Disabilities:

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If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please make an appointment with Jean Saulsberry, Director of Student Development, as soon as possible at (901) 435-1727. The Student Development Office is located in the Counseling Center adjacent to the Saxon Dorm.

Grade Scale: 90-100 A; 80-89 B; 70-79 C; 60-69 D; 59 & Below F

Student Performance Evaluation:

Class participation (CP)	15%
Diagnostic Quizzes	20%
Graded Exercises (GE)	25%
Personal Financial Portfolio	25%
<u>Final Exam/Project</u>	<u>15%</u>
Total	100%

Note: Unless otherwise instructed, all graded exercises (GE) are due by e-mail to michael@michaelominor.com by 5:59 p.m. of the scheduled class period.

LeMoyne-Owen College Graduate Competencies (CGC)

LeMoyne-Owen College graduates should be able to:

1. Think creatively, critically, logically, and analytically using both quantitative and qualitative methods for problem solving;
2. Communicate effectively (listen, speak, read, and write) on formal and informal levels;
3. Distinguish, clarify, and refine personal values for the attainment of richer self-perception and relate those values to the value system of others;
4. Appreciate, understand, and know the foundations of the Afrocentric perspective;
5. Appreciate, understand, and know the foundations of diverse cultures in the context of a global community;
6. Appreciate, understand, now and pursue the principles, methods and subject matter that underlie the major discipline(s);
7. Accept social responsibility and provide service to humankind;
8. Maintain levels of literacy that allow them to understand the impact of science and technology on individuals, society, and the environment;
9. Attain motivational, personal management, interpersonal skills, professional development and research experience, as well as resourcefulness that will form the basis for a career and/or further educational experiences;
10. Attain critical skills, frame of reference, and understanding needed to appreciate and discriminate between artistic achievements.

ASAP 225: Personal Finance, Section A Weekly Course Schedule

Week 1/February 16, 2018	Planning Your Personal Finances
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<ul style="list-style-type: none"> • Ch. 1 Personal Finance Basics and Time Value of Money • Ch. 2 Financial Aspects of Career Planning (LinkedIn Page) • Ch. 3 Money Management Strategy: Financial Statements and Budgeting • Ch. 4 Planning Your Tax Strategy
In Class	<ul style="list-style-type: none"> • Review Syllabus • Review Course Webpage • CP: Chapters 1-4, GE: E-mail Essay: If I could grade my personal finances, it would be...
Week 2/February 23, 2018, 2017	Managing Your Personal Finances
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<ul style="list-style-type: none"> • Ch. 5 Financial Services: Savings Plans and Payments Accounts • Ch. 6 Introduction to Consumer Credit (Personal Credit Report) • Ch. 7 Choosing a Source of Credit: The Costs of Alternatives • Ch. 8 Consumer Purchasing Strategies and Legal Protection • Ch. 9 The Housing Decision: Factors and Finances • Review Personal Financial Portfolio and Daily Spending Diary
Before Class...	<ul style="list-style-type: none"> • Watch Week 2 Videos (located on ASAP 225 webpage) • Review latest <i>Black Enterprise Money</i> articles • E-mail Completed Excel 101 • Review Your 401K, IRA, or Retirement Plan • Begin Work on Personal Financial Portfolio and Daily Spending Diary • GE: E-mail Results for Diagnostic Quizzes: Chapters 1-7 • GE: Update or Create LinkedIn Page • GE: Download Copy of Credit Report
In Class	CP: Chapters 5-9, Week 2 Videos, <i>BE Money</i> , Excel 101, Personal 401k et al, Graded Exercises
Week 3/March 2, 2018	Making Your Purchasing Decisions/Insuring Your Resources/Investments
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<ul style="list-style-type: none"> • Ch. 10 Property and Motor Vehicle Insurance • Ch. 11 Health, Disability, and Long-Term Care Insurance • Ch. 12 Life Insurance • Ch. 13 Investing Fundamentals • Ch. 14 Investing in Stocks • Ch. 15 Investing in Bonds • Ch. 16 Investing in Mutual Funds • Continue Work on Personal Financial Portfolio and Daily Spending Diary
Before Class...	<ul style="list-style-type: none"> • Watch Week 3 Videos (located on ASAP 225 webpage) • Review latest <i>Black Enterprise Money</i> articles • E-mail Completed Excel Time Value of Money Problems • Review Personal, Auto, and Home Insurance Policies • GE: E-mail Results for Diagnostic Quizzes: Chapters 8-14 • GE: E-mail Essay: Are You Satisfied with Your Current Housing Situation? • GE: E-mail Essay: Do I Have Enough Money to Die?
In Class	CP: Chapters 10-16, Week 3 Videos, <i>BE Money</i> , Time Value of Money Problems, Personal Insurance et al, Graded Exercises

Week 4/March 9, 2018 (Virtual Class)	Investing Your Financial Resources/Estate Planning
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<ul style="list-style-type: none"> • Ch. 17 Investing in Real Estate and Other Investment Alternatives • Ch. 18 Starting Early: Retirement Planning • Ch. 19 Estate Planning
Before Class	<ul style="list-style-type: none"> • Watch Week 4 Videos (located on ASAP 225 webpage) • Review latest <i>Black Enterprise Money</i> articles • Continue Work on Daily Spending Diary • Continue Work on Personal Financial Portfolio • GE: E-mail Essay: Will I Have Enough Money to Retire? • GE: E-mail Results for Diagnostic Quizzes: Chapters 15-16
In Class	CP: Quiz Results, Videos, <i>BE Money</i> , Spending Diary, Personal Financial Portfolio
Week 5/March 16, 2018	Controlling Your Financial Future
Before Class...	<ul style="list-style-type: none"> • Watch Week 5 Videos (located on ASAP 225 webpage) • Review latest <i>Black Enterprise Money</i> articles • Review Your Estate Plan (or Lack Thereof) • Complete Work on Personal Financial Portfolio • GE: E-mail Results for Diagnostic Quizzes: Chapters 17-19 • GE: E-mail Essay: If I could grade my personal finances, it would be...
In Class	<ul style="list-style-type: none"> • CP: Chapters 17-19, Week 5 Videos, <i>BE Money</i>, Estate Planning, Graded Exercises • Completed Spending Diary • Completed Personal Financial Portfolio • Discussion” Quiz Results, Videos, Graded Exercises • Final Examination and/or group or individual presentations
Course Evaluation	At the end of the course, you will receive an evaluation. Your feedback is critically important to Lemoyne Owen College to maintain a quality program.

Instructor reserves the right to add or subtract assignments or assessments.