

**LeMoyne-Owen College**  
**Division of Business and Economic Development**  
**ASAP 225: Personal Finance, Section A**  
**Spring 2019**

**Instructor:** Dr. Michael O. Minor  
**Office Room:** Renaissance Center  
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**ASAP 225 Webpage:** [www.michaelominor.com/finance\\_101](http://www.michaelominor.com/finance_101)

**Credit Hours:** 3  
**Prerequisites:** N/A

### Syllabus

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

**Supplemental Material:**

- [http://highereducation.com/sites/0077861647/student\\_view0/index.html](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:**

#### **Policies Related to Students with Disabilities:**

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:**

In Class Activities (ICA)	25%
Diagnostic Quizzes	10%
Daily Spending Diary	10%
Case Study	15%
Graded Exercises (GE)	20%
Personal Financial Portfolio	20%
<b>Total</b>	<b>100%</b>

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

<b>LeMoyne-Owen College Graduate Competencies (CGC)</b>
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**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.

<b>ASAP 225: Personal Finance, Section A Weekly Course Schedule</b>
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<b>Week 1/February 15, 2019</b>	<b>Planning Your Personal Finances</b>
	<input type="checkbox"/> Ch. 1 Personal Finance Basics and Time Value of Money <input type="checkbox"/> Ch. 2 Financial Aspects of Career Planning <input type="checkbox"/> Ch. 3 Money Management Strategy: Financial Statements and Budgeting <input type="checkbox"/> Ch. 4 Planning Your Tax Strategy
In Class	<input type="checkbox"/> Review Syllabus <input type="checkbox"/> Review Course Webpage <input type="checkbox"/> Watch Videos: Are You Financially Fit? <input type="checkbox"/> ICA: Chapters 1-4, GE: E-mail Essay: If I could grade my personal finances, it would be...
<b>Week 2/ February 22, 2019 (Virtual Class)</b>	<b>Managing Your Personal Finances</b>
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<input type="checkbox"/> Ch. 5 Financial Services: Savings Plans and Payments Accounts <input type="checkbox"/> Ch. 6 Introduction to Consumer Credit (Personal Credit Report) <input type="checkbox"/> Ch. 7 Choosing a Source of Credit: The Costs of Alternatives <input type="checkbox"/> Ch. 8 Consumer Purchasing Strategies and Legal Protection <input type="checkbox"/> Ch. 9 The Housing Decision: Factors and Finances
Before Class...	<input type="checkbox"/> Watch Videos: Get Your Dream Home, Tips for Buying Your First Home, How to Improve Your Credit Score <input type="checkbox"/> Review latest <i>Black Enterprise Money</i> articles <input type="checkbox"/> Review Your 401K, IRA, or Retirement Plan <input type="checkbox"/> Begin work on Personal Financial Portfolio and Daily Spending Diary <input type="checkbox"/> Download Copy of Credit Report <input type="checkbox"/> DQ: E-mail Results for Diagnostic Quizzes: Chapters 1-6 <input type="checkbox"/> GE: E-mail Completed Excel 101 <input type="checkbox"/> GE: Update or Create LinkedIn Page <input type="checkbox"/> GE: E-mail Essay: Are You Satisfied with Your Current Housing Situation?
In (Virtual) Class	<input type="checkbox"/> E-mail: Summary of Week 2 Videos, <i>BE Money</i> article, Graded Exercises <input type="checkbox"/> Other: Personal 401k et al
<b>Week 3/March 1, 2019</b>	<b>Making Your Purchasing Decisions/Insuring Your Resources/Investments</b>
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<input type="checkbox"/> Ch. 10 Property and Motor Vehicle Insurance <input type="checkbox"/> Ch. 11 Health, Disability, and Long-Term Care Insurance <input type="checkbox"/> Ch. 12 Life Insurance
Before Class...	<input type="checkbox"/> Watch Videos: Home Inventory, There's No Free Life Insurance <input type="checkbox"/> Review latest <i>Black Enterprise Money</i> articles <input type="checkbox"/> Continue work on Personal Financial Portfolio and Daily Spending Diary <input type="checkbox"/> Begin work on Case Study Analysis <input type="checkbox"/> Review Your Estate Plan (or Lack Thereof) <input type="checkbox"/> Review Personal, Auto, and Home Insurance Policies <input type="checkbox"/> DQ: E-mail Results for Diagnostic Quizzes: Chapters 7-12 <input type="checkbox"/> GE: Copy of Credit Report <input type="checkbox"/> GE: E-mail Completed Excel Time Value of Money Problems
In Class	<input type="checkbox"/> ICA: Review Week 2 Assignments, Chapters 10-16, Week 3 Videos, <i>BE Money</i> , Graded Exercises <input type="checkbox"/> Other: Personal Insurance et al

<b>Week 4/ March 8, 2019</b>	<b>Investing Your Financial Resources/Estate Planning</b>
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<input type="checkbox"/> Ch. 13 Investing Fundamentals <input type="checkbox"/> Ch. 14 Investing in Stocks <input type="checkbox"/> Ch. 15 Investing in Bonds <input type="checkbox"/> Ch. 16 Investing in Mutual Funds <input type="checkbox"/> Ch. 17 Investing in Real Estate and Other Investment Alternatives
Before Class	<input type="checkbox"/> Watch Videos: How to Start Investing, Small Risk Appetite? Try Bonds, Get the Most Out of ETFs <input type="checkbox"/> Review latest <i>Black Enterprise Money</i> articles <input type="checkbox"/> Continue work on Personal Financial Portfolio <input type="checkbox"/> Continue work on Case Study Analysis <input type="checkbox"/> DQ: E-mail Results for Diagnostic Quizzes: Chapters 13-17 <input type="checkbox"/> GE: E-mail Daily Spending Diary <input type="checkbox"/> GE: E-mail Essay: Will I Have Enough Money to Retire?
In Class	<input type="checkbox"/> ICA: Chapters 13-17, Week 4 Videos, <i>BE Money</i> , Graded Exercises <input type="checkbox"/> Other: Discuss Personal Financial Portfolio
<b>Week 5/ March 15, 2019</b>	<b>Controlling Your Financial Future</b>
Before Class: Review Designated Chapter Narrated PowerPoint Slides	<input type="checkbox"/> Ch. 18 Starting Early: Retirement Planning <input type="checkbox"/> Ch. 19 Estate Planning
Before Class	<input type="checkbox"/> Watch Videos: Enjoy Life and Save for Retirement, Walk a Loved One through Your Affairs <input type="checkbox"/> Review latest <i>Black Enterprise Money</i> articles <input type="checkbox"/> Complete Case Study Analysis <input type="checkbox"/> DQ: E-mail Results for Diagnostic Quizzes: Chapters 18-19 <input type="checkbox"/> PFP: E-mail Completed Personal Financial Portfolio submitted <input type="checkbox"/> GE: E-mail Essay: If I could grade my personal finances, it would be... <input type="checkbox"/> GE: E-mail Essay: Do I Have Enough Money to Die?
In Class	<input type="checkbox"/> ICA: Chapters 18-19, Week 4 Videos, <i>BE Money</i> , Graded Exercises <input type="checkbox"/> Present Case Study Analysis <input type="checkbox"/> Other: Discuss Personal Financial Portfolio
<b>Course Evaluation</b>	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.**