

**LeMoyne-Owen College**  
**Division of Business and Economic Development**  
**ASAP 225: Personal Finance, Section A**  
**Spring 2020**

**Instructor:** Dr. Michael O. Minor  
**Office Room:** Renaissance Center  
**Office Phone:** (901) 826-8355  
**Office Hours:** By Appointment  
**Email Address:** [michael@michaelominor.com](mailto:michael@michaelominor.com) [michael\\_minor@loc.edu](mailto:michael_minor@loc.edu)  
**ASAP 225 Webpage:** [www.michaelominor.com/finance\\_101](http://www.michaelominor.com/finance_101)

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

### Syllabus

**Texts:** *Welcome Financial Literacy, In Charge Debt Solutions*; Orlando, FL: InCharge.org; Retrieved from <https://www.incharge.org/tools-resources/habitat-workshop-workbooks/>.

**Supplemental Material:**

- [www.michaelominor.com/finance\\_101](http://www.michaelominor.com/finance_101)
- <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 2019-2020 Student Handbook.

### **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:**

Online Activities (OA)	12%
In Class Activities (ICA)	20%
Daily Spending Diary	10%
Case Study	13%
Graded Exercises (GE)	25%
Personal Financial Portfolio	20%
<b>Total</b>	<b>100%</b>

Note: Unless otherwise instructed, all assignments 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 12, 2020</b>	<b>Introduction to Personal Finance/Financial Literacy</b>
Before Class	<input type="checkbox"/> Enroll in course.
In Class	<input type="checkbox"/> Review Course Syllabus. <input type="checkbox"/> Review <a href="#">Course Webpage</a> . <input type="checkbox"/> Join the Course <a href="#">Facebook Group</a> . <input type="checkbox"/> Review <a href="#">Daily Spending Diary</a> exercise. <input type="checkbox"/> Review <a href="#">Excel Tutorial</a> . <input type="checkbox"/> ICA: Complete/discuss class handout. <input type="checkbox"/> GE: E-mail Essay: If I could grade my personal finances, it would be... <input type="checkbox"/> GE: Update or Create <a href="#">LinkedIn Page</a> . <input type="checkbox"/> Discuss <a href="#">LinkedIn Page</a> .
<b>Week 2/February 19, 2020</b>	<b>Budgeting and Organizing Your Finances/Understanding Credit and Debt</b>
Before Class: Read Assigned Textbook Chapters	<input type="checkbox"/> <a href="#">Ch. 1 Introduction to Financial Literacy</a> <input type="checkbox"/> <a href="#">Ch. 6 Understanding Credit and Debt</a>
Before Class...	<input type="checkbox"/> Review latest <a href="#">Black Enterprise Money/Entrepreneurship</a> articles. <input type="checkbox"/> Download Copy of <a href="#">Credit Report</a> . <input type="checkbox"/> OA: Make at least one post in the course Facebook Group. <input type="checkbox"/> GE: E-mail completed "Taking Action" exercise <a href="#">InCharge.org</a> Chapter 1, page 13. <input type="checkbox"/> GE: E-mail completed "Jones Family" exercise <a href="#">InCharge.org</a> Chapter 6, page 11. <input type="checkbox"/> GE: E-mail completed Excel Tutorial (quick start through tables sections) in an Excel Workbook.
In Class	<input type="checkbox"/> ICA: Discuss <i>BE</i> Articles. <input type="checkbox"/> Discuss <a href="#">InCharge.org</a> Chapter 1. <input type="checkbox"/> Review Excel Tutorial. <input type="checkbox"/> Discuss <a href="#">InCharge.org</a> Chapter 6. <input type="checkbox"/> Discuss Credit Reports. <input type="checkbox"/> Discuss <a href="#">Personal Financial Portfolio</a> .
<b>Week 3/February 26, 2020</b>	<b>Financial Pitfalls and Attitudes About Money/Understanding Insurance</b>
Before Class: Read Assigned Textbook Chapters	<input type="checkbox"/> <a href="#">Ch. 2 Budgeting and Organizing Your Finances</a> <input type="checkbox"/> <a href="#">Ch. 3 Financial Pitfalls and Attitudes About Money</a> <input type="checkbox"/> <a href="#">Ch. 4 Understanding Insurance</a>
Before Class...	<input type="checkbox"/> Begin work on Personal Financial Portfolio. <input type="checkbox"/> Review latest <a href="#">Black Enterprise Money/Entrepreneurship</a> articles. <input type="checkbox"/> Review Your Estate Plan (or Lack Thereof). <input type="checkbox"/> Review your personal, auto, and homeowner/renter insurance policies. <input type="checkbox"/> OA: Make at least one post in the course Facebook Group. <input type="checkbox"/> GE: E-mail completed "Comparison Shopping" <a href="#">InCharge.org</a> Chapter 3, page 20. <input type="checkbox"/> GE: E-mail completed "Jones Family Budget Analysis" exercise <a href="#">InCharge.org</a> Chapter 4, page 13. <input type="checkbox"/> GE: E-mail completed Daily Spending Diary.
In Class	<input type="checkbox"/> Discuss <i>BE</i> Articles. <input type="checkbox"/> Discuss <a href="#">InCharge.org</a> Chapter 2. <input type="checkbox"/> Discuss Daily Spending Diaries. <input type="checkbox"/> Discuss <a href="#">InCharge.org</a> Chapter 3. <input type="checkbox"/> Discuss <i>BE</i> Articles. <input type="checkbox"/> Discuss <a href="#">InCharge.org</a> Chapter 4. <input type="checkbox"/> Discuss personal, auto, and homeowner/renter insurance. <input type="checkbox"/> Discuss "Do I Have Enough Money to Die?" <input type="checkbox"/> Review Case Study assignment. <input type="checkbox"/> Discuss next week's virtual class.

<b>Week 4/March 4, 2020 (virtual class)</b>	<b>Savings Strategy</b>
Before Class: Read Assigned Textbook Chapters	<input type="checkbox"/> <a href="#">Ch. 5 Savings Strategy</a>
Before and During Online Class: February 26, 2020, 10:00 p.m. to March 5, 2020, 5:59 p.m.	<input type="checkbox"/> Continue work on Personal Financial Portfolio. <input type="checkbox"/> Begin work on Case Study Analysis. <input type="checkbox"/> Note: Post your virtual course responses in the course Facebook Group. <input type="checkbox"/> OA: Post and comment (on at least three other articles) on <a href="#">Black Enterprise Money/Entrepreneurship</a> articles. <input type="checkbox"/> OA: Discuss <i>InCharge.org</i> Chapter 5 <input type="checkbox"/> GE: Post your budget analysis for the “Jones family” exercise in <i>InCharge.org</i> Chapter 5, page 17..
<b>Week 5/March 11, 2020</b>	<b>Controlling Your Financial Future</b>
Before Class: Read Assigned Textbook Chapters	<input type="checkbox"/> <a href="#">Ch. 7 Saving for the Future</a>
Before Class	<input type="checkbox"/> OA: Make at least one post in the course Facebook Group. <input type="checkbox"/> Review Your 401K, IRA, or Retirement Plan. <input type="checkbox"/> Complete Case Study Analysis. <input type="checkbox"/> E-mail Completed Personal Financial Portfolio by <b>Tuesday, March 10, 2020 11:59 p.m.</b> <input type="checkbox"/> GE: E-mail Essay: If I could grade my personal finances, it would be...
In Class	<input type="checkbox"/> Discuss <i>InCharge.org</i> Chapter 7. <input type="checkbox"/> Present Case Study analysis. <input type="checkbox"/> ICA: Discuss “What do your Personal Financial Portfolios say about your financial future?” <input type="checkbox"/> Present Case Study analysis. <input type="checkbox"/> ICA: Discuss “Will I Have Enough Money to Retire?” <input type="checkbox"/> Present Case Study analysis.
<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.**