



## **Economics and Personal Finance Elite Learning--Fall 2020/Spring 2021**

**Southwest Virginia Education and Training Network**

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### **Course Description**

Students will be introduced to personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning.

### **Course Information:**

**Fall 2020, Spring 2021**

**Instructor:** Dawn Stafford

**Telephone:** (276) 619-4363

**E-mail:** The best way to reach me is by sending a message within your Moodle course; however, my email address is dstafford@swcenter.edu. My email should only be used as a last resort. Students should expect to receive message responses within 24 hours. I will post a message under your course Announcements if I will not be available so be sure to read the Announcements!

**Time & Location of Class Meeting:** This course is asynchronous, which means you will be able to access your course material at any time of the day or night. You should have a specific time in the day that you will be assigned to work on your assignments for this course. It is critical to log into your course on a daily basis.

### **Course Goals & Objectives**

As a result of this course, students will have a better understanding of financial issues as they relate to their personal finances. More specifically the goals of this course will be for students will develop an understanding and working knowledge of:

- ✓ Setting personal financial goals
- ✓ Managing personal income and setting personal budgets
- ✓ Planning for college and understanding the types of financial aid available (scholarships, grants, loans, etc.)
- ✓ How a bank and other types of financial institutions operate
- ✓ Various types of banking accounts (checking, savings, certificates of deposit, etc.)
- ✓ Loans and borrowing (lines of credit, mortgages, personal loans, credit cards)
- ✓ Various types of insurance (auto, life, homeowners, renters, health)
- ✓ Taxes (income, sales, real estate, personal property, and other types of taxes)
- ✓ Saving and investing
- ✓ Retirement planning
- ✓ Various consumer skills

**Technology Requirement:** Students will be required to complete and submit assignments by using Moodle, the learning management system for Elite Learning. The course can be accessed at [www.svetn.org](http://www.svetn.org). Students

will need use of the Internet for all coursework. Access to word processing and presentation software are also required.

### **Tips for Success**

- Make sure you read through this entire document. There is useful information here.
- Stay on task by printing off your assignment sheets and keeping them in a notebook with a calendar.
- Plan ahead, and do not procrastinate. The dual enrollment classes are college classes. An asynchronous class requires discipline. If you are not self-disciplined in your studies, then you need to rethink your decision to take this class.
- You must stay focused and keep a steady pace, or you will fall behind.

### **Teaching Methods**

This course will be taught over the Internet. The class website includes reading assignments, chapter PowerPoints, audio notes, discussion forums, video clips, key terms, etc. For each chapter, students will be required to read each chapter as a way to complete assignments. There will be a quiz for most chapters.

### **Required Text**

No physical textbook is required for this class. In lieu of textbooks, various online resources, electronic text, presentations, and videos will be used.

### **Course Outline**

The schedule is a tentative outline of the topics that will be covered in this course and their order of presentation. This schedule is subject to change based on actual progress and other factors.

<i>Chapter :</i>	<i>Topic:</i>
1	Education & Income
2	Investing In Yourself
3	Understanding Financial Forces
4	Taxes and How They Affect You
5	State and Local Taxes
6	Setting Financial Goals
7	Creating a Budget
8	Your Personal Net Worth
9	Banking Basics
10	Handling Your Account
11	Banking Basics
12	Credit and Credit Cards
13	Maintaining Creditworthiness
14	Managing Debt
15	The Role of Incentives
16	Comparison Shopping
17	Automobiles – Lease or Purchase?
18	Housing – Rent or Buy?
19	Developing Consumer Skills
20	Understanding Contracts
21	Consumers and the Environment
22	Buyer Beware! Frauds, Scams, & Schemes
23	Investments
24	Excess for Investment
25	Wise Planning
26	The Business Cycle
27	Low-Risk Investment Options
28	High-Risk Investing

## Grading Policy & Scale

- Quizzes—21%
- Chapter Questions—30%
- Other Assignments—22%
- MoneySkill Assignments—17%
- Midterm & Final Exams—10%

This course will be graded on the following scale:

100-93%=A    92-85%=B    84-78=C    76-70%=D    59% or less=F

All grades will be reported by SVETN to each school with a numeric grade and a recommended letter, but assignment of a final letter grade will be at the discretion of the student's school.

**Late Work Policy** It is your responsibility to be logged on each and every school day. Students are expected to work on course assignments for a minimum of 60 minutes per school day. If you are absent or unable to log on, please send a message explaining your absence as soon as possible. If you do not log on for more than three school days in a row, your guidance counselor will be contacted.

You are expected to plan ahead for due dates and give yourself plenty of time to complete all work. **DO NOT** wait until the last minute. For example, if a writing assignment is open for an entire week, but you wait until ten minutes before the assignment closes and experience a technical problem, you will not be given an extension because ample time was provided for you to submit your work. Plan accordingly if you will be out of school on trips. All work must be completed before leaving for a school trip to prevent them from being late. Due dates are located on the calendar and throughout the course.

If you do not turn in an assignment on the deadline, you will be allowed to submit it with point deductions for one week (exceptions may apply). For example: If assignment is due on August 10, you will have until August 17 to submit it for partial credit. There will be an automatic 25 point deduction for all late submissions.

- Sue doesn't turn in her work by the August 10 deadline. On August 11, the instructor posted the following into Sue grade book: *This assignment was due on August 10 but not submitted. You may submit the work until August 17 with a 25-point deduction.*
- Sue turns in her work three days late. After grading the assignment, her instructor believes it is quality work. He assigns her a 90 BUT he then deducts 25 points because the assignment was late. Sue will see a 65 in the grade book. Students will be made aware of the last day to submit the assignment within the grade book.
- If Sue doesn't turn in her assignment by the final deadline, she will see the following statement in her grade book. *This assignment is now closed. It was not submitted by the final deadline. You may longer submit this assignment for a grade. Previous message: This assignment was due on August 12 but not submitted. You will have until March 19 to submit it for partial credit.*

Exceptions to the late work policy will only be allowed IF a documented excuse is provided by your school's guidance counselor or administrative staff (illness, family emergency, etc.). Email the teacher if problems occur so they can be handled on a one-on-one basis. Please be aware that SVETN's schedule requires that we adhere to deadlines, even when schools are closed. If you have internet access at home, continue to log in and participate in class even if your school is closed. If you do not have home internet access, it is your responsibility to inform the instructor at the beginning of the semester.

## **Attendance Policy**

Because this is an Internet based course, there is not a scheduled time set for your coursework. Each student must be dedicated to completing assignment independently. The student will be required to log in to this course on a regular basis, which will be checked by the teacher. The school and/or parents will be notified if a student has not logged into their course on a regular basis. Contacts will also be made if a student is logging into their course with only a minimum amount of work each day. Expect no less than 60-90 minutes of work each day.

At least once every school day, you are required to log on to MOODLE and perform three tasks:

1. Check your inbox for new messages.
2. Check for new course announcements under "Latest News."
3. Check the calendar under "Upcoming Events," to see what work is due.

You should then proceed to work on the assignments within the current unit.

**Elite Learning Inclement Weather Policy:** Asynchronous online courses have many advantages over the traditional classroom. Among those advantages are the availability of the instructor, the opportunity to "attend" class from many locations, the flexibility of schedule, and no make-up days due to snow. To provide the required amount of "seat-time" for students, Elite Learning instructors will continue to present class material and require assignment submissions. When some schools are temporarily closed, it is necessary to require a continuation of assigned work even if students are absent from school due to weather or school closures. It is the responsibility of the student to access the class via Internet during this type of absence. **Students without Internet access beyond school hours will need to discuss this with their instructor at the beginning of the semester.** **NOTE:** This policy will also be in place due to Covid-19 school closures or any other unexpected closures.

**Students with Disabilities:** Students who participate in this class are also high school students. Each high school has resources available for students with disabilities (IEP). Please contact the guidance counselor at your school to request academic accommodations. Each community college also has the Office of Student Services, which may be able to provide additional services. A representative from your school (guidance counselor) may make a request for services at the college. That office will evaluate the request and make recommendations for appropriate and reasonable accommodations, which the student will provide to the instructor. Please contact your guidance counselor or SVETN for more information.

**Emergency Policy:** Follow all emergency policies for your home school.

**Academic Integrity:** Each student will be bound by the academic codes of their school. Any violations will be reported to the student's school for appropriate disciplinary action. Cheating will not be tolerated. Because these courses are considered college courses, each student is considered a responsible adult. It is assumed that students will maintain standards of conduct appropriate to membership in Elite Learning as well as the community college. Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by the Elite Learning faculty, staff, and administration. More detailed information is found in the *Elite Learning Student Guide*.

**Technical Support:** Technical problems are not common but occur from time-to-time. To receive prompt support, students must submit a trouble ticket by going to [www.svetn.org](http://www.svetn.org) and then selecting the Contact tab. The trouble ticket form will be distributed to the informational support team. You should receive a response within 24 hours (usually much sooner). After you have submitted the trouble ticket, please send me an email or message to let me know what problems you are having.

**It is critical that all students read the Elite Learning Guide for Students. This guide is located at [www.svetn.org](http://www.svetn.org) as well as within your course. Course syllabus and schedule is subject to change at the discretion of the instructor.**