**Course Title: Economics and Personal Finance**

“Beware of little expenses. A small leak will sink a great ship”. –Benjamin Franklin

**Instructor Information**

Class taught by Dr. James W. Swindell Jr.   
The Early College at Guilford  
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Dr. Swindell is a graduate of the following universities:

1. Limestone University (Bachelor’s Degree)
2. South Carolina State University (Master’s Degree)
3. Mississippi State University (Ph.D.)

**Course:** Full Credit and a graduation requirement for all North Carolina students.

**Office Hours/Tutoring**: I will be available during our course block and by appointment. If you need to meet with me, I am available before school starts or at lunch. If you need to work with me in the mornings before 1st block, please let me know in advance so I can make arrangements as I have a child to drop off at school each morning. Communication will be essential during this semester and I am here for you, so don’t hesitate to reach out.

**Expectations**: Students will be expected to attend class regularly on all scheduled days. If you cannot attend class, please email me **prior** to the class to let me know so I can plan accordingly.

I will take attendance each day. Students will be expected to complete classwork and homework assignments. You will be responsible for reading all materials assigned to you in canvas. You will be quizzed and tested on assigned readings so be disciplined and read them.

**Unit Test:** All unit test dates will be announced in advance.

**\*\* Tentative Unit Test Dates:**

Unit 1 and 2 Combined – August 30, 2024Unit 3 – September 13, 2024  
Unit 4 - October 4, 2004  
Unit 5 – October 25, 2024  
Unit 6 – November 19, 2024  
Unit 7 & 8 Combined – December 13, 2024  
 **Final Exam: There will be a final exam that will be made by Guilford County Schools.**

**Quizzes**: Quizzes may be announced and sometimes you may have **“unannounced” quizzes** so always be prepared, take sound notes in class, read the homework, and study notes and other materials at home on a daily basis. **We will take 5-10 quizzes in class. A few quizzes may be “open-note timed quizzes” so it is in your interest to take “good” notes daily.**

**NOTE: You may only use “hand-written” notes on open note quizzes.**

**Canvas:** Students should check Canvas daily for announcements from me. I will post assignments, quizzes and test on Canvas. Some hard copies may be given to students in class.   
  
We will use Zoom only in the event we have to resort to remote learning. A zoom link will be posted in canvas if we have to move to remote learning.

**Participation:** I expect all students to participate in class discussions. All students should expect to be called on by the instructor each day in class and asked to go to the board to show understanding.

\*\*You can take notes on your laptop, however, do not go to unauthorized websites or and do NOT work on other teacher’s assignments while in my class at any time.

**Grade Level**: 9th

**Class time:**  **2nd period (11:00 – 12:30pm)** **3rd period (1:15 – 2:45pm) 4th Period (2:50 – 4:20pm)**

**The Essence of Economics and Personal Finance (EPF)**

Through tools, text resources, media and activities students will understand how economics affects their daily life decisions. Students will also learn concepts that will enable them to become financially literate. In the first quarter of the semester, students will learn about the types of economies, incentives and profits, market structures and supply and demand, macroeconomics and microeconomics, government and taxes, and international trade.

After learning about the concepts of micro and macroeconomics, students will learn how to budget, establish good credit, develop an emergency fund, make intelligent investment decisions for retirement, compare and contrast college options with and without debt, understand banking, credit unions, buying a house, real estate, and methods of using money to make responsible economic choices.

**Materials**

Please if possible, purchase a financial calculator that computes time value of money, and cash flow type scenarios. A suggestion is to purchase a SHARP EL-733A Financial Calculator that has a financial mode on it. You can find such a pocket size calculator at Best Buy or amazon.

You will also need:

* Pens, pencils, and markers
* A ruler
* A calculator
* Notebook for our “Do Now” assignments and note taking for quizzes and test.
* School-issued Chromebook or your laptop on a daily basis. **Please have it charged when you get to class each day.**

**Classroom Rules**

1. Be respectful to instructor and to your peers. No teasing or negative comments will be made towards anyone for their thoughts and views. When a student or the instructor is talking, be respectful and listen. Do not carry on side conversations.
2. Cell phone used only when authorized by instructor. Your cell phone should NOT be on your desk, nor should you make calls or text during class time for any reason.
3. Come to class on time and start the bell ringer as soon as class starts. It may be collected as classwork and it will only be 5-10 minutes.
4. No eating (including lunch, ice-cream, chips, snacks, etc) in class. Water ONLY is allowed in a bottle with a “screw on” top only.
5. Use the restroom/get water from the water fountain before you come to class. Unless there is an emergency (and emergencies don’t happen every day), no one will be allowed to use the restroom or go out to get water the first 30 minutes of class.
6. For your safety, do not get up and open the door if someone knocks on it. I will open it.

**Classroom Procedures**

1. Enter the room quietly and place all book bags under your desktop or on the back of your chair. Book bags, water bottles, lunch bags, etc. should never be in the isles as I will be walking up and down the isles during the class period.
2. Students should answer questions when called on by the instructor and not yell out.
3. Students should not begin packing up until instructor gives permission. I will dismiss class.
4. **Please use the bathroom and get water before coming to class.** If the need arises to use the bathroom while in class (after the first 30 minutes), please raise your hand and ask. **You are not permitted to walk out of class without my permission.**
5. When we have guest speakers if you need to use the restroom, you are to ask me not the guest speaker.

**Honor Code:**

All students must abide by the Early College at Guilford Honor Code. Cheating and plagiarism will not be tolerated under any circumstances. You are not permitted to either give or receive help on any formal assessment. Your work should be your own and should not resemble that of another student or of an Internet source. The honor code at ECG requires that students accepts honesty, and integrity as both individual and collective values.

Please see the Early College at Guilford Student Handbook (P. 9 and 10) for more detailed discussion of the Honor Code and consequences for failing to adhere to the Honor Code.

**ECG Honor Code Statement**: On my honor as a member of the Early College at Guilford Community, I have neither given nor received any unauthorized assistance on this work, nor have I tolerated others’ use of unauthorized assistance.

**Evaluation each quarter will be based on the following percentages:**

Homework…………. ……………………………………............20%  
Quizzes, Reading Checks………………………………….…….30%

Unit Tests & Projects……………………………………… …...50%

Grading Scale (Policy IHA)

A = 100 – 90  
B = 89 – 80  
C = 79 – 70  
D = 69 – 60  
F = 59 and below

**Grading Policy**

Grading policies are subject to change based on recommendations and requirements from Guilford County Schools and/or the NC Department of Public Instruction.

**Interim Reports**

Q1: August 27 and September 18  
Q2: November 6 & December 3  
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Q3: January 28 & February 19  
Q4: April 10 & May 1

**\*\*\*Grading Periods Ends and report cards issued:**

1st Quarter = October 10 Report Cards: October 23  
2nd Quarter = December 20 Report Cards: January 14  
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3rd Quarter = March 20 Report Cards: April 1  
4th Quarter = May 23 Report Cards: Mailed by 6/6/

**\*\*\*Make-Up Work:**

If an assignment or assessment is due on the day of a student’s absence, the student must turn in or make up the assignment on the **first day of the student’s return to school**. Exceptions may be made on a case-by-case basis for students who have missed class immediately prior to the due date of the assignment (or other such circumstances deemed appropriate by the instructor).

**All make-up work is to be completed within 4 school days of a student’s absence.**

**Quizzes and Test**

A student who misses the day before a previously announced test or quiz is still expected to take the test or quiz on the day they return.  
  
 Exceptions may be made on a case-by-case basis for students, particularly for those students who have also missed two or more days directly prior to the test or quiz due to illness.

***Homework***

Students are expected to **have their homework assignments completed on time,** unless that assignment was given in class on the day of a student’s absence. In that case, the student will be given a due date by the instructor. Homework may not always be collected but we will cover it in class and all homework concepts may appear on quizzes and test. DO YOUR HOMEWORK!!

**\*\*\*Late Homework Assignments: If you’re in class the day an assignment is assigned and fail to turn it in on time (due date will always be posted on canvas), it will be considered late and 10 points will be deducted from the assignment every day it is late. After 5 days and the work is still not turned in, it will be a grade of zero. This means that I will NOT open up late “unexcused” assignments two or more weeks after they were due so it is imperative to do your homework and turn it in on time.**

**\*\*Please bring a laptop or Chromebook to class everyday. Assignments will be posted to canvas.**

**Cell Phone Policy:**

Students should turn cell phones off or silence them and put them in their backpacks (not in pockets, on the desk, etc.). Cell phones may be used for instructional purposes **only** when I give permission.

If a cell phone is out of a backpack when the teacher has not approved its usage,

consequences will be as follows:

**1st offense:** Phone confiscated until end of period

**2nd offense:** Phone confiscated until end of day

**3rd offense:** Phone confiscated until parent picks it up (from then on, student must turn in cell phone at the beginning of class and get it back at end of class)

**A Note on Communication:**

I am here to challenge you and provide you the framework to become economically and financially literate. If you find yourself struggling, make an appointment to come see me before school or during lunch. Be an advocate for yourself and don’t be afraid to ask for help.

**Projects:**

* Stock Market Game
* Students will conduct a debate project in small groups on the economics of poverty and wealth in the United States through the lens of capitalism vs socialism which may involve comparing the US with other country. A rubric will be provided.
* Students will conduct a debate on raising the minimum wage to $15/hour. A rubric will be provided.
* Students will conduct a debate project in small groups on the positive or negative consequences of using credit cards. A rubric will be provided.  
    
  NOTE: A power point presentation and a single poster board may be required and presented for each group. I will provide a rubric. Groups will be required to explain and provide practical examples of several relevant economic concepts, theories, and impacts on society associated with the position/side you are on. More information to come.
* Case Studies on NGPF
* Other short projects are possible depending on time.

**Junior Achievement**We will participate in 5 class sessions discussing financial topics that we cover in class. A representative from Junior Achievement will come and present in class on specified days. On these days, students will not use their Chromebooks, however they will be expected to take notes as a class or homework assignment could come from any of the five sessions.

**Fundamentals of Economics**

1. Scarcity
2. Opportunity Cost and Trade-Offs
3. The Three Key Economic Questions
4. Free Markets
5. Centrally Planned Economies
6. Mixed Economies
7. Benefits of Free Enterprise
8. Supporting Economic Growth
9. Public Goods and Externalities

\*\* We may not cover these units in a linear manner.

Economics:

1. Fundamentals of Economics
   1. Scarcity
   2. Opportunity Cost
2. Free Enterprise
   1. Free Markets
   2. Centrally Planned Economies
   3. Mixed Economies
   4. Benefits of Free Enterprise
   5. Supporting Economic Growth
3. Competition and Market Structures
   1. Pure Competition
   2. Monopolies
   3. Monopolistic Competition and Oligopolies
4. Business and Labor
   1. Sole Proprietorships
   2. Partnerships and Franchisees
   3. Corporations
   4. Non-profit organizations
5. Money, Banking, and Financial Markets
   1. The Role of Money
   2. Changes in American Banking
   3. Federal Reserve System
   4. Modern Banks
   5. Investing
   6. Stocks
   7. Bonds and other financial assets
6. Demand, Supply, and Prices
   1. Fundamentals of Demand
   2. Shifts in Demand
   3. Elasticity of Demand
   4. Fundamentals of Supply
   5. Cost of Production
   6. Changes in supply
   7. Changes in Market Equilibrium
   8. Equilibrium and Price Controls
7. Taxes and Spending
   1. Understanding Taxes
   2. Federal Taxes
   3. State and Local Taxes and Spending

**Unit A CAREER DECSIONS**

Unit 1: Career Decisions

* 1.1 Jobs and Careers
* 1.2 Coping with Change and Reinventing Yourself
* Unit Assessment

Unit 2: Planning Your Career

* 2.1 Finding the Right Career Fit
* 2.2 Finding Career Opportunities
* Unit Assessments

Unit 3: Getting The Job

* 3.1 Getting an Interview
* 3.2 Applying, interviewing, and Following Up
* Unit Assessment

Unit 4: Adapting to Work

* 4.1 Communicating in the Workplace
* 4.2 Thriving in the Workplace
* Unit Assessment

Unit 5: Work Laws and Responsibilities

* 5.1 Work Related Forms and Laws
* 5.2 Responsibility on the Job
* Unit Assessment
* Labor and Wages
* The Labor Movement

**Unit B** **MONEY MANAGEMENT**

Unit 6: Pay Benefits and Working Conditions

* 6.1 Understanding Pay and Benefits
* 6.2 Work Schedules and Unions
* Unit Assessment

Unit 7: Federal Income Tax

* 7.1 Our Tax System
* 7.2 Filing Tax Returns
* Unit Assessment
* The Economics of Taxation
* The Federal Tax System
* State and Local Tax Systems

Unit 8: Budgets and Financial Records

* 8.1 Budgeting and Planning
* 8.2 Legal Agreements and Record Keeping
* Unit Assessment

Unit 9: Checking Accounts and Banking Services

* 9.1 Checking Accounts
* 9.2 Banking Services and Fees
* Unit Assessment
* The Development of Modern Banking

**UNIT C FINANCIAL SECURITY**

Unit 10 Saving for the Future

* 10.1 Growing Money: Why, Where, and How
* 10.2 Savings Options, Features, and Plans
* Unit Assessment

Unit 11: Investing for the Future

* 11.1 Basic Investing Concepts
* 11.2 Making Investment Choices
* Unit Assessment
* Investment Strategies and Financial Assets

Unit 12: Investing in Stocks

* 12.1 Evaluating Stocks
* 12.2 Buying and Selling Stock
* Unit Assessment
* Investing in Equities, Futures, and Options

Unit 13: Investing in Bonds

* 13.1 Evaluating Bonds
* 13.2 Buying and Selling Bonds
* Unit Assessment

Unit 14: Investing in Mutual Funds, Real Estate, and Other Choices

* 14.1 Investing in Mutual Funds
* 14.2 Investing in Real Estate and Other Choices
* Unit Assessment

Unit 15: Retirement and Estate Planning

* 15.1 Planning for Retirement
* 15.2 Saving for Retirement
* Unit Assessment

**Unit D CREDIT MANAGEMENT**

Unit 16: Credit in America

* 16.1 Credit: What and Why
* 16.2 Types and Sources of Credit
* Unit Assessment

Unit 17: Credit Records and Laws

* 17.1 Establishing Good Credit
* 17.2 Evaluating Credit
* 17.3 Using Credit Wisely
* 17.4 Cost of Credit
* 17.5 Solving Credit Problems
* Unit Assessment

Unit E: RESOURCE MANAGEMENT

Unit 18: Personal Decision Making

* 18.1 Making Better Decisions
* Spending Habits
* Renting
* The Renting Process
* Why buy a home?
* The Home Buying Process
* Buying a Vehicle and Maintaining it

History of Taxes and the Power of Corporations

* Tax Advantages
* Protection from lawsuits
* Robin Hood Theory of Economics
* Capitalism
* Socialism

“You know the old version was about balancing a check book. The new version is about the risk of debt, which is so much more widely available. So, I think it’s important that we design relevant financial literacy courses, and teach them starting early in grade school.”

* Elizabeth Warren, U.S. Senator from Massachusetts