VERY IMPORTANT - READ THESE FOUR ITEMS FIRST -->

1) To be OFFICIALLY CERTIFIED and to receive a grade in this course you must provide your reliable email address as indicated on Page 8 of this Syllabus. This must be done as soon as possible and then CONFIRMED between your section’s FIRST and FOURTH official class day by at least one additional log-in to the ecampus site.

2) COMPLETING EARLY - You can work ahead to complete this course early and receive your grade before the official end date (see COURSE SCHEDULE – Page 4). To do this, simply notify your Instructor by email AFTER completing all requirements.

3) FLEX TERM & DEADLINES – If you are going to miss the “Target Date” for QUIZ # 6 or # 11 on Page 4, then to continue in the course you must request by email (prior to the “TD”) to be moved to OR to continue in “Flex Term Status” for the remainder of the semester (see “Flex Term Status” - Page 6). Sections officially beginning after 1/21 are initially on “Flex Term Status, Page 6”, but a student must meet that QUIZ 6 & 11 requirement above or send that email. No extension beyond the “FINAL TESTING DEADLINE” (bottom p.4) can be provided. To begin FLEX: On ecampus see the “Welcome” Announcement (scroll down), then work your way up the Announcements to catch up with the testing Schedule on Page 4. Also keep up with new Announcements and those indicated in an email from your instructor.

BE ADVISED: There are 13 Lesson Quizzes to be completed - two of these are for BONUS points. The Lessons must be completed in sequence. There are no major Exams, but good management of your time will be very important.

4) COURSE MATERIALS – Information is provided on the next page...and BE SURE to review the COURSE SUCCESS section that follows immediately there on Page 2.

Instructor: Mr. Gus Herring
Professor of Economics
Brookhaven College
3939 Valley View Lane
Farmers Branch, TX 75244
Email - gherring@dcccd.edu
Phone - 972-860-4164

NOTE: In an online course, all initial communication will start with a concise email. I will call you for any extended conversations that we need to have.

See information below for the ECON HelpLab on the next page, if I am not available or you need additional assistance.
FREE HelpLab and Course Assistance:
Economics Help Lab--Room M130 – Brookhaven College
972 860 4169 – Assistance by phone, email, or “face-to-face” - Call ahead for appointment if you are making a special trip or email bSmith1@dcccd.edu (Bob Smith).

COURSE MATERIALS

NOTE: ALL course materials (including the Electronic Textbook AND ALL TESTING) are provided online. A “hardcopy” textbook is not required. You will be able to print material from the “E-Text” website (see next paragraph) if you wish.

1) Electronic Textbook = Macroeconomics: Understanding our Material World published by Kendall Hunt. Purchase Online E-Text (printable) and access to all course materials including the Electronic Textbook AND ALL TESTING) are provided online. A “hardcopy” textbook is not required. You will be able to print material from the “E-Text” website (see next paragraph) if you wish.

2) The Access Code for this Webcom course site (with printable e-text as needed) MUST BE OBTAINED either a) Online at www.grtep.com = no ISBN required ... or b) at the Brookhaven Bookstore = Hard Copy Text w/ Code (bottom inside cover) ISBN: 9781465251404 … or just the Access Code Card only = ISBN: 9781465251633

3) To begin using your “E-text” and ALL of the interactive learning materials (the Webcom course site), click on the green “WebCom-eText” button on the left side of your ecampus college website (see next item).

4) Ecampus college website - To be OFFICIALLY CERTIFIED (eligible for a grade) in this course you must provide your reliable email address as indicated on the last page of this Syllabus. This must be done as soon as possible (on/before FIRST official class) and your active participation must then be CONFIRMED between your section’s FIRST and FOURTH official class day by at least one additional log-in to the ecampus site.

COURSE SUCCESS & THE STUDY PLAN

To complete this course successfully, you will need to do the following -->

1) Complete the online course Orientation on the college ecampus site. Follow instructions for the online Orientation found in the Announcements and under the ORIENTATION button.

2) Stay current with ecampus information and check ANNOUNCEMENTS regularly for updates, notices and deadlines. Your instructor has the right to make updates to this Syllabus as needed. Updates will be noted in your ecampus ANNOUNCEMENTS section. You are responsible for staying current with all updates.
3) For each of the 12 Webcom Lessons (3 are for Bonus points) complete ALL of the on-line learning components. Links for these components will be presented on each Lesson screen in Webcom. For each Lesson these Eight Components need to be completed in the following sequence -->

a) Video Introduction (a short overview of the lesson content)
b) Preview Questions (a quick sample of Quiz questions)
c) Lesson Objectives (a brief statement of the “learning targets” for the Lesson)
d) PowerPoint w/ Audio (a moderately detailed presentation of the lesson content)
e) E-text (a fully detailed presentation of the lesson content)
f) Animations & Interactives (You are responsible for the Animation -Circular Flow model, but not the Interactives. You will be quizzed only on the Animation-CF model.)
g) Practice Questions (this component contains a set of practice questions which are keyed to the Lesson Objectives AND to the graded LESSON QUIZZES described below)
h) Summary review (a brief statement of what has been learned in this Lesson)

4) After you have completed your work with learning components a) through f) above, then use g) the Practice Questions and h) the Summary as your final “stepping stones” into the graded LESSON QUIZ. The graded LESSON QUIZ is at the bottom in the vertical stack of links on the right of the Webcom screen. Do not open a LESSON QUIZ until you are actually ready to complete it for a recorded grade. Two attempts are allowed, but prepare well and plan to do well on your first try. See next paragraph -

5) Any of the 12 online Lesson Quizzes may be taken a second time, if necessary, and the highest grade will be recorded in the Gradebook. However, the second attempt will include many new questions and modified questions from the original Quiz. NOTE: All of the questions that you will see on LESSON QUIZZES are very closely aligned with the learning components a) through h) listed above. Invest your time wisely and use those eight learning components in the recommended sequence. Again, you are not required to complete any UNIT EXAMS (just ignore that button).

6) Complete the DISCUSSION BOARD (three postings) on the ecampus site. See the DB REQUIREMENTS button for details. These buttons are both located in the vertical stack on the left side of your ecampus screen. Your initial post to the DB must be done before you open Lesson 6. Complete your postings by the deadline stated on Page 4.

NOTE: Your Final Grade is based on your performance on Items 4, 5 and 6 above and is described in more detail on Page 7 in the COURSE GRADING Table. Additional important information on the course structure is provided on Page 5 and 6.

The Course Description, Rationale, and Objectives along with very important Core Curriculum information and Institutional Polices are provided separately for your review under the Syllabus button on the ecampus site – “Additional Syllabus Statements...”. This material is part of the Syllabus and it is very important that you spend the necessary time to review it. See your Fee Receipt for the FINAL DROP DATE for your section.
COURSE SCHEDULE & OUTLINE

A. THE ABSOLUTE FINAL DEADLINE FOR ALL TESTING IS stated at the bottom of the page. Although the recommended “Quiz By Target Dates” (these are not official deadlines) in the table below are all on Sundays, these Quizzes should always be completed earlier in a week when possible. Waiting until very late in the semester to “catch up” is a risky choice – see top of Page 9. Students in Flex Term status see middle of Page 6.

B. Lesson Quiz TARGET DATES suggest a structured set of time to prepare for those Quizzes ... ALL students (Regular and Flex) see bottom of Page 5.

See “IMPORTANT NOTE” re: “Quizzes / NOT Exams” on last page of this Syllabus

<table>
<thead>
<tr>
<th>WEEK – LESSON #</th>
<th>TITLE / TOPIC</th>
<th>LESSON QUIZ BY TARGET DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - #1</td>
<td>Fundamentals of Economics</td>
<td>1/25</td>
</tr>
<tr>
<td>2 - #2</td>
<td>The Basic Economic Problem</td>
<td>2/1</td>
</tr>
<tr>
<td>3 - #3</td>
<td>Supply and Demand</td>
<td>2/8</td>
</tr>
<tr>
<td>4 - BEGIN the Discussion Board after L#4 – See Item 6, Pg 3 – Due 4/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 - #4</td>
<td>Public and Private Sectors</td>
<td>BONUS 2/22</td>
</tr>
<tr>
<td>6 - #5</td>
<td>National Income Accounts</td>
<td>3/1</td>
</tr>
<tr>
<td>7 - #6</td>
<td>Business Cycles</td>
<td>3/8</td>
</tr>
<tr>
<td>8 - CONTINUE with the Discussion Board per Item 6, Pg 3 – Due 4/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 - #7</td>
<td>Classical vs. Modern</td>
<td>BONUS 3/29</td>
</tr>
<tr>
<td>10 - #8</td>
<td>Aggregate Supply &amp; Demand</td>
<td>4/5</td>
</tr>
<tr>
<td>11 - #9</td>
<td>Fiscal Policy &amp; Public Debt</td>
<td>4/12</td>
</tr>
<tr>
<td>COMPLETE work on DB per Item 6, Pg 3 by 4/13 - NO EXTENSIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 - #10</td>
<td>Money &amp; the Federal Reserve</td>
<td>4/19</td>
</tr>
<tr>
<td>13 - #11</td>
<td>Commercial Banks &amp; the Fed</td>
<td>4/26</td>
</tr>
<tr>
<td>14 - #12</td>
<td>Monetary Policy</td>
<td>5/3</td>
</tr>
</tbody>
</table>

15 – ONLY Pages 182-4, 81-84, 258-60 & 271-75 in the E-text of the blue Micro Lessons #8, #4 and #12 at bottom of “Learning Units”. The QUIZ covering only those pages will be in Micro #12. 5/10 **

15 - ** THE ABSOLUTE FINAL DEADLINE FOR ALL TESTING IS 5/10, 11:55 PM ** **ALL TESTING MUST BE COMPLETED **

SEE THAT “VERY IMPORTANT” NOTE – TOP OF PAGE 9
ADDITIONAL (and some RE -emphasis of ) IMPORTANT INFORMATION –

1) Lesson Quizzes -

a) In this course you have five Units of material with three Lessons in each Unit - 15 Lessons total (including the 2 Bonus and the three Micro). Take careful note of the “Target Dates” (recommended) for each Lesson Quiz. Also note carefully the absolute final deadline that is posted at the bottom of the Course Schedule. This is a college course – whether in a Regular Semester or in one of the Short Semesters, you will need to schedule your time carefully in order to be successful. “Flex Status” see Page 6, #6.

b) There are approximately 15 to 20 questions on each Lesson Quiz. Once again, these questions are randomly drawn from “pools” of questions that are VERY CLOSELY ALIGNED with the Lesson Objectives and with each of the learning components including the PowerPoint, Etext, Animations, and the Practice Questions. Invest your time wisely and use these components in that recommended sequence on Page 3.

c) Lesson Quizzes are timed (see Item 3 below). Please note carefully the instructions that are provided when you begin any of these assessments. Each Lesson Quiz may be attempted only two times. Even an accidental “opening” counts as one “attempt”. BE SURE that you have spent adequate preparation time with Components a) through f) on Page 3 and review time in the basic Practice Questions before opening these graded assessments. You will not need to review the “Interactives” (IE) practice questions since they are not part of this course. See next item.

d) After completing the initial steps in the recommended “study sequence”, you will want to invest time in the basic Practice Questions feature since the Lesson Quiz questions are drawn from the same “pools” of questions as the Practice Questions. The Practice Questions are randomly generated from these “pools” for each Lesson Objective ... just as they are for the actual Lesson Quizzes.

e) Do not open a Lesson Quiz until you are actually ready to complete it for a recorded grade. After you have completed your study and review of the initial learning components a) through f) on Page 3, then use the basic Practice Questions as your final “stepping stone” into a Lesson Quiz.

f) As one of your “stepping stones” to a second attempt on a Quiz, do review in Gradebook your initial attempt on the Quiz which you have completed. In your second preparation process ALSO repeat the basic Practice Question component in the relevant Lesson since your second Quiz attempt will usually include many new questions as well as several modified questions from the original Quiz.

2) Lesson Quiz “Target Dates” – The schedule on Page 4 suggests that “one week’s worth of regular semester class time” (minimum of 3 hours of online time) is needed to prepare for each Lesson Quiz. Plan and manage your time accordingly. REMEMBER: The next LESSON in the sequence will not open until the preceding LESSON QUIZ has been completed.
3) **TIME LIMITS** - Each LESSON QUIZ (about 15 to 20 questions) has a time limit of 45 minutes. You must know your material going in ... really no time available to “look up” answers. **BIG HINT** – Use the Practice Questions to “practice”. Those questions are generated from the same “pools” as the graded assessments and in the “Practice” the correct answer is indicated if you hit it.

4) **Your internet connection for online testing** - Be sure that you have a “continuous and reliable” internet connection to complete each of the on-line Quizzes. “Continuous and reliable” connections (DSL, cable modem, T1, etc.) are available at many college, community, and business locations if one is not available at your residence. Dial-up and Wireless connections are not recommended for testing purposes. You are responsible for ensuring reliable internet access and browser compatibility especially when completing graded assessments. Do not request “re-sets”.

5) **Discussion Board** - Each student is required to contribute to the asynchronous Discussion Board on your ecampus site (not on Webcom). The DB must be completed during the time frame referenced by Item 6 on Page 3. Specific information for the content of the DB is provided under the DB REQUIREMENTS button. Both the DB REQUIREMENTS button and the access button for the DISCUSSION BOARD itself are located in the vertical stack site on the left side of your ecampus page.

6) **Flex Term Status** - Students on Flex Status take Total Personal Responsibility to complete all required Lesson Quizzes before the FINAL TESTING DEADLINE designated at bottom of Page 4 instead of the individual “Target Dates”. The absolute deadline for the Discussion Board (Item 5 above) is also stated on Page 4. For testing: No extensions beyond that FINAL TESTING DEADLINE at the bottom of Page 4 can be considered. If approved for Flex plan, you must “catch up” to the regular schedule on Page 4 with a responsible step-by-step approach - TPR rules! If you wish, you may begin the course before the official start date of your Flex section.

GRADERS – see next page
Grade Sheet for Online ECON 1301 – Introduction to Economics

You are responsible for reviewing the results of your Lesson Quizzes in the Gradebook on the Webcom site (Gradebook button on any Webcom page). You will also keep track of your average so that you will know where you stand in the course at any given time. Below is a table to keep track of your progress and to calculate your cumulative grade average. See your Webcom Gradebook to fill in below. **NOTE** - Your points scored on Lesson Quizzes Four and Seven below will AUTOMATICALLY be calculated in as BONUS since that material is not normally part of the ECON 1301 course – these two Lessons do help to prepare you for the later material in this course AND for the higher level ECON courses.

<table>
<thead>
<tr>
<th>Lesson Quiz</th>
<th>Possible Points</th>
<th>Your Score</th>
<th>Lesson Quiz</th>
<th>Possible Points</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>40</td>
<td>_____</td>
<td>Seven</td>
<td>40 BONUS</td>
<td>_____</td>
</tr>
<tr>
<td>Two</td>
<td>40</td>
<td>_____</td>
<td>Eight</td>
<td>40</td>
<td>_____</td>
</tr>
<tr>
<td>Three</td>
<td>40</td>
<td>_____</td>
<td>Nine</td>
<td>40</td>
<td>_____</td>
</tr>
<tr>
<td>Four</td>
<td>40 BONUS</td>
<td>_____</td>
<td>Ten</td>
<td>40</td>
<td>_____</td>
</tr>
<tr>
<td>Five</td>
<td>40</td>
<td>_____</td>
<td>Eleven</td>
<td>40</td>
<td>_____</td>
</tr>
<tr>
<td>Six</td>
<td>40</td>
<td>_____</td>
<td>Twelve</td>
<td>40</td>
<td>_____</td>
</tr>
<tr>
<td>Micro 12</td>
<td>40</td>
<td>_____</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 13 Lessons, but an 11 Lesson grading base of 440 pts - YOUR TOTAL PTS ABOVE = _______

Your Final Grade for the course is comprised of two parts: (1) Your Total Points for the 13 Lesson Quizzes - these Quizzes comprise appx 88% of the Final Grade (Bonus is built in by using a 440 point grading base as if only 11 Quizzes) and (2) Your Discussion Board Points - the Discussion Board comprises appx 12% of the Final Grade (30 points possible for IC (see ecampus “DB Require” button) plus 15 points possible for each of two quality replies = 60 points total possible DB)

Calculate Final Grade:

(1) Your Total Points from above (or Webcom Gradebook) for 13 Lesson Quizzes = _______

(2) PLUS Total Discussion Board points from Webcom Gradebook = _______

= FINAL GRADE TOTAL POINTS = _______

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Course Average</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 to 500 points</td>
<td>90% or higher</td>
<td>A</td>
</tr>
<tr>
<td>400 to 449 points</td>
<td>80% to 89%</td>
<td>B</td>
</tr>
<tr>
<td>350 to 399 points</td>
<td>70% to 79%</td>
<td>C</td>
</tr>
<tr>
<td>300 to 349 points</td>
<td>60% to 69%</td>
<td>D</td>
</tr>
<tr>
<td>Less than 300 points</td>
<td>59% or less</td>
<td>F</td>
</tr>
</tbody>
</table>
ECAMPUS WEBSITE — **VERY IMPORTANT:** When registering for the WebCom course site (Access Code) use the **SAME EXACT NAME** as you have here on ecampus. Any differences will prevent the posting of your grades.

The college “ecampus” website provides your initial link to Webcom access. **After initial access, you can go directly to the Webcom site if the need arises to meet a testing deadline, etc ... but ecampus has all Announcements & the PF Unit.**

**To be OFFICIALLY CERTIFIED** in this course you must be logged-in to the college ecampus site **AND** provide your reliable email address as indicated below —>

(if you are already logged-in on ecampus, then go to directly to Steps 5 and 6 below)

1) If you are not presently on ecampus, go to: [http://ecampus.dcccd.edu/](http://ecampus.dcccd.edu/)
2) Click “Access …” and enter the letter “e” followed by your seven digit Student ID number for Username *and* for Password, then press Enter
3) Your own ecampus (“My DCCCD” tab) page will appear and your ECON course will also be listed under the “Courses” tab at the top of that page.
4) Click on the course name (ECON) to enter the course.
5) **NOW** click the square “My DCCCD” button (upper left side of your ecampus screen). Under the “TOOLS” list (directly below the “My DCCCD” button), click “Personal Information” (about six items down the list) to verify or enter your reliable email address. **BE SURE** to click on “Submit” at the bottom of that editing page.

**NOTE:** The email address that you provide must be one that you check regularly AND it must be able to receive “Group” messages without being blocked by a “spam filter” (OR be sure to check your “filtered” email). **This email address will be our primary means of communication regarding testing, schedule changes, etc. during the semester.**

Be sure to **update** your email address if it changes during the semester. In all communications that you send to your instructor, be sure to provide your course number and your actual section number (not master section) in the subject line.

6) To avoid security problems, please “Change Password” (also in the “Tools” / “Personal Information” area).

**Remember:** You are responsible for ensuring reliable internet access and browser compatibility, especially when completing graded assessments.

----------------------------------------------
For Technical Assistance with the **ecampus (college) site**: Click the “Help” link at the very top of the eCampus screen or 972-669-6402
-------------------------------------------------------------------
For Technical Assistance with the **Webcom (course) site**: Use the “Help” button in upper right corner of the course site or contact – [websupport@greatrivertech.net](mailto:websupport@greatrivertech.net) or 1-800-344-9051
**VERY IMPORTANT:** Re: TESTING - Do not wait until the “last day” to complete your testing - that is a very risky choice ... remember the course Theme /Preface! Re: risky choice - NO RE-SETS for "computer problems" or extensions for "personal issues". That is the cost of making the risky choice if problems or issues should occur.

FREE HelpLab and Course Assistance:
Economics Help Lab--Room M130 – Brookhaven College
972 860 4169 – Assistance by phone, email, or “face-to-face” - Call ahead for appointment if you are making a special trip or email bSmith1@dcccd.edu (Bob Smith).

IMPORTANT NOTE - Although only the Lesson Quizzes are needed for this course, you may also see the “buttons” for the Four Unit Exams on the Webcom site. Do not be alarmed, these Exams are NOT required in this course (ECON 1301) and are NOT part of your grade (even though the headers may show up in the Gradebook). Those “Unit Exams” are part of the higher level ECON 2301 course, not part of this course.

**A Closing Note:** In addition to reviewing the concise text material that was specially prepared for this course, you will also see and hear several different members of our Economics faculty that have contributed to the Multi-Media content. The course was developed through a strong, collaborative team effort and we hope you will find this to be an interesting approach!

The remainder of this page is provided for your personal notes regarding the Syllabus and other course information -