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 7 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) **DEADLINES & FLEX TERM** – If you are going to **miss** the timeline for **EXAM TWO OR QUIZ 10** in the schedule on Page 4, then to continue in the course you must request **by email** (prior to the timeline) 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 those two timeline requirements above **or** send that email. No extension beyond the “FINAL TESTING DEADLINE” (bottom p.4) can be provided.

To begin your Flex Term: On ecampus see the “Welcome” Announcement (scroll down), then **work your way up that list of Announcements as you work on catching up with the testing Schedule on Page 4.** You must **also regularly keep up with the new Announcements and those indicated in an email from your instructor.**

**BE ADVISED:** There are 12 college-level lessons to be completed. **They must be completed in sequence.** 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 information: 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 (next line), or “face-to-face” - Call ahead for appointment if you are making a special trip or email bSmith1@dccc.edu (Bob Smith).

COURSE MATERIALS

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

Electronic Textbook = Macroeconomics: Understanding our Material World, 3rd edition published by Kendall Hunt. Purchase Online E-Text (printable, all or any part) and access to all course materials including course exams (total = appx $65) at www.grtep.com - Go to lower right hand corner of screen to purchase Access Code - See the ecampus “WELCOME”, ITEM #4 for your correct section (in RED) – No other section will work. Choosing the wrong section will lose your grades forever!


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 Page 7 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.

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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) Using the **E-Text** link - > For **each** of the 12 Lessons **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 & Exam questions )   
   c) Lesson Objectives  (a brief statement of the “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  (a more in-depth presentation of the four major graphical models used in the course and additional “interactive” exercises )   
   g) Practice Questions  (this component contains a set of practice questions which are keyed to the Lesson Objectives and to the graded LESSON QUIZZES and the UNIT EXAMS 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** – only one **open/attempt** is allowed. Prepare well using those eight learning components.

5) After completing the **third** Lesson in each UNIT, then prepare to complete the **UNIT EXAM** (this button will be in that last Lesson of each UNIT, at the bottom of the vertical stack of “links on the left” – you may need to scroll down). **NOTE:** The questions that you will see on the LESSON QUIZZES and the UNIT EXAMS 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. **ALSO - SEE. “BONUS POINTS” INFORMATION ON PAGE 8.**

6) Complete the **DISCUSSION BOARD** (minimum of 5 short postings) under that button on the **ecampus** site. See the **DB REQUIREMENTS** button on for details. These buttons are both located in the vertical stack on the left side of your **ecampus** screen. Your initial posting to the Discussion Board must be done before you open Lesson 5. You should continue to contribute to the Discussion on a regular basis until **the deadline stated on Page 4** (that deadline date is indicated directly above Lesson 10).

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

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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 absolute final drop date for your section.**
1. Actual **DEADLINES** for Unit Exams and the Discussion Board are **11:55 pm** of the stated date ... students in Flex Term status see middle of Page 6. 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.

2. Although **DEADLINES** (as well as the “Quiz By Target Dates”) are all on Sundays, the assessments should always be completed **earlier** when possible. **Waiting until a “deadline day” is a risky choice** – see top of Page 9.

<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 - EXAM ONE (covers Lessons 1-3)</td>
<td><strong>DEADLINE = 2/15, 11:55pm</strong></td>
<td></td>
</tr>
<tr>
<td>5 - #4</td>
<td>Public and Private Sectors</td>
<td>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 - EXAM TWO (covers Lessons 4-6)</td>
<td><strong>DEADLINE = 3/22, 11:55pm</strong></td>
<td></td>
</tr>
<tr>
<td>9 - #7</td>
<td>Classical vs. Modern Theory</td>
<td>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>12 - EXAM THREE (covers Lessons 7-9)</td>
<td><strong>DEADLINE = 4/19, 11:55pm</strong></td>
<td></td>
</tr>
<tr>
<td>13 - #10</td>
<td>Money &amp; the Federal Reserve</td>
<td>4/26</td>
</tr>
<tr>
<td>14 - #11</td>
<td>Commercial Banks &amp; the Fed</td>
<td>5/3</td>
</tr>
<tr>
<td>15 - #12 (no # 13)</td>
<td>Monetary Policy</td>
<td>5/10 **</td>
</tr>
<tr>
<td>**15 - EXAM FOUR (covers Lessons 10-12) “FINAL TESTING DEADLINE” = 5/10 **, 11:55pm <strong>ALL TESTING COMPLETED</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ABSOLUTE DEADLINE FOR ALL POSTING TO THE DISCUSSION BOARD IS** - **Deadline = 4/20** – **SEE Item 6**), Page 3
ADDITIONAL (and some RE-emphasis of ) IMPORTANT INFORMATION –

1) Lesson Quizzes and Unit Exams -

a) In this course you have four Units of material with three Lessons in each Unit - 12 Lessons total. Take careful note of the “Target Dates” (strongly recommended) for each Lesson Quiz. Also note carefully the official deadlines (Regular Semester students) for the Unit Exams that are posted in the Course Schedule. This is a transfer-level 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 25 questions on each Lesson Quiz and approximately 40 to 50 questions on each UNIT EXAM. 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 & Interactives, and the Practice Questions. Invest your time wisely and use these components in that recommended sequence on Page 3.

c) Both Lesson Quizzes and Unit Exams are timed (see Item 3 below). Please note carefully the instructions that are provided when you begin any of these assessments. Each Lesson Quiz and Unit Exam may be opened / attempted only one time. Even an accidental “opening” counts as your one “attempt”. BE SURE that you have spent adequate preparation time with Components a) through f) on Page 3 and review time in the Practice Questions before opening the graded assessments. See next item.

d) After completing the initial steps in the recommended “study sequence”, you will want to invest time in the Practice Questions feature since the Lesson Quiz and Unit Exam 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 Lesson Quizzes and the Unit Exams.

e) Do not open a Lesson Quiz (or a UNIT EXAM) 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 Practice Questions as your final “stepping stone” into a Lesson Quiz.

f) As one of your “stepping stones” to a UNIT EXAM, do review in Gradebook the three Lesson Quizzes which you have completed (click on each one). In the review process also use the Practice Question components in the relevant Lessons, not only your completed Lesson Quizzes.

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2) Lesson Quiz “Target Dates” – The schedule on Page 4 suggests that “one week’s worth of class / study time” (minimum of 3 hours of online time) is needed to prepare for each Lesson Quiz and to review for each Unit Exam. Please plan and manage your time accordingly. REMEMBER: The next LESSON in the sequence will not open until the preceding LESSON QUIZ (or UNIT EXAM) has been completed.
3) **TIME LIMITS** - Each LESSON QUIZ (about 15 to 25 questions) has a time limit of 60 minutes. Each UNIT EXAM (40 to 50 questions) has a time limit of 90 minutes. You must know your material going in ... really no time available to “look up” answers (and no repeats on these graded assessments). **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 and Exams. “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. 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** Quizzes & Exams by the FINAL TEST DEADLINE designated at bottom of Page 4 instead of the individual deadlines. The deadline for the Discussion Board (Item 5 above) does NOT change for Flex Status. No extensions beyond those two deadlines can be considered. If approved for Flex Status, 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.

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**GRADES**

Grades and a review of your completed Quizzes and Exams will be available in the electronic Gradebook (Gradebook button on any Webcom page). Always check to be sure your results are properly recorded.

<table>
<thead>
<tr>
<th>Final Course Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900--1000</td>
</tr>
<tr>
<td>B</td>
<td>800--899</td>
</tr>
<tr>
<td>C</td>
<td>700 – 799</td>
</tr>
<tr>
<td>D</td>
<td>600 – 699</td>
</tr>
<tr>
<td>F</td>
<td>Below 600</td>
</tr>
</tbody>
</table>

| 12 Lesson Quizzes @ 40 points each | = 480 points |
| 4 Unit Exams @ 100 points each    | = 400 points |
| 1 Discussion Board @ 120 points   | = 120 points |

TOTAL POSSIBLE POINTS (before Bonus Points) = 1000 points
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 Discussion Board.

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/
2) Click “Access Courses” 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 8 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 exams, deadlines, 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.

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For Technical Assistance with the ecampus (college) site: Click the "Help" link at the very top of the eCampus screen or 972-669-6402
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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 or 1-800-344-9051
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(continued on next page – BONUS POINTS)
**BONUS QUESTIONS (End of each UNIT)** -

The completion of Bonus Questions is optional, but is **strongly recommended** to enhance your understanding of Economics as well as your grade. Each set of BONUS QUESTIONS (about 12 to 13 questions for each UNIT, 1.0 points each, Total Available = 50 pts) is based primarily on the material in the ANIMATIONS (Circular Flows) and INTERACTIVE EXERCISES (Graphical Models) in that UNIT. A few review questions on “basic concepts” from the present or previous Units may also be included.

**NOTE** - These Bonus Questions will be similar to (but not the same as) the questions that are based on the ANIMATION & INTERACTIVE EXERCISES in the regular Lesson Quizzes and the regular UNIT EXAMS.

Each set or UNIT of Bonus Questions may be attempted TWO times during the semester (mostly different questions each time, highest score counts). A “BONUS” button (click to open) is located immediately below each of the four “UNIT EXAM” buttons (the last button in Lessons 3, 6, 9 and 12). Each UNIT of Bonus Questions has a time limit of 30 minutes.

Be sure you have prepared well by completing the ANIMATIONS and the INTERACTIVE EXERCISES contained in each LESSON and by completing the corresponding “Practice Questions” for the INTERACTIVE EXERCISES (scroll down under the Practice Questions button in each Lesson). Also **BE SURE** you have your GRAPHS FILE / PORTFOLIO available (see A & IE button in Lesson One for “Overview” and “Step-by-Step” instructions) before you begin a UNIT of Bonus Questions (OR a Lesson Quiz ... OR a UNIT EXAM).

A UNIT of Bonus Questions is **best completed very soon (a day or two) after a regular UNIT EXAM**, but Bonus Questions must be completed **before the semester’s FINAL TESTING DEADLINE** stated in this Syllabus. Bonus Points are **recorded automatically** in your Webcom Gradebook (four separate columns right before the “Grade to Date” column) and are added directly to that last column total.

These Bonus Points will need to be earned with solid preparation on your part using the ANIMATIONS & INTERACTIVE EXERCISES component and the related Practice Questions. You will need to demonstrate **significant Critical Thinking Skills** on questions related to the IE’s that emphasize "Connecting the Models" and "Tradeoffs and Choices".

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**Reminder - - > Free HelpLab and Tutoring Assistance:**

Economics Help Lab--Room M130 – Brookhaven College
972 860 4169 – Assistance by phone or email - Call ahead for appointment if you are making a special trip or email bSmith1@dccc.edu
**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.

**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 End**

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