

ECON 1101 Principles of Economics – Syllabus

Instructor Information

Name

Kristen 'Dana' Burress

Email

kburress@centralgatech.edu

Phone

478-218-7537

Office location and hours

Contact via Blackboard to set up a time.

Instructor availability

Students are encouraged to email, call, or come by the instructor's office but are also encouraged to make appointments to ensure instructor availability. Please refer to the office hours above. For concerns or problems in this course, the first point of contact must be the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact is:

Mr. Michael Repzynski, Division Head for Mathematics and Social Sciences
Macon, I-320, Milledgeville, H-211, 478-471-5182

Ms. Shannon Durham, Dean for Academic Affairs, General Education
Warner Robins, A128 or A224, 478-218-3228

Course emails

All course-related communication should be sent using the Blackboard Message system, not the CGTC MyMail system.

Course Schedule

Term

Fall/Spring Semester

Course type

In-Person/Online

Required class sessions/proctored events

You will have two exams with a scheduled time to take them. You will have a given period to take each exam. Please refer to the class schedule link in Blackboard as to when this will occur. If you have an issue with the date/time, please let me know via Blackboard Learn.

Required course textbook(s), software and/or materials

Textbook(s)

Openstax. [Principles of Economics](#).

ISBN: 1-947172-37-9

Software

Internet Explorer, Mozilla Firefox, Apple Safari, Google Chrome, or some other type of web browser. CGTC recommends Mozilla Firefox as it is proven to be fully functional with Blackboard.

Course Description

Pre- and/or Co- requisites

Not Applicable

Credit hours

3

Contact hours

Anytime via Blackboard Messages

Course description

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on *developing an understanding of* economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

Course objectives

Students will master learning outcomes in the following areas, basic economic principles, microeconomic principles and market models, and macroeconomic principles and policies.

Instructional delivery methods

Everything you will need for this course will be found online in Blackboard. You will have a reading assignment, a discussion board, and a quiz each week. There are also PowerPoints, videos, and key term activities for each chapter for review and help to better understand the material. For the discussion boards, there are two questions. You must answer one of the two thoroughly and completely. You must also reply to one other student's answer either by expounding on his or her idea or by countering. These replies must be at least 50 words. Your answer and reply will be one grade for that assignment. You will have one multiple choice quiz per chapter. These quizzes will come directly from the reading assignments. You will be able to drop two of your lowest quiz grades and two of your lowest discussion board grades at the end of the semester. This is to cover any issues you have with your computer or schedule. You will have two exams. These exams will be made up from questions similar to the ones on your quizzes and a few short answer questions.

Course Policies

Safety Policy

For more information on campus safety, including campus carry, visit the [Department of Public Safety](#) page on CGTC's website.

Student Rights/Responsibilities/Conduct

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Catalog.

Student services

Additional tutoring/supplemental instruction

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC), located at the Macon, Milledgeville, and Warner Robins Campuses. For schedules and other information, visit the [Academic Success Center](#) website or phone (478) 757-3674. In the event that a student requires or desires additional instruction in course materials, the student should contact the instructor.

Counseling Services

CGTC offers free counseling support to students, faculty, and staff to assist with issues such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. To read more or request an appointment, visit the CGTC Counseling Services website located under Student Services.

The Behavior Assessment & Recommendation Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Central Georgia Technical college's students, employees, and visitors. To learn more, please see our webpage at Behavior Assessment & Recommendation Team or contact the BART at BART@centralgatech.edu or call (478) 757-3553.

Library services

Library help is available through computers, books, journals, videos and online resources in support of your classes. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](#) website.

Disability accommodations

A student who believes that he/she has a disability of any type should contact the following:

Donna Dutcher

Phone: (478) 218-3229

Email: ddutcher@centralgatech.edu

Office: room A132 on the Warner Robins campus

-or-

Kashatriya Eason

Phone: (478) 476-5137

Email: keason@centralgatech.edu

Office: room J105 on the Macon campus

Military and Veteran Services

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should contact

Mr. Dann Webb

Phone: (478) 218-3909

Email: dwebb@centralgatech.edu

Additionally, refer to CGTC's [Military and Veteran Services](#) webpage for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

TEAMS

T.E.A.M.S. provides early intervention services for students. If you are behind in classes, feeling overwhelmed, or need help getting back on track, visit the Student Services section on the CGTC website to request one-on-one assistance.

Distance Education Course Support - Blackboard

Students in a course with a distance education component (i.e. online, hybrid, telepresence, Blendflex) are expected to have access to the hardware and software required to complete the course. Please make alternate arrangements for computer access (in case of technical failure) **before** the course begins. If additional assistance is needed, please contact your instructor prior to contacting technical support. Blackboard technical support information is available on CGTC's [Blackboard Help](#) webpage. Please note, technical support will **not** reset or open any assignments or tests for a student without the instructor's permission.

Attendance

CGTC expects each student to be present and to be on time each day for all classes or to complete assignments as required for the class. Excessive absenteeism and tardiness (or failure to complete assignments in a timely manner) may affect work ethics evaluations and course grades. It is the student's responsibility to contact the instructor concerning absences and to make up any missed assignments, in accordance with the syllabus' stated make-up policy. **Attendance Requirements:** documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered process, which requires the attendance of the student at the judicial proceeding, are excused. Students absent from class for any reason are still responsible for all work missed. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis.

Students receiving financial aid (especially Pell, WIA, or VA) need to be aware that absences could jeopardize their financial aid status. They may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

Attendance Verification

Enrollment/attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend at least one class session during the first seven calendar days of each term. Online students are required to complete an academically related activity the first week of class to remain on the course roster. Students not meeting the attendance verification requirement may be dropped from the class.

In the online classroom environment, attendance is demonstrated through active participation. Online students must complete an academically related activity each week to be considered actively participating. **Simply logging into an online class is not considered being active and does not count toward attendance.** Academically related activities include, but are not limited to the following

- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)
- Email contact with a faculty member to ask a course-related question

Dropping a course

Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including financial aid reimbursement). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college's published deadline. **A student should not assume that non-attendance constitutes official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student's account.** It is the student's responsibility to follow the college's withdrawal procedure as stated in the CGTC Catalog (Academic Policies section).

Grades

Course evaluation

There are 16 quizzes including the Special Assignment throughout the semester. The lowest 2 grades of these quizzes will be dropped, and the remaining 14 will be averaged together. This quiz average will count 30% towards your final grade for the class. There are 16 discussion board assignments as well. The lowest 2 grades of these assignments will be dropped, and the remaining 14 will be averaged together. This average will count towards 30% of your final grade for the class. There will also be 2 exams. These will count 20% each towards your final grade for the class. These exams will not be cumulative necessarily, but given that Economics builds upon each concept, you will need to know everything we have covered.

CGTC Grading System

All grades are maintained in Blackboard, the College's official grading system. Students can access grades through the student portal. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

A	(90-100) Excellent	GPA 4.0
B	(80-89) Good	GPA 3.0
C	(70-79) Satisfactory	GPA 2.0
D	(60-69) Poor	GPA 1.0
F	(below 60) Failing	GPA 0.0
I	Incomplete	GPA not computed, counts toward % completed
IP	in Progress	GPA not computed
S	Satisfactory	GPA not computed, counts toward % completed
U	Unsatisfactory	GPA not computed, counts toward % completed
W*	Withdraw (no grade)	GPA not computed, counts toward % completed
WP	Withdrawal Passing	GPA not computed, counts toward % completed
WF	Withdrawal Failing	GPA 0.0

***Students withdrawing from class on or before the published deadline are issued a grade of "W".**

Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.

Academic dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the college. Insert additional program or course policies here.

Makeup Policy

Late work is not accepted. Since you have the opportunity to drop two quiz grades and two discussion board grades, there is no opportunity to makeup work. If you will have a problem with the dates of the exams, let me know ahead of time, so that we can figure out a plausible solution. Otherwise, I will assume you were negligent. Please stay on top of the assignments. Refer to the schedule at the end of the syllabus.

Other Relevant Policies/Procedures

Copyright

According to TEACH Act of 2002 the College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

Grade Appeals

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The **Title VI/Title IX/Section 504/ADA** Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

TCSG Guarantee/Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Syllabus Addendum: COVID-19 Related Information

My goal is to help you successfully navigate and complete the course with consideration to everyone's health and safety. Please read carefully the information below regarding safety measures related to fall instruction.

- *For your safety*
 - Personal Hygiene – Please follow posted guidelines related to hand washing and hygiene.
 - Cover your mouth when you cough or sneeze.
 - As much as possible, try not to handle shared objects, equipment, etc., without first cleaning these with disinfectant wipes.
 - Disinfecting spray and Hand sanitizer will be provided for your use in classrooms and labs.
 - Social Distancing – COVID-19 is an airborne virus. Please be respectful of others and maintain a safe social distance of 6' or more whenever possible.
 - PPE, including the use of masks: For your safety and others, Personal Protective Equipment (PPE), to include gloves and/or face covering (mask), may be required to reduce the risk of transmission in the classroom or lab areas. If this requirement creates a hardship, please let me know so that we can explore alternative arrangements. **If you have a medical condition that might preclude your use of PPE, please contact the Special Populations office. (See contact information in this syllabus or online at <https://www.centralgatech.edu/specialpops.>)**
 - Self-screening – Please become familiar with COVID-19 symptoms and perform daily screening and self-monitoring. A self-screening checklist is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
 - If you have symptoms and/or have been exposed to anyone with COVID-19, STAY HOME, self-isolate, and monitor your symptoms. (See return to campus guidelines below.)
 - **If you become ill while on campus**, please LEAVE as soon as possible. If you cannot leave campus, notify me so that we can safely isolate you until you can make arrangements to leave. Designated areas are as follows:
 - Warner Robins: Private room adjacent to the Student Center
 - Macon: Building-A Human Resources Conference Room
 - Milledgeville: Room D-103
 - Satellite Centers: Hawkinsville (HW106), Peach (115), Putnam (Villa 1), Monroe (Rm 109) or contact on-site administrator
 - **If you become sick during the semester**, please notify your instructor(s) and **do not go to class or to the College**. You should immediately consult with your local Health Department and/or your private physician, who will determine if a COVID-19 test is warranted. If you test positive for COVID-19, you should follow your doctor's advice and the CDC's quarantine guidelines. Instructions on reporting a positive COVID-19 case to the CGTC Exposure Control Coordinator and on returning to the college are found below.
 - **Keeping up with your coursework:** We all recognize the need to be supportive and flexible during the coronavirus situation. If you become ill or cannot attend/participate in class, please notify me and your other instructors during the quarantine period for arrangements to complete assignments from home.

Guidelines to safely return to CGTC: You may return to campus when you provide written verification to the College's Exposure Control Coordinator, Ms. Yim Jackson, that you have met the CDC guidelines to ending quarantine. The CDC guidelines are available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html/>. The required verification form is available on the College's website at <https://www.centralgatech.edu/covid-19>.



COVID-19 Impact/Return to Campus Certification

- If a student is impacted by COVID-19, he/she should log in to the CGTC Student Portal using single sign-on credentials to notify instructors of his/her status and intent to return to campus
- CGTC Exposure Control Coordinator: **Yim Jackson**
 - **Email: yjackson@centralgatech.edu Phone: (478) 476-5148**

CGTC Student Portal

COVID-19 Impact Certification

I, _____, certify that I have been impacted by COVID-19 and will be following medical guidelines from the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (DPH), and/or my medical provider. My voluntary submission of this form will notify my instructors and the College's Exposure Control Coordinator by email. I understand college officials may contact me for additional information.

I understand that before returning to a CGTC campus/center, I must return to this portal and certify that I have followed the recommended medical guidelines referenced above.

Electronic Signature

Enter Your Name to Sign Electronically

Submit Form

If you have any questions or suggestions about the CGTC student portal, or CGTC in general, please [Let Us Know!](#) If we cannot answer your question we will get you in touch with someone who can.

CGTC Student Portal

COVID-19 Return to CGTC Certification

I, _____, certify that I have satisfied the recommended medical guidelines (per the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (DPH), and/or my medical provider) to return to a CGTC campus/center. My voluntary submission of this form will notify my instructors and the College's Exposure Control Coordinator by email. I understand college officials may contact me for additional information.

Electronic Signature

Enter Your Name to Sign Electronically

Submit Form

If you have any questions or suggestions about the CGTC student portal, or CGTC in general, please [Let Us Know!](#) If we cannot answer your question we will get you in touch with someone who can.

- **COVID Contingency Plan**

In the event of significant changes related to transmission of the virus, the College will follow appropriate guidance from the Governor, Technical College System, and Ga Department of Public Health (DPH) related to in-class instruction. Please continue to check your CGTC e-mail and our CGTC website (<https://www.centralgatech.edu/covid-19>) for updates.

- **Grading Accommodations**

If you are unable to complete the course for any reason related to COVID-19, please contact me before the last assignment for available grading options, such as an Incomplete (I) grade arrangement or w