



ECON 1101 Principles of Economics – Syllabus

Houston County - Dual Enrollment

Instructor Information

Name

Kristen “Dana” Burress

Email

kburress@centralgatech.edu

Phone

478-218-7537

Office location and hours

Veterans High School ~ Room 1401

Office hours TBA (virtually)

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 is 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, 478-471-5182

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

Course emails

All course-related communication should be sent using the Blackboard Message system.

Course Schedule

Term

Fall Semester 2020 (202112)

Course type

In-Class

Meeting days/times

TBA (please check your high school schedule for specific class times)

Campus and room location

Veterans High School ~ Room 1401

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

Textbook(s)

Principles of Economics 2e (Open Source E-text) from openstax.org

<https://openstax.org/books/principles-economics-2e/pages/1-introduction>

Software

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.

Materials/supplies

You will need access to a device (phone, tablet, computer, etc) that has internet access.

Course Description

Credit hours

3

Contact hours

3

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

This course is taught in-class primarily through teacher lecture and student application of material. 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 in BlackBoard. For 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. You will have two exams. The questions on these exams will be similar to the ones on your quizzes. The exams will also include short answer questions.

Course Policies

Safety Policy – please also refer to COVID-19 related information on this syllabus and on CGTC’s website. All safety information for Veterans High School will be discussed in class by the professor and provided a copy on Blackboard.

For more information on campus safety, including campus carry, visit the [Department of Public Safety](#) page on CGTC’s website¹.

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. Students must additionally follow all rules set forth by Veterans High School and the Houston County School System.

Student Support Services

Additional tutoring/supplemental instruction

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC). Schedule an online session or submit writing assignments for review at <https://centralgatech.tutorocean.com>. First-time users will need to register using their student email account. For more information contact the ASC at tutor@centralgatech.edu. 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](#) website² 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](#)³ or contact the BART via email BART@centralgatech.edu or by calling (478) 757-3553.

Special Populations/Disability accommodations

The Special Populations Office provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. A student who believes that he/she may fall under one or more special population categories or has a disability of any type should contact the following CGTC staff for assistance.

Kashatriya Eason
Phone: (478) 476-5137
Email: keason@centralgatech.edu
Office: room J105 on the Macon campus

¹ www.centralgatech.edu/public-safety/

² www.centralgatech.edu/student-services/counseling

³ www.centralgatech.edu/bart

Felicia Mackey
Phone: (478) 218-3229
Email: fmackey@centralgatech.edu
Office: C-wing on the Warner Robins campus

Distance Education Course Support - Blackboard

Students in a course with a distance education component (i.e. online, hybrid, telepresence) 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](#) webpage⁴. Please note, technical support will **not** reset or open any assignments or tests for a student without the instructor's permission.

Library services

Library help is available through computers, books, journals, videos and online resources in support of your classes. GALILEO and all online library resources can be accessed off-campus using a current CGTC email and password. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](#) website.⁵

Military and Veteran Services

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC's [Military and Veteran Services](#) webpage⁶ 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 Resources](#) section on the CGTC website⁷ to request one-on-one assistance.

Attendance Policy

CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they can reasonably expect to attend on a regular basis. The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes will require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

Students receiving financial aid (especially Pell, WIOA, VA, etc.) 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.

⁴ www.centralgatech.edu/academics/online-classes/blackboard-help/

⁵ www.centralgatech.edu/library/

⁶ www.centralgatech.edu/military/

⁷ www.centralgatech.edu/studentresources/

Attendance Verification

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 or to complete an academic-related activity during the first seven calendar days of each term. Students not meeting the attendance verification requirement may be dropped from the class

Simply logging into an online or hybrid class is not considered an academic-related activity. Academic-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)
- Blackboard message contact with a faculty member to ask a course-related question

Grades

Course evaluation

There are chapter quizzes throughout the semester. The two lowest quiz grades will be dropped and the remaining quiz grades will be averaged together. This quiz average will count as 30% of your final grade for the class. Class assignments will be given and will count as 30% of your grade in a discussion category. There will also be two exams. These will each count 20% toward your final grade. These exams will not be cumulative, 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 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*	Withdrew (no grade)	GPA not computed, counts toward % completed

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

See the online College Catalog for term withdrawal deadlines. Student official withdrawals are not allowed after the official date on the College Calendar.

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. Students must also follow the policies of Veterans High School and the HCBOE.

Makeup Policy

Students can make up missed assignments for partial credit. Missed quizzes will be made up on Blackboard.

Work Ethics

The Technical college system of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, teamwork and respect.

All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3

0 = Unacceptable

1 = Needs Improvement

2 = Meets Expectations

3 = Exceeds Expectations

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) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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.

More information concerning the formal and informal grievance procedures can be found in the college's online catalog⁸.

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.

⁸ <https://www.centralgatech.edu/about-cgtc/grievance-procedure>

Fall Semester 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 instructors 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.
- **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 web site at <https://www.centralgatech.edu/covid-19>.

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.

Veterans High School Parent Signature Page

- This is a one-semester DE course offered by Central Georgia Technical College (CGCT) on the high school campus. Successful completion of this course will result in 1.0 unit on the high school transcript. Students who attend a college within the University System of Georgia will receive college credit for Economics and the grade will become a part of their college transcript and GPA. If a student chooses to attend a college outside the university system of Georgia, they may receive credit.
- Drop/add dates do not apply to this course. Students are required to remain in the course for the full semester.
- The college-level course will require a higher degree of independent of responsibility and accountability.
- The highest grade that can post on the high school transcript is 100.
- This course counts as a rigor course for HOPE.
- Grading weights will be set by CGCT. The grades in this course will be viewable through Infinite Campus.
- This course has a final exam instead of an End of Course (EOC) test. Final Exam exemption does not apply to this course.
- Campus carry, as referenced in the syllabus, does not apply to courses taught on high school campuses.
- Students must have access to a device (phone, tablet, computer, etc) and reliable internet to successfully complete this course. If this is a problem, please let your teacher know immediately.
- Due to Covid-19 restrictions, no on campus tutoring is provided. Teachers will office hours on-line via Webex.
- If schools are closed due to Covid-19, Economics 1101 will be taught entirely through the Blackboard platform.
- Students must adhere to all rules/standards/regulations set forth by VHS, HCBOE, and CGTC.
- Students will not be issued textbooks. The textbook for this course is: Principles of Economics 2e (Open Source E-text) from openstax.org
<https://openstax.org/books/principles-economics-2e/pages/1-introduction>

PARENTAL AND STUDENT SIGNATURE:

- I HAVE READ THE ATTACHED COURSE OUTLINE AND UNDERSTAND THE REQUIREMENTS AND EXPECTATIONS OF THE COURSE.

PARENT NAME (PRINT): _____

PARENT SIGNATURE: _____ DATE _____

PARENT EMAIL: _____ PARENT PHONE: _____

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____ DATE _____