ECON 293 (Hybrid)
Macroeconomics

Early Fall Session - 15/11
August 17 – October 10, 2015

Course Description

Introduction to concepts and theories applicable to a national economy. Course meets multicultural graduation requirement.

Prerequisite: Sophomore standing

Class Day and Time: Tuesday, 5:00 pm – 8:00 pm

This is a hybrid course which is defined as an online course supported by a weekly in-seat class. Our class will consist both in-seat and online instruction through various resources, discussion and homework. Please note that we will meet every week, unless otherwise noted.

You are expected to attend every class. If you know prior to the beginning of the session that you will miss more than one night, it is strongly recommended that you wait to take this course at another time.

The online portion of our course is located in D2L. You will access the course through CougarTrack.

Textbooks


The hardcover book will be used for both ECON 293 and ECON 294.

New copies of the full hardcover text come with an access code for MyEconLab which is where the electronic homework for this course is performed. The book and code can be ordered from MBS Books online by pointing your browser to http://bookstore.mbsdirect.net/columbia.htm or by telephone at 1-800-325-3252. Alternatively, you may fax your order to 1-800-499-0143.

MyEconLab accompanies the Miller text(s). We utilize many of the available resources including videos, podcasts, animations (narrated interactive PowerPoints), web links and homework assignments. These features can found on a chapter-by-chapter basis once you have processed access to MyEconLab.

Do not try to register for MyEconLab without the Proper Course ID. I will provide a link and instruction page to the MyEconLab website on the first day of class or shortly before. You must register for the website associated with this course ID.

Textbooks or MyEconLab access codes for the course may be ordered from MBS Direct:

- online at http://direct.mbsbooks.com/columbia.htm
- by phone at 800-325-3252
For additional information about the bookstore, visit http://www.mbsbooks.com.

Please note that the use of an eBook carries certain risks: information may be missing due to copyright restrictions, the book cannot be resold to MBS Direct, and an eBook purchase cannot be refunded.

**Course Overview**

Welcome to Macroeconomics Online!

It is hard to improve upon this overview of economics in general from an online article on Schools of Economic Thought provided to the world by the Federal Reserve Bank of San Francisco:

*The word "economics" is derived from "oikonomikos," which means skilled in household management. Although the word is very old, the discipline of economics as we understand it today is a relatively recent development. Modern economic thought emerged in the 17th and 18th centuries as the western world began its transformation from an agrarian to an industrial society.*

*Despite the enormous differences between then and now, the economic problems with which society struggles remain the same:*  
  - How do we decide what to produce with our limited resources?  
  - How do we ensure stable prices and full employment of our resources?  
  - How do we provide a rising standard of living both for ourselves and for future generations?

Economics is thus a study of human efforts to promote and conserve standards of living. This study involves understanding of the production, exchange, distribution, and consumption of the goods and services that are possible given resources and technology. The study of economics may be undertaken from a macro perspective of overall economic activity or a micro perspective of individual decision making in typical households, businesses, or governmental units.

This is a course in macroeconomics. The objective of the course is to provide some provisional answers to the following questions. What is the "economy?" How do markets and government function to address fundamental problems caused by scarcity? How are general standards of living conceptualized, formulated and measured? How are we to explain the (sometimes severe) fluctuations in living standards? What are the major public policy alternatives for dealing with these fluctuations, and what are their relative costs and benefits? Our study of macroeconomics will involve economic measurement, theory, and policy analysis which address these questions.

**Technology Requirements**

Participation in this course will require the basic technology for all online classes at Columbia College:

  - A computer with reliable Internet access,
  - a web browser,
  - Acrobat Reader,
  - Microsoft Office or another word processor such as Open Office.
  - a MyEconLab Access Code.

You can find more details about standard technical requirements for our courses on our site.

**Course Objectives**

  - To understand macroeconomic problems, concepts and institutions.
• To understand the workings of the U.S. economy as a whole, as well as the relationship of the U.S. economy to that of other nations.

**Specific Course Objectives from the Instructor**

After you have completed this course, you should be able to:

• Understand basic concepts of scarcity and opportunity cost and how different economies address problems raised by them.

• Understand the measurement and history of inflation, unemployment, and growth in the American economy as well as why they are of concern.

• Apply positive modern macroeconomic theory in explanations and qualitative predictions of macroeconomic activity.

• Understand modern monetary and fiscal policies intended to promote and conserve standards of living, as well as having the theoretical means to anticipate their impacts on the economy.

• Have a long run view of living standards in addition to an understanding of short run business cycles.

• Understand the critical economic and financial connections between nations, and the implications of these connections for standards of living.

• Understand contemporary positive and normative policy debates surrounding macroeconomic issues.

**Measurable Learning Outcomes**

• Explain what the study of economics involves and be able to differentiate between the disciplines of macroeconomics and microeconomics.

• Draw supply and demand curves and manipulate these curves when performing economic analysis.

• Explain the major institutions of capitalism and distinguish among pure capitalism, pure socialism, and mixed economic systems.

• Describe the role of government in the U.S. economy and analyze the reasons for government involvement in various aspects of our economy.

• Identify the components of the current account and capital account balances. Further, demonstrate through supply and demand analysis, how various factors affect currency exchange rates.

• Explain Gross Domestic Product and describe its component parts.

• Describe the terms fiscal and monetary policy and be able to predict the impact of changes in spending, taxes, interest rates, and the money supply on the economy.

• Explain the behavior of consumers and businesses in the economy.

• Describe the banking system and be able to explain how money is created in the economy

**Grading**

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grade</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Weights</th>
<th>Assignment</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
</table>
### Schedule of Graded Assignments

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Online</th>
<th>Due In-Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In Class Activity 1</td>
<td>15</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>Discussion 1</td>
<td>22</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 1</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dropbox 1</td>
<td>50</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>In Class Activity 2</td>
<td>15</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>Discussion 2</td>
<td>22</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 2</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>In Class Activity 3</td>
<td>15</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 3</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dropbox 2</td>
<td>50</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Midterm Exam</td>
<td>200</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>Discussion 3</td>
<td>22</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 4</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>In Class Activity 4</td>
<td>15</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 5</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dropbox 3</td>
<td>50</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>In Class Activity 5</td>
<td>15</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>Discussion 4</td>
<td>22</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 6</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>In Class Activity 6</td>
<td>15</td>
<td></td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>MyEconLab Homework 7</td>
<td>25</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dropbox 4</td>
<td>50</td>
<td>Monday</td>
<td></td>
</tr>
</tbody>
</table>
Assignment Overview

Chapter Readings, PowerPoints and other Self-Study Resources

All readings and lecture review should be completed prior to coming to the in-seat portion of class. I encourage you to take advantage of the self-study resources available in the course. Each week there are PowerPoint Slides and videos available in the Content area of the course as well as practice assignments and quizzes in MyEconLab.

In Class Activities

During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Discussions (Online)

Discussions are an integral part of the in-seat portion of this course. Discussion activities are designed to help extend your learning into the real world and bridge the gap between theory and practice. Requirements for discussion assignments will be posted in the course for you to review before coming to class. For example, you may be asked to complete Internet research prior to attending class that particular week in order to fully participate in the discussion assignment.

The discussion activities are graded and may be completed in class either individually or in groups.

Your initial post is due by 11:59 pm CT on Monday. Your response to at least one classmate is due by 11:59 pm CT on Monday.

Homework (MyEconLab)

This course uses an online learning application called MyEconLab, which is designed to accompany your textbook. You must have access to MyEconLab in order to complete the online graded assignments for this course. Each week, there will be between 17 and 30 questions to complete in MyEconLab (http://www.myeconlab.com). To access and register for MyEconLab, use your registration access code and enter our Course ID, which can be found at the end of this syllabus or provided by your instructor.

There are 8 MyEconLab modules, one for every week, worth 25 points each. Each module will open on Monday and are due by 11:59 pm CT on the following Monday, except for the last week when the module closes on Saturday. You will have two attempts at every homework problem. There is no time limit and problems for each week may be accessed multiple times. Upon submission, results will be automatically scored and immediately available for viewing. Detailed results of submissions, including correct and incorrect answers, will be made available for viewing only after the deadline for submission has passed. You are encouraged to use the text (paying particular attention to “key graphs”) and the resources in MyEconLab accompanying the text as resources.

You are responsible for observing the rules regarding academic honesty noted above in regard to homework on MyEconLab.

Homework answers submitted in error: The advantage of having two attempts at each question comes with a cost. Once an answer is submitted, those answers are unchangeable. If the student...
erroneously checks a wrong selection, or superimposes or misaligns their answer electronically from what they had intended, the answer is deemed to be the student’s final answer for that attempt. The student assumes all responsibility for submitting their intended choices.

Make-up MyEconLab assignments are allowed only for exceptional circumstances as detailed in the Late Assignments Policy.

**Dropbox Assignments**

Dropbox assignments are drawn from the text and outside research. They should be completed after the week’s reading assignment so that the lessons can inform one’s work and demonstrate mastery of the concepts covered. This sequence will also enable the instructor to provide feedback, which may be helpful in performing the latter assignments. Dropbox assignments are worth 50 points, assigned on the basis of percent of completeness, correct concept analysis, spelling, and grammar.

In many cases, students draw from the text and the resources in MyEconLab to complete the dropbox assignment. If a student’s answer references a source other than the text, the student should cite this reference according to the APA or Chicago Manual of Style. The use of any secondary reference without providing citation is plagiarism and will receive a score of 0. Repeated incidents of plagiarism are reported to the Academic Affairs Office and the student receives an “F” grade in the course.

The preferred format to submit dropbox assignments is Microsoft Word (.doc or .docx). If these formats are not available, other acceptable formats are ASCII (.txt), rich text format (.rtf), and Open Office (.odt). Submit the Dropbox assignment in one document via the appropriate week’s dropbox by **11:59 pm CT Monday**.

**Midterm and Final Exams (In Seat)**

The **midterm exam** is scheduled during Week 4. This midterm exam is comprehensive in nature, covering material from the first four weeks. That exam will be taken in-seat and prepared by your instructor who will set the time limit and rules for taking the exam.

The **final exam** is scheduled during Week 8. The final exam is comprehensive: it covers all chapters in the course but is concentrated on the last four weeks of the course. That exam will be taken in-seat and prepared by your instructor who will set the time limit and rules for taking the exam.

Both of these exams will be given during the In Class session.

**Course Schedule**

**Week 1: The Nature of Economics, Scarcity, Demand and Supply**

**Readings (Before class)**

- Chapter 1: The Nature of Economics
- Appendix A: Reading and Working with Graphs
- Chapter 2: Scarcity and the World of Trade-Offs
- Chapter 3: Demand and Supply

**In Class Activity 1**

During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.
Columbia College Online Campus

Discussion 1 (Online)

Please introduce yourself and at least one famous Economics Major. Please do not duplicate your fellow students' introductions in that effort. Post to the "Week 1: Welcome and Introductions" topic found in the Discussions area.

Your initial post is due by 11:59 pm CT on Monday. Your response to at least one classmate is due by 11:59 pm CT on Monday.

MyEconLab Homework 1

Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 1 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Dropbox 1 (Online)

Write a short (2-3 page, typed and double-spaced,) essay and upload it to the Week 1 dropbox by 11:59 pm CT on Monday. Write a thorough analysis of the three basic economic questions along with an analysis of the centralized command and control system, the price system, and the mixed economic system. Remember to cite your research and do not plagiarize.

Optional Assignments (Online)

To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 1.

Week 2: Demand and Supply Analysis, Public Spending and Public Choice, and the Public Sector

Readings (Before class)

- Chapter 4: Extensions of Demand and Supply Analysis
- Chapter 5: Public Spending and Public Choice
- Chapter 6: Funding the Public Sector

In Class Activity 2

During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Discussion 2 (Online)

Identify the various taxes governments utilize to fund the public sector and the impact of those taxes on both the producer and the consumer.

Your initial post is due by 11:59 pm CT on Monday. Your response to at least one classmate is due by 11:59 pm CT on Monday.

MyEconLab Homework 2

Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 2 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Optional Assignment

To enhance your understanding of Macroeconomics visit the MyEconLab
Week 3: Unemployment, Inflation, Deflation, and Measuring Economic Performance

Readings (Before class)
- Chapter 7: The Macroeconomy: Unemployment, Inflation, and Deflation
- Chapter 8: Measuring the Economy’s Performance

In Class Activity 3
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

MyEconLab Homework 3
Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 3 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Dropbox 2 (Online)
Write a short (2-3 page, double-spaced, typed) essay and upload it to the Week 3 Dropbox by the deadline of Monday at 11:59 pm CT. Write a thorough analysis of unemployment, defining the various types of unemployment, full employment, and the natural rate of unemployment. Describe the impact of unemployment on the economy and your solutions to lower unemployment. Remember to cite your research and not to plagiarize.

Optional Assignment (Online)
To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 3.

Week 4: Economic Growth and Real GDP

Readings (Before class)
- Chapter 9: Global Economic Growth and Development
- Chapter 10: Real GDP and the Price Level in the Long Run

Discussion 3 (Online)
Present a thorough analysis of economic growth. What are the factors that contribute to economic growth? Provide your perspective as to what our society can do to enhance economic growth.

Your initial post is due by 11:59 pm CT on Monday. Your response to at least one classmate is due by 11:59 pm CT on Monday.

MyEconLab Homework 4
Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 4 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.
You will take a midterm over the first four weeks of the course (Chapters 1-4, 19-20, 22-24). This exam is prepared by your instructor and is taken in accordance with the criteria your instructor has put in place for this course.

Optional Assignment (Online)
To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 4.

Week 5: Classical and Keynesian Macro Analyses, Consumption, Real GDP, and the Multiplier

Readings (Before class)
- Chapter 11: Classical and Keynesian Macro Analyses
- Chapter 12: Consumption, Real GDP, and the Multiplier

In Class Activity 4
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Dropbox 3 (Online)
Write a short (2-3 page, typed, double-spaced) essay and upload it to the Week 5 Dropbox by 11:59 pm CT Monday. Conduct a thorough analysis of both the classical economic model and the Keynesian economic model. Describe the impact on the aggregate demand and supply curves, along with the impact on inflation and unemployment. Remember to cite your research and not to plagiarize.

MyEconLab Homework 5
Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 5 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Optional Assignment (Online)
To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 5.

Week 6: Fiscal Policy, Deficit Spending and the Public Debt

Readings (Before class)
- Chapter 13: Fiscal Policy
- Chapter 14: Deficit Spending and the Public Debt

In Class Activity 5
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.
Discussion 4 (Online)

Present a thorough analysis of fiscal policy. Detail the effects of discretionary fiscal policies, the various policy levers, the impact of crowding out, time lags, and automatic stabilizer.

Your initial post is due by 11:59 pm CT on Monday. Your response to at least one classmate is due by 11:59 pm CT on Monday.

MyEconLab Homework 6

Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 6 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Optional Assignment (Online)

To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 6.

Week 7: Money, Banking, Central Banking, and Monetary Policy

Readings (Before class)

- Chapter 15: Money, Banking, and Central Banking
- Chapter 16: Domestic and International Dimensions of Monetary Policy

In Class Activity 6

During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Dropbox 4 (Online)

Write a short (2-3 page, typed, double-spaced) essay and upload it to the Week 5 Dropbox by 11:59 pm CT Monday. Present a thorough analysis of monetary policy. Detail the key factors that influence the quantity of money that people desire to hold, the policy actions taken by the Federal Reserve, and the equation of exchange.

MyEconLab Homework 7

Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 7 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Optional Assignment (Online)

To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 7.

Week 8: World Economy and Global Economic Growth

Readings (Before class)

- Chapter 17: Stabilization in an Integrated World Economy
- Chapter 18: Policies and Prospects for Global Economic Growth
Discussion 5 (Online)

Present a thorough analysis of the inverse relationship between inflation and unemployment reflected by the Phillips curve. Describe the importance of expectations and how they affect the actual relationship between the inflation rate and the unemployment rate. Detail the effects of discretionary fiscal policies, the various policy levers, the impact of crowding out, time lags, and automatic stabilizer.

Your initial post is due by 11:59 pm CT on Monday. Your response to at least one classmate is due by 11:59 pm CT on Monday.

MyEconLab Homework 8

Visit the MyEconLab website (http://www.myeconlab.com/) for our course that accompanies your text. Click on Week 8 under Assignments and complete the problems. The problems for this week will open on Monday and are due by 11:59 pm CT on Monday.

Final Exam (In Class)

You are asked to take a final exam over the content as determined by your instructor. This exam is prepared by your instructor and is taken in accordance with the criteria your instructor has put in place for this course.

Optional Assignment (Online)

To enhance your understanding of Macroeconomics visit the MyEconLab (http://www.myeconlab.com/) website for our course that accompanies your text and complete Dynamic Study Module 8.

Course Policies

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's Student Conduct Code and Acceptable Use Policy. Students violating these policies will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct and the Computer Use Policy for students can be found in the Columbia College Student Handbook. The Handbook is available online; you can also obtain a copy by calling the Student Affairs office (Campus Life) at 573-875-7400. The teacher maintains the right to manage a positive learning environment, and all students must adhere to the conventions of online etiquette.

Plagiarism

Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.

All required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the
purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on
the Turnitin.com site.

A plagiarism tutorial is located in the content area of the D2L website. Additionally, work that was
completed in a prior course and submitted in the current course will not be accepted.

Non-Discrimination

There will be no discrimination on the basis of sex, race, color, national origin, sexual orientation,
religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

Disability Services

Students with documented disabilities who may need academic services for this course are required to
register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been
cleared through the disability services office, accommodations do not have to be granted. If you are a
student who has a documented disability, it is important for you to read the entire syllabus before
enrolling in the course. The structure or the content of the course may make an accommodation not
feasible.

Attendance Policy

Attendance for a week will be counted as having submitted a course assignment for which points
have been earned during that week of the session or if the proctoring information has been submitted
or the plagiarism quiz taken if there is no other assignment due that week. A class week is defined as
the period of time between Monday and Sunday (except for Week 8, when the week and the course will
end on Saturday at midnight). The course and system deadlines are all based on the Central Time Zone.

Email

All students are provided a CougarMail account when they enroll in classes at Columbia College. You
are responsible for monitoring email from that account for important messages from the College and
from your instructor. You may forward your Cougar email account to another account; however, the
College cannot be held responsible for breaches in security or service interruptions with other email
providers.

Students should use email for private messages to the instructor and other students. The class
discussions are for public messages so the class members can each see what others have to say about
any given topic and respond.

Late Assignment Policy

A hybrid class requires regular participation and a commitment to your instructor and your classmates
to regularly engage in the reading, discussion and writing assignments. Although most of the
communication for this course is asynchronous, you must be able to commit to the schedule of work for
the class for the next eight weeks. You must keep up with the schedule of reading and writing to
successfully complete the class.

Course Evaluation

You will have an opportunity to evaluate the course near the end of the session. A link will be sent to
your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are
anonymous and that your instructor will not be able to see them until after final grades are submitted.
Additional Resources

Orientation for New Students

This course is offered online, using course management software provided by Desire2Learn and Columbia College. The Student Manual provides details about taking an online course at Columbia College. You may also want to visit the course demonstration to view a sample course before this one opens.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

<table>
<thead>
<tr>
<th><a href="mailto:CCHelpDesk@ccis.edu">CCHelpDesk@ccis.edu</a></th>
<th><a href="mailto:helpdesk@desire2learn.com">helpdesk@desire2learn.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>800-231-2391 ex. 4357</td>
<td>877-325-7778</td>
</tr>
</tbody>
</table>

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing.

Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack under Students->Academics->Academic Resources.