REQUIRED TEXT:

N. Gregory Mankiw, Essentials of Economics 3rd edition. South-Western, 2004

SUGGESTED SUPPLEMENTS:

"Wall Street Journal"
"Economist"

COURSE DESCRIPTION:

A combination of micro-economic and macro-economic principles. Designed for those who are neither majors nor minors in economics, but who would benefit from a one semester introduction to economic principles. Credit 3.

COURSE OBJECTIVES:

The primary objective of the course is to introduce the student to fundamental ideas of microeconomic and macroeconomic analysis. Each student should expect to: 1. develop an appreciation for the logic underlying economic decision making. 2. understand the role of markets in the development of policy making and evaluation. 3. appreciate the role of profits as a central driving force in market-based economics. 4. understand the implications of comparative advantage, information, and international relationships as they impact on the role of the firm in the economy. 5. Understand the operation of monetary and fiscal macroeconomic policies.
COURSE EVALUATION PROCESS:

Tests:
There will be four (4) tests, which includes the final, during the semester. Each exam will be weighted equally with a maximum point value of 100 points for each exam. Exams will ordinarily be some combination of multiple choice, problems, essay, and/or problem oriented essay questions. All exams will consist of material covered in class as well as material contained in the assigned text and not specifically covered in class.

Quizzes:
During the term, three (3) take home quizzes will be assigned. Each quiz will have a value of 25 points. Ten points will be deducted for each day the quiz is late. The instructor reserves the right to assign quiz material to be completed "in class."

Attendance Policy:
Regular and punctual class attendance is expected; tests and quizzes are based on class presentations and text materials. A student can earn a maximum of 25 points based on class attendance.

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Course Grade:
Final grades will be based on the percentage of total points obtained during the term. Averages will be determined as follows:

- 20% - comprehensive final test
- 15% - three (3) quizzes
- 5% - attendance

Letter grades will be assigned in the following manner:

- 90% and above A
- 80% to 89% B
- 70% to 79% C
- 60% to 69% D
- Below 60% F
STUDENT ABSENCES ON RELIGIOUS HOLY DAYS:
The student must notify the instructor of each scheduled class that he/she would be absent from for a religious holy day by July 13. Request forms are available in the Department of Economics office in BA 209. The form must be completely filled out and personally presented to the instructor or sent certified mail, return receipt requested, within the time limits established. The student and the instructor will agree on a time that missed assignments must be completed.

DISABLED STUDENT POLICY:
It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program, or activity. Disabled students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center in the Lee Drain Building Annex, or by calling ext. 1720.

GUIDE FOR PREPARING FOR TESTS AND PUZZLES
Before the Test:
Form a study group with other students. Keep the group small and your meetings brief. Reserve time for study on your own.
Gain access to old exams given by the same teacher--if possible. Specific questions will vary from year to year, but the test's structure and content will likely be similar.
Take a vigorous walk or swim--to shake pre-test anxiety.
Multiple Choice Tests:
Read every answer.
If two choices are very similar, the answer is probably neither one of them.
If two choices are opposite, one is probably correct.
Follow your first impulse--unless you are SURE you are wrong.
The answer is usually wrong--if it contains ALL, ALWAYS, NEVER or NONE.
The answer is often right if it contains SOMETIMES, PROBABLY, or SOME.
Eliminate obviously wrong answers--when you don't know the right answer.

Essay/Short Answer Tests:
Reread the question and underline the verbs. Then follow directions exactly. You'll lose points if you "explain" when you're asked to "argue"...or "describe" when asked to "compare and contrast."

Make an outline. It doesn't need to be formal or elaborate. (You can skip the Roman numerals). A simple list of abbreviated words will do. Point: Make sure you include everything you need and want to say--in order.

Time Management and Your Semester
The key to managing your time and having a productive semester is planning ahead. The following are some tips that can help you manage your time better and get all your tasks completed on time:

1. Use a calendar that allows you to see a week at a time.
2. On your calendar, record all set activities for the semester: committee meetings, professional
conferences, projects exams, class texts, etc.

3. As you learn of appointments, other meetings, or activities, add them to your calendar immediately.

4. Make a list of major projects you have set for yourself for the semester.
   a. Set priorities for your projects.
   b. Break big projects into smaller tasks.

5. Make a daily list of things you need to do (include both work and non-work items).
   a. Prepare your list at the same time each day.
   b. List phone calls you need to make.
   c. List on-going projects.
   d. List appointments or meetings to schedule.
   e. Set priorities for your daily list.
   f. Move forward to the next day any items you did not complete.

6. Make time for recreational activities. Using your calendar and lists can help reduce stress by helping you stay organized. You do not have to worry about forgetting a project or not having enough time to finish a project by its deadline because you have planned effectively.

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Wednesday