



ECO2023 Microeconomics COURSE SYLLABUS

Instructor: Carol Dole, PhD

Course Deadline: 16 weeks from each student's enrollment date

Credits: 4

Email: Use the E-Learning Mail  tool

COURSE TEXTS

- Michael Parkin, *Microeconomics, 9th edition* (Boston, Mass.: Addison Wesley, Inc 2010).
 - Mark Rush, *Study Guide for Parkin's Microeconomics, 9th edition* (Boston, Mass.: Addison Wesley, Inc 2010).
-

COURSE DESCRIPTION

Economics is an extremely broad subject; it covers a vast array of material that ranges from inflation to pollution, business cycles to antitrust policy, and so on.

This 4 credit microeconomics course will help you understand many facets of the world in which we live. For example, after completing this course you will understand why the government investigates large companies such as Microsoft to determine if they are in violation of the nation's antitrust laws. You will know what factors change the price and quantity of the goods and services we buy. You will learn why the government may need to impose strict environmental regulations. You will also understand why government action in many instances may be counterproductive and actually harm the nation's well-being. Indeed, you will know all this and more! Students tell me that this course helps them operate their own business, though I think there are other courses which have this as a more direct goal. Finally, successfully completing this course gives you three hours of college credit.

COURSE OBJECTIVES AND OUTCOMES

After completing this course student will be able to:

- Understand the factors that determine the prices and quantities of products.

- Discuss how firms facing different amounts of competition set the price of their product and choose how much to produce.
- State when and why government intervention in the economy is desirable and when it is undesirable.
- Explain what factors shape people's income and discuss recent trends in income inequality.
- Present reasons why free trade among nations is the best economic policy.

COURSE STRUCTURE

One of the major advantages to an online course is its flexibility. You have the opportunity to progress through the course according to your schedule, since all course materials and assignments are available to you 24 hours a day.

Course Outline

Module 1: The Basics Through Supply and Demand

- Lesson 1: Introduction
- Lesson 2: Production Possibilities
- Lesson 3: Supply and Demand
- Lesson 4: Elasticity

Module 2: Efficiency and Government Policies

- Lesson 5: Introduction to Efficiency
- Lesson 6: Inefficiency in Markets
- Lesson 7: Inefficiency and International Trade
- Lesson 8: Inefficiency and Public Goods
- Lesson 9: Inefficiency and Externalities

Module 3: Behavior of Consumers

- Lesson 10: Consumer Behavior
- Lesson 11: Marginal Utility and Uncertainty

Module 4: Behavior of Firms

- Lesson 12: Introduction to Firms
- Lesson 13: Production and Costs
- Lesson 14: Perfect Competition
- Lesson 15: Monopoly
- Lesson 16: Monopolistic Competition
- Lesson 17: Oligopoly

Module 5: Supply and Demand in the Labor Market

- Lesson 18: The Labor Market and Income

Module 6: Review for Final Exam

- Lesson 19: Practice Final Exam

TECHNOLOGY REQUIREMENTS

Students must have and regularly check a valid email account for this course. Students are recommended to check their email accounts at least twice per week or more often depending on progress in the course.

By signing up for an online course, students certify that they have reliable access to a computer and the internet. In order to take these courses, students need to have a web browser, a word processing program, a program for reading Acrobat documents, and other programs for example Windows or real Media to view/hear multimedia content.

If a student does not already have these programs, many options are available including these free options:

- **Multi-platform Web Browser:**
 - PC Windows - Mozilla Firefox, <http://www.mozilla.org/> OR Internet Explorer
 - MAC - Safari browser
 - **Word Processing:** OpenOffice, <http://www.openoffice.org>
 - **Acrobat Reader:** Adobe Acrobat, <http://www.adobe.com>
-

ASSIGNMENT SUBMISSIONS

Assignments should be submitted as attached documents *saved in rich text format (.rtf), Microsoft document format (.doc or .docx), or OpenOffice document format (.odt).*

NOTE: If you do not have Microsoft Office or other software capable of saving documents in one of the file formats identified above, you can download the OpenOffice software suite free of charge at <http://www.openoffice.org/product/>. OpenOffice is an open-source designed office productivity suite that has comparable components to Microsoft Office. Please reference OpenOffice's comprehensive help files for instructions in its effective use.

GRADING

The course grade is based on the 18 written assignments (50%) and the final examination (50%). **You must pass the final examination in order to pass the course.** This fact always makes students nervous. In my more than a decade of teaching this Flexible Learning course, I discovered that most students who take the final exam have no problem passing it. Students who are unable to pass it are those who have copied answers from the book when completing the lessons, rushed through the course in two or three weeks, or have a vast majority of assignments with C's, D's, and F's and only a few A's or B's. Most students who are ready to take the exam find that their assignments have received mainly A's and B's (students who are getting poorer grades tend to drop out) and, in the years I taught this course, such students have never failed to pass the final exam!

Grading Criteria

Your course grade will be determined as follows:

Written Assignments	50 percent
Final Examination	50 percent
Total	100 percent

Course Grading Scale:

The course letter grade will be determined according to the following scale:

A	90-100%
A-	87-89%
B+	84-86%
B	80-83%
B-	77-79%
C+	74-76%
C	70-73%
C-	67-69%
D+	64-66%
D	60-63%
D-	57-59%
E	56% and below

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act.

Grades are not given out over the phone.

COURSE PROCEDURES

How to Submit Written Assignments

You are required to submit all assignments as specified in the E-Learning course management system.

You may submit a maximum of one assignment per week to be graded. Feedback on past assignments will help you in preparing future ones. On rare occasions, assignments have become lost for various reasons: you should make and retain a copy of each assignment before you submit it. Should an assignment be “lost”, you will be required to resubmit it.

When registering for courses, be sure to provide our office with an up to date e-mail address.

Note: Uploaded assignments should be in 12 point Times New Roman font and may be submitted in any of the following extensions: DOC, TXT, RTF, PDF, PPT, XLS, ZIP.

Detailed information about the assignments is found in Course Content starting with Module 1.

Expectations for Students' Performance

This Flexible Learning course has been developed with the same rigorous standards of content as a campus course. Expectations for your performance as a Flexible Learning student are as high as they would be if you were taking this course in a classroom.

ACADEMIC HONESTY

Plagiarism:

“A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.” Source: Regulations of the University of Florida, UF-4.041. For more information, please go to this link: [Student Honor Code and Student Conduct Code: Scope and Violations](#)

“For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:

- (a) Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.
- (b) Course grade penalty. The student is assigned a grade penalty in the entire course including but not limited to an ‘E’.” Source: [Regulations of the University of Florida, UF-4.047](#).

Exams and Choosing a Proctor:

Most Flexible Learning courses contain one or more examinations. Some Flexible Learning courses may have the exam(s) available through the web-based course or require a proctored exam taken at a secure testing location. Once you are enrolled, your course information will specifically tell you how to request a proctored exam, if required, and explains the required testing procedures. Prior to requesting exams, submission of all previous assignments is required.

Please Note: Students currently residing in Alachua County must take their exams at the Flexible Learning office.

Testing Centers:

The Flexible Learning office, located in Gainesville, Florida, has an on-site testing room for your convenience. If you take your exam at the Flexible Learning office, we will proctor the exam for you. No testing fee will apply. Please contact Academic Progress to schedule an exam by telephone (long distance toll-free 1-800-327-4218 or locally 352-392-1711), or by email

(lessons@dce.ufl.edu). Exams are administered in this office Monday through Friday, except holidays, at 8:30am or 1:30pm. Please call at least 1 business day in advance to schedule your exam. The required coursework must be completed before calling to schedule the exam.

If you are unable to come to our facility, you will need to select a proctor and a testing site.

Examinations cannot be taken in a private location, such as someone's home or office. Also, your friends and relatives are not permitted to proctor your exams.

Exams for Flexible Learning courses which are designated as "proctored exams" in the course materials are administered by a proctor at the educational institution they are employed at. A proctor is someone who facilitates and watches over the examination to ensure that no improprieties take place. All proctors must be qualified educational professionals and will be verified by our office staff before sending the examination (see "Choosing a Proctor" below).

Choosing a Proctor:

Persons qualified to serve as proctors are:

- authorized testing center personnel at testing centers or learning centers
- certified librarians at libraries
- civil service examiners
- professors or test administrators at colleges or universities
- education officers at military bases

If you are uncertain of the qualifications of a proctor, or if you have difficulty locating a proctor, contact Flexible Learning for assistance (1-800-327-4218).

Requesting the Exam:

To request your exam, submit the completed exam request form as a Word document or a PDF file to lessons@dce.ufl.edu, or fax to 352-392-6950, or mail to UF Flexible Learning, 2046 NE Waldo Rd, Suite 1101, Gainesville, FL 32609.

Disability Accommodations:

The [Disability Resource Center](#) in the [Dean of Students Office](#) provides students and faculty with information and support regarding accommodations for students with disabilities. Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Program serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center includes:

- Testing Accommodations

Please click on this link for further information: [DRC-Testing Accommodations](#)

Here is the link to register with the DRC: [DRC-How to Get Started](#)

The Flexible Learning office needs to be notified of any special accommodations required by the student when they begin their course.

Course Deadline and Extension Policy:

Each student's online course expires **16 weeks from the date of enrollment**. Although there is flexibility in completing the coursework, the course should be started as soon as the course materials are received since the 16 week period has already begun. The coursework should be submitted as it is completed. All **final** coursework needs to be completed and submitted for grading at least **2 weeks** prior to the course expiration date. Any "due dates" that may be in E-Learning in Sakai do **not** apply to the student's course expiration date.

Each student is allowed 16 weeks to complete a course. If the time is about to expire, the student will be assigned a failing grade ("E"). If the student has made sufficient academic progress, which is defined as completing at least 50% of the course, the student may petition the instructor for a course extension. After you have contacted your instructor for an extension, each extension request will be administratively evaluated.

Dropping or Withdrawing From a Course:

A tuition refund may be granted after a student submits a written request for withdrawal from a course within 30 days of enrollment. This request must be in writing and may be sent by fax or email. All requests will receive written responses. Refunds will be the amount of tuition, less \$25.00 per course. If a credit card was used to pay for tuition, the refund will be in the form of credit to that card. A refund can be issued on course materials at the time of withdrawal if they are returned within 30 days of sale and are in their original condition. Allow 6 – 8 weeks for refund checks. Please call our office (1-800-327-4218) for up to date refund policies. **No refunds are granted after 30 days.** Students with disabilities who need to drop a course due to disability-related reasons are allowed to petition for additional drops. For more information, contact the [Disability Resource Center](#).

Attention UF Students:

- **To drop a course:** In order to drop a UF Flexible Learning course, UF students must have an Academic Advisor or Department Chair email the UF Flexible Learning office at learn@dce.ufl.edu stating that the student is approved to drop the course. Please use this link for more information: [UF Drop Policies](#)
UF Students wishing to drop a UF Flexible Learning course after drop/add should contact their college advising office to see if they have a free drop remaining. If they have a free drop remaining, they have 14 weeks from the date of enrollment to drop the course, subject to applicable rules of their college and the university. This action is subject to verification that a grade has not yet been assigned.
- All full-term withdrawals must follow University of Florida policies/procedures. An approved withdrawal form must be submitted to the Dean of Student's Office for review and final approval. Students must also notify the UF Flexible Learning office of this request.
Please use this link for more information: [UF Withdrawal Policies](#)

Medical Withdrawals:

Here is the link to start the Medical Withdrawal Process:

[Dean of Students Office Medical Withdrawal Process](#)

Retroactive Withdrawals:

Here is the link for retroactive withdrawal information: [Petition Information](#)

Transfers:

You may transfer from one course to another within 30 days of enrollment. This request must be in writing and sent by fax or e-mail. You will receive a receipt by mail. Any difference in tuition will be collected or refunded. There is a \$50.00 transfer fee. After the transfer has taken place, the original enrollment and expiration dates still apply. The approval and signature of a dean or academic advisor is required for UF students.

Book Buy-Back Policy:

Textbooks and materials, except for ones that use an access code, that are in continued use by UF Flexible Learning and are in good condition may be repurchased at 50% of the original purchase price 30 days from completion of or withdrawal from a course. Contact UF Flexible Learning for more details at 1-800-327-4218.

How to Request a UF Transcript:

There are two ways to order a transcript:

1. The online ordering system by going to this link: [Ordering UF Transcripts](#)
2. If you cannot use the online system, please contact the UF Office of the University Registrar for instructions to mail in a request with a check or money order. They can be contacted by phone Monday-Friday, 8:00 a.m. to 5:00 p.m., at 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

Please check your “unofficial transcript” first, before ordering your “official transcript”, to make certain that your grade has been posted.

UF Flexible Learning Contact Information:

Email: learn@dce.ufl.edu
Phone: (352) 392-1711
Toll free: (800) 327-4218
Fax: (352) 392-6950
Website: [UF Flexible Learning](#)

Office Hours:

Monday-Friday
8:00am-5:00pm EST