

COURSE TITLE: Foundations I: Analytical Foundations			
Course Number	PPOL 601		
Faculty / Department	School of Public Policy		
Instructor Name	Dr. Lindsay M. Tedds	Email	lindsay.tedds1@ucalgary.ca
	Dr. Jennifer Winter		jwinter@ucalgary.ca
Instructor Email Policy	<p>Please post all questions about course content, administrative logistics for the course, or any other topic that is not personal in the Discussion Board where all students in the course can benefit from seeing the answer. You will save time (and email clutter) and help your fellow students by posting non-personal questions to the Discussion Board.</p> <p>Personal questions, comments and discussions should be sent via email. You should email us about private matters, such as appointment requests or illnesses.</p> <p>Please include your full name in all email correspondence and put PPOL 601 in the subject line. Putting PPOL 601 in the subject line ensures the email is prioritized by the instructors, who receive upwards of 100 emails a day.</p> <p>We aim to return email within 48 hours on weekdays only. Emails sent over the weekend will be responded to within 48 hours of the start of the week.</p>		
Contact Method	Email or drop in office hours	Office Hours	<p>Dr. Tedds: Tuesday August 4, 11, 18, 25, 10am to 11am MT via Zoom</p> <p>Dr. Winter: Thursday August 6, 13, 20, 27, 1pm to 2pm MT via Zoom</p>
Telephone No.	Not applicable		
TA Name	Not applicable	TA Email	Not applicable
Class Dates	August 1, 2020 to August 31, 2020		
Class Times	<p>The course material is delivered online through both D2L and Achieve. D2L and Achieve are both online learning management systems. General course material such as the syllabus, calendar, unit overviews, and discussion boards are available on D2L. Course content and assessments are available on Achieve. The course is intended to be completed asynchronously at a student's own pace provided they meet specific unit deadlines related to graded assessments throughout the month of August. The instructors will hold regular office hours for synchronous questions and answers about the course.</p>		
Class Location	Not applicable as course is delivered online.		

COURSE INFORMATION/DESCRIPTION OF THE COURSE

This preparatory course covers the foundations necessary to understand and apply economic analysis and it covers selected topics relevant to the core courses. It is a Pass/Fail refresher and primer on the basic principles of economics.

This course provides a basic foundation in principles of economics (micro- and macroeconomics). This foundational knowledge will serve as building blocks for future courses in the MPP degree. In particular, PPOL 605, 609, and 615 will provide opportunities for students to apply these principles to a wide variety of situations.

The topics in this course are divided between an introduction to microeconomics and an introduction to macroeconomics, covering eight chapters in the text.

Pre-course Module:

Achieve Orientation
Math and Graphing Review

Module 1: Foundations of Economics

Chapter 1: The Core Principles of Economics
Chapter 2: Demand: Thinking Like a Buyer
Chapter 3: Supply: Thinking Like a Seller
Chapter 4: Equilibrium: Where Supply Meets Demand

Module 2: Macroeconomic Foundations and the Long Run

Chapter 21: Sizing Up the Economy Using GDP
Chapter 22: Economic Growth
Chapter 23: Unemployment
Chapter 24: Inflation and Money

LEARNING RESOURCES

Required Textbook: Betsey Stevenson and Justin Wolfers, Principles of Economics, 2020 with Achieve access. [Also used in PPOL 605]

Technology Requirements: computer or tablet capable of accessing MacMillan Learning Achieve platform and D2L.

Important information and additional material for **PPOL 601** are posted on Desire2Learn (D2L) Students should regularly check the Announcements section of D2L for ongoing notices. Course content and assessments are available on Achieve.

COURSE LEARNING OUTCOME

At the end of this course, students will be able to:

1. Define basic economic terms
2. Understand the need for people to make choices based on the universal problem of scarcity
3. Apply elements of microeconomic theory to understand how consumers and producers make purposeful decisions
4. Understand how the economy works in general and where economic growth comes from.

5. Describe the basic macroeconomic variables of GDP, Unemployment, and Inflation
6. Understand how the Central Bank influences inflation.

ASSESSMENT COMPONENTS			
Assessment Method	Description	Weight	Aligned Course Learning Outcome
Pre-course Module	<p>Achieve Orientation: This assessment ensures that you know how to navigate achieve and find and use the resources available.</p> <p>Math and Graphing Review : This assessment ensures you know how to navigate the assignment assessment questions</p>	0	Ensuring you know how to navigate Achieve and the assessments.
Learning Curve Problems	Each chapter ends with a full set of questions and problems, aligned to chapter learning objectives.	8 LC assessments, worth 10% each=80%	1-6
End of Module 1 Test	Module 1 ends with a summative test	10%	1-3
End of Module 2 Test	Module 2 ends with a summative test	10%	1, 4-6

ASSESSMENT AND EVALUATION INFORMATION
<p>ASSIGNING FINAL GRADES</p> <p>PPOL 601, together with PPOL 600 and PPOL 603, lays the foundation for your MPP degree. PPOL 601 is a Pass/Fail refresher and primer on the basic principles of economics. Students must achieve a minimum of a B- (70%) on all the individual assessment components in order to pass PPOL 601. In this course, you will learn basic models of economics and the “bare bones” of economic thinking. This course is first and foremost about understanding basic economic concepts. Links to policy will be addressed in the rest of your MPP coursework.</p>
<p>ATTENDANCE AND PARTICIPATION EXPECTATIONS</p> <p>This course is delivered online via D2L and Achieve. There are no set class times but there are regularly scheduled activities that require you to log onto the course site during the week. Please stay on schedule as you work through your course materials and assignments. Give yourself adequate work time to complete the readings and undertake the activities and assignments. It is possible (but unlikely) that you will do your best work at the last minute. We expect you to submit your assignments by the deadlines noted.</p>

LATE ASSIGNMENTS

Deadlines are important in school and work life. We have set the following course policy on the submission of assignments: All assignments are mandatory and due at the date and time specified. Late work will not be accepted and will receive a grade of 0 (zero) unless a student has extenuating circumstances (health, family emergency) and has made arrangements with the instructors prior to the assignment due date.

EXPECTATIONS FOR WRITING

Not applicable.

FINAL EXAMINATIONS

Not applicable.

GUIDELINES FOR SUBMITTING ASSIGNMENTS

Please note that by submitting your assignments for grading you are indicating that you are complying with the following honour statement:

This assignment represents original work and does not contain the work of others without correct attribution. I have read and understand the University of Calgary's rules on plagiarism. I assert that I have not violated these rules.

For more information: <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>

UNIVERSITY OF CALGARY GRADING SYSTEM

The University of Calgary Graduate Grading System (4-point scale) will be used: (ucalgary.ca/pubs/calendar/current/f-1-2.html).

Grade	Grade Point Value	Percentage Score	Description
A+	4.0	≥ 97	Outstanding
A	4.0	≥ 90	Excellent
A-	3.7	≥ 85	Very good performance
B+	3.3	≥ 80	Good performance
B	3.0	≥ 75	Satisfactory performance
B-	2.7	≥ 70	Minimum pass
C+	2.3	≥ 67	All grades below B- are indicative of failure at the graduate level and cannot be counted toward the course requirements.
C	2.0	≥ 63	
C-	1.7	≥ 60	
D+	1.3	≥ 55	
D	1.0	≥ 50	
F	0	0-49	

Note: See the “Academic Standing” section of the Faculty of Graduate Studies Calendar regarding grades less than B-.

Deferred term work and exams: In case of illness, domestic affliction, religious observance or other issues, it may be possible to defer term work and/or examinations. Please contact your instructor and/or the program office if you anticipate requiring a deferral.

Appealing grades: A student who feels that work has been unfairly graded should discuss the work with the instructor within ten business days of being notified about the mark or of the item's return to the class. If not satisfied, the student should approach the Director of Graduate Programs in the School of Public Policy within 2 business days of receiving the decision from the instructor. The reappraisal will only be considered if the student provides a detailed rationale that outlines where and for what reason an error is suspected.

ucalgary.ca/pubs/calendar/current/i-4.html

Course Schedule Date	Topic & Reading	Assignments/Due Dates
Week 1: August 1-7, 2020	<p>Pre-course Module: Achieve Orientation & Math and Graphing Review (read pages xlv-xlviii of text)</p> <p>The pre-course model walks you through the Achieve site as well as through questions that allows you to become familiar with the types of questions you will encounter in the Learning Curve assignments and Module Tests and that you know how to approach them and answer them.</p>	Due August 31, 2020 at 11:59pm MT
Module 1: Foundations of Economics		
Week 1: August 1-7, 2020	Chapter 1: The Core Principles of Economics	LC1 Due August 31, 2020 at 11:59pm MT
	Chapter 2: Demand: Thinking Like a Buyer	LC2 Due August 31, 2020 at 11:59pm MT
Week 2: August 8-14, 2020	Chapter 3: Supply: Thinking Like a Seller	LC3 Due August 31, 2020 at 11:59pm MT
	Chapter 4: Equilibrium: Where Supply Meets Demand	LC4 Due August 31, 2020 at 11:59pm MT
	End of Module Test 1	Due August 31, 2020 at 11:59pm
Module 2: Macroeconomic Foundations and the Long Run		
Week 3: August 15-21, 2020	Chapter 21: Sizing Up the Economy Using GDP	LC21 Due August 31, 2020 at 11:59pm MT
	Chapter 22: Economic Growth	LC22 Due August 31, 2020 at 11:59pm MT
Week 4: August 22-28, 2020	Chapter 23: Unemployment	LC23 Due August 31, 2020 at 11:59pm MT
	Chapter 24: Inflation and Money	ELC24 Due August 31, 2020 at 11:59pm MT
	End of Module Test 2	Due August 31, 2020 at 11:59pm

INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube).

Students are responsible for being aware of the University's Internet and email use policy, which can be found at ucalgary.ca/policies/files/policies/acceptable-use-of-electronic-resources-and-information-policy.pdf

MEDIA AND RECORDING IN LEARNING ENVIRONMENTS

Media recording for lesson capture

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

Media recording for assessment of student learning

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

Media recording for self-assessment of teaching practices

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.

UNIVERSITY OF CALGARY POLICES AND SUPPORTS

ACADEMIC ACCOMMODATION

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit ucalgary.ca/access.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf.

ACADEMIC MISCONDUCT

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at ucalgary.ca/pubs/calendar/current/k.html

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

COPYRIGHT LEGISLATION

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Wellness and MENTAL HEALTH RESOURCES

"The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive support when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer-support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre),

ucalgary.ca/wellnesscentre/services/mental-health-services and the Campus Mental Health Strategy website ucalgary.ca/mentalhealth/”

SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY

Student Ombudsman: The Student Ombuds’ Office supports and provides a safe, neutral space for students. For more information, please visit ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca

Graduate Student’s Association: The GSA Vice-President Academic can be reached at (403) 220-5997 or gsa.vpa@ucalgary.ca; Information about the GSA can be found here: gsa.ucalgary.ca

Student Success Centre: The Student Success Centre provides services and programs to ensure students can make the most of their time at the University of Calgary. Our advisors, learning support staff, and writing support staff assist students in enhancing their skills and achieving their academic goals. They provide tailored learning support and advising programs, as well as one-on-one services, free of charge to all undergraduate and graduate students. For more information visit: ucalgary.ca/student-services/student-success

EMERGENCY EVACUATIONS AND ASSEMBLY POINTS

As part of the University of Calgary Emergency Evacuation plan, students, faculty, and staff should locate the closest Assembly Point in case of Fire Alarm. Safety signage is posted throughout the campus showing the locations and the possible route to these locations. All students, faculty, and staff are expected to promptly make their way to the nearest Assembly Point if the Fire Alarm is activated. No one is to return into campus facilities until an all clear is given to the warden in charge of the Assembly Area. For more information, see

ucalgary.ca/risk/emergency-management/plans-procedures/emergency-instructions

SAFEWALK

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children’s Hospital and the University LRT station). Call 403-220-5333 on main campus, 403-473-2614 at the downtown campus, or visit ucalgary.ca/risk/campus-security/your-safety/safewalk. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.

APPENDIX: Additional Information

About Us

Dr. Lindsay Tedds is the Scientific Director of the Fiscal and Economic Policy program at the School of Public Policy and an Associate Professor in the Department of Economics at the University of Calgary. Lindsay is a specialist in applied economic research and policy analysis, with a particular focus on the design and implementation of tax policy. Her work spans a number of topics including municipal public finance, taxation and disclosure of stock options, tax non-compliance and the underground economy, taxation and poverty reduction, taxation of exploration expenses, and birth seasonality. She has served on several expert panels, is the co-author and editor of several books and has published a number of book chapters, technical reports, interactive guides, and papers in peer-reviewed journals.

Dr. Winter is an Associate Professor in the Department of Economics and Scientific Director of Energy and Environmental Policy at the School of Public Policy. Her research evaluates climate policies, and examines the effects of government regulation and policy on energy development and the associated consequences and trade-offs. She has testified to the Senate of Canada on emissions pricing policies, and has advised the Governments of Alberta and Canada in several capacities. Dr. Winter is actively engaged in increasing public understanding of energy and environmental policy issues. She serves on several boards and advisory committees, and is a member of Global Affairs Canada's Environmental Assessment Advisory Group.

Contact Information

It is our role to help you learn the material. If you are having problems with the course material, it is our expectation that you will approach us.

DISCUSSION BOARD: For questions related to the course and course content, please use the D2L Discussion Board. There is a discussion board for each chapter, as well as a general course discussion board. This tool ensures all students to benefit from questions, and is the best way for us to communicate regarding the course.

EMAIL: Personal questions, comments and discussions should be sent via email. You should email us about private matters, such as appointment requests or illnesses. Emailing us with a question about course content, administrative logistics for the course, or any other topic that is not personal, is likely to receive a response asking that you repeat your question in the Discussion Board where all students in the course can benefit from seeing the answer. You will save time (and email clutter) by posting non-personal questions to the Discussion Board.

Dr. Tedds: Lindsay.Tedds1@ucalgary.ca

Dr. Winter: jwinter@ucalgary.ca

Please include your full name in all email correspondence and put PPOL 601 in the subject line. Putting PPOL 601 in the subject line ensures the email is prioritized by the instructors, who receive upwards of 100 emails a day.

We aim to return email within 48 hours on weekdays only. Emails sent over the weekend will be responded to within 48 hours of the start of the week.

OFFICE HOURS: We are available for student questions and discussions during our office hours, which will be held via Zoom. You do not need an appointment to see us during these times, though we will enable the 'waiting room' function if we are speaking with another student.

Dr. Tedds: Tuesday August 4, 11, 18, 25, 10 am to 11 am MT via Zoom.

Dr. Winter: Thursday August 6, 13, 20, 27, 1 pm to 2 pm MT via Zoom.

Links to the zoom sessions are posted on D2L. You will find links both in the calendar feature on D2L, as well as selecting Communications and then the Zoom option.

About the Course

The purpose of this course is to ensure that everyone entering the program has the same, common knowledge about economics. This ensures that when you enter into PPOL 605 in the fall we can assume a base level of economic knowledge. In addition, PPOL 609 and 6115 in the winter will also expect this base level of economic knowledge.

PPOL 601 is designed as a self-paced, asynchronous online course, allowing students with different exposure to and experience with basic economics to complete the course in a form that best suits their skills and incoming knowledge.

If you are brand new to the study of economics, you can expect to spend a minimum of 36 hours on the course material, plus time completing assignments. If the content of the course is review for you, you will likely spend much less time.

At a minimum, your time must be spent completing the graded activities in order to pass the course and move on in the program:

- Completing the pre-course module (required).
- Completing the Learning Curve activity, an adaptive set of questions on key chapter concepts (required).
- Completing a test at the end of each of the two modules (required).

For those students who need more support and need help learning the content, we have compiled a number of recommended activities to help you complete the graded activities. This includes both

recommended activities as well as supplementary activities for those students needing more engagement with the content:

- Reviewing the chapter overviews (recommended).
- Watching short videos (Pre-Class Tutorials) that explain key concepts in the text (recommended).
- Reading through the required text and making notes (recommended).
- Completing the Work It Out activity, interactive questions on key chapter concepts (recommended).
- Working through a Practice Quiz for each chapter (recommended).
- Preparing and studying for the end of module tests (recommended).
- Asking questions and reading others' questions on the discussion board (recommended).
- Completing Bridge Questions that lead you from the videos to the text (supplementary).
- Completing Decision Point activities (supplementary).
- Watching Video Activities (supplementary).
- Completing End of Chapter questions (supplementary).

Learning Activities

Reading the assigned chapters is highly recommended, regardless of your incoming knowledge of economics. The other learning activities of this course consist of online materials in the Achieve platform (you must purchase access). The eBook is also accessible in Achieve. The learning activities in Achieve for this course include Pre-Class Tutorials (PCTs), Bridge Questions (BR), Learning Curve (LC) activities, Work It Out (WIO) questions, End-of-Chapter (EOC) problems, and two module tests. Each of these is described below in more detail.

This is a fast-paced course that is a foundation for the remainder of your MPP degree. It is important to set up a regular study schedule for yourself, just as if you were attending a regularly scheduled classroom lecture. Stay on the schedule laid out for you in the course information.

Required Learning Activities

Learning Curve (LC): Within each chapter, there will be one Learning Curve activity, which is an adaptive question series covering the key chapter concepts. Each LC is worth 10% of your grade, and is a Pass/Fail exercise, meaning students must achieve a minimum of a B- (70%). The objective is to reach a target score, with harder questions worth more points. Hints are available, as is immediate feedback. There is a link below each question that opens to the appropriate eBook section where you'll find the answer to the question. At a minimum, each week you are required to complete the Learning Curve activities for the noted chapters associated with that week. Students are welcome to work at a faster pace. All Learning Curve assignments must be completed by August 31st, 2020.

Module Tests: At the end of each module, you are required to complete a test in Achieve. Each test is Pass/Fail, meaning students must achieve a minimum of a B- (70%), and is worth 10% of your course grade. Each test will consist of 40 questions, with 10 questions per chapter included in the module.

Questions will be a mixture of multiple choice, labeling, line moving, sorting, ranking, passage completion, and more. Module tests are not cumulative (they cover only the material in that module). Both module tests must be completed by August 31st, 2020.

Recommended but not required learning activities

Chapter Overviews: For each chapter of the course, we have created an overview document that summarizes the chapter, learning objectives, tasks, and key concepts. Further, where material in the text refers to content related to the U.S. economy, the overviews provide related information to the Canadian economy.

Pre-Class Tutorials (PCTs): For each chapter of the course there are series of topic-based videos and embedded review questions. These are called Pre-Class Tutorials (PCTs). You will find each chapter's PCTs in Achieve. Depending on the chapter, there may be one or two PCTs. The PCT videos and questions are for practice purposes only and are not graded.

Work-it-Out (WIO) questions: Within each chapter, there will be included a number of practice problems. In Achieve, these are Work-it-Out Exercises, which provide detailed information on how to answer specific questions. You are encouraged to work through as many of these questions as you can. They are for practice purposes only and are not graded.

Practice Quiz (PrQ): Each chapter includes a practice quiz, with several multiple-choice and other type questions. If you answer incorrectly, Achieve will provide you with a hint. Solutions are shown after you complete the question. The quizzes are for practice purposes only and are not graded.

Supplementary but not required learning activities

Bridge Questions (BRs): For each chapter, there will be one or more set of Bridge Questions (BRs). The BRs are multiple-choice questions where you can additionally explain your reasoning.

Decision Points (DPs): Decision point activities allow students to explore their own decision-making process and how economic principles and thinking can inform their decisions. Students work step by step through decision-making scenarios, receiving feedback about how economic principles did (or did not) play into their choices. Decision Points help students apply economic insights to their everyday lives.

Video Activities (VAs): Video activities tie a 10-minute video clip with questions. These questions allow students to apply real-life discussions of economics to the course material. These video activities help students' reflect on how the course content and concepts are discussed in the media.

End-of-Chapter (EOC) Problems: At the end of each chapter, you have the option to complete the EOC Problems, which correspond with discussion questions in the text. The EOC questions are a combination of multiple choice, selecting an answer, and filling in blanks.

Tips for Success

1. Keep to a schedule.

The flexibility involved in online asynchronous courses, especially one like this where you work at your own pace, makes it tempting to delay completing the readings, assignments and tests until just before they are due. Do not fall into this trap! We have set up a suggested schedule for you, and although you may want to alter it slightly based on your own time constraints, you should aim to complete each chapter in the week that it is assigned. Spreading out the material will help you learn and retain the material for the fall and winter semesters.

2. Complete the Achieve Tutorial and the “Math and Graphing Review” before starting.

These provide an ungraded introduction to Achieve, teaching you how to use the system so that once you are working on the course, you are comfortable with the technology. The Math and Graphing Review will also help you prep for the material in the course, without affecting your grade.

3. Take notes as you read.

There is a growing amount of evidence that students learn better and retain more when they physically take notes — by hand — as they read. If you read the eBook, take notes on important material as you read.

4. Use the eBook technology!

The eBook has lots of features to help you study and learn. You can highlight important material as you read, and then compile the notes you have highlighted for studying. You can listen to the book using the audio feature. You can create flashcards from the material as you read. Take advantage of the technology!

5. Work through additional questions.

Studying economics is about more than rote memorization, it is about applying a way of thinking and simple models to different scenarios and questions. Work through as many of the additional problems as you can as part of studying — it will stand you in good stead in future courses.

6. Ask questions.

We are here to answer your questions through the discussion boards for each chapter and in our office hours. If there is something you don't understand, ask. Read through others' discussion board questions and our responses as well.