



There will be four midterms. I will automatically drop the lowest midterm (not the final). If you received an 'F' on a midterm due to a cheating problem, you may NOT drop that midterm. If you have work conflicts, athletics, etc., you must make alternative arrangements at least two weeks prior to the scheduled exam date to allow for preparation of another exam. I will determine whether or not a legitimate conflict exists. Other exams, papers, or social events are not considered conflicts. You are expected to manage your time. **A PHOTO ID IS REQUIRED FOR ALL EXAMS**

**Final Exam:**

This is a comprehensive exam covering all nine chapters we have studied this quarter. It is not an optional exam **and must be taken at the scheduled time.**

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**Quizzes - 40 points**

Chapter quizzes will not be announced. These in-class quizzes will be closed book and closed notes. There will be no makeup for missed quizzes. The quizzes will range in value from 7 to 10 points. There will be approximately 90 points available throughout the quarter. The maximum number of points you can get in this area is 40.

**Homework - 40 points**

Homework will be on-line and manually done. Both online and manual homework will be worth a maximum of 5 points per chapter. There will be one online HW per chapter and will be graded by CengageNow. Manual homework will be accepted only on the assigned day during the first 15 minutes of class AND must be a **photo or scanned copy** of your original manual homework. There may be more than one manual homework assignment per chapter for a maximum of 5 points per chapter. Again, there will be approximately 90 points available throughout the quarter. The maximum number of points you can get in this area is 40.

**Project – 20 points**

There will be one group project assignment due. You will be graded on your cooperation within the group and on the successful completion of the project by your group.

Important items:

**Quizzes – Extra Credit**

The on-line quizzes due the same day the chapter is assigned to be read are extra credit. There will be 9 quizzes and each will be graded by the homework online system. The quizzes are worth 5 points each for a maximum of 40 points possible.

**Attendance:**

Your class attendance is an integral part of the learning cycle. It is your choice as an adult to attend class. However, if you miss three consecutive classes, I can drop you. It is your responsibility to handle your scholastic life yourself. If you decide to drop this class, **YOU** should do so in a timely manner.

**Personal integrity:**

I expect all students to do their own work unless otherwise asked to by the instructor. If there are any problems, the student/students will be sent directly to the Dean of Student Services. If the problem concerns more than one student, all students involved will be disciplined. Your instructor has the right to assign a grade of "F" for any infractions. If you have any questions, please consult the college schedule under "Academic Integrity". Please, let us have no problems in this area.

		Tuesday	Thursday
<b>WEEK 1</b>	Jan 5 & 7	INTRODUCTION Greensheet Calendar CengageNow  Ch 1 PowerPoint Read Ch 1 tonight	Ch 1 PowerPoint - Handout (Ch 1)
		HW - For Monday night Assignment Zero - EC Quiz Ch 1 (timed) (both on CengageNow)	HW - For Weekend Ch 1-Online HW and Ex.6,7,8,9,11,12,16,17,& 26 - Ch 1 Pr. 4A
		Ch 1 HW	Ch 2 PowerPoint - Handout (Ch 2)
<b>WEEK 2</b>	Jan 12 & 14	Ch 2 PowerPoint - Handout	
		HW -Read Ch 2 Quiz Ch 2 - Ch 2 online HW (both on CengageNow)	HW - For the weekend Ch 2 Ex. 2,4,7,8,9, 11,13,14,15,24 - Ch 2 Pr. 2A
		Ch 2 - HW	<b>EXAM I (Ch 1-2)</b> Bring Scantron
<b>WEEK 3</b>	Jan 19 & 21	<b>GROUP PROJECT</b> (Please purchase <u>before</u> class)	
		Review for Exam	HW - For the weekend - Read Ch 3 - EC Quiz Ch 3 (timed) - Ch 3 online HW
<b>WEEK 4</b>	Jan 26 & 28	Ch 3 PowerPoint - Handout (Ch 3)	Ch 3 - HW
		<b>GROUP PROJECT</b>	Ch 4 - PowerPoint - Handout (Ch 4)
		HW - Ch 3 Ex. 1,3,6,8,10, 13,18,19,23,28 - Ch 3 Pr. 3A	HW - For the weekend - Read Ch 4 EC Quiz Ch 4 (timed) - Ch 4 online HW
<b>WEEK 5</b>	Feb 2 & 4	Ch 4 PowerPoint - Handout (Ch 4)	Ch 4 - HW
		<b>GROUP PROJECT</b>	<b>GROUP PROJECT DUE</b>
<b>WEEK 6</b>	Feb 9 & 11	<b>EXAM II (Ch 3 - 4)</b> - Bring Scantron	Ch 5 - PowerPoint
		HW - Ch 4 - Ex. 1,4,8,14,17,18,22, 24,25,26,27,28	HW - - Study for Exam II
<b>WEEK 6</b>	Feb 9 & 11	HW - Read Ch 5 - EC Quiz Ch 5 (timed) - Ch 5 online HW	HW - Ch 5 Ex. 1,2,3,4,7,8,25

		Tuesday	Thursday
<b>WEEK 7</b>	Feb 16 & 18	Ch 5 - HW	Ch 6 - PowerPoint - Handout (Ch 6)
		Ch 6 - PowerPoint - Handout (Ch 6)	
		HW - Read Ch 6 - EC Quiz Ch 6 (timed) - Ch 6 online HW	HW - Ch 6 Ex. 1,4,5,7,8, 11 - Pr 3A (Perpetual)
<b>WEEK 8</b>	Feb 23 & 25	Ch 6 - HW Handout (Ch 6)	Ch 6 - HW
			Ch 7 - PowerPoint - Handout (Ch 7)
		HW - Ch 6 Ex. 18,20,21,28,31,34,35 - Pr 3A (Periodic)	HW - Read Ch 7 - EC Quiz Ch 7 (timed) - Ch 7 online HW
<b>WEEK 9</b>	March 1 & 3	Ch 7 PowerPoint	Ch 7 - HW
		<b>EXAM III (Ch 5-7)</b> Bring Scantron	
<b>WEEK 9</b>	March 1 & 3	HW - Ch 7 Ex. 2,3,4,8,12,13,14,15,20 CP 6	HW - Read Ch 8 - EC Quiz Ch 8 (timed) - Ch 8 online HW
		Ch 8 PowerPoint - Handout (Ch 8)	Ch 8 - HW
<b>WEEK 10</b>	March 8 & 10		Ch 9 - PowerPoint - Handout (Ch 9)
		HW - Ch 8 Ex.2,4,10,12,14,16,17,28 Pr. 4A	HW - Read Ch 9 - EC Quiz Ch 9 (timed) - Ch 9 online HW
		Ch 9 - PowerPoint - Handout (Ch 9)	
<b>WEEK 11</b>	March 15 & 17	Ch 9 - PowerPoint - Handout (Ch 9)	Ch 9 - HW
		<b>EXAM IV (Ch 8-9)</b> Bring Scantron	
<b>WEEK 11</b>	March 15 & 17	HW - Ch 9 Ex.2,3,4,6,11,12 - Ch 8 Pr 4A - Ch 9 PE 3B & 4B	
		<b>FINAL TUESDAY</b> 11:30 - 1:30 Regular Room Bring Scantron	
<b>WEEK 12</b>	March 22 & 24	<b>CONGRATULATIONS</b>	