Fullerton College

Syllabus for BUS 110 F, Business English (Online Class)
Spring 2023 Semester

CRN	21332
Units	3
Professor	J. Troop, M.A.
<u>Online</u> Office Hours:	Monday through Thursday, 7:00 p.m. to 8 p.m. and Friday, 7:00 p.m. to 8:30 p.m. The professor will be monitoring her email during these online office hours and answering the incoming emails in the order that they arrived. If she does not answer your email immediately, she is busy with another student and will get to you in order.
<u>On campus</u> Office Hours	**Monday and Wednesday, 11:30 a.m to 12:30 a.m.**
Telephone	(714) 992-7206 (Please know that I am only in my office for a very few hours a week. An email is a much better way to reach me.
Office Number	524-02
Email	jtroop@fullcoll.edu
Website	staffwww.fullcoll.edu/jtroop
Materials Needed	Electronic textbook, access to a windows-based computer, Mind Tap software. <u>Do not attempt to take this course using a phone or tablet device, for example an Ipad. You cannot see everything that is needed</u>. If you need a computer, please contact Student Services regarding a loaner free of charge. **If you need one, contact Student Services. That department is listed on the school website at:** **https://coronavirus.fullcoll.edu/2020/04/14/laptops-available-to-students/**
Textbook	The electronic version of <u>Business English</u>, 12th edition, by Mary Ellen Guffey and Carolyn M. Seefer

Course
Objectives   See college catalog.

Getting Set with Your Textbook Publisher Materials

If financial aid is needed, students are given the opportunity to apply for it online when they enroll. *It is the student's responsibility to get the textbook in a timely manner so that you will not miss any assignments.*

Before making a decision about how you will obtain the textbook, read the following information:

Your purchasing options are the following:

A. You can purchase just the MindTap code in the bookstore which includes an *electronic* copy of the textbook. When you first access a MindTap link in Canvas, you will be asked to enter the code and (perhaps) create an account.

B. You can purchase the MindTap code online when you first access a MindTap link in Canvas.

C. You can use an already-purchased Cengage Unlimited account to choose the textbook and the MindTap option if it is still valid. This is done by logging into your Cengage Unlimited account when you first click an assignment link, getting into your Cengage dashboard, and choosing the MindTap option for the Guffey 12th edition.

Steps for Setting Up your Textbook Access

Follow the steps at this link: https://startstrong.cengage.com/mindtap-canvas-ia-no/ The steps at this link outline how to login to Cengage through Canvas and how to create a new Cengage Account, and (if necessary) purchase an Access Code for Cengage Unlimited.

Getting Academic and/or Computing Help

The ASC (Academic Support Center) is made up of the **Writing Center, Skills Center, and Tutoring Center, and they are all in the Library/Learning Resource Center on the first floor).**

The Writing Center Services, Phone Number, and Location
The Writing Center offers one-on-one tutoring helping with the writing process (prewriting, drafting, revising, and editing). It is located in Room 808 in the Library/Learning Resource Center. Enter on the West side of the building. Call to make an appointment at 714-992-7153. For ASC online tutoring, go to asc.fullcoll.edu. The Center is available through Canvas. The email address is writingcenter@fullcoll.edu. You may get help through in-person, live Zoom tutoring or submit a writing assignment for feedback (four-hour turnaround time service).

Online tutoring and ASC live chat are available at http://academicsupport.fullcoll.edu/. Chat is available Mon. – Thurs., 9 a.m. – 5 p.m. Visit the website (asc.fullcoll.edu) for more information.
Students can use computers for Zoom classes during the in-person hours. You can use this number to schedule tutoring appointments or for submitting papers for feedback. You can do live chat at http://academicsupport.fullcoll.edu

The hours for the <u>Writing Center</u> are:
<u>In-person</u>: Mon. – Thurs., 9 a.m. – 5 p.m. The tutors do occasionally take walk-ins.
<u>Online</u> hours: Mon. – Thurs., 9 a.m. – 5 p.m.; Friday, 9 a.m. - 2 p.m., and Sat., 10 a.m. – 2 p.m.
Again, Chat is available Mon. – Thurs., 9 a.m. – 5 p.m.
You can schedule an appointment as far ahead of time as ten days. You may schedule a 30-minute or one hour-appointment. The name of the Admin. For the Writing Center is Sara Camacho.

<u>The Tutoring Center</u>
The Tutoring Center offers one-on-one or group tutoring helping with *writing with a special emphasis on editing and helping ESL learners.*

Computer Help Below

<u>Academic Computing Technologies Help Desk</u>
Monday – Friday, 7:30 a.m. – 5 p.m.
The phone number for the help desk is 714-992-7111.
You can also reach them at helpdesk@fullcoll.edu.
They are located in Room 517 (first floor of the 500 Building)
This is where you can go to borrow a computer or change a password. If you need other computer help, call to see if they offer the service you need or if they can direct you to the correct place. The staff there will do initial trouble shooting to see if they can help.

<u>The 511 Computer Lab</u>
In case you need to come to campus to use a computer or would like to work where there is a lab tech to help you with computer programs, the fall hours for the Room 511 computer lab are: Monday to Friday, from 7:30 a.m. to 4:00 p.m., but are subject to change. No tutors for English are available there, but the lab tech can help you with Word and Excel, among other programs. She can also help you search the Internet. The lab tech's name is Regina and her service dog is named Gypsy.

Course Description Statement

Three hours of lecture per week (*for on-campus sections). (There will not be lectures, per se, since the classes are online only and constructed so that you can do your work on a computer*.) This is a basic Business English review course intended for the business student. Practice is provided in essentials of grammar, punctuation, English usage, capitalization, number usage, sentence structure, and spelling. Basic principles of letter writing are introduced. (This course does not meet English requirements for transfer to CSU).

Student Learning Outcomes Statement

Upon successful completion of BUS 110 F, Business English, the student will be able to demonstrate fundamental rules for grammar and punctuation in business communication.

Upon successful completion of BUS 110 F, Business English, the student will be able to demonstrate skills in spelling and capitalization.

Upon successful completion of BUS 110 F, Business English, the student will be able to apply the grammar mechanics to basic business writing – sentences, paragraphs, memos, letters.
The outcomes are by no means all that you will learn in this class.

Emergency Response Statement
(This statement applies to a class *on campus.*)

This school policy on emergency response addresses earthquakes. It applies when you come to campus. Please take note of the safety features and study the posted evacuation route either in the hall or in the room. The most direct route to the grass may not be the safest because of the existence of roofing tiles or other potentially hazardous things. During strong quakes, the recommended response is to duck, cover, and hold until shaking stops. Follow the guidance of your professor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

Student Conduct Statement

Students have an obligation to become familiar with the college's policies, rules, and regulations and to conduct themselves in a reasonable, respectful manner conducive to attaining their educational goals.

The students should refer to the college catalog under the heading Student Conduct for additional information.

ADA Statement

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

Late Assignments, Exam Makeups, and Being
Responsible for Your Own GPA

You should plan your time so that you can avoid being derailed by illness, technical problems, and other emergencies that we all experience. You may turn assignments in early as part of your planning.

Due dates for assignments are listed in this syllabus; therefore, they are known from the beginning of the class. **L*ate assignments are given half credit.*** Assignments are done on Mind Tap software. Manage your time well.

In order to remain in the class, students should not miss more than <u>two</u> assignments (be they consecutive or not). Missing that many assignments means that a student ***may*** be dropped. This would affect the student's financial aid.

Any make-up exam is given half credit. Please take your tests when they are scheduled.

College Policy on Dropping a Class in a Timely Manner

"If you decide not to attend classes for which you have registered, <u>it is your responsibility to officially drop</u> within published deadlines. If fees have not been paid, students who drop classes after the refund deadline will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid."

Grading

Know that doing all of the assignments on time and taking the tests when they are scheduled is essential. *The time to get as many points as you can earn is <u>throughout the semester</u>. Although the grading policy is very liberal, <u>you are competing against each other for the highest number of points</u>. Keep that in mind if someone "wants help" on a test. You may be costing yourself a grade. Start accumulating points **for yourself** early. There is no extra credit in this class.*

How Grades are Calculated

- At the end of the semester, each student's points are added up. *<u>The number of points earned by the student who got the most points will constitute the top of the A grade range</u>.*

- Students who have total points equal to 90% or above the highest number of points will <u>also</u> receive an A.

- Students who have total points below 90% but at least 80% of the highest number of points will receive a B.

- Students who have total points below 80% but at least 70% of the highest number of points will receive a C.

- Students who have total points below 70% but at least 60% of the highest number of points will receive a D.

- Students who have total points below 60% of the highest number of points will receive an F.

Generally speaking, only those who stop participating in the class without officially dropping or do not do their assignments receive a failing grade.

Because the grading scale is not established until **after** all the points have been summed, there is no way to determine what grade you are earning before then. Remember, grades are based on the number of points earned by the student who got the most points, not the total possible points.

This works in your favor as normally no one gets all of the possible points, so the grading scale uses lower numbers for each letter grade than if the total points possible were used as the top of the A's.

EXAMPLE of Grading Calculation (This is only an example.)

Assume that 1,500 points are possible and that <u>the highest number of points earned by the student who got the most points is 1,000</u>. This means that the person with 1,000 points gets an A by virtue of establishing the top of the A range. The grading scale would look like this:

Those with 1,000 to 900 points receive an A also.
Those with 899 to 800 points receive a B.
Those with 799 to 700 points receive a C.
Those with 699 to 600 points receive a D.
Those with below 600 points receive an F.

For the same class, if the grading scale for the class had been based on total points possible, (the top of the A's being 1,500) the scale would look like this:

Those with 1,500 to 1,350 points receive an A.
Those with 1,349 to 1,200 points receive a B.
Those with 1,199 to 1,050 points receive a C.
Those with 1,049 to 900 points receive a D.
Those with below 900 points receive an F.

Division Policy on Final Exams

Our division policy is that if a student in an online class does not take and pass the final exam, that student cannot pass the class. Please be sure you take and pass it on time.

What is Canvas?

Canvas is the course management program used at Fullerton College as well as most California community colleges for their online classes. If you have used BlackBoard, you will find Canvas quite easy to use. Although Mind Tap runs inside of Canvas, it is nearly transparent. *Instructions on how to use Canvas and Mind Tap are located on the professor's web site and on Canvas.*

Where are the Business English PowerPoint Slides?

The PowerPoint slides for Business English will be on the professor's website. There may also be a link to them on Canvas. You should look at the slides and other instructional material to help you navigate the Business English course and get as much as possible out of it.

Fullerton College
Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

- Students shall not plagiarize, which is defined as:
    - stealing or passing off as one's own the ideas or words of another,
    - using a creative production without crediting the source. The following cases constitute plagiarism:
    - paraphrasing published material without acknowledging the source,
    - making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
    - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
    - submitting under one's own name term papers or other reports which have been prepared by others.
    -

- Students shall not cheat, which is defined as:

  o using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;

  o misreporting or altering the data in laboratory or research projects involving the collection of data.

- Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

- Instructors may deal with academic dishonesty in one or more of the following ways:

- Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty);

- assign an F on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence);

- or assigning an F in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).

- Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

As a registered student at Fullerton College, you are entitled to use the computer labs 511 and 2200. Below is the policy that governs the use of these labs.

Fullerton College
Instructional Computing
Acceptable Use Policy

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College.

- Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access. The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College.

- Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

- Violating individuals' right to privacy.

- Using profanity, obscenity, or language offensive to another user.

- Reposting personal communications without the author's prior consent.

- Copying copyright protected material in violation of copyright law.

- Playing games.

- Using the network for financial gain, commercial, or illegal activity.

- Using the network to access material or make individual contacts or communications that are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use.

Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.

If you will be using the computer labs in rooms 511 and 2200, *know your login and password*.

To participate in a Canvas Discussion

1. Click the Discussion link. You see the discussion topic and a reply button.
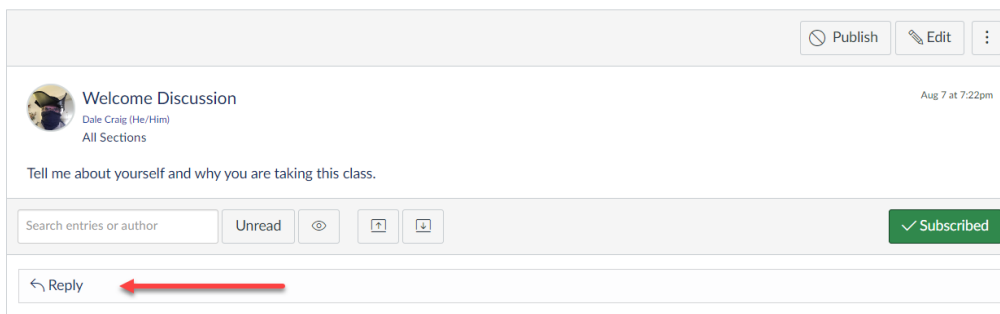
2. Click the Reply button and enter your reply to the discussion. You have a textbox where you can enter your reply.

3. After entering your replay click the Post Reply button.

Business English
Schedule of Activities
Spring 2023

- At the bookstore, get an access code to get into the Mind Tap program so that you can do your homework.

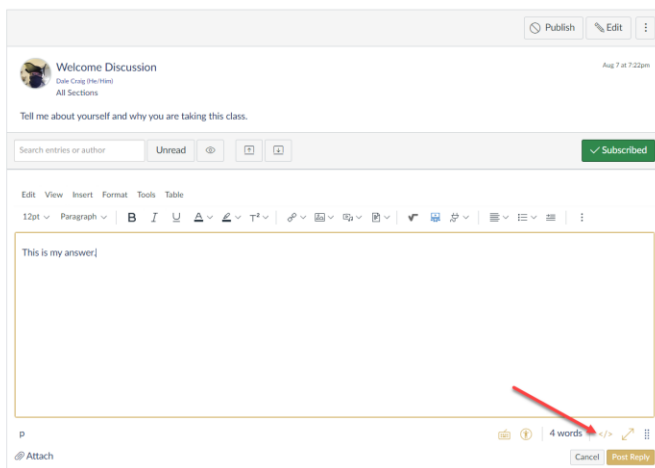- If you purchase the paper version of the book bundle in the bookstore, you will also get an access code to get into the Mind Tap program so that you can do your homework. If you don't get it, ask for it.

- Review the online tutorials on using MindTap at: https://www.cengage.com/training/mindtap/?terms=&pageSize=300&pageNumber=1&sortBy=cengage:sequenceNumber&audience=Student&platform=MindTap (also posted on the Canvas page for this class).

- Look through Mind Tap so that you will know what it contains

- Review how to use Canvas features at: https://community.canvaslms.com/t5/Video-Guide/tkb-p/videos#student-videos (also posted on the Canvas page for this class).

- **Read the entire syllabus and take the syllabus quiz by midnight, Monday, January 30.**

No shows:	***If you have not successfully completed the syllabus quiz by midnight, Monday, January 30, with at least 80% accuracy, or you may be dropped as a no show. The quiz is located on Canvas****. You may take this quiz as many times as you need. All other tests are limited to only one attempt.*

Chapter 1

- Read Chapter 1—Parts of Speech
- Look at the PowerPoint slides for this chapter; they are in Canvas and on the professor's webpage.
- Write your online class discussion (not over 150 words) and submit it via Canvas**.**

- ***Using Mind Tap, do the following graded exercises for Chapter 1:***
  - A. Preview
  - B. Recognizing Parts of Speech
  - C. Parts of Speech
  - F. Verbs
  - G. FAQs About Business English Review
  - H. Real-World Editing Exercise

  These assignments are due by midnight, Saturday, February 4

Chapter 2

- Read Chapter 2
- Look at the PowerPoint slides for this chapter; they are in Canvas.
- Write your class discussion and submit it via Canvas.

- ***Using Mind Tap, do the following graded exercises for Chapter 2:***
  A Preview
  B. Sentence Elements
  C. Phrases and Clauses
  F. Sentence Types
  G. Sentence Faults
  J.   FAQs About Business English Review
  K. Real-World Editing Exercise

These are due by midnight, Saturday, February 11

Chapter 3

- Read Chapter 3
- Look at the PowerPoint slides for this chapter; they are in Canvas.
- Write your online discussion and submit it via Canvas**.**

- ***Using Mind Tap, do the following graded exercises for Chapter 3:***

  Level 1: A. Preview
  Level 2: A. Preview
  Level 3: A. Preview
  Level 1: B. Plural Nouns 1
  Level 3: B. Plural Nouns
  Level 3: F. FAQs About Business English Review
  Real-World Editing Exercise

These are due by midnight, Saturday, February 18

Chapter 4

- Read Chapter 4
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas.

- ***Using Mind Tap, do the following graded exercises for Chapter 4.***

  Level 1: A. Preview
  Level 1: B. Subjective and Objective Pronouns
  Level 1: C. Personal Pronouns
  Level 1: D. Possessive Pronouns and Contractions

  Level 2: A. Preview
  Level 2: B. Pronoun-Antecedent Agreement

  Level 3: A. Preview
  Level 3: B. Who/Whoever and Whom/Whomever
  Level 3: C. Whose/Who's
  Level 3: E. FAQs About Business English Review
  Real-World Editing Exercise

These are due by midnight, Saturday, February 25

Chapter 5

- Read Chapter 5
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas.

- ***Using Mind Tap, do the following graded exercises for Chapter 5:***
  Level 1: A. Preview
  Level 1: B. Active and Passive Voice

  Level 2: A. Preview
  Level 2: B. Gerunds and Infinitives
  Level 2: D. Subjunctive Mood

  Level 3: A. Preview
  Level 3: B. Irregular Verbs
  Level 3: C. Lie-Lay
  Level 3: D. Sit-Set; Rise-Raise
  Real-World Editing Exercise

These are due by midnight, Saturday, March 4

Chapter 6

- Read Chapter 6
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas**.**

- ***Using Mind Tap, do the following graded exercises for Chapter 6***:

    Level 1: A. Preview
    Level 1: B. Identifying Subjects
    Level 1: C. Subject-Verb Agreement 1
    Level 1: D. Subject-Verb Agreement 2

    Level 2: A. Preview
    Level 2: B. Subject-Verb Agreement

    Level 3: A. Preview
    Level 3: B. Subject-Verb Agreement
    Level 3: E. FAQs About Business English Review
    Real-World Editing Exercise

These are due by midnight, Saturday, March 11.

Chapter 7

- Read Chapter 7
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas**.**

- ***Using Mind Tap, do the following graded exercises for Chapter 7:***

    Level 1: A. Preview
    Level 1: B. Adjectives and Adverbs

    Level 2: A. Preview
    Level 2: B. Adjectives and Adverbs
    Level 2: C. Articles
    Level 2: D. Compound Adjectives
    Level 2: E. Independent Adjectives

    Level 3: A. Preview
    Level 3: B. Adjectives and Adverbs
    Level 3: C. Writing Exercise. Commonly Confused Adjectives and Adverbs
    Level 3: D. Review. Adjectives and Adverbs
    Level 3: E. FAQs About Business English Review
    Real-World Editing Exercise

These are due by midnight, Saturday, March 18

Spring Break – March 20 to March 26

Chapter 8

- Read Chapter 8
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas**.**

- *Using Mind Tap, do the following graded exercises for Chapter 8*:

Level 1: A. Preview
Level 1: B. Prepositions

Level 2: A. Preview
Level 2: C. Prepositions

Level 3: A. Preview
Level 3: B. Idiomatic Expressions
Level 3: D. FAQs About Business English Review
Real-World Editing Exercise

These are due by midnight, Saturday, April 1.

Chapter 9

- Read Chapter 9
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas**.**

- *Using Mind Tap, do the following graded exercises for Chapter 9:*

Real-World Editing Exercise

Level 1: A. Preview
Level 1: B. Coordinating Conjunctions
Level 1: C. Conjunctive Adverbs

Level 2: A. Preview
Level 2: B. Relative Clauses

Level 2: D. Punctuating Sentences with Dependent and Relative Clauses

Level 3: A. Preview
Level 3: B. Correlative Conjunctions
Level 3: E. FAQs About Business English Review

These are due by midnight, Saturday, April 8

Chapter 10

- Read Chapter 10
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas.

- ***Using Mind Tap, do the following graded exercises for Chapter 10:***

Real-World Editing Exercise

Level 1: A. Preview
Level 1: B. Commas

Level 2: A. Preview
Level 2: B. Commas

Level 3: E. FAQs About Business English Review

These are due by midnight, Saturday, April 15.

Chapter 11

- Read Chapter 11
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas.
- ***Using Mind Tap, do the following graded exercises for Chapter 11:***

Real-World Editing Exercise

Level 1: A. Preview
Level 1: B. Commas and Semicolons

Level 2: A. Preview
Level 2: B. Commas and Colons

Level 3: C. FAQs About Business English Review

These are due by midnight, Saturday, April 22.

Chapter 12

- Read Chapter 12
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas**.**

- ***Using Mind Tap, do the following graded exercises for Chapter 12:***

  Real-World Editing Exercise
  Level 1: B. Periods, Question Marks, and Exclamation Marks
  Level 1: C. Punctuation

  Level 2: A. Preview
  Level 2: B. Hyphenation

  Level 3: A. Preview
  Level 3: D. FAQs About Business English Review

These are due by midnight, Saturday, April 29

Chapter 13

- Read Chapter 13
- Look at the PowerPoint slides for this chapter.
- Write your online discussion and submit it via Canvas**.**

- ***Using Mind Tap, do the following graded exercises for Chapter 13:***
  Real-World Editing Exercise
  Level 1: A. Preview
  Level 1: B. Capitalization
  Level 2: A. Preview
  Level 2: B. Capitalization
  Level 3: C. Review. Capitalization
  Level 3: E. FAQs About Business English Review

These are due by midnight, Saturday, May 6

Chapter 14

- Read Chapter 14
- Look at the PowerPoint slides for this chapter; They are in Canvas.
- Write your online discussion and submit it via Canvas.

- ***Using Mind Tap, do the following graded exercises for Chapter 14:***

  Real-World Editing Exercise
  Level 1: A. Preview
  Level 2: A. Preview
  Level 3: A. Preview
  Level 3: D. FAQs About Business English Review

These are due by midnight, Saturday, May 13

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Final, Friday May 19 and Saturday May 20

Final Exam will be available online on Friday, May 19, and Saturday, May 20. It will close at midnight, Saturday, May 20. You will have 45 minutes to take it. It will cover Chapters 8-14. Since May 20 is the last day of the academic semester, make sure that your final is done on time.
Please remember that, per division policy, not taking and passing an online final exam means not passing the class. A word to the wise … <u>sometimes Canvas has problems because of heavy usage. You would do well to take your final exam on Friday to guard against the possibility of being locked out on the very last day that you can take the test. Take it Friday, not Saturday.</u>

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Points Possible and Due Dates for Assignments and Tests

Spring 2023

Assignments .... Pts. .... Due Date

Syllabus Quiz .... 50 .... 1/30

Chapter 1 Homework Assignments .... 51 .... 2/4
Chapter 1 Class Discussion Assignment .... 10 .... 2/4

Chapter 2 Homework Assignments .... 61 .... 2/11
Chapter 2 Class Discussion Assignment .... 10 .... 2/11

Chapter 3 Homework Assignments .... 81 .... 2/18
Chapter 3 Class Discussion Assignment .... 10 .... 2/18

Chapter 4 Homework Assignments .... 121 .... 2/25
Chapter 4 Class Discussion Assignment .... 10 .... 2/25

Chapter 5 Homework Assignments .... 111 .... 3/4
Chapter 5 Class Discussion Assignment .... 10 .... 3/4

Chapter 6 Homework Assignments .... 121 .... 3/11
Chapter 6 Class Discussion Assignment .... 10 .... 3/11

Chapter 7 Homework Assignments .... 161 .... 3/18
Chapter 7 Class Discussion Assignment .... 10 .... 3/18

Midterm Exam .... 300 .... 3/18

Chapter 8 Homework Assignments .... 101 .... 4/1
Chapter 8 Class Discussion Assignment .... 10 .... 4/1

Chapter 9 Homework Assignments .... 101 .... 4/8
Chapter 9 Class Discussion Assignment .... 10 .... 4/8

Chapter 10 Homework Assignments .... 71 .... 4/15
Chapter 10 Class Discussion Assignment .... 10 .... 4/15

Chapter 11 Homework Assignments .... 41 .... 4/22
Chapter 11 Class Discussion Assignment .... 10 .... 4/22

Chapter 12 Homework Assignments .... 71 .... 4/29
Chapter 12 Class Discussion Assignment .... 10 .... 4/29

Chapter 13 Homework Assignments .... 91 .... 5/6

*More than one chapter due on the same day.

** Although you can take this test only one time, you have a choice of two days on which you can take the final. It will close at midnight on Saturday, May 20.

It is recommended that you take the exam on Friday because of the heavy usage of Canvas on the last day of the semester may cause it to go down.