

Computer Projects.....	20%
Quizzes.....	16%*
UNIT 1 TEST .....	16%*
UNIT 2 TEST .....	16%*
UNIT 3 TEST .....	16%*
UNIT 4 TEST .....	16%*
Final .....	16%

\* Only the highest 4 grades of these will count.

**Attendance:** You are expected to attend all class meetings. If you miss a class, you are responsible for obtaining missed class notes and assignments. Whenever possible, please let me know ahead of time if you are going to miss a class so I can let you know what work you will need to make up.

**Quizzes:** Short quizzes will be given each class. Missed quizzes cannot be made up once the quiz has been handed back and reviewed in class.

**Projects:** There are 3 computer projects for the course. Each student will work individually to collect data, analyze the data, and write a project report. On the due date for each project, all students will give a brief, informal presentation for their project to share what they have learned with the class.

**Unit Tests:** Unit Tests will be given in class. The dates for each test are printed on the schedule that appears on the next page. You will be allowed to use your textbook, one ( 1 ) page of notes, and your calculator. Missed tests cannot be made up once the test has been handed back and reviewed in class.

**THERE ARE NO RETESTS**

**Final Exam:** A comprehensive final exam will be given during finals week.

**Office Hours:** Office hours will be held during the week. If you cannot make any of the scheduled hours please contact me so we can arrange a meeting at some other mutually convenient time.

**Extra Credit:** If you have perfect attendance you will get 2 points added to your final average. Classes missed due to appointments scheduled during class time are not excused.

**“X” Contracts:** In order to qualify for an “X” contract, you must have completed a majority of the assignments to date with a “D” average or better.

**CELL PHONES MUST BE TURNED OFF DURING CLASS TIME.**

If your phone rings during class you will be asked to leave. If you have special circumstances, please let me know.

Section 30 – Fall 2010 Schedule (Subject to change)

Date	Assignment
9/2	Read pg. 1-21 do pg.21 #2-12 even
9/7	Read pg. 31-36 do pg.36 #2,4,8; Read pg. 39-45 do pg.46 #12,16,18,19 Read pg. 48-51, do pg.52 #24,28; Read pg. 85-92 do pg.94 #8,10,12
9/9	Read pg. 95-100 do pg.100 #14,16,18,24; Read pg. 102-107 do pg.107 #26,29,30
9/14	Read pg. 109-112 do pg.112 #38,42; Read pg. 53-59 do pg. 59 #30,36 Read pg. Read pg. 115-121 do pg. 122 #46,48,50
9/16	Review Unit 1; Excel Manual: Read Chapter 1 & Chapter 2.1 - 2.2.3
9/21	Unit 1 Test
9/23	Excel Manual: Read Chapter 3.1 through 3.5
9/28	Read pg. 148-158 do pg.158 #2,4,6,8,10,12; Read pg. 160-162 do pg.162 #14,16,18,20
9/30	Read pg. 164-168 do pg.169 #22,24,26,28
10/5	Read pg. 171-175 do pg.175 #30,32,34,36,38; Read pg. 178-182 do pg.183 #40,42,44
10/7	Review Unit 2
10/12	Unit 2 Test
10/14	Read pg. 193-200 do pg.200 #7,12,14; Read pg. 202-204 do pg.204 #16,18
10/19	Read pg. 207-215 do pg.216 #26,28,30,32,34; Read pg. 218-220 do pg.220 #40,42,44
10/21	Read pg. 232-236 do pg.237 #2; Read pg. 238-248 do pg.248 #10,12,14,16,18,20,22,24
10/26	Read pg. 265-286 do pg.287 #18,20,24,28; Read pg. 289-293 do pg.293 #32,34,36,38
10/28	Review Unit 3: Excel Manual : Read 4.1.1, 4.1.2, 4.2.1, & 4.2.3
11/2	Unit 3 Test
11/4	Read pg. 308-314 do pg.315 #2,6,10; Read pg. 316-323 do pg.323 #12,16,20,22
11/9	Read pg. 325-327 do pg.327 #26,30; Read pg. 328-331 do pg.332 #32,34,36,38,42
11/11	Read pg. 448-454 do pg. 457 #2,4,8
11/16	Read pg. 348-355
11/18	Read pg. 356-367 do pg.368 #10,14,16,22; Read pg. 370-374 do pg.374 #24,28,32,34
11/23	Read pg. 376-379 do pg.379 #36,38,42,44
11/25	NO CLASSES
11/30	Read pg. 454-457 do pg. 458 #10,12
12/2	Review Unit 4; Excel Manual: Read Chapters 5.1.2 & 6.1.2
12/7	Unit 4 Test
12/9	Review for Final Exam
12/14	Final Exam: 10-11:50 a.m.

OFFICE HOURS		
DAY	LOCATION	TIME
Monday	Pemberton ACAD 310	10 – 10:50 a.m.
<b>Tuesday</b>	<b>Mt. Laurel Laurel Hall Faculty Offices</b>	<b>9 – 9:50 a.m.</b>
Wednesday	Pemberton ACAD 310	10 – 10:50 a.m.
<b>Thursday</b>	<b>Mt. Laurel Laurel Hall Faculty Offices</b>	<b>9 – 9:50 a.m.</b>
Friday	Pemberton ACAD 310	10 – 10:50 a.m.

Grading Scale	
90% and above	A
85% to 89%	B+
80% to 84%	B
75% to 79%	C+
70% to 74%	C
60% to 69%	D
Below 60%	F