**VALENCIA COLLEGE - East**

**Eco 2013-CRN 24069 Dr. White-Davis**

**Wednesday**:1:00 pm – 2:15 pm **Spring 2017**

**Bldg-8:** Room 114 (East Campus)407-582-2443 (leave message only)

**Office Hours:** By Appointment **e-mail kdavis@mail.valenciacollege.edu**

**Mail Box:** 3-29

**Dept. Website:** [http://valenciacollege.edu/east/socialsciences](http://valenciacc.edu/east/socialsciences)

**PRINCIPLES OF MACROECONOMICS**

*Credit Hours:* (3 hours) ……………………………………………………. (**Hybrid**)

*Text and Required Supplies:*

Economics Today: The Macro View, Roger LeRoy Miller, 18th ed. (2016), Pearson Education, Inc.

Other Resources:

Access to MyEconLab Study Guide to Text: Selected Supplemental Materials (To be made available on Black Board)

\*Special Notes:

The course will be a combination of online as well as face-to-face classroom instructions. Students should have access to a computer and have basic knowledge in the areas of web browsing, sending and receiving attachments using Microsoft Word Power Point, posting and reading messages, and participating in class discussions.

In order to complete the class, you must register on the Black-Board website. The information to register is in an announcement on Black-Board and register under the Content tab.

You will **log in to the course website** at <http://portal.mypearson.com/mypearson>[-login.jsp](http://portal.mypearson.com/mypearson-login.jsp) and **enter your course key** ( white-davis07724 ) in the box provided.

*Course Description:*

Introduction of economic theory and fundamental economic analysis. Emphasis on study of macroeconomics: national income accounting, consumption, saving and investment, government spending in economic activity, influence of government, money and banking, problems of inflation and unemployment, international trade and its impact on domestic economic activity. For prospective economics majors and students with interests in specialized business curricula, completion of full Principles of Economics sequence (ECO 2013 and ECO 2023) is highly recommended.

*Prerequisite:*

None

*Learning Outcomes*:

Upon successful completion of this course the student will be able to interpret and explain the following concepts [related chapter#]:

* People are rational, people respond to economic incentives, optimal decisions are made at the margin, three economic problems that every society must solve, production possibilities frontiers and opportunity costs, specialization, comparative advantage and trade [1, 2];
* Prices system and markets, the interaction of supply and demand, market equilibrium, price ceilings and price floors, the economic impact of taxes [3, 4];
* Unemployment, inflation, deflation, business cycle [7];
* The simple circular flow, GDP as a measure of the total production and income in the economy, global economic growth and development, real GDP and the price level in the long run [8, 9, 10];
* Classical and Keynesian economic analysis, real GDP and the multiplier [11, 12]
* Fiscal policy [13]
* Money and banking, the federal reserve system, and monetary policy [15, 16]
* Comparative advantage and the open economy [32]

*Other:*

*In addition to specific objectives and outcomes*, the following skills and competencies will be addressed formally and informally in this course throughout the semester.

*Valencia College Student Competencies*:

Valencia faculty has defined four interrelating competencies (**Value, Think, Communicate, and Act**) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further your mastery of these core competencies.

1. **VALUE** - make reasoned judgments and responsible commitments by:

a. recognizing values as expressed in attitudes, choices, and commitments

b. distinguishing among personal, ethical, aesthetic, cultural, and scientific values

c. employing values and standards of judgment from different disciplines

d. evaluating your own and others' values from individual, cultural, and global perspectives

e. articulating a considered and self-determined set of values

2. **THINK** - think clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry by:

a. analyzing data, ideas, patterns, principles, perspectives

b. employing facts, formulas, procedures of the discipline

c. integrating ideas and values from different disciplines

d. drawing well-supported conclusions

e. revising conclusions consistent with new observations, interpretations, or reason

3. **COMMUNICATE** - communicate with different audiences using varied means by:

a. identifying your own strengths and need for improvement as communicator

b. employing methods of communication appropriate to your audience and purpose

c. evaluating the effectiveness of your own and others' communication

4. **ACT** - act purposefully, reflectively, and responsibly by:

a. applying disciplinary knowledge, skills, and values to educational and career goals

b. implementing effective problem-solving, decision-making, and goal-setting strategies

c. acting effectively and appropriately in various personal and professional settings

d. assessing the effectiveness of personal behavior and choices

e. responding appropriately to changing circumstances.

*CLAST Competencies:*

The following College-Level Academic Skills Test (CLAST) competencies are important element of the course:

* Mathematics and English Language Skills
* Reading Skills
* Logical reasoning skills
* Essay skills

*Valencia’s General Education Student Learning Outcomes*

• **Cultural and Historical Understanding:** Demonstrate understanding of the diverse traditions of the world, and the individual's place in it.

• **Quantitative and Scientific Reasoning:** Use processes, procedures, data, or evidence to solve problems and make effective decisions.

• **Communication Skills:** Engage in effective interpersonal, oral and written communication.

• **Ethical Responsibility:** Demonstrate awareness of personal responsibility in one's civic, social, and academic life.

• **Information Literacy:** Locate, evaluate, and effectively use information from diverse sources.

• **Critical Thinking:** Effectively analyze, evaluate, synthesize and apply information and ideas from diverse sources and disciplines.

***Course Communication****:*

**Three** Online systems will be used for course communication. 1) ATLAS – All notifications and reports will be made through Atlas -- students are expected to check their Atlas email frequently. 2) BLACKBOARD– Class announcements and materials will be posted on Blackboard (When you log into Atlas, click on the “Courses” tab and click on the link that says “Access your online courses”). 3) Information may also be transmitted to a student within individual program units.

\***Note:** In order to complete the class, you must register on the Black-Board website. The information to register is in an announcement on Black-Board and register under the Content tab.

***Academic Dishonesty****:*

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

When cheating or plagiarism has occurred, the instructor may take academic action ranging from denial of credit for or assigning a grade of "F" on a specific assignment, examination, or project to assigning a grade of "F" or “incomplete” for the course. Any student receiving an incomplete for the class will be required to contact the instructor for instructions on how to remove the incomplete. The student may also be subject to further sanctions such as disciplinary probation, suspension or dismissal from the college. Please read the applicable sections section on "Student Responsibilities" in the Student Handbook

* See Policy 6Hx28:8-03 "Student Code of Conduct" and Policy 6Hx28:8-10 "Student Academic Dispute and Administrative Complaint Resolution".

***Student Code of Classroom Conduct***:

Valencia College is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the professor to leave the class. Violation of any Valencia policies/procedures or classroom rules may lead to disciplinary action up to and including expulsion from the College. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. Valencia’s Student Code of Classroom Conduct (Policy 10-18) can be found in the current Student handbook, or online at[**http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordlD=180**](http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordlD=180)**.**

***Students with Disabilities****:*

Valencia College policy is to ensure that persons with disabilities will not, on the basis of disability, be denied full and equal access to and enjoyment of academic and co-curricular program activities. Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216, (407-582-2229 phone), (407-582-8908), (407-582-1222 TTY) <http://www.valenciacollege.edu/osd>

***The Ombudsman Program****:*

The Office of the Ombudsman provides a safe and comfortable environment for students to discuss complaints, concerns or problems confidentially. When appropriate, the office will initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved. The ombudsman acts as an independent, impartial resource. If a matter cannot be resolved through this office, a referral will be made. When appropriate, the office can make recommendations regarding policy review and change.

The Office of the Ombudsman offers an alternative opportunity to resolve complaints, concerns or problems in a timely and private manner. Users of the office are provided a confidential place to explore options to make informed decisions. The Office of the Ombudsman does not replace or substitute for formal grievance, investigative or appeal processes made available by the College. Also, the office does not have any authority to make decisions or enact policy. Use of the Ombudsman Office is not a substitute for formal procedures, such as filing a final grade grievance. Any communication with the Ombudsman Office is off-the-record and does not put the College on notice of a problem. If students wish to place the College on notice, the ombudsman can provide information about how to do so. Ombudsmen follow no prescribed sequences of steps, and do not participate in any formal grievance process. The ombudsman does not advocate for either party and cannot assist a student who is represented by legal counsel.

An ombudsman does not make, change, or set aside policy or previous administrative decisions, nor does an ombudsman serve to determine the rights of others or to unilaterally resolve conflicts. Rather, knowledge of the facts of a situation, plus reason, persuasion, and familiarity with the system are adequate to resolve those problems in which a mistake was made, where a practice was applied unfairly, or where poor judgment was exercised in reaching a decision.

1. *The Ombudsman WILL:*
	* Listen and discuss questions, issues, and concerns
	* Be an advocate for fairness
	* Help develop and evaluate various options to address concerns
	* Answer questions or help find others who can develop and evaluate various options to address concerns
	* Explain College policies and procedures
	* Facilitate communication between people
	* Advise individuals about steps to resolve problems informally
	* Advise individuals about formal and administrative options
	* Mediate disputes to seek "win-win" resolution of problems
	* Make appropriate referrals when informal options don't work
	* Point out patterns of problems/complaints to administrators
2. *The Ombudsman WILL NOT*
	* Replace or circumvent existing channels
	* Direct any College office to change a decision
	* Make decisions for the student
	* Have a stake in outcomes
	* Set aside rules and regulations
	* Participate in formal grievance processes
	* Make decisions for College faculty/administrators
	* Determine "guilt" or "innocence" of those accused of wrong-doing
	* Assign sanctions to students
	* Receive official "notice" for the College about issues Give legal advice
3. *Ombudsman Contact: (East Campus)*

|  |  |
| --- | --- |
| Keith Malmos  | 407-582-2805  |
| Kurt Overthiser  | 407-582-2481 |

*Change of Name or Address:*

If you have a change of name and/or address during the semester, please contact the Registrar’s Office. This will help us to notify you promptly about changes to the program or the addition of new events.

*Valencia ID Cards:*

Valencia ID cards are required for the Library, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory to obtain these services.

*Emergency Procedures:*

In the event of an emergency, information about the College and individual campuses will be available at (407)299-5000 or posted on the main web-site [http://www.valenciacollege.edu/.](http://www.valenciacollege.edu/) You should also check the public media.

***Important References****:*

* + Valencia Calendars are at <http://valenciacollege.edu/calendar/>

* + Attendance Policy is at: <http://valenciacollege.edu/policies/>and <http://valenciacollege.edu/catalog/>

* + Class Roll Policy is at <http://valenciacollege.edu/policies/>
	+ Final Exam Policy is at <http://valenciacollege.edu/policies/>

 ***Additional Important Information****:*

**Academic Advisor**: Building 5, Room 210; Academic Success Center located on the first floor of the Library.

Website: [www.econlib.org](http://www.econlib.org/)

Website: www.myflorida.com

Website: [www.worldbank.org](http://www.worldbank.org/)

Website: BLS home page [www.bls.gov](http://www.bls.gov/)

Technical Assistance to Resolve Problems: (1) Help Desk Ext. 5555, and (2) Tutoring is available free of charge at the Academic Success Center (ASC) <http://valenciacollege.edu/east/academicsuccess>located on the first floor of the Library.

***Course Evaluation Criteria****:*

There will be **4** Unit-Exams (including a final exam) – each exam is worth **100** points – total 480 points, and approximately **12** chapter quizzes worth **100** points. Each MyEconLab homework assignment (regardless of the number of questions will be worth a total of **4** points), will be added with other defined online activities for a total of **100** points. Exams are composed of multiple choice questions and typically cover three or four chapters. Questions are non-cumulative, and will be similar to those found on the interactive study center and online homework assignments. Please consult the Pearson Learning website for the exams and specific due dates of the exams.

 C**hapter homework quizzes** will test knowledge of the content presented online, and for you to express your understanding of the concepts and their application to real world problems.

All exams must be taken on or before their assigned dates. It is to your advantage to complete the study exercises and practice tests for the applicable chapters in MyEconLab (You are expected to complete at least 80% of the homework assignments in MyEconlab), actively participate in class activities, as well as read the text and take notes from class presentations. The final examination in the course is **MANDATORY**. An unexcused absence from the final exam will result in a grade of **zero** for the final, and Exam-4.

***Course Procedures***:

A Course Schedule (Weekly Itinerary) is posted on the Pearson Learning Website. Students are responsible for all reading material and assignments:

1. Read assigned text chapters. Reading the textbook is essential to your comprehension of the course concepts. Read material as assigned on the Weekly Itinerary.
2. Complete Homework assignments. Completing homework is necessary for comprehension and application of economic concepts.

3 Exams: Exams are a required component of the course. Exam times are posted on the Weekly Itinerary.

*Make-up Exams*:

All exams must be taken on or before the assigned deadlines. No make-up exams are available without the explicit consent of the instructor, and **must** be scheduled with the professor PRIOR to the assigned deadlines. No exceptions will be made. Make-ups will only be granted in cases of documented emergencies per Valencia’s Policy. The final exam must be taken on or before the due date, if not, you will receive a grade of “0” for the exam.

*“No Show” Status*:

Class attendance is required beginning with the first class meeting. If you do not attend the class during the No Show period, you may be withdrawn from the class as a “no show.”

*Withdrawal Policy:*

Students who wish to withdraw from a course are responsible for completing all the requirements that are listed in Valencia's Student Handbook. The withdrawal date for the semester is available at the following link and if students withdraw before this date, they will receive a "W" <http://valenciacollege.edu/calendar/> If you withdraw after the “no show” period you will be financially responsible for the class and a “W” will appear on your transcript for the course. If you stop attending class and fail to complete the task of withdrawing from the class, you will receive a grade of "0" for every missed exam, assignment and quiz in the course.

Always seek advice and guidance from myself and from your counselor before withdrawing from class. See your counselor to determine how withdrawing from a class may impact your financial aid or Bright Futures that you may be receiving.

***Course Policies****:*

***Students with Disabilities*:**

If you have a disability and require accommodations, please contact the Office for Students with Disabilities so that they might contact me with proper verification, documentation, and recommendations regarding the arrangement that are required for you to succeed**.**

 "Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216, (407-582-2229 phone), (407-582-8908 fax). (407-582-1222 TTY)" [http://valenciacollege.edu/osd/](http://valenciacollege.edu/osd/CurrentStudents.cfm)

***Student Commitment*:**

You should budget adequate time each week for reading the textbook and completing all assignments. You will be responsible for keeping up to date with all lessons and assignments.

I expect you to fully participate in the online-activities of the class: by attending classes regularly (accessing and working in MyEconLab), cover your assigned readings, and submit your assignments on time.

***Student Attendance:***

Online students are required to check their email and follow the outline presented in Blackboard. In-class students are expected to attend all class sessions. A significant portion of each test is drawn from the textbook material and assignments. Students missing any class sessions, or that have to leave a class session early, are responsible for any missed class work and/or related announcements during their absence. It is against policy to leave a class session early without the instructor’s approval. For text of Student Code of Classroom Conduct, refer to <http://valencia.cc.edu/security/procedures.htm>

***Expected Student Conduct*:**

Valencia is dedicated to the advancement of knowledge and learning, and is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the professor. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the professor to leave the class. Violation of any Valencia policies/procedures or classroom rules may lead to disciplinary action up to and including expulsion from the College. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. Valencia’s Student Code of Classroom Conduct (Policy 10-18) can be found in the current Student handbook, or online at[**http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordlD=180**](http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordlD=180)**.**

***Academic Honesty*:**

Each student is expected to be in complete compliance with the college's policy on academic honesty as set forth in the college catalog and the student handbook. It is expected that all course work and papers submitted be the student's original work. Collaboration on any exam or sharing of answers will result in a grade of F. The student will then be required to contact the Dean.

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty included, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at** [**http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordlD=193**](http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordlD=193)**.**

***Technology Policy****:*

I expect that you have the basic internet skills if you are in this course. If you need to review any of the basics, please go to the [Microsoft site](http://www.microsoft.com/insider/internet) and brush up. A special note about computers: Even though computers and word-processing software are marvelous time and energy-saving devices, they can and do cause problems with the production of your documents. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not be accepted as a valid excuse for a document that is submitted late. I advise you to save all your documents to a portable disk instead of your hard drive. If your computer malfunctions, you will have the option of taking the disk to a Valencia computer lab to retrieve and print your documents. Students may also access technical assistance to resolve problems as follows: (1) Help Desk Ext. 5555 (2) Valencia's website offers an on-line tutorial.

***Grading: Points and Values:***

There will be **4** non-cumulative Unit-Exams valued at **20%** each. Exams are composed of multiple choice questions. On the average, four or five chapters will be covered for each exam. Homework, quizzes, and other defined Black Board activities, will account for the other **20%** of your final grade – for a total of **500** possible points for the course.

**\*Special Note:**

**Individual test/exam grades will be assessed on the following scale:**

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Enter your grades here: Exam 1 \_\_\_Exam 2 \_\_\_ Exam 3 \_\_\_ \*Other \_\_\_HWK/Quiz/BB \_\_\_\_

**\*However:**

**Final grade for this course will be derived from the following sources:**

Unit-Exam : 1 **(20%** of final grade) 100 points

 Unit-Exam : 2 **(20%** of final grade) 100 points

 Unit-Exam: 3 **(20%** of final grade) 100 points

Unit-Exam: 4 **(20%** of final grade) 100 points

\*Participation and Other Activities*: (Homework, Quizzes, and defined*

*Black Board Activity)*  **(20%** of final grade) 100 points

 **Total Points Possible = 500 points**

**\*Note:**

**Scale for *Final* Course Grade:**

500 – 450 points = **A**

449 – 400 points = **B**

399 – 350 points = **C**

349 – 300 points = **D**

299 – 0 points = **F**

**Important Dates and Deadlines:**

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| --- | --- |
| 1/11/2017  | First Class Meeting – Face-to-Face |
|  1/18 – 1/27/17 | No Show Reporting Period  |
|  3/31/2017  | Withdrawal - “W” grade  |
|  3/6 – 3/12/2017 | Spring Break |
|  4/26/2017 | Last Class Meeting Final Exam |

**Note:** To accomplish the expected learning outcomes, the course will cover chapters 1 through 4 and 7 through 16. The chapters will be covered, two per week, in the following sequence in the units indicated.

**Tentative Schedule - SPRING 2017, ECO2013 Macroeconomics**

Please check the Publishers website for specific dates

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| --- | --- |
| **Unit # & Dates** | **Activity**  |
| **Unit-1** | Course Overview & Chapter 1Chap. 1: Economics: Foundations and Models |
| 1/9 – 2/5 | Chap. 2: Trade-offs, Comparative Advantage, and the Market System  |
|  | Chap. 3: Where Prices Come From: The Interaction of Demand and Supply  |
|  | Chap. 4: Economic Efficiency, Government Price Setting, and Taxes Exam 1 Review |
|  | My Econ Lab: Chaps. 1-4: due by 11: 49 p.m. Sunday, February 5th  |
|  | Exam I (Chaps. 1-4): Opens 1 a.m. Monday, February 6th and closes on Sunday, February 12th at 11:49 p.m. |
| **Unit-2** | Chap. 7: The Macroeconomy, Unemployment, Inflation, Deflation  |
|  | Chap. 8: GDP: Measuring Total Production and Income |
| 2/6 – 3/5 | Chap. 9: Global Economic Growth and Development |
|  | Chap. 10: Real GDP, Price Level in the Long-Run, Demand-side Inflation, Supply-side Inflation |
|  | My Econ Lab: Chaps. 7-10: Due by 11:49 p.m. Sunday, March 5th Review Exam II (Chaps. 7-10) |
|  | Exam II: Chaps. 7-10, opens on Monday, March 6th at 1 a.m. closes on Sunday, March 12th 11:49 p.m.  |
|  **Unit-3** | Chap. 11: Classical and Keynesian Macro Analysis |
|  | Chap. 12: Consumption, Real GDP, and the Multiplier |
| 3/6 – 4/2 | Chap. 13: Fiscal Policy |
|  | Chap. 14: Deficit Spending and the Public Debt Review Exam III (Chaps. 11-14) |
|  | My Econ Lab: Chaps, 11 – 14: Due on Sunday, April 2nd by 11:49 p.m. |
|  | Exam III: (Chaps. 11-14), exam opens on Monday, March 3rd at 1 a.m. closes on Sunday, April 9th at 11:49pm.  |
|  **Unit-4** | Time to begin working on Final Exam Practice Exam |
|  | Chap. 15: Money, Banking, and the Central Banking System |
| 4/3 - 4/20  | Chap. 16: Domestic and International Dimensions of Monetary Policy |
|  | Extra Credit Paper due by: 11:49 p.m. |
|  | Review Final Exam: (Chaps. 15, 16)  |
|  | My Econ Lab: Chaps 15, 16: Due by 11:49 p.m. Thursday, April 20th  |
|  | Exam lV (Final): Chaps. 15 & 16, exam opens on Friday, April 21st at 1a.m. and closes on Wednesday, April 26th at 11:49pm. |

**Exam Schedule & Information:**

ALL EXAMS ONLINE on the Pearson Website

Please check the Publishers website for specific dates

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| --- | --- |
| **Unit-Exam Dates** | **Exam** – Chapters Covered |
| Unit-1: Exam I (Chaps. 1-4): Exam opens on 1 a.m. Monday, February 6th and closes on Sunday, February 12th at 11:49 p.m. | I: Chaps. 1 - 4**Timed** |
| Unit-2: Exam II (Chaps. 7-10):Exam opens 1 a.m. Monday, March 6th and closes on Sunday, March 12th at 11:49 p.m. | II: Chaps. 7 - 10 |
| Unit-3: Exam III (Chaps. 11-14):Exam opens on Monday, April 3rd at 1 a.m. and closes on Sunday, April 9th at 11:49 pm. | III: Chaps. 11 - 14 |
| \*Unit-4: Final Exam (Chaps. 15 & 16):Exam opens on Thursday, April 21st at 1a.m. and closes on Wednesday, April 26th at 11:49pm.  | **IV: Final**. Chaps. 15 & 16 |

**\*Disclaimer Statement**

The instructor reserves the right to make changes to the syllabus, website, and/or evaluation procedure at any time during the course. The schedule is to be seen as a guide (only) in that the order in which a topic or section is presented may vary as needed. The test should be viewed as a complement to the course materials. It is the responsibility of the student to make any adjustments as announced. Students should keep the college catalog for reference. It is the official source of information on policies, procedures, services, and classes. The Student Handbook and Planner Calendar also contain useful information.

 Kwd-1-2017REV