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Name  
Office Address  
e-mail address  
Phone Number

read all assigned content for the week prior to the lecture. Active learning is emphasized in this course.

: Excel assignments 100 points 14.3 %

in this syllabus. I do not accept late assignments. Other than on your personal computer, you can also access Excel 2010 in BU 405 and CM 142.

#### Negative Contribution

It is assumed that students will make a positive contribution to the class. As such, up to 10 raw points may be deducted from your final point total for making a negative contribution to the class (for each





	THIRD EXAM CHAPTERS 9, 3, 4		
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musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

#### College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a "C". This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a "C". Course syllabi give individualized information about grading as it pertains to the individual classes.

#### Incomplete Grade Policy Statement



Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.