There will be two types of homework: (1) assignments from the end-of-chapter exercises and problems in the text, and (2) online assignments in homework manager. End-of-chapter exercises and problems must be completed in MS Excel or Word and submitted online to the appropriate drop box at EMUonline.edu. I will grade your Word or Excel files based on completing the assignment, showing all work, clearly labeling all amounts (no abbreviations), and neatness and organization. Your online assignments will be automatically graded as you complete each question. Due dates will be given for each assignment and no late homework will be accepted. I will drop one homework score in order to allow for a missed assignment due to unavoidable causes such as internet, software, computer, family or work problems, etc., or for illness.

Online quizzes will be assigned in class and must be completed outside class. You must register for and use the Homework Manager to complete the quizzes. Select "Homework Manager" on the course website to register.

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You will be expected to answer questions, raise questions, and provide oral and written solutions to assigned problems and exercises each class. You must be on time and prepared in order to get full credit for class participation. One absence will not affect your class participation score.

Computer assignments, internet assignments, and other projects will be required for this class. All required projects must be satisfactorily completed in order to pass the course. Each project will count as two homework assignments. The projects can be found on the course website under "Computer Projects". No project score will be dropped in arriving at your homework grade.