

Foundations of Algebra Syllabus MATH 0305 Fall 2024

Section 151: Online

Course Description: This course is a study of fundamental mathematics principles and concepts to help prepare students for math corequisites. Topics include performing basic arithmetic operations on integers, fractions, and decimals; performing calculations involving exponents and order of operations; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; graphs of linear equations in two variables; applying rules of exponents; and operations on polynomials.

The course includes a non-course competency-based lab option that will require students to work with academic coaches, peer tutors, or online supplemental tools outside of the prescribed class meeting time to help develop skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology.

This course is designed for students who test between 910-949 with a diagnostic level of 1-3 or TSIA: ABE Math Level 3-4. This course will not satisfy graduation requirements. Semester Hours: 3 Lecture Hours: 2 Lab Hours: 2 Pre-requisite: TSIA2: 910-949 w/ Diagnostic Level 1-3 Or TSIA: ABE Math Level 3-4.

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Email Policy: All students at South Plains College are assigned a standardized SPC e-mail account. Although personal email addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, log in to portal.office.com. (Copied from SPC Student Guide) Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient.

- My expected response time to received emails is as follows:
 - o For emails sent on Monday-Thursday, I will attempt to respond within 24 hours.
 - o For emails sent on Friday-Sunday, I may not respond until the following Monday.

Virtual/Face-to-Face Office Hours:

- Mondays and Wednesdays: 10:00am-12:00pm
- Tuesdays and Thursdays: 1:30-3:30pm
- Fridays: by appointment only
- Students are welcome to come by my office anytime during my scheduled office hours.
- Appointments may be scheduled by contacting me by email or in person, or by scheduling through Blackboard.
- Virtual appointments may also be scheduled through Blackboard.

Blackboard: Blackboard is the online course management system that will be utilized for this course. This course is supplemented online, so all access to course information and your instructor is through the Internet. This course syllabus, as well as all course materials can be accessed through Blackboard. Login at https://southplainscollege.blackboard.com/. The username and password should be the same as the MySPC and SPC email.

Username: first initial, last name, and last 4 digits of the Student ID Password: Original Campus Connect Pin No. (found on SPC acceptance letter)

Skills Required for an Online Course:

- Self-motivation and self-discipline to access the course daily and complete assignments in a timely manner.
- Self-confidence to contact the instructor with questions.
- Algebra skills consistent with successful completion of high school Algebra I & II (see Skills Assessment Week 1).
- Know basic functionality of a computer and how to connect to the internet.
- Know how to and be willing to use SPC email.
- Know how to open and print PDF documents.
- Be able to access and watch YouTube videos.

Supplies:

- NOTE: There is NO book required for this course. All materials are available on Blackboard.
- Required: Working, reliable internet access with the ability to view videos via YouTube.
- **Required:** Phone with <u>Gradescope App</u>.
 - O Assignments will be turned in through Gradescope. Gradescope is a tool used by the instructor to collect and grade assignments. The Gradescope App is the recommended tool that students use to scan and upload their work. Students can also use a PDF scanner app to scan assignments to PDF files and then use the Gradescope website to upload their work.
- **Required:** Access to a computer with a camera and microphone for testing through Proctorio.
- **Required:** Method to print notes and assignments posted on Blackboard.
- Required: Notebook paper on which to complete your assignments
- **Suggested:** Graph paper (available to print on Blackboard), hole punch, pencils, erasers, and a large 3-ring binder; this will keep your course materials organized so you can easily access all your own work.

Computer Issues: If your personal computer/internet becomes "disabled," please remember that it is your responsibility to have a backup plan. Your assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer/internet issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. Early submissions are welcome and encouraged.

Communication: Announcements will be added to the top of the Start Here page in Blackboard. The instructor often posts videos of commonly missed problems. This will also be the location for reminders and announcements. Your instructor is available by email for questions, but you may find it more beneficial to book an appointment time virtually or in person. Please do not wait until the last minute to do homework, or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered before an exam.

Attendance: Course attendance will be taken. Per South Plains College math department policy, you will be administratively dropped from the course if your number of missed submissions goes over 20% of all submissions.

Showing Work: To receive full credit on practice problems, quizzes, and exams, you must show all work that leads to your answers. The work must be legible, make sense, and be easy to follow. All work and answers should be handwritten.

Required Tutoring Lab Attendance:

- You must attend the tutoring lab provided by South Plains College to get assistance and practice for 60 minutes (1 hour) weekly.
- When you arrive at the Tutoring Lab, check in on the Penji app to get credit for your attendance. Up-to-date information about the Penji app, as well as peer tutoring and online tutoring, is available at http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes: $\left(\frac{\text{attended minutes}}{60} \cdot 100\right)$.

Notes and Homework: For each topic of study there are notes and a set of homework problems. The assignment for each topic is to complete the notes by watching the provided lecture videos and to complete the set of homework problems. For each question on of a homework set:

- Write the question number.
- In solving the problem, show all necessary work and keep the work orderly and organized.
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly. Work with the tutors as much as needed.

For submitting an assignment:

- You are expected to do your work in a neat and organized manner.
- Write your name at the top of each page of your work.
- Submit your assignment in Gradescope as a single PDF file, preferably using the Gradescope app. (PDF files can be generated easily using a scanner or many freely available phone apps, like CamScanner, Scannable, or OneDrive.)
- All homework assignments will be due by 11:59 pm on Saturdays of the corresponding week that the assignment is given (unless otherwise stated).
- Your submission for an assignment should be in one single PDF file in the following order: (1) Completed assignment showing all work on your own paper, and (2) completed notes (Please print out the notes and fill them in on that paper as you watch the videos).

Make certain to complete and submit assignments on time (or early). Early submissions are welcomed! Late assignments will be accepted with a 15% deduction up to the time of the unit exam. Assignments may not be submitted after the unit exam.

Grading Rubric for Weekly Assignments:

Percentage of	Criteria
Assignment Grade	
70%	All practice exercises are attempted, and all required work is shown.
	• A subset of problems from the assignment <u>may</u> be graded, which will account for no more
	than 30% of the assignment grade.
30%	Notes from the Blackboard lesson completed
-15%	The assignment was submitted past the due date.

Discussions: There will be a discussion post over the skills lessons most weeks. When completing the discussion, please write in complete sentences and answer the questions thoroughly. Also, please remember to reply to at least one other student's post.

Quizzes: There will be a weekly quiz most weeks. You will have 45 minutes to complete the quiz. You will be allowed to use your notes and homework sets for reference during a quiz. For each question on the quiz:

- Write the question number.
- In solving the problem, show all necessary work and keep the work orderly and organized.
- Clearly mark your answer.

For submitting a quiz:

- Write your name at the top of each page of your work.
- Submit the quiz in Gradescope as a single PDF file, preferably using the Gradescope app.
- Quizzes must be submitted to Gradescope <u>before</u> the end of the 45-minute time limit.
- All quizzes will be due by 11:59 pm on Saturdays of the corresponding week that the quiz is assigned (unless otherwise stated).
- Your submission for a quiz should be in one single PDF file.

Midterm Exams: Two midterm exams will be given during the semester. You will have 90 minutes to complete the exams. Outside resources such as notes and homework assignments are <u>not allowed</u> during an exam. For each question on the exam:

- Write the question number.
- In solving the problem, show <u>all</u> necessary work and keep the work orderly and organized.
- Clearly mark your answer.

For submitting an exam:

- Write your name at the top of each page of your work.
- Submit the exam in Gradescope as a single PDF file, preferably using the Gradescope app.
- Exams must be submitted to Gradescope before the end of the 90-minute time limit.
- Exams will be due by11:59 pm on Saturdays of the corresponding week that the quiz is assigned (unless otherwise stated).
- Your submission for an exam should be in one single PDF file.

Quizzes and exams will be taken online. You will be monitored by Honorlock, an online proctoring software. Be sure to read the **Honorlock Online Exam Policies and Procedures**, located at the end of the syllabus. If you prefer to take your exam in person and are able to travel to the Lubbock Downtown Center campus, I will be happy to set up a time with you. You must plan for this option in advance of the exam. No late exams will be accepted.

Final Exam: The final exam must be taken in person. There will be two times that you may come and take the exam at the Lubbock Downtown Center. Times and locations are listed on the course calendar.

Grading Formula:

Completing all submissions and having a strong work ethic are important but do not guarantee a passing grade. However, these two things do increase the likelihood of passing. The final responsibility for learning lies with the student. The final letter grade for this course will be based on the following:

•	Required Tutor Lab Attendance	10%
•	Assignments (homework, notes, discussions, quizzes)	20%
•	Midterm Exam #1	20%
•	Midterm Exam #2	20%
•	Final Exam.	30%

Final Grade Determination: A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below

Reviewing Grades in Blackboard: After your assignments, quizzes, exams, and tutoring labs are graded, you will find the grade posted in Blackboard.

Assignments and Exams: The following is a sequential list of the assignments and exams.

- 1. Adding and Subtracting Whole Numbers
- 2. Multiplying and Dividing Whole Numbers
- 3. Integers: Absolute Value, Adding and Subtracting
- 4. Integers: Multiplying and Dividing
- 5. Exponents, Factorizations, and Square Roots
- 6. Greatest Common Factor & Least Common Multiple
- 7. Fractions: Multiplication and Division
- 8. Fractions: Addition and Subtraction
- 9. Decimals: Adding and Subtracting
- 10. Decimals: Multiplying and Dividing

Midterm Exam #1 (20%)

- 11. Converting Between Fractions, Decimals, and Percents
- 12. Order of Operations
- 13. Algebraic Expressions
- 14. Solving One- and Two-Step Single Variable Linear Equations
- 15. Solving Multi-Step Linear Equations
- 16. Applications Involving Linear Equations
- 17. Solving Linear Inequalities
- 18. Rules of Exponents Part 1
- 19. Rules of Exponents Part 2

Midterm Exam #2 (20%)

- 20. More Practice with Exponent Rules
- 21. Introduction to Polynomials
- 22. Basics of the Coordinate Plane
- 23. Introduction to Lines and Slope
- 24. Graphing Lines

Comprehensive Final Exam (30%)

Academic Dishonesty:

Academic dishonesty will not be tolerated. Below is the written policy from South Plains College regarding academic integrity. If you violate anything on those lists, you will receive a zero on the assignment and could be subject to other actions outlined in the South Plains College Student Code of Conduct. Please note that these actions could include failing the course and being expelled from the college.

Academic Integrity (Plagiarism and Cheating Policy): "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers" (SPC General Catalog).

Plagiarism violations include, but are not limited to, the following:

- 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
- 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- 4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

- 1. Obtaining an examination by stealing or collusion;
- 2. Discovering the content of an examination before it is given;
- 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
- 4. Entering an office or building to obtain an unfair advantage;
- 5. Taking an examination for another;
- 6. Altering grade records;
- 7. Copying another's work during an examination or on a homework assignment;
- 8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- 9. Taking pictures of a test, test answers, or someone else's paper.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (SPC General Catalog)

Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course. Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Resources:

- Blackboard! The course syllabus, calendar, gradebook, notes handouts, and assignments will be available on Blackboard.
- I am available to help you! Feel free to email me at jclopton@southplainscollege.edu. When you email me, please give me up to 24 hours to respond. If you email about a specific math question, please attach a picture of the question and the work that you have tried.
- Peer tutoring is available via SPC and is required for this course Visit the link below to learn more about SPC tutoring: http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- Free tutorial videos are available at the following sites: https://www.mathtv.com/ and https://www.khanacademv.org/.

Withdrawal Policy: As required by Texas Education Code Section 51.907, all new students who enroll in a Texas public institution of higher education for the first time beginning with the 2007 fall semester and thereafter, are limited to six course drops throughout their entire undergraduate career. All course drops, including those initiated by students or faculty and any course a transfer student has dropped at another institution, automatically count toward the limit. After six grades of W are received, students must receive grades of A, B, C, D, or F in all courses. There are other exemptions from the six-drop limit and students should consult with a Counselor/Educational Planner before they drop courses to determine these exemptions. Students receiving financial aid must get in touch with the Financial Aid Office before withdrawing from a course. It is the student's responsibility to drop. Excessive absences will result in an administrative withdrawal with a Grade of X or F. If you plan to withdraw, please consult with the instructor immediately. Note: The last day to drop with a grade of W is Wednesday, December 4, 2024.

Succeeding in a Math Class:

- Be mentally present! Pay attention and ask questions in class.
- Plan ahead. Do notes and practice problems early enough before the due date that you will have time to ask questions or seek help if you need it.
- Get help as soon as you feel yourself falling behind! Don't wait!
- All notes printouts and practice problems for the course are posted on Blackboard. If you want to get ahead, that is encouraged. Time management is crucial.

- I have found that the best way for a student to study for a math exam is to practice working problems over and over.
- Everyone learns and studies differently. I encourage you to seek out and find what works best for you.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Honorlock Online Exam Policies and Procedures:

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the Honorlock Chrome Extension.

When you are ready to complete your assessment, log into Blackboard, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. During the authentication steps, you may be prompted to complete a room scan. This is a test-taker authentication step in which you will be asked to perform a 360-degree scan of your environment with the computer or webcam to confirm the integrity of the testing environment. Honorlock will be recording your exam session through your webcam and microphone and recording your screen. Honorlock also has an integrity algorithm that can detect searchengine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the <u>support page</u> or within the exam itself. Some guides you should review are <u>Honorlock MSRs</u>, <u>Honorlock FAQs for</u> Test Takers, Honorlock Knowledge Base, and How to Use Honorlock.

- Enrollment in the course is an agreement to abide by and accept all terms for online testing. Online exams within this course will require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam as well as the Chrome internet browser. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns.
- You should find a private place to test where you will not be interrupted. You should be the only person in the room where you are testing. If I see or hear other people in the room with you, then you will get a zero on the exam.
- Tests must be completed in the time window given. Once you begin your exam, you must finish it and submit it during that sitting. You are not allowed to stop and come back to it later. You are not allowed to take breaks during the exam so plan accordingly. An exam should not take more than two hours to complete. Therefore, you will select ONE of the available times for testing. You may only test at one of the times.
- Your PDF of the exam must be submitted just before you close the exam in Honorlock.
- At the specified times for exams, a link will open in Blackboard. (I will put this in the folder for the week in which the exam is to be taken). The link will launch the Honorlock software. To begin an exam, click on that link and a PDF will open. You are not allowed to download this PDF to your computer or print the PDF. When you are done taking the exam, you will click on "Save and Submit." If you have not entered anything in the box, Blackboard will ask you if you still want to submit even though you have not typed in any answer(s) and you should click "Okay." You will scan and submit your exam using the Gradescope app exactly like you do your assignment submissions.
- You are not allowed to print off the exam. You should do all of your work for the exam on notebook paper. Please note that your work should be easily read. If I cannot read it, I cannot give you credit for it.
- The exam is timed.
- Audio, video and your computer screen are being recorded during testing. Please make sure your computer's audio and video are turned on. There is no talking during the exam.
- The webcam/video must show both you and your work space at all times during the exam. Your exam workspace should include a writing utensil, blank notebook paper on which to complete the exam, your non-graphing calculator, and your phone, faced down, during the duration of the exam. If I can't see both you and your ENTIRE workspace throughout the exam, you will receive a zero. See the posted Blackboard video for an example of what I should see when you are testing.

- You are not allowed to move materials (papers, calculator, pencils etc) in and out of that visible workspace during testing. I should be able to see all of those things in your visible workspace the entire time you are testing.
- After you click on the exam to launch it, you should hold the following up to your webcam for a period of five seconds each:
 - i. A photo ID (this could be a student ID, driver's license or work ID. The photo ID must show your picture as well as your given name).
 - ii. Your non-graphing calculator
 - iii. Both sides of each blank sheet of paper you plan to have in your workspace to use during testing.
- If there is anything else in your workspace, you will receive a zero on the exam. You should not have out any electronic devices (smart watches, another computer etc) or notes during the exam. Your phone will be in your workspace face down but should not be used other than scanning and submitting at the very end.
- The exam itself will be posted on Blackboard and you should be able to have it open on your computer screen during the exam. That is all that should be on your computer screen until you are finished with the exam. Surfing the internet during the exam is prohibited and will result in a zero. Remember that the Honorlock software monitors your computer screen during the exam.
- When you are finished with your exam, then you will use your phone to scan and submit your work for the exam as a single PDF file into Gradescope.
- The Honorlock exam monitoring (audio, video and computer screen) will be cut off when you hit the submit button, or run out of time. You should allow time to scan and submit your work in Gradescope BEFORE hitting the submit button. There should be a countdown of your remaining time on the computer screen.
- If there is anything questionable that happens during the exam or if you do not follow all Online Exam Policies and Procedures, you will receive a zero on the exam. If something unexpected occurs and you think an explanation might help, please email me.
 - Examples of questionable behavior: looking away from your computer screen and work papers, appearing that you are receiving help from someone during the exam, using an calculator, cell phone, tablet, or computer that is out of view of webcam or workspace, any indication that you are copying work from an outside source
- If you get removed or kicked out of your exam, please first submit what you have done up to that point. Then click on the extension icon in the upper right-hand corner of your browser. This will connect you to a Honorlock agent via a live chat. The Honorlock agent will be able to let you back into the exam as long as there was a valid reason for your removal. If you get removed from the exam and can't find the extension icon, please go to https://honorlock.com/support/ and click on "begin live chat". These steps should be completed immediately if you are removed from an exam unexpectedly. Do not contact me as I have no power to admit you.

Tentative Course Calendar Foundations of Algebra (online course) Spring 2025

Below is a calendar view of topics, assignments, quizzes, and exam due dates.

Date (Mon-Fri)	Topic(s) to be discussed (assignment is included with each lesson)	 Assignment and Quiz Due Dates Assignments, quizzes, and exams are due by 11:59 pm on corresponding Saturdays.
Week 1:	Course Introduction	Assignment 1
Jan 13-17	• Tips for success in math courses	
	Notes 1: Adding & Subtracting Whole Numbers	
Week 2:	Time Management	• Assignment 2
Jan 20-24	• Notes 2: Multiplying & Dividing Whole Numbers	• Assignment 3
	• Notes 3: Integers: Absolute Value, Adding and	• Quiz 1
	Subtracting	
Week 3:	Overcoming Anxiety	Assignment 4
Jan 27-31	 Notes 4: Integers: Multiplying and Dividing 	• Assignment 5
	 Notes 5: Exponents, Factorization, and Square Roots 	• Quiz 2
Week 4:	How to Read & Use Class Material	• Assignment 6
Feb 3-7	• Notes 6: Greatest Common Factor & Least Common	• Assignment 7
	Multiple	• Quiz 3
	• Notes 7: Fractions: Multiplication and Division	
Week 5:	Note Taking for Math	• Assignment 8
Feb 10-14	 Notes 8: Fractions: Addition and Subtraction 	• Assignment 9
	 Notes 9: Decimals: Adding and Subtracting 	• Quiz 4
Week 6:	Using Available Resources	• Assignment 10
Feb 17-21	 Notes 10: Decimals: Multiplying and Dividing 	 Midterm Exam #1
	• Midterm Exam #1	
Week 7:	Improving Memory	• Assignment 11
Feb 24-28	 Notes 11: Converting Between Fractions, Decimals, and 	• Assignment 12
	Percents	• Quiz 5
	Notes 12: Order of Operations	
Week 8:	 Preparing for a Math Test 	• Assignment 13
Mar 3-7	• Notes 13: Algebraic Expressions	• Assignment 14
	• Notes 14: Solving One- and Two-Step Single Variable	• Quiz 6
***	Linear Equations	
Week 9:	Math Test-Taking Strategies	• Assignment 15
Mar 10-14	• Notes 15: Solving Multi-Step Linear Equations	• Assignment 16
G	Notes 16: Applications Involving Linear Equations	• Quiz 7
Spring Break (Marc		
Week 10: Mar 24-28	• After Math Test Behavior	• Assignment 17
IVIAI 24-26	Notes 17: Solving Linear Inequalities	• Assignment 18
W1-11.	Notes 18: Rules of Exponents Part 1	• Quiz 8
Week 11: Mar 31-Apr 4	• Notes 19: Rules of Exponents Part 2	• Assignment 19
	• Midterm Exam #2	• Midterm Exam #2
Week 12: Apr 7-11	Preparing for a Math Final Exam New 20 Mars Protein with Frances Protein	• Assignment 20
Api /-11	Notes 20: More Practice with Exponent Rules Notes 21: Introduction to Polymorphile	• Assignment 21
Wools 13.	Notes 21: Introduction to Polynomials Notes 23: Project of the Goodington Plants	• Quiz 9
Week 13: Apr 14-18	Notes 22: Basics of the Coordinate Plane Notes 23: Introduction to University Interest of States	• Assignment 22
Apr 14-10	Notes 23: Introduction to Lines and Slope	Assignment 23Quiz 10
Week 14:	Notes 24: Graphing Lines	
Apr 21-25	Notes 24: Graphing Lines	Assignment 24Quiz 11
Week 15:	Review for Comprehensive Final	Quiz 11
Apr 28-May 2	- Review for Comprehensive Fillar	
Week 16:	Final Exam	
May 5-8		