
Course Format

The course will consist of training, assignments, quizzes and exams. The assignments, quizzes, and exams will be time-sensitive which means that they must be completed by the due date. Late assignments and exams will not be accepted.

Grading

Grades will be computed based on the following percentages:

Exams: 20%

Quizzes: 10%

CaseGrader: 70%

Student Involvement

Successful completion of this online course is dependant upon the level of the student's commitment. Students must have the discipline needed to complete all of the work by the due dates posted for each training, assignment, quiz, or exam. Students who procrastinate and waiting to the last minute to complete the work will find it extremely difficult to achieve a desirable outcome.

Textbook and Software

Students must purchase their own copies of the textbook and software. The textbooks contain unique codes that students will use to create their user accounts these codes cannot be shared or reused.

Academic Honesty

Plagiarism and cheating are serious offenses and may be punished by failure on the exam, quiz, paper, or project; failure in course; and/or expulsion from the College. Students who submit any assignment, quiz or exam completed by someone else will receive a failing grade for that work. The situation will also be referred to the appropriate dean for further action.