Syllabus

BUS 303-001C
Cost Management
Fall 2010

General Information

Professor:  Nathan V. Stuart
Office:  Clow Faculty 121
Telephone:  (920) 424-3472
E-Mail:  stuartn@uwosh.edu
Office Hours:  Monday, 3:00 PM – 4:00 PM and Thursday 10:00 AM – 11:00 AM, or by appointment

Class Meeting:  Tuesday and Thursday, 7:30 AM – 9:30 AM
Class Location:  CC 45

Course Communication

I expect you to check your email and the course D2L page regularly for course information and updates. You are responsible for all information I disseminate through these media. I will deliver new information to you through announcements on D2L unless there is time-sensitivity that makes an email more appropriate.

I will do everything I can to respond to your emails within 24 hours. If I will be “off-line” (e.g., traveling) and unable to respond within 24 hours, I will try to let you know in advance.

When you email me, use a proper salutation, a proper closing, and proper English capitalization, punctuation, and spelling, as you would in a professional business letter. I will ignore emails that contain “texting” and/or are otherwise not written in a professional matter (e.g., “u” instead of “you”; “i” as the first-person singular pronoun; “4” instead of “for”).

I recommend that you include “BUS 303” in the subject line of all emails to me, particularly if you are using a non-UWO account. Spam filters frequently trap student emails, and I receive a daily update as to what the filter has trapped. I am more likely to detect your emails caught in the filter if “BUS 303” is in the subject line.

General Course Objective

This course emphasizes fundamental cost management topics. In addition to demonstrating your knowledge of such topics and the ability to apply the essentials of cost management, you will practice analysis and problem solving skills. You will also be able to evaluate the behavioral issues inherent in cost management. For specific course objectives, please refer to the chapter outline handouts.
Text and Other Required Materials

2. In-class handouts
3. Readings, handouts, cases, assignments, evaluation forms, and other materials available on the course D2L page

Optional Material

Student resources (e.g., multiple choice quizzes, Excel templates) for our text are available at www.academic.cengage.com (click through the following path: Higher Education → Business & Economics → Accounting → Cost Accounting).

Grading Policy

To understand cost management and do well in this course, it is important that you prepare for class and keep up with your homework. It is expected that you will complete reading assignments prior to class, in order for you to be prepared to actively participate in class. On average, you should plan to spend three hours outside of class for every hour in class.

Graded Course Components

Grades are assigned based on your weighted average final score for the following course components:

<table>
<thead>
<tr>
<th>Component (100 Points Each)</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1 (HMG 1, 2, 3, 5, and 6)</td>
<td>24.00%</td>
</tr>
<tr>
<td>Exam 2 (HMG 8, 9, and 19 on Profitability, plus cumulative portion)</td>
<td>22.67%</td>
</tr>
<tr>
<td>Exam 2 (HMG 17, 18, and 19 on Pricing, plus cumulative portion)</td>
<td>21.33%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>13.33%</td>
</tr>
<tr>
<td>Projects</td>
<td>8.00%</td>
</tr>
<tr>
<td>Homework</td>
<td>6.67%</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>4.00%</td>
</tr>
</tbody>
</table>

To receive a passing grade for this class, you must have a weighted average score of at least 60.00.

The minimum weighted average score necessary to achieve each letter grade (subject to downward revision at my discretion) is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93</td>
</tr>
<tr>
<td>A−</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>87</td>
</tr>
<tr>
<td>B</td>
<td>83</td>
</tr>
<tr>
<td>B−</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>77</td>
</tr>
<tr>
<td>C</td>
<td>73</td>
</tr>
<tr>
<td>C−</td>
<td>70</td>
</tr>
<tr>
<td>D+</td>
<td>67</td>
</tr>
<tr>
<td>D</td>
<td>63</td>
</tr>
<tr>
<td>D−</td>
<td>60</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
</tr>
</tbody>
</table>
For example, Student Q would calculate his or her weighted average score and course grade as follows.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points Earned</th>
<th>Weight</th>
<th>Contribution to Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>75</td>
<td>0.2400</td>
<td>18.00</td>
</tr>
<tr>
<td>Exam 2</td>
<td>88</td>
<td>0.2267</td>
<td>19.95</td>
</tr>
<tr>
<td>Exam 2</td>
<td>92</td>
<td>0.2133</td>
<td>19.63</td>
</tr>
<tr>
<td>Quizzes</td>
<td>90</td>
<td>0.1333</td>
<td>12.00</td>
</tr>
<tr>
<td>Projects</td>
<td>88</td>
<td>0.0800</td>
<td>7.04</td>
</tr>
<tr>
<td>Homework</td>
<td>82</td>
<td>0.0667</td>
<td>5.47</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>95</td>
<td>0.0400</td>
<td>3.80</td>
</tr>
<tr>
<td>Weighted Score (sum of contributions of components):</td>
<td></td>
<td></td>
<td>85.88</td>
</tr>
</tbody>
</table>

**Course Grade:** B

**Pass/Fail Course Components**

In addition, in order to receive a passing grade in BUS 303, you must complete the following three assignments by the indicated date. Failure to complete any of these three assignments by the indicated date will result in a grade of F for BUS 303.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Deadline</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>17 September 2010</td>
<td>Score 10 out of 10 on a D2L quiz about the BUS 303 syllabus. You may take the quiz multiple times until you achieve a perfect score.</td>
</tr>
</tbody>
</table>
| Office Meeting              | 17 September 2010 | 1. Sign up for a 15-minute appointment with me in my office, CF 121.  
2. Complete the Student Information Sheet (downloaded from D2L) and bring it to the appointment. You may type your responses or write them out legibly.  
3. Arrive on time for the appointment.  
4. When I call you in, introduce yourself with eye contact, a firm handshake, and your full name.  
5. Chat with me briefly about yourself and the course. Have at least one question about the syllabus or course requirements.                                                                                                                                                      |
| Professional Development Activity | 1 October 2010 | Either:  
1. Attend Career Networking Night on 22 September 2010 and participate in all activities or  
2. Complete the alternative exercise provided by Ms. Jessie Pondell (Clow C151D, 424-3032)  
Option 2 is only available under rare circumstances. You must see me to obtain approval to pursue Option 2 by class on 16 September 2010.                                                                                                                                                                           |
Quizzes
There are six quizzes (worth 20 points each) that will each consist of 10 multiple-choice questions. Your top five scores will count toward your course grade.

You must provide your own calculator for quizzes.

Quizzes are to be taken at the scheduled time unless the conflict is due to a University-sanctioned event. You must inform me of such a conflict at least two weeks prior to the quiz so that appropriate alternative arrangements can be made. If you miss a quiz for an unexcused and unannounced absence, that score of zero will count toward your course grade and cannot count as your dropped quiz score. If you miss a quiz for an announced absence that is not for illness or a University-sanctioned event, that score can count as your dropped quiz score.

Discussing any aspect of a quiz with another BUS 303 student (of any instructor) when one of you has taken the quiz and one of you has not is unethical and a violation of academic integrity (see the Academic Integrity section below).

Exams
There are three exams. Each exam will include multiple-choice questions, problems, and short essay questions, and may include other types of short-answer questions. At least 50% of the multiple choice questions on Exams 2 and 3 will address topics from earlier units.

You will be provided a four-function (non-programmable) calculator for exams.

Exams are to be taken at the scheduled time unless the conflict is due to a University-sanctioned event. You must inform me of such a conflict at least two weeks prior to the exam so that appropriate alternative arrangements can be made.

Discussing any aspect of an exam with another BUS 303 student (of any instructor) when one of you has taken the exam and one of you has not is unethical and a violation of academic integrity (see the Academic Integrity section below).

Writing Assignments
You will complete two writing assignments. These projects will be graded for content, organization, and style. The due dates are available on the schedule, and the details for each assignment and general information about the writing assignments are available on D2L. Late projects will be subject to penalty. Plagiarism is unethical and a violation of academic integrity (see the section on Academic Integrity below).
Homework
The schedule indicates recommended practice problems for each session. You are not required to submit the recommended problems. Solutions will be available on D2L. We will not spend much time on these in class, so if you have any questions about them you will need to ask me directly.

**THERE IS A REQUIRED HOMEWORK ASSIGNMENT DUE ON (MOST) TUESDAYS, AS INDICATED ON THE SCHEDULE.**

Each assignment consists of one or more problems and a writing exercise. You may work together on calculations, but you must each submit your own homework and you must prepare your own answers to discussion/interpretation questions and to the writing exercise.

Your homework submission should:

- Have a cover page that includes your name and the date, and “BUS 303 Homework X.” The cover page should be **blank** on the reverse side
- **NOT** have your name on any of the other pages
- Have the pages numbered
- Have the pages stapled together, in the proper order, in the upper-left corner. If you have a mixture of portrait and landscape pages, the landscape pages should have the top to the left and the staple should pass through the upper-right corner.
- Show all the steps of your analyses. The correct procedure with a math error will earn almost all of the credit. The correct answer with no indication of how you obtained it will earn almost no credit.

You must type the writing exercise using 12-point Times New Roman or Garamond typeface with one-inch margins on all sides. Your writing exercise submission should be 1-2 paragraphs, ½-¾ of a page in length, double-spaced. Additional expectations are found in the Writing Guidelines document on D2L.

You may write or type out the problems. If you type, or submit printouts from spreadsheets, use 12-point Times New Roman or Garamond typeface with one-inch margins on all sides. You may include handwritten annotations of spreadsheet printouts.

**SUBMISSIONS THAT DO NOT MEET THESE REQUIREMENTS WILL AUTOMATICALLY EARN A SCORE OF ZERO.**

Homework will be evaluated in terms of effort, accuracy, and completeness. You must show and/or explain your work. Simply writing “yes” or “no” or a number is not sufficient. There are a total of 12 homework assignments. The total points for each assignment will vary depending on the number of problems and the level of difficulty of the problems.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Every problem complete and accurate</td>
</tr>
<tr>
<td>75%-99%</td>
<td>Every problem attempted in good faith, with only minor errors</td>
</tr>
<tr>
<td>50%-74%</td>
<td>Every problem attempted in good faith, but with major errors</td>
</tr>
<tr>
<td>25%-49%</td>
<td>Missing problems, major errors, and/or lack of good faith effort</td>
</tr>
<tr>
<td>0</td>
<td>No submission, or submission that fails to comply with the submission standards indicated above</td>
</tr>
</tbody>
</table>
I reserve the right to omit, replace, or assign additional exercises and problems, although I will do so no later than the Thursday class before the homework is due.

SEE ME IF YOU HAVE ANY QUESTIONS ABOUT THESE REQUIREMENTS THAT ARE NOT ANSWERED DURING THE FIRST CLASS.

Homework solutions will be posted on D2L after the due date. You should review the solutions to all practice problems and homework problems and ask me if you have any questions about the assigned work.

Attendance and Participation
I expect you to come to class prepared to participate in any scheduled activities, including problem discussions, case discussions, and group activities. See “Attendance” and “Professionalism” below for further information.

I have endowed each of you with all 100 points for this course component. Your total for this course component can only decrease if you exhibit the unprofessional behaviors indicated in this syllabus. If you are in danger of losing points in this course component, or do so, I will inform you and update the D2L grade book accordingly.

Attendance
You must attend class and participate in order to earn points for Participation and Attendance component of the course. I will also keep track of attendance because (1) it helps me learn your names and (2) it helps me diagnose performance problems if they occur.

I expect you to inform me before class if you will be late or absent. I do not want to know the reason(s); I trust you to make informed decisions about how you spend your time. I do expect you to do me the professional courtesy of telling me you will not keep or be on time for a scheduled appointment with me (note that I consider class to be a scheduled appointment). You will be able to make up any missed participation points only if your absence is due to a University-sanctioned activity, such as a sports event. I will require documentation that you are a member of the organization and not just interested in spectating.

If you miss an academic event (quiz or exam) due to illness, you will be allowed to make up the exercise only if
1. You informed me prior to the scheduled class that you were ill, and
2. You have documentation from a medical practitioner that you were unable to participate in the quiz or exam due to your physical condition (the documentation does not have to include any specific medical condition, but a note to the effect only that you were “seen” is not sufficient).

Participation
For each of the three class units, you will be part of a different three- or four-person group. You will compete against the other groups during in-class problem solving activities. Your group’s score will depend on the speed and accuracy with which you complete the activity. Being prepared and contributing to your group’s activity submission is part of the professional behavior expected in BUS 303.
Professionalism
You are all studying to become part of a professional organization. Professional organizations expect certain behaviors from their members, and this classroom is no different. It is not professional to impinge on a colleague’s desire to learn.

Professional behavior includes:

- Preparing for class and attending with all of the appropriate materials
- Being on time for class sessions
- Remaining in the classroom during when not excused for breaks
- Returning from scheduled breaks in a timely fashion
- Listening carefully and respectfully when I am speaking and when one of your classmates is speaking
- Refraining from conducting private conversations
- Asking questions in a manner conducive to clarification and additional learning
- Turning off all portable electronic devices before class begins. Answering a cell phone in a manner that distracts the class in any way is unacceptable. The classroom is not conducive to a student leaving without being disruptive.
- Using your laptop during class only for taking notes and/or real-time analysis. If you are going to surf the net, correspond via email, or IM during the class period, do so in some location other than the classroom. Conducting such activity during class certainly distracts from your own ability to benefit from the class, which is your own choice; you may not engage in behavior in the classroom that distracts others from attending to the material.
- Preparing to leave the classroom only after I have dismissed the class

I will take repeated unprofessional behavior into account when determining your course grade.
Other Course Policies

Your Responsibilities
You are responsible for all delivered content, written and oral. Notes taken during lecture and discussion should be an integral part of your study materials.

If you miss a class session, you are responsible for obtaining the notes and other information about the class session from a peer. I will be happy to answer specific questions you have about the material.

Recording Class
You may record class sessions, but I do not permit selling notes and/or tapes of class sessions. All materials distributed in the course, in hardcopy or via the course D2L page, are © 2010 by Professor Nathan V. Stuart unless otherwise indicated.

Grading Errors
If you believe you have received an incorrect score for a class component, email me with a brief explanation of your concern. If your concern involves a mechanical error (such as a data entry mistake), I will correct the problem immediately. If your concern involves the number of points I awarded for your answer, describe the discrepancy and I will contact you to discuss your position.

Special Accommodations
In accordance with the Americans with Disabilities Act and with UWO policy, I will accommodate appropriate requests for modified quiz, exam, and/or assignment formats. Students requesting such accommodation must first register with Disability Services in the Office of the Dean of Students. Disability Services will provide documentation to the student who must then provide this documentation to me when requesting accommodation. Such documentation and requests should be made no later than the second week of classes.
Academic Integrity

UWO is committed to a standard of academic integrity for all students. The system guidelines state: "Students are responsible for the honest completion and representation of their work ... and for respect of others’ academic endeavors" (s. UWS 14.01, Wis. Adm. Code). Students are subject to disciplinary action for academic misconduct, as defined in s. UWS 14.03, Wis. Adm. Code.

You are encouraged to review the procedures related to violations of academic honesty as outlined in Chapter UWS 14, WI Administrative Code. The system guidelines and local procedures are printed in the University of Wisconsin Oshkosh Student Discipline Code. You can read these and other conduct guidelines online at http://www.uwosh.edu/dean/conduct.htm.

Specific questions regarding the provisions in Chapter UWS 14 (and institutional procedures approved to implement Chapter UWS 14) should be directed to the Dean of Students Office.

I will not tolerate a lack of academic integrity. Proscribed behavior includes, but is not necessarily limited to, all forms of plagiarism and all forms of giving and/or receiving unauthorized assistance with course requirements. I have and will prosecute academic integrity violations, which can result in penalties including, but not necessarily limited to, an assignment or exam grade score of zero or a course grade of F.

Some easy ways to avoid this problem are:

a. Understand that cases and readings are other people’s work. If you choose to use material directly from a source you must use quotation marks as appropriate and cite your source (page number, title, author, etc.). Note also that substantive paraphrasing and/or simply altering the structure of text from a source do not qualify as your own work and requires appropriate citation.

b. Do not seek unauthorized assistance on individual work or during exams. This includes searching the web for material related to case studies.

c. Talk with me if you are not sure about what is or is not acceptable for a particular assignment or exam.

The University of Wisconsin Oshkosh has an account with an automated plagiarism detection service (TurnItIn.com) that reviews assignments for plagiarism. TurnItIn.com compares submitted documents to a database of journal articles, web articles, and previously submitted papers, and provides a report to the instructor showing whether and how a student plagiarized on a particular assignment. I reserve the right to request that you submit assignments as electronic files and to submit those files to TurnItIn.com to check for plagiarism. For more information about TurnItIn.com and plagiarism, go to the Dean of Students Office at http://www.uwosh.edu/dean/ and click on the “Student Conduct” link.
<table>
<thead>
<tr>
<th>Week</th>
<th>Session</th>
<th>Date</th>
<th>Session Coverage</th>
<th>Practice Problems</th>
<th>Assignments Due</th>
<th>Quizzes/Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>9 Sep</td>
<td>Course introduction, Syllabus and related documents (D2L), HMG Chapter 1, Pretest for baseline knowledge</td>
<td>HMG Q: 1-1, 1-2, 1-4, HMG E: 1-5, 1-6, HMG P: 1-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>14 Sep</td>
<td>HMG Chapter 2, Meyr Hospital (D2L), HMG: P2-14</td>
<td>HMG Q: 2-1, 2-6, HMG E: 2-1, HMG P: 2-13</td>
<td>Homework 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>16 Sep</td>
<td>HMG: E2-5, HMG Chapter 3, HMG: E3-2, E3-7</td>
<td>HMG Q: 2-10, 3-9, 3-10, HMG E: 2-4, 3-8, HMG P: 2-15, 2-17, 3-11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>21 Sep</td>
<td>HMG 3: E3-4, HMG Chapter 5, HMG: E5-1</td>
<td>HMG Q: 3-4, 3-5, 5-1, 5-2, HMG E: 3-5, 5-2, HMG P: 3-13</td>
<td>Homework 2</td>
<td>Quiz 1</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>23 Sep</td>
<td>HMG: E4-2, E5-6, E5-7</td>
<td>HMG Q: 5-5, 5-11, HMG E: 5-10, 5-11, HMG P: 5-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>28 Sep</td>
<td>Richport Company (D2L), Gunderson, Inc. (D2L)</td>
<td>HMG Q: 5-6, 5-9, HMG P: 5-18, 5-20</td>
<td>Homework 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>30 Sep</td>
<td>HMG Chapter 6, HMG: E6-2, E6-4, E6-6, Process Costing Excel Templates (D2L)</td>
<td>HMG Q: 6-2, 6-8, HMG E: 6-1, 6-5, HMG P: 6-16, 6-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>5 Oct</td>
<td>HMG: E6-12, E6-13, Anderson Company (D2L)</td>
<td>HMG Q: 6-4, 6-5, HMG P: 6-21, 6-22, 6-26</td>
<td>Homework 4</td>
<td>Quiz 2</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>7 Oct</td>
<td>Top Drawer Office Equipment (D2L), CableTech Bell Corporation (D2L)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>12 Oct</td>
<td>HMG Chapters 1, 2, 3, 5, and 6</td>
<td></td>
<td>EXAM 1</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Session</td>
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</tr>
</tbody>
</table>
| 6    | 11      | 14 Oct | HMG Chapter 19 (676-687, 690-691)  
HMG: P19-14                        | HMG Q:19-10, 19-11  
HMG P: 19-15, 19-16, 19-20        |                                   |                            |
| 7    | 12      | 19 Oct | HMG: P19-21, P19-27                                                             | HMG Q:19-8  
HMG P: 19-19, 19-25, 19-26        | Homework 5                        | Quiz 3                       |
|      | 13      | 21 Oct | HMG Chapter 8  
HMG: E8-1, E8-3, P8-16                                                        | HMG Q:8-3, 8-4  
HMG E: 8-6  
HMG P: 8-14, 8-15              | Writing Assignment #1             |                            |
| 8    | 14      | 26 Oct | HMG: E8-9, E8-10  
Berwin, Inc. (D2L)                                                               | HMG Q:8-6, 8-9  
HMG P: 8-13                   | Homework 6                        | Quiz 3                       |
|      | 15      | 28 Oct | Let’s Go Corporation (D2L)  
Meet in Radford Basement Computer Lab                                             | HMG Q:8-11, 8-14  
HMG E: 8-11, 8-12  
HMG P: 8-19               |                                   |                            |
| 9    | 16      | 2 Nov  | United Mattress (D2L)  
HMG Chapter 9  
HMG: P9-12                                                                       | HMG Q:9-3, 9-10, 9-10  
HMG E: 9-1, 9-3              | Homework 7                        |                            |
|      | 17      | 4 Nov  | HMG: E9-9  
Osgood Company (D2L)                                                           | HMG Q:9-5, 9-7  
HMG P: 9-14, 9-15             |                                   |                            |
| 10   | 18      | 9 Nov  | HMG: 19-16  
Webb Company (D2L)                                                            | HMG Q:9-11, 9-12  
HMG E: 9-4, 9-5              | Homework 8                        | Quiz 4                       |
|      | 19      | 11 Nov | Funtime, Inc. (D2L)                                                            |                                   |                                   |               |
| 11   | 20      | 16 Nov | HMG Chapter 19 (676-687, 690-691)  
HMG Chapters 8 and 9                                                              |                                   |                                   | EXAM 2                     |
<table>
<thead>
<tr>
<th>Week</th>
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</tr>
</thead>
</table>
| 11   | 21      | 18 Nov | HMG Chapter 17  
       |         |                  | HMG: E17-7  
       |         |                  | Utah Metropolitan Ballet (D2L)  
       |         |                  | HMG Q:17-4, 17-8  
       |         |                  | HMG E: 17-11, 17-14  
       |         |                  | HMG P: 17-16 |
| 12   | 22      | 23 Nov | Wellness Center, Inc. (D2L)  
       |         |                  | Keener Incorporated (D2L)  
       |         |                  | All-Fixed Company (D2L)  
       |         |                  | HMG Q:17-14, 17-15  
       |         |                  | HMG E: 17-9  
       |         |                  | HMG P: 17-15, 17-26  
       |         |                  | Writing Assignment #2  
       |         |                  | Homework 9 |
| 12   | X       | 25 Nov | No Class – Happy Thanksgiving !! | | | |
| 13   | 23      | 30 Nov | HMG Chapter 18  
       |         |                  | Stuart: The Comparison Equation (D2L)  
       |         |                  | HMG: E18-3, E18-4  
       |         |                  | LES Company (D2L)  
       |         |                  | HMG Q:18-5, 18-7  
       |         |                  | HMG E: 18-2  
       |         |                  | HMG P: 18-11, 18-19  
       |         |                  | Homework 10 |
| 14   | 24      | 2 Dec  | HMG: E18-6, P18-14  
       |         |                  | Swift Corporation (D2L)  
       |         |                  | HMG Q:18-12  
       |         |                  | HMG E: 18-9  
       |         |                  | HMG P: 18-13, 18-15  
       |         |                  | Quiz 5 |
| 14   | 25      | 7 Dec  | HMG Chapter 19 (669-576, 687-690)  
       |         |                  | HMG: E19-2, E19-3  
       |         |                  | FMD Incorporated (D2L)  
       |         |                  | HMG Q:19-3, 19-5  
       |         |                  | HMG E: 19-7, 19-8  
       |         |                  | HMG P: 19-12  
       |         |                  | Homework 11 |
| 15   | 26      | 9 Dec  | HMG: E19-10, P19-18  
       |         |                  | Baker Industries (D2L)  
       |         |                  | |
| 15   | 27      | 14 Dec | Faxtronics Corporation (D2L)  
       |         |                  | | | Homework 6  
       |         |                  | Quiz 6 |
| 28   | 28      | 16 Dec | HMG Chapters 17 and 18  
       |         |                  | HMG Chapter 19 (669-576, 687-690)  
       |         |                  | | | EXAM 3 |