ON A SCANTRON ANSWER SHEET, FILL IN THE LETTER OF THE CHOICE THAT BEST COMPLETES THE STATEMENT OR ANSWERS THE QUESTION

1. The syllabus is important because
   a. it is an informal contract between the instructor and the student
   b. it provides vital information about the course
   c. it provides a schedule of activities and assignments
   d. all of these choices are correct

2. You should read the syllabus and assignment sheet
   a. once
   b. carefully and regularly
   c. never
   d. only when the instructor quizzes you about it

3. The professor’s office hours and contact information can be found on
   a. page one of the syllabus
   b. the instructor’s website
   c. the instructor’s office door
   d. all of these choices are correct

4. The CengageNOW website provides access to
   a. homework, quizzes, and the related due dates
   b. study tools
   c. the e-book
   d. all of these choices are correct

5. The instructor’s website (http://faculty.rcc.edu/honore) provides access to the
   a. solution manual
   b. blank working papers (for exams and manual homework)
   c. website for the Excel templates (for extra credit assignments)
   d. all of these choices are correct

6. Which of the following is required for this course
   a. the textbook with CengageNOW access
   b. a calculator
   c. columnar/accounting paper or working paper forms
   d. all of these choices are correct

7. You should obtain the required course materials
   a. before classes begin
   b. after the first class
   c. when it is convenient
   d. never

8. A thoughtful student
   a. tries to look up information first, before asking questions
   b. turns off all beepers, cell phones, and watch alarms that make noise before coming into class
   c. waits until class has been dismissed before gathering his/her belongings
   d. all of these choices are correct
9. Reading assignments should be completed  
   a. before the related lecture  
   b. after the related lecture  
   c. when it is convenient  
   d. never  

10. If you have a physical, psychiatric/emotional, medical or learning disability that may affect your ability to carry out assigned course work, you should contact the staff in Disabled Student Services to determine what accommodations may be necessary and appropriate  
   a. true  
   b. false  

11. Your grade in this course will be based on  
   a. exams and quizzes  
   b. homework and internet assignments  
   c. class participation  
   d. all of these choices are correct  

12. Makeup exams  
   a. are allowed if you make arrangements before the exam  
   b. are subject to a grade penalty  
   c. are not allowed when poor time management prevents you from being ready for the exam  
   d. all of these choices are correct  

13. Exam review is an important learning and diagnostic tool  
   a. true  
   b. false  

14. All chapter quizzes and most underlined homework must be submitted through CengageNOW  
   a. true  
   b. false  

15. Makeup quizzes  
   a. are allowed if you make arrangements before the quiz  
   b. are not subject to a grade penalty  
   c. are allowed when poor time management prevents you from being ready for the exam  
   d. will not be accepted  

16. For assignments completed by hand, you may use any type of paper  
   a. true  
   b. false  

17. You should check the solution manual before asking questions about the homework  
   a. true  
   b. false  

18. Late homework  
   a. will not be accepted after the exam for the related chapter  
   b. is subject to a grade penalty  
   c. both (a) and (b) are correct  
   d. is always accepted  

19. A student violating academic integrity standards may have a test or assignment score reduced, have the course grade reduced, fail the course, or be suspended from the course  
   a. true  
   b. false  

20. The tentative schedule  
   a. provides the CengageNOW course key  
   b. lists homework assignments and due dates  
   c. is subject to modification and revision depending on the needs of the class  
   d. all of these choices are correct