Here are some guidelines for quizzes. **Note:** The list below is not meant to be all-inclusive.

**NOTE:** Make sure that you have checked your book against the publisher’s book errata sheet and made corrections as appropriate.

1. In general, quizzes encompass and develop the fundamental concepts and principles of chapter topics while exams (and projects) expand on those fundamentals to solve problems by applying the associated concepts and principles.
2. Review all homework assignments. Use homework assignments as a study guide.
3. Review previous quizzes to get a sense of the general type of questions that could be asked.
4. Review and answer the “review questions” at the end of each chapter.
5. Review the key terms from each textbook chapter.
6. Understand the examples shown throughout each chapter as well as the examples covered in class.
7. Lectures and corresponding class discussion.
8. Completed project assignments. There may be parts of project assignments on exams.
9. Your notes from the lectures should serve you as a good list of topics to know and understand.
10. Review the official lecture slides from the textbook websites.
11. Review course lecture notes as posted on the course website.
12. Complete all of the reading assignments prior to exams (and quizzes). Reading assignments serve as a good list of concepts and principles to know and understand.
13. Keep in mind that the quizzes (and exams) are closed book, closed notes and no calculators are permitted unless otherwise indicated.
14. Reference sheets may be provided as indicated by the instructor.
15. Use the Internet and WWW to supplement your understanding and knowledge of the course topics and applications including related problems thereof.

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