COURSE NUMBER: ACCT 4391.001

COURSE TITLE: Accounting Information Systems

COURSE DESCRIPTION: Structure of financial data flow systems within an organization. Development of logic, flow and control concepts and reporting techniques of these systems.

CLASS MEETING: Monday and Wednesday - 2:30 p.m. – 3:50 p.m., BUS 210 and RBN 3039

REQUIRED TEXT & MATERIALS:
- USB Flash drive (8 GB)
- Scantron Form may be required (Form #882-E recommended).

PREREQUISITES: Grade of ‘C’ or better in TECH 2323 or equivalent
Grade of ‘C’ or better in ACCT 3312 or concurrent enrollment in ACCT 3312

INSTRUCTOR: Veronda F. Willis, Ph.D., CPA
Associate Professor of Accounting

OFFICE INFORMATION: Room - Business 125 Phone: 903-565-5822
Email: vwillis@uttyler.edu (preferred method of contact)

OFFICE HOURS: Mondays and Tuesdays: 4:00 – 6:00 pm
All other times by appointment

TEACHING METHOD: The principles and concepts covered in this course will be facilitated through the use of lecture supplemented with class discussion, student presentations, problem solving and analysis, and case(s)/project(s).
COURSE OBJECTIVES:

I. KNOWLEDGE OBJECTIVES OF THIS COURSE INCLUDE:

1. To understand the conceptual foundations and changing environment of accounting information systems and how manual and computerized accounting information systems relate to financial reporting and decision making within organizations.
2. To understand, define, and describe the terminology, components, processes, reports, documents, and procedures inherent in accounting information systems.
3. To understand the internal controls necessary for adequate accounting information systems.
4. To prepare and interpret data flow diagrams and document flowcharts both manually and computerized.
5. To prepare financial statements and other financial reports based on U.S. generally accepted accounting principles using current accounting information systems.
6. To discuss the impact of globalization on financial reporting and current technology on accounting information systems.

II. COMPETENCIES TO BE DEMONSTRATED IN THIS COURSE INCLUDE:

A. COMPUTER-BASED SKILLS

1. WORD PROCESSING: Written assignments for submission will develop skills using a word processing program to assimilate, manipulate, organize, store, and present information.
2. SPREADSHEET: Written assignments for submission may use a spreadsheet program to develop, evaluate, organize, process, store and present information.
3. PRESENTATION SOFTWARE: Presentation software may be used to facilitate oral presentations.
4. DATABASE MANIPULATION: Current financial accounting software will develop skills in processing data.
5. INTERNET SEARCH SKILLS: Research via the internet will develop the skills of accessing and evaluating information.

B. COMMUNICATION SKILLS

1. WRITTEN: Students are expected to prepare written problem solutions, case analysis, answers to examination questions, and support for cases/projects. They will demonstrate the ability to select, evaluate, and communicate information effectively using written, graphic, pictorial, or multi-media methods.
   a. REPORT ORGANIZATION: Required by course assignments.
   b. REFERENCING: Required by course assignments.
2. ORAL: Students are expected to participate in class discussions, problem solving, group discussions, and case analysis. They will learn to select, evaluate and communicate information using oral methods as well as develop listening skills.

C. INTERPERSONAL SKILLS

1. TEAM-BASED ABILITIES - INTRA-GROUP AND INTER-GROUP COOPERATION: This course is project-oriented and students will work on projects that require team participation.
2. LEADERSHIP: No specific leadership activities are planned for this class.
3. CONFLICT RESOLUTION: Interpersonal conflict resolution may be demonstrated via group
discussions and team involvement. If teamwork is assigned, peer assessments will be a component of the grade.

D. PROBLEM SOLVING (CRITICAL THINKING)

1. CONCEPTUAL THINKING: Required by case and problem assignments
2. GATHERING AND ANALYZING DATA: Required by assignments, cases, and projects.
3. QUANTITATIVE AND STATISTICAL SKILLS: Students must apply basic quantitative skills in order to solve selected assignments, cases, projects and assessments.
4. CREATIVITY AND INNOVATION: Required by assignments, cases, and projects.

E. ETHICAL ISSUES IN DECISION MAKING AND BEHAVIORS: Ethics cases and class discussion require reflection on ethical dilemmas and decisions on appropriate courses of action.

F. PERSONAL ACCOUNTABILITY FOR ACHIEVEMENT:

1. MEETING DEADLINES: Students should be aware of all due dates and submit all work on or before the assigned due date. Late work is not accepted and make-ups exams are given only in extenuating circumstances.
2. QUALITY OF WORK PERFORMED: Work performed should be of high quality: complete, accurate, organized, and professional.

G. COMPETENCE IN BASIC BUSINESS PRINCIPLES:

1. COMPETENCE IN MAJOR FIELD AND GROUNDING IN OTHER MAJOR CORE AREAS: required by case and problem assignments
2. AWARENESS OF INTERNATIONAL AS WELL AS DOMESTIC IMPLICATIONS OF BUSINESS DECISIONS: Required by assignments involving international issues.
3. UNDERSTANDING AND APPRECIATION OF STRATEGIC IMPACT OF BUSINESS DECISIONS: required by case and problem assignments.

III. OUTCOMES FOR STUDENTS TO SUCCESSFULLY COMPLETE THIS COURSE:

1. Demonstrate an understanding of the conceptual foundations and changing environment of accounting information systems.
2. Be able to identify the basic transaction cycles and the activities and key documents used in each cycle.
3. Demonstrate an understanding the internal controls necessary for adequate accounting information systems.
4. Demonstrate the ability to prepare and interpret data flow diagrams, document flowcharts, financial statements and other financial reports both manually and using current accounting software.
5. Demonstrate the ability to discuss the impact of globalization on financial reporting and current technology on accounting information systems.
TOPICS COVERED:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Classroom Minutes</th>
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</thead>
<tbody>
<tr>
<td>Conceptual Foundations of Accounting Information Systems</td>
<td>325</td>
</tr>
<tr>
<td>Controls for Accounting Information Systems</td>
<td>525</td>
</tr>
<tr>
<td>Cycles in Accounting Information Systems</td>
<td>325</td>
</tr>
<tr>
<td>Manual and Computerized Systems</td>
<td>425</td>
</tr>
<tr>
<td>Computer Fraud and Abuses</td>
<td>325</td>
</tr>
<tr>
<td>Current Issues in Accounting Information Systems</td>
<td>325</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,250</strong></td>
</tr>
</tbody>
</table>

EVALUATION: The student’s grade for the semester will determined by performance on the following – all course work is to be done individually unless otherwise stated.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Project (group)</td>
<td>15%</td>
<td>100 – 90%</td>
</tr>
<tr>
<td>Current Technology Project (group)</td>
<td>15%</td>
<td>89.99 – 80%</td>
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<tr>
<td>Visio Project</td>
<td>10%</td>
<td>79.99 – 70%</td>
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<tr>
<td>QuickBooks Project</td>
<td>10%</td>
<td>69.99 – 60%</td>
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<tr>
<td>SAP Project</td>
<td>10%</td>
<td>&lt;60%</td>
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<tr>
<td>Exams, Quizzes, and Participation</td>
<td>40%</td>
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<tr>
<td><strong>Total percentage</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

NOTE: Any deviation from the above grading scale will be to the benefit of the student. All deviations, if any, are automatically forfeited in cases of grade disputes and the above grading scale will stand. This is a complete listing of the course requirements. Extra-credit assignments will not be available on an individual basis—no exceptions. Don’t ask.

GRADE REPLACEMENT/FORGIVENESS POLICY
If you are repeating this course for a grade replacement/forgiveness, you must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) by the 12th day (Census Date) of class. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

STUDENT-MANDATED COURSE DROP POLICY
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

INCOMPLETE POLICY
If a student, because of extenuating circumstances, is unable to complete all of the requirements of this course by the end of the semester, then I may issue an incomplete (I) for the course. An incomplete is NOT a substitute for a failing grade. I will only issue an incomplete, if at the time of the extenuating circumstance, the student is passing the class. The student must complete the required work within the guidelines established by the university.

CLASS LECTURE & READING ASSIGNMENTS
Chapters should be read prior to coming to class. All course lectures, in class activities, and discussions assume that you have completed the required reading prior to coming to class. Textbooks should be brought to all classes.
PROJECTS, HOMEWORK, AND PARTICIPATION (60% OF FINAL GRADE)
There will be multiple projects assigned throughout the class. The projects may be team or individual projects. The projects will require analysis of accounting data and the systems used to manipulate this data. Written conclusions/recommendations are required to be submitted in a professional business format. Please type or word-process your written work. No handwritten projects are accepted. The maximum grade on projects is 95%. The remaining percentage will consist of participation and any homework assignments. Attendance will be taken for each class and will be considered when evaluating participation. Class participation is highly encouraged and I will call on students during class. Late projects will not be accepted.

EXAMINATIONS AND QUIZZES (40% OF FINAL GRADE)
Quizzes or in-class assignments may be given after the completion of one or two chapters. These quizzes and assignments may not be made up and no late assignments will be accepted. There will be one mid-term exam and one final exam given throughout the semester. Make-up exams will ONLY be given under extenuating conditions such as hospitalization, medical emergency, physical injury, or death of an immediate family member. You MUST bring proof of your issue, in order to facilitate an exam make-up. For extenuating conditions, make-up exams must be taken within three days of your medical release. All athletes must present (at the beginning of the semester) a schedule of approved absences in order to make up work.

COMPANION WEBSITE AND REVIEWS
To enhance your learning, students are highly encouraged to use the textbook companion website at http://wps.prenhall.com/bp_romney_ais_12/, which contains a study guide. There is also a link via blackboard (under external links).

BLACKBOARD
All course material is available on Blackboard. Announcements, grades, lecture slides, case projects, assignments, and activities are posted on blackboard. You should check blackboard regularly for updates. You are responsible for meeting deadlines and retrieving any information from blackboard. Grades posted on blackboard throughout the semester are individual grades for that assignment only and are not weighted but are posted for your review. Final weighted grades will be posted on blackboard at the end of the semester using the weighting stated previously under Evaluation.

EMAIL PROTOCOL
The best way to contact me is by email. Please use the following protocol: (1) use your UT Tyler account; (2) put your course number (ACC 4391) in the subject line; (3) sign the email with your full name. The course U.T. Tyler Blackboard site is the primary means of communication with students outside of class and should be checked on a regular basis.

CLASSROOM POLICIES:
1. Class starts promptly at the assigned time. If you have a problem that prohibits you from arriving to class on time, please inform me as soon as possible. If this is a continuing issue, please select a seat near the entrance to minimize the disruptions to the classroom.
2. Inform me in advance if you must leave the class before the scheduled ending time.
3. Electronic devices (cell phones, pagers, iPods, etc.) must be deactivated during class. Texting and surfing the internet in class is not allowed.
4. Textbooks, materials and calculators should be brought to all classes.
5. Courtesy to the instructor and fellow students is expected. Open discussion is encouraged in the classroom, but derogatory remarks and profanity will not be allowed in the classroom.
6. Dishonesty will not be tolerated in this class. Violations of accepted standards of conduct will result in the imposition of the penalties allowed by the University.
7. In an accounting class, missing just one class can cause you to fall behind! If you are absent, it is your responsibility to obtain materials and class notes. Lengthy instructions will not be repeated on a one-to-one basis.
8. Class assignments are due at the beginning of class if you wish to make notes or corrections on your work, please bring two copies one to submit and another for your use.

LATE WORK IS NOT ACCEPTED.
**UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

**College of Business Statement of Ethics**

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

~ Ensure honesty in all behavior, never cheating or knowingly giving false information.
~ Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
~ Develop an environment conducive to learning.
~ Encourage and support student organizations and activities.
~ Protect property and personal information from theft, damage and misuse.
~ Conduct yourself in a professional manner both on and off campus.

**Academic Dishonesty Statement**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student’s official school records. Also please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

“All that is required for dishonesty to flourish is that good men and women do nothing.”

**Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. **“Cheating”** includes, but is not limited to:
   - copying from another student’s test paper;
   - using, during a test, materials not authorized by the person giving the test;
   - failure to comply with instructions given by the person administering the test;
   - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
   - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   - collaborating with or seeking aid from another student during a test or other assignment without authority;
   - discussing the contents of an examination with another student who will take the examination;
• divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
• substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
• paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
• falsifying research data, laboratory reports, and/or other academic work offered for credit;
• taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
• misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

STUDENTS RIGHTS AND RESPONSIBILITIES
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www.uttyler.edu/wellness/rightsresponsibilities.php](http://www.uttyler.edu/wellness/rightsresponsibilities.php)

CAMPUS CARRY
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at [http://www.uttyler.edu/about/campus-carry/index.php](http://www.uttyler.edu/about/campus-carry/index.php)

UT TYLER A TOBACCO-FREE UNIVERSITY
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

STUDENT ACCESSIBILITY AND RESOURCES
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu
STUDENT ABSENCE DUE TO RELIGIOUS OBSERVANCE
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

STUDENT ABSENCE FOR UNIVERSITY-SPONSORED EVENTS AND ACTIVITIES
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

SOCIAL SECURITY AND FERPA STATEMENT
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

EMERGENCY EXITS AND EVACUATION
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

UT Tyler Resources for Students
- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

University Policies
Please see the informational sheet posted at http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf and on blackboard for further explanation of the policies contained in this syllabus and additional student policies.
### Tentative Course Outline

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
<th>Assignment</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Aug. 29</td>
<td></td>
<td>Introduction and Class Overview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed., Aug. 31</td>
<td>1</td>
<td>Accounting Information Systems: An Overview and <strong>EXCEL Quiz</strong></td>
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<tr>
<td>Mon., Sept. 5</td>
<td></td>
<td><em>No class – Labor Day</em></td>
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<tr>
<td>Wed., Sept. 7</td>
<td>2</td>
<td>Overview of Transaction Processing &amp; ERP Systems</td>
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<tr>
<td><strong>Mon., Sept. 12</strong></td>
<td></td>
<td><strong>Census Date: 12th day of classes</strong></td>
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<tr>
<td>Mon., Sept. 12</td>
<td></td>
<td>EXCEL Project Overview</td>
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<tr>
<td>Wed., Sept. 14</td>
<td>3</td>
<td>Systems Documentation Techniques</td>
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<tr>
<td>Mon., Sept. 19</td>
<td>3</td>
<td>Systems Documentation Techniques and Visio Overview</td>
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</tr>
<tr>
<td>Wed., Sept. 21</td>
<td>3</td>
<td>Systems Documentation Techniques and Visio Lab</td>
<td></td>
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<tr>
<td>Mon., Sept. 26</td>
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<td><strong>EXCEL Project Presentations</strong></td>
<td><strong>Excel Report Due</strong></td>
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<tr>
<td>Wed., Sept. 28</td>
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<td><strong>EXCEL Project Presentations</strong></td>
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<tr>
<td>Mon., Oct. 3</td>
<td></td>
<td>Current Technology Project Overview and SAP/QuickBooks Lab</td>
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<tr>
<td>Wed., Oct. 5</td>
<td></td>
<td><strong>Visio Project – In-class individual assignment</strong></td>
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<tr>
<td>Mon., Oct. 10</td>
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<td><strong>Mid-Term Exam # 1</strong></td>
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<tr>
<td>Wed., Oct. 12</td>
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<td>Computer Fraud</td>
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<tr>
<td>Mon., Oct. 17</td>
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<td>Computer Fraud</td>
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<tr>
<td>Wed., Oct. 19</td>
<td>6</td>
<td>Computer Fraud and Abuse Techniques</td>
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<tr>
<td>Mon., Oct. 24</td>
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<td>SAP/QuickBooks Lab</td>
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<tr>
<td>Wed., Oct. 26</td>
<td></td>
<td>SAP/QuickBooks Lab</td>
<td><strong>QuickBooks, part 1</strong></td>
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<tr>
<td><strong>Mon., Oct. 31</strong></td>
<td></td>
<td><strong>Last day to withdraw from a class</strong></td>
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<tr>
<td>Mon., Oct. 31</td>
<td>7</td>
<td>Control and Accounting Information Systems</td>
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<tr>
<td>Wed., Nov. 2</td>
<td>7-8</td>
<td>Information System Controls: Information Security</td>
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<tr>
<td>Mon., Nov. 7</td>
<td>8</td>
<td>Information System Controls: Information Security</td>
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<tr>
<td>Wed., Nov. 9</td>
<td>10</td>
<td>Information System Controls: Process Integrity and Availability</td>
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<tr>
<td>Mon., Nov. 14</td>
<td>10</td>
<td>Information System Controls: Process Integrity and Availability</td>
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<tr>
<td>Wed., Nov. 16</td>
<td>10</td>
<td>Computer Exercises</td>
<td><strong>QuickBooks Project Due</strong></td>
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<tr>
<td>DATE</td>
<td>CHAPTER</td>
<td>TOPIC</td>
<td>ASSIGNMENT</td>
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<tr>
<td>Mon., Nov. 21</td>
<td></td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>Wed., Nov. 23</td>
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<td>Thanksgiving Holiday</td>
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<tr>
<td>Mon., Nov. 28</td>
<td></td>
<td>Current Technology Presentations</td>
<td>CT Reports due</td>
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<tr>
<td>Wed., Nov. 30</td>
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<td>Current Technology Presentations</td>
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<tr>
<td>Mon., Dec. 5</td>
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<td>Current Technology Presentations</td>
<td></td>
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<tr>
<td>Wed., Dec. 7</td>
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<td></td>
<td>SAP Project Due</td>
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</table>

**WED., DEC. 14, 2016**

**COMPREHENSIVE FINAL EXAM: TBA**

_Census Day - 11th class day (last day to withdraw without penalty) - Monday, September 12, 2016_

_Last day to drop or withdraw – Monday, October 31, 2016_

This is a tentative syllabus and course outline. The instructor reserves the right to make changes as necessary. Changes to this syllabus will be announced in class and all students (whether present or not during the announcement) will be held accountable for these changes.