



ACCT 4324 – 110 Auditing - 11555

Spring 2022

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: 18 Jan 22 – 13 May 22

Mode of instruction and course access: This course meets online, with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Anthony L. Fulmore, MSA, MS-HRM, DBA, PhD

Office: Founder's Hall room 323

Phone: Office (254)501-5840

Cell (254)383-0226 (text only)

Email: afulmore@tamuct.edu (preferred email)

Office Hours: Office hours are after each class and by appointment only.

Student-instructor interaction

I am accessible through Canvas Inbox, which I check several times a day during the week and usually once a day on weekends. I will attempt to respond within 24 hours during the week and within 36 hours during the weekend. You may use my TAMUCT email for course-related matters. In the subject line of your email, provide the course information **“ACCT 4324”**. If your concern needs immediate attention, text me. Remember, practice good communication skills (spelling and grammar).

Emergency Warning System for Texas A&M University-Central Texas

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]

- [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- 2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
- 3. Complete your profile and accept the terms of service

COURSE INFORMATION

Course Overview and description

Procedures used by auditors and accounting practitioners to gather and evaluate information and report on their findings. Includes an evaluation of internal control, planning an audit or other engagement, compliance testing, substantive testing, statistical sampling, evaluation of findings, and preparation of reports. Prerequisite: ACC 423

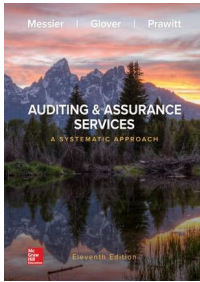
Course Objective

Your achievement level for each objective will be measured by your success in completing the assignments and exams. The successful student, upon completion of this course, will be expected to have achieved the following as a result of this course:

1. Identify and describe FUNDAMENTAL PRINCIPLES and Attestation and Assurance Standards.
2. Contrast and compare GAAS and FP
3. Explain the relationship between the PCAOB and the ASB
4. Identify significant Statements on Auditing Standards
5. List and describe the activities that auditors undertake before beginning an audit 6. Identify sources of company information
6. Perform analytical procedures
7. Define and describe internal control including the five basic components
8. Explain the phases of an evaluation of internal control
9. List and explain some conditions that can lead to frauds
10. Design and perform substantive procedures for the audit of cash
11. Describe the revenue and collection cycle; acquisition and expenditure cycle
12. Give examples of tests of controls and substantive procedures related to the revenue cycle and expenditure cycle
13. Give examples of test of controls over the conversion of materials and labor in a production process
14. Identify and describe considerations involved in the observation of physical inventory, pricing, and compilation
15. Give examples of tests of controls over debt and stockholders' equity transactions
16. Describe substantive procedures for finance and investment accounts
17. Identify the key components of management representations
18. Identify the two major categories of a subsequent event

Required Reading and Textbook(s)

1. Auditing and Assurance Services: A Systematic Approach. Eleventh Edition. New York: Irwin-McGraw-Hill, Inc. ISBN 9780077732509



We will be using the text in addition to an online learning assessment website called “**Connect**,” offered by the textbook publisher, McGraw-Hill. **Connect** includes the on-line e-book version of the text, in addition to homework assignments, interactive assessments and end-of-chapter study material. The e-book version of the text is accessible online only, on any Windows or Apple PC/laptop, tablet or other mobile device.

You have three options for purchasing the text, along with McGraw-Hill **Connect**.

Option A Printed Text + McGraw-Hill Connect - You may purchase a new hardcover printed copy of the text, which includes a McGraw-Hill **Connect** website access code. **Connect** access codes are packaged with a new textbook at no additional cost. If you choose this option, you will also receive access to the e-book version of the text via the **Connect** website.

Option B Loose-leaf Text + McGraw-Hill Connect - You may purchase a loose-leaf, unbound copy of the text along with a McGraw- Hill **Connect** website access code. The loose-leaf text is slightly less expensive, and suitable for a three-ring binder, or folder. You will also receive access to the e-book version of the text via the **Connect** site with this option.

Option C McGraw-Hill Connect Plus (e-book only) - For full digital access to the course materials, you may purchase a McGraw-Hill **Connect Plus** access code on the McGraw-Hill website, which will give you the online e-book version of the text, along with full access to the **Connect** site. This is the least expensive option. Under this “all digital” option, there will be no printed text made available, and all course materials will be accessible only online with an internet connection.

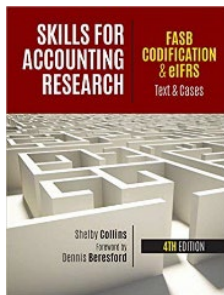
Whichever option you choose, to have access to the full course materials, you will need to register on the McGraw-Hill website developed for this class, using the access code you purchased via the McGraw-Hill publisher site:

ACCT4324 Course Connect Website: <http://connect.mheducation.com/>

Psychological Association Softcover, ISBN-13 978-1433805615



3. Skills for Accounting Research FASB Codification & eIFRS Text & Cases, ISBN 9781618533159



4. Additional course materials are available online:

- Public Company Accounting Oversight Board (PCAOB) – *Auditing Standards (AS)*: Available at www.pcaobus.org
- American Institute of Public Accountants (AICPA) - *Statements on Auditing Standards (SAS)*: Available at www.aicpa.org
- The Institute of Internal Auditors (IIA) – *Standards and Guidance*: Available at <http://www.theiia.org>

5. Useful websites and blogs:

- The Wall Street Journal: www.wsj.com
- CFO Magazine: <http://www.cfo.com/magazine>
- Going Concern: <http://goingconcern.com>
- re: The Auditors: <http://retheauditors.com>
- The Accounting Onion: <http://accountingonion.typepad.com/theaccountingonion>
- Finance Professor: <http://financeprofessorblog.blogspot.com>

COURSE REQUIREMENTS

There will be a variety of graded and non-graded activities throughout the semester. Each activity will assess your command of the material as well as your understanding of the course goals and concepts. Activities are assigned and completed during the class period unless otherwise noted and cannot be turned in late or if classes are missed.

Exams: The course includes three equally weighted in-semester examinations. The material that will be covered on each exam is provided in the attached tentative course schedule. For Exam 2 and Exam 3, material from previous exams may be included at my discretion. All examinations will be comprised of objective questions (M/C, T/F) and subjective discussion questions. Written communications skills will constitute a portion of the grade. Anything I say in class, as well as any material from the assigned readings, is fair game on the exams. A final exam will be given during the scheduled final exam period (see attached tentative schedule). The final exam is mandatory, and the material covered will be comprehensive. In addition to accounting for 10% of the course grade, the grade on the final exam will replace the lowest semester exam grade (Exam 1 – Exam 3). However, if the grade on the final exam is lower than the lowest semester exam grade (Exam 1 – Exam 3), the final exam grade will only be counted once (i.e., I will not lower one of your in-semester exam grades).

Homework Assignments and Quizzes: There will be assignments/quizzes. The quizzes are designed to reinforce essential concepts and help you prepare for the exams.

Career Preparation Research Project or VITA (12 hours): **Career Preparation Research Project** - The purpose of this assignment is to engage in a selected activity related to career development. Write a paper (1,500 - 2,000 words) that includes the following:

- The career opportunities in the discipline which has the most appeal based on research.
- New knowledge gained through the research.
- How the information influences your studies and future career.

The paper may be written in first-person voice and must be grammatically correct. At least four external sources should be cited in the paper. The paper must be written on an activity that has been completed during this current course.

OR

The Volunteer Income Tax Assistance (VITA) program is an Internal Revenue Service (IRS) initiative founded in 1971 to serve low- to moderate-income individuals, persons with disabilities, the elderly, and limited English speakers.

Anyone who has income generated in the U. S. must file an income tax return to be in compliance with U.S. tax laws. Yet many of these earners, even those with college degrees, throw up their hands in bewilderment when trying to decipher the ever-changing laws with which they must comply.

“The hardest thing in the world to understand is the income tax.”

~ *Albert Einstein, physicist*

Einstein said this to his own accountant! As an accounting major, you have proven your aptitude for unraveling something that stumped even Einstein! Thus, our VITA program provides a critical service to the TAMU-CT community through your unique talent. VITA at TAMU-CT saves not only low-income and military members of our community from the daunting and often expensive task of tax return preparation.

VITA provides a meaningful, valuable service to the TAMU-CT community. As a student, you will find this experience to provide immeasurable value to you, as well. One of the essential parts of the learning process is applying one's trade. While preparing tax returns, you will research clients' issues, resolve questions, and navigate challenging tax scenarios. You will gain first-hand experience working with actual clients' real problems. However, the technical learning you will gain is only part of the picture. I guarantee you will not forget the gratitude of your clients, the satisfaction of knowing your unique talents enriched their lives, as well as the pride of representing and serving a community that has contributed so much to your own growth.

Requirements:

- Complete the required IRS Training
 - Volunteer Standards of Conduct Training certificate
 - Intake/Interview and Quality Review Exam certificate
 - Basic Training Exam Certificate
 - Advance Training Exam Certificate
- Submit certificates in Canvas and email to the designated email address.
- Volunteer **12 hours (Spring semester – starting 25 January – 15 April)** to the VITA program.

Grading Criteria Rubric and Conversion

Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To satisfactorily pass this course, students must complete each of the graded items listed below. Failure to submit appropriate documents for scoring in each category will result in a failing grade. Each class session will combine presentations related to the assigned readings with opportunities for questions and discussion. **I expect you to have read the assigned material before each class session.**

Course Element	Percent of Course Grade	
Chapter Exams		60%
Individual Research Paper or VITA Program Volunteer (10 hours)		10%
Homework Assignments and Quizzes		30%
	Total	100%

Grade Equivalents:		
If Grade is Computed Numerically		If Grade is Computed by Letter
90.0 - 100 %	= A	A = 95%
80.0 - 89.9%	= B	B = 85%
70.0 – 79.9%	= C	C = 75%
60.0 – 69.9%	= D	D = 65%
0 – 59.9%	= F	F = 0%

Posting of Grades

Grades will be posted on the Canvas Grade book (turn-around time for grades to be posted is 7 days). I rely on the definition of grading marks provided by Texas A & M University-Central Texas Catalog to provide a classification of grades. *“The grade of “A” is given for outstanding achievement to a relatively small number of excellent scholars. The grade of “B” represents good achievement. The grade of “C” is given for average achievement and the grade of “D” for poor but passing work. The grade of “F” denotes failure and is given for unsatisfactory work.”*

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Weeks	Due Date	Topic
1	18-Jan-22	Ch. 1 – An Introduction to Assurance and Financial Statement Auditing
2	24-Jan-22	
3	31-Jan-22	
4	7-Feb-22	Ch. 2 – The Financial Statement Auditing Environment
5	14-Feb-22	Ch. 3 – Audit Planning, Types of Audit Tests, and Materiality
6	21-Feb-22	
7	28-Feb-22	
8	7-Mar-22	Ch. 4 – Risk Assessment
9	14-Mar-22	Spring Break
10	21-Mar-22	Ch. 5 – Evidence and Documentation
11	28-Mar-22	
12	4-Apr-22	
13	11-Apr-22	Ch. 6 – Internal Control in a Financial Statement Audit
14	18-Apr-22	Ch. 21 – Assurance, Attestation, and Internal Auditing Services
15	25-Apr-22	
16	2-May-22	
17	9-May-22	Ch. 19 – Professional Conduct, Independence, and Quality Control

Important University Dates

<https://www.tamuct.edu/registrar/academic-calendar.html>

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central, 24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s

Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting

students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at

bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a

concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

INSTRUCTOR POLICIES

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations, and be by American Psychological Association (APA) standards.

NOTE #1: There are NO EXTRA CREDIT assignments available for this course.

NOTE #2: Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances. The professor must approve any request for an incomplete grade in this course before the last week of classes. Where possible, requests should be submitted in written form and must include an address and telephone number where you may be contacted throughout the following semester. For a request for an incomplete grade to be considered, at least two-thirds of the coursework has to be completed. Finally, approval of an incomplete is up to the department chair.

NOTE #3: Questions concerning one's grade on a particular task (e.g., test, case) This should be resolved within one week after receiving the graded material. There will not be reviewing of previously graded material at the end of the semester.

NOTE #4: Late Submissions/Resubmissions You have a period of 7 days each week to complete and submit the weekly assignments. Make sure to plan your time wisely and avoid last minute submissions since no late assignments will be accepted. All assignments must be turned in by the due date unless an extension has been granted. EXTENSIONS ON ASSIGNMENTS WILL BE CONSIDERED ONLY IF THEY ARE REQUESTED AT LEAST 48 HOURS BEFORE THE DUE DATE OF THE ASSIGNMENT UNDER QUESTION. After the fact, extensions will not be granted, so if you are sick and you know you will not be able to take a test or submit an assignment on the set due date, make sure to contact me at least 48 hours in advance.

NOTE #5: Changes to Syllabus A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make specific changes to facilitate the academic environment better. In such an event, changes will be notified via an announcement in the course. Changes may be made within the last two weeks of the semester only in exceptional circumstances.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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