

**Texas A & M University-Commerce
College of Business and Entrepreneurship
Department of Accounting**

**Syllabus
Acct 437-01W**

COURSE TITLE

Government and Not-For-Profit Accounting

PROFESSOR

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Department of Accounting, Economics, and Finance
College of Business & Technology

CONTACT INFORMATION

Office: NA
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This is an online class therefore virtual office hours are 24/7. Please feel free to submit any question you have in virtual office. I will attempt to address that question from Monday through Friday within 24 hours.

COURSE MEETING DAY/TIME/ROOM

Online

Beginning September 4, 2012 a ClassLive Session will be available Tuesday 12:00-1:00 PM for class orientation. ClassLive is not required but it is a time when I will address questions students have posted and lecture on the assignment chapter. I will come online and if no one joins the session in the first 10 minutes, I will sign-off ClassLive. ClassLive sessions are recorded so if you cannot join the class on Tuesday at lunch you can watch and listen to the recorded session sometime during the assigned week. ClassLive tracks the time you are online each week. Make sure you are listening to the ClassLive session in the week assigned as questions you may have can be answered. The ClassLive session will address issues regarding assignments as well.

COURSE DESCRIPTION

A study of accounting principles and procedures as they apply to governmental units and to private non-profit organizations.

CLASS OBJECTIVES

Upon completion of this governmental and not-for-profit accounting course, the student should:

ACCT 437

- Demonstrate an understanding of the different objectives, basis of accounting and measurement focus used for each set of financial statements in the government financial reporting model and the related standards.
- Demonstrate an understanding of fund accounting and budgetary accounting.
- Demonstrate an understanding of the differences and similarities in state and local governments, the federal government, and not-for-profit organizations

The course rubric follows on Page 3.

REQUIRED COURSE TEXT

Copley, P. A. (2011) Essentials of Accounting for Governmental and Not-for-Profit Organizations, Tenth Edition. McGraw-Hill ISBN: 978-0-07-352705-5 or purchase an e-book 978-0-07-747580-2 (Check requirements before purchasing).

High speed internet connection (Broad band will make submitting large files easier)

Storage device for saving exercises and projects

Headset with a microphone is recommended

Webcam optional

Microsoft Office 2010

STUDENT RESPONSIBILITIES

Complete all assignments in a timely manner

Devote the necessary time outside of class

Read assigned material prior to participating in Class Live weekly

Prepare problems for review and grading on schedule

Learn how to share information and help each other solve problems

Participate in all discussions

Acquire additional skills and knowledge about desktop applications and their use.

COURSE NUMBER & TITLE: ACCT. 437 Government & Not-for-profit Accounting

Criteria (Course Objectives)	1 (Unsatisfactory)	2 (Emerging)	3 (Proficient)	4 (Exemplary)
Demonstrate an understanding of the different objectives, basis of accounting and measurement focus used for each set of financial statements in the government financial reporting model and the related standards.	Students cannot demonstrate an understanding of these issues.	Students can demonstrate an understanding of some of these issues.	Students can demonstrate an understanding of most of these issues.	Students can demonstrate an understanding of all of these issues.
Demonstrate an understanding of fund accounting and budgetary accounting.	Students cannot demonstrate an understanding of these issues.	Students can demonstrate an understanding of some of these issues.	Students can demonstrate an understanding of most of these issues.	Students can demonstrate an understanding of all of these issues.
Demonstrate an understanding of the differences and similarities in state and local governments, the federal government, and not-for-profit organizations.	Students cannot demonstrate an understanding of these issues.	Students can demonstrate an understanding of some of these issues.	Students can demonstrate an understanding of most of these issues.	Students can demonstrate an understanding of all of these issues.

INTRODUCTION

The above list emphasizes the responsibilities that the student must adhere to so that each student will have the opportunity to excel in this class. I will hold you responsible for a thorough understanding of all of the material presented in the text, and material acquired from the tutorials, and other research and reference sources. You may not gain all of the knowledge you need in this class exclusively from your textbooks. I will expect you to use your research and information acquisition skills to obtain any knowledge or information that is not specifically presented. The website for the text provides student resources such as PowerPoint Presentations for the chapters, glossary of terms, multiple choice quizzes, excel based problems, and the continuous problem. Beginning in chapter 2 through chapter 8 and 13, students are required to submit work completed on the continuous problem to the corresponding chapter dropbox.

COURSE OVERVIEW:

The focus of this class is on the preparation of external financial statements. Day-to-day events are recorded at the fund level using the basis of accounting for fund financial statement. The approach used in this text is similar. Governmental activities are recorded using the modified accrual basis. The government-wide financial statements are prepared from the fund-basis statements. Students will be utilizing MSEXcel or MSWord to prepare homework assignments. This is advantageous because this is the method used in practice. If you do not have a copy of MSOffice 2010, the software is on the university computers in the library, and on the computers in the business computer lab.

Grading Policy: Your grade will be based upon the following activities:

<i>Learning Activity</i>	<i>Percent</i>
Exams	40%
Quizzes	30%
Continuous Governmental Problem – Final Project	20%
Discussion/Weekly assignments.	10%
Total	100%

Your grade will be based on the activities above and weighted accordingly.

Grading scale:

100%-90%=A

89%-80%=B

79%-70%=C

69%-60%=D.

Assignments: All reading assignments are to be completed before participating, or viewing the Class Live meeting for which they are assigned (discussed). The lectures will be much more meaningful if you have read the material in the chapter before the lecture. Also, you will be better prepared to ask questions and enhance the learning experience for all. Students who have questions but are unable to participate during the Class Live session can post questions on

Virtual Office for the assignment week, or e-mail the questions to the instructor. The instructor will address the questions during the following Class Live session. All written assignments must be completed and submitted to the corresponding dropbox on the due date. Late assignments are given credit after the Class Live session. Students are required to take all examinations as required. There are no makeup exams. In the event a student does not take an examination when scheduled, weighting of the previous or subsequent exam will be doubled. For the best chance of success in this course, please follow the recommendations below:

Before the chapter is discussed in Class Live:

- Review the chapter's learning objectives (in the front of each chapter).
- Read the chapter to become aware of the content and organization, including Auditing Insight and Examples boxes (shaded).
- Carefully study the chapter's examples and illustrations; note that you must understand both the concepts and the applications.
- Complete the review questions and the multiple-choice questions at the end of the chapter.

After the chapter is discussed in Class Live:

- Note any questions that you have on the chapter's material. (During the related class period pay close attention to our discussion of these points. If you still have questions after the class discussion, please do not hesitate to ask me to better clarify these areas of difficulty.)
- Reread the chapter, comparing your notes from the class session(s) to the chapter material
- Practice applying the concepts presented in each chapter, by working questions, exercises, and problems from each chapter. Hint: answer the chapter's questions, exercises, and problems *before* joining Class Live. Discuss with me any difficulties that you are still having with the chapter material.

Homework, Quizzes and Tests: Students are encouraged to reference the text and other materials when completing homework; but quizzes and tests are expected to be completed without use of your textbook or other materials and without assistance from other persons. The primary purpose of homework is to help you gain a deeper understanding of the material. The primary purpose of quizzes and exams is to provide evidence of your mastery of that material. As in any course, I am sure that none of you will contemplate cheating as doing so would devalue your efforts. Cheating is a failing offense and will be prosecuted. If you are caught cheating, at a minimum you will receive a grade of F for the course and be asked to leave for the remainder of the semester.

Attendance: Class attendance and participation in Class Live sessions are not mandatory. The date and time for Class Live sessions are stated in your syllabus. Weekly Class Live sessions will begin on Tuesday, August 28, 2012 from 12:00-1:00PM.

Ethics: Integrity is the hallmark of the accounting profession and will be stressed throughout the course. As in any course, I am sure that none of you will contemplate cheating as doing so would devalue your efforts and breach your ethics. Cheating is a failing offense and will be prosecuted. Any type of student breach of ethics, including but not limited to: illegal activity, dishonest conduct, cheating, plagiarism, or collusion, will result in failure of assignment or exam (F) and/or further academic sanction (i.e. failure of course (F), dismissal from class and/or referral to Dean of the College of Business and Technology).

eCollege: This is an online course utilizing eCollege. You may e-mail me or any student in the class by utilizing the e-mail feature in eCollege. Class Live, announcements, documents, etc. will all be made available in eCollege and should be checked frequently.

Technical Support: Please complete the student tutorial on using eCollege. eCollege has a help button on the top right of the screen to provide information while you are in a course. If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. The HelpDesk can be reached by sending an email to helpdesk@online.tamuc.org or by calling 1-866-656-5511.

Course Requirements: The attached schedule lists the chapters for the course. This is an online assisted course and you should have the necessary computer skills to use this site without assistance from your professor. *You should also plan to have an alternate computer site for online access if you have technical difficulties with your primary access site.* Having computer problems is not an acceptable excuse for not completing your assignments. The professor is NOT responsible for any technical difficulties experienced during the course. You will be held accountable for announcements posted online, anything posted to my Virtual Office, and any email broadcast to the entire class or sent to you individually (regardless of whether you receive it or not). Please check all of these on a regular basis and make sure that your email will not reject any messages that may be sent.

EXERCISES AND PROBLEMS

Reading assignments will be one chapter a week. We will cover 14 chapters in Essentials of Accounting for Governmental and Not-for-Profit Organizations. The assignments are to be prepared using MSWord, or MSExcel. You will complete assigned projects weekly. All assignments will be shown for the week on e-College and your syllabus. When submitting assignments make sure you name the files by your name, course, and assignment. **Example: BrownRNFPassignment # and assignment name.** I will download these assignments for grading; therefore, **it is imperative that your name is on the assignment document.** You need to make sure you download the assignment to the correct dropbox. I will not look for the assignment. **All projects will be due Sunday of the assignment week. If you have difficulty**

with a project, please work with your classmates to solve that problem. I will not come in and provide you help until you have attempted working with your peers. Please use virtual office that relates to the assignment week to correspond with your classmates and the instructor. This is part of your discussion grade. The purpose is to learn to work in teams to accomplish a task. I will go over the submitted project during the following Monday Class Live session. I will not accept a late project after I have discussed the assignment on Class Live. Participation in Class Live sessions is not required. The sessions are provided to give you an opportunity to ask questions of the instructor real time. If you cannot join the session post your questions on virtual office, I will address the question during the Class Live session, or answer in virtual office. The sessions are recorded and you can go in and listen and watch the recording at a later date. I suggest you listen the week the session is available, as I will be giving instructions regarding the assignments.

Rubric for Problem and Exercises

Problems and Exercises				
	Excellent	Competent	Satisfactory	Unsatisfactory
Adequately Prepared				
Support method of achieving solution				
Demonstrate understanding of concepts				
Effective analysis				
Creativity and Originality				

For each criteria

Excellent = 20 points Competent = 19-15 points Satisfactory = 14 points Unsatisfactory 13 points are below.

DISCUSSION

Your participation grade will be assessed by your activity in the discussion groups. I expect you to read all assigned weekly chapters. You are NOT required to join the Class Live Session on Tuesday during lunch hour from 12:00-1:00PM beginning September 4, 2012. If no one joins the session within the first 10 minutes, I will sign out of Class Live. If you are not able to join the class at that time you can watch and listen to the recorded Class Live session for the corresponding week. Students are expected to contribute productively to class activities by joining in the discussion of required questions. "I agree" is not an acceptable answer. You must contribute to solving the problem. When responding to a discussion question, you need to explain your reasoning and offer support for your answer (**This means provide at least one reference outside of the text**). You are expected to add value to the discussion by engaging in research outside the information available in the textbook. **A rubric follows that will be used in the grading process.**

Discussion				
	Excellent	Competent	Satisfactory	Unsatisfactory
Responses to question				
Answers question timely				
Added value to the discussion				
Researched multiple sources				
Interacted professionally with classmates				
Draws out discussion with others				
Maintains focus and stays on track				
Good organization				
Supports comments with resources				
Analysis strategy meets objective				

Each criteria 10 points each

Excellent = 10 points Competent = 9-8 points Satisfactory = 7 points Unsatisfactory = 6 points are below.

STUDENT RESOURCES

Your textbook provides a study guide which includes multiple-choice questions; Excel based problems, Glossary of terms, text updates, and the required continuous problem (City of Everlasting Sunshine). I suggest you use these tools to assess how well you understand the assigned chapters. PowerPoint slides for each chapter are also available. The URL for the Essentials of Accounting for Governmental and Not-For-Profit Organizations by Paul Copley can be accessed in webliography. The tab for webliography is located at the top of your e-college screen. Once you enter the text website then click on student resources. Under book resources, you have access to the resources that are not locked.

EXAMINATIONS/ QUIZZES

Three examinations worth 40% of your grade will be given during the semester. Each examination will be either essay or problem solving questions. The examinations may be entered one time. Make sure you allow enough time to complete the examination before entering the examination or quiz. A rubric for grading follows:

Examinations				
	Excellent	Competent	Satisfactory	Unsatisfactory
Demonstrate knowledge of Governmental and Not-for-Profit concepts				
Demonstrate an understanding of fund accounting				
Demonstrate understanding of problem-solving process				
Capable of transferring knowledge to unstructured issues to achieve a solution				
Utilized professional format when recording entries and preparing financial statements.				
No grammatical errors				
Demonstrates knowledge and uses business vocabulary				
Prepared using MSWord or MSExcel				
Examination completed timely				
Demonstrates creativity and originality				

E-MAIL POLICY

All students must use their MyLeo accounts when corresponding with professors. Please include the course number in the subject line of the e-mail message. Any e-mail that does not conform to these guidelines will not be read or responded to by the professor. If you do not have a computer, the business computer laboratory is located in BA345 and a computer laboratory is available in the library. The instructor will attempt to answer your e-mails within 24 hours on Monday – Thursday. **I am not available to answer e-mails on the weekend.** If you need to contact me, e-mail is the best method as it is the communication of choice by the university. Please do not call my office telephone and request that I return a long-distance call. I do not call long-distance. I check my e-mail twice daily Monday- Thursday.

POP-UPS

Explorer blocks pop-ups. You need to disable the pop-up blocker to the online learning sites to avoid this problem. To temporarily turn off or disable the pop-up blocker, go to tools and select the off on the pop-up blocker settings. The off selection turns off the pop-up blocker until the

browser is closed or you can choose to select a setting that allows the pop-ups to be turned off permanently for a specific website.

STUDENT RESPONSIBILITIES

- Purchase required texts
- Read assigned material on schedule
- Complete all assigned projects timely
- Prepare diligently for all exams

I will also hold you responsible for:

- All material in the textbook (unless I tell you to omit the material)
- Any modifications, extension, or elimination of certain concepts in the textbook
- The information and knowledge you acquire from completing your projects

I expect you to adhere to all rules and standards set forth in this syllabus. **I reserve the right to modify or change this syllabus at any time.** I expect you to adhere to the academic honesty standards promulgated by Texas A & M University-Commerce. There are no acceptable reasons for violating any of the stated rules and conduct standards published by the university or contained in this syllabus.

POLICY FOR DROPPING CLASS

If the student finds that he/she needs to drop the class it is the student's responsibility to drop the class. I will not drop you from the class. Students, who because of circumstances beyond their control, are unable to attend classes during the last three weeks preceding finals can request an "X" in the class if they are maintaining a grade of "C" or above. It is up to the instructor's discretion whether this will be approved based on proof of death of an immediate family member, or a lengthy hospitalization of the student.

ADA POLICY

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

If you are registered with the office of **Student Disability Resources and Services (SDRS)** and will be needing accommodations this fall, please remember to contact our office for accommodation letters. It will be your responsibility to pick up the letters and deliver them to your instructor. Please remember accommodations are not retroactive, so they will start when you deliver the letter to your instructor.

- You must contact SDRS **every semester** that you are enrolled in order to receive accommodation letters.
- If you need alternate textbooks, you must first purchase the textbook and also fill out a request form through the SDRS office in order to receive a copy of the text in alternate format. Please note it does take time to get textbooks converted, so please submit request form at least 4 weeks in advance.
- If you are requesting an interpreter, you must contact the SDRS office 4-6 weeks prior to the date needed and also fill out a request form.
- In order to take exams/tests in SDRS you must sign up (stop by or email) at least five days in advance of the test date to reserve a space/time. You must also sign a testing agreement form which outlines all rules that must be followed when testing in SDRS.
- If you have been approved for a note taker, you **must** contact the SDRS office to set up an appointment. The procedure for note takers has changed and you will be using a note taker out of the same class. There is an informational/step by step packet for you as well as one you need to give to your note taker. **If you have already met with a consultant in the SDRS department concerning this, please remember to submit student note taker service agreement form ASAP and also please remind your note taker to submit green form to SDRS in order to receive credit for services.**

DISCIPLINE POLICY

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

COMFORTABLE LEARNING ENVIRONMENT

The university, this department, and your instructor are all committed to maintaining an inoffensive, non-threatening learning environment for every student. Class members (including the instructor) are to treat each other politely both in word and deed. Offensive humor and aggressive personal advances are specifically forbidden. If you feel uncomfortable with a personal interaction, contact your instructor for help in solving the problem.

ACADEMIC HONESTY POLICY

The College of Business and Entrepreneurship at Texas A & M University-Commerce will strive to be recognized as a community with legal, ethical, and moral principles and to practice professionalism in all that we do. Failure to abide by these principles will result in sanctions up to and including dismissal. Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty.
- **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct.
- **Cheating:** The unauthorized use of another's work and reporting it as your own.
- **Plagiarism:** Using someone else's ideas and not giving proper credit.
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

The Academic Honesty Policy has been uploaded to docsharing. You are to read, digitally sign, and submit to the corresponding dropbox.

Assignments:

- If you have difficulty with one of the projects, I suggest that you go back and reread that portion of the chapter.
- The assignment schedule should be followed diligently. Assignments will not be accepted late after the instructor discusses the assignment on ClassLive

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE AS NEEDED TO MEET THE OBJECTIVES OF THE COURSE OR TO AID IN COURSE ADMINISTRATION AT THE DISCRETION OF THE PROFESSOR.

Assignment Schedule

Date		Chapter/Assignment
Aug	27	1 Intro to Accounting and Financial Reporting for Govt. and NFP <ul style="list-style-type: none"> • Homework: Discussion question 1-10 Due 9/2/12 by 11:59pm. • Join Class Live Session Tuesday, 9/4/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
	3	2 Overview of Financial Reporting for State and Local Governments <ul style="list-style-type: none"> • Discussion question 2-3 • Complete Exercise 2-7 and 2-9 and submit to the corresponding dropbox for grading. <ul style="list-style-type: none"> ○ Due 9/9/12 by 11:59PM • Join Class Live Session Tuesday, 9/11/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
Sep	10	3 Modified Accrual Accounting <ul style="list-style-type: none"> • Discussion question 3-3 • Complete Exercise 3-5 and submit to the corresponding dropbox for grading. Due 9/16/12 by 11:59PM • Complete continuous problem for chapter 3 and save section to submit as a finished project for the final exam • Join Class Live Session Tuesday, 9/18/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
Sep	17-19	Quiz Chapters 1-3
	17	4 Accounting for the General and Special Revenue Funds <ul style="list-style-type: none"> • Complete Excel-Based Problem 4-11 and submit to the corresponding dropbox for grading. Due 9/23/12 by 11:59 PM. • Complete continuous problem for chapter 4 and save section to submit as a finished project for the final exam • Join Class Live Session Tuesday, 9/25/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
	24	5 Accounting for Other Governmental Fund Types <ul style="list-style-type: none"> • Discussion question 5-3. • Complete Excel Based Problem 5-13 and submit to the corresponding dropbox for grading. <ul style="list-style-type: none"> ○ Due 9/30/12 by 11:59PM. • Complete continuous problem for chapter 5 and save section to submit as a finished project for the final exam. • Join Class Live Session Tuesday, 10/2/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
Oct	1-3	Quiz Chapters 4-5
	4-7	Exam 1 (Chapters 1- 5)

Oct	8	<p>6 Proprietary Funds</p> <ul style="list-style-type: none"> • Discussion question 6-1 • Complete Exercise 6-6 and submit to the corresponding dropbox for grading <ul style="list-style-type: none"> ○ Due 10/14/12 by 11:59PM • Complete continuous problem for chapter 6 and save section to submit as a finished project for the final exam. • Join the Class Live Session on Tuesday, 10/16/12 from 12:00-1:00 or listen to the recorded session at your convenience. This session is a review for your examination.
	15	<p>7 Fiduciary (Trust) Funds</p> <ul style="list-style-type: none"> • Complete Excel Based Problem 7-15 and submit to the corresponding dropbox for grading. Due 10/21/12 by 11:59PM • Complete continuous problem for chapter 7 and save section to submit as a finished project for the final exam. • Join the Class Live Session on Tuesday, 10/23/12 or listen to the recorded session at your convenience.
Nov	22	<p>8 Government-Wide Statements, Fixed Assets, Long-term Debt Discussion question 8-4 Due 10/28/12 by 11:59 Complete continuous problem for chapter 8 and save section to submit as a finished project for the final exam Join the Class Live Session on Tuesday 10/30/12 from 12:00-1:00PM or listen to the recorded session at your convenience.</p>
	29-31	Quiz Chapters 6-8
	29	<p>9 Accounting for Special-Purpose Entities, Including Public Colleges and Univ.</p> <ul style="list-style-type: none"> • Complete Exercise 9-8 and submit to the corresponding dropbox for grading. Due 11/4/12 by 11:59. • Join the Class Live Session Tuesday, 11/6/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
	5	<p>10 Accounting for Private Not-for-Profit Organizations</p> <ul style="list-style-type: none"> • Discussion question 10-1. • Complete Excel Based Problem 10-14 and submit to the corresponding dropbox for grading. <ul style="list-style-type: none"> ○ Due 11/11/12 by 11:59PM. • Join the Class Live Session Tuesday, 11/13/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
	10	<p>11 College and university Accounting-Private Institutions</p> <ul style="list-style-type: none"> • Discussion question 11-1. • Complete Comprehensive Problem 11-9 and submit to the corresponding dropbox for grading. <ul style="list-style-type: none"> ○ Due 11/18/12 by 11:59PM. • Join the Class Live Session Tuesday, 11/20/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
	19-21	Quiz Chapters 9-11

	21-25	Exam 2 (Chapters 6-11)
	26	<p>12 Accounting for Hospitals and other Health Care Providers</p> <ul style="list-style-type: none"> • Discussion question 12-1. • Complete exercise 12-8 and submit to the corresponding dropbox for grading. <ul style="list-style-type: none"> ○ Due 12/2/12 by 11:59PM. • Join the Class Live Session Tuesday, 12/4/12 from 12:00-1:00 or listen to the recorded session at your convenience.
	30	<p>13- Auditing, Tax-Exempt Organizations and Evaluating Performance 14 & Financial Reporting by the Federal Government</p> <ul style="list-style-type: none"> • Discussion question 13-15 • Complete exercise 14-9 and submit to the corresponding dropbox <ul style="list-style-type: none"> ○ Due 12/9/12 by 11:59PM. • Complete Chapter 13 continuous problem and save section to submit as a finished project for the final exam. • Join Class Live Tuesday, 12/11/12 from 12:00-1:00PM or listen to the recorded session at your convenience.
May	10-12	Quiz Chapters 12-14
	11-13	Exam 3 (Chapters 12-14) Submit the Completed Continuous Problem to the corresponding dropbox <i>(additional instructions may follow)</i>

Schedule may change to best suit student learning.