Syllabus

Accounting Information Systems
ACCT 3326
Section 90L Online
Summer 2020

Instructor: Wael Aguir, Ph.D.
E-mail: wael.aguir@utrgv.edu
Office: VCOBE 218G – Temporarily closed until further notice.
Virtual Office hours: By appointment through Zoom on Mondays and Tuesdays 2:00 PM – 5:00 PM.

Vaquero Honor Code

- **WE ARE HONEST**- We do our own work and are honest with one another in all matters. We understand how any act of dishonesty conflicts as much with academic achievement as with the values of honesty and integrity.

- **WE HAVE INTEGRITY**- We will make personal and academic integrity fundamental in all of our endeavors.

- **WE ARE RESPECTFUL**- We act civilly and cooperate with one another for the common good. We will strive to create an environment and a culture in which people respect and listen to one another. We recognize a university is, above all, a place for the exchange of ideas, popular and unpopular. It is the one institution in society that encourages challenges to conventional wisdom. Consequently, we pledge to encourage the exchange of ideas and to allow others to participate and express their views openly.

Course Description and Prerequisites:

*Catalog description:* The course analyzes the role of accounting information systems in organizations. Emphasis is placed on data processing, organizational effectiveness, and controls necessary to ensure the accuracy and reliability of financial information.

*Prerequisite:* ACCT 2302 with a ‘C’ or better and Junior standing.

Important note: If you do not have the prerequisite(s), you may be retroactively dropped from the class by the registrar later in the semester and you will lose your tuition. You will also have problems understanding the materials taught in this class because you do not have the prerequisite knowledge. Please drop the class if you do not meet the prerequisite(s).
Welcome statement and Course organization:
Welcome to ACCT 3326 – Accounting Information Systems! This course provides you with an-under-the-hood look at the production and use of accounting information. The purpose of this course is to help you understand how companies process this information. We will discuss information technology and its application to accounting. We will examine risks and internal controls. We will also study the main business cycles in a company. This course will complement what you learned up to this point in your accounting curriculum and will serve as a foundation for other courses such as Auditing, Internal Auditing, and IT for Accounting and Control. The course will be organized in five weekly modules. A week starts on Monday and ends on Sunday (ISO 8601). Check the weekly class activities schedule in this syllabus to see what we will cover during the week.

NOTICE: Your enrollment in this course requires that you use Respondus Lockdown Browser and Respondus Monitor for online assessment proctoring. LockDown Browser is a custom browser that locks down the testing environment within Blackboard and replaces regular browsers such as Chrome, Firefox, and Safari. Respondus Monitor requires you to have a webcam and microphone as it will record you while taking your assessment.

YOUR ACTIVITIES ARE RECORDED WHILE YOU ARE LOGGED INTO OR TAKING YOUR ASSESSMENT(S). THE RECORDINGS SERVE AS A PROCTOR AND WILL BE REVIEWED AND USED IN AN EFFORT TO MAINTAIN ACADEMIC INTEGRITY.
You can find more detailed information on Lockdown Browser and Monitor at UTRGV.edu/online.

Teaching philosophy:
• Flipped classroom model:
This course will follow a flipped classroom model. More time will be dedicated to hands-on activities and exercises then lecturing. The instructor has prepared material to review the salient points in a chapter as a refresher (in Softchalk, Smartbook, etc.) Synchronous and asynchronous delivery methods will be used.

• Experiential learning:
This course provides an experiential learning experience through a real-life simulation by learning how to navigate an accounting software for several hypothetical companies.

Robert C. Vackar College of Business and Entrepreneurship Learning Goals and Mission:
The Robert C. Vackar College of Business Entrepreneurship has adopted the following learning goals and objectives that each student should achieve while in the degree program. Not all goals and objectives are covered in each course; however, all goals and objectives should be addressed throughout the degree program.

Our mission is to be the agent of innovation, knowledge discovery, and economic development in South Texas, Northern Mexico, and beyond, by offering a rigorous curriculum informed by experiential learning, high quality research, and community partnerships. Your mastery of these learning goals and objectives help us to achieve this mission.

Student Learning Objectives for Core Curriculum Requirements:
This course mainly satisfies the following Texas Higher Education Coordinating Board (THECB) outcomes: Critical Thinking Skills, Communication Skills, Social Responsibility, and Personal Responsibility.

Student Learning Objectives for the Course:
Once you successfully finish this course, you will be able to:

1- Define an accounting information system and identify its components.
2- Describe information technology relevant in accounting.
3- Analyze risks and internal controls.
4- Describe major business processes and the related accounting cycles.
5- Demonstrate a practical intermediate level with an accounting software.
6- Demonstrate knowledge of accounting information system concepts and theories.
Student Learning Objectives for the BBA in Accounting:
ACC LO1- Demonstrate knowledge of accounting functional area concepts and theories.
ACC LO2- Demonstrate knowledge of accountant’s ethical responsibility.
ACC LO3- Demonstrate effective business decision-making skills.

Student Learning Outcomes for the Course:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Program Student Learning Outcomes</th>
<th>Standards</th>
<th>Major Course Requirement/Major Assignment/Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Define an accounting information system and identify its components.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 1.</td>
</tr>
<tr>
<td>2- Describe information technology relevant in accounting.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 2.</td>
</tr>
<tr>
<td>3- Analyze risks and internal controls.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 2.</td>
</tr>
<tr>
<td>4- Describe major business processes and the related accounting cycles.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 3.</td>
</tr>
<tr>
<td>5- Demonstrate a practical intermediate level with an accounting software.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Computerized Accounting Homework.</td>
</tr>
<tr>
<td>6- Demonstrate knowledge of accounting information system concepts and theories.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded exam questions.</td>
</tr>
</tbody>
</table>

Assessment and Grading Policies:
If you keep up with the materials, do all assignments, and participate actively in the learning experiences I planned for you, you will do well in the class. The final grades will be transferred and reported on Blackboard (BB herein). Your grade will be based on the following:

<table>
<thead>
<tr>
<th>Course graded activities</th>
<th>%</th>
<th>Total</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Exams (15% each)</td>
<td>45</td>
<td>&gt; 89.5%</td>
<td>A</td>
</tr>
<tr>
<td>Getting ready activities</td>
<td>2</td>
<td>&gt; 79.5%</td>
<td>B</td>
</tr>
<tr>
<td>Chapter Reading Quizzes</td>
<td>10</td>
<td>&gt; 69.5%</td>
<td>C</td>
</tr>
<tr>
<td>Softchalk Lessons</td>
<td>10</td>
<td>&gt; 59%</td>
<td>D</td>
</tr>
<tr>
<td>CA Smartbook Lessons</td>
<td>8</td>
<td>&lt; 59%</td>
<td>F</td>
</tr>
<tr>
<td>CA Homework</td>
<td>25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

→ Total 100 %

Exams (On BB Gradebook, refer to: TE – 45%):
There will be 3 non-comprehensive exams in the course. Exam questions can be of any form (multiple choice, problems, open-ended, etc.). There will be no make-up for missed exams. Missed exams will receive a grade of zero. Students who have a medical condition need to contact Student Accessibility Services and provide a document from them. You will have to start the exam at least 4 hours before the due time to be able to work out any technical issues. As for all online assignments, you cannot “come late” to the assignment. All exams will
use the Respondus Lockdown browser and the Respondus monitor technologies, as explained below:

**Using LockDown Browser and a Webcam for Online Exams**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this short video to get a basic understanding of LockDown Browser and the webcam feature. A student Quick Start Guide is also available.

Then download and install LockDown Browser from the Student Support link located in the top right part of the Blackboard menu, under Student Resources:

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into UTRGV Blackboard, and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution’s help desk.
- Exit the Help Center and locate the practice quiz named Practice Respondus Exam under Getting Ready.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you’re in a location where you won’t be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your exam environment.
- Clear your desk of all external materials not permitted — books, papers, other devices.
- Before starting the text, know how much time is available for it, and that you’ve allotted sufficient time to complete it.
- Remain at your computer for the duration of the test.
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

  - It is the student’s responsibility to properly record and report Exam pre-checks (Webcam check, Student Photo, Student ID, Environment Video). If you fail to report these checks properly, this will be treated as a suspect case of academic dishonesty. Proper steps include that he environment video should be at least 30 seconds and should show me a complete view of your exam environment. You should hold your webcam of laptop for a complete 360° horizontal tour of your workspace, including all sides of your desk/table. You should start the exam shortly (i.e. within 10 seconds) after the environment checks. Once the exam starts, there should be no change in the exam’s environment. Since I cannot assess the student’s intent in an online setting, every technical anomaly will be considered an act of academic dishonesty. If I discover an act of academic dishonesty, I will impose grade penalties up to assigning a grade of zero for the exam and take proper administrative action.

Exams Due at 11:59 PM on the following dates:
Exam 1  Monday  June 8
Exam 2  Monday  June 22
Exam 3  Tuesday  July 7
(Note that Exam 3 is due on a Tuesday, not a Monday)

Getting ready activities (On BB Gradebook, refer to: GR – 2%):
In order for you to be well prepared for the course, I designed some getting ready activities that you need to perform in the first week of classes. These activities will be located in an introductory mini-module called Getting Ready. The deadlines for these activities are available on the Deliverables section for the mini-module in Blackboard. Some of these activities will be done through Connect. The Getting Ready Connect activities links are available in Blackboard and the links will take you to the Connect platform (i.e. the links to the Connect homework are found in Blackboard). Please do not work directly on Connect as the grades will not be transcribed in Blackboard. Instead, go to Blackboard and click on the homework link from there. It will take you to McGraw Hill Connect.

Chapter Reading Quizzes (On BB Gradebook, refer to: TQ – 10%):
Quizzes will be assigned online through Blackboard. The reading quizzes are based on the reading of the scheduled chapter(s). There will be a reading quiz for each TWC chapter. You will have two attempts for each quiz and the highest-grade attempt will count as your grade. Quiz attempts are timed to 20 minutes per attempt and you will have different questions every attempt. If you plan to try both attempts, you will have to start the quiz at least one hour before the due time to work out any technical issues. As for all online assignments, you cannot “come late” to the assignment. There will be no make-up for missed quizzes. The lowest quiz grade will be dropped.

Softchalk Lessons (On BB Gradebook, refer to: SCL – 10%):
SoftChalk assignments are activities embedded in the Softchalk Lessons. These study tools and other resources will enhance your learning of the TWC material. The Softchalk assignments are based on the TWC chapter readings. You are required to work on these questions by the due date and time. There will be one attempt and no make-up for the Softchalk assignments. Missed Softchalk assignments will receive a grade of zero. No late Softchalk assignments will be accepted.

CA Smartbook Lessons (On BB Gradebook, refer to: CASB – 8%):
The Computerized Accounting (CA) Smartbook Lessons are based on the Computer Accounting with QuickBooks Online book. A CA SmartBook Lesson is available for every Computerized Accounting chapter and provides a more in depth understanding and practice of chapter content. CA Smartbook Lessons are reading and practice assignments that are performed via your Connect account for this course. The CA Smartbook Lessons link is available in Blackboard and it will take you to the Connect platform (i.e. the link to the Connect homework is found in Blackboard). Please do not work directly on Connect as the grades will not be transcribed in Blackboard. Instead, go to Blackboard and click on the homework link from there. It will take you to McGraw Hill Connect. You are required to work on these lessons by the due date and time. You will have one attempt and there will be no make-up for the Smartbook lessons. Missed CA Smartbook lessons assignments will receive a grade of zero. No late CA Smartbook lessons assignments will be accepted.

CA Homework (On BB Gradebook, refer to: CAH – 25%):
The CA Homework assignments are based on the Computer Accounting with QuickBooks Online book. Some exercises are an extension of other exercises in which case you have to follow the order of the exercises. The homework link is available in Blackboard and it will take you to the Connect platform (i.e. the link to the Connect homework is found in Blackboard). Please do not work directly on Connect as the grades will not be transcribed in Blackboard. Instead, go to Blackboard and click on the homework link from there. It will take you to McGraw Hill Connect. You are required to work on the questions by the due date and time stated on the Deliverables sections in Blackboard. There will be no make-up for the homework. Missed homework will receive a grade of zero. You have one attempt for every assignment and no late CA Homework will be accepted.
Online course due diligence
You are expected to perform class activities in a timely manner. Some assignments are timed and are pre-scheduled so that you can plan your class and other activities for the semester. Students who fail to submit graded work regularly may be dropped from the course for lack of attention and care. To do well in any online course, you should:

- Check your email and the Blackboard announcements section frequently.
- Keep up with the readings and the end-of-chapter practice problems in a timely manner.
- Work on the assignment as soon as you can. Do NOT wait until the due time.
- Start every assignment at least 4 hours before it is finally due. Remember: Online assignments are programmed so that once the remaining time is less than the allowed time for the assignment, the assignment will just NOT open. For example, if a 60-minute-exam is due at 11:59 PM on a certain date, it will just NOT OPEN for you after 10:58 PM. This means you cannot “come late” to an exam/assignment.
- Work on assignments during technical support working hours (be it the UTRGV COLT, IT Help Desk, or the Publisher’s Online Technical Support) so that you get help from technical support if needed.

Students who wait till the last minute will bear full responsibility for their choices. Technical glitches do happen and they are NOT considered a legitimate excuse for not submitting assignments on time. Start working on assignments at least 4 hours before they are due. For CA assignments, start working on them at least two days earlier.

Textbooks and Resource Material:
The following textbooks and materials are all required:


Authors: Leslie Turner, Andrea B. Weickgenannt, Mary Kay Copeland.
Publisher: John Wiley & Sons Inc.
   Textbook Rental (130 days) $40.00
   Paperback $120.95

   E-Book Rental (120 Days) $30.00
   E-Book Rental (150 Days) $32.00
   E-Book $108.00

Used copies of the bound book and rentals may be available on several textbook websites.
Throughout this course, this textbook is referred to as the TWC book (in reference to the authors’ initials).

Wiley offers the following benefits to students:
- Free shipping for hard copies.
- Free 14-day access to the eBook while you wait for the print book to ship.
- Optional heavily discounted eBook purchase after textbook rental expires.

Wiley Accessibility & Privacy Statement Links:
Privacy Policy
Accessibility Statement
Computer Accounting with QuickBooks Online, 2nd ed., with access to Connect.

Authors: Donna Kay.
Publisher: McGraw-Hill Education.
(Connect 6 months Rental for $131.50)

Throughout this course, this textbook is referred to as the QBO book (Quickbooks Online).

Computer Accounting with QuickBooks Online 2e is the second required textbook that will provide the structure for the class and the Computerized Accounting using Quickbooks Online work. Be sure to get access to Connect for the semester and use your UTRGV to register and setup your Connect account. To purchase this textbook, in the Students: Purchase Options link on the publisher’s website, please select DIGITAL.

McGraw-Hill Connect (or simply “Connect”, throughout the syllabus and the course):
Connect is a web-based learning management, assignment, and assessment platform that helps you with your coursework. Most Computerized Accounting materials, including the eBook, CA Smartbook Lessons, and CA Homework assignments, will be available through Connect. Connect provides you with the following:

- Personalize your learning, save time completing homework, and possibly earn a better grade.
- Access to eBook, homework and adaptive assignments, and other study resources.
- Download free ReadAnywhere App for offline access to eBook for anytime reading.
- Connect may be assigned as part of your grade. Check with your instructor to see if Connect is used in your course.

You can access connect either from Blackboard, or from the following link:
http://connect.mheducation.com

Publisher’s link:
https://www.mheducation.com/highered/product/computer-accounting-quickbooks-online-kay/M9781260888065.html#buying-options

McGraw Hill Accessibility & Privacy Statement Links:
Privacy Policy
Accessibility Statement
Access to McGraw Hill Connect:
Student registration info:
- **Course:** Accounting Information Systems with QBO
- **Instructor:** AGUIR Wael
- **Section:** ACCT3326-90L-AIS-SUM20
- **Registration dates:** 05/22/20 - 06/05/20 – NO EXCEPTIONS!
- **How to register:** It’s easy! Go to your section web address and click register now. **Please use your UTRGV email to register for Connect. Do not use any other email address!**
- **Section web address:** https://connect.mheducation.com/class/acct3326-90l-sum20
- **Help with student registration:** http://bit.ly/StudentRegistration

Used copies of these textbooks as well as rental options may be available on several textbook websites but you will still need to purchase access to the Connect platform.

Other required materials:
- Access to UTRGV’s Blackboard.
- Supplemental readings provided by the instructor in Blackboard.

Required Technology:
All UTRGV computer labs have the recommended system requirements. Students can perform their work in these labs.

1- **Minimum System Requirements:**
- **Windows PC:** Windows 7 or newer.
- **Mac:** OS X "El Capitan" 10.11 or newer.
- **Processor:** Intel Core i3 or a comparable processor (2013 or newer) with at least 2 GB of RAM.
- **Broadband Internet connection:** 1.5 Mbps.

2- **Recommended System Requirements:**
- It is recommended that students work in a Windows environment.
- Any system older than 4 years may not have the processing power to work with our current version of Blackboard and its components.
- Recommended System requirements for online classes (including internet access and browsers) may be found in this link:
  https://www.utrgv.edu/online/getting-support/faculty-support/system-requirements/index.htm
- Other software tools may require more advanced system requirements. Please check the system requirements for the software tools required.
- **Windows PC:** Windows 10 Operating System.
- **Mac:** OS X ”Panther” 10.13 or newer. **Mac users, please see note below.**
- **Processor:** 8th generation Intel Core i5 or better.
- **Memory:** 8 GB of RAM or higher.
- **Broadband Internet connection:** 3 Mbps or higher.

3- **Other Hardware Requirements:**
- A high definition webcam for class discussions, communication, and exams.
- A headset and a microphone for class discussions, communication, and e-meetings.
4- Software requirements:
Many of these tools are either free to the public or are provided to URGV students. Some are found in the Student Support tab once you log in to your UTRGV Blackboard (right upper corner).

- **Browsers:** Google Chrome is the course’s internet browser. COLTT recommends using Chrome for Blackboard and Intuit recommends it for Quickbooks Online. Respondus Lockdown Browser will also be needed (see below).

- **Intuit Quickbooks Online:** QuickBooks Online is accessible securely from a web browser or through the mobile app. No download of software is required. However, for the best QuickBooks experience refer to the recommended system requirements above. The student license to the software will be included with your copy of the Computer Accounting with QuickBooks Online textbook. More details about the software will be discussed in the first day of classes.

- **Microsoft Office suite.** You can download Office365 using your UTRGV account here: https://www.utrgv.edu/it/how-to/pro-plus-software/index.htm
  
  You can also access Microsoft Office 365 by logging in using your UTRGV account here: www.office.com

- **Acrobat Reader 11.0 or higher** to print forms.
- **Zoom** for online communication, meetings, and office hours.
- **Panopto™** to record videos (See the Blackboard Student Support page).
- **Respondus LockDown Browser® & Respondus Monitor®** (See the Blackboard Student Support page).
  - Student Quick Start Guide:
  - A short video explanation of how these tools work (2 mn):
    https://web.respondus.com/lockdownbrowser-student-video/

- Screen capture tool (Windows: Snipping Tool or Print Screen)
To make it easier to keep track of the materials required for the course, I prepared for you the following materials checklist that you can use. Check mark every item you acquire.

<table>
<thead>
<tr>
<th>Material</th>
<th>Material type</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Accounting with QuickBooks Online, 2nd Edition</td>
<td>Textbook</td>
<td></td>
</tr>
<tr>
<td>Access to McGraw Hill Connect</td>
<td>LMS</td>
<td></td>
</tr>
<tr>
<td>Access to UTRGV’s Blackboard</td>
<td>LMS</td>
<td></td>
</tr>
<tr>
<td>Check System requirements</td>
<td>Hardware and System</td>
<td></td>
</tr>
<tr>
<td>A high definition webcam</td>
<td>Hardware</td>
<td></td>
</tr>
<tr>
<td>A headset and a microphone</td>
<td>Hardware</td>
<td></td>
</tr>
<tr>
<td>Google Chrome</td>
<td>Software</td>
<td></td>
</tr>
<tr>
<td>Quickbooks Online</td>
<td>Software</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office suite</td>
<td>Software</td>
<td></td>
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<tr>
<td>Acrobat Reader</td>
<td>Software</td>
<td></td>
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<tr>
<td>Zoom</td>
<td>Software</td>
<td></td>
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<tr>
<td>Panopto</td>
<td>Software</td>
<td></td>
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<tr>
<td>Respondus LockDown Browser</td>
<td>Software</td>
<td></td>
</tr>
<tr>
<td>Screen capture tool (Windows: Snipping Tool or Print Screen)</td>
<td>Application</td>
<td></td>
</tr>
</tbody>
</table>

A note for Mac users:
Although MACs are used widely in the creative world, the Windows Operating System is the standard in business environments. As such, many business applications do not run natively on a Mac. This course is created based on a Windows operating system environment. I did not test it myself in a Mac environment and I will not be responsible for any tool/function availability issues if you use a MAC. If you choose to work on a Mac, you will have to take full responsibility for it.

Potential issues:
- Some functions may not work in a Mac as expected.
- Screens may look slightly different from what’s in the textbook.
- Some work steps may be a bit off (which may be the case anyway even in a Windows environment too since the software is constantly updated).

That being highlighted, since we’re working on a cloud-based software, the likelihood that these issues will turn into major problems is very minimal. Whether using a Windows PC or a Mac, many issues can be resolved if you allow yourself ample time when you do your homework.
## Calendar of Scheduled Activities

<table>
<thead>
<tr>
<th>Week</th>
<th>Details</th>
<th>Assignment</th>
<th>Due Date (all at 11:59 PM)</th>
<th>Where to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Getting Ready (pre-course)</td>
<td>Connect Registration</td>
<td>Friday Jun 5 – NO EXCEPTION</td>
<td>Blackboard - Getting Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self-Introductions</td>
<td>Wednesday Jun 3</td>
<td>Blackboard - Getting Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Syllabus Quiz</td>
<td>Wednesday Jun 3</td>
<td>Blackboard - Getting Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connect Orientation</td>
<td>Friday, Jun 5, 2020</td>
<td>Blackboard - Getting Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Smartbook Orientation</td>
<td>Friday, Jun 5, 2020</td>
<td>Blackboard - Getting Ready</td>
</tr>
<tr>
<td>1</td>
<td>06/01 – 06/07</td>
<td>Ch1 TWC</td>
<td>Softchalk Lesson 1</td>
<td>Wednesday Jun 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch2 TWC</td>
<td>Softchalk Lesson 2</td>
<td>Wednesday Jun 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch1 CA</td>
<td>Smartbook SB1</td>
<td>Friday Jun 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch2 CA</td>
<td>Smartbook SB2</td>
<td>Friday Jun 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch1 CA</td>
<td>QBO Homework 1</td>
<td>Friday Jun 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch2 CA</td>
<td>QBO Homework 2</td>
<td>Friday Jun 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch1 TWC</td>
<td>Ch 1 Reading Quiz</td>
<td>Sunday Jun 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch2 TWC</td>
<td>Ch 2 Reading Quiz</td>
<td>Sunday Jun 7</td>
</tr>
<tr>
<td>2</td>
<td>06/08 – 06/14</td>
<td>Exam 1</td>
<td>Tuesday Jun 08</td>
<td>Course menu, just below Module 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch3 TWC</td>
<td>Softchalk Lesson 3</td>
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<td>06/15 – 06/21</td>
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<td>Ch5 CA</td>
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<td>Ch12 TWC</td>
<td>Softchalk Lesson 12</td>
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<td>Ch9 CA</td>
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<td>Exam 3</td>
<td>Tuesday Jul 07</td>
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Other Course Information/policies

- Use of Blackboard:
Blackboard will be used to communicate class-related notes, provide class material, make announcements, submit grades, etc. I do NOT use Blackboard’s email for individual communication. Please e-mail me at: wael.aguir@utrgv.edu. Emails will be answered by the end of the next business day. Please do not expect that I can answer my emails right away, especially on weekends. For some common issues, I will hold off on the answer and will address the question directly through BB so that all students benefit from my response.

- Weather and other contingencies:
For weather-related or other contingencies, I will mostly follow UTRGV’s decisions concerning campus closure and/or cancellation of classes. Please enroll in the UTRGV Emergency Notification System and follow updates from UTRGV through the website, Facebook, Twitter and/or email. In the case of such events, I might have to reschedule class activities. That might include the rescheduling of exams. A new schedule will be issued and shared with you on Blackboard or through email.

Important dates for this semester:
The UTRGV academic calendar can be found at https://my.utrgv.edu/home at the bottom of the screen, prior to login. Important dates for this semester include:

June 1  First day of classes.
June 2  Last day to add a class or register for Summer I classes.
June 4  Census date.
June 25  Last day to drop a class (grade of DR) or withdraw (grade of W).
July 4  Independence Day. No classes.
July 6  Study Day – No classes.
July 7  Final Exams (Term Ends).

Other important course dates:
Getting Ready activities Some are due on Wednesday Jun 3 and some on Friday Jun 5 at 11:59 PM
Softchalk Lessons All due on Wednesdays at 11:59 PM
Module Reading Quiz All due on Sundays at 11:59 PM
CA Smartbook All due on Fridays at 11:59 PM
CA Homework All due on Fridays at 11:59 PM
Exams Due at 11:59 PM on the following dates:
Monday June 8  Exam 1
Monday June 22  Exam 2
**Tuesday** July 7  Exam 3
(Note that Exam 3 is on a Tuesday, not a Monday)

This syllabus is subject to change at the discretion of the professor. Any changes will be announced by email and/or on Blackboard.
UTRGV Policy Statements

**STUDENTS WITH DISABILITIES:**
Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact **Student Accessibility Services (SAS)** for additional information. In order for accommodation requests to be considered for approval, the student is responsible for providing sufficient documentation of the disability to SAS and participating in an interactive discussion with SAS staff. Accommodations may be requested at any time but are not retroactive. Please contact SAS early in the semester/module for guidance. Students who experience a broken bone, severe injury, or undergo surgery may also be eligible for temporary accommodations.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

**Student Accessibility Services:**
**Brownsville Campus:** Student Accessibility Services is located in 1.107 in the Music and Learning Center building (BMSLC) and can be contacted by phone at (956) 882-7374 or via email at ability@utrgv.edu.

**Edinburg Campus:** Student Accessibility Services is located in 108 University Center (EUCTR) and can be contacted by phone at (956) 665-7005 or via email at ability@utrgv.edu.

**MANDATORY COURSE EVALUATION PERIOD:**
Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

- Summer 1: June 29th to July 6th, 2020

**ATTENDANCE:**
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

**SCHOLASTIC DISHONESTY:**
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; 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. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations, STU 02-100, and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to Student Rights and Responsibilities.

**SEXUAL MISCONDUCT and MANDATORY REPORTING:**
In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of Institutional Equity & Diversity (oie@utrgv.edu) any instance, occurring during a student’s time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which she/he becomes aware during
this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at (956) 665-8287, (956) 882-8282, or [OVAVP@utrgv.edu](mailto:OVAVP@utrgv.edu).

**COURSE DROPS:**
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**STUDENT SERVICES:**
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email ([ucentral@utrgv.edu](mailto:ucentral@utrgv.edu)) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Advising Center, Career Center, Counseling Center, Learning Center, and Writing Center. The centers provide services such as tutoring, writing help, counseling services, critical thinking, study skills, degree planning, and student employment. In addition, services such as the Food Pantry are also provided. Locations are listed below.

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Brownsville Campus</th>
<th>Edinburg Campus</th>
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<tbody>
<tr>
<td>Advising Center</td>
<td>BMAIN 1.400</td>
<td>ESWKH 101</td>
</tr>
<tr>
<td><a href="mailto:AcademicAdvising@utrgv.edu">AcademicAdvising@utrgv.edu</a></td>
<td>(956) 665-7120</td>
<td>(956) 665-7120</td>
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<tr>
<td>Career Center</td>
<td>BCRTZ 129</td>
<td>ESSBL 2.101</td>
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<tr>
<td><a href="mailto:CareerCenter@utrgv.edu">CareerCenter@utrgv.edu</a></td>
<td>(956) 882-5627</td>
<td>(956) 665-2243</td>
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<tr>
<td>Counseling Center</td>
<td>BSTUN 2.10</td>
<td>EUCTR 109</td>
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<td><a href="mailto:Counseling@utrgv.edu">Counseling@utrgv.edu</a></td>
<td>(956) 882-3897</td>
<td>(956) 665-2574</td>
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<td>[Counseling and Related Services List](mailto:Counseling and Related Services List)</td>
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<td>EUCTR 114</td>
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<tr>
<td><a href="mailto:FoodPantry@utrgv.edu">FoodPantry@utrgv.edu</a></td>
<td>(956) 882-7126</td>
<td>(956) 665-3663</td>
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<td><a href="mailto:LearningCenter@utrgv.edu">LearningCenter@utrgv.edu</a></td>
<td>(956) 882-8208</td>
<td>(956) 665-2585</td>
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<td>Writing Center</td>
<td>BUBLB 3.206</td>
<td>ESTAC 3.119</td>
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<tr>
<td><a href="mailto:WC@utrgv.edu">WC@utrgv.edu</a></td>
<td>(956) 882-7065</td>
<td>(956) 665-2538</td>
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