



CIST 1540 Web Animation I
COURSE SYLLABUS
Spring Semester 2019 (FY201914)
January 7, 2019 – May 2, 2019

COURSE INFORMATION

Credit Hours/Minutes: **3/3000**
Class Location: **Room 812 Medical Technology Building**
Class Meets: **Monday and Wednesday, 10:15 AM– 12:05 AM**
Course Reference Number (CRN): **40178**
Preferred Method of Contact: **Email – [John Taylor jtaylor@southeasterntech.edu](mailto:John.Taylor@southeasterntech.edu)**


INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. John Taylor**
Office Location: **Vidalia Campus, Gillis Building, Room 810**
Office Hours: **2:00 – 4:30 Monday - Thursday**
Email Address: **Email – [John Taylor jtaylor@southeasterntech.edu](mailto:John.Taylor@southeasterntech.edu)**
Phone: **912-538-3116**
Fax Number: **912-538-3106**
Tutoring Hours (if applicable): **Made by appointment with instructor**

SOUTHEASTERN TECHNICAL COLLEGE’S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College’s [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Book Image	Book Information
	<p>Adobe Animate CC – An Introduction to Animation</p> <p>Erika Kendra</p> <p>ISBN-13: 978-1-936201-99-0</p> <p>©2016 • Against The Clock, Inc. • Paper, Spiral Bound</p> <p>You can purchase from the STC bookstore Southeastern Technical College bookstore (stcbookstore@southeasterntech.edu) or 912-538-3129</p>

REQUIRED SUPPLIES & SOFTWARE

Must have access to a computer that has Adobe Photoshop Creative Cloud software installed. Available on computers in CIST-Web Lab, Room 812.

COURSE DESCRIPTION

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

MAJOR COURSE COMPETENCIES/OUTLINE

Examine Graphic Types; Utilize Drawing and Painting tools and Organizational Methods; Create and Animate Objects; Model Complex Animations; Examine and Implement Basic Scripting

PREREQUISITE(S)

None

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible. This is strictly enforced.**
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified of a change in deadline.
- Homework will be collected for a grade. **Homework assignments will not be graded after the due date; a zero will be assigned if homework is not submitted on or before the due date.**
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- **Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.**
- Please make every effort to be in class every day. However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students are expected to complete all tests, labs, and other assignments on the dates specified on the attached lesson schedule.
- Instructor reserves the right to modify the tentative lesson schedule attached to this syllabus with notice.
- Students should subscribe to remind.com for reminder from the instructor via email or text. Instructions will be provided to students.
- Students are responsible for policies and procedures included in the STC Catalog and Handbook must acknowledge this by completing the PLEDGE Discussion Topic on Blackboard the first day of class.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is

assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Monday and end on Sunday with assignments due on Wednesday at midnight of the following week. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus

indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Projects	25%
Portfolio Builders	25%
Review Quizzes	25%
Final Project	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
*D	60-69
*F	0-59

*Grade of D or below results in student repeating the class

SYLLABUS ADDENDUM-

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class.
 - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
 - Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are **NO MAKEUPS**.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- **The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.**
- **EVERY DAY**--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- **No food or drinks are allowed in the classroom.** Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do **not** bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should see Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. **Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.**

DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary.

The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

CIST 1540 Web Animation I
LESSON PLAN
Spring Semester 2019 (FY201914)
January 7, 2019 – May 2, 2019

You will need Adobe Animate CC 2017 software to complete this course. You are provided file storage space on the school's network where you will save your work. All completed assignments need to be saved to your **P:/cist1540** folder. If you have questions, please contact instructor.

WEEK 1

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday January 7		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage Introduction	<p>Logon to the course on BLACKBOARD.</p> <p>All students: Click the Getting Started link. Complete all tasks located under the Start Here Items. <u>You must complete the Pledge and Student Introduction tasks within the first 3 days of class. Otherwise, you will be dropped from the class!!!.</u></p> <p>Locate Adobe Photoshop CC 2017 software. You can go online to www.adobe.com and purchase an annual subscription (student) to all Adobe CC software for around \$20 a month.</p> <p>Review your welcome email to get Web server information.</p> <p>Copy the “M: CIST/cist1540” folder to your P: drive.</p> <p>Review <u>The Animate CC User Interface</u> pages 1-18.</p>	
Wednesday January 9			<p>Work thru <u>The Animate CC User Interface</u> pages 1-18.</p> <p>Save your work to the P:/cist1540/WIP/InterfaceAN folder.</p>	a,c

***Week 1 assignments must be completed and turned in before midnight January 16.**

WEEK 2

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Wednesday January 14			Work thru The Animate CC User Interface pages 1-18. Save your work to the P:/cist1540/WIP/InterfaceAN folder. Complete InterfaceAN Review Quiz on Blackboard.	1 a,c
Monday January 16	1	Corvette Artwork	Begin working thru Project 1 pages 19-77. Save your work to the P:/cist1540/WIP/Vette folder.	1,2 a,c

***Week 2 assignments must be completed and turned in before midnight January 30.**

WEEK 3

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday January 21		Holiday No class today!!!!		
Wednesday January 23			Continue working on Project 1 pages 19-77. Save your work to the P:/cist1540/WIP/Vette folder	1,2 a,c

***Week 3 assignments must be completed and turned in before midnight February 13.**

WEEK 4

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday January 28			Complete Project 1 pages 19-77. Save your work to the P:/cist1540/WIP/Vette folder.	1,2 a,c
Wednesday January 30	1	Project 1 - Portfolio Builder	Begin Project 1 Portfolio Builder page 76. Use (save to same folder) the file located in the P:/cist1540/WIP/Motor folder. Select either the Model-T car or Indian motorcycle to complete the assignment.	1,2 a,c

***Week 4 assignments must be completed and turned in before midnight February 13.**

WEEK 5

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday February 4	1	Project 1 - Portfolio Builder (continued)	Continue working on Project 1 Portfolio Builder page 76. Save your work to the P:/cist1540/WIP/Motor folder.	1,2 a,c
Wednesday February 6			Complete Project 1 Portfolio Builder page 76. Save your work to the P:/cist1540/WIP/Motor folder. Complete Project 1 Review Quiz on Blackboard.	1,2 a,c

***Week 5 assignments must be completed and turned in before midnight February 13.**

WEEK 6

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday February 11	2	Talking Kiosk Interface	Begin working thru Project 2 pages 79-120. Save your work to the P:/cist1540/WIP/Atrium folder.	3 a,c
Wednesday February 13			Continue working on Project 2 pages 79-120. Save your work to the P:/cist1540/WIP/Atrium folder.	3 a,c

***Week 6 assignments must be completed and turned in before midnight March 7.**

WEEK 7

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday February 18			Complete Project 2 pages 79-120. Save your work to the P:/cist1540/WIP/Atrium folder.	3 a,c
Wednesday February 20	2	Project 2 - Portfolio Builder	Begin Project 2 Portfolio Builder page 118. Save your work to the P:/cist1540/WIP/Robot folder.	3 a,c

***Week 7 assignments must be completed and turned in before midnight March 7.**

WEEK 8

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday February 25	2	Project 2 - Portfolio Builder (continued)	Continue working on Project 2 Portfolio Builder page 118. Save your work to the Save your work to the P:/cist1540/WIP/Robot folder.	3 a,c
Wednesday February 27			Complete Project 2 Portfolio Builder page 118. Save your work to the Save your work to the P:/cist1540/WIP/Robot folder. Complete Project 2 Review Quiz on Blackboard.	3 a,c

***Week 8 assignments must be completed and turned in before midnight March 7.**

WEEK 9

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday March 4	3	Animated Internet Ads	Begin working thru Project 3 pages 121-165. Save your work to the Save your work to the P:/cist1540/WIP/Kayaks folder.	3,4 a,c
Wednesday March 6			Continue working on Project 3 pages 121-165. Save your work to the Save your work to the P:/cist1540/WIP/Kayaks folder.	3,4 a,c

***Week 9 assignments must be completed and turned in before midnight March 27.**

WEEK 10

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday March 11			Complete Project 3 pages 121-165. Save your work to the Save your work to the P:/cist1540/WIP/Kayaks folder.	3,4 a,c
Wednesday March 13	3	Project 3 - Portfolio Builder	Begin Project 2 Portfolio Builder page 164. Save your work to the Save your work to the P:/cist1540/WIP/Science folder.	3,4 a,c

***Week 10 assignments must be completed and turned in before midnight March 27.**

WEEK 11

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday March 18	3	Project 3 - Portfolio Builder (continued)	Continue working on Project 3 Portfolio Builder page 164. Save your work to the Save your work to the P:/cist1540/WIP/Science folder.	3,4 a,c
Wednesday March 20			Complete Project 2 Portfolio Builder pages 164. Save your work to the Save your work to the P:/cist1540/WIP/Science folder. Complete Project 3 Review Quiz on Blackboard.	3,4 a,c

***Week 11 assignments must be completed and turned in before midnight March 27.**

WEEK 12

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday March 25	4	Ocean Animation	Begin working thru Project 4 pages 167-218. Save your work to the Save your work to the P:/cist1540/WIP/Aquarium folder.	3,4,5 a,c
Wednesday March 27			Continue working on Project 4 pages 167-218. Save your work to the Save your work to the P:/cist1540/WIP/Aquarium folder.	3,4,5 a,c

***Week 12 assignments must be completed and turned in before midnight April 17.**

WEEK 13

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
April 1 – April 7		-- Spring Holidays -- No class this week!!!	No assignments this week!	

WEEK 14

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday April 8			Complete Project 4 pages 167-218. Save your work to the Save your work to the P:/cist1540/WIP/Aquarium folder.	3,4,5 a,c
Wednesday April 10	4	Project 4 - Portfolio Builder	Begin Project 4 Portfolio Builder page 217. Save your work to the Save your work to the P:/cist1540/WIP/Zoo folder.	3,4,5 a,c

***Week 14 assignments must be completed and turned in before midnight April 24.**

WEEK 15

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday April 15	4	Project 4 - Portfolio Builder (continued)	Continue working on Project 4 Portfolio Builder page 217. Save your work to the Save your work to the P:/cist1540/WIP/Zoo folder.	3,4,5 a,c
Wednesday April 17			Complete Project 4 Portfolio Builder page 217. Save your work to the Save your work to the P:/cist1540/WIP/Zoo folder. Complete Project 4 Review Quiz on Blackboard.	3,4,5 a,c

***Week 15 assignments must be completed and turned in before midnight April 24.**

WEEK 16

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday April 22		Final Project (Review Final Project assignment on Blackboard for instructions)	Begin working on Final Project . Save your work to the Save your work to the P:/cist1540/WIP/Final folder.	1,3,4,5 a,c
Wednesday April 24			Continue working on Final Project . Save your work to the Save your work to the P:/cist1540/WIP/Final folder.	1,3,4,5 a,c

***Week 16 assignments must be completed and turned in before midnight April 30.**

WEEK 17

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday April 29		Final Project - Due Semester Ends	Complete Final Project . Save your work to the P:/cist1540/WIP/Final folder.	1,2,3,4,5 a,c

***Week 17 assignments must be completed and turned in before midnight April 30.**

COMPETENCY AREAS:

1. Examine Graphic Types
2. Utilize Drawing and Painting tools and Organizational Methods
3. Create and Animate Objects
4. Model Complex Animations
5. Examine and Implement Basic Scripting

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.