

ACCT 568 – Business Law for Accountants - ONLINE

Texas A&M University
Department of Accounting, College of Business
Fall 2015
80864 83162

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Location	Universities Center Dallas	Office Hours: At UCD, TBD
E-mail	Jennifer.Smith@tamuc.edu	Office: UCD, TBD

This is an online course. There are numerous ways to contact me.

You are welcome to make an appointment to see me in my office at the Universities Center of Dallas. You may text me or leave me a message on my cell phone, and I will respond to you. Be smart about frequency of texts (etc.), but do not feel uncomfortable using it if you need to

My email: Jennifer.Smith@tamuc.edu

There is another Jennifer Smith address in the directory. Do not use that address

I care very much about your success in this course. I will work with you toward your success. If you encounter difficulties, please let me know as soon as possible. It is much harder to help you after the fact.

COURSE INFORMATION

Required Texts and Other Materials

Mallor *et al.*, *Business Law*, 16th Edition. ISBN: 9780077733711

- You make your own decision which edition of the textbook to use. However, you are responsible for knowing the changes and differences between the 16th edition and other editions.
- You do **NOT** need to purchase online access to this course.

Student Learning Outcomes

1. Recognizing and managing legal and ethical risks in business decision-making

2. Understanding legal processes and knowing how to use those processes effectively and efficiently in making business decisions
3. Understanding duties, rights, and liabilities of stockholders, shareholders, and managers
4. Understanding government regulations protecting public interests in corporations and markets
5. Knowing other topics and understanding issues as deemed appropriate

COURSE REQUIREMENTS

Activities and Assessments

The course is arranged into seven modules, each covered in two weeks.

1. One quiz per module. One hour each. Multiple choice and short answer. I do not know specifically how many of each type of question. You will have one hour's worth of questions.
2. Two individual discussion posts per module. Each post is worth 26 points. Answer the question(s) you have chosen as though they were homework questions worth 26 points each. Do not copy and paste information from your text. Do not repeat a previous student's answer.
3. One homework assignment per module. Each assignment is worth 10 points. These are intended to be practice on basic concepts/rules.

The final exam is not comprehensive, although questions will be drawn from the entire course. You will be told which topics to study for the final exam. I will advise you as we work through the course materials and then provide you with a list of the topics included on the final.

You are required to read assigned chapters. While evaluations will cover the lectures and assignments described above, actually reading each *entire* chapter will help give you an understanding of the key materials.

The quizzes and the exam are online and open-book. You must work them yourself and not share with or receive help from another student or any person other than me. You must study and truly comprehend the material in order to do well on quizzes. The questions will require analysis and comprehension, not mere memorization.

Cramming is strongly discouraged.

You will have enough time to complete the quizzes if you have studied. Do not expect to be able to look up the answers to every question. The questions require comprehension and analysis. The book might or might not help if you forget the specifics of a rule. Study as though you will be taking a closed-book, in-class exam.

DISCUSSION POSTS: your answers to these questions → extremely important. You will be held responsible for the materials covered in all discussion posts (yours and other students’) for the purposes of quizzes. This method has proven effective before in allowing you to spend time focusing on just a couple of questions but still getting the benefit of a virtual discussion and access to other students’ answers. I will “close” a question after 2-3 student responses and will indicate which answers are correct (I’ll usually pick one – do not be offended if it is not yours). I’ll correct, comment upon, or add anything needed as I close a question.

There will be plenty of questions per module for each of you to have the opportunity to provide answers sufficient for full credit. Post early, and you get your choice from among all the questions.

GRADING

Evaluation: Course grades are based on the following

Course Requirement	Percentage of Final Grade
Homework	7%
Discussion Posts	36%
Quizzes	42%
Final Exam	15%

Grading: The following represents the general grading policy for this class, set to correspond with the policy of the College of Business.

A	= 90% & above
B	= 80% to 89.9%
C	= 70% to 79.9%
D	= 60% to 69.9%
F	= 59.9% & below

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet

Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a means of listening to sound recordings, and if you wish to participate directly in ClassLive meetings, make sure with Tech Support that your computer supports this function. We might switch to Skype or some other external, free group-talk application. If I can find such an application that works for our purposes, I will use it. I have had some challenges with ClassLive before (primarily with Mac users, like me).
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at:
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
 - Adobe Reader
 - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see:
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

This course will be facilitated using eCollege. To get started with the course, go to: <http://www.tamuc.edu/myleo.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

Technical assistance is available 24 hours a day/ 7 days a week.

helpdesk@tamuc.edu
1-866-656-5511

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, Office Services such as Kinko's, an Internet cafe, or a bookstore such as Barnes & Noble, etc.

Procedure

1. Students must report the problem to the help desk. You may reach the helpdesk at
2. helpdesk@online.tamuc.org or 1-866-656-5511
3. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
4. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
5. At that time, I will call the helpdesk to confirm your problem and follow up with you

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at <https://leo.tamuc.edu>.

COMMUNICATION AND SUPPORT

I care very much about your success in this course. I encourage you to work with me to become as successful as you can in this course.

This is an online course. You are welcome to make an appointment to see me in my office at the Universities Center of Dallas. I will also gladly talk to you on the phone.

Email: Email is appropriate for questions that are personal in nature. Do Not post any confidential questions on the public class website for all students to view.

Virtual Office: Students should post all general questions pertaining to the course to the Virtual Office located under Course Home menu. This is a public area.

In the Virtual Office all students have access to all posted questions and answers. Students are welcome to answer other students' questions.

Many of you will have the same questions, and this will reduce the number of times the same answer will have to be given. You should always check the Virtual Office postings to see if your question has already been asked and answered before you post a question.

Chat rooms: There is a chat room for each module. These are public areas. Discuss amongst yourselves.

In the discussion areas all students have access to all posted questions and answers. Students are welcome to answer other students' questions.

Many of you will have the same questions, and this will reduce the number of times the same answer will have to be given. You should always check the Virtual Office postings to see if your question has already been asked and answered before you post a question.

LEARNER SUPPORT

Library Database Assistance

The library offers a web-based access. You can access this site under Course Home in Pearson Learning Studio or directly at the following address: <http://www.tamuc.edu/library/>

Please take a look – you can access these resources and learn about using basic search skills, selecting the best databases for your needs, and accessing the databases both on-campus and off-campus.

If you have any questions or would like to offer some feedback, please contact:

Sarah Northam
Head of Research and Instruction Services
Subject Specialist for the College of Business & Entrepreneurship
Phone: 903/886-5714
Email: Sarah.Northam@tamuc.edu

COURSE POLICIES

I do not take attendance at ClassLive (or other Skype-type meetings), but as noted, your quiz grades and discussion posts comprise a significant portion of your grade.

Useful items to succeed in this course are as follows:

- **Preparing for lectures:** Reading assigned chapter material, completing homework, etc.
- **Check the announcements daily in eCollege**
Very important things here.
- **Refrain from complaining** or whining about projects, workload, and due dates. All students will be treated and graded equally and fairly. Your performance determines your final grade. **YOUR FINAL GRADE HAS NOTHING TO DO WITH ALL OTHER CIRCUMSTANCES (e.g., scholarship eligibility, pending employment offers, etc.), BUT POINTS EARNED IN THE SEMESTER.**
- **Engaging in ethical behavior**, which means you do not ask the professor to make "special exceptions" (i.e., bend the course and university rules) for you.
- **Respect others' time:** Please avoid asking questions which are readily answerable via the course syllabus; it is disrespectful of other students' time. Most students have carefully read the syllabus and do not want to review materials they already know. However, if you have a question about an item on the syllabus, please make an appointment to see me.
- **Meaningful class participation in the discuss forum:** Be prepared to participate in the discussion forum by asking specific questions on which you have worked. It will not be fair to others and does not benefit your learning if you just want the answers given to you. I do not remember all homework and practice questions. Therefore, please make sure you reference the chapter and question number for which you need help. Thus, saving our valuable time together.
- **Courteous forum behavior:** Please make sure cell phones are in a "quiet" mode and use is restricted to emergencies only. If you have to

answer a call or answer a text message, please log off and log back on when you are done.

- **Email etiquette:** when corresponding with me via email regarding any questions you may have, it is imperative that you use proper email etiquette. Remember you are preparing yourself for a business career. The earlier you become proficient in business communication etiquette, the better for you to have advantages over other job applicants and future colleagues at work.
- **Netiquette: Communication Courtesy Code:** Students are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. The same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated. Please take a moment and read the following link concerning "netiquette". <http://www.albion.com/netiquette/>

Schedule Changes

The information in this syllabus is tentative and subject to change. I will announce changes in eCollege as early as possible. It is your responsibility to maintain your schedule and make the changes as necessary. Daily checking of announcement is mandatory. Failure to check for changes and announcements is not an excuse for not keeping your schedule updated.

UNIVERSITY POLICIES AND PROCEDURES

ADA Statement

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

Student Conduct: "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)

Dropping or Withdrawal from the course: University policy will be followed in regards to all drops and withdrawals during the semester. **To initiate a course drop, log into your My Leo account and then select the “Drop a Class” link.**

Module Coverage (Two Weeks per Module)

1A. Dispute resolution, the US Constitution
1B. Contracts

2A. Contracts (cont.)
2B. Contracts (cont.)

3A. Sales (UCC)
3B. Agency, Partnerships

4A. Partnerships (cont.), Bankruptcy
4B. Insurance Law, Introduction to Corporations

5A. Corporations (cont.); Brief Taxation Overview
5B. Negligence, Strict Liability, Criminal Law

6A. White Collar Crime, Ethics
6B. Intellectual Property, Antitrust, Government Regulations

7A. Government Regulations (cont.)
7B. Property, International Law

Exam Review

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Late assignments

- Late work won't be accepted.
- To cushion this blow and to minimize students' requests for special arrangements, I am generously offering to do the following:
 1. If you miss a quiz: you can use the next quiz (and only the next quiz – no picking and choosing) to use for your grade for the missed quiz.
 2. If you miss a homework: same thing. Homework assignments are easy. Don't do this.
 3. If you miss posting on a discussion set (there are two per module; this provision applies to missing a post on ONE of those two modules), you may use the grade for your post on the next module to substitute for your zero grade.

So that we don't get into fairness issues for people who never miss anything, you can do the same substitution for your lowest grades (HW, Post, Quiz). We'll do that at the end of the semester.

It's always a good idea to give it a try on everything. Don't use your freebies early. Once used, they're gone.

***** NO EXTRA CREDIT. DO NOT ASK.** If you have trouble with the required materials in the course, it makes no sense for you to do extra credit. Extra credit is unreasonable to offer in graduate school and is strongly frowned upon by your graduate school. ***

Final Comments

- This course can be fun. Stay on schedule.
- Let me know early if you are having issues that are appropriate for me to help you with.

I'm glad you're in my class. If you stay on schedule, you will be, too. I am very reasonable and will work with you.