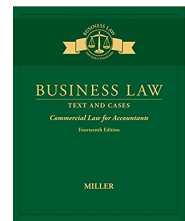




Professor: Mary Jo Goedeke, Associate Professor
Office: Kelce 223L
Hours: M 8:30a-2:00p; TTh 8:30a-9:30a, 12:15-1:30p
Phone: (620) 235-6041
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Textbook

Business Law Text and Cases: Commercial Law for Accountants, 2018,
Roger Leroy Miller.



Catalog Course Description

An in-depth study of legal issues of primary interest to professional accountants.

Prerequisites

MGT 430 Legal and Social Environment of Business and junior standing.

Course Objectives / Learning Outcomes

The primary objectives for this course are for students to learn an overview of various topics in accounting law including sections of the Uniform Commercial Code, (article 2 – Sales, Article 3 – Negotiable Instruments, Article 4 Bank/Customer Relationship and Article 9 – Secured Transactions). This Course will also provide an introduction to Business Organizations, Bankruptcy, Securities Law, Letters of Credit, Wills and Trusts, Insurance, Real Estate and Personal Property. Due to the volume of material covered in the course, topics will be covered as time is available.

Course Outline

Please see attached schedule.

Teaching Methods

Teaching methods will be video Powerpoint lectures, assigned reading, quizzes and discussions. All course assignments will be administered through Canvas.

Canvas

The Canvas system will be utilized to completely administer this course including issuing and submitting assignments, quizzes and quizzes/exams. It will also be utilized to track student grades.



Attendance Policy

As this is an online course, there are no formal attendance requirements. Attendance is measured by your progress through the modules and components of the course as well as the submission of assignments. Completion of the assigned lectures, tasks and assignments is critical to your ability to do well in this course. It is the student's responsibility to monitor his or her own progression through the course. The professor will not drop you from the course for your failed participation or performance.

Testing Procedures

There quizzes/exams administered in this course for each chapter. Exams are based upon the course text and class lectures. Exam format may consist of true/false, multiple choice, fill in the blank and/or short answer questions. Students may utilize the course text, PowerPoint slides, and any printed/hard-copy self-created notes while taking the exam. Tests are administered with Lockdown Browser and Respondus Monitor. Aside from the computer used to take the exam, students may not use any other computers, laptops, tablets, phones or any other devices on the exam. Calculators are not necessary. Students also may not utilize any online resources or materials other than those specifically allowed and may not consult with any other student or person regarding the exam. Failure to observe the described limitations, or otherwise receiving inappropriate assistance in completing an exam, will result in the score of zero for the entire exam, receiving a grade of F in the course and/or additional ramifications in the sole discretion of the professor.

Coursework Timeline

Coursework will be posted through Canvas on modules to assist the student with progressing through the material. Due dates and times will be posted on assignments, quizzes and exams. To ease the management of due dates and times of various assignments, coursework will be divided into weekly segments. All weekly coursework for a particular week will be available from Monday morning at 8:00 a.m. until Sunday evening at 11:59 p.m. Initial discussion comments will be due by Friday at 11:59 p.m. All other class assignments, quizzes and discussion posts will be due Sunday at 11:59 p.m. The purpose of this schedule is to provide maximum flexibility for students to manage their own schedules and workloads for the summer and to simplify course management in terms of timely grading of assignments and student progression through the course.

Late Assignment Submission

Once a weekly module has been published and is available to the student the student is free to progress through the module at their own pace. Assignments, quizzes and exams may be submitted at any time during the week. It is the student's responsibility to ensure that due dates are met and that assignments are properly submitted. Failure to submit an assignment, quiz or exam by the due date, whether due to unintentional neglect, failure of electronic hardware or software or any other reason will result in a zero score. Late assignments will not be accepted.



Professor Availability

The professor will be available during scheduled office hours and encourages students to visit. As professors have many obligations across campus, including trainings, committees, and other university engagements, it is always advisable to contact the professor prior to visiting during office hours. If a student needs to meet outside office hours, please contact the professor to set an appointment.

For messages received during regular school hours of 8:00 a.m.-3:00 p.m. Monday through Friday, the professor will respond to messages as soon as possible, but a reply can be expected within 24 hours or the next school day. Communications received in the evening, or on weekends, will receive a response the within 24 hours of the next school day. As exams and assignments may be submitted through Sunday, a non-school day, please take care that issues that may arise during the weekend are addressed prior to the weekend.

Extra Credit

Extra credit assignments will be available in this course through the PSU VITA Tax Clinic. Students who have completed the VITA Certifications may volunteer for the clinic by signing up in the VITA module in Canvas. The volunteer sign-up times will be provided toward the end of February, prior to the start of the VITA clinic. Maximum amount of extra credit available is subject to the discretion of the professor.

Classroom Conduct

Because this is an on-line class, there will be no formal classroom setting. Nevertheless, students are expected to conduct themselves respectably in every communication, whether in person or on-line, with the professor or other students.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.



- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another’s work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.

If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods

Exams may test any material covered in assigned reading, lecture or class discussion. Tests are designed to identify the student’s knowledge of course material as well as the student’s ability to apply and analyze the concepts presented.

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|--|------------|
| Introductory Discussion | 10 |
| Syllabus Quiz | 10 |
| Chapter Quizzes (17 @ 40 points each) | 680 |
| Discussion Board posts (15 @ 20 points each) | <u>300</u> |

TOTAL Averaged score

Note

The instructor reserves the right to amend and to reorganize this syllabus at any time, this includes the Course Outline attached. Any modification of the syllabus will be communicated to the students in class and changes will be updated in the Canvas system.