

# Metropolitan State University

## FIN 390-08 Principles of Finance

Spring 2010

Professor Minh Vo, Ph.D.

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Office hours: Tuesdays and Wednesdays 10am –11:30am, and 5pm–6pm, or by appointment

Class meetings: Wednesdays, 6:00pm - 9:20pm in Minneapolis M2200

Tutor's office hours: TBA

### Course Description:

This course introduces the application to financial decision-making of mathematics, statistics, economic theory, and accounting procedures. The two central ideas are time value of money and the relationship between expected return and risk, and how these ideas are used to value bonds, stocks, and other financial securities, and to make capital investment decisions.

### Prerequisites

ACCT 210 (Financial Accounting), and  
ECON 202 (Microeconomics), and  
MATH 115 (College Algebra), and  
STAT 201 (Statistics I)

### Course Objectives:

After completing this course, students should:

- i. Understand the principles of asset pricing and be able to price financial assets, such as stock and bond.
- ii. Be able to analyze and evaluate investment projects.
- iii. Understand the trade-off between risk and return and be able to estimate a fair return.

### Textbook and Tools:

The required text for this course is Ross, Westerfield and Jordan, *Fundamentals of Corporate Finance*, McGraw-Hill. You can use any edition of the text.

In addition, you are required to access a new website, Aplia, at <http://www.aplia.com> to complete homework assignments for the course. The last page of this syllabus provides instructions and course key so that you can register. There will be a registration fee of \$35. Please register on the Aplia website promptly; your first assignment is due on Wednesday January 20, 2010.

A financial calculator is extremely useful for this course. Although you can solve all problems in this course using a standard calculator, a financial calculator will allow you to concentrate on what you are doing instead of keeping track of arithmetic. I recommend Texas Instruments BA II Plus or Texas Instruments BA II Plus Professional. You can grab one at a Target or Wal-Mart store for about \$30.

You are expected to read assigned materials before coming to each class. In addition, I strongly recommend that you read a financial magazine (e.g. the Financial Times or the Wall Street Journal) to follow current developments in finance. Besides the text, the course will also incorporate real financial events as they occur throughout the semester. Do not refrain from asking questions. Being a course in finance, there is no room for fuzziness.

**Grading Policy**

- a) There will be a mid-term exam and a final exam. They are “closed book” examinations except that you are allowed to use one page of formulas. In addition, you will have several assignments and quizzes. The distribution of the final grade is as follows:

Homework assignments	20%
Quizzes	20%
Mid-term examination	20%
Final examination	35%
Class participation	5%

The relationship between percentage grade and letter grade is as follows:

93 - 100	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	63 - 66	D
80 - 82	B-	60 - 62	D-
77 - 79	C+	60<	F

- b) There will be no make-up exams for the midterm or quiz. Two lowest quizzes and two lowest homework assignments will be dropped. If you miss the midterm and you have legitimate excuse (documented), your final exam will count 55% of your grade. *Late homework will not be accepted.*
- c) Exam questions are multiple-choice and require mostly calculations and understanding the concepts.
- d) The final exam is cumulative. It will cover the entire course.
- e) To earn a passing grade you must clearly demonstrate understanding of the course's basic concepts. If you take this course on a Pass/Fail basis, your work must be of at least C– quality to pass. If you wish to change your registration to pass-fail, you must do so before the second class meeting.
- f) A student will receive a grade of "Incomplete" only if:
  - i. the student has completed all course requirements except for the final exam; and

- ii. the student has missed the final exam because of illness or family emergency or religious observance; and
- iii. the student has notified the instructor no later than forty-eight hours after the final exam; and
- iv. the student has arranged with the instructor to be examined no later than two weeks after the scheduled final exam.

**Students with Disabilities:**

It is the policy of the university to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities which may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact the Office of Disability Services at (651) 772-7819 regarding these accommodations.

**Academic Integrity:**

The University does not accept knowingly copying the work of others without attribution (plagiarism), or colluding with other students to share answers unless permitted by the instructor (e.g. group project). At my discretion, the consequence of these activities may include failure for the assignment, failure for the entire course, and/or notification sent to student's advisor and the Dean of Student Affairs.

## Tentative Outline and Readings

<b>Date</b>	<b>Topic</b>	<b>Readings</b>
01/13	Introduction to Corporate Finance Financial Statements, Taxes, and Cash Flow	Chapters 1, 2
01/20	Time Value of Money Discounted Cash Flow Valuation	Chapters 5, 6
01/27	Discounted Cash Flow Valuation (cont.)	Chapter 6
02/03	Interest Rates and Bond Valuation	Chapter 7
02/10	Interest Rates and Bond Valuation (cont.)	Chapter 7
02/17	Stock Valuation	Chapter 8
02/24	Midterm	
03/03	NPV and Other Investment Criteria	Chapter 9
03/10	Spring Break – No Class	
03/17	Making Capital Investment Decisions	Chapter 10
03/24	Making Capital Investment Decisions	Chapter 10
03/21	Project Analysis and Evaluation	Chapter 11
04/07	Risk and Return	Chapters 12, 13
04/14	Cost of Capital	Chapter 14
04/21	Review	
04/28	Final Exam	



## Student Registration and Payment Instructions

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**Course Name:** FIN-390-08, Principles of Finance, Vo, Spring 2010

**Start Date:** 01/11/2010

**Instructor:** Minh Vo

**Course Key:** X8R5-BUK6-XJZU

**You can begin working on your homework as soon as you register!**

- In this course, you will use a textbook and Aplia's website.
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### Registration

**If you have never used Aplia before...**

1. Connect to <http://www.aplia.com>.
2. Click the **Create a New Account** link and choose **Student Account**. You will then enter your course key: **X8R5-BUK6-XJZU**. Continue following the instructions to complete your registration.

**If you have used Aplia before...**

1. Connect to <http://www.aplia.com>.
2. Sign in with your usual e-mail address and password and enter your Course Key when prompted: **X8R5-BUK6-XJZU**. If you are not prompted for a new Course Key, click the Enter Course Key button to enroll in a new Aplia course. Enter your Course Key when you are prompted.

*\* You will have different payment options after you register for your course. If you choose to pay later, you can use Aplia without paying until 11:59 PM on 01/31/2010.*

### Payment

**Aplia Access**

- **From Aplia:** Purchase access to your course from Aplia's website for \$35.00 USD.

# Metropolitan State University

## Accounting Information Systems

### **Instructor:**

Dan Quandt, CPA, CISA, CIA

Telephone number (w): 952-540-2250 (e-mail preferred)

Please use email for questions. Your Metro email is the best choice for communicating with me. My email address is [Daniel.Quandt@metrostate.edu](mailto:Daniel.Quandt@metrostate.edu)

### **Class Meeting:**

Tuesdays 6:00 to 9:20 pm – August 25, 2009 to December 1, 2009

St. Paul – New Main L214

### **Course Materials:**

1. *Accounting Information Systems* Marshall Romney & Paul Steinbart (11<sup>th</sup> Edition)
2. *Building Accounting Systems Using Access2003*, Perry & Schneider
3. Selected AICPA Case Studies – Provided on [D2L](#)
4. Information Systems Audit and Control Assoc Publications - Provided on [D2L](#)
5. Optional – a 1G flash drive comes in handy for the MSAccess project, but is not required
6. Microsoft Office 2003 or 2007, including either version of MSAccess – this software is available for your use in any of the Metro State computer labs

### **Disability Services:**

NOTE: Students requesting accommodations for disabilities must register with the Office for Students with Disabilities 651-793-1540 as early as possible. If you have a documented learning disability, or if you suspect you have a learning disability that may impact your opportunity to succeed in this course, call the Office for Students with Disabilities to explore ways to reasonably accommodate your learning style.

### **Cell Phones & Pagers:**

Pagers and Cell Phones must be turned off during class. If your cell phone/pager does go off, I will ask you to leave the class room and apologize to the class for the interruption. Cell phone, pager, or text messaging during any quiz or test is automatically considered cheating and grounds for immediate removal from the course. This is a zero tolerance issue.

### **FREE Resources:**

- 1) Computer Centers in Minneapolis (612.659.7245), St. Paul (651-793-1245) and Midway (651-999-5845). Metro State students have access to numerous software packages, an E-mail account, surfing the Web and installing Remote Access on their home computers.
- 2) Writing Center — To make an appointment or to inquire about the center's services, call (651) 793-1460 or email [centerfolk@metrostate.edu](mailto:centerfolk@metrostate.edu). The Writing Center is very helpful and student centered.
- 3) Library Services — are available at Metro State, Minneapolis, Midway or St. Paul Academic Computer Centers. Call the Library Services Desk at (651) 793-1616 for specific information on hours and free workshops being offered throughout the term.
- 4) If you are having trouble getting online, please contact Metro State's IT help desk. I am available after class for those that need help.

### **Course Description:**

This course provides a conceptual framework stressing the responsibility of the accountant, auditor and manager for the design, operation and control of accounting information systems, and discusses the needs of the accounting information users, both inside and outside the organization. We will discuss the transition from the traditional accounting transaction cycles to implementation of events-based systems that make use of information technologies such as database management systems. Students will develop an understanding of how the accounting information system records, classifies, aggregates, and reports economic events. Further, we will discuss how accounting information systems must provide structured and ad hoc information for management decisions while supporting external reporting requirements.

### **Competence Description:**

Comprehension of the role of the accountant, auditor and manager in the design, operation and control of accounting information systems, and an understanding of the needs of the accounting information users both internal and external to the organization.

### **Learning Strategy:**

Students will work toward the following competencies through readings, homework, mini case studies, and a final Microsoft Access® project:

- *Comprehension* of the strategic role of accounting information and information systems in supporting both internal and external decision making as demonstrated in readings and case studies.
- *Critical/analytical ability* to apply the relevant concepts and principles to information systems design and to understand the control environment associated with systems processes as reflected in case studies, readings, homework and the database project.
- *Ability to evaluate* accounting information systems and associated internal controls as reflected in case studies, homework and the readings.

### **Learning Outcomes:**

- Comprehension of an organization's business processes and the issues associated with their management (IT Governance).
- Comprehension of two different "management control frameworks" (CobiT and COSO) and their use.
- Comprehension of the changes in the legal environment and their implications for accountants (SOX, HIPPA, etc.).
- Introduction to IT Security and IT audit methodologies and tools.
- Critical/analytical ability to model information technology applications (such as database management systems).
- Ability to differentiate use of relevant information to solve management problems.
- Ability to evaluate business and information risk exposure and develop control strategies to reduce or eliminate such risk.

### **Prerequisites:**

- a) ACCT 310 Financial Reporting
- b) ACCT 320 Strategic Management Accounting
- c) MIS 310 Principles of Management Information Systems
- d) Working knowledge of Microsoft Office2007's® applications and WindowsXP® operating system
- e) Use of a computer with Microsoft Office2007®, including Access 2007 or Access 2003®
- f) Dial-up and/or a broadband ISP to access the Internet, and a Metro State email account
- g) Ability and commitment to use updated virus scanning software for all files you send and receive
- h) Writing skills at the intermediate writing level (as determined by diagnostic testing or successful completion of Intermediate Writing or its equivalent). I will return papers that do not meet these standards.

### **Note to Students:**

Accounting Information Systems (AIS) is different from your other accounting courses. Most of the accounting problems you have solved in your past classes have had one right answer. AIS is more conceptual or abstract and requires a synthesis of concepts presented rather than a simple addition or subtraction. For example, when working with accounting information systems you might have a good solution to a problem, and know that there is a better solution available, but might decide not to incur the expense of arriving at the best solution. Accounting Information Systems cannot be learned without attempting to apply the concepts to problem situations, and not all problem situations are neatly structured in accounting information systems.

The assignments are critical to your understanding of the concepts presented. The assignments were selected to highlight the important concepts in the course materials, and the lectures will be based on the assumption that you have read and worked the homework problems. The purpose of class time is to present a topic and to discuss what you have learned from reading the assigned materials and applying these concepts to the assigned homework problems. We will also discuss the review questions at the end of each chapter. Successful completion of the homework is an indication of your understanding of that material.

Be prepared to share your responses during class discussions. Student oral presentations of class recaps will be based on random selection, with every student given an opportunity to present (limited to 5 minutes).

The course prerequisites assume you have a good working knowledge of both financial accounting and management information systems.

## ***Course Procedures:***

The course will consist of lectures, outside reading, homework problems, case studies, class discussions, computer assignments, an Access Project, in-class or on-line quizzes, and one comprehensive examination. You will be expected to participate in class discussions and to present problem analyses. **BE PREPARED** to discuss the material. Accounting cannot be learned without attempting to apply the concepts in problem situations. Not all problem situations are neatly structured. Completing the assignments is critical to your understanding of the concepts presented. Most homework will be discussed in class and the solution presented, but not returned to you with individual comments and corrections. You are responsible for taking notes on the suggested solution. If you would like individual feedback on a particular homework assignment, feel free to ask me.

The course and the schedule of assignments generally use the following pattern:

- Before class, read material and be prepared to discuss or ask questions
- Before class, the weekly quiz may have a question or two regarding the reading
- In class, presentation of material, highlighting most important, supplementing with discussion or non-text presentation
- Following class, do homework, take quiz

Readings from the textbooks are listed in the syllabus. Students are expected to complete these readings **BEFORE** the scheduled class. Homework problems are due before the next class (as listed in the class schedule) and will usually be discussed in class. The course moves at a very fast pace with new material introduced every class. It is important to keep up with both the reading and the homework, especially the Microsoft Access® problems.

## ***Course Web Site:***

We will use a class Web site to communicate and stay up to date between class meetings. Through the Web site, you will be able to download course information such as selected homework solutions and abridged class agenda notes and chapter PowerPoint notes. Class members can use Desire to Learn (**D2L**) to post questions and responses to weekly class questions. You can also check the class calendar, participate in asynchronous discussions, and join course chat sessions. Class e-mail is available through Metro State's email server. Class presenters can coordinate nightly presentation topics by email or in person the class period before scheduled.

I will post messages, discussion questions and make announcements on the course web site. You will need to visit the Web site at least twice weekly. You will be held accountable for information contained on the course Web site. I will use MS Office 2007 applications to post most information and will not as a matter of routine provide versions in MS Office 2003 or earlier file formats. The only exception is that I will provide MS Access 2003 files as needed to complete homework and the MS Access project.

If you cannot attend class, please send me an email and remember to turn in homework by the due date. I reserve the right to make adjustments to the published assignments to facilitate learning.

**Attendance will be taken.** If you miss more than 2 classes your grade may be reduced by one letter grade. If you leave early you bear the risk of missing important instructions, course content, quizzes, etc. If you are going to miss more than 2 classes, please take the class when your schedule allows your attendance.

## **Assignments and Evaluation:**

The course evaluation will be determined as follows:

<b><u>Grade Components:</u></b>	<b><u>Points</u></b>		<b><u>Percentages</u></b>
<b>Homework Assignments</b>			
Student Presentations	10		2%
In-class Discussion & On-line Contribution	15		4%
2 Case Studies (15 points each)	30		8%
4 Short Two-Page Papers (10 pts each)	40		10%
H/W Assignments (10 at 2 pts each, 5 bonus)	<u>25</u>		<u>6%</u>
Total Homework & Assignments		120	30%
<b>Access Project</b>			
Access Project - Final & Interim Deliverables	60	60	15%
<b>Examinations</b>			
12 Quizzes (10 Scored)	100		25%
Comprehensive Exam	<u>125</u>		<u>30%</u>
Total Test & Quiz		<u>225</u>	<u>55%</u>
		<u>405</u>	<u>100%</u>

## **Approximate Grading Scale:**

Grades will be based on the criteria below. While I will not raise the curve, I reserve the right to curve downward based on total points and the total highest student score for semester.

90-100 percent	A- to A	Excellent
80-89	B- to B+	Good
70-79	C- to C+	Competence
< 70	F	No Competence

## **Plagiarism & Cheating:**

Metro State University does not knowingly accept copying the work of others without attribution, or colluding with other students to share answers unless permitted by the instructor (e.g. group projects). You are expected to submit your own original work for all assignments. When making use of others' words or ideas, you must give proper credit through the use of quotations and attributions. Failure to do so constitutes plagiarism. Any instance of Plagiarism will be grounds for failure in this course. You are urged to consult the Student Handbook in full and to refer to William Coyle's Research Papers, Fourth Edition, available at the bookstore, for further detail.

The Metro State Student Handbook policies on academic honesty apply in this course. In-class exercises will involve team effort, but student assignments must be your original work. If in doubt about an assignment being a team project, please ask.

If I find any evidence of cheating, the consequence is immediate course failure. I will send notification to the student's advisor and the Dean of Student Affairs. Work may not be resubmitted, nor will the student be allowed to continue in class.

### ***Incompletes:***

Incompletes must be arranged with me prior to the last week of class. An incomplete is only possible if the student has satisfactorily completed and delivered 75% of the course and is a student in good standing in the course. “Good Standing” means the student is earning a passing grade (C- or better) and has attended class regularly. Events occur and unforeseen circumstances do arise. I will make the final decision on granting an incomplete.

### ***Assignments Described:***

#### ***1. Student In-Class Presentation / Prior Class Recap and Questions***

At each class, a team of up to three students will present a recap of content learned in the previous class. Although the team will work together to assure a complete presentation without overlap between students, each student will be required to present for approximately 5 minutes. The recap should include at least one PowerPoint slide per student. The recap is not intended to capture everything that was covered in class, but what you thought were the high points. Again, each night’s team is expected to coordinate their topics in order to efficiently use the time allotted.

This recap will be the first activity of every class period, beginning the second night of class. On the first night of class, three students will be selected to present the second night. On the second night, a schedule showing presentation teams and dates will be provided and posted on [D2L](#). After the second night we will follow the published schedule. Any changes due to student scheduling conflicts need to be resolved between students. Email is available within [D2L](#).

Because each student presenter is expected to show at least one PowerPoint slide in the presentation, students will have to coordinate so the electronic files are ready to present at the start of class. There are several options, and the best is for students to bring their presentations on flash drive or CD, load the files on the classroom computer, and test the presentation before class. Other options include using Metro State email to store the files, retrieve the files from email and load on the classroom computer, and test the presentation before class. Presentations are due at 6 PM on the date specified. Students should be prepared to begin with the student recap presentations.

#### ***2. In-class Discussion, Online Contribution, and Class Participation***

This course is most successful and interesting when students actively participate by asking questions and participating in discussion. Students learn in various ways, including by sharing thoughts and questions with others, by verbalizing their own understandings and questions, and by hearing others’ understanding and questions. In-class and online discussion helps supplement the textbooks, broadens understanding and perspectives, and allows for introduction of real-world application of course concepts.

Each student brings a unique perspective to the table. Students with little prior exposure to accounting information systems bring fresh perspective and sometimes refreshingly simplistic questions. They can benefit not only by listening during discussion sessions, but can contribute by asking the sometimes basic and obvious questions that others probably have too, but were afraid to ask. Students with greater exposure to accounting information systems can bring real life experience to the discussions. They can benefit not only by demonstrating their knowledge or experience, but they also learn during the process of verbalizing their experience in a way understandable to less-experienced students. The sharing of knowledge and experience helps students better understand their career options, build relationships, and benchmark their own interests and thoughts against those of their peers. Student participation will be assessed throughout the course and graded at the end of the semester.

### **3. Case Studies**

The course will include two case studies. One is a risk assessment case study. The “Recreation Inc.” case was developed by the AICPA from actual business situations found in real companies. The case study is open-ended as are all risk assessments and provides an opportunity to work with less structured business issues and development risk assessments. Student groups will prepare an informal presentation in class of their Part I risk assessment in a format that addresses the assigned questions in Part I of the case study. Parts II, III, & IV will be each individual student’s responsibility to complete. We will discuss the issues presented in the case in class. The individual Part II, III, & IV risk assessment will be submitted in the [D2L assignment DROPBOX](#). Students must use the file naming conventions discussed below.

The course will also include another case study based on fraudulent financial reporting in the Enron Corporation. This case study emphasizes themes such as the need for a strong corporate governance structure, the effects of a weak control environment, and the risk that fraud may occur through “top side” judgments and estimates despite good accounting information systems and internal accounting controls at lower levels.

### **4. Short Papers**

Each student will submit four short research or discussion papers. Each paper will be only two pages, but must conform to standard APA format. Please do not include a title page. The Metro State Writing center has an APA User’s Guide handout if you have any questions on APA Format. The topic of each paper is given in the assignment schedule.

The writing Center can be reached by email at [centerfolk@metrostate.edu](mailto:centerfolk@metrostate.edu) or on the web at <http://www.metrostate.edu/writingcenter/> I reserve the right to request a rewrite if your paper has spelling errors, improper grammar or does not meet APA standards for format and sources used. All short papers will be submitted in the [D2L assignment DROPBOX](#). MAKE SURE to use the file naming conventions discussed below.

### **5. Homework Problems**

The homework problems, although worth few points individually, are important to provide the student with the intended exposure to accounting information systems and related concepts. You must submit all **homework assignments** to the appropriate D2L dropbox by the due date/time. Each week’s set (sometimes both RS & PS) will be worth 2 points. Students who complete all homework assignments will receive an additional 5 points.

As an upper division course, graded assignments will be evaluated both on appearance and substance. All assignments should be computer generated. Flowcharts should be drawn with a graphics program such as Excel or Visio. Mastery of these basic computer skills is considered a minimum skill requirement for entry level accounting graduates. For all documents I request you use the header and footer function available in both MS Word and MS Excel. Use the Header function to insert your name and specific assignment. Include a title block or heading on every page. The title block should contain 1) student name, 2) problem number, 3) date due, and 4) date turned in if different than date due. Use the Footer feature to include the file name on the document as well as the date printed.

**NOTE: Do not use an “&” in the file name.** While files with an “&” may upload to D2L, they have fatal errors when they are opened or downloaded. Please include your last name somewhere in the file name.

The D2L Dropbox closes at 6:00 pm on the night of class. Late assignments will not be accepted without prior approval. Although the instructor may make a Late Assignments dropbox available in D2L, it is to be used only with pre-approval by the instructor.

## *Access Computer Assignments*

The Microsoft Access 2003® modules in the Perry & Schneider text are designed to provide hands-on experience leading to an overall understanding of how a relational database can be used for Accounting Information Systems. You will learn how to build and use tables, forms, queries, and reports. Microsoft Access is a micro-computer database and is useful as a connection to more powerful databases such as Oracle and SQLServer, or ERP applications such as SAP or Peoplesoft.

Entry level accountants must be comfortable with the standard Microsoft Office applications. Knowledge of the Microsoft WindowsXP operating system and MS Office applications are needed to complete the course assignments. Students may use either MSAccess 2003 or MSAccess 2007. For consistency with the Perry & Schneider textbook, we will primarily use MS Access 2003 for in class demonstrations, but MSAccess 2007 is now the Metro State standard used on Metro State computers. Student Access files must be turned in the native Access database (.mdb) file format. I will address student Windows, Word, Excel, and PowerPoint questions as they come up.

### **6. Access Project**

The course uses a Microsoft Access project to introduce accounting system, database, and ad hoc reporting concepts in a hands-on experience. Instructions will be presented early in the course. While students will benefit by generally sharing information and ideas with other classmates as they complete the project, the project is an individual, not group project. Students are allowed, or even encouraged, to seek advice from and share general information with each other, but each student must produce and turn in their own work product. It is not acceptable for two or more students to work together to complete one project, or for two students each individually submit the same jointly-prepared project. At completion of the project, at the request of the instructor, a student may be asked to demonstrate proficiency and will be expected to be able to reproduce the project independently from the starter files.

### **7. Quizzes**

Quizzes will be given each week both to encourage reading before class and to facilitate student feedback on mastery of presented material. No make-up quizzes are available.

### **8. Examinations**

The one comprehensive examination will consist of fill in the blank, multiple choice and mini-case study problems worth approximately 125 points, or 30 percent of the total course points available. The examination is only given on the scheduled date provided in the syllabus. You are expected to take the exam on the scheduled date. **No exams will be given after the scheduled date** without prior arrangements. No Exceptions. The Metro Test Centers are not an option, so don't ask to use them. If you cannot take the exam on the scheduled date, you must discuss your request with me and provide justification at least one week BEFORE the scheduled exam date – no exceptions.

### **Written assignments**

Written assignments are due on the date provided in the class schedule. If you are going to miss class you must still submit homework electronically to the D2L dropbox.

## **Student Effort:**

Research on learning is very clear: the more effort you put forth and the more involved you are, the more you learn.

In a traditional 4-credit semester-length course, students meet in class for about 50 hours. For each hour of class, students are expected to spend 3 to 3 ½ hours reading, writing, and otherwise preparing for class. Historically the standard was 3 hours for each hour of class time. Thus, a traditional class would expect students to spend 100 to 180 hours working on the course over the 15 weeks of the semester. On a weekly basis this translates to 12 to 15 hours. If you are taking 2 or 3 courses and working full time you are at risk of not having enough time to complete your reading and homework. To be successful, students must make a significant commitment of time and energy. You will get out of this course what you put into it. No short cuts.

<b>Now some budgeted hour projections</b>		
Time in a week =168 hrs (7*24)	Work & Travel = 50 hrs.	Sleep & Misc. 84 hrs. Leaves 34 hrs.
Course 1 @ 20 hrs. leaves 14 hrs.	Course 2 @ 20 leaves -6 hrs.	Course 3 @ 20 hrs. leaves -26 hrs.

Most of your effort and involvement will be individual rather than group or in class. Our course Web site will provide opportunities to stay in touch and engage in learning between classes. However, whether your total effort exceeds 180 hours or more will be your decision. As always, you are responsible for what you learn. To very loosely quote Newt Becker, “You can play one of two games: Do as little as possible and hope you get by, or do as much as possible to ensure you pass. The choice is yours.” Your decision to take several classes while working full time is not a reason to request any special consideration.

Accounting cannot be learned without attempting to apply the concepts to problem situations and not all problem situations are neatly structured in accounting information systems. The assignments are critical to your understanding of the concepts. The lectures will be based on the assumption that you have a good working knowledge of both financial accounting and management information systems and that you have read the assignment and have worked on the problems prior to class. The purpose of class is to present a topic and to discuss what you have learned from reading the assigned materials and applying the concepts to the assigned homework problems. These assignments were selected to highlight the important concepts in the course materials. We will also discuss the review question at the end of each chapter. Successful completion of the homework is an indication of your understanding of that material. Be prepared to share your responses during class discussions. Problems, readings, and case assignments are designed to apply this knowledge and will be the major focus of each class. Student oral presentations of class recaps will be part of nearly every class, with every student being given an opportunity to present (limited to 5 minutes).

## **Instructor Effort:**

There are no Carnegie standards for how much time an instructor has to put into a course to provide a good learning opportunity, so I will simply state my commitments to you. I am committed to:

- Providing sound structure for the course through a clear syllabus, course outline, and assignments
- Coming to class prepared each week
- Posting student homework, paper, and MS Access grades promptly, having evaluated it according to the expectations outlined in the assignment.
- Returning your phone calls within three business days
- Responding to e-mail within two business days
- Negotiating with you as a group to determine other commitments that are critical to your learning

As a feedback mechanism, I ask that after each class, you give a simple “Thumbs-Up” or Thumbs-Down” and include any suggestions you might have for improvement.



Meeting Date	New Content Covered		Homework Due and Content Reviewed
	Marshall Romney & Paul Steinbart (RS) and Perry Schneider (PS) Chapter Theory Topic & Chapter Assignments		Due Date for Graded Assignments
8/25/2009	1	RS Chapter 1 Acct Info Sys Overview Review PS Ch 1 Working w/Windows Intro to IT Governance concepts (incl. Board Briefing)	
		read b-4 class →	→ after class ... hmwk and quiz due b-4 next class
9/1/2009	2	RS Chapter 2 Overview of Business Processes Review PS Ch 2 Intro to Access 2003 IT Control Objectives for SOX	RS Chapter 1 P1.4 (only b,c,d,f), 1.5 (one paragraph, not 2 pages), 1.6 Paper 1 Due (Topic: TJMaxx, Buca, or Others)
9/8/2009	3	RS Chapter 3 Systems Development & Documentation Techniques In Class Flowchart Group Project Class Access Project Presented	RS Chapter 2 P2.2, 2.10 (modified) PS Chapter 2 Page 103 Practice Ex. 2,3,4,5 (do as a refresher) Paper 2 Due (Topic: SOX & IT - Why are IT controls important to complying with SOX)
9/15/2009	4	RS Chapter 18 Intro to Systems Development & Systems Analysis MSAccess Project Support ~ 8:45	RS Chapter 3 P3.17, P3.7, and one of the following: P3.6 or P3.9
9/22/2009	5	RS Chapter 4 Relational Databases PS Ch 3 Database Accounting Systems PS Ch 4 Tables & Queries	RS Chapter 18 P18.4, P18.7, & P18.13  Access Project - First Deliverable
9/29/2009	6	RS Chapter 5 Computer Fraud & Abuse RS Chapter 6 Control & AIS Fraud Case in Class	RS Chapter 4 P4.4
10/6/2009	7	RS Chapter 7 Information Systems Controls for Reliability Part 1 RS Chapter 8 Information Systems Controls for Reliability Part 2 In class network security exercise (Cyberprotect)	RS Chapter 5 P5.1, P5.5 RS Chapter 6 P6.1, P6.6 Paper 3 Due (Topic: Articles of Interest) Access Project - Second Deliverable
10/13/2009	8	RS Chapter 9 Auditing Computer based Info Systems PS Ch 5 Forms & Reports Case Study 2 - Risk Assessment - Recreation Inc. (Appendix D) Case Study 2 - Risk Assessment - Recreation Inc. (Part I - In-class) MSAccess Project Support ~ 8:45	RS Chapter 7 P7.3, P7.1, Discussion Question 7.1 RS Chapter 8 P8.6
10/20/2009	9	RS Chapter 10 Revenue Cycle PS Ch 6 Revenue Cycle	RS Chapter 9 P9.2, P9.3, P9.5 Case Study One Due (Recreation Inc. Case Part II, III, & IV) PS Chapter 5 Page 255 Problem 2
10/27/2009	10	RS Chapter 11 Expenditure Cycle PS Ch 7 Purchase Cycle MSAccess Project Support ~ 8:45	RS Chapter 10 P10.2, P10.3, P10.11 Revenue Assignment using MS Access Project Access Project - Third Deliverable
11/3/2009	11	RS Chapter 12 Production Cycle PS Ch 9 Production Cycle MSAccess Project Support ~ 8:45	RS Chapter 11 P11.8, P11.11 PS Chapter 7 Page 366 Problem 2, 3, & 5
11/10/2009	12	RS Chapter 13 HR and Payroll Cycle PS Ch 8 Payroll Cycle MSAccess Project Support ~ 8:45	RS Chapter 12 P12.1, P12.2, P12.4 PS Chapter 9 Page 453 Problem 1, 3, & 5 Access Project - Fourth Deliverable
11/17/2009	13	RS Chapter 14 General Ledger and Reporting Course Review (take online, discuss in class as needed)	RS Chapter 13 P13.1, P13.4 PS Chapter 8 Page 415 Problem 2, 3, & 5 Access Project - Final Deliverable Due
11/24/2009	14	Case Study Two - Enron - in class	Paper 4 Due (Topic: Chapter 14 Contents Applied)
12/1/2009	15	Exam (Text books RS, PS, Lectures and cases)	

	8/25/2009 #1	9/1/2009 #2	9/8/2009 #3	9/15/2009 #4	9/22/2009 #5	9/29/2009 #6	10/6/2009 #7	10/13/2009 #8	10/20/2009 #9	10/27/2009 #10	11/3/2009 #11	11/10/2009 #12	11/17/2009 #13	11/24/2009 #14	12/1/2009 #15
1 Student 1		9/1/2009													
2 Student 2		9/1/2009													
3 Student 3		9/1/2009													
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32 Student 32												11/10/2009			
33 Student 33												11/10/2009			
34 Student 34													11/17/2009		
35 Student 35													11/17/2009		

**Fall 2009  
 Presentation  
 Schedule**  
*- Example -*

# Metropolitan State University

## LEGAL ENVIRONMENT OF ORGANIZATIONS (BLAW 320-01) SPRING SEMESTER 2010

MONDAYS 6:00 PM – 9:20 PM  
JANUARY 11, 2010 – MAY 3, 2010  
MIDWAY CAMPUS ROOM 40

TEXTBOOK: THE LEGAL ENVIRONMENT OF BUSINESS  
CROSS & MILLER 7<sup>TH</sup> EDITION

INSTRUCTOR: SCOTT RODMAN  
email: [scott.rodman@metrostate.edu](mailto:scott.rodman@metrostate.edu)

### SYLLABUS

v. 01/11/10

<u>DATE</u>	<u>TOPIC FOR CLASS</u>	<u>ASSIGNMENT DUE BY START OF CLASS PERIOD</u>
01/11/2010	Orientation to the Course  Chapter 1: Business & Its Legal Environment	N/A
01/18/2010	NO CLASS—MLK HOLIDAY	NO CLASS—MLK HOLIDAY
01/25/2010	Chapter 1: Business & Its Legal Environment <i>continued</i> ;  Chapter 2: The Court System  IN-CLASS PROJECT 1	<u>Reading</u> : Preface to the Student; Chapter 1; Chapter 2  <u>Online</u> : Chapter 1 Interactive Quiz  Chapter 2 Interactive Quiz  (QUESTIONS WILL BE E- MAILED UNTIL ONLINE COURSE IS RESOLVED)
02/01/2010	Chapter 3: Alternative and Online Dispute Resolution  Chapter 4: Ethics and Business Decision Making	Reading: Chapter 3; Chapter 4  <u>Online</u> : Chapter 3 Interactive Quiz  Chapter 4 Interactive Quiz

	IN-CLASS PROJECT 2	
02/08/2010	Chapter 9: Contract Formation  IN-CLASS PROJECT 3	Reading: Chapter 9  <u>Online:</u> Chapter 9 Interactive Quiz
02/15/2010	Chapter 10: Contract Performance, Breach and Remedies  IN-CLASS PROJECT 4	Reading: Chapter 10  <u>Online:</u> Chapter 10 Interactive Quiz
02/22/2010	Chapter 12: Torts and Cyber Torts  IN-CLASS PROJECT 5	Reading: Chapter 12  <u>Online:</u> Chapter 12 Interactive Quiz
03/01/2010	MID TERM EXAM	Covers Chapters 1, 2, 3, 4, 9, 10 and 12
03/08/2010	NO CLASS—SPRING BREAK	NO CLASS—SPRING BREAK
03/15/2010	Chapter 13: Strict Liability and Product Liability  IN-CLASS PROJECT 6	Reading: Chapter 13  <u>Online:</u> Chapter 13 Interactive Quiz
03/22/2010	PREPARATIONS FOR IN-CLASS PRESENTATIONS	
03/29/2010	Chapter 16: Sole Proprietorships, Franchises, and Partnerships  Chapter 17: Limited Liability Companies and Limited Partnerships  IN-CLASS PROJECT 7	Reading: Chapter 16; Chapter 17  <u>Online:</u> Chapter 16 Interactive Quiz  Chapter 17 Interactive Quiz

04/05/2010	<p>Chapter 20: Employment Relationships</p> <p>Chapter 21: Employment Discrimination</p> <p>IN-CLASS PROJECT 8</p>	<p>Reading: Chapter 20; Chapter 21</p> <p><u>Online:</u> Chapter 20 Interactive Quiz</p> <p>Chapter 21 Interactive Quiz</p>
04/12/2010	<p>Chapter 24: Environmental Law</p> <p>IN-CLASS PROJECT 9</p> <p>PREPARATIONS FOR IN-CLASS PRESENTATIONS</p>	<p>Reading: Chapter 24</p> <p><u>Online:</u> Chapter 24 Interactive Quiz</p>
04/19/2010	<p>Chapter 26: Antitrust and Monopoly</p> <p>Chapter 27: Antitrust and Restraint of Trade</p> <p>IN-CLASS PROJECT 10</p>	<p>Reading: Chapter 26; Chapter 27</p> <p><u>Online:</u> Chapter 26 Interactive Quiz</p> <p>Chapter 27 Interactive Quiz</p>
04/26/2010	FINAL PRESENTATIONS	
05/03/2010	FINAL EXAM	Covers Chapters 13, 16, 17, 20, 21, 24, 26 and 27

**Metropolitan State University**  
**LEGAL ENVIRONMENT OF ORGANIZATIONS (BLAW 320-01)**  
**SPRING SEMESTER 2010**

<b>INSTRUCTOR:</b>	Scott M. Rodman
<b>TELEPHONE:</b>	(612) 408-8923 ( <i>for emergencies only</i> )
<b>E-MAIL:</b>	<a href="mailto:scott.rodman@metrostate.edu">scott.rodman@metrostate.edu</a> (PREFERRED METHOD)
<b>CLASS SCHEDULE:</b>	Monday Evenings from January 11, 2010 – May 3, 2010 Midway Room 40 – 6:00 p.m. to 9:20 p.m.
<b>REQUIRED TEXT:</b>	<u>West's Legal Environment of Business</u> , Frank B. Cross & Roger L. Miller, 7 <sup>th</sup> Edition

**COURSE OBJECTIVES:**

Have you ever considered whether a certain business practice was legal? Or, have you ever read about or seen an accident and wondered if the person (or the person's employer) would be liable for damages? Did you ever think about whether that lengthy contract with the small print that you signed would be binding? Have you ever been terminated from a job and wondered if your employer broke the law in firing you? Have you ever considered opening a small business but are anxious because you do not understand the legal issues involved?

By the end of this course, you should have a much greater understanding of the standards and methods of reasoning that are used to answer these and other questions about the legal environment in which businesses function. You should also develop a greater awareness of the legal issues that commonly confront businesses, a better understanding of the way in which our legal system is organized and operates, and an appreciation of the dynamic nature of the law. We will approach these topics in a way that is intended to enhance 1) your ability to analyze legal and ethical problems; 2) your communication skills; and 3) your ability to work with others.

**COURSE DESCRIPTION:**

This course will focus on the legal and regulatory environment of business. Topics to be covered include the judicial process, ethics, dispute resolution, the different types of business formations, tort law, product liability law, contract law, employment law, antitrust law and environmental law.

**ATTENDANCE:**

Consistent attendance in class and adequate preparation are crucial to your own learning and the effectiveness of the overall class. I expect you to attend class unless you are prevented by illness or some other occurrence beyond your control. Attendance will be taken each class and each student is expected to come to class on time and participate in class discussions and group projects. This means that I expect you will have actually read the textbook chapters before coming to class. Classroom participation is a component of your final grade. You can expect to be called on to answer questions in class or to participate in classroom discussion. Class absences will count negatively to the extent that you will not be able to participate and receive credit for an in-class project if you are not in class and you will not be able to receive participation points for that class. If, however, you must miss a class, please contact me in advance (if possible) or within 24 hours of the missed class. If you must leave early, please let me know before class that you will be doing so.

**COURSE METHODOLOGY:**

The emphasis in this course will be on case studies supplemented by lecture, textbook, guest speakers and outside research. To encourage your active involvement, you will have the

opportunity to participate in small group settings where you will be able to apply the legal concepts you have learned and work cooperatively in collaborative projects.

### **OFFICE HOURS:**

As I am employed full-time as a practicing attorney, I do not have formal office hours. However, I will plan on arriving approximately one-half hour before each class to answer any questions that you may have. On occasion, I may be able to stay after class for a short period of time as well.

### **GRADING:**

The grading method in this course is designed to give you frequent feedback about your progress and to allow you to use a variety of ways to communicate your knowledge of the course material.

Your final grade in the course will be based on the following:

#### **EXAMS** (200 points):

There will be two exams in this course. The mid-term will be worth 90 points and the final exam will be worth 110 points and both will be given during a regular class period. The exams will be closed book and will consist of a mix of true/false questions, multiple choice, short answer and essay questions. ***You must arrive at the class on time! If you are not seated by 6:20 p.m. you will not be allowed to take the test in class and must take a make-up exam at the testing center before the next class session.***

#### **MISSED EXAMS**

Make-up exams will be given only under extenuating circumstances. If you must miss an exam, you must notify the instructor before the scheduled exam date. If you are allowed to take a make-up exam, you must complete it within one week of the originally scheduled exam.

#### **“IN-CLASS” PROJECT** (50 points):

There will be 10 “in-class” projects in which you will typically work collaboratively in a group to complete the assignments. Each of these projects is worth 5 points and will be completed and presented in class, so it is to your advantage to attend class each week. You **MUST** be in class in order to receive credit for the “in-class” project – there is no make-up of any “in-class” project.

#### **RESEARCH PROJECT** (100 points):

You will be required to write a short paper and make a presentation to the class discussing the fundamental legal principles and the current and likely future status of one of ten topics that will be provided to you. You will be given 1.5 class periods to work on your project. Another class period will be reserved for the presentations. I expect each student to be in class on the days the presentations are scheduled and to show respect to the other students by remaining in class to listen to all presentations scheduled for that date and by turning in student evaluations. You will be given much more detailed information about this assignment at a later date. This project will be worth 100 points.

#### **QUIZZES** (30 points):

You will be required to conduct a short, ten-question “interactive quiz” at the completion of each required chapter in your textbook. These interactive quizzes are multiple choice and are located on the Student Companion website for your textbook and may be completed open book at your convenience outside of class. If you cannot access the Student Companion website, please let me know and the questions for the next class period will be e-mailed to you on the Monday evening following each class. Upon completion, your exam will be automatically graded and you will e-mail a copy to [scott.rodman@metrostate.com](mailto:scott.rodman@metrostate.com). Your answers must be e-mailed to me prior to the beginning of each class period in order to receive credit. You will receive 1 point for

completing the quiz, and can be awarded additional points for your performance on the quiz. A perfect score will result in 3 points, and 8 or 9 questions correct will result in 2 points.

**NOTE: THIS MAY BE SUBJECT TO CHANGE. THE FIRST TWO QUIZZES WILL BE E-MAILED UNTIL THE COURSE'S ONLINE PRESENCE IS SORTED OUT. PLEASE E-MAIL YOUR ANSWERS TO THE CHAPTER 1 AND CHAPTER 2 QUIZZES TO [scott.rodman@metrostate.edu](mailto:scott.rodman@metrostate.edu) NO LATER THAN THE START OF CLASS ON JANUARY 25<sup>TH</sup>, 2010.**

**IN-CLASS PARTICIPATION** (20 points):

This class will involve lecture where I will engage students in discussion. It is imperative that all students participate in classroom lectures. Your participation in class will be considered and can be the difference maker when it comes to final grades. There are ten class periods with lectures where participation will be noted (they are the same class periods where there are in-class projects and lectures on the reading assignments). Each of those class periods has a maximum of 2 participation points that can be awarded. Excellent participation will result in 2 participation points, average participation will result in 1 participation point, and below average participation will not result in any participation points. If you miss one of these class periods, you cannot receive participation points for that particular class.

**FINAL GRADE IN THE COURSE:**

Your final grade will be based on the percentage of total possible points that you accumulate on the mid-term exam, final exam, chapter quizzes, “in-class” group projects, the research project, and in-class participation. The total possible number of points is 400. If, for example, you get 85 points on the mid-term, 80 points on the final, 25 points on the quizzes, 40 points on the “in-class” group projects, 85 points on the research project, and 15 points for in-class participation, your total number of points would be 330. Your final grade would be a "B" based upon the percentage of 82.5%, derived from dividing your total number of points by the total possible number of points (i.e. 330 divided by 400—please note that decimal points of .5 or above will be rounded up to the next integer). Your final grade is based on the following percentages shown on the chart below:

GRADE	% OF 400 POINTS	POINT RANGE
A	93 - 100	372 – 400
A-	90 – 92	360 – 371
B+	87 – 89	348 – 359
B	83 – 86	332 – 347
B-	80 – 82	320 – 331
C+	77 – 79	308 – 319
C	73 – 76	292 – 307
C-	70 – 72	280 – 291
*D+	67 – 69	268 – 279
*D	63 – 66	252 – 267
*D-	60 - 62	240 – 251
*F	< 60	< 240

- ***Please be advised that University policy is that anything below 70% is not recognized as competence***

### **ACADEMIC HONESTY POLICY**

You are expected to submit your own original work for all assignments. When making use of others' words or ideas, you must give proper credit through the use of quotations and attributions. Failure to do so constitutes academic dishonesty. Academic dishonesty will be grounds for failure in this course. The Metro State Student Handbook policies on academic honesty apply in this course. Read the Student Handbook at <http://www.metrostate.edu/handbook/academicprog.html>.

Metropolitan State University is licensed to use Turnitin.com, a proprietary system designed to identify papers and other types of assignments containing unoriginal material, and your work is subject to being checked by this service. At the instructor's discretion, the consequence of any type of academic dishonesty may include failure for the assignment, failure for the entire course, and/or notification sent to the student's advisor and the Dean of Student Affairs.

### **UNACCEPTABLE STUDENT BEHAVIOR**

Unacceptable student behavior includes, but is not limited to the following: sleeping/daydreaming during class; chronic tardiness; reading/working on materials unrelated to the course during the class session; talking during lectures/presentations; answering/checking cell phones or pagers – ALL CELL PHONES MUST BE TURNED OFF DURING CLASS! You may be asked to leave class if you engage in unacceptable behavior.

### **DISABILITY POLICY:**

If you have a documented learning disability, or if you suspect you have a learning disability which may impact your opportunity to succeed in this course, contact me before the second week of the semester so we can explore possible ways to reasonably accommodate your learning style. All accommodations have to be arranged through the Disability and Special Services office (651-793-1540).

### **COMPANION WEBSITE:**

Your textbook has a fantastic companion website with additional materials, including materials that will help you study for the exams. If you have purchased a new textbook, it should come with an access code that will allow you to register on the companion website. The website to begin the process is [login.cengage.com/ssso](http://login.cengage.com/ssso). A demonstration on registration and the textbook resources available online will occur on the first day of class.

### **COURSE**

#### **OBJECTIVES:**

After completing this course you should have a much greater understanding of the legal environment in which businesses function. You should be able to:

- 1) Understand the concepts, principles and rules of law pertaining to the legal environment in which businesses function.
- 2) Recognize the legal issues that commonly confront businesses.
- 3) Better comprehend the way in which our legal system is organized and operates.
- 4) Develop an analytical ability and reasoning power with respect to the law.
- 5) Read a legal decision and understand its implications.

**THIS SYLLABUS MAY BE SUBJECT TO CHANGE. WHENEVER THAT OCCURS, YOU WILL BE GIVEN A REVISED COPY AT THE START OF A CLASS PERIOD.**