

DE ANZA COLLEGE BUSINESS DEPARTMENT
BUSINESS AND SOCIETY
Winter 2022

Also known as **Business 21, section 63Z**
INSTRUCTOR: BYRON LILLY

Student Learning Outcome Statements (SLO)

By the end of this course, you will be able to:

- Recognize the essential vocabulary of business ethics, corporate social responsibility, and business lobbying, be able to match that vocabulary with its definitions, and be able to employ that vocabulary correctly in a written composition.
- Discuss and evaluate the meaning of business ethics, the major sources of ethical values in business, business ethics in other cultures, and factors that influence managerial ethics.
- Examine and assess the role of government in regulating business, the history of government regulation of business from the Industrial Revolution to the present, and the influence of business on the political process.

Required Materials:

- **Textbook:** **Selected Materials from Business, Government, and Society: A Managerial Perspective, Text and Cases**, a McGraw-Hill **custom textbook** created expressly for De Anza College. Physical textbook: ISBN 978-1-12-154293-8. E-book: ISBN 978-1-12-161708-7.
- **Alternate textbook:** Alternatively, you could use **Business, Government, and Society: A Managerial Perspective, Text and Cases, Thirteenth Edition**, by John F. Steiner and George A. Steiner, 2012. ISBN 978-0-07-811267-2. This will work just as well as the custom textbook, but it's probably more expensive.
- **Second Alternate Textbook:** Online textbook. The preceding two options are physical textbooks. If you would prefer an online textbook, visit <https://create.mheducation.com/shop/#/catalog/details/?isbn=9781121617087>. The cost for this online textbook is \$82.75.

Course Requirements:

- **Orientation videos:** This class is offered only through **Canvas**. Canvas can be accessed from the Student tab in MyPortal, or by going to <https://deanza.instructure.com> and using your MyPortal credentials to log in. You will find a collection of orientation videos inside the course website in Canvas, near the top of the page, grouped under the heading "Course Syllabus and Orientation Videos." It is really important that you watch these videos. They will explain how you earn points in the class, and how and why to make a solid and timely start in the class.
- **Attendance:** Although this is a 100% **asynchronous** online class with no class meetings via Zoom and no exams administered at specific times, it still has an attendance requirement. The attendance requirement for this class has two components: 1. Any student who earns fewer than 1 points during the first week of the quarter will be dropped from the class as a no show, and 2. Each student must earn at least 65% of the cumulative points possible in the class by the end of each of the first **seven weeks** of the class. Here are the **seven** minimum point thresholds each student must meet to avoid being dropped from this class for inadequate attendance per the **second** component of the attendance policy:

Attendance Checkpoint	Minimum points needed
Sunday, Jan. 9, 2022	170
Sunday, Jan. 16, 2022	320
Sunday, Jan. 23, 2022	430
Sunday, Jan. 30, 2022	510
Sunday, Feb. 6, 2022	600
Sunday, Feb. 13, 2022	720
Sunday, Feb. 20, 2022	800

- **Required Reading, Online Lectures, and Online Quizzes:** The **online quizzes** are where you will earn 92% of your points in this class. They are due in eleven batches. Each batch is due on a **Sunday night** at 11:55 pm. A lateness penalty of 4% per full or partial **day** will be assessed against all late quizzes. The online quizzes are open book, open note, but they are not to be taken collaboratively. Each student must complete their **own** online quizzes **without assistance from others**. Students may not share answers to online quiz questions with each other.
- **Final Examination:** The **online final examination** is where you will earn the remaining 8% of your points in this class. **Warning:** The final exam is due on a **Thursday night, not a Sunday**. Specifically, it is due at 11:55 pm **Thursday, March 24**. Further information about the final exam can be found by reading the document “About the Final Exam” in the Final Exam assignment group at the bottom of our course website in Canvas.

Grading Policy:

Each student's course grade will be determined by the percentage of the total points possible in the class earned by that student in the current quarter:

% of Points Earned	Letter grade
99-100%	A+
92-98%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
70-77%	C
67-69%	D+
58-66%	D
55-57%	D-
Below 55%	F

A Word About How I Round Grade Percentages:

I do not round all grades upward as some instructors do. I will round a grade of 91.5% up to 92%, so that would earn a letter grade of A, but I will always round a grade of 91.4999% grade down to 91%, so that would earn an A-. I use the same rule for all the other break-points listed in the above schedule.

A Word About the Difficulty Level of This Course:

This course is one of only three De Anza College Business courses that is not only CSU-transferable but also U.C.-transferable. This means if you earn a passing grade in this course here, then transfer to any college in California's U.C. or CSU systems, such as U.C. Berkeley or San Jose State University, you will be treated as having passed Business and Society there for the purposes of earning any degree they offer that requires that course. They will not make you take their version. Passing it here counts the same as having passed it there. In order to maintain this transferability, we must periodically satisfy schools like U.C. Berkeley and San Jose State that this course is as difficult and thorough as the course they offer under the same name. For that reason, you may find that this course is a bit more difficult than some of the other courses we offer here in the De Anza College Business department.

Grade Reporting:

All grade reporting will be done inside Canvas. See the orientation video "How to Check Your Grade So Far" on the course website in Canvas for details.

Academic Integrity Policy:

All online work must be performed individually. You are welcome to study or discuss the assigned chapters in the textbook or the lectures with others if you like, but students who assist others on an online *exam or quiz*, or who accept the assistance of others, have **cheated**. If I become aware that a student has cheated, that student will receive a **failing grade** on any and all assignments I have reason to believe they cheated on, **and** their **names** will be reported to the **Dean of Student Affairs** at De Anza College for possible further disciplinary action, up to and including suspension from De Anza College for a period of up to three years.

Optional Website:

The authors of the textbook maintain a website that they call the "Student Online Learning Center" containing a 10 question practice quiz for each chapter in the text. While you cannot earn any points for completing these quizzes, you may find them useful in preparing you to do well on the required online quizzes and/or the final exam in this class. You will find this website at: http://highered.mcgraw-hill.com/sites/0078112672/student_view0/index.html

You are responsible for dropping yourself if you do not want to finish the class:

- **Late drops are not permitted:** If you meet the minimum attendance requirements listed earlier, you will not be dropped from the class by me, even if you stop attending the class. This could result in you getting an F in the class. Therefore, if you fall behind on the work (for example, you miss an entire week's worth of assignments) and do not want to finish the class, **you should drop yourself from the class in MyPortal**. The final deadline for dropping this class is **Friday, February 25**.

Important dates to remember (all dates are in 2022):

Wednesday, Jan. 5 – Recommended date by which you should read this course syllabus, watch the orientation videos available in Canvas, and begin the first assignment.

Sunday, Jan. 9 – All chapter 1 quizzes are due by **11:55 pm** on this date.

Sunday, Jan. 16 – All chapter 2 quizzes are due by **11:55 pm** on this date. Also, this is the last day to drop this class with no grade of record and the last day to drop with a refund. Drops after this date will result in the student earning a grade of W (Withdraw) in this class.

Sunday, Jan. 23 – All chapter 3 quizzes are due by **11:55 pm** on this date.

Sunday, Jan. 30 – All chapter 4 quizzes are due by **11:55 pm** on this date.

Sunday, Feb. 6 – All chapter 5 quizzes are due by **11:55 pm** on this date.

Sunday, Feb. 13 – All chapter 6 quizzes are due by **11:55 pm** on this date.

Sunday, Feb. 20 – All chapter 7 quizzes are due by **11:55 pm** on this date.

Friday, Feb. 25 – Last day to drop this course (will result in a W appearing on your transcript, which stands for “W”ithdrew from class, if done later than Sunday, Jan. 16.)

Sunday, Feb. 27 – All chapter 8 quizzes are due by **11:55 pm** on this date.

Sunday, Mar. 6 – All chapter 9 quizzes are due by **11:55 pm** on this date.

Sunday, Mar. 13 – All chapter 10 quizzes are due by **11:55 pm** on this date.

Sunday, Mar. 20 – All chapter 11 quizzes are due by **11:55 pm** on this date.

Thursday, Mar. 24 –The final exam is due by **11:55 pm** on this date.

Friday, Mar. 25 – The final exam ceases being “take-able” at 6:00 **am** and the course ends.

Contacting the instructor:

Office hours: I will be available to receive your incoming telephone calls **Monday – Thursday 8:20 am - 9:10 am** at (408) 864-8431. At all other times, your call will likely roll to voicemail. If it does, please leave me a message. I will get back to you within one business day. In addition, on most Tuesdays and Thursdays, you can visit me in my office without an appointment from 8:20 am – 9:10 am, which is room F41f in building F4. I can also be reached via email or Canvas message. I check email at least once each weekday. If you need to get in touch with me urgently, I recommend you send me an email **and** leave me a voicemail (on the same topic), or call during my office hours.

Telephone: (408) 864-8431

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