

GBS205

Legal

Ethical

Regulatory

Environment of Business

### Online Course Syllabus



## Dr. Greg Swan, Instructor

Fall 2017, Chandler Gilbert Community College

### Course information

Read course description, prerequisites, list of topics covered and course competencies here: <https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/freeForm2?id=52415> The course is required for most two-year business-related degrees and the Associates in Business (ABUS) transfer pathway for those transferring to Arizona 4-year institutions. It will also transfer as part of the ASU WP Carey MAPP transfer initiative. Section numbers, course start and end dates and fees for each section can be found here: [GBS205 Online sections](#).

### Instructor Contact Information

Best way to contact me is via message using the Canvas Inbox. With the Canvas Inbox messaging, I receive immediate notification of a new message on my cell phone. Canvas also keeps an organized record of our conversation. Canvas Apps for Android and Apple phones are available online and you can set your phone up to send and receive messages. If you don't yet have access to Canvas, you can email me at: [greg.swan@cgc.edu](mailto:greg.swan@cgc.edu) For other ways to reach me and the best times to reach me, check out my academic support schedule at <http://pweb.cgc.maricopa.edu/grejd13331/>

### Course Overview and Fall Instructor Comments

This course is mostly about business law. It's the most useful course I took as an undergraduate. There are many legal pitfalls to avoid and opportunities to take advantage of law in business. For example, did you know that, unless a business does something very specific, the law automatically creates warranties on everything the business sells? Or, did you know if you take information from work that isn't public and pass it on to someone who uses it to decide whether to buy or sell stock, you may well be guilty of insider trading? Or that you can assault someone without touching them? Or that you can sell your house by foolishly writing something on a cocktail napkin? I can't imagine somehow coping in the business world without an idea of how American law works. This course discusses business ethics as well. Finally, experience shows that most people slowly drift into unethical behavior without really knowing they've done it. How can you monitor your decision-making so you know when you're drifting away from what is "right?" This course should help.

Keep in touch with me throughout the semester and let's do our best.

### Textbook

We will use a special textbook designed to speed up online learning. The “book” is electronic and you must purchase it in order to complete homework. You may purchase access as soon as a week before class starts. (If you believe you need to buy it sooner, send me an email.)

Pagnattaro: *The Legal and Regulatory Environment of Business*, 17e (Connect version) ISBN10: 1259424685 | ISBN13: 9781259424687 6 Months of access: \$120.00 A printed looseleaf hardcopy of the book may be purchased for an additional \$60.

## Supplies, Software and Equipment

- The course requires a device with at least an 8-9" screen (1024 x 768 resolution or better) that will run Adobe Flash. PCs, Macs and Chromebooks are preferred. iPads and Android tablets can be made to work but will be slower. While you can handle course communication with a smart phone running the Canvas app, smartphone screens are too small to complete the course assignments. With all compatible devices, you will need to install Flash or make Flash active before completing assignments. I'll provide instructions.
- An Internet connection capable of streaming video.
- An HTML5-compliant Internet browser is needed. I currently recommend Firefox, whose latest version is both fast and focused on compatibility with W3C standards. Chrome and Safari are close seconds. After recent problems, I actively discourage the use of Internet Explorer or Edge because they have compatibility problems. In the Canvas course materials, I'll provide more detailed information on setting up your device and browser.

## Grades

### Points

Category	Proportion of Grade
Reading/Study	22.5%
End of Chapter Assessments	22.5%
Exercises	5%
Exams (4)	50%

### Exams, Study Guides and Application Exercises

There will be four exams, including the final. The final will cover the last group of chapters. You will receive points for reading and studying each chapter. End of Chapter assessments will be around 20 questions and focus on applying the concepts and rules you learned while reading and studying. Exercises are special assessments that will help you learn a tough concept or may be something required by the college. Exams will be true/false and multiple choice.

Law questions are a bit different than what you may have experienced in other courses. Law is a bit ambiguous and questions in the End of Chapter Assessments that ask you to apply law are never quite as detailed and complete as you wish they were. Making decisions that are “likely” to be right when you don't have all the information you want is a pretty common situation in business. It's especially common with legal issues. You'll probably miss a few more questions than you are used to. To help out, I curve difficult end-of-chapter assessments and exams upwards to increase scores.

All assignments are given through Canvas. With full semester 16 week sections, we cover 2 chapters a week (due Tuesdays and Thursdays). In 8 week sections, we will cover 4 chapters a week (due Tuesdays, Thursdays, Saturdays and Sundays). You are welcome to work ahead and assignments will be made available at least 10 days before they are due. Each chapter has equal weight in the Reading/Study and Assessment grades.

### Letter Grades

Grades will be assigned based on the percentage of total available points earned as follows:

**Letter**

<b>Grade</b>	<b>Percentage of points</b>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60%

## **Late Assignments and Withdrawals**

Assignments are available at least 10 days in advance of their due date. You may work on them and complete them on any day of the week at any hour. Assignments must be completed before the deadline. If you send me a message explaining the problem on the day the problem occurs, I will automatically extend your deadline 48 hours. If the automatic extension doesn't do it for you, I drop two days worth of work specifically to accommodate two missed deadlines. If you miss 3 deadlines worth of assignments, according to college policy, I may withdraw you. So, please contact me via message to let me know if personal issues such as illness are interfering with your ability to complete your studies during a given week. Usually, you may make-up your exams. Send me a message explaining why you missed the exam and request a make-up. If I agree to the make-up, I will reply with instructions.

## **Schedule**

The course schedule with your specific due dates can be found on the Syllabus page in Canvas. Depending on the type of section (1<sup>st</sup> 8 week, semester or 2<sup>nd</sup> 8 week), the due dates will differ. The Syllabus page contains links to all Notes/Instructions, Readings, Assessments, Exercises and Exams.

## **Announcements**

In this online class, I use Canvas Announcements to let you know when I make a change to the course. I also use Announcements for urgent, important information. So, reading Announcements is a required part of "attending" this class. I will provide instructions on setting things up so you receive email and/or a text message or notification on your phone when I have posted a class Announcement.

## **Online Study Habits That Will Make You Successful**

Establish a study schedule for your online course. Block off specific hours during the week to be "in class." Beyond that, stay in touch with me, especially when you are falling behind.

## **Academic Integrity**

### **General Statement**

I encourage you to work together and to study together, but your work on exams and assignments must be your own. We can only continue to offer online courses if students do their own work and don't let others do their work for them or use email, cell phones or bulletin boards, etc. to share course assessment information. I will provide more detailed examples of academic integrity in the course on Canvas. If a violation of academic integrity does occur, the penalty is usually assignment of a grade of Y (withdrawal failing) for the course.

### **Proctoring**

We are asked to make sure the person completing the course work is the person who registered for the course. I carefully monitor scores and I may ask individuals to repeat their performance in a proctored setting or to complete the remaining course assessments in a proctored setting.

## **Final Exam**

Currently, I expect the final exams to be Friday Oct 13<sup>th</sup> (first 8 weeks), Monday December 11 (regular semester) and Monday December 11 (2<sup>nd</sup> 8 weeks). The final exam is usually made available at least a week before it is due.

## **Student Responsibility**

You are responsible for the information in this syllabus and on our Canvas course web site. I also expect you to review the student handbook <http://www.cgc.maricopa.edu/Academics/Catalog/Pages/Catalog.aspx> and to follow the policies and procedures of CGCC and MCCCCD.

## **Time Required**

The college has asked us to include this statement: This online course is equivalent to a 3-credit course offered in person. If this course were conducted in person it would be scheduled to meet for 45 clock hours and students would be expected to commit to at least 90 additional hours (135 hours total) for research, writing, and completing assignments. If you are not prepared to dedicate at least 135 hours to this course—whether offered in a 5-week, 7.5-week or 15 week format—you should reconsider your enrollment.

## **Code of Conduct**

Positive is the way to go. It keeps everyone motivated, including you and me. Please avoid “flaming” me and your fellow students in messages, emails and discussions. (Flame: “Computer Slang for an act or instance of angry criticism or disparagement, esp. on a computer network.”) Before pressing send, think about whether you would say things that way, if you were talking to me or to other students in a classroom. If I ask you to call me to discuss an issue, please call. I’ll be nice and I only ask for phone conversations if I think they would be much more useful than written messages. Yes, you may text me first to see if I’m available at that moment.

Our college district has created this general Code of Conduct:

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.2-student-conduct-code>

## **Change**

This syllabus is subject to change. If I must make a change, I’ll provide prior notice usually in a Canvas Announcement.

## **Legal Advice**

In this class, discussion of the law and application of the law to specific circumstances is undertaken for academic purposes only. Such discussion and application, including answers to questions about course content, should never be construed as legal advice. Those in need of legal advice may engage in self-help by researching their legal question or may contact an attorney who is knowledgeable in the area of law at issue. Under no circumstances am I allowed to provide legal advice.

# FERPA and Web-Based 3<sup>rd</sup> Party Tools

FERPA protects the privacy of student information. The Maricopa Community College District has developed policies and procedures that attempt to meet the requirements of this law. However, in this course, you will use McGraw-Hill web sites (providess our electronic textbook and many assignments) as a web-based 3rd party tool(s) to complete or participate in assignments, activities and/or access course materials. Students may be required to establish a user name or password and download information from this web site. There is, therefore, some risk that individuals electing to use the products and services provided by McGraw Hill may place student information shared with the vendor at a risk of disclosure. That's because we can't control third party vendors. So, when you give them information, make sure it's information you are willing to part with. In the past, we have had no problems with McGraw Hill. We are just asked to provide this notice.

## “Cross Listing” Courses

GBS205 sections with the same schedule (1<sup>st</sup> 8 week, semester, 2<sup>nd</sup> 8 week) are combined on the Canvas site. It's possible you may interact with people registered in any of my online GBS205 sections. If you have questions, please contact me.

## Student Resources

### Information on Learning Center

The Learning Center provides free tutoring, workshops, and other resources for many CGCC courses at both Pecos (Library 2nd floor) and Williams (Bridget Hall). For more information, please visit [www.cgc.edu/lc](http://www.cgc.edu/lc) or call 480-732-7231. The Learning Center provides students enrolled in CGCC online and/or hybrid courses 24/7 access to live online tutoring in writing, math and some other subjects. Tutoring is via Smarthinking; see <http://www.cgc.edu/lc/onlinetutoring>.

### Information Regarding Disability Services and Counseling Services

It is the student's responsibility to contact the Office of Disability Resources and Services directly at 480-857-5188, or, <http://www.cgc.maricopa.edu/Students/DisabilityServices/Pages/Home.aspx>, or the office at Pecos Campus in BRD101, if there are any concerns or assistance that will be required. Documentation and advance notification are required for most accommodations to be made.

### Counseling Services

Counseling Services at CGC offers free, confidential individual counseling for academic, career, and personal goals. Connections with community resources and referrals are also available. Please see <http://www.cgc.edu/counselingservices>.

### Technical Support

Maricopa Mail and Canvas problems

[Chat-based Help](#)

 Phone

1-888-994-4433

24 hours