

Syllabus

GBS205		
Legal	Ethical	Regulatory
Environment of Business		



Dr. Greg Swan, Instructor

Spring 2015, Chandler Gilbert Community College sections 26850, 26874, 26906.

Course information

Read course description, prerequisites, list of topics covered and course competencies here: <http://www.maricopa.edu/curriculum/D-L/932gbs205.html> The course is required for most two-year business-related degrees, the Associates in Business (ABUS) transfer pathway for those transferring to Arizona 4-year institutions and will transfer as part of the ASU WP Carey MAPP transfer initiative.

Instructor Contact Information

Best way to contact me is via message using the Canvas Inbox. If you don't have access to Canvas, you can email: 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 Spring 2014 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 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. 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?"

We will be using CGCC's official online learning system with the course: Instructure Canvas. Every learning system has its quirks and challenges. These challenges will require "workarounds." Workarounds are ways to accomplish stuff despite Canvas. Every semester, Instructure makes improvements and fixes bugs, but new problems are also introduced. When you begin the course, I'll provide you with information on the current major problems I know about and what the workarounds are. As we work through the semester, I ask that you not shoot the messenger (me) if we have to do something that isn't ideal in order to make Canvas work for the course. Instead, keep in touch with me and lets do our best to work through it.

Textbook

Textbook information is on my web site at <http://pweb.cgc.maricopa.edu/grejd13331>

Supplies, Software and Equipment

- Device capable of viewing streaming videos, including YouTube videos. (Computer, tablet, smarttv or smartphone.)
- 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 because it has compatibility problems. In the Canvas course materials, I'll provide detailed information on setting up your browser.

CGCC Administrative Statements

Read all these great tips and tricks about using college services written by top CGCC administrators:

<http://pweb.cgc.maricopa.edu/grejd13331/administrativestatements.htm>

Grades

Points

Category	Proportion of Grade
Study Guides and Application Exercises	50%
Exams (5)	50%

Exams, Study Guides and Application Exercises

There will be five exams, including the final. The final is comprehensive and counts toward your grade. It will also replace one exam that has a lower score. Reading Assignments, Study Guides and Application Exercises will normally be available for at least a week before they are due. Exams and Study Guides typically have curves, which increase your score. All assignments are given through Canvas. Exams may be proctored. Proctored exams may not be skipped. Study Guides and Application Exercises are grouped by modules and one is due on Tuesdays and another on Thursdays each week. Each module has equal weight in the Quizzes and Homework grade. Module grades are also curved upward, if needed.

Letter Grades

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

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

Late Assignments and Withdrawals

Assignments are available at least 7 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. There are two deadlines per week: Tuesdays and Thursdays. A "module" will usually be due each of those days. 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 days worth of assignments in a row, according to college policy I may withdraw you. So, please contact me via

message to let me know if personal issues such as illness interfere 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.

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 quizzes, exams and other 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. If any form of plagiarism (see Administrative Statements) does occur, I will take disciplinary action within CGCC policy guidelines as stated in the student handbook. The penalty for violating this academic integrity policy 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. To do this, I plan to ask you to take an exam in a proctored setting: either our testing center or another location we agree on. If you do not complete the proctored exam, I will not issue a letter grade of A-D. I also 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 exam to be due by midnight Monday May 11. The final exam is usually made available 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 MCCC.

Change

This syllabus is subject to change. If I must make a change, I'll provide prior notice.

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.

Technical Support

Maricopa Mail and Canvas problems

<http://canvasinfo.maricopa.edu/>



Phone

1-888-994-4433
24 hours