

**DE ANZA COLLEGE BUSINESS DEPARTMENT**  
**BUSINESS AND SOCIETY**  
**Spring 2024**

Also known as **Business 21, section 64Z**  
**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.
- **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 less than 1 point 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:

<b>Attendance Checkpoint</b>	<b>Minimum points needed</b>
Sunday, April 14, 2024	170
Sunday, April 21, 2024	320
Sunday, April 28, 2024	430
Sunday, May 5, 2024	510
Sunday, May 12, 2024	600
Sunday, May 19, 2024	720
Sunday, May 26, 2024	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, June 27**. 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.

### ***Academic Integrity Policy:***

You are welcome to form study groups and collaborate with other students in this class, but the quizzes and exams in this class are not collaborative. You must answer all of the questions on all of the quizzes and exams in this class alone, without assistance from others. You are specifically forbidden from:

1. Taking someone else’s quiz or exam for them.
2. Asking or letting someone else take any quiz or exam for you.
3. Working on any quiz or exam in this class collaboratively with another person.
4. Providing the correct answers or your answers to any of the questions on any of the quizzes or exams in this class to any other person or website.
5. Using ChatGPT or any other generative pre-trained transformer to help you take any of the quizzes or exams in this class.
6. Reading or relying upon while taking any quiz or exam in this class any of the materials located on the websites Coursehero.com, Chegg.com, or Quizlet.com, or any other website that has ever stored and made available to subscribers the test bank of a college textbook or any part of such a test bank.

*If you do any of the six things listed above, you have cheated in this class.* If I have reason to believe you cheated in this class, you will receive a **failing grade** on any assignments I believe you likely cheated on, and your name may be reported to the **Dean of Student Affairs** of 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.

### ***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:

<b>% of Points Earned</b>	<b>Letter grade</b>
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 round grades to the nearest whole number. For example, a grade of 91.5% will be rounded up to 92%, which is an A; but a grade of 91.4999% will be rounded down to 91%, which is an A-.

### ***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.

### ***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](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, May 31.**

***Important dates to remember (all dates are in 2024):***

**Wednesday, April 10** – Recommended date by which you should read this course syllabus, watch the orientation videos available in Canvas, and begin the first assignment.

**Sunday, April 14** – All chapter 1 quizzes are due by **11:55 pm** on this date.

**Sunday, April 21** – 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, April 28** – All chapter 3 quizzes are due by **11:55 pm** on this date.

**Sunday, May 5** – All chapter 4 quizzes are due by **11:55 pm** on this date.

**Sunday, May 12** – All chapter 5 quizzes are due by **11:55 pm** on this date.

**Sunday, May 19** – All chapter 6 quizzes are due by **11:55 pm** on this date.

**Sunday, May 26** – All chapter 7 quizzes are due by **11:55 pm** on this date.

**Friday, May 31** – Last day to drop this course (will result in a W appearing on your transcript, which stands for “W”ithdrawn from class, if done later than Sunday, [April 21](#).)

**Sunday, June 2** – All chapter 8 quizzes are due by **11:55 pm** on this date.

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

**Sunday, June 16** – All chapter 10 quizzes are due by **11:55 pm** on this date.

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

**Thursday, June 27** – The final exam is due by **11:55 pm** on this date.

**Friday, June 28** – 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. 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

**Email:** [lillybyron@fhda.edu](mailto:lillybyron@fhda.edu)

**Website:** <http://www.deanza.edu/faculty/lillybyron/>