

DE ANZA COLLEGE BUSINESS DEPARTMENT
INTRODUCTION TO BUSINESS ONLINE
BUSINESS 10 SECTION 61Z – SUMMER 2017
INSTRUCTOR: BYRON LILLY

Course Objectives: This is an introductory level course designed to introduce the student to basic business terminology, operations, and principles, including an introduction to the functions performed both by and within modern business establishments. Topics include management, accounting, economics, marketing, international business, starting and running a small business, and business ethics.

Required Materials:

You will need access for 12 weeks to the proprietary course materials located on McGraw-Hill Education's "Connect" website. It will cost you \$92 to buy an access code for this material at the De Anza College bookstore, or \$80 if you pay for your access using a credit card on McGraw-Hill Education's website. This will give you access to an **online textbook** and over 150 adaptive learning modules, exercises, quizzes, and exams customized especially for this class. Choose **one** of the following:

- Buy an access code at the De Anza College bookstore (you have to ask at one of the cash registers – it is not out on the shelves) (ISBN 978-1-26-021324-9), *or*
- Purchase access directly on McGraw-Hill Education's website using a credit card.

Course Requirements:

- **Access to the Internet/Getting Started:** Access to the Internet is required for this class. This class is offered only through **Canvas**, deeply integrated with **McGraw-Hill Connect**. 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.
- **Orientation videos:** 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 **very important** that you watch these videos **as soon as possible**. They will explain how to earn points in the class, and how and why to make a timely start in the class.
- **Online adaptive learning modules, exercises, quizzes, and exams:** The online adaptive learning modules, exercises, quizzes and exams are where you will earn 100% of your points in this class. These assignments are due in six batches, corresponding to the **six weeks** of the summer quarter. The learning modules, exercises, quizzes and exams for chapters 1 and 2 are due by 11:55PM Sunday, July 9. It is therefore **important that you begin work on the course right away, as soon as the quarter begins, on July 3**. The remaining chapters are due in either two-chapter or three-chapter bunches. **Most** are due at 11:55PM on **Sunday** night, but **the last batch (chapters 15, 16, and the final exam) is due on Friday, August 11 at 11:55PM**. You can complete the online learning modules, exercises, quizzes and exams in this class as **early** as you want, but you cannot take them **late** without a lateness penalty. The lateness penalty is **2% per full or partial day** that an assignment is turned in late. You are therefore advised to complete all assignments as close to their due dates as possible.
- **Attendance:** The attendance requirement for this class is that each student must earn at least 70% of the points possible in the class by the end of each of the first four weeks of the class.

Here are the four point thresholds each student must meet to avoid being dropped from the class for inadequate attendance:

Date	Minimum points needed
Sunday, July 9, 2017	350
Sunday, July 16, 2017	885
Sunday, July 23, 2017	1,210
Sunday, July 30, 2017	1,825

- **Final Examination:** This class has a required **comprehensive final examination** worth approximately 20% of the course grade. The final exam consists of two parts. Part 1 has 40 questions and part 2 has 50 questions. Either part can be safely started anytime between **12:01AM Saturday, August 5, 2017** and **10:00PM Friday, August 11, 2017**. Once you start part 1, you will have 55 minutes to finish it. You must take part 1 of the final exam in a single “sitting” or “session.” You must also take part 2 of the final exam in a single “sitting” or “session,” but that can be on a different day and at a different time from part 1. Once you start part 2, you will have 65 minutes to finish it. You must **finish both** parts of the final exam by **11:55PM Friday, August 11**.

General Information:

- **You can use computers on the De Anza campus if you want:** Access to the Internet is required for this class. You can use your own personal computer for Internet access; or, if you prefer, you can use the computers in the Library or the Library West Computer Lab. The Library West Computer Lab is located downstairs in (the basement of) the Learning Center West (LCW) building. There are also computers on both the first floor and the second floor of the library.
- * **Last date to drop with a W:** If you are not doing well in the course, or are unable to finish out the course, you may drop yourself from the course provide you do so by Tuesday, August 1, 2017. **Late drops** (defined as any drop requested or attempted after August 1, 2017) **are not permitted**.

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-
Less than 55%	F

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 by you. If you assist others on an online exam or quiz, or accept the assistance of others, or utilize any test banks you might be able to find online to help you do better on a quiz or exam in this course, **you have cheated**. If caught, you will receive a **failing grade** on any and all assignments I have reason to believe you likely cheated on, and your name will 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.

Important dates (all dates are in 2017):

Monday, July 3 – Recommended date by which you should read this course syllabus, watch the orientation videos available in Canvas, and begin the first “SmartBook” assignment. This will trigger the **registration process** in McGraw-Hill Connect, so this is also the recommended date by which you complete the registration process for the course.

Sunday, July 9 – **All chapter 1 and 2 assignments are due by 11:55PM** on this date. In theory, this is also the last day you can use your add code to add this class; *but you shouldn't wait that long, because you will not have access to any of the course material until after you add this class in MyPortal!*

Sunday, July 16 – **All chapter 3, 4, and 5 assignments are due by 11:55PM** on this date.

Sunday, July 23 – **All chapter 6 and 7 assignments are due by 11:55PM** on this date.

Sunday, July 30 – **All chapter 8, 9, and 10 assignments are due by 11:55PM** on this date.

Tuesday, August 1 – Last day to drop this course (will place in a W on your transcript)

Sunday, August 6 – **All chapter 13 and 14 assignments are due by 11:55PM** on this date.

Friday, August 11 – **All chapter 15 and 16 assignments, and both parts of the final exam are due by 11:55PM** on this date.

Sunday, August 13 – All assignments will cease working at 11:59PM on this date.

Contacting the instructor:

Office hours: By appointment.

Office location: Building F4, room F41F

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Email: lillybyron@fhda.edu

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