

**DE ANZA COLLEGE BUSINESS DEPARTMENT**  
**INTRODUCTION TO BUSINESS**  
**BUSINESS 10 SECTION 61Z – SUMMER 2021**  
**INSTRUCTOR: BYRON LILLY**

***Student Learning Outcome Statements (SLO)***

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

- Distinguish among the primary functions within a business, such as, marketing, operations, human resources, accounting and finance, and identify the interests and roles of key business stakeholders, such as employees, management, owners, and society.
- Demonstrate a working vocabulary of business terms.

***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 Introduction to Business there for the purposes of earning any degree they offer that requires that course. 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. On top of that, our summer session courses are double-speed. We cover in six weeks what we ordinarily cover in twelve weeks during our Fall, Winter, and Spring quarters.

***Required Materials:***

You will need access for 6 weeks to the online course materials located on McGraw-Hill Education's "Connect" website, which you will access through Canvas. **Don't buy a textbook or code from any other source other than our bookstore**, as no other code purchased from any other source will work, including codes purchased direct from McGraw-Hill. All students will have full access to the course materials without a code for the first two weeks, but those who don't buy, obtain, and enter their code by the end of that time will be locked out of the course until they enter the code. Sometime during the first week or so of the quarter you therefore **must** buy an access code at the De Anza College online bookstore, where it will cost you only \$60. However, I advise you to place your order at least a week before your free access is set to run out. Also, you may need to follow up with the bookstore via email or telephone to get your code if they don't send it to you promptly via email as they are supposed to do. Their commitment is to send it to you within 3 *business* days of your online order, but they do not always meet this commitment. On a separate note, McGraw-Hill will try to entice you to pay \$80 online for continued access to the course materials, but I recommend you buy a code from the bookstore instead for only \$60. Sure, there's a 3 day delay in getting your code, but it's \$20 cheaper. Worth it, right?

The proprietary course materials include an **online textbook** and over 140 adaptive learning modules, exercises, quizzes, and exams customized especially for this class.

***Course Requirements:***

- **Equipment requirements:** This class is 100% online, and is rendered through two learning managements systems working in tandem. One is called Canvas and the other is called McGraw-Hill Connect. It is highly unlikely you will be able to successfully complete this class without a PC or Mac. To put it a different way, it is highly unlikely you will be able to successfully complete this class using only a phone, a tablet, or a combination of a phone and a

tablet. Some phones and tablets, depending on their operating system and the currency of their browser, may work, but no reliable list of such devices is available from any source. Furthermore, a device that works initially may not work consistently through the whole quarter. Finally, the ability of McGraw-Hill's technical support department to assist you with connectivity problems is extremely limited if you are on a phone or tablet. Thus, they may not be able to solve your problem. Both I and McGraw-Hill therefore **urge** you **not** to attempt this class with only a phone or a tablet. If you do, it will be at your own risk and against our recommendation. On a separate note, you should update the browser you are using on your computer to the latest version, as the McGraw-Hill Connect elements of this course are rendered using HTML5, and many older browsers do not support HTML5. McGraw-Hill has great telephone technical support at 1-800-331-5094. It is available nearly 24 hours a day, which just a few "dark hours" (closed hours) on the weekends. If you have a connectivity problem during the quarter, you should call them, listen to the prompts and select "student" then selection the option for the product called "Connect." Canvas will be your "portal" through which you will access all of the course materials. And some of the course materials will be rendered directly in Canvas, but most will not. When you click most (but not all) of the assignment links in your Canvas course, it will do a "function call" to McGraw-Hill's Connect system and will automatically load your Connect assignment or quiz, often in a separate tab. Then it will close that tab when you submit the assignment for grading. 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, how to pay for your access to both the class and the online textbook, 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. The vast majority of these assignments are rendered in Connect, although you will access them through Canvas. A few are rendered directly in Canvas. The assignments are due in six batches, corresponding to the **six weeks** of the **Summer** session. For example, the online exercises, quizzes and exams for **chapters 1 and 2** are due by 11:55 pm Sunday, **July 4**. All of these can be taken earlier or later, but many will suffer a 2% *per day* lateness penalty if they are taken later. One kind of online assignment can be completed late with *no* lateness penalty, and there are a lot of them. They are called "SmartBook Lessons." These will appear in Canvas to be due Thursday **August 5<sup>th</sup>** for all chapters, but watch out! *Unless you treat them as if they were due with the rest of the material in the chapter you will be at risk of being dropped from the class for inadequate attendance.* See the attendance section below to learn why. All of the work in the class except the final exam can be taken as early as you want once the quarter starts. For the final exam, you will have one week at the end of the quarter (July 30 - August 5) within which to complete its three parts.

**Attendance:** Although this is a 100% online course, it still has an attendance requirement. The attendance requirement for this class has two components: 1. Any student who earns fewer than 1 point during the first week of the summer session will be dropped from the class as a no show, and 2. Each student must earn at least 65% of the cumulative online points possible each of the first four Sundays of the quarter, which will result in them meeting or exceeding the four point thresholds shown in the chart below.

Here are the minimum point thresholds each student **must** meet to avoid being dropped for inadequate attendance, per component two of the attendance requirement in this class:

<b>Date</b>	<b>Minimum points needed to avoid being dropped</b>
Sunday, July 4, 2021	320
Sunday, July 11, 2021	620
Sunday, July 18, 2021	1,115
Sunday, July 25, 2021	1,760

- **Two Online Midterms:** The two midterms for this class are required, and are taken online. The first midterm is available from the beginning of the quarter, due 11:55 pm [July 18](#), and available until 11:55 pm [July 25](#) (with a 2% *per day* lateness penalty). The second midterm is available from the beginning of the quarter, and is both due on and available until 11:55 pm [August 5](#).
- **Online Final Exam:** The online final exam consists of three parts. All three parts are required. They will be available from 11:55 pm Thursday, [July 29](#), and are both due on, and available until, 11:55 pm Thursday, [August 5](#).

### ***General Information:***

- **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 [Thursday, July 22, 2021](#). **Late drops** (defined as any drop requested or attempted after [July 22, 2021](#)) **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.

<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-
Less than 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.

### ***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, without any real-time assistance from others. If you assist others on an online exam or quiz, or accept the assistance of others, **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 2021):***

**Wednesday, June 30** – Recommended date by which you should read this course syllabus, watch the orientation videos available in Canvas, and begin the first “SmartBook” assignment.

**Sunday, July 4** – The chapter 1 and 2 online assignments are due by 11:55 pm on this date.

**Sunday, July 11** – The chapter 3, 4 and 5 online assignments are due by 11:55 pm on this date.

**Sunday, July 18** – The chapter 6 and 7 online assignments and the First Midterm are due by 11:55 pm on this date.

**Thursday, July 22** – Last day to drop this course (a W, which stands for “withdrew from the class,” will appear on your transcript)

**Sunday, July 25** – The chapter 8, 9, and 10 online assignments are due by 11:55 pm on this date.

**Sunday, August 1** – The chapter 13, 14, and 15 online assignments are due by 11:55 pm on this date.

**Thursday, August 5** – The chapter 16 online assignments, the Second Midterm, and all three parts of the final exam are due by 11:55 pm on this date.

### ***Contacting the instructor:***

**Telephone:** (408) 864-8431

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

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