

DE ANZA COLLEGE
BUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION
BUS 10 - INTRODUCTION TO BUSINESS
Section 68Z Accelerated Online – Summer
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OVERVIEW

Welcome to Introduction to Business class. This **6-weeks accelerated** class was where we will learn the fundamentals of business and learn the key functions in a business organization. So get ready for a fun and exciting class!

This course is articulated to UCs, CSUs and most private universities (see [assist](#) articulation website). For example, it is transferrable to UC Berkeley as *UGBA10 Principles of Business*.

The assignments and deadlines are listed at end of this document and are subject to change based on the course progress during the quarter. The instructor will make a class announcement should there be any changes to the syllabus.

Please read this syllabus carefully as information you seek about the course process and structure should all be in this syllabus, Canvas home page, FAQs on Canvas course page, or the assignment descriptions in Canvas weekly assignment areas. Note that in this document, all URL links are embedded and designated with the names of the sites underlined. Please click on all underlined words to access the corresponding external links.

UNITS AND CLASS TIME

This course is 5 units, which if it were a normal face-to-face format would require 5 hours of lecture class time per week plus in-home readings and assignments, translating to about 8-10 hours per week for a normal course. Since we are running at 2x speed for 6 weeks, students need to plan on **16 to 20 hours per week** minimum. Make sure you have sufficient time for this **intensive** five quarter-units course. Not having the time for assignments or exams is not a valid reason for not completing the classwork.

All lectures are asynchronous where you can view the lecture videos and slides any time during the week. However, we will have 3 live session via Proctorio video **Weeks 1, 3, 6.**

ADVISORY

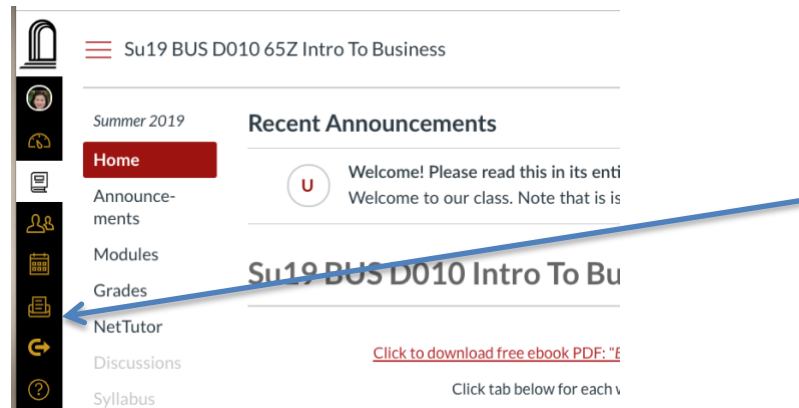
English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

STUDENT LEARNING OUTCOMES (SLO)

- **SLO 1:** 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.
- **SLO 2:** Demonstrate a working vocabulary of business terms

INSTRUCTOR CONTACT INFORMATION

- Contact [De Anza tech support](#) for Canvas tech issues, not the instructor.
- [Contact the instructor via Canvas Inbox only](#) (please do not use email, voice mail, or the comment fields of an assignment). The instructor will strive to answer Canvas messages by end of next business day (not weekends).
- [No Office Hours in the summer.](#)
- Access the Canvas Inbox by clicking on the “Inbox” icon on the black stripe on the left of your home page. **Do not hit “reply” to instructor’s assignment comments** residing in your grades database. Always start a new Inbox message.



REQUIRED CLASS MATERIALS

Free *eTextbook*

Click to **download and save on your local disk** screen-reader compatible e-textbook: [Fundamentals of Business 2 ed. by Stephen Skiripak](#). This is a free PDF. Please make sure to download the latest PDF reader.

For students who want an optional paper copy, please go to the [De Anza bookstore](#) or the [publisher’s website](#).

Lecture slides, videos and supplemental readings/videos on Canvas

Each lecture contains contents beyond the textbook. The instructor had supplemented the chapters to ensure meeting the Student Learning Objectives and Course Outline. Students are responsible for the materials in the lecture slides, videos, and supplemental readings and videos as listed in Canvas.

COPYRIGHT

Students must abide by the copyright laws.

Students will have access to supplemental course materials on an as-needed basis for the sole purpose of completing certain assignments in this course. The textbook in this class is open source. However, all lectures slides, lecture videos, quizzes, exams, and assignments in this

course were developed by Emily Garbe and copyrighted (©2019-20 Emily Garbe).

It is unlawful to sell, appropriate, share, upload, or distribute lecture slides, supplementals, quizzes, and other course materials from this class to individuals not in this class, individuals who did not purchase the textbook, other websites (such as “homework help” sites), or entities (such as "tutoring service") without explicit written consent of the copyright holders.

KEY DATES

- Official start of quarter: 6/29/20
- Last day drop w/o “W” 7/6/20
- Last day for refund 7/1/20
- Last day drop 7/29/20

It is the students’ responsibility to confirm these dates by checking De Anza academic calendar [online](#). De Anza college may change the dates listed above.

Do not contact the instructor if a student wants to but failed/forgot to drop by the deadline and/or has problem dropping on MyPortal. Please contact De Anza’s Record Office. The instructor has no access to students’ personal student accounts.

key dates for this class via video platform Proctorio:

- Video check-in/syllabus quiz Wednesday 7/1/20 10:00am
- Midterm exam Thursday 7/16/20 10:00am
- Final exam Monday 8/3/20 10:00am

Alternate dates for this class via video platform Proctorio (choose either dates, contact the instructor if cannot make neither dates):

- Video check-in/syllabus quiz Tuesday 6/30/20 6:00pm
- Midterm exam Wednesday 7/15/20 10:00pm
- Final exam Sunday 8/2/20 10:00pm

Please use Canvas Inbox to contact the instructor if the alternate dates/time still do not fit your schedule and we can arrange another time/date before the scheduled date/time.

COURSE ACTIVITIES

1. Chapter readings and supplemental instructor materials
2. Instructor lecture videos and supplemental videos
3. Financial ratio worksheet
4. Online chapter quizzes
5. Mini-papers and discussion forums
6. midterm and final exams.

Please access the assignments by clicking on each of the assignment links in Canvas weekly modules:

1. All registered students must use De Anza's courseware Canvas to access the course homepage where access to all the course materials reside.
2. Watch the instructor lecture videos and read the assigned lecture slides.
3. Take notes while watching the lecture slides.
4. Take the open-book online chapter quizzes and submit the written assignments only after you have studied the chapters and the lecture slides.

COMMUNICATION POLICIES

Students' communications with Canvas Tech Support

Please click on the help button "?" on the lower left of your Canvas screen for tech support. Please **do not** ask the instructor for tech support since Canvas help desk is much better positioned to help you. If you wait till the last minute to submit your assignments and you run into trouble, there is no allowance for late submission since you have plenty of time to submit. Before contacting the help desk, you could try to restart your computer, use another browser (Safari, Chrome, Firefox), or use another computer, which typically fix most of the potential issues students might have.

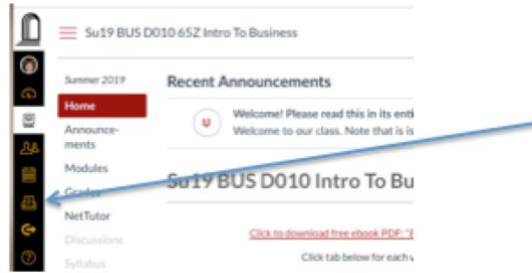
Students' communications with the instructor

Please read the syllabus, class announcements, and FAQs on Canvas if you have questions about the class procedures before contacting the instructor. Please do not ask for assignment extensions unless you have reviewed the assignment due date policies below.

For questions about course contents, please see instructions on communicating with the instructor listed below. In the past, a few students did not purchase and/or read the chapters and relied solely on the lecture slides and expected the instructor to spoon-feed specific information in the textbook (such as page numbers and definitions) to complete the assignments. Please note that the lecture slides only include the key points. To learn and apply of the contents, students must study the textbook and any supplemental materials. The instructor's role is to facilitate learning, clarify contents, and explore applications of knowledge covered in this course, and it would be much more productive when students have read the textbook and other assigned materials and the instructor can then further explain the contents to maximize learning.

To send an inquiry to the instructor:

- Please use archivable Canvas Inbox (click on the "inbox" icon on the left of your homepage in the black stripe) messaging system; never use email, voicemail, assignment comment box, or other random methods.



- The instructor will reply to your Canvas Inbox message by the end of next business day.
- Please do NOT email or message your assignments, or copy/paste assignments to a message as they are not officially registered in Canvas as assignment submissions and are not processed by turnitin.com plagiarism check.
- **Do not hit “reply” to instructor assignment comments.** Go back to homepage and click on the “Inbox” icon on the black stripe at the left of the screen and start a new message.

Instructor’s communications with students

- Please make sure announcement notification is enabled in your Canvas account as the instructor typically sends out one or more class announcements each week regarding the assignments and due dates. In the past, students had missed deadlines and key information from the instructor because they did not read the class announcements or simply read the titles.
- Please review instructor videos embedded in each module
- Please check your grades by clicking on "grades" on the left side of your home page; instructor typically leave assignment comments that you can read if you see a speech bubble next to the grade for an assignment.
- Never hit “reply” to assignment comments from the instructor since the instructor does not get automatic notifications for assignment comments from students. Please use Inbox.
- For grades and other communication of more individualized nature, the instructor will use Canvas Inbox. Please hit reply to respond to the Inbox message.

SYSTEMS AND NETWORK REQUIREMENTS FOR THIS CLASS (Required)

Access to a computer and the Internet

This class requires a reliable computer (not mobile devices) for submitting assignments and exams. Students may use their own computer for Internet access; or, if students prefer, can use the computers in either the De Anza library or the Library West Computer Lab if the campus is open, or in a public library. Hand-written papers will not be accepted unless specified by the

instructor. Not having a computer or Internet is not a valid excuse for not finishing an assignment. Please do not contact the instructor about your computer or internet technical issues. Please consult your own computer service providers.

Webcam and microphone

Students will need to be on video platform Proctorio three times during the quarter, video check-in, midterm, and final exam. Proctorio is a video platform for exams, the same system used by the majority of community colleges and universities in California. Proctorio will run only on a computer running the latest Chrome with webcam and mic, not on a phone or tablet.

Adobe PDF Reader

This class requires access to free textbook online using PDF. You can download the free PDF reader from [Adobe website](#). See Adobe website for system requirements. If you do not know how to use PDF, please click on this tutorial on [how to open a PDF file](#). Any question about PDF, please contact the supplier of PDF tool.

Canvas Systems Requirements

Be prepared for your first day of the quarter by making sure you have the correct software to run Canvas. You will need the **latest version of Chrome** ([click for iOS](#), [click for Windows](#)). Your browser will notify you if there is a new version available. Go to [“Information for New Online Students”](#); [“Learn About Online Course Access”](#) for more information. Proctorio requires Chrome browser. Do not use Safari or Firefox.

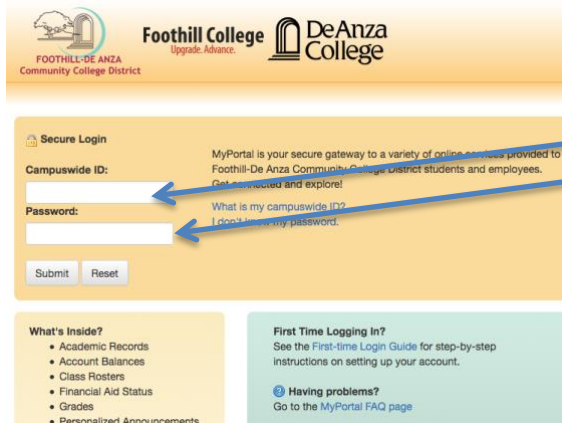
In addition, students are strongly encouraged to download the Canvas app onto their smart phones if possible (not required) and enable class announcement push notifications so that students can receive reminders and changes in assignments easily. It is the students' responsibilities to read the class announcements.

Proctorio in Canvas for Proctored Exams

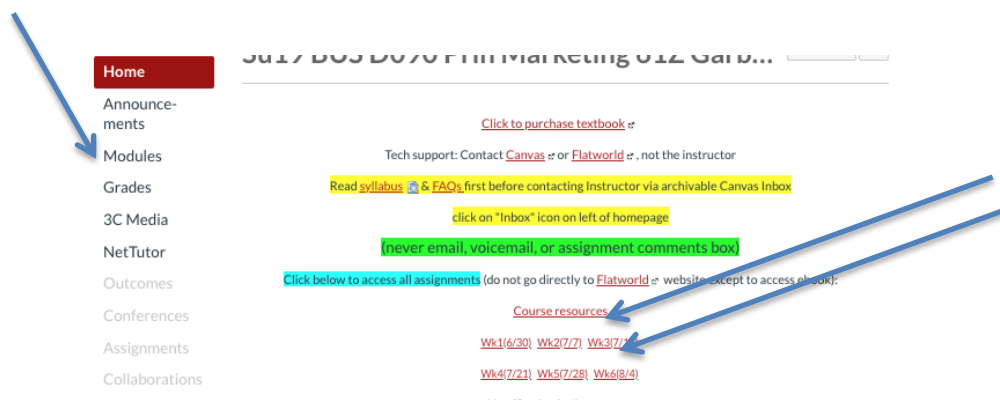
Students will **need a webcam** for video proctoring via Proctorio in order to take the midterm and final exams. **Using webcam is required and students who take the exam without being proctored via Proctorio video will not receive any grade for the exam.** See Canvas course page for meeting IDs and login instructions.

Course Home Page

- Log into [Canvas](https://deanza.instructure.com) (<https://deanza.instructure.com>) at with your De Anza ID. You can access your Canvas course home page at the start of the quarter.



- Once you log in to Canvas, you will see a list of courses you have registered that has a Canvas course page. Click on our course home page.
- Click on “Course Resource” to view all key information and answer the question about what device you are accessing the course. After which you can click on the appropriate week to go to the weekly modules.
- Click on “Grades” to keep track of your own progress.

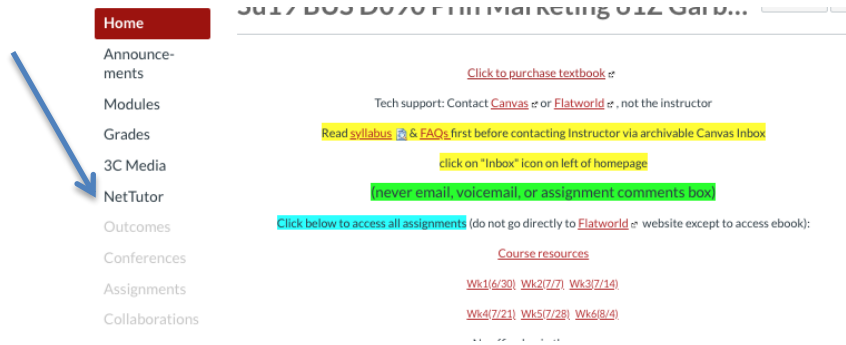


- Within each week’s module, click on the chapter lecture page to review the lecture videos, PowerPoint slides, supplemental readings and videos, then click “Next” to begin an assignment.

Students are strongly encouraged to go to DeAnza’s student [Canvas tutorial page](#). In the past, students who were not familiar with Canvas missed the deadline for homework submission. Note that “I don’t know how to use Canvas” or “I did not know how/where to submit my homework” are not valid reasons and will receive zero for the assignment. This course requires a working computer, reliable Internet access, and full knowledge of Canvas course. No allowance will be made for late submissions due to technical issues.

NetTutor from Canvas

This course has an Advisory of English Writing 211 and Reading 211 or ESL 272 and 273. Students should use NetTutor on Canvas for editing assistance to ensure all written assignments are grammatically correct and free of typos.



Turnitin.com

Written assignment files will be automatically submitted to Turnitin.com for a plagiarism check. Please do not log into Turnitin yourself.

CLASS PARTICIPATION

Participation requirements

To maximize learning and to avoid being dropped from this course for inadequate attendance and participation, students must:

1. Submit a photo ID (only for those who do not have photo ID in MyPortal roster) by due date – students will receive a notification from the instructor.
2. Submit **ALL** of first week's homework, including the written assignment, not just the quizzes.
3. Confirmation of accessing via a computer with webcam, not a smartphone or tablet.
4. Video check-in via syllabus quiz using Proctorio.
5. Miss no more than 4 assignments in total (cannot miss first week's assignments).
6. Take both proctored exams at the designated time/dates.

California regulation dictates that instructors must drop all non-active participants. For this class, students must participate by completing all weekly assignments (not just randomly submit one assignment).

The instructor reserves the right to drop the students based on any of the criteria above. Once the instructor drops a student, there is no recourse after the add deadline. If there were any allowable absence as listed below, it is the students' responsibility to inform the instructor within 48 hours after the due date. However, if a student wishes to drop the course, it is the student's responsibilities to drop on time.

Online assignments are available one week ahead of the due dates (except first week of the course) as listed at the end of this syllabus; please plan your time accordingly and work ahead – do not wait till the due date.

Given the extraordinary time we are facing with the pandemic, should you find yourself with extraordinary circumstances, please contact the college for withdrawal. The instructor can only drop students for a class enrolled.

Complete assignments before the due dates

All assignments are due **before** 11:59pm of the due dates. If you have a busy school week ahead, or have family obligations or work conflicts, please complete the assignments early rather than waiting until the due date. You have one week to find time for your reading and assignments. **Please never contact the instructor to extend the due dates unless due to the allowable reasons listed below under “allowable absence”.** Due dates do not mean students complete the assignment on that date; due dates mean the very latest time/date students must submit. Students are strongly encouraged to complete their assignments at least one day before the due date.

Timely completion of assignments is essential as learning in this class is built on top of the previous chapters. As such, for those students who add the class with an add code, the requirement for assignment submissions and participation maintained by the instructor begins with the day the students are given the add codes by the instructor, not when the students decide to add the course.

Allowable absence or request for Incomplete

Since the assignments and readings are available 24x7 online (accessible anytime, anywhere) in advance, the only valid reasons for late submissions or requesting an Incomplete for the course are listed below:

1. You may request an Incomplete if you are currently passing the course and still have a reasonable chance of passing in the judgment of the instructor based on the college policy for incomplete grade which states that:

Incomplete: Academic work is incomplete for unforeseeable, emergency and justifiable reasons at the end of the term. At least 75 percent of the class must have been completed to qualify for Incomplete status.

2. You may submit late or be excused for an assignment due to a court appearance or jury duty which lasts more than one week.
3. You may submit late or be excused for an assignment for unplanned hospitalization (for yourself, spouse, or children only) with less than 48 hours advance notice (any planned medical procedures are not excusable since you could have finished ahead or you could have delayed taking this class until you are able to commit the time and effort for the course to maximize learning).
4. If you are activated for National Guard or military reserve, please contact the instructor immediately upon notification by the authority and you should communicate immediately with the college officials to discuss how to move forward if it is a long-term deployment of more than a week.

Travel, work schedule, non-emergency/non-hospitalized illnesses, family obligations, vacation, technical issues, forgetting, work conflicts, busy with another class, publisher website not available, and other personal issues are not valid reasons for not submitting the assignments.

Students must submit official proof of any of the above to the instructor no later than 48 hours after the due date. Should the instructor drop a student due to any noncompliance of the participation criteria listed above, there is no recourse. It is the students' responsibility to inform the instructor in time before being dropped. This policy may change to comply with De Anza policy on the pandemic during the quarter.

You may miss up to 2 chapter quizzes (must submit Week 1's assignments) to cover any missed assignment you may have. See grades section of the syllabus below for detail. Students may not miss any written assignments or exams.

Given the global crisis we are facing, De Anza may issue additional college-wide guidelines that the instructor will incorporate into the assignment due dates and grading on an as-needed basis.

If you have personal concerns that De Anza Disabilities Services can help, please go to the last page of this syllabus for information. Unfortunately, the instructor cannot make allowance unless instructed directly by DSS.

QUIZZES, WRITTEN ASSIGNMENTS & EXAMS

Online chapter quizzes

All online chapter quizzes must be completed before 11:59pm of the due date (24 hours grace period for assignments unless otherwise indicated). Make sure to hit "submit" to receive the grades for your assignments. Once you start a quiz, you must complete it. There is no restart or pause on the timer.

Please note that each quiz question is loaded to a new screen on Canvas, as such it is impossible for a student to progress through a quiz without the system recording a student's work on each question. Canvas records and time-stamps every single keystroke and screens a student ever entered in the system.

If a student starts a quiz right before a quiz is due, Canvas will close the link and submit all the answers input thus far regardless of the timer for the activity. As such, if a quiz is 20 minutes long, please make sure to start the quiz more than 20 minutes before the deadline.

Please do not contact the instructors to get the answer keys early before an assignment is closed and other students have yet to complete their work.

Mini- papers

Files should be uploaded or posted to Canvas course page as instructed. See assignment descriptions and follow all instructions as well as the "Written Assignments Guidelines" for completion of assignments and upload to assignment links. Never submit using Canvas message,

email, copy/paste to assignment comment box, LinkedIn and other platforms, as they would not be processed by Turnitin.com and do not count as an assignment submission.

Do not log into Turnitin directly; rather, always submit through Canvas assignment links. Please go to the Written Assignment Guidelines and make sure the papers are in compliance with the guidelines. If you are using GoogleDocs, you must download and save as a Word or PDF file first, then upload to Canvas. Do not submit a Googledocs link. To upload a file:

Step 1: click on “load” button on bottom of screen.



Step 2: click to upload file. Do not submit a GoogleDocs link.



Double check correct file is uploaded

It is the students’ responsibility to submit correct files. In the past, some students submitted random files or incomplete papers, then stated that they had submitted the wrong files and asked to resubmit without late penalty. It is understandable for a student to inadvertently choose the wrong file when submitting; however, it is a student’s responsibility to double check (do not ask the instructor to check for you). If you don’t know how to check, please see your Canvas tutorial or contact Canvas help desk. You can resubmit before the due date and before an assignment is graded. Once it is graded, there is no resubmission, even if it is before the due date.

Students can resubmit and overwrite their submissions up to when the assignment link expires. Any late submission/resubmissions will be based on the final submission date/time. Once an assignment is graded, even if the link is still available for submission, no re-submission is allowed.

Discussion Forums

Please click on “Reply” to the assignment instruction to post your own assignment, and only click on “Reply” to your classmates’ posts to comment on their posts. Please be respectful and follow the Written Assignment Guidelines.

Midterm and final exams

There will be two video proctored exams. Please note that De Anza Academic Integrity policy will be strictly enforced. The exams are available in 2 available time slots for each exam.

Please indicate the time slot you plan to take your exam on Canvas 1 week before the exam. Please see Canvas for the chapters covered in each exam. There is no grace period for the exams.

Grace period for assignments

Students may submit an assignment up to 24 hours after the due dates for a 25% deduction from full marks. Quiz answers are made available immediately after the grace period therefore it is not possible for late submissions. Please do not ask the instructor to extend the grace period. No grace period for exams.

Extra credits

Extra credits, if any, will be given at the sole discretion of the instructor if time permits. Please never ask for extra credit assignments.

Cut off time by Canvas

Canvas automatically submits any quizzes and exams in progress upon expiration of a quiz or exam. If a student starts a quiz or exam late, even though there may still be time left on the timer, Canvas will submit whatever was completed to the point the quiz or exam expires.

Note that when the due date is stated as “11:59 pm”, it means Canvas assignment link expires before 11:59 pm. In the past students were not able to submit at exactly 11:59pm. As such, please submit **before** the expiration date/time. Please do not ask for extension since that is unfair to your classmates who did submit before the deadline.

GETTING HELP

Personal computer or Internet issues

This is an online course, as such, knowing how to use a computer, webcam, basic software, the Internet, and having reliable access to a computer and the Internet are essential prerequisites of the course. Please use computers in the De Anza library or computer center or your local library if you do not have access to a reliable computer and internet access.

Canvas issues

All Canvas technical questions should be directed to De Anza’s technical support team or who are much better equipped to provide user support than the instructor. If you do not know how to use Canvas, please make sure to view the [Canvas student guide](#). Again, please do not contact the instructor for tech support.

PDF issues

Please contact the PDF supplier Adobe after checking:

- Download the latest browser
- Download the latest Adobe Reader from [Adobe website](#).

- Shutdown and restart your computer.

Course content questions about the lessons of the week

Please only use Canvas Inbox message, not email or voicemail or the assignment comment box.

The instructor is here to help you succeed in this course and will regularly reach out to the class regarding assignments, chapter readings or changes in due dates via Canvas Announcements or individualized messages. In order to make sure students receive all communications in a timely fashion, students should make sure to set the notification preferences in Canvas for messages or announcements, so that you will immediately receive a notification. In the past, students have missed major announcements and weekly wrap-up because they did not read the announcements or only read the titles. Please make sure you read the all the messages and announcements.

GRADING POLICY

College professors do not give grades; students earn them.

Note that Canvas will drop lowest grades assignments per the table below at the end of the quarter. So if you did not do well in one or two quizzes, had systems issues, or forgot/missed them, do not panic and **never** ask the instructor to extend or restart just for you as it would not be fair to others in the class.

Chapter quizzes have only one attempt, no re-take. In addition, quiz answers are made available immediately after the grace period therefore it is not possible for late submissions.

No resubmission

Students are encouraged to submit assignments early rather than waiting till the deadline. Students can resubmit their papers if before the due date and not yet graded. However, once a paper is graded even if it were before the due date, there is no resubmission.

Grades lookback

To maximize learning, please review your quiz and assignment answers and feedbacks **within two weeks** of the posting of the answers/grades by first checking if you have followed the instructions, read the instructor comments, if any, and reviewed the chapters before contacting the instructor. The instructor is more than happy to further explain any questions you may have. This would ensure your understanding of the course contents. If you disagree with the answer key after reviewing the material, please contact the instructor. The instructor is more than happy to answer your questions. However, it is counter-productive to comb through all old quizzes and assignments at the end of the quarter for the sole purpose of “bumping up” the course grades. Let’s focus on learning. Review the answer key and instructor’s comments within two weeks.

Assignment feedback from instructor

The instructor will target to complete reviewing all graded assignments within one week in most cases. Grades will be assigned based on the grading rubric. If a student has any questions about an assignment grade, the student must contact the instructor (using Canvas Inbox; do not hit “reply” to assignment comment) within two weeks after the grades for the assignment is published. Comments for written assignments can be found by clicking on the speech bubbles for an assignment grade in the Grades database.

Canvas points distribution

Activities	Canvas points	% of total
Financial worksheet	55 points – worksheet	5.5%
Written assignments	55 points – Econ mini-paper 50 points - Leadership discussion forum 55 points – Segmentation mini-paper	16%
Syllabus quiz/Video check-in	10 points	1%
Online chapter quizzes	288 points (14 quizzes, 24 points per quiz. 2 lowest quiz grades dropped end of quarter) 15 points (Chp 4 & Insurance quiz)	30.3%
Midterm	208 points (52 questions, 4 points per question)	20.8%
Final exam	264 points (66 questions, 4 points per question)	26.4%
Total	1,000 points	100%

Letter grades

Letter grades will be assigned to students based on their total points, which is calculated as a sum of the grading components, as described above, divided by 1,000 points.

Please click on “Grades” in your course homepage to monitor your own grades. Instructor comments about an assignment, if any, will appear as a speech bubble in your grades database next to an assignment. Written assignments typically are graded within one week. However, major papers may take longer for the instructor to review.

The following table for letter grades is finite and not negotiable. To be fair to your fellow classmates, do not ask the instructor to change the cutoff for the letter grades for you. It is not appropriate to harass the instructor to alter your course grade to fit your needs for retake, transfer, scholarship, or other purposes.

Total %	Letter grade
97% or above	A+
93%-96.9%	A
90%-92.9%	A-

87%-89.9%	B+
83%-86.9%	B
80%-82.9%	B-
77%-79.9%	C+
70%-76.9%	C (C- does not exist)
67%-69.9%	D+
63%-66.9%	D
60%-62.9%	D-
59.9% or below	F /FW

Based on the De Anza Student Handbook, to request an incomplete “I” on the transcript, a student must have completed at least 75% of the course assignments.

ACCOMMODATIONS

Students with learning disabilities are encouraged to make arrangements with the De Anza Disabled Student Services **DSS** if you need extra time on the quizzes. Students who are unsure whether they have a learning disability are encouraged to contact the Disability Programs and Support Services as soon as possible to determine eligibility. Please submit your DSS form to the instructor if you need accommodations. Instructor cannot make accommodations without written instructions from DSS.

The etextbook PDF file is screen reader compatible. All lecture videos by the instructor are close-captioned.

ACADEMIC INTEGRITY

Students are expected to abide by the **Student Integrity** as described in the College Policies.

Plagiarism check

Students must complete their own assignments. Written assignments in this class will be automatically processed by Turnitin.com for plagiarism check. Please do not copy/paste from the Internet or from other students unless it is designated as a research project. Even as a research project, no more than **20%** can be quoted verbatim (with valid sources (no Wikipedia, personal blogs, etc.) and cited using MLA style). Any sentences or idea copied from another source must be in quotes and cited. Even if students put sentences copied/pasted in quotes, the contents are still considered copied and subject to the 20% plagiarism check. Students who submit papers with over 50% flagged by Turnitin.com for plagiarism, even if it is cited, is considered plagiarized and will be refer to the Dean for disciplinary actions. Therefore, please write your own paper and minimize any direct copying verbatim from another source, even with citations.

Video check-in and ID verification

Similar to an on-campus class, the instructor will need to verify the students who are

participating in this class. Most students already have their photo ID in the class roster. However, for those without pictures in the De Anza photo roster, an assignment will appear in your Week 1 assignment list. Please take a picture of your photo ID as instructed and upload to that assignment link. If you do not see an ID upload assignment link in Week 1, you already have your photo ID in the class list.

Students are also required to log into syllabus quiz with Proctorio video enabled to make sure their systems support Proctorio.

Video proctored exams

To ensure equity and integrity of the exams, both the midterm and final exams will be proctored via recorded Proctorio platform. Students who fail to have the video enabled during the entire length of the exam will receive zero for the exams.

Show of respect in class

Please respect everyone in the class. Students who are disrespectful to fellow students or to the instructor will be immediately referred to the Dean for disciplinary actions.

WEEKLY ASSIGNMENTS (6 weeks – accelerated online first day: 6/29)

Weeks	Reading assignments	Assignments (due midnight 11:59pm with 24 hours grace period for 25% deduction in grades)*
Week 1:		
Tue (6/30)	Chapter 2 – Business Basics	<ul style="list-style-type: none"> • “Access” question • Chapter 2 quiz • Upload photo ID for those who do not have photo ID on file in De Anza class roster (see Canvas)
Wed (7/1) 10:00am Alt date 6/30 6pm		<ul style="list-style-type: none"> • Syllabus quiz/Video check-in
Thur (7/2)	Chapter 3 – Economics Chapter 5 - Global Environment	<ul style="list-style-type: none"> • Chapter 3 quiz • Econ mini-paper • Chapter 5 quiz
	Students who fail to complete all Week 1 assignments will be dropped for non-participation;	
Week 2:		
Mon (7/6)	Chapter 14 Part 1- Marketing, Product, Place strategies Chapter 14 Part 2 – Promotion Chapter 15 – Pricing, PLC	<ul style="list-style-type: none"> • Chapter 14 Part 1 quiz • Ch14 Pt2 +Chp15 quiz • Segmentation mini-paper
Thur (7/9)	Chapter 10 – Operations Management Chapter 7 – Entrepreneurship	<ul style="list-style-type: none"> • Chapter 10 quiz • Chapter 7 quiz
Week 3:		
Mon (7/13) 10am (alt date 7/12 2pm) Mon (7/13)	Midterm (chps 2, 3, 5, 7, 10, 14, 15 and supplementals)	<ul style="list-style-type: none"> • Video proctored Midterm
Thur (7/16)	Chapter 6 – Legal Forms of Business Supplemental Business Law slides	<ul style="list-style-type: none"> • Chapter 6 quiz
Week 4:		
Mon (7/20)	Chapter 17 Pt1-- Accounting & Finance	<ul style="list-style-type: none"> • Chapter 17 Part 1 quiz
Thur (7/23)	Chapter 17 Pt2 – Accounting & Finance Chapter 4 – Ethics Supplemental slides – Insurance	<ul style="list-style-type: none"> • Chp17 Part 2 quiz • Chp4 & Insurance quiz • Financial ratio worksheet
Week 5:		

Mon (7/27)	Chapter 8 – Management & Leadership Chapter 9 – Structuring Organizations	<ul style="list-style-type: none"> • Chapter 8 quiz • Discussion – leadership • Chapter 9 quiz
Thur (7/30)	Chapter 11 – Motivating Employees Chapter 12 – Human Resource Management Chapter 13 – Union	<ul style="list-style-type: none"> • Chapter 11 quiz • Chapters 12+13 quiz
Week 6:		
Mon (8/3) 10am (Alt date 8/2 2pm)	Final (chps 4, 6, 8, 9, 11, 12, 13, 17 and supplementals)	<ul style="list-style-type: none"> • Video proctored Final Exam

* See course page in Canvas for details about the assignments. Instructor reserves the rights to modify the schedule and contents during the quarter.

Written Assignment Guidelines

1. **Submission via Canvas assignment links only**

Papers emailed, messaged, or copied into assignment comment boxes are not registered by Canvas as assignment submissions. Please submit only through the assignment link. If the link is not working, it means the assignment is closed. Any files randomly sent to the instructor not via Canvas assignment links will not be reviewed or graded given the avalanche of virus the instructor has received.

If you are using GoogleDocs, please download and save as a PDF or Word file onto your local disk and then upload to Canvas by clicking submit. If you do not know how to use Canvas to submit files, follow the step-by-step guide in Canvas.

2. **Non-discriminatory**

De Anza is opened to high schoolers as young as 15 or 16, so please be considerate of our under-aged students and our diverse student population from different cultural backgrounds. The instructor reserves the rights to delete anything discriminatory or not **G-rated**.

3. **Assignment templates**

Please make sure to follow the templates by answering specific questions listed and incorporate all references to the textbook. Do not submit your own formats, contents, and topics. All formats and question titles from the templates must be preserved. Papers not following the templates, formats, and topics will not receive any grade.

4. **No filler sentences and words**

Do not write fillers just to satisfy the length requirement of an assignment. Some filler examples that were submitted in the past:

- "I am going to describe the strategy now"
- "I have been thinking about this"
- "I think this is interesting"
- "Good post" (without further elaboration)
- "I agree with your post" (without further elaboration)
- "To answer the question about the assignment"
- "I don't know much about this, but I think..."
- "The textbook says..."
- "You may have heard of...", "You might have seen..."

5. **Use of pronouns**

Never use "I", "We", and "You" in a business strategy document. Instead, say "the customers", "the company", "the competitor" or the business name. "It" and "they" to describe a business or customer are perfectly acceptable. For assignments where the instructions specifically asked for your personal experience or thought process, it is acceptable to use "I".

6. No typos and grammatical errors

All writing must be in complete, grammatically correct English sentences without typos. No bullet points.

This course, as approved by the State, has English reading and writing as Advisories. All writing assignments, external website references, and citations must be in English. We **fully embrace and respect diversity** in this class and welcome input of different viewpoints and backgrounds. However, to **ensure inclusivity**, allowing everyone in the class to read all the posts, and for the instructor to be able to grade your submissions thoroughly, please be considerate of all in class and make sure your posts/papers and references/sources are in English. If you absolutely must use a specific word in another language, please include a translation in English in "()" after the word, and if you absolutely must reference a website in another language, the site must have an English version so that your classmates and the instructors can view and understand your writeup.

7. Sentence length

All writing assignments have word count and sentence count range requirements. On average, your sentences should be between 15 to 30 words (average about 25 words). Unfortunately, in the past, it was disheartening to review papers such as the following as the entire paper:

"My business is a food truck. It serves tacos. I market to everyone. My tacos are \$5. I will use social media to market."

Please take this class seriously so you can maximize your learning.

8. Formatting

All papers should be single space, Time New Roman font, size 12. Double-space between paragraphs. Number the paragraphs and include titles for the paragraph to match the project descriptions. Citations can be in MLA, Chicago or APA with clickable URL.

9. Turnitin plagiarism check less than 20%

Papers uploaded to Canvas will be automatically submitted by Canvas to turnitin.com for plagiarism check. Students should NEVER go to turnitin.com directly. All papers must be in .doc, docx, pdf, txt, or rft. No image file such as jpg or png. No more than 20% can be copied from external reference source. Absolutely no copying from another student's paper, either from De Anza or another college/university.

The only exception is if the assignment requires uploading a worksheet or a screenshot where the files are in jpg or png format and do not run through Turnitin.

10. Do not use Google Translate

Please do not write your paper in another language and then use Google Translate to convert to English. Papers constructed in this fashion typically are not comprehensible. Use NetTutor instead.

11. Citations

You must include citations for your sources in MLA, APA or Chicago. For this class, you must include the URL links for online sources, and the links must be clickable. Unclickable links or links that are incorrect will be deemed as lack of citations.

De Anza College DSS Syllabus Statement

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.
- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from Clockwork early in the quarter to review how the accommodations will be applied in the course.

Students who need accommodated test proctoring must make appointment at the Testing Center.

- Exams must be booked at least five (5) business days in advance of the instructor approved exam date/time.
 - Finals exams must be scheduled seven (7) business days/weekdays in advance of the instructor approved exam date/time.
 - Failure to meet appointment-booking deadlines will result in the forfeit of testing accommodations and you will be required to take your exam in class.
 - Contact the DSS if you cannot find your account or log into your MyPortal Clockwork Portal.
- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

DSS Location: RSS Building, Suite 141

Phone: 408-864-8753

Email: DSS@deanza.edu

De Anza College Student Services

Please go to [De Anza Guide to Student Services](#) for services available.