

DE ANZA COLLEGE BUSINESS DEPARTMENT
INTRODUCTION TO BUSINESS ONLINE
BUSINESS 10 SECTION 61Z – SUMMER 2020
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 bookstore, where it will cost you only \$60. If the bookstore is open for in-person visits (I'm not sure if it will be) you can buy it in person. Alternatively (and this is what I recommend), you can order it from the bookstore's "online store"; however, I must warn you that our bookstore was not always prompt or consistent in sending students their email with their code in it last quarter, so I would 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. On a separate note, McGraw-Hill will try to entice you to pay \$80 online for your code, but I recommend you buy a code from the bookstore instead because it's \$20 cheaper.

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:

- **Access to the Internet/Getting Started:** Access to the Internet through a device that supports the Adobe Flash browser plug-in is required for this class. This class features a required online component rendered in **Canvas** deeply integrated with **McGraw-Hill Connect**. The McGraw-Hill Connect elements require a browser that has the Adobe Flash plug-in. Apple iPhones and

iPads **will not work** because they do not support the Adobe Flash plug in, but Apple MacBooks and computers will work and do support the Adobe Flash plug in. McGraw-Hill has great telephone support at 1-800-331-5094. They can help you get your Android phone connected, and can also help you with any “blank screen” problems you may encounter during the quarter. Students who were planning to use an Apple iPhone or iPad to do their online work will need to instead use a laptop (PC or Mac), desktop (PC or Mac) or Chromebook. 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. These 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 5**. All of these can be taken later, but many will suffer a 2% *per day* lateness penalty. The only kind of online assignment that can be completed late with *no* lateness penalty are the “SmartBook Lessons.” These will appear in Canvas to be due Thursday **August 6th** 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 31 - August 6) 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.

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:

Date	Minimum online points needed
Sunday, July 5, 2020	320
Sunday, July 12, 2020	620
Sunday, July 19, 2020	1,115
Sunday, July 26, 2020	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 19**, and available until 11:55 pm **July 26** (with a 2% *per day* lateness penalty). The second midterm is available from the beginning of the quarter, and is both due and available until 11:55 pm **June 21**.
- **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 30](#), and both due and available until 11:55 pm Thursday, [August 6](#).

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 [Wednesday, July 29, 2020](#). **Late drops** (defined as any drop requested or attempted after [July 29, 2020](#)) **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

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. 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 2020):

Wednesday, July 1 – 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 5 – The chapter 1 and 2 online assignments are due by 11:55 pm on this date.

Sunday, July 12 – The chapter 3, 4 and 5 online assignments are due by 11:55 pm on this date.

Sunday, July 19 – The chapter 6 and 7 online assignments and the First Midterm are due by 11:55 pm

on this date.

Sunday, July 26 – The chapter 8, 9, and 10 online assignments are due by 11:55 pm on this date.

Wednesday, July 29 – Last day to drop this course (a W, which stands for “withdrew from the class,” will appear on your transcript)

Sunday, August 2 – The chapter 13, 14, and 15 online assignments are due by 11:55 pm on this date.

Thursday, August 6 – 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:

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