

DE ANZA COLLEGE  
BUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION  
BUSINESS DEPARTMENT  
**BUS 10 - INTRODUCTION TO BUSINESS**

**BUS10-67Z - Fall22**

**(Async, no Zoom classes, lecture videos w/ embedded review questions)**

**INSTRUCTOR: Emily Garbe PhD**

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## OVERVIEW

Welcome to Introduction to Business class. This is a 5 units class 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, BUS10 is articulated to UC Berkeley as *UGBA10 Principles of Business*.

The assignments and due dates are listed at end of this document. The instructor reserves the rights to make changes based on the course progress during the quarter. The instructor will make a class announcement should there be any material changes to the syllabus.

Read this syllabus carefully as information you seek about the course policy and structure should all be in this syllabus, Canvas home page, FAQs on Canvas course page, or the assignment descriptions in Canvas weekly modules. Note that in this document, all URL links are embedded and designated with the names of the sites underlined. Click on all underlined words to access the corresponding document links using PDF Reader (links not operable if viewed on Canvas).

## UNITS AND CLASS TIME

As a 5 units class, the State of California recommends that students would require 10 to 13 hours per week for readings, assignments, and other tasks. Reserve sufficient time for the course. See [Allowable Absence Policy](#) for the three valid excuses for missing assignments.

All dates and time for this class are based on Pacific Time in the U.S.

There are no live lectures in this section. All lecture videos are pre-recorded. Students should view the lecture videos in addition to the reading assignments.

## ADVISORY

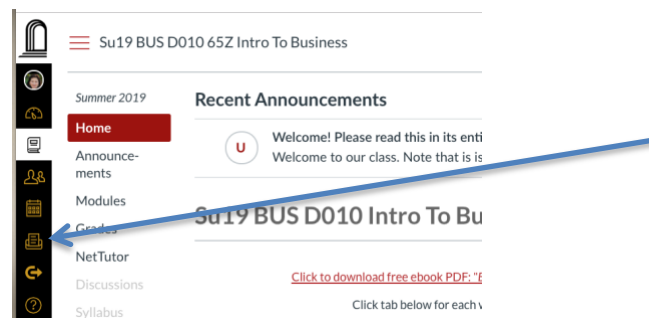
English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

## 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.
- Office hours – Mon 10-10:50 AM, Tue 10-10:50AM, and Wed 10-11:50 AM for live chat in Canvas chatroom for most weeks. If needed, the instructor can set up a private zoom link for video conferencing. During the quarter, the instructor may need to adjust the office hours which will be in the class announcements.
- During non-office hours use Canvas Inbox only (do not use email, voice mail, social media, comment fields of an assignment, or leave a message in chatroom during non-office hours). The instructor will strive to answer Canvas Inbox messages which require replies within 48 business hours (not weekends) while De Anza is in session.
- 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 from your assignments. Start a new Canvas Inbox message for communications.



## REQUIRED CLASS MATERIALS

### Free eTextbook

Introduction to Business by Gitman, McDaniel, et al.

Web version update Dec 14, 2020

Digital ISBN-13: 978-1-947172-55-5

(<https://openstax.org/details/books/introduction-business?Book%20details> )

This is a free open-source textbook from OpenStax. You can access the digital textbook either online or downloaded PDF. Students are strongly recommended to download a PDF copy in case OpenStax website is down. In Canvas, the links are for the online e-book.

For students who want to purchase an optional paper copy, go to the De Anza bookstore or the publisher’s website. If you have any questions about your paper book purchase, such as not getting financial aid on time, bought the wrong book, did not get the book, needing refund after dropped the course, etc., contact your own vendor or the financial aid office. The instructor does not have any access to help with your personal financial transactions. Since the book is online for free, waiting for a paper book is not a valid reason for late submission.

### Lectures and supplemental readings on Canvas

Some lectures contain information beyond the textbook to meet the Student Learning

Objectives and Course Outline. Students are responsible for the materials in the lectures, lecture slides, and supplemental readings as listed in Canvas.

All assignments and exams will be based on the concepts and terminologies as described in the textbook and lecture slides plus the supplemental materials provided in Canvas unless otherwise indicated.

### ***Computer, Software, Internet Access***

See [Systems Requirements](#) paragraph for equipment and software needed.

### ***School Supplies***

Students will need basic school supplies (paper, pens/pencils) for note taking and a simple calculator.

## **KEY DATES**

- |                            |          |
|----------------------------|----------|
| • First day of the quarter | 9/26/22  |
| • Last day drop w/ refund  | 10/9/22  |
| • Last day drop w/ “W”     | 11/18/22 |
| • Exam #1 – Week 4 Tue     | 10/18/22 |
| • Exam #2 – Week 8 Tue     | 11/15/22 |
| • Exam #3 – Week 12 Tue    | 12/13/22 |

Since De Anza may change the dates listed above, it is the students’ responsibility to confirm the drop dates by checking De Anza’s academic calendar [online](#).

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. Contact De Anza’s Record Office. The instructor has no access to the student accounts.

Dates for assignments and exams dates may be changed by the instructor based on course progress.

Students should mark the key assignments and exam dates on their personal calendars accordingly. To be fair to the rest of the class, forgetting is never a valid reason for missing an assignment.

## **COURSE ACTIVITIES**

1. Chapter readings and supplemental materials
2. Lecture videos with embedded review questions (6 chapters)
3. Lecture videos (for chapters w/o embedded review questions)
4. Financial worksheet
5. Mini-sims (6 chapters)

6. Chapter quizzes
7. Written assignments
8. Online exams

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. Take the Canvas tutorial if students are not familiar with the software.
2. Take notes on paper while reviewing the lecture slides and textbook.
3. Take the open-book, open-notes online chapter quizzes and assignments only after you have studied the chapters and the lecture slides.

Students are expected to have basic knowledge of how to use a computer since this is an online course, including using Canvas, how to type in search words into a browser, scroll down a screen using the mouse to read the etextbook, or use index or search functions in etextbook to read a chapter. Since this is an online class, not knowing how to use a computer or basic computer features, or not knowing which articles to read after entering the keywords into the search engine for secondary research is not a valid reason for not completing an assignment.

## COMMUNICATION POLICIES

### *Students' communications with Canvas Tech Support*

Click on the help button "?" on the lower left of your Canvas screen for tech support. **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 submissions since students have two weeks to submit the work and it would not be fair to others who submitted on time. Before contacting the help desk, try restarting your computer or use another computer or browser, which typically fixes most of the issues.

### *Students' communications with the instructor*

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

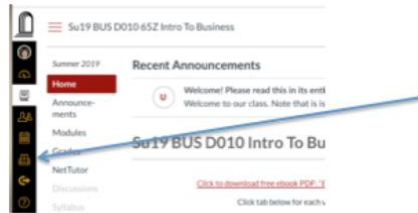
For questions about course contents, see the Communication Guidelines listed below. Note that the lecture slides only include the key points. To learn and apply of the contents, students must study the textbook and any supplemental materials. The instructor's role is to facilitate learning, clarify contents, and explore applications of knowledge covered in this course, and it would be much more productive when the students have read the textbook and other assigned materials and the instructor can then further explain the contents to maximize learning.

The instructor will reply to most questions regarding the contents in the textbook or about De Anza Business degree/certificates/transfer; however, the instructor will not respond to any

questions regarding personal business or investments nor persistent harassment for re-grades and resubmission. Students may ask for regrade for an assignment or exam once.

To send an inquiry to the instructor:

- **Use archivable Canvas Inbox** messaging system (click on the "inbox" icon on the left of the homepage); never use email, voicemail, assignment comment box, or social media.



- Messages posted in Canvas Inbox that require replies will be answered within **two** business days while the school is in session.
- **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. Although Canvas may state that students can reply to instructor’s assignment comments, Canvas does not notify the instructor of students’ replies to instructor’s comments. As such, **DO NOT HIT “REPLY” to assignment comments.**

#### *Instructor’s communications with students*

- Canvas Inbox is the primary platform for the instructor to contact students. In the past, students had claimed not opening the messages as the reason for failure to submit or reply to instructor’s questions. It is the students’ responsibility to read all messages and announcements.
- 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, key concepts for the chapters, 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. *Go to Canvas home page, click on the profile pic, and set the notification for automatic notification.*
- Check your grades by clicking on "grades" on the left side of your home page; instructor often leaves assignment comments specific to an assignment that you can read if you see a speech bubble next to the grade for an assignment. Do not hit ‘reply’ to an assignment comment. Always use the Inbox tool.

## SYSTEMS REQUIREMENTS (Mandatory)

### *Access to a computer and the Internet*

This class requires a reliable computer (preferred) or a tablet, (**not phone**). Students may use their own computer for Internet access; or, if students prefer and if the campus is accessible, can use the computers in either the De Anza library or the Library West Computer Lab, or in a public library if available. Not having a computer or Internet is not a valid excuse for not finishing an assignment. If you are accessing this course from outside of the U.S., it is the student's responsibility to ensure sufficient Internet speed and free of government firewall. No allowance can be made for not able to access Canvas, YouTube, or other websites as required by the assignments. Do not contact the instructor about your computer or internet technical issues. Consult your own computer service providers.

### *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, click on this tutorial on [how to open a PDF file](#). Any question about PDF, 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.

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 feature so that students can receive reminders and changes in assignments easily. It is the students' responsibilities to read the class announcements.

### *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.

FOOTHILL-DE ANZA  
Community College District

**Foothill College**  
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**DeAnza College**

**Secure Login**

MyPortal is your secure gateway to a variety of online services provided to Foothill-DeAnza Community College District students and employees. Get connected and explore!

What is my campuswide ID?  
I don't know my password.

Campuswide ID: \_\_\_\_\_

Password: \_\_\_\_\_

Submit Reset

**What's Inside?**

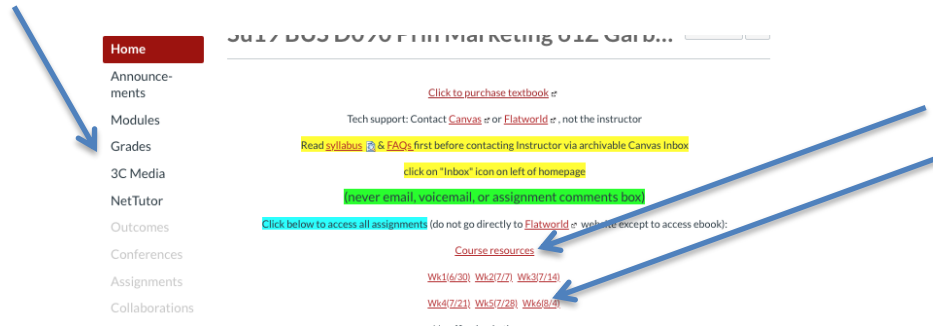
- Academic Records
- Account Balances
- Class Rosters
- Financial Aid Status
- Grades
- Personalized Announcements

**First Time Logging In?**  
See the First-time Login Guide for step-by-step instructions on setting up your account.

**Having problems?**  
Go to the MyPortal FAQ page



- 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. 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.

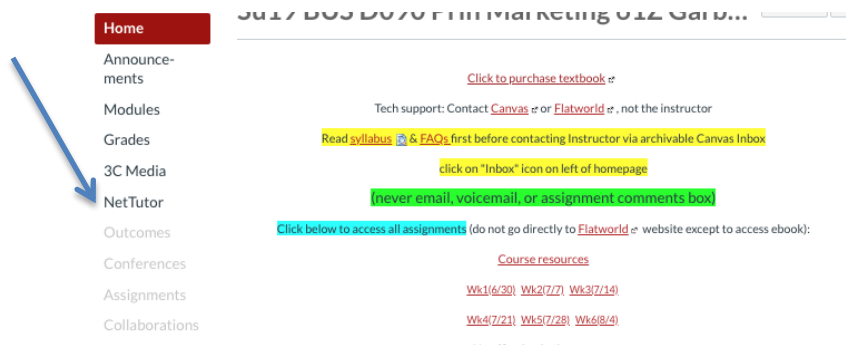


- Within each week’s module, click on the chapter lecture page to review the lecture slides and supplemental materials, then click “Next” to begin an assignment.

Students are strongly encouraged to go to De Anza’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. To be fair to all in the class who submitted on time, no allowance will be made for late submissions due to technical issues.

### ***NetTutor from Canvas***

This class 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.



## **CLASS PARTICIPATION**

### ***Participation requirements***

To maximize learning and to avoid being dropped from this course for inadequate

attendance and participation, students must:

1. Submit **ALL** of first two week's chapter quizzes.
2. Miss no more than 4 assignments in total (cannot miss first two week's assignments). All assignments with less than 25% scores are considered as non-participation.
3. Complete the mandatory exams.
4. If requested by the instructor, students should upload a valid official photo ID (college/high school student ID, driver's license/passport with license#, birthdate/address blocked out).

California regulation dictates that the instructors must drop all non-active participants. 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. 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 Week 1) as listed at the end of this syllabus; do not wait till the due date to start the assignments.

#### ***Complete assignments before the due dates***

All assignments are due **before** 11:59pm of the due dates. Canvas will disable a link at exactly 11:59pm (that's how all computers work). If you try to submit at 11:59pm, 11:59:01, etc., Canvas will be view it as past due.

If you have a busy school week ahead, or have family obligations or work conflicts, complete the assignments early rather than waiting until the due date. You have one week to find time for your reading and assignments. **Do not 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. As such, students who receive an add code but fail to add the same day and complete the assignments due will be dropped for non-participation.

#### ***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 with the remaining assignments and tests 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, 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 conflicts, non-emergency/non-hospitalized illnesses, family obligations, vacation, Internet/computer and other technical issues, forgetting, 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 24 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 to cover any missed assignment you may have. See grades section of the syllabus below for detail; however, students must submit all of Weeks 1 & 2's assignments.

Given the global crisis and other unforeseen natural disaster we are facing/may face, 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, go to the last page of this syllabus for information. Unfortunately, the instructor cannot make allowance unless instructed directly by DSS.

## ASSIGNMENTS & EXAMS

### *Chapter quizzes*

All chapter quizzes are open-book, open-notes and 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.

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 screen a student ever visits 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. For example, if a quiz is 10 minutes long, make sure to start the quiz more than 10 minutes before the deadline.

Do not contact the instructors to get the answer keys early while an assignment is still open. Students who did not take a quiz will not have access to the quiz nor the answers (a “feature” of Canvas).

### *Financial worksheet*

Complete the worksheet as specified regarding units, rounding, formula, and calculation.

### *Mini-Sims*

Mini-sims are vignettes of business situations where students need to apply their learning in the chapter readings/lectures in making sound business decisions. The sims are more than regurgitation of information, but rather, students need to analyze/evaluate the **best** options to achieve desired business goals presented in the vignettes. Answers will not be posted online. Please come to the office hours and schedule a zoom session to verbally discuss the sims.

### *Lecture Videos with Embedded Review Questions*

There are 6 chapters in this class that contain embedded review questions in the lecture videos, totaling 10% of your grades.

- Chp 11 Part 2 - product & pricing (16 pts)
- Chp 10 - operations management (16 pts)
- Chp 14 Part 1 - accounting (16 pts)
- Chp 14 Part 2 - financial analysis (16 pts)
- Chp 9 - motivational theories (16 pts)
- Chp 4 - business law (20 pts)

The lecture videos will pause either 2 to 3 times intermittently, where students will need to respond to the questions based on the video and chapter reading. You will have unlimited time on these questions. If the questions are to fill in the blanks, you will have 3 attempts while

multiple-choice/select-all will have one attempt. The software *PlayPosit* will inform you if you got each question right or not. You can complete part of the lecture video and click "resume" at a later date/time, as long as it is before the due date. However, once you complete the last question, you cannot retake the embedded quiz. If you have any issues, please refer to this link <https://knowledge.playposit.com/article/212-the-learner-experience-in-an-lms> for help. There is a "Contact" on the upper right corner of the info link for PlayPosit tech support.

These embedded review questions are separate from the timed chapter quiz. After reviewing the lecture video, you can either click "next" and go to the chapter quiz, or go back to the home page, click on the weekly module, and click on the chapter quiz link. Again, chapter quizzes have limited time and cannot restart while video embedded review questions are not timed and you can "resume" but not retake questions you already answered unless otherwise indicated.

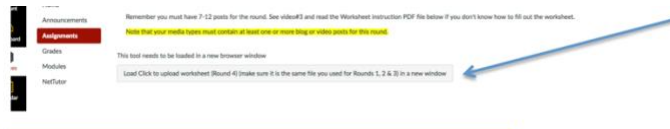
For chapters not listed above, students would click on the video link for the chapter and view the videos without needing to answer any questions.

### ***Written Assignments***

Files should be uploaded 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. Do not 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. The instructor will never open any file attachments or any URL for GoogleDocs or other websites. Submissions must go through "submit" in assignment links, or forum posts if the assignment is a discussion forum.

Do not log into Turnitin directly; submit only through Canvas assignment links. Refer 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 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 link.



### ***Double check correct file is uploaded***

**It is the students' responsibility to submit correct files.** In the past, some students submitted random or incomplete papers, then stated that they had submitted the wrong files and asked to resubmit after the due dates. 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, 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. Any late submission or re-submissions will be based on the last submission date/time. Once an assignment is graded, even if the link is still available for submission, no re-submission is allowed.

Do not ask the instructor to check your assignment submission for you as this delays your own submission date/time. **It is the students' responsibility to ensure their correct submission of assignments.** Look at the file name after you click submit. You can even click on the file and download/open it to double-check ("Submission Details" in red) if it were the file you had submitted. It may take minutes or hours for Canvas to show the submission since it has to run through virus screening and plagiarism check at Turnitin (if essays). If you are not sure, just "resubmit" again. However, note that the date/time of your last submission is the one Canvas will count as the official submission. To be fair to the rest of the class, **students cannot claim wrong or missing file and request late submission.**

The screenshot shows the Canvas submission interface. At the top, there is a red button labeled "Submit Assignment" with a red arrow pointing to it. Below this, there is a section titled "Submitting a file upload" with a progress bar and a timestamp "1:59pm 10 days". Below this, there is a section titled "Re-submit Assignment" with a red button labeled "Re-submit Assignment". To the right of this, there is a section titled "Submission" with a status "Submitted!" and a timestamp "Feb 23 at 9:03am (late)". Below this, there is a link "Submission Details" and a link "Download garbe-demo-file.pdf" with a red arrow pointing to it. At the bottom, there is a section titled "Comments" with the text "No Comments".

Take the tutorial at the [Canvas Resource Library](#) if you don't know how to use Canvas. It is a pre-requisite for taking online classes.

### ***Grace period for assignments***

Students may submit an assignment up to 24 hours after the due dates for a 20% deduction from full marks. Quiz answers are made available immediately after the grace period therefore it is

not possible for late submissions. Do not ask the instructor to extend the grace period. No grace period for the exams.

### ***Cut off time by Canvas***

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

Canvas assignment links expire on the due dates **before** 11:59 PM. In the past students were not able to submit at exactly or a few seconds after 11:59 PM. To be fair to others in the class who abide by the deadlines, do not harass the instructor for extension. It is the students' responsibilities to submit before 11:59 PM, not "at" or a one second after 11:59 PM.

### ***Exams***

Note that De Anza Academic Integrity policy will be strictly enforced. **The instructor reserves the right to change the format, administer the exams on campus, use online proctoring platform(s), or invalidate or supplement the exams with additional assessments, including oral exams.** Exam answers will not be posted online nor via any written communications. Please come to the office hours and schedule a zoom session to verbally discuss the exam.

Online exams are available 12:01AM of exam day and closes 11:59PM of the same day. No grace periods.

### ***Extra credits***

Extra credits, if any, will be given at the sole discretion of the instructor if time permits. Do not ask for extra credit assignments.

## **GETTING HELP**

### ***Personal computer or Internet issues***

This is an online course, as such, knowing how to use a computer, basic software and the Internet, as well as having reliable access to a computer and the Internet are essential prerequisites of the course. If access is available during the quarter, use computers in the De Anza library or computer center or your local library if you do not have a reliable computer and internet access. Contact financial aid office as soon as possible if you are eligible for assistance in getting a refurbished computer or other aids.

### ***Canvas issues***

All Canvas technical questions should be directed to De Anza's technical support team. If you do not know how to use Canvas, make sure to view the [Canvas student guide](#). Do not contact the instructor for tech support.

### ***PlayPosit issues***

If you have any technical issues regarding video embedded review questions, please refer to this link <https://knowledge.playposit.com/article/212-the-learner-experience-in-an-lms> for help. There is a "Contact" on the upper right corner of the info link for PlayPosit tech support.

### ***PDF issues***

Contact the PDF supplier Adobe after:

- 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***

To ensure the instructor receive your inquiries, use Canvas Inbox message, not email, voicemail, the assignment comment box, or social media. Canvas chatroom is available only during office hours – do not leave a message there during non-office hour.

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. Make sure you read the all the messages and announcements.

## **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 assignments in this course. The textbook in this class is open-sourced. However, various supplementals, lecture slides, and accompanying media, quizzes, exam, and assignments in this course were developed by Emily Garbe (©2019-22 Emily Garbe) and other creators and copyrighted. It is unlawful to sell, appropriate, share, upload, or distribute lecture slides, supplemental materials, 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), “tutors”, or entities (such as “tutoring service”) without explicit written consent of the copyright holders.

## **GRADING POLICY**

College professors do not give grades; students earn them.

Note that Canvas will drop **2 lowest** chapter quizzes and **1 lowest** mini-sim at the end of the quarter based on the

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. Again, do not hit “reply” to the instructor’s comments. Start a new message using Inbox.

**Canvas points distribution** table listed below. 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 for you as it would not be fair to others in the class.

Quiz answers are made available immediately after the grace period therefore it is not possible for late submissions.

### ***No re-submission***

Students are encouraged to submit assignments early rather than waiting till the deadline. Students can re-submit their papers 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.

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.

### ***Grade lookback***

To maximize learning, 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, 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.

The instructor will review, regrade, and reply to any quiz or exam questions upon request **one time only**. The instructor recognizes that some quiz and exam questions may be viewed from different perspectives, as such, will make appropriate corrections if applicable. However, persistent requests for the same quiz or exam questions are considered harassment and will be referred to the Dean. Informing the instructor that your tutors, mom or dad, siblings, or friends said you should get the points are not valid reason for persistent harassments.

### ***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. Again, do not hit “reply” to the instructor’s

comments. Start a new message using Inbox.

### ***Canvas points distribution***

The table below shows the assignments and earnable points.

Activities	<i>Canvas points</i>	<i>% of total</i>
Chapter quizzes	350 points (16 quizzes, 25 points per quiz, 2 lowest quiz grades dropped end of quarter)	35%
Worksheet	70 points – Financial worksheet	7%
Mini-sims	125 points (25 points per sim, 6 sims, 1 lowest grade dropped end of quarter)	12.5%
Review Questions Embedded in Lecture Videos	100 points (6 lecture videos, 16 to 20 points each)	10%
Written Assignments	35 points - External forces mini-paper	3.5%
Exams	320 points (80, 140, 100) (3 exams)	32%
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 activities, as listed above, divided by 1,000 points.

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. Quizzes and exams are either graded by Canvas, or by the instructor to be completed within a week.

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.

<b>Total %</b>	<b>Letter grade</b>
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

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. Submit your DSS form to the instructor if you need accommodations. Instructor cannot make accommodations without written instructions from DSS.

If in-person exams are required, DSS students with exam time modifications must work with De Anza on campus testing centers to arrange with the exam center to take your test. The instructor will not be able to make any time and environment accommodations.

## **ACADEMIC INTEGRITY**

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

### ***Cheating***

Students who cheat on assignments more than once will be dropped from the class without recourse. Students who cheat on an exam will be referred to De Anza for disciplinary action and receive an “F” for the course.

### ***ID verification***

Similar to an on-campus class, the instructor reserves the right to verify the students who are participating in this class and for the exams. If requested, students need to upload a student ID, driver’s license or passport with *all personal info such as birthday and address blocked out*, showing the issuer, photo and name only.

### ***True names***

If you would like to use your true name, please change your Canvas profile to your true name, and send the instructor a Canvas Inbox message.

To demonstrate that you have read this syllabus, click on the assignment title “analysis” in Week 4 module and submit two complete sentences why you are taking this course and your major for up to 15 extra credits before end of day Friday of Week 1. Those who incorporate the Student Learning Objectives as stated in this syllabus into their statements will receive up to additional 5 extra credits.

## WEEKLY ASSIGNMENTS

Weeks	Lectures and activities	Assignments due <b>Tuesday &amp; Thursday 11:59pm</b> with 24 hours grace period for 20% deduction in grades *
<b>Week 1:</b>		
Tue (9/27)	Chapter 1 Part 1 – Overview of Businesses	Chp 1 Part 1 quiz
Thur (9/29)		Written assignment: External forces
<b>Week 2:</b>		
Tue (10/4)	Chapter 11 Part 1 – Marketing – Buying behavior and segmentation	Chp 11 Part1 quiz Mini-sim – market segmentation
Thur (10/6)	Chapter 11 Part 2- Product & Pricing strategies	Chp 11 Part2 Review Questions Chp 11 Part2 quiz
	Students who fail to complete <b>all</b> Weeks 1 & 2 assignments will be dropped Last day to drop w/o “W” – check MyPortal	
<b>Week 3:</b>		
Tue (10/11)	Chapter 12 – Distribution & Promotion strategies	Ch 12 quiz
Thur (10/13)	Chapter 10 – Operations Management Study for Exam#1	Chp 10 Review Questions Chp 10 quiz Mini-sim – Place strategies & Operations
<b>Week 4:</b>		
Tue (10/18)	Exam#1	
Thur (10/20)	Chapter 14 Part 1- Accounting	Chp 14 Part 1 Review Questions Chp 14 Part1 quiz
<b>Week 5:</b>		
Tue (10/25)	Chapter 14 Part 2 – Financial Analysis Supplemental – Insurance	Chp 14 Part 2 Review Questions Chp 14 Part2 quiz Financial worksheet
Thur (10/27)	Chapter 16 – Financial Mgmt & Securities Mkt	Chp 16 & Insurance quiz
<b>Week 6:</b>		
Tue (11/1)	Chapter 9 – Motivating Employees	Chp 9 Review Questions Chapter 9 quiz
Thur (11/3)	Chapter 8 – HRM	Chapter 8 quiz

		Mini-Sim- HRM
<b>Week 7:</b>		
Tue (11/8)	Chapter 2 – Ethics	
Thur (11/10)	Chapter 5– Entrepreneurship Study for Exam#2 Start studying Chapter 4 (not in Exam#2)	Chapters 2 & 5 quiz
<b>Week 8:</b>		
<b>Tue (11/15)</b>	<b>Exam#2</b> (all chapters and supplementals after Exam#1, not case study, not mini-sims)	
Thur (11/17)	Chapter 4 –Forms of Business Supplemental - Business Law	Chp 4 Review Questions Chapter 4 quiz Mini-sim – Forms of Business
	Last day to withdraw (check MyPortal)	
<b>Week 9:</b>		
Tue (11/22)	Chapter 1 Part 2 – Economics	Chapter 1 Part 2 quiz Mini-Sim – Econ
Thur (11/24)	Thanksgiving Holiday	
<b>Week 10:</b>		
Tue (11/29)	Chapter 6 – Leadership	Chapter 6 quiz Mini-Sim- Leadership
Thur (12/1)	Chapter 7 – Structuring Organizations	Chapter 7 quiz
<b>Week 11:</b>		
Tue (12/6)	Chapter 3 – Globalization	Chapter 3 quiz
Thur (12/8)	Study for Exam#3	
<b>Week 12:</b>		
<b>Tue (12/13)</b> (avail 12:01am-11:59pm)	<b>Exam#3</b> (all chapters and supplementals after Exam#2, not case study, not mini-sims)	

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

## 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, 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, 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.
  - Final exam 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](mailto:DSS@deanza.edu)

## **De Anza College Student Services**

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