

DE ANZA COLLEGE
BUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION
BUSINESS DEPARTMENT

BUS 10 - INTRODUCTION TO BUSINESS

(Accelerated 6 weeks, online, no zoom)

BUS10-66Z - Summer23 CRN: 12859

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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 the key functions in a business organization. So, get ready for a fun and exciting class! Since this is a six-weeks class covering a typical 12-weeks class, we will be moving at 2x speed, with 3 to 6 assignments due EACH week on Tuesday and Thursday (except Week 1 first assignment due Mon 7/3).

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 the 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, process, and structure should all be in this syllabus, Canvas home page, FAQs on Canvas course page, and/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 in Canvas without downloading the file first).

UNITS AND CLASS TIME

As a 5-units class, the State of California mandates that the course materials would require students to spend 15 hours per week for the lectures, readings, studying, and assignments and other activities, for a total of 180 hours for the course. With this accelerated 6 weeks class, students would need to allocate **30 hours per week** for studying and assignments the course. Reserve sufficient time every week 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 zoom lectures for this class (see course codes ending with “**Z**”).

ADVISORY

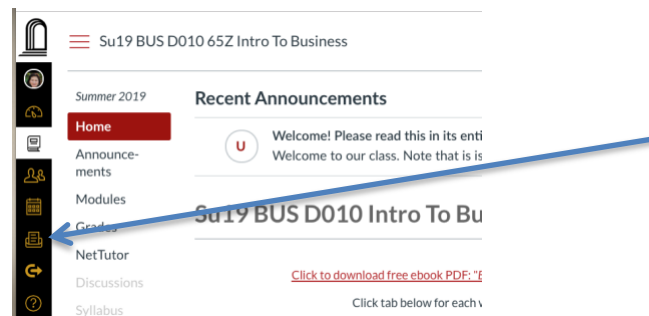
English Writing 211 and Reading 211, or English as a Second Language 272 and 273.

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.
- Instructor's office hours – **No office hours in the summer quarter.**
- **Canvas Inbox only** (do not use email, voice mail, social media, comment fields of an assignment. 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 December 12, 2022

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 within each weekly modules 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. 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. Students are encouraged to bring their laptops, tablets, or phones to the classroom to complete in-class assignments online.

School Supplies

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

KEY DATES

- First day of class 7/3/23 (Wk1 Mon)
- Last day withdraw w/ refund 7/6/23 (Wk1 Thur)
- Last day withdraw w/ “W” 8/2/23 (Wk5 Wed)

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.

- Exam #1 7/20/23 (Wk3 Thur)
- Exam #2 8/10/23 (Wk6 Thur)

De Anza may change the dates listed above. As such, students should confirm the drop dates by checking De Anza academic calendar online. Exam dates may change by the instructor based on the course progress.

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 directly. The instructor has no access to individual student’s accounts.

Dates for assignments and exams and course content 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. Online chapter readings and supplemental materials
2. Lecture videos.
3. Financial worksheet.
4. Mini-sims.

5. Chapter quizzes.
6. Mandatory 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.

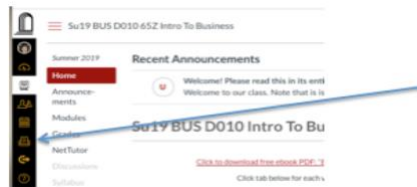
Note that the lecture slides only include the key points. To learn and apply of the contents, students must study the textbook and any supplemental materials. The instructor's role is to facilitate learning, clarify contents, and explore applications of knowledge covered in this course, and it would 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 online inquiries 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’s 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.

Instructor’s communications with students

- Canvas Inbox is the online 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, student 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. Any ‘reply’ to an assignment comment will not be read by the instructor since there is no notification to the instructor. Always use Canvas 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 De Anza Library, or in any 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.

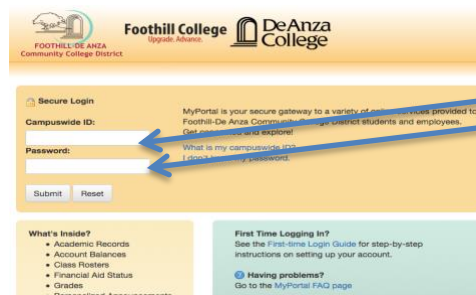
Canvas Systems Requirements

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.

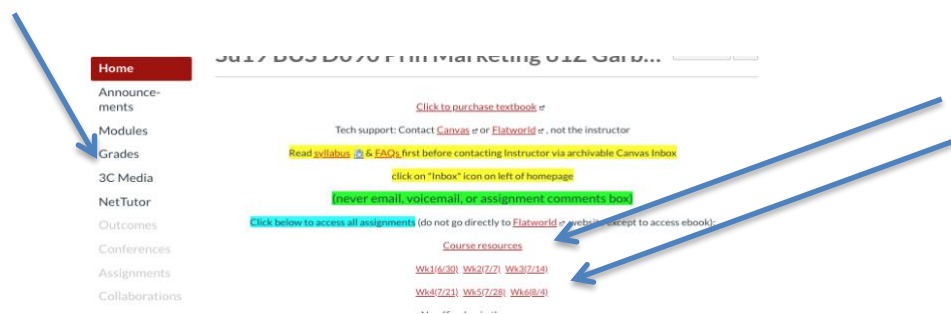
In addition, students are strongly encouraged to download the Canvas app onto their smart phones if possible (not required) and enable class announcement push notifications feature so that students can receive reminders and changes in assignments easily. It is the students' responsibilities to read the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



- 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 videos, PowerPoint slides, supplemental readings and videos, 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.

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 week's assignments.
2. **Miss no more than 4 assignments** in total during the quarter (cannot miss first 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 show 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 24 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 weeks** 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.

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 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 the 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.

Students get 3 free passes for the chapter quizzes. See [Grading Policy](#) for detail; however, students must submit all of Weeks 1 assignments.

With 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 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. Quiz questions are drawn from the textbook, lecture slides/videos, and supplementals in the weekly modules.

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. The answers will not be posted online. Answers are locked once students advance to the next question. The mini-sims are copyrighted. It is illegal to upload to the Internet “tutoring” or “homework help” websites.

Grace period for assignments Weeks 2-5

Students may submit an assignment 1 day after the due dates for a 10% deduction (or fraction of a day) except for Week 1. 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 (see participation policy). No grace period for the exams, Week 1’s assignments, and those quizzes designated for no grace period.

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 ask the instructor for extension

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.

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 the instructor (©2019-23 Emily Garbe) 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.

With **3 free passes** for chapter quizzes, Canvas will drop **3 lowest** chapter quizzes by end of the quarter. If you did not do well in one or two tasks, 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 a quiz is closed therefore it is not possible to re-open a quiz after it is closed.

No re-submission of assignments

Students are encouraged to submit assignments early rather than waiting till the deadline. However, once an assignment is submitted even if it were before the due date, there is no

resubmission. Chapter quizzes have only one attempt, no re-take, no reopening a quiz after it is closed.

Grades lookback

To maximize learning, review your quiz and assignment answers and feedbacks **within one weeks** (or the day before the last exam) 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	390 points (16 quizzes, 30 points per quiz, 3 lowest quiz grades dropped end of quarter)	39%
Financial Worksheet	70 points – Financial worksheet	7%
Mini-sims	220 points (6 sims, 30 to 45 points per sim)	22%
Exams	320 points (2 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.

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

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

The instructor reserves the right to verify the students who are participating in this class and for the exams. If requested, students need to show 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.

WEEKLY ASSIGNMENTS (2x accelerated 6 weeks schedule)

Weeks (due dates)	Topics	Assignments due Tue & Thur 11:59pm (except Wk1 first assignment due Mon 7/3); 1 day grace period (unless otherwise indicated) for 10% deduction
Week 1:		
Mon (7/3) (no grace period)	Chapter 1 Part 1 – Overview of Businesses Chapter 11 Part 1 – Marketing – Buying behavior and segmentation	<ul style="list-style-type: none"> • Chp 1 Part1 quiz • Chp 11 Part1 quiz
Thur (7/6) (no grace period)	Chapter 11 Part 2- Product & Pricing Chapter 12 – Place & Promotion	<ul style="list-style-type: none"> • Mini-sim – market seg • Chp 11 Part2 quiz • Chp 12 quiz
	Students who fail to complete all Weeks 1 assignments will be dropped. Last day to drop for refund – Thur 7/6	
Week 2:		
Tue (7/11)	Chapter 10 – Operations Management Chapter 14 Part 1– Accounting	<ul style="list-style-type: none"> • Chp 10 quiz • Mini-sim – Place strategies & Operations • Chp 14 Part1 quiz
Thur (7/13)	Chapter 14 Part 2 – Financial Analysis	<ul style="list-style-type: none"> • Chp 14 Part2 quiz • Financial worksheet
Week 3:		
Tue (7/18) (no grace period)	Chapter 16 – Financial Mgmt Supplemental – Insurance Study for Exam	<ul style="list-style-type: none"> • Chp 16 & Insurance quiz (no grace period)
Thur (7/20) (no grace period for exams)	Exam#1 (chps 1Part1, 11, 12, 10, 14, 16, insurance, not mini-sims) Chapter 2 – Ethics Chapter 5 – Entrepreneurship	<ul style="list-style-type: none"> • Exam#1 (no grace period) • Chps 2 & 5 quiz
Week 4:		
Tue (7/25)	Chapter 9 – Motivating Employees Chapter 8 – HRM	<ul style="list-style-type: none"> • Chp 9 quiz • Chp 8 quiz • Mini-Sim- HRM
Thur (7/27)	Chapter 6 – Leadership Chapter 7 – Structuring Organizations	<ul style="list-style-type: none"> • Chp 6 quiz • Mini-Sim- Leadership • Chapter 7 quiz
	Last day to withdraw (Wed 8/2)	
Week 5:		

Tue (8/1)	Chapter 4 – Forms of Business Supplemental - Business Law	<ul style="list-style-type: none"> • Chp 4 quiz • Mini-sim – Forms of Business
Thur (8/3)	Chapter 1 Part 2 – Economics	<ul style="list-style-type: none"> • Chp 1 Part 2 quiz • Mini-Sim – Econ
Week 6:		
Tue (8/8) (no grace period)	Chapter 3 – Globalization Study for exam	<ul style="list-style-type: none"> • Chp 3 quiz (no grace period)
Thur (8/10) (no grace period)	Exam#2 (chps 1Part2, 2, 3, 4, 5, 6, 7, 8, 9, business law, not mini-sims)	<ul style="list-style-type: none"> • Exam#2 (no grace period)

* 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

De Anza College Student Services

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