

**DE ANZA COLLEGE BUSINESS DEPARTMENT**  
**INTRODUCTION TO BUSINESS ONLINE**  
**BUSINESS 10 SECTION 61Z – SUMMER 2023**  
**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.

***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. These course materials will include an e-textbook. All students will have full access to the course materials for the first two weeks, but to continue your access to the course materials beyond the end of the second week, you **must** buy a Connect 1 Semester Online Access for Understanding Business code from the De Anza College bookstore. This will cost you \$59.95. The orientation video on our course website called "How to order the code you will need from the De Anza College Online Bookstore" will show you how to order the first code. The document below the link to that video, called "Process for retrieving your McGraw-Hill code from your De Anza College bookstore receipt" will show you how to convert that code to the code you'll need using the BryteWave RedShelf website. Your code will not be delivered instantaneously. A De Anza College bookstore employee will need to process your order manually. So please order the code two to three days before you think you will need it.

***Course Requirements:***

- **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." These will become accessible to students enrolled in the class on Sunday, [July 2](#). It is very important that you **watch** these videos as soon as possible. They contain essential information about the class not available from any other source.
- **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 9](#). You can do them later, but if you do, your score on them will suffer a 2% *per day* lateness penalty. All the work in the class except the final exam can be taken **as early as you want** once the quarter starts, and you are strongly advised to **work ahead of the due dates** and thereby distribute the workload of the class more evenly across the 6 weeks of the summer session.

**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 **three Sundays** of the quarter, which will result in them meeting or exceeding the **three point thresholds** shown in the chart below.

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

Date	Minimum points needed to avoid being dropped
Sunday, July 9, 2023	300
Sunday, July 16, 2023	600
Sunday, July 23, 2023	1,000

- **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 23](#), and available until 11:55 pm Thursday, [August 10](#) (with a 2% *per day* lateness penalty). The second midterm is available from the beginning of the quarter, and is due at 11:55 pm [August 10](#).
- **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, [August 3](#), and are due at 11:55 pm Thursday, [August 10](#).

### ***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, [August 2, 2023](#). **Late drops** (defined as any drop requested or attempted after [August 2, 2023](#)) **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 breakpoints listed in the above schedule.

### ***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. They will not make you take their version. Passing it here counts the same as having passed it there. 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.

### ***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 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 2023):***

**Wednesday, July 5** – Recommended date by which you should read this course syllabus, watch the orientation videos available in Canvas, and complete the first assignment.

**Sunday, July 9** – The chapter 1 and 2 online assignments are due by 11:55 pm on this date.

**Sunday, July 16** – The chapter 3, 4 and 5 online assignments are due by 11:55 pm on this date.

**Sunday, July 23** – The chapter 6 and 7 online assignments and the First Midterm are due by 11:55 pm on this date.

**Sunday, July 30** – The chapter 8 and 9 online assignments are due by 11:55 pm on this date.

**Wednesday, Aug. 2** – Last day to drop this course (a W, which stands for “withdrew from the class,” will appear on your transcript)

**Sunday, Aug. 6** – The chapter 13, 14, and 15 online assignments are due by 11:55 pm on this date.

**Thursday, August 10** – 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:***

I am reachable by Canvas message or email (see my email address below). You can also leave me a voicemail at any time of the day or night at (408) 864-8431. Through all three of these media, my commitment to you is to get back to you within one business day. If you need to get in touch with me urgently, I recommend you send me an email **and** leave me a voicemail (on the same topic).

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

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

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