NEW COLLEGE POLICY: Students who stop attending this class will be withdrawn from the class and receive a final grade of W1(Withdrawn). Attendance includes participating in online or face-to-face environments as required.

Course Description: QMB1001 covers the analytical approach to solving practical business math concepts. Topics include: Buying and selling goods, simple and compound interest, payroll, promissory notes, and discounting. (FA, SP) (3 Credit Hours)

Minimum Technical Requirements
Students enrolled in this course must be able to:
- Use all required features of Falcon Online such as discussion boards and the Dropbox
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs

Student Learning Outcomes: Upon completion of this course, the student will be able to:
1. Critically evaluate, analyze and interpret information to solve problems and make business decisions.
2. Apply consumer decision making models using business math.
3. Compare and contrast business concepts and applications.
4. Produce a business math portfolio

Class Format: This is a 100% online course. This is an introduction to math theory and skills course. In this class, it is VERY IMPORTANT to read the chapters in Connect and work through the LU Practice Quizzes within each chapter to help solidify the concepts. Graded assignments will then be completed in Connect. Prior to taking this course you should have experience working with computer software, Internet, and basic keyboarding skills.

Taking a course via distance learning is somewhat different from your typical classroom experience. This course is designed to provide you with various tools by which to meet the course objectives. You will participate in different forms of interaction with your instructor and fellow students with the convenience of working in your own surroundings much of the time. All assignments, discussions, and quizzes are designed to meet the Student Learning Outcomes of this course. Online discussions will
replace in-class discussions and are a very important part of this course. Our online classroom is provided and serviced by Falcon Online https://class.daytonastate.edu/d2l/home

**Required Textbook(s) and/or Materials:**
Practical Business Math Procedures (with Business Handbook and Connect Access)

Author: Slater  
Edition: 12th  
ISBN: 9781259934261

OR

Connect Access with e-text but without printed text  
ISBN: 9781259665325

Textbooks are required on the first day of class and are available at [Daytona State College Bookstore](https://class.daytonastate.edu/d2l/home).

Students can purchase this textbook directly from the publisher for less than the Bookstore price. When you go to register for Connect, it will ask if you want to purchase the eBook and code now, use an existing code, or set up a trial period.

All students are able to utilize the Trial Period in Connect from Day 1. Therefore, you should not delay in getting started in the course.

**Optional Materials:** None

**Equipment and Supplies:**
Students are required to have:
- Computers will need to be compatible with the Connect program.
- Internet access (as this in a fully online course).
- **Note:** Chromebooks have difficulty working with the Connect program used in this course.
- Daytona State College has computers on all campuses with high-speed Internet access and Microsoft Office 2016 programs (Word, Excel, Access, and PowerPoint).

**Classroom Policies**

**Disclaimer:** Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there.
How to proceed through the course: To be successful in this course, students should plan to have three hours of study time and three hours of learning time per week for each credit hour of class time (which equates to 9 hours of study time since this is an online course: 3 hours x 3 credit hours).

QMB 1001 is organized by modules for each week of the semester in Connect. Each module will have all the graded assignments for the week. By following the detailed Class Schedule at the end of the syllabus, students will stay on target with course assignments, programs to use, and due dates.

Handling of assignments: All graded assignments will be completed in Connect. Assignments will not be accepted via email. See the “Course Schedule” on page 11 of the syllabus for a detailed schedule that includes due dates, late periods, and expected feedback dates. To access Falcon Online: http://daytonastate.edu/falcononline.

Communication: With an online course, there are several communication tools available.

- **Stuck on an assignment, need clarification on a deadline, lost in the syllabus?** Post these types of Questions to the Discussion Board as other may be having the same issues. Within the Discussion Forums, the instructor as well as fellow students will help answer the questions. Typical response time is within 48 hours (with the exception of holidays and weekends).

- **Question that is personal in nature?** The best mode of communication for issues that are personal in nature is email, phone call, or office visits. Email response time is generally less than 48 hours (with the exception of holidays and weekends). The email address to use for contacting your instructor is the one attached to our online class.
  - Select Classlist within Falcon Online, scroll down to select your instructor’s name, and then scroll back up to select the Email option.
  - It is best to also **CC yourself to retain copies of correspondence**. Then you will know that the email was successfully sent.

  My office phone number is located at the beginning of the syllabus. Note my office hours. If you are calling at the end of the week, your message may not be received until the following Monday. (Meaning there may be a longer response time).

- **Open office hours are available** (and some by appointment, if accommodations are needed) to students each week. My office hours can be found under Announcements in Falcon Online. While Daytona State offers tutors and assistance via the Academic Support Center, your first level of assistance is your instructor.

Student Interaction and Attendance Policy:

- Students are required to stay current in the discussion forum as valuable exchanging of ideas and course announcements occur in the Falcon Online Discussion boards.

- Students are expected to check in a minimum of four (4) days a week to stay current on Course News, Discussions, and Connect graded assignments. General discussions are for posting questions about course and assignments, syllabus, and the self-introduction.

Late Work/Make-up Work and Exams:

- For Connect, there is a seven day late period with a 14% per day late penalty accessed for Homework and Quizzes. See the Course Evaluation/Assessment section found on page 3 of the syllabus for details on the penalties and the “Class Schedule” on pages 6-10 of the syllabus for the late period for each assignment.
• LearnSmart Assignments and Business Math Projects do not qualify for Late Work.

Classroom Etiquette: Within the online class, students should be courteous and respectful in their postings. The discussion forums replace classroom discussions, but the environment remains the same. Be professional in your writings using spellcheck and not texting lingo. Postings should not be derogatory in nature towards students, assignments, or class. Postings that do not meet the classroom etiquette standards will be removed from the discussion board. See Online Protocols on page 13 of the syllabus for greater discussion of online course etiquette.

Evaluation/Assessment Methods:

CLASS PARTICIPATION/ATTENDANCE (worth 15 points):
Students are required to be active weekly in the course staying up-to-date on Course Announcements, Discussion Postings, and Graded Assignments and counts towards your Class Participation/Attendance points. Students are expected to be active in the Falcon Online course as well as the Connect site at a minimum of 4 days a week.

Connect SIGN UP (worth 10 points):
Students are required to register in Connect by January 17.

LearnSmart Assignments (worth 255 points):
There will be ONE LearnSmart Assignment per chapter in Connect. The LearnSmart Assignments will introduce important topics from each chapter incrementally based on students understanding and mastery.
• Students are required to complete the assignment before they can complete the Chapter Homework assignment.
• The LearnSmart assignments are expected to take students 20-45 minutes per chapter.
• LearnSmart assignments are worth 15 points per chapter.
• There are due dates for each of the LearnSmart assignments. See Class Schedule for specific dates.
• No late LearnSmart assignments will be accepted.
• Students will be allowed to review LearnSmart at later dates (like before a Chapter Exam) to review concepts or review, but those reviews will not count towards the grade.

Chapter Homework Assignments (worth 350 points):
There will be homework assignments in Connect for each chapter (with the exception of Chapters 1-3 and 4-5 which are combined chapters for Homework). The homework assignments focus on applying accounting concepts. Many of the homework assignments are similar to the End of the Chapter Exercises in the textbook.
• Students are allowed two (2) attempts for each homework assignment, but each attempt starts over with new numbers.
• Hints and Resources will be turned on for students for each chapter homework assignments.
• Students will be allowed to check there work 1 time for each question.
• Homework assignments are not timed.
• There are due dates for each of the Homework assignments. See Class Schedule for specific dates.
• Students are allowed a seven day late submissions at a 14% penalty per day after due date.

Graded Chapter Quizzes (worth 280 points):
There will be a Graded Quiz for each chapter (with the exception of Chapters 1-3 and 4-5 which are combined chapters for Quizzes) based on the material and concepts from their applicable chapter.
• Each Graded Quiz is worth 20 points.
• Each Graded Quiz will have 20 questions.
• You will be allowed 60 minutes to complete each quiz.
• Graded Quizzes are located Connect.
• Students are allowed a seven day late submissions at a 14% penalty per day after due date.

Business Math Projects (worth 90 points):
During the second half of the semester, there will be three Business Math Projects to be completed. These projects are a cumulative application of concepts learned to date in the course.
• Business Math Projects will be completed in Connect and have only one attempt.
• The projects are worth 30 points each.
• There are specific open and close dates for each of the Business Math Projects. See the Class Schedule for specific dates.
• Students are to work independently on the Business Math Projects and treat them like an Exam.
• Business Math Projects will not be accepted late.
• Students must have a 70% cumulative grade on the Business Math Projects in addition to the other graded requirements of the course to pass the class. Students who do not attempt or do not maintain a 70% cumulative grade on the projects will not pass the course. The Business Math Projects provide a mastery application test of concepts covered in the course. (70% cumulative grade equates to 63 cumulative points on the Business Math Projects.)

Grading Policy

<table>
<thead>
<tr>
<th>Course Grading</th>
<th>Total Points</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Connect Signup</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Connect LearnSmart (17 @ 15 pts each) (SLOs 1)</td>
<td>255</td>
<td></td>
</tr>
<tr>
<td>Connect Chapter Homework (14 @ 25 pts each) (SLOs 3 &amp; 4)</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td>Connect Chapter Quizzes (14 @ 20 points each) (SLOs 1)</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td>Business Math Project (3 @ 30 points each) (SLOs 3 &amp; 4)</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>1000</strong></td>
<td></td>
</tr>
</tbody>
</table>

To calculate your grade for a category, take the earned points and divide by the Total Points. For example, if total earned points for the Connect Chapter Quizzes were 220, the grade for the Connect Chapter Quizzes would be 220 divided by 280 or 78%.
Overall grades will be determined based on the following criteria:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Point Value</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>900-1000</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
<td>870-899</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>800-869</td>
</tr>
<tr>
<td>C+</td>
<td>Average +</td>
<td>2.5</td>
<td>770-799**</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>700-769**</td>
</tr>
<tr>
<td>D+</td>
<td>Poor +</td>
<td>1.5</td>
<td>670-699</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
<td>600-669</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
<td>0-599</td>
</tr>
</tbody>
</table>

**Students must receive a grade of “C” or better in all courses to meet BAS degree completion requirements.

INCOMPLETE POLICY

An incomplete grade will NOT be given UNLESS the following criteria are met:

- A request in writing is submitted to the instructor prior to last three weeks of class,
- All assignments, term paper, and quizzes were completed at that point in time,
- The student has a grade C or higher at that point in time.

NEW COLLEGE POLICY: Students who stop attending this class will be withdrawn from the class and receive a final grade of W1(Withdrawn). Attendance includes participating in online or face-to-face environments as required.
## Class Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Required</th>
<th>Work Required</th>
<th>Graded Assignment Deadlines due in current week</th>
<th>Expected Grade/Feedback Date</th>
</tr>
</thead>
</table>
| **Wk 1**- **Jan. 17-22** | In Falcon Online:  
1. Complete **Self Introduction** under Discussions and  
2. Read over syllabus and other instructions under Content in Falcon Online  
3. Register and sign-in into Connect via the link under Content.  
In Textbook:  
1. **Read Chapter 1, Chapter 2, & Chapter 3**  
   **In Falcon Online:**  
   **Self-Introduction:** Post your Introduction (found under Discussions)  
   **In Connect:**  
   1. Register and Sign-in to Connect.  
   2. **Begin working on** Chapter 1 LearnSmart, Homework, and Chapter_Quiz  
      (see “Graded_Assignment Deadlines in current week” column for closing dates)  
   3. **Begin working on** Chapter 2 LearnSmart, Homework, and Chapter_Quiz  
      (see “Graded_Assignment Deadlines in current week” column for closing dates)  
   4. **Begin working on** Chapter 3 LearnSmart, Homework, and Chapter_Quiz  
      (see “Graded_Assignment Deadlines in current week” column for closing dates)  
   **In Falcon Online:**  
   Post comments or questions about Syllabus, Connect, or Chapter Concepts to the appropriate discussion board under Discussions in Falcon Online  
   | **Self-Introduction** Due by **Jan. 17**  
   **Registration and Sign-in to Connect** is due **Jan. 17**  
   **In Connect:**  
   1. **Chapters 1, 2, and 3 LearnSmart** closes Jan. 22  
   Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online. |
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>In Textbook: Read Chapters</th>
<th>In Connect:</th>
<th>In Connect:</th>
<th>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk 2-</td>
<td>Jan. 23-29</td>
<td>4 &amp; 5</td>
<td>1. Begin working on Chapter 4 LearnSmart, Homework, and Chapter Quiz 2. Begin working on Chapter 5 LearnSmart, Homework, and Chapter Quiz In Falcon Online: Post comments or questions about Syllabus, Connect, or Chapter Concepts to the appropriate discussion board under Discussions in Falcon Online</td>
<td>1. Homework covering Chapters 1, 2, and 3 closes Jan. 27 2. Chapter Quizzes covering Chapters 1, 2, and 3 close Jan. 29 3. Chapters 4 and 5 LearnSmart closes Jan. 29</td>
<td></td>
</tr>
<tr>
<td>Wk 3-</td>
<td>Jan. 30-Feb. 5</td>
<td>6</td>
<td>In Connect:</td>
<td>In Connect:</td>
<td>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Begin working on Chapter 6 LearnSmart, Homework, and Chapter Quiz In Falcon Online: Post comments or questions about Syllabus, Connect, or Chapter Concepts to the appropriate discussion board under Discussions in Falcon Online</td>
<td>1. Homework covering Chapters 4 and 5 closes Feb. 3 2. Chapter Quizzes covering Chapters 4 and 5 close Feb. 5 3. Chapter 6 LearnSmart closes Feb. 5</td>
<td></td>
</tr>
<tr>
<td>Wk 4-</td>
<td>Feb. 6-12</td>
<td>7</td>
<td>In Connect:</td>
<td>In Connect:</td>
<td>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Begin working on Chapter 7 LearnSmart, Homework, and Chapter Quiz 2. Begin working on Business Math Project part 1 In Falcon Online: Post comments or questions about Syllabus, Connect, or Chapter Concepts to the appropriate discussion board under Discussions in Falcon Online</td>
<td>1. Homework covering Chapter 6 closes Feb. 10 2. Chapter Quiz covering Chapter 6 closes Feb. 12 3. Chapter 7 LearnSmart closes Feb. 12</td>
<td></td>
</tr>
<tr>
<td>Wk 5-</td>
<td>Feb. 13-19</td>
<td>8</td>
<td>In Connect:</td>
<td>In Connect:</td>
<td>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Begin working on Chapter 8 LearnSmart, Homework, and Chapter Quiz In Falcon Online: Post comments or questions about Syllabus, Connect, or Chapter Concepts to the appropriate discussion board under Discussions in Falcon Online</td>
<td>1. Homework covering Chapter 7 closes Feb. 17 2. Chapter Quiz covering Chapter 7 closes Feb. 19 3. Chapter 8 LearnSmart closes Feb. 19</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>In Textbook: Read Chapter 9</td>
<td>In Connect:</td>
<td>In Connect:</td>
<td>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Wk 6-&lt;br&gt;Feb. 20-26</td>
<td><strong>In Textbook:</strong> Read Chapter 9</td>
<td>1. Begin working on Chapter 9 LearnSmart, Homework, and Chapter Quiz</td>
<td>1. Homework covering Chapter 8 closes Feb. 24</td>
<td>1. Business Math Project part 1 closes Mar. 5</td>
<td></td>
</tr>
<tr>
<td><strong>In Falcon Online:</strong></td>
<td>Post comments or questions about Chapter Concepts to the appropriate discussion board under <strong>Discussions</strong></td>
<td>2. Chapter Quiz covering Chapter 8 closes Feb. 26</td>
<td>2. Chapter Quiz covering Chapter 9 closes Mar. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In Connect:</strong></td>
<td>3. Chapter 9 LearnSmart closes Feb. 26</td>
<td>3. Chapter 10 LearnSmart closes Mar. 5</td>
<td>3. Chapter 10 LearnSmart closes Mar. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wk 7-&lt;br&gt;Feb. 27-Mar. 5</td>
<td><strong>In Textbook:</strong> Read Chapter 10</td>
<td><strong>In Connect:</strong></td>
<td><strong>In Connect:</strong></td>
<td><strong>In Connect:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Begin working on Chapter 10 LearnSmart, Homework, and Chapter Quiz</td>
<td>1. Homework covering Chapter 9 closes Mar. 3</td>
<td>1. Homework covering Chapter 10 closes Mar. 19</td>
<td>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</td>
<td></td>
</tr>
<tr>
<td><strong>In Falcon Online:</strong></td>
<td>Post comments or questions about Chapter Concepts to the appropriate discussion board under <strong>Discussions</strong></td>
<td>2. Chapter Quiz covering Chapter 9 closes Mar. 5</td>
<td>2. Chapter Quiz covering Chapter 10 closes Mar. 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In Connect:</strong></td>
<td>3. Chapter 10 LearnSmart closes Mar. 5</td>
<td>3. Chapter 11 LearnSmart closes Mar. 19</td>
<td>3. Chapter 11 LearnSmart closes Mar. 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wk 8-&lt;br&gt;Mar. 6-19</td>
<td><strong>In Textbook:</strong> Read Chapter 11</td>
<td><strong>In Connect:</strong></td>
<td><strong>In Connect:</strong></td>
<td>Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online.</td>
<td></td>
</tr>
<tr>
<td><strong>In Falcon Online:</strong></td>
<td>Post comments or questions about Chapter Concepts to the appropriate discussion board under <strong>Discussions</strong></td>
<td>2. Chapter Quiz covering Chapter 10 closes Mar. 19</td>
<td>2. Chapter Quiz covering Chapter 11 closes Mar. 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In Connect:</strong></td>
<td>3. Chapter 11 LearnSmart closes Mar. 19</td>
<td>3. Chapter 12 LearnSmart closes Mar. 26</td>
<td>3. Chapter 12 LearnSmart closes Mar. 26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Wk 10 – Mar. 27-Apr. 2 | In Textbook: Read Chapter 13 | In Connect:  
1. Begin working on Chapter 13 LearnSmart, Homework, and Chapter Quiz  
2. Begin working on Business Math Project part 2 | In Connect:  
1. Homework covering Chapter 12 closes Mar. 31  
2. Chapter Quiz covering Chapter 12 closes Apr. 2  
3. Chapter 13 LearnSmart closes Apr. 2 | Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online. |
|---|---|---|---|---|
| Wk 11 – Apr. 3-9 | In Textbook: Read Chapter 14 | In Connect:  
1. Begin working on Chapter 14 LearnSmart, Homework, and Chapter Quiz | In Connect:  
1. Homework covering Chapter 13 closes Apr. 7  
2. Chapter Quiz covering Chapter 13 closes Apr. 9  
3. Chapter 14 LearnSmart closes Apr. 9 | Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online. |
| Wk 12 – Apr. 10-16 | In Textbook: Read Chapter 16 | In Connect:  
1. Begin working on Chapter 16 LearnSmart, Homework, and Chapter Quiz | In Connect:  
1. Homework covering Chapter 14 closes Apr. 14  
2. Chapter Quiz covering Chapter 14 closes Apr. 16  
3. Chapter 16 LearnSmart closes Apr. 16  
4. Business Math Project part 2 closes Apr. 16 | Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online. |
| Wk 13 – Apr. 17-23 | In Textbook: Read Chapter 21 | In Connect:  
1. Begin working on Chapter 21 LearnSmart, Homework, and Chapter Quiz  
2. Extra Credit Work opens. Chapters 17 and 18 are the extra credit work. | In Connect:  
1. Homework covering Chapter 16 closes Apr. 21  
2. Chapter 21 LearnSmart closes Apr. 23 | Connect Assignments are automatically graded. Grades will be converted once they post to Falcon Online. |
Class Withdrawal Process: The last day to withdraw from this course is April 3. Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should:

For Instructions on Withdrawing from a class, visit Drop a Class - Spring 2017. Guideline for what constitutes Dropping versus Withdrawing can be reviewed at How to Register (Drop/Add/Withdraw) for Classes Online
Student Rights & Responsibilities

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at http://www.daytonastate.edu/academics.html under “Student Resources.”

Academic Integrity
In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

Cases of suspected academic dishonesty may be reported to the Judicial Affairs Office for resolution. Assignments suspected of academic dishonesty will earn a grade of F or may be referred to Judicial Affairs (per the professor’s discretion).

Honor Pledge: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view Honor Code.

See the Student Handbook. Daytona State College is committed to providing you with quality instruction, guidance, and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment. Maintaining high standards of academic honesty and integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing. In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

All cases of suspected violations of the Student Code of Conduct, including academic dishonesty, are reported to the Judicial Affairs Office for resolution.

Forms of Academic Dishonesty
Cheating- Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

Plagiarism -Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources,
students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

**Self-plagiarism** - Recently the idea that students can plagiarize themselves has surfaced. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Not only does ‘repurposing’ assignments deny students the opportunity to learn, but also it is not fair according to the college’s standards. Because of this, self-plagiarizing is coined ‘Double-dipping,’ which leads to devaluation of grades and therefore, a devaluation of the College. Daytona State College prohibits self-plagiarism.

**Online Academic Integrity Violations** - These violations include, but are not limited to the following: sharing your Falcon Online password, working on an assignment with someone else when it is supposed to be done on your own, looking at someone else’s work while taking a quiz or exam, using a cell phone to share quiz or exam information, revising a paper that was found on the Internet, or submitting a paper purchased from a website.

**Fabrication** - Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

**Other Academic Misconduct:** Other Academic Misconduct might include, but is not limited to:
- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission.
- Obtaining help while taking online tests or quizzes in the form of another person consultation, Googling for answers, texting, or using other social media.
- Obtaining part or all of a test by theft/purchase, OR selling /giving part of all of a test to someone else.
- Soliciting someone to impersonate you online or in a classroom setting.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

**Academic Support Services**

**Students with Disabilities:** The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds.

**Veterans:** If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/
The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to [http://www.daytonastate.edu/asc/](http://www.daytonastate.edu/asc/) or email ASC@DaytonaState.edu.

**Writing Center:** For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) [www.daytonastate.edu/cwc](http://www.daytonastate.edu/cwc).

**Library and Research Services:** The Daytona State Library offers many types of resources to support your research materials and assistance. [www.daytonastate.edu/library](http://www.daytonastate.edu/library).

**Technical Support** is available for FalconMail, printing, web usage, Faclon Online, and more. Students may call 386-506-3950 or e-mail HelpDesk@DaytonaState.edu.

**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit [https://www.getrave.com/login/daytonastate](https://www.getrave.com/login/daytonastate).

**ONLINE PROTOCOLS**

Protocols are the correct procedures for doing things. We need them for this class so that everyone knows what is expected of them, and so that everyone plays by the same rules.

*Virtual Classroom Expectations*

The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.

1. **Academic integrity** will be appraised according to the student academic behavior standards outlined in the Daytona State College Student Handbook. Keep up with the reading. Make sure you keep up with your online discussions and utilize our online classroom’s tools.

2. Work with others. You are encouraged to form study groups (online and/or in person), and participate in the Graded Discussion Forum.

3. **Network Acceptable Use Policy:** Be certain to familiarize yourself with the College's policies governing the usage of your online account. You must view this document located at [http://online.daytonastate.edu/docs/acceptable_use.pdf](http://online.daytonastate.edu/docs/acceptable_use.pdf)

*News, e-mail from your instructor, and discussion forums*

When you sign into the classroom, check the class news on the front page. Important announcements will appear there.

Also, check your e-mail for messages from your instructor.

1. Check the News, read all discussion posts and check your e-mail every time you sign in. You
should sign in at least five days a week.

2. Be patient. Do not expect an immediate response when you send a message. Generally, two
days is considered a reasonable amount of time to receive a reply.

3. Always put QMB1001 in the subject line and your FULL NAME in the body of the message.

4. Be courteous and considerate. Being honest and expressing your position thoroughly is
very important, but being considerate of others online is just as important as in the
classroom.

5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much
of the meaning in face-to-face communication.

6. Do not use ALL CAPS. This is considered “shouting” and the message is very hard to read. Check
spelling, grammar, and punctuation (you may want to compose in word processing software
then cut and paste the message into the discussion or e-mail).

7. Break up large blocks of text into paragraphs and use a blank line between paragraphs.

8. If you have a question regarding the course material, post the question in the Discussion
Forum under the appropriate chapter/topic. Other students will appreciate seeing the
question and your instructor’s answer. Students are encouraged to respond to other
students’ questions. Learning by teaching is a powerful tool.

9. Never assume that your e-mail can be read by no one except yourself; others may be able to
read or access your e-mail. Never send or keep anything that you would not mind seeing on the
evening news.

10. Please keep all postings professional. Correct grammar and spelling are an important
part of the business environment. Review your comments before you post them. Write
as though you were sending the correspondence to an officer of your company.

**ONLINE COURSE MAP**

Please take a few minutes to read about the many features within Falcon Online, our online classroom. Using all
these features will help you succeed in the course! Access to each feature is easy within Falcon Online, just click the
link.

**CONTENT** – This is where you’ll find our Syllabus, Instructor Office Hours, Login link for Connect, Data Files,
Chapter PowerPoints, and Chapter Study Guides for the course.

**DISCUSSIONS** – The discussion forum takes the place of our classroom discussion and interaction. Go here to
ask me questions about the course content or assignments, or talk with other students.

**CLASSLIST** – This is where you’ll find the students enrolled in the course. You will also see the instructor listed. To
email someone, check the box next to the person’s name and then scroll up to select “Email” at the top of the
list. The email associated with our online course is FalconMail. You will need to check your FalconMail several
times a week as that is where I will be sending emails.

**GRADES** – Check your progress in the course. Only you can see your grades.

**MAIL** – Select Mail and FalconMail to access the email for this course.