Instructor: Eve Ann Magoulas, PhD
Title: Adjunct Professor
Office: Online
Office Hours: By appointment-text name/course and section number
Phone: 386.562.2911  FAX: N/A
Email: eve_magoulas@daytonastate.edu

Department Homepage: https://www.daytonastate.edu/dept_directory_bus/index.html
Faculty Web Page: https://daytonastate.edu/it/employee_search.html

Course Catalog Description: (3 credit hours) Business in the modern political, social, and economic environment. Topics include entrepreneurship, accounting, finance, management, economics, and marketing.

This course also helps develop the general education outcomes of (1) critical/creative thinking; (2) communication; (3) cultural literacy; and (4) information and technical literacy.

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 Assignment tab
- Send and receive attachments by email
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs
- Create, edit, and present using programs such as PowerPoint

Student Learning Outcomes: Upon completion of this course, the student will be able to:

1. Define and apply basic business vocabulary in written communications. (1, 4)
2. Describe the current economic conditions in which business forms must operate. (1)
3. Describe functions and/or concepts and recommend possible applications necessary for managers to guide organizations. (1, 2, 3)
4. Identify current and future marketing trends and evaluate its impact on business. (1, 2)
5. Identify Accounting and Finance theories as they apply to the business environment. (1, 4)
6. Evaluate business concepts and their potential application to real world situations. (1, 2, 4)
Class Format: **Online Instruction**

**PLEASE NOTE:** The course is delivered fully. All assignments, course content and exams are found online.

You access the online DSC class by going to [http://online.daytonastate.edu](http://online.daytonastate.edu) and then clicking on Getting Started (printed in red) which gives directions on how to logon to the system. User name is your first initial followed by your last name and then the last three digits of your student ID number (no caps and no spaces). The password is your date of birth MMDDYY (six digits).

If you cannot login to the course, please call the FALCON Help Desk at 386.506.3950. If you are experiencing McGraw Hill publisher CONNECT site issues, please call 1.800.331.5094 for technical assistance.

Link to Falcon Online: [http://www.daytonastate.edu/falcononline](http://www.daytonastate.edu/falcononline).

**NEW THIS SEMESTER**

Connect will now be embedded in your course. You will find the Connect activity links under the Content Tab in the Falcon Online course shell. For those of you familiar with Connect, working in Connect will be the same. Exams as well as Homework assignments and LearnSmart (Practice) will be in Connect. In addition, there will be “Mini Sims” interactive activities.

**Required Textbook(s) and/or Materials:**

You will need a **Textbook**, (you decide if you want a digital or hardcopy format) **AND an Access Code for McGraw Hill’s “CONNECT.”** There are several options available. You will need to purchase a Connect access code and then buy (a new or used hardcopy, new digital or rent hardcopy) book. You can buy the text and code separately or purchase a “bundle,” which has Connect and one of the above book options.

Typically, a “bundle” is the most affordable option and the bundled access code with e-book (smart book) is the least expensive.

**Required Text Photo:**

![Textbook Image]

Text name: Nickels, McHugh, McHugh, *Understanding Business 12th edition*
Publisher: Irwin/McGraw-Hill.
2 Options

For: **Digital SmartBook and Connect plus**
Author: Nickels
Edition: 12th
ISBN: 9781260535471

For: **Loose-leaf textbook and Connect plus:**
Author: Nickels
Edition: 12th
ISBN: 9781260277142

**Cost Saving option: NOTE:** The publisher will be giving a discount at the College Bookstore for anyone purchasing the e-book/access code only for this course and **ONLY** until the add/drop date. It is my understanding that the Bookstore will be **selling the text at the publisher rate without bookstore mark up.** Contact the College Bookstore for more information.

I assume if you pay by credit card inside our course shell for the digital/access code you will still get the publisher rate ($100).

If you are awaiting your financial aid, you may sign up for the **free complimentary 14-day trial** courtesy of Connect. You must purchase your book by the expiration date. **Not purchasing your Connect code due to financial aid issues is not an acceptable reason to not complete your work on time.**

You can find the location/days/hours of local DSC Bookstores or order books and materials online. The College Bookstore has both digital and hardcopy with access code bundles available. You may also purchase the digital package inside the course shell.

If you choose to purchase your book elsewhere, you are responsible for ensuring you have the correct course materials. We hear from many students that some online retailers say they have Connect Access code included and sadly they find out when it arrives there is no access code. If that happens to you: You may also purchase the access code directly from the publisher that comes with the digital SmartBook.

**Equipment and Supplies**
You will need a reliable internet connection. DSC computers may be used if necessary. If you have computer problems, please go to your nearest Daytona State campus and use the computer labs that are open day, evenings, and in Daytona on weekends as well. Recommended: Jump/flash drive to store files or access to an internet storage site (e.g., OneDrive, Google Docs, and Dropbox). A headset to listen to online audio/video will be helpful, especially on campus computers.

**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 course CONTENT tab regularly as any changes to the syllabus will be posted there.

Protocols: A business professional behaves their way to success. Think of your online course time as a business meeting. When you attend a business meeting you are expected to be on time, up to speed on the agenda, and ready to participate. While online you will be expected to participate in the free exchange of ideas and to maintain a climate of civility and mutual respect for the values, beliefs, ideas, and opinions of others. You will be expected to demonstrate conduct appropriate to a business professional during the online class, team/study meetings, and any outside class activities.

Notes:

1. It is the student's responsibility to read, understand, and comply with the requirements outlined in this syllabus.
2. 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 class CONTENT tab regularly as any changes to the syllabus will be posted there.
3. It is the student’s responsibility to drop a course formally or withdraw from the college. Failure to do so will result in your receiving a final grade (usually an "F"). The last day to withdraw is in the current college catalog. However, please talk with me before you drop out of this course.
4. Open and Close: Assignments and exams will have starting (open) and ending (end) dates. You must complete the task before the close date. Please allow for unforeseen technical difficulties when scheduling your online tasks.
5. No electronic devices are permitted to record exams during exams. Detection of electronic recording devices during exams will result in a zero grade for the exam.
6. Please contact me if you would like permission to record the class or any of its content.
7. Assignments that are recycled from another class or plagiarized will receive zero points.
8. If writing assignments are assigned: Students are required to write a statement to attest to the originality of their work at the bottom of their written work. Work with an Originality/ Turnitin report rate higher than 70% may NOT earn more than 50 points. It is up to the instructor whether assignments may be re-submitted.
9. Failure to conduct yourself professionally as stated in the protocols may result in a zero grade for the assignment or course and possible expulsion.

How to proceed through the course:
Start by reading the selected chapters as assigned in the class schedule. There are multiple chapters covered, and for each chapter, you will be required to read the materials, use the online content to reinforce concepts, take a practice quiz, stay involved with the ongoing discussion on the Discussion Boards and take four (4) multi-chapter exams. If there are writing assignments, use Word, and the APA style for in-text citations and reference page is preferred (MLA may also be used).

If you need help with writing or organizing any writing assignments using APA style, please go to the DSC College Writing Center. Go to the Library for assistance in researching information for assignments.
1. **Tip for Success - Come to your online class!**

2. If you have questions or concerns, please contact me. I want to help you make this course useful, interesting, and relevant.

3. One important idea: students who do well in online courses enjoy working online and interacting with others frequently, and they do work AHEAD of schedule. **Turn in all work early—at least three (3) days before the “last day” listed in the schedule to allow for technical or life event difficulties.**

4. READ your textbook. Class sessions and material located in online content are NOT substitutes for reading your textbook whether it is a digital or hard copy.

5. **Discussion TIP:** Please start the reply to a post by using the first name of the person you are responding to, and end each post with your first name.

6. **Discussion TIP:** Note the three >>> symbols at the top of the Discussion reply box. Place the I-beam (cursor) in front of these symbols (>>>) and press the Enter key two or three times. That will create a window for your response.

Students should plan at least three hours of study time per week for each credit hour of class time. Nine (9) hours for the typical three (3) credit course.

**Online component**

Tabs to access key areas of the course include the Content, Quiz, Discussion, Dropbox, Grades, and Links. Please login to Falcon Online and take the student orientation to learn how to use the online component of our class.

Under the **CONTENT** tab, you will find the following learning tools:

- Stored Syllabus — save to your hard drive or internet storage site. Study it carefully.
- Class work schedule – print out and follow this carefully
- **Connect Homework assignments, Mini Sims, and LearnSmart Practice**
- Student Guides and samples
- Study tools like PowerPoint presentations link to outside sources

Click on the **DISCUSSION** tab to complete **non-graded and graded discussions** as well as to access embedded course support. Post your questions of a non-personal nature to your Instructor there.

To access **EXAMS**, you will use Connect; the links are under the Content tab.

The **GRADES** tab is where you will check on your progress.

**How to submit assignments:** All assignments must be submitted electronically in either the course Dropbox, Discussion board, or inside the publisher website.

The **Class Work Schedule** is under the **Content** tab inside the course. It will provide a suggested work schedule for accomplishing the class reading and graded assignments promptly to foster your successful completion of the course. It will also contain task due dates where applicable.
Communication
Bring concerns and questions to appropriate class discussion boards or the instructor via courseroom email. Discussion posts receive the highest priority in response. Emails determined to be of high importance by the instructor will receive priority in response. Emails of a routine nature like those best addressed in class are answered next. Computer-graded assignments will post immediately. Contact your Instructor if you need grading done by a particular timeframe. Posted grades are dependent on the length of assignment, class size, and time of the semester. Late assignments are graded at the end of the semester.

Interaction
You will have two (2) discussions that will simulate the typical in-person class environment and foster interaction with your classmates and instructor. Readings, assignments, and exams are individual tasks.

Attendance and Lateness Policy: In either an online or traditional class your attendance is expected.

NOTE: Complete the online required Self-Introduction non-graded discussion by the date in the class schedule for College attendance purposes at the start of the semester. If this task is not completed by the last day of “add/drop” YOU WILL BE DROPPED from the course AS NON-ATTENDING.

Be aware that the schedule is tentative and may shift to allow for changes in emphasis of certain materials.

The instructor may elect to penalize absences (lack of participation) in online classes. If the penalty is implemented, you will be notified by a posting inside of class, and it will be reflected in your overall grade as:

- 1-2 week absences: 0 points
- 3 week absences: subtract one full letter grade
- 4 or more weekly absences: subtract two full letter grades

Late Work/Makeup Work and Exams: Penalties: Late assignments at the discretion of the Instructor may not earn higher than a B grade. The instructor reviews all late or make-up work on a case by case basis. Assignments may be turned in early, however; grades may not post until the close of the assignment. Late assignments will be graded by the end of the semester. Participation assignments may not be made up and cannot be submitted late.

Exams missed during the open/close range will be made available (see class schedule) for those with remaining attempts. The instructor reserves the right to penalize those tests by limiting the grade from “A” letter grade.
Classroom Etiquette
Please see the class protocol section above. Participation points can only be earned by participating. Successful students stay engaged in their classes, post frequently, read other students’ posts and follow the class work schedule. Students who do not log in to class regularly (2-3 times per week) generally do not score well.

Grading/Evaluation/Assessment Methods

The evaluation assessments (e.g., participation, assignments, exams) for the course are tied to the course student learning outcomes and can be found in the actual assessments discussions online. Exams and homework assignments assess all the course learning outcomes.

The following are descriptions and rubrics for typical assessments:

Exams
There will be four (4) scheduled exams. Each two-attempt/one-hour exam will have 25 multiple choice questions. Each exam is worth 150 points for a total of 600 points. Exams begin to open from the first week of the course and can be taken early, but they do have recommended “close out dates.” You will need to take the exam on time to earn full credit. Scores may not be available until after the exam closing date. The timer starts the minute you open the test. Save your selected answers as you work and submit them when you are finished. The answers are automatically submitted at the end of the hour, so it is important that you finish before the time is up. Exams assess all student learning outcomes.

Quizzes
Quizzes are replaced by LearnSmart Practice questions, and exam links are found under the Content Tab. Exams are hosted within the Connect site.

Note: The publisher maintains support at 1.800.331.5094 for technical assistance. Exams assess all student learning outcomes.

Mini Sims Assignments
There are two mini simulations. They are designed to give you a hands-on feel for the business environment. There are two simulations each with two (2) attempts. The first simulation is about ethical choices (25 points), and the second is for an operations manager (75 points).

Note: The publisher maintains support at 1.800.331.5094 for technical assistance.

Homework Assignments
There are homework assignments for each chapter for a total of 100 points. Use your access code to enter the McGraw Hill site. See the class Falcon Content tab for complete instructions. Assignments will be a variety of interactive and traditional assignments including video, drag and drops, matching and so on. These assignments are computer graded with results provided upon completion of the task.
**Note:** Once a homework assignment is started the clock continues to run even if you close the window. You have one attempt on homework and 30 minutes to complete the task. The publisher maintains support at 1.800.331.5094 for technical assistance.

**LEARN SMART Participation**

There are multiple choice questions for each chapter. You access these questions through the Connect link. These will help you prepare for your exams. The typical student will spend approximately 30 minutes per chapter answering questions for a total of 100 points. However, you may take as long as you would like to complete this task and enter, close, and re-enter the tasks. The publisher maintains support at 1.800.331.5094 for technical assistance. **There are no make-ups for participation points.**

**Discussion Forums**

Find the discussions by clicking the Discussion tab. There are both graded and non-graded discussion forums. Please see associated graded discussion boards for associated student learning outcomes.

The **Non-graded discussions** include the self-introduction for attendance purposes. They may also include embedded support centers like the Library and Writing Center. In fully online classes there are Question and Answer boards where you can post questions to your Instructor or classmates.

**Let’s Talk Discussion** *(online only)* Under the Discussion tab there will be a Let’s Talk discussion, which represents our virtual classroom for online classes. Think of this discussion area like a physical classroom lecture. **Here I will engage with you on a weekly basis.** I will post commentaries, videos, and articles that are relevant to our course topic. I expect you to engage with me on this board throughout the course.

**THE GRADED DISCUSSION FORUM** contains one topic. Your participation in this forum is necessary for you to receive ANY points for Discussion Participation. There will be a beginning date and ending date for each topic. You can post as many comments to the GRADED DISCUSSION FORUM as you wish during the range of dates each forum is open. You are required to read the postings of the other students. **Late submissions will not be awarded points.** Post your responses as early as possible, monitor your postings, and respond to everyone who writes to you about your topic.

**Discussions MAY NOT be recycled from another class and will earn NO points.** You must create posts in your own words. Do not copy and paste articles. Make sure you use quotes when taking verbiage from an article. The Discussions posts are the perfect opportunities to practice using the APA format for in-text citations and references.

**General Pointers for Discussions:** The quality of your discussion contribution is more important than the number of postings. However, one or two sentences written on a discussion topic is usually not sufficient to demonstrate active participation. It is suggested you try to avoid comments “straight from your text.” It is recommended that you use your text, other books, and comments from professionals in the field along with Internet research to supplement your posts. Make sure you read other learners’
posts before posting on a topic. Try to add some “value” to the comments already posted. DO NOT POST
SOMETHING THAT HAS ALREADY BEEN POSTED BY ANOTHER LEARNER.

Discussion Grade Rubric (Grade criteria):

DISCUSSIONS AWARDED over 90 points:

• Provided information that relates clearly to the topics and added new concepts or ideas.

• Your post includes at least one or more supporting details which might be a library database
  article or web address of a site(s) related to the topic in your post. Websites cited must
  contain active links and posts would include your summaries or quotes of the information
  from that source(s).

• You interact with students who post to your topic.

• In addition to your researched post to the topic, you must reply to continue the discussion.
  You are required to reply to at least three different classmates’ posts. Support each reply
  with one or more article(s).

• Your postings are presented clearly and demonstrate both professional vocabulary and
  writing style.

DISCUSSIONS AWARDED 80-89 points:

• Provided information relates clearly to the topics.

• Your post includes at least one or more supporting details which might be a library database
  article or web address of a site related to the topic in your post. Websites cited must contain
  active links.

• You replied to every student who writes to you.

• Also, you interacted with at least two other classmates by responding to their posts [with or
  without article support].

• Your posts are presented clearly and demonstrate both professional vocabulary and writing
  style.

DISCUSSIONS AWARDED 1-79 points:

• Provided information relates clearly to the topics.

• Your post included at least one or more supporting details which might be a library database
  article or web address of a site related to the topic within your post. Websites cited must
  contain active links.
• You may or may not have responded to classmates’ posts, or you have minimal to no interaction with them.

• Also, you interacted with at least one other classmate by responding to their posts [with or without article support].

• Your post(s) are presented clearly and demonstrate both professional vocabulary and writing style.

NO POINTS will be awarded to postings not related to the topics, unclear postings, or postings simply agreeing or disagreeing with other students.

**Grading Policy: A point system will be used based on 1,000 points.** Grades are based on overall points accumulated earned from any of the following sources: class participation/attendance, assignments, discussions, bonus opportunities, paper, publisher content, and exams.

**YOUR GRADE for the course:** You check your progress in the course by accessing the GRADES tab online. No grades for assignments will be posted to your grade book until after the closing date of the assignment. Grading may take up to a week during the semester depending on the size of the class and assignment to be graded. End of semester grading may take longer. Late assignments may not be graded until the end of the semester. If you require a grade by a certain time period, please notify your Instructor. Exams will post a short time after you complete them.

**Points per Task:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Discussion @ 100 points each</td>
<td>100</td>
</tr>
<tr>
<td>4 Exams @ 150 points each</td>
<td>600</td>
</tr>
<tr>
<td>Connect Homework assignments</td>
<td>100</td>
</tr>
<tr>
<td>Learn Smart Participation</td>
<td>100</td>
</tr>
<tr>
<td>2 Mini Simulations (25 points and 75 points)</td>
<td>100</td>
</tr>
<tr>
<td>Bonus Incentives at the discretion of Instructor</td>
<td></td>
</tr>
<tr>
<td>TOTAL Points Available</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Number of Points Earned</th>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>870-899</td>
<td>87% - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>800-869</td>
<td>80% - 86%</td>
<td>B</td>
</tr>
<tr>
<td>770-799</td>
<td>77% - 79%</td>
<td>C+</td>
</tr>
<tr>
<td>700-769</td>
<td>70% - 76%</td>
<td>C</td>
</tr>
<tr>
<td>670-699</td>
<td>67% - 69%</td>
<td>D+</td>
</tr>
<tr>
<td>600-669</td>
<td>60% - 66%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0% - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>
An incomplete grade will NOT be given UNLESS the following criteria are met:

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

Class Schedule: The class schedule is posted in the course Content area. The schedule was designed to assist the student move through the class readings and assignments in a methodical way to foster successful completion of tasks.

Class Withdrawal Process: Students can withdraw from this class before 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 before any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy in the current college catalog and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility.

This section covers DSC provided content:

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.

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.

Academic Support Services

Students with Disabilities: The Counseling & Accessibility Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the Counseling & Accessibility Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the Counseling & Accessibility 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/cas.
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/ 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

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

**Technical Support** is available for FalconMail, printing, web usage, Falcon Online, and more. Students may call 386.506.4AID (4243) or e-mail FalconAid@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.

Hurricane / Uncertainty Procedure: Please obtain the contact information from at least two other students in your class at the first meeting. It will be your responsibility to stay in touch with me [or class designee(s)] during unforeseen events [e.g., hurricane; personal emergencies]. Please familiarize yourself with "Falcon mail" (the official college email) and make sure you check your class email regularly. If you have personal "issues" during the semester, please contact your academic advisor ASAP for your alternatives [i.e., medical withdrawals].

**GEB 1011 – Introduction to Business**

**DRAFT**

**Fall – 2018 Class Work Schedule**

*Note:* The class work schedule below will serve as a guide for both the instructor and students to help guide them through the course. However, at the discretion of the instructor, the schedule could be adjusted during the semester to accommodate unforeseen circumstances. Please note there is a grace period in Connect and those dates may be later than those in this schedule.
<table>
<thead>
<tr>
<th>Week of</th>
<th>Chapter</th>
<th>Deadlines (unless noted otherwise is the END of the week) End of the week is Monday at midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Aug 27</td>
<td>Obtain your Access Code with e-textbook and Set-up your Access Code</td>
<td>Self-Introduction discussion DUE by 8/29&lt;br&gt;Chapter 1 Assignment due</td>
</tr>
<tr>
<td></td>
<td><strong>Read Chapter 1</strong> Taking Risks and Making Profits</td>
<td></td>
</tr>
<tr>
<td>(2) Sep 3</td>
<td><strong>Read Chapter 2</strong> Economics&lt;br&gt;Sign in to Connect using your Access Code</td>
<td>Chapter 2 Assignment due&lt;br&gt;Work on Discussion #1&lt;br&gt;Complete Learn SMART Ch 1</td>
</tr>
<tr>
<td>(3) Sep 10</td>
<td>Review Chapters 1, 2&lt;br&gt;Complete Discussion #1&lt;br&gt;<strong>Take Exam 1</strong></td>
<td>Complete Learn SMART Ch 2&lt;br&gt;Complete Discussion #1</td>
</tr>
<tr>
<td>(4) Sep 17</td>
<td>Read Chapter 5 Forms of Ownership&lt;br&gt;</td>
<td>Chapter 5 Assignment due&lt;br&gt;Discussion #1 due</td>
</tr>
<tr>
<td>(5) Sep 24</td>
<td>Read Chapter 6 Entrepreneurship&lt;br&gt;</td>
<td>Chapter 6 Assignment due</td>
</tr>
<tr>
<td>(6) Oct 1</td>
<td>Read Chapter 9 Production/Operation Management&lt;br&gt;Complete Mini Sim #1</td>
<td>Chapter 9 Assignment due&lt;br&gt;Exam 1 closes&lt;br&gt;Complete Mini Sim #1</td>
</tr>
<tr>
<td>(7) Oct 8</td>
<td>Review chapters 5, 6, 9&lt;br&gt;<strong>Take Exam 2</strong></td>
<td>Due LearnSmart for Ch. 5, 6, 9</td>
</tr>
<tr>
<td>(8) Oct 15</td>
<td>Read Chapter 10 Motivation</td>
<td>Chapter 10 Assignment due</td>
</tr>
<tr>
<td>(9) Oct 22</td>
<td>Read Chapter 11 HR Management&lt;br&gt;Complete Mini Sim #2</td>
<td>Chapter 11 Assignment due&lt;br&gt;Exam 2 closes&lt;br&gt;Complete Mini Sim #2</td>
</tr>
<tr>
<td>(10) Oct 29</td>
<td>Read Chapter 14 Developing Price/Distribution of Products</td>
<td>Chapter 14 Assignment due</td>
</tr>
<tr>
<td>(11) Nov 5</td>
<td>Review Chapters 10, 11, 14&lt;br&gt;<strong>Take Exam 3</strong></td>
<td>LearnSmart for Ch. 10, 11, 14 due</td>
</tr>
<tr>
<td>(12) Nov 12</td>
<td>Read Chapter 15 Dev Price/Distribution of Products</td>
<td>Chapter 15 Assignment due</td>
</tr>
<tr>
<td>(13) Nov 19</td>
<td>Read Chapter 17 Financial Information</td>
<td>Chapter 17 Assignment due&lt;br&gt;Exam 3 closes</td>
</tr>
<tr>
<td>(14) Nov 26</td>
<td>Read Chapter 18 Financial Management</td>
<td>Chapter 18 Assignment due</td>
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<tr>
<td>(15) Dec 3</td>
<td><strong>Take Exam 4</strong>&lt;br&gt;<strong>Take make-up Exams</strong>&lt;br&gt;Use any remaining attempts (computer keeps highest exam score)&lt;br&gt;Review Chapters 15, 17, 18</td>
<td>Take Exam 4&lt;br&gt;LAST DAY for late Assignments 12/5&lt;br&gt;Re-open exams for make-ups: Last Day for remaining attempts on Exams 1, 2, 3 is 12/10.</td>
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<tr>
<td>(16) Dec 10</td>
<td><strong>Take Exam 4</strong>&lt;br&gt;<strong>12/11: I calculate grades</strong>&lt;br&gt;<strong>12/12: I begin final grade submissions.</strong></td>
<td>Exam 4 closes&lt;br&gt;Last day for LearnSmart 12/10&lt;br&gt;Last day of the semester 12/14</td>
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