![Scottsdale Community College - A Maricopa Community College]

SPRING 2023

Course Information

Course Title:	Business Communications
Course Prefix & Number:	GBS233
Section Number:	29866
Credit Hours:	three
Room Number:	Off Campus
Meeting Days:	Online
Meeting Times:	Online

Course Format

The course format for this course is online course through the Learning Management System Canvas. There is no course textbook needed. The official start date is January 13 and ends March 7.

Instructor Information

Instructor:	Doc Monika "Mo" Nathan or Dr. Mo
Email:	monika.nathan@scottsdalecc.edu
Phone:	623-703-0948 as needed
Office Location:	Off campus
Office Hours:	Wednesday, from 7-9 pm, Friday, 1-4 pm, Saturday, 11 am to 3 pm
Google Meets:	On an as needed basis

Course Description

Internal and external business communications, including verbal and nonverbal techniques. Characteristics and activities of current local, national, and international

business. An overview of economics, marketing, management, and finance. Please refer to the following link for the official MCCCD competencies for this course.

District Curriculum Site: https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/freeForm2?id=52424

Prerequisites

ENG101 or ENG107 with grade of C or better or permission of Department or Division

Course Objectives

MCCD Official Course Competencies District Curriculum Site.

1. Identify general characteristics of language and meaning. (I)
2. Identify ways of processing messages and evaluating their success. (I)
3. Write coherent sentences and paragraphs, using fundamental writing techniques. (II)
4. Describe the process of sending and receiving professional quality electronic mail. (I)
5. Identify and write business letters for favorable, unfavorable, and persuasive situations. (III)
6. Identify and write business memos for favorable, unfavorable, and persuasive situations. (IV)
7. Identify and state the purpose of the major parts of the inductive organization for reports. (V)
8. Compose a report. (V)
9. Plan and participate in an efficient and effective business meeting. (VII)
10. Describe common uses of visual aids to convert quantitative and qualitative data into meaningful summaries. (VI)

11. Prepare a visual aid for a business situation. (VI)

12. Prepare and present an oral business presentation using visual aids. (VII)

13. Describe how to modify communication behavior in selected cases to overcome barriers arising from interpersonal, and organizational sources. (VIII)

14. Prepare a resume of employment credentials and write an application letter to accompany the resume. (IX)

15. Describe how the technology revolution - national and international - affects the employee and the company. (X)

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

- **<u>Due Dates</u>**
  Assignments are due on Tuesdays, Thursdays, and Saturdays. All assignments are due by 11:00 pm. The final assignments in Module 8 Week 8 assignments, Tuesday, Thursday, and Friday. March 7 is the final day of class.

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  <u>Academic misconduct</u>: Academic misconduct includes any form of cheating (copying the work of others, having others to do your work, giving, or receiving quiz or exam answers from other students, etc.) and plagiarism (copying ideas and/or words from others without correctly citing sources). Any academic misconduct will result in zero points for the assignment, and if egregious or repetitive, a failure from the course and an official report of misconduct.

If you foresee having a busy week, you should plan and work in advance of the due dates. You can always submit assignments and quizzes earlier than the due date.

Grading Standards & Practices

Each week starts on a Monday and covers one module.

Each week, you will:

- Watch the Video Lecture and take notes Monday
- Watch the video and complete **Quiz**; submit before 11:00 pm on Tuesday
- Complete the **Discussion Post;** submit before 11:00 pm on Thursday
- Complete the **Discussion Replies;** submit before 11:00 pm on Thursday
- Complete the **Case Study;** submit before 11:00 pm on Thursday
- Complete the **Weekly Reflection;** submit before 11:00 pm on Saturday
- Complete the **Course Project /Writing Assignment**; submit before 11:00 pm on Saturday
- Complete the **Final Course Project 8 and Weekly Reflection;** submit before 11:00 pm on Friday March 7

Grades: Each assignment will be graded according to the rubric provided. Be sure you review the expectations of the rubric in Canvas.

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

*Assignments: Following is a table of points associated with each assignment or quiz in the course

Module	Grammar Quizzes	Discussion	Case Study/DQs	Weekly Reflections	Course Projects/ Weekly Assignment	Total Points
1	20		40	10	50	140
2	20	20	40	10	50	160
3	20	20	40	10	50	160
4	20		40	10	50	90
5	20		40	10	50	140
6	20	20	40	10	50	160
7	20		40	10	60	150
8	20		40	10	50	140

8 Final Course Project						50
TOTAL	160	60	320	80	410	1030

Late Work   I do except late work if there is a mitigating circumstance as described in the course policies. Documentation must support the mitigating circumstance and notify professor before or within 24 hours, assignment is due. However, please reach out to me to discuss the situation as I want you to be successful in this class.

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled student support hours as stated in the syllabus.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email.
- Regularly posting announcements about the course content and activities.
- Monitoring your academic progress and communicating concerns, as needed.

Response Time

Students can expect a response time of 24 hours for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments graded within 48 hours of the assignment's due date.

Attendance Policy

Attendance is based upon submitted assignments as this is an online 16-week course which is modified to an eight-week course.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly = 9 hours per week minimum. Accelerated courses will require additional time per week.

Participation Policy

All work must be submitted electronically from the Assignments area or posted on the appropriate communication tool (discussion board, blog, wiki, or voice board) on or before the due date. *Non-participation or failing to submit two or more weekly assignments during the first week of the semester will cause you to be withdrawn from the class.* Failing to submit four or more assignments by the required due date during the course semester will result in a failing grade.

If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record. *No extensions are granted in online courses.

Diversity and a Safe Learning Environment: Our virtual classroom

will be a safe learning environment for every individual as far as I am able to ensure that outcome. This means I will treat each student with respect, and in turn I expect respect to be given to the instructor and every individual in this course. Disagreement does not equal disrespect. We all bring different points of view, different personal values, different life experiences, and different personal preferences with us into the classroom. This diversity makes for great discussion, adds interesting dimensions to our interpersonal relationships, and is welcome in the academic arena. Though we celebrate our

differences, I expect each student to respect the rights and needs of fellow classmates. Students cannot feel safe to express themselves without the assurance that their ideas, attitudes, and beliefs will be treated with respect.

The importance of Self-Care: Learning is especially challenging when your needs outside of school are not adequately being met. Things such as getting enough sleep, having nutritional food to eat, and having a safe and secure place to live are especially important. I care about your overall well-being, not only your academic success! If you have needs that are not being met, please let me know so I can help you connect to resources on campus and in the community.

Generative Artificial Intelligence (AI) Policy

Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more."

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools is considered academic misconduct (see Administrative Regulation 2.3.11 1. B (b) and is treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Online Tutoring

Online and hybrid students now have access to 24/7 online tutoring via *Brainfuse*. You may utilize up to 6 hours of online tutoring per semester for free.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring page](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button.
3. Enter your MEID and password.
4. Choose your topic and subject.
5. Click the **Connect** button.

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real time through the Brainfuse Online Classroom. Whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All sessions are recorded for you to review later.

Withdrawal Policy

- Student may initiate an official withdrawal from any course by submitting a withdrawal form with required signatures to the A&R office within published deadlines.

- Failure to attend any classes is not a guarantee for a refund or an excuse of debt incurred through registration. See Refund Policy in the https://www.scottsdalecc.edu/academics/catalog.

- Official date of withdrawal is last date of attendance as determined by student's withdrawal or as reported by the instructor.

- The official date of withdrawal will determine degree of refund, if any.

- Failure to file official withdrawal from within published deadlines can result in a failing grade and may affect refund of course tuition and fees.

Additional information on Withdrawals can be found in the https://www.scottsdalecc.edu/academics/catalog .

Technology Statement(s)

For help with Canvas:

- Check out the [Canvas self-help site](#) or call 1-888-994-4433 for 24/7 support
- Visit the [Maricopa 24/7 help site](#) for a live chat with a support team member
- The [Start Here Link](#) has information on student and academic resources as well as videos on how to use Canvas

Note: It is essential that you set your notifications in Canvas before you get started with the course. [Here is a video](#) to help you set your notifications.

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365
- Screencast-O-Matic

SCC Help Desk

- Contact the SCC Help Desk at (480) 423-6274. Hours are Monday – Friday 8a-8p and Saturday from 8a-4p. Summer Hours vary.

Technology Statement(s)

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site, or tool certain identifiable information may be required to establish a username or password, submit work, and/or download information from these tools. Inherent with all internet-based tools, there is risk that individuals assume when electing to use the products and services made available by these tools, as they may place information at risk of disclosure.

In this course, we will use CANVAS Learning Management System (LMS) to complete or participate in assignments, activities, and/or access course materials. [Accessibility Statements and Privacy Policies](#) for all tools used at SCC are available.

Technology

Technology and skills needed:

You should have regular access to a computer with an Internet connection. Additionally, you should be comfortable using the Internet and word processing tools. You should run the course materials on either FireFox or Chrome browsers. To download these browsers, visit:

[FireFox Website](#)

[Chrome Website](#)

Computer Equipment / Access Needed

For this course, you will need a working e-mail address, a Canvas account, and access to the Internet. Internet access can be from school, home, or work.

- Maricopa Community Colleges provides all students with an email address. It is now the official way to receive communication from the college and district. Look up your email account at the [Maricopa Student Email](#) Site.
- You will be able to log into the [Canvas Learning Management System](#) using your MEID and associated password.

To use the third-party tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#). Some specific aspects of law and conduct code to remember are prohibitions against copyright infringement, plagiarism, harassment, or interferences with the underlying technical code of the software. As a student using a third-party learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to the third-party learning tool constitute an educational record. By using the third-party tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in the syllabus, the Syllabus page in your Canvas Course and the *College Policy & Student Services* page found in

the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.