![Scottsdale Community College - A MARICOPA COMMUNITY COLLEGE]

FA 2022

## Course Information

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| Course Title: | Introduction to Business |
| Course Prefix & Number: | GBS151 |
| Section Number: | 16543 |
| Credit Hours: | 3 |
| Room Number: | On Your Own Time Online |
| Class Dates: | August 22 – October 16, 2022 |

## Course Format

The course format for this course is an accelerated 8-week, On Your Time online class. On Your Time means that you can work on your own schedule but you must meet the assignment due dates.

## Instructor Information

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| Instructor: | Kymberly Polser |
| Email: | kymberly.polser@scottsdalecc.edu |
| Phone: | (480) 425-6759 |
| Office Hours: | Fall 2022 |
| | M/W:   1:15 – 2:45 pm |
| | (Virtual:  https://meet.google.com/ugm-qkiy-dgo) |
| | |
| | T/TH:   1:15 - 2:15 pm (BUS 131) |

Course Description

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance.

## Prerequisites

None

## Course Competencies

1. Describe in writing the economic systems of capitalism, communism, socialism, and free enterprise; and identify major United States historical economic events.

2. Identify in writing the advantages and disadvantages of a sole proprietorship, partnership, and corporation; identify the function of management; analyze the aspect of human relations in business; identify the major labor organizations and summarize the historical development and current trends of labor organizations.

3. Describe in writing the marketing functions of promotion, selling, merchandising, distribution, producing goods, and producing services.

4. Identify in writing the major financial institutions; explain risk management and money management; and explain the functions of accounting and data processing in a business.

5. Describe in writing the economic effects of international business and the laws affecting business.

## Texts, Course Materials and Technologies

BUSN 12$^{th}$ edition

Author: Kelly (select either paper or e-copy)

ISBN: 9780357122945

NOTE: You do not need access to the publisher's website.  You may purchase the book at the SCC or any other vendor. Used paper copies can be found online for much less.

## Course Policies

The following are policies specific to this course.

- Modules are due at the end of each week, Sunday 11:59 p.m.

Students are also responsible for the college policies included on the Student Regulations page of the Maricopa Community College District website.

# Grading Standards & Practices

**Grade Scale**

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

# Response Time

Students can expect a response time of 48 hours for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within 7 days of the assignment's due date.

# Attendance Policy

Students who miss the orientation module will be withdrawn from class, so that a refund may be issued.  Students who miss two chapters will be withdrawn from class.

# Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. In a 3-credit, 16-week class, students should spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly, for a total of 9 hours/week. Since this class is accelerated students should expect to spend up to 18 hours on this class.  Depending on students reading speed, research experience, and writing ability this will vary.

# 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.

# Turnitin

Turnitin is a plagiarism check tool that matches text to a vast database of sources including the internet, published works, commercial databases and student work submitted to Turnitin in institutions internationally. Students must submit designated papers to Turnitin when instructed. Information and instructions for Turnitin are provided in the course. For your reference, read the [Turnitin Privacy and Security policies](#).

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & 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.