



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Course Information

Semester & Year:	Spring 2023
Course Title:	Introduction to Business
Course Prefix & Number:	GBS151
Section Number:	25873
Credit Hours:	3
Start Date:	January 18th, 2023
End Date:	May 12 th , 2023
Room Number:	BUS 106
Meeting Days:	Monday and Wednesday
Meeting Times:	10:30 am to 11:45 am

Course Format

The course format for this course is In-Person

Instructor Information

Instructor:	Jared Guess
Email:	Jared.Guess@Scottsdalecc.edu
Phone:	480-423-6289
Office Location:	BUS 133

Office Hours:

- In Person - Monday and Wednesday 8:45 am to 10:00am
- Virtual - Tuesday 9:00 am to 11:30 am
 - meet.google.com/gaf-mofx-qtk - use this link during my virtual office hours
- I am also available by appointment if those times do not work

Course Description

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

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 Texts and Course Materials

BUSN12
Edition: 12t
Author: Kelly
Paper Copy ISBN: 9780357122945

NOTE: You may purchase these books at the SCC or any other vendor. Used paper copies can be found online for much less. Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

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.

- Guided class notes are provided each class. The class notes are based off chapter concepts but are not always discussed in the textbook. There will be quizzes for the class notes.
- There are quizzes due each week. A point will be deducted for each day late.
- Students will cooperate, participate, be courteous and respectful to classmates, instructors, and other college staff.
- Mute cell phones before entering the classroom.
- Phones, laptops, and tablets are permitted, but only for specifically applicable to this course. No photos or videos may be taken. Facebook, Twitter, personal email, etc. may not be used in class.
- Be on time for class and be prepared.
- Participate actively in class activities.
- Ask questions when you do not understand.
- Follow instructions and complete assignments by due dates.
- Know and track your grade status in Canvas.
- Contact instructor right away about situations that interfere with class.
- Comply with policies in the SCC Catalog and SCC Student Handbook.
- All assignments are due on the posted date and time. Each assignment provides 10 points for being turned in on time. A point will be taken for each day late.
- Students will be notified if there are any changes to the syllabus.

Grading Standards & Practices

Grade Scale

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

Assignments

Assignment Name	Points per Assignment	Number of Assignments	Total points	Percent of Grade
Class Policy Acknowledgement	5	1	5	.5%
Book Quizzes	10	17	170	20%
Class notes quizzes	5	26	130	15%
Current Event Articles	10	13	130	15%
Weekly Application/Thoughts	10	14	140	16%
Assignments	40	5	200	24%
Final Exam	75	1	75	9%
TOTAL:			850	100%

Response Time

Students can expect a response time of two business days (24-48 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 five business days of the assignment's due date.

Attendance Policy

Attendance in class is not optional. Points are given for in class assignments that cannot be made up. You must be on time for class, stay for the entire class and participate. If you are absent more than four classes, you may be dropped from the 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.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (<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 so 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 Brainfuse sessions are recorded for review later.

Learning Tools and Your Privacy and Security

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 user name or password, and submit work and/or download information from these tools. Inherent with

all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a 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 learning tools constitute an educational record. By using the 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 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.