![Scottsdale Community College - A Maricopa Community College]

Course Information

Semester & Year:	Spring 2023
Course Title:	Business Organization and Management
Course Prefix & Number:	MGT 175
Section Number:	25874
Credit Hours:	3.0
Start Date:	January 17, 2023
End Date:	March 10, 2023

Course Format

The course is an 8-week, accelerated online class. Work is due each Wednesday and Sunday at 11:59 PM.

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 a.m. to 10:00 a.m.
- Virtual - Tuesday 9:00 a.m. to 11:30 a.m.
  - 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 for your schedule

Course Description

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility.

Prerequisites

None

Course Competencies

1. Describe the manager`s responsibility to the business organization.

2. Identify the managerial levels and functions within a business organization.

3. Describe the planning and decision-making processes practiced in management.

4. Describe the organizing function within a business organization.

5. Identify various aspects of influencing and directing employees, including motivation, communication, and leadership.

6. Describe various controlling processes used by a manager.

Texts and Course Materials

MGMT 12th Edition

Author: Williams

Publisher: Cengage

ISBN eBook: 9780357137727

NOTE: You MUST have access to the ebook to complete this course, as there are online assignments. Students may access the ebook for free for the first 14 days and will then need to pay for the ebook.

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
- Maricopa Open Educational Resource Learning System (MOER)

Student Assignment Tools

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

- Cengage

Course Policies

Work is due on Wednesdays and Sundays. All work for a given calendar week must be submitted by Sunday at 11:59 to be considered on-time. Work may be turned in up to 48 hours late but will incur a 25% late penalty. Work must be your own. Anyone found to be plagiarizing will be given a 0 on the assignment the first time and will be assigned a grade of F in the course on the second occurrence.

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.

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	Percent of Grade
Discussion Boards	200	25%
Chapter Assignments	320	40%
Project	200	25%
Discussion Board Responses	80	10%
TOTAL:	800	100%

Discussion Boards – 25 points each – Wednesday at 11:59 p.m.

Each week you will post to a discussion board. You must post your answers prior to being able to see your classmates' responses. There are 8 discussion boards altogether, totaling 200 points. Discussion boards may be turned in up to 48 hours late but will receive a 25% late penalty, after which they will not be accepted.

Chapter Assignments – 20 points each – Sundays at 11:59 p.m.

Each week you will complete two chapter assignments, which are completed online via our online ebook and homework system. There are 16 chapter assignments altogether, totaling 320 points. Chapter assignments may be turned in up to 48 hours late but will receive a 25% late penalty, after which they will not be accepted.

Project – 25 points – Sundays at 11:59 p.m.

Selecting a company of your choice, each week you will work on a PowerPoint presentation relating what you have learned to your company. This allows real-life application of the concepts. By the end of the semester you will have a complete presentation on your company. There are 8 project assignments altogether, totaling 200 points. Projects may be turned in up to 48 hours late but will receive a 25% late penalty, after which they will not be accepted.

Discussion Board Responses – 10 points – Sundays at 11:59 p.m.

Each week you will respond to two of your classmate's discussion posts. They are worth 5 points each and must go beyond polite conversation and compliments. Participation helps build a community in our class and leads to a very valuable learning experience.

Response Time

Students can expect a response time of one business day for the instructor to respond via email and two business days to messages sent via the Canvas Learning Management System.

Students can expect assignments to be graded within one week of the assignment's due date. Be sure to review feedback to help with future assignment grades.

Attendance Policy

Any student not completing two or more modules by their due dates may be withdrawn.

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. Accelerated courses will require additional time per week.

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 [SCC 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](#) 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.