

GBS151 – Introduction to Business

Course Information

- Semester and Year: Fall 2026
- Course Title: Introduction to Business
- Course Prefix and Number: GBS151
- Section Number: 17976
- Credit Hours: 3
- Start Date: September 8, 2026
- End Date: December 18, 2026
- Assignment Due Days: Tuesdays, Thursdays, and Saturdays (work accepted until Sunday at 11:59 p.m. for full credit)
- Class Format: Online

Instructor Information

- Instructor: Matthew Blakey
- Email: matthew.blakey@scottsdalecc.edu
- Phone: 480-423-6253
- Office Location: Virtual Office Hours by Appointment
- Virtual Office Hours: Virtual Office Hours by Appointment

Texts and Course Materials

BUSN12

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

ISBN: 9798214339177 - eBook

ISBN: 9780357122945 - Paper copy

NOTE: You may purchase these books at the SCC bookstore or any other vendor. Used paper copies can usually be found online for much less. [Visit the SCC Bookstore](#)

Course Description

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

Prerequisites and/or Corequisites

- No prerequisites or corequisites required

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.

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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.

- This course is a 14-week online course. Students can work on their own schedule but must meet the assignment due dates.
- There is one chapter due every week with work due on Tuesday, Thursday, and Saturday. Students may turn in work up until Sunday at 11:59 p.m. that week without penalty.
- Worked turned in after Sunday incur the following late penalties:
 - 10% if turned in the week after it was due
 - 25% if turned in more than one week late

- ***Students who do not complete any work the first week will be withdrawn from class, so that they can receive a refund.***
- **No AI is allowed in this class. The first time a student is found using AI in any part of an assignment, they will receive a zero for the entire assignment. The second time a student is found using AI they may be withdrawn from the class with a failing grade.** I want to hear your thoughts and what you have learned in your voice. Little to no points are assigned for writing, grammar and spelling.

Attendance Policy

Students who do not complete any work the first week will be withdrawn from class, so that a refund may be issued. Students who miss two complete chapters may be withdrawn from class anytime during the semester.

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the [MCCCD course bank](#) for your course's details.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the [Time Management Calculator](#) to help estimate their weekly time commitment for classes.

Generative Artificial Intelligence (AI) Policy

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 Gemini, 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 will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be 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.

Grading Standards and 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
Content Videos/Video Quizzes	175	30%
Quizzes	150	26%
Discussion Boards/Responses	115	20%
Competency Assignments	125	21%
Other	15	3%
TOTAL:	580	100%

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 office hours as stated in the syllabus.
- Sharing general information about the course via email and course announcements.
- Providing individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitor your academic progress and communicate concerns, as needed.

Response Time

Students can expect a response time of **two business days** for the instructor to respond to messages sent via the Canvas Learning Management System or matthew.blakey@scottsdalecc.edu email. Students can expect assignments to be graded within **one week** of the assignment's due date.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the 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

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.

- Microsoft Office 365

All students have access to Microsoft Office products through MySCC – myscc.scottsdalecc.edu.

Plagiarism Checker Tool (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 Terms of Service](#).

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 centers' hours and procedures.

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. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements

explain your rights, available support, and where to go for help or more information. Please review the following policies:

[Classroom Accommodations for Students with Disabilities](#)

[Addressing Incidents of Title IX Sexual Harassment](#)

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.