

Midland College
Master Syllabus

BUSINESS MANAGEMENT

BUSG Courses

[BUSG 1303 - Principles of Finance](#)

[BUSG 1304 - Financial Literacy](#)

[BUSG 1315 - Small Business Operations](#)

[BUSG 1391 - Special Topics in Business](#)

[BUSG 2380 - Cooperative Education - Business/Commerce, General](#)

[BUSG 2381 - Cooperative Education - Business, General](#)

COURSE DESCRIPTIONS AND LEARNING OUTCOMES

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0801	BUSG	1303	Principles of Finance	Active	3	48	64

Course Description: Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

End-of-Course Outcomes: Identify the processes and structures of monetary policy; relate the sources of capital to business, consumers, and government; define the time value of money and its relationship to credit; and describe the characteristics of financial intermediaries and related markets.

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0801	BUSG	1304	Financial Literacy	Active	3	48	80

Course Description: A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning.

End-of-Course Outcomes: Identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of

securities; identify the options for insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0703	BUSG	1315	Small Business Operations	Active	3	48	64

Course Description: Operating a small business. Emphasizes management functions including planning, leading, organizing, staffing, and controlling operations.

End-of-Course Outcomes: Identify the aspects of operating a small business; describe human resource functions including employee development; explain the elements of total quality management; and compare purchasing procedures, inventory control, and computerized operations of small businesses.

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0101	BUSG	1391	Special Topics in Business, General	Active	3	48	96

Course Description: Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

End-of-Course Outcomes: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0101	BUSG	2380	Cooperative Education - Business/Commerce, General	Active	3	240	336

Course Description: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0101	BUSG	2381	Cooperative Education - Business/Commerce, General	Active	3	240	336

Course Description: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PARTICIPATION STATEMENT: Students must actively participate by completing an academic assignment by the official census date. Students who do not do so, may be dropped from the course.

REQUIRED COURSE MATERIALS: Will be current. Students should contact their instructor prior to purchasing the text and supplies to confirm required course materials.

STUDENT CONTRIBUTIONS, RESPONSIBILITES AND CLASS POLICIES: Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

ACADEMIC INTEGRITY: Refer to Midland College’s Scholastic Dishonesty and Academic Misconduct policy: <https://www.midland.edu/about/public-info/scholastic-dishonesty.php>

HONORS PROGRAM: Students interested in taking a course for honors credit, should contact their instructor. Refer to the Midland College Honors Program webpage for more details: <https://www.midland.edu/academics/honors.php>

DROPPING THE COURSE: Check the MC College Calendar for the last day to withdraw from the course and receive a “W.” Please talk to the instructor before withdrawing.

EVALUATION OF STUDENTS: Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

NON-DISCRIMINATION STATEMENT: Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For information and inquiries regarding Midland College's non-discrimination policies, go to: <https://www.midland.edu/about/tix/index.php>

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

DISABILITY SUPPORT SERVICES: Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact disabilities support services as soon as possible at: <https://www.midland.edu/services-resources/accommodation-services.php>

Conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation. Accessibility Links can be found on the Pages tab in Canvas.

[DIVISION OFFICE CONTACT INFORMATION](#)