Midland College
Syllabus
BUSG 1191, 1291, 1391
Special Topics in Business

Course Description: The students will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. The course Special Topics may be repeated for additional credit as long as the topic presented is substantially different than a previously taken special topics class.
Prerequisite: 12 hours of business related courses or permission of instructor.

The content of this course will vary by semester and in any given semester its content will be designed to allow for instruction in special content areas outside of the courses being offered by the Business Division. A class offered under this listing will have a business/management emphasis chosen by a business faculty member on the basis of student/program demand, compatibility with the general nature of business administration and related courses, and instructor interest in the subject matter.
In any given semester the course content will be an examination of current problems or issues, organized in a lecture-discussion basis intended to involve students. Course content may vary as changing conditions require new approaches to emerging issues.

The following topics may be offered under Special Topics course number:
Benefits and Compensation Management
Training and Management Development
Labor Management Relations
Business Intelligence
Corporate Governance
Corporate Social Responsibility
Discrimination
Diversity
Motivation
Women in the Workplace
Ethics in the Workplace
Immigration
Management Theories
Crises Management
Centralization and Decentralization
Knowledge Management
Change Management
Quality Control
Team Building
Leadership Development
Group Dynamics
Organizational Culture
Facility Management
Benchmarking

Text, References, and Supplies: To ensure that the most up-to-date information is used for each class, a list of texts and other readings will be provided each semester the course is offered. This will be on an individual class basis dependant on the instructor and the topic of instruction.

Course Goals/Objectives: A special topics course is, dependent on the course, to instruct the student so that they on some level will be able to:

1. Demonstrate the ability to organize ideas in a logical and purposeful Manner.
2. Raise relevant questions.
3. Apply business/management concepts to everyday issues.
4. Describe and apply managerial perspectives related to current issues, problems and/or institutions.
5. Compose and deliver oral presentation, either through projects or oral discussion of the topic.
6. Demonstrate analysis of information to support a chosen position.

Student Contribution and Class Policies: Each student is expected to study at least three hours per week preparing for class, take an active role in lecture/discussion, meet assignment due dates, and conduct themselves in a businesslike manner in the class. Students will be expected to exhibit professional behavior during scheduled class times. Professional behavior includes, but is not limited to, the following:

1. Complies with the rules of Midland College
2. Attends class regularly (no more than two/three absences)
3. Is punctual
4. Exhibits cooperative behavior in class
5. Ear phones, cell phones, and beepers are considered disruptive to
the class and should be avoided.

6. Is dressed appropriately
7. Takes all tests on the scheduled dates.
8. Gives the instructor advanced notice when leaving class early

If it becomes necessary for a student to miss a scheduled class time, it will be the student’s responsibility to contact the instructor during scheduled office hours in order to receive missed assignments.

Missed Exams: If a student is absent on a scheduled exam day, he/she may take a make-up exam during the last week of class. Make-up exams will be taken in the accounting lab.

Evaluation of Students: Methods of student evaluation may include one or more of the following:
1. Exams
2. Projects, presentations, and papers
3. Assignments and Homework
4. In class and online discussions
5. Attendance and participation

Course Schedule: Assignment and due date schedule is attached to the back of the syllabi.