

Midland College
Master Syllabus
Fall 2026

BUSG 1315 – Small Business Operations (3-0-0)

INSTRUCTORS: Makayla Makhanu (Secs. AW01 and AWC1); [Michelle Navarrete](#) (Sec. EM01); Nicole Pizzi (Sec. AW02).

COURSE DESCRIPTION

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

LEARNING OUTCOMES

In this course, students will:

- Identify the aspects of operating a small business
- Describe human resource functions including employee development
- Explain the elements of total quality management
- Compare purchasing procedures, inventory control, and computerized operations of small businesses

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, RESPONSIBILITIES 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.

BUSINESS & INFORMATION TECHNOLOGY DIVISION OFFICE CONTACT INFORMATION

- | | |
|--|-------------------------|
| • Vice President of Instruction: Dr. Frank De La O | PAD-139 – 432-685-6812 |
| • Dean: Dr. Son Mai | TC-150 – 432-685-4611 |
| • Division Secretary: Ms. Beronica Villagas | TC-152 – 432-685-4503 |
| • Division Coordinator: Ms. Angelina Dolaptchieva | MHAB-174 – 432-685-6830 |