

Oglala Lakota College  
Business Department  
Course Syllabus  
Semester/Year

*Rebuilding the Lakota Nation through Education*  
*Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo*



**Course Number and Name: BAd 253 Principles of Management**

**Credit Hours:**

**Class Section:**

**Class Location:**

**Day/Time of Class:**

**Instructor:**

**Phone(s):**

**Office Hours:**

**E-mail:**

**Required Text and Materials:** Ghillyer, A. W., (2012) *Management Now* McGraw-Hill Education, New York, NY

**Prerequisites:** BAd 133

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**Business Department Vision Statement:** Students will be provided the knowledge necessary to reach their maximum potential and are prepared to lead full and productive lives in the 21st century. The Oglala Lakota College Business Department ensures:

- Education excellence, equity, and high expectations for every student.
- Faculty will continually strive for excellence and stay abreast of the best practices in adult education
- Develop and maintain partnerships among educators, business, and the community that support high academic achievement and opportunity for all students.

**Business Department Mission Statement:** Oglala Lakota College Business Department will provide the breadth of business education necessary for students to be successful within their communities while maintaining wolakolkiciyapi. The Business Department faculty will:

- Ensure that high expectations are maintained for all students.
- Build support for higher education on the Pine Ridge Reservation.
- Create learning opportunities that lead to success and a desire to be lifelong learners.

We do these things to strengthen the Lakota Nation through education.

**Course Description (Waunspe Oyakapi):** This course provides an in-depth exposure to the practice of management in modern businesses. Topics include: the management functions of planning, decision-making, organizing and staffing, communicating, motivating and leading, and evaluating and controlling; the various styles and characteristics of successful managers; and management challenges facing today's firms.

**Course Goal:** Students will obtain an understanding of the concept of management in relation to business.

**Department Goals/Program Learning Outcomes (PLOs):**

**Business Core Program Learning Outcomes**

Students will demonstrate the ability and skill to:

- 1 Evaluate the major functional areas of business including:
  - a. Ability to prepare, analyze, communicate and use economic and financial information
  - b. Ability to understand the duties of a manager: planning, organizing, directing and controlling
  - c. Ability to use marketing to successfully perform in the business environment
  - d. Ability to coordinate the knowledge learned in program core courses in the formulation and administration of sound business policy
- 2 Demonstrate well developed written and oral business communication skills
- 3 Ability to utilize current technology to critically and creatively solve business issues
- 4 Ability to apply ethical decision models and fundamental legal concepts to business decisions
- 5 Ability to use critical thinking to construct quantitative and qualitative analysis of business problems

**OPTION A – Specialization in MANAGEMENT**

1. Ability to evaluate and apply the functions of Human Resource Management
2. Demonstrate an understanding of small business by successfully completing a business plan
3. Ability to understand organizational issues and human behavior to apply leadership styles necessary to effectively solve problems

**OPTION B – Specialization in ACCOUNTING**

1. Recommend the appropriate managerial and business issues critical to analyzing accounting data and other information used for identifying and assessing opportunities and risks, developing organizational plans, allocating resources, and accomplishing objectives
2. Recommend relevant accounting principles and standards to specific business activities and workplace situations

**OPTION C – Specialization in TRIBAL MANAGEMENT**

1. Ability to select, apply for and manage a grant
2. Integrate principles of management and personnel supervision in relation to tribal programs.
3. Apply behavior approach management with an emphasis on the understanding, prediction and control of human behavior in the tribal and organizational setting

**OPTION D – Specialization in ENTREPRENEURSHIP**

1. Determine individual leadership techniques to best suit a small business
2. Assemble a report in relation to the marketing research conducted for a business
3. Construct a business plan integrating reservation issues, licensing, tribal laws and codes

**Upon completion of this course, students will be able to:**

<b>Course Student Learning Outcomes:</b>	<b>PLOs</b>	<b>General Education Outcomes</b>
List the personal skills that one needs to be an effective manager and how to develop them.	1A, 1B, 1D, 2, 3, 4, 5, A2, B1, C2, D3	1, 2, 3, 4, 5
Discuss the evolution of management theory.	1B, 1D, 3, 4, C3	1, 5
Demonstrate the interpersonal skills, motivational techniques, interviewing, selection process for employees.	1B, 1D, 2, 4, A1	1, 2, 3, 5
Articulate a familiarization with team building and conflict resolution.	1B, 1D	1, 5
Explain the challenges facing managers in the 21 <sup>st</sup> century.	1B, 1D, 3, 4, C2, C3, D3	1, 5
Discuss the basics of planning and project management.	1A, 1B, 1D, 5, A2, B1, C2	1, 2, 3, 4, 5
Describe the value of diversity.	1B, 1D, 4, C2	1, 5, 10
Demonstrate leadership and be able to motivate team members.	1B, 1D, A3, D1	1, 5

**Instructional Methodology:** This course will be taught utilizing the survey-lecture-discussion format with the use of case studies, group cooperative learning, graphic examples on the whiteboard, and other internet resources. Class discussions will require more than restating material in the text, and move to the discussion, synthesis, and application of information to suggest improvement in contemporary economic environment. A business plan outline will be developed for use as a note taking device and for the development of a student’s future business concept.

**Lakota Perspective:** This course stresses **Wolakolakiciapi** “learning Lakota ways of life in the community”. This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual’s knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery- woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

**Course Requirements/Expectations of Students:** Because OLC offers classes in three-hour blocks once per week, (for everyone’s travel convenience), if you are absent from one OLC class session, it’s like missing three classes at another college. (See student handbook).

- Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.
- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone’s level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

**Homework:** Each student should expect to spend two (numpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

**Reading Load:**

Reading will include approximately one (wanji) to two (numpa) chapters per week, plus handouts and homework as assigned.

**Type & Amount of Writing Load:**

Little writing is required, except for detailed note taking and in-class collaborative discussion group consensus minutes.

### **Evaluation and Grading:**

#### **Assignments:**

In class collaborative group discussions/attendance*	15% of your grade
Assignments	25% of your grade
Mid-Term examination	30% of your grade
Final examination	30% of your grade

\*expected to include unannounced quizzes and collaborative group discussions

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%

F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

As the field of business continues to change the professional requirements are also changing. For students who choose business as their field of study must **have a grade of “C” or better in business core and professional courses**. IF you have questions in regards to which courses this includes ask your instructor

Business Department policy is that we *do not allow students to do “I” incomplete contracts*; instead, students are provided the option to do a change of grade within one year. For that year your final grade will be an “F” or a higher earned grade.

I = Incomplete Work = A student may receive an incomplete grade only if it has been discussed with the instructor and the instructor deems this as justifiable. If this decision is reached, then the student must fill out an application form, which you may ask for, from the counselor or director at the college center. (See Student Handbook page 11)

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

Homework has a designated due date. There will be no late homework accepted after its due date. If you will be absent make arrangements to get the homework assignment prior to your absence so that it may be turned in on time. In the situation of an emergency you will have two days after the due date to get the assignment turned over to the instructor. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

**College Policy on Grading and Change of Grades:**

[http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC_Handbook.pdf) see page 9 and 10

**Course Requirements, Expectations or Students:** Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

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- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

**Co-Curricular Activities** This course is used in part for preparation of AHEIC

**Oglala Lakota College Policies:**

[http://www.olc.edu/local\\_links/registrar/docs/student\\_handbook.pdf](http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf)

All policies regarding students are fully disclosed in the Oglala Lakota College Student Handbook which may be accessed at the above link. Summaries of the most relevant policies regarding this course are summarized below but it is recommended that students review the full policies in the Handbook.

**Disability Policy (85-600)**

Oglala Lakota College recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities, and provides reasonable accommodations and/or referrals once the disability is adequately documented. While OLC's legal obligations only extend to disabilities of a substantial and long-term nature, it is also the College's practice to honor reasonable requests for accommodations and/or referrals for temporary disabilities such as physical injury, illness, or complicated pregnancy. The purpose of the provided accommodations is to ensure students with disabilities equal access to education.

**Student's Responsibility:** It is the responsibility of the student to make his or her disability and needs known in a timely fashion by submitting an application for service to the Coordinator of Student Affairs and to provide appropriate documentation and evaluations to support the accommodations the student requests. The student should also notify instructors at the beginning of the semester.

Please contact the Coordinator of Student Affairs at 455-6083 if you have any questions regarding the application for service process including what documentation is needed and contact information for evaluation services.

**Academic Freedom (76-100)**

Academic freedom is the absence of restrictions placed upon the spirit of investigation, free inquiry and open discussion. In this spirit, the instructor exercises a professional judgment to select and interpret ideas, and the student has the right to challenge ideas and interpretations.

**Academic Dishonesty (76-300)**

Academic dishonesty is the taking of an examination or the preparation of papers for credit wherein the student knowingly represents the work of another as his/her own; and/or knowingly breaks stated examination rules. A student may be expelled and barred from further classes upon proof in a hearing set up by the Vice President for Instruction.

**Dropping / Adding Courses (81-300)**

If a student discontinues a subject and fails to allow the prescribed procedure for dropping a course, it may be recorded on his/her permanent record as an "F." It is the student's responsibility to verify that their online schedule shows that the course is officially dropped. If a class is dropped after the second week, the student will be liable for the total cost of the tuition.

**Attendance Policy (81-350)**

If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent to being in class within one week of the absence. Once the make-up assignment is completed, the instructor may change the absent to present depending on the circumstance and quality of work. This will only apply to no more than two absences. A student will be dropped from a course after three consecutive absences or after five total absences by the Registrar.

**Tardiness Policy (81-370)**

A student shall be considered tardy for class, if he/she arrives late for class, but during the first hour of the class. A student arriving later than this may be marked absent. If an instructor is late for a class, students must wait for one-half hour. After this time, the class will be considered cancelled for that week and must be made up.

**Standards of Conduct (86-300)**

OLC students will abide by the standards of conduct while on college premises. Every student has the right to a safe learning environment. To ensure this safety, acts of misconduct are subject to disciplinary action. Acts of misconduct include a) any actual or threatened physical violence; b) gross disorderly conduct; c) verbal abuse or harassment; d) vandalism of OLC premises; e) attending classes under the influence of alcohol or drugs; f) failure to properly supervise children on college premises; g) any other student conduct that causes a

disruption in classes or business transactions on college promises; and h) failure to abide by the College's Gun-Free/Weapon-free Policy.

**Computer Account and Network Policy (93-500)**

Oglala Lakota College network access may be used to improve learning and teaching consistent with the educational mission of OLC. OLC expects legal, ethical and efficient use of the network. All OLC network account usage is subject to examination or investigation as needed without prior notification or consent of the user. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Forgery of e-mail messages, reading, deleting, copying, or modifying the e-mail of other users, and sending unsolicited junk e-mail or e-mail chain letters are prohibited.

**Course Outline and Assignments:**

**TOPICAL CONTENT**

<i>Date</i>	<i>Objectives by Chapter</i>	<i>Assignments</i>
Oko Wanci		
Oko Nunpa		
Oko Yamni		
Oko Topa		
Oko Zaptan		
Oko Sakpe		
Oko Sakowin		
Oko Saglogan		
Oko Napcinyunka		
Oko Wikcemna		
Oko Ake Wanci		
Oko Ake Nunpa		
Oko Ake Yamni		
Oko Ake Topa		
Oko Ake Zaptan		

**Early Alert System:** The Enrollment Management Program of Oglala Lakota College has an Early Alert System in place to provide support for students. This system will be utilized by the instructor to report concerns regarding attendance, missing assignments, or any other matters that may impact the student's ability to successfully complete the course.

**Disclaimer:** Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook.