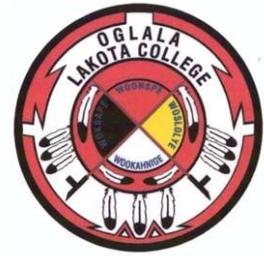


Oglala Lakota College
Business Department
Course Syllabus
Semester/Year



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

Course Number and Name: BAD 423 Organizing and Operating a Small Business
Credit Hours: Yamni (3 cr.) **Class Section:**

Class Location: **Day/Time of Class:**

Instructor: **Phone(s):**

Office Hours: Before and After Class or By Appointment **E-mail:**

Required Text(s) and Materials: Katz, J. & Green, R. (2011). *Entrepreneurial Small Business* (4th ed.). New York, NY: McGraw Hill. wt

Prerequisites: Bad 253 & 263

Business 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

Business 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 Wolakolakiciapi. 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

Course Description: This course identifies the key issues and requirements involved in the start-up, financing and operation of a small for-profit business. Coursework culminates in the writing and presentation of a mock Business Plan, detailing a fictional firm of the student's choice that is suitable for soliciting financing.

Course Goal: Students will obtain the knowledge to identify key issues and requirements involved in the start-up, financing and operation of a small for-profit business.

Course Rationale: This course exists to assist students in the advanced formation of business knowledge. Therefore, this course is designed and intended for the senior level. This course will provide you with the necessary foundation of business to assist in further success in your business courses. Having the students complete a business plan assesses their cumulative knowledge gained throughout their program thus far.

Department Goals/Program Learning Outcomes (PLOs):

1. Evaluate the major functional areas of business including:
 - a. Ability to prepare, analyze, communicate and use financial information.
 - b. Understanding of the duties of a manager: planning, organizing, directing and controlling.
 - c. Ability to use the marketing mix to successfully perform in the environment of marketing.
 - d. Basic knowledge of the use of information technology in managing organizations.
 - e. Ability to coordinate the knowledge learned in program core course in the formulation and administration of sound business policy using case analysis and discussion.
2. Demonstrate well developed written and oral business communication skills
3. Ability to evaluate current technology to critical and creatively solve business issues
4. Ability to apply ethical and fundamental legal concepts to business decision.
5. Ability to use critical thinking to construct both quantitative and qualitative analysis of business problems

Option A – Management

1. Ability to evaluate and apply the Human Resource function in a business environment with regard to recruitment, selection, training and development, discipline, termination and personnel laws
2. Demonstrate small business understanding by successfully completing a business plan.
3. Ability to evaluate behavior approach management with an emphasis on the understanding, prediction and control of human behavior in the organizational setting

Option B – 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 – Tribal Management

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

Option D – Entrepreneurship

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

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

Course Student Learning Outcomes:	PLOs	General Education Outcomes
Explain the phases of small business operation	1a,1d,1e,3,4,5 A3	ALL
Differentiate between the various business structures	1E,A2,4,D1	4,5,6
Understand basic business operations	ALL	ALL
Design and implement personnel and hiring polices for a small business	1B,1E,A1,A2 C2,C3	ALL
Outline and construct a marketing plan	1A,3,4,A2	2-7,9,10
Prepare and analyze financial documents, reports, accounting and record keeping	1A,2,3,4,5,A2 B1,B2	2-7,9
Write a business plan	ALL	ALL

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 environment in which we live.

Lakota Perspective: This course stresses **Wolakolakiciapi** of “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 wounspe 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.

Assessment: You will be assessed on the amount of knowledge you gain about Business (mastery), and your ability to apply the concepts to various problems and scenarios (competency); as assessed through classroom assessments, in-class exercises, quizzes and examinations. . Your overall grade will be derived from these assessment instruments and weighed as follows:

In class collaborative group discussions/attendance*

20% of your grade

Business Plan	40% of your grade
Homework Assignments	40% of your grade

The Business Plan has been identified as an artifact for this class. A rubric has been included as an attachment.

Evaluation and Grading:

- 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.
- 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 per OLC Attendance Policy.

Assignments: All assignments are due at the beginning of the assigned class. In special cases, an assignment may be turned in by the following class period if arrangements have been made with the instructor prior to the class in which it is due. Late assignments may be subject to a 15% reduction in grade. Late assignments may not be accepted more than one week late - a grade of “0” will be recorded for missing assignments.

List specific assignments, with point values or percentage of grade
Provide a rationale for utilizing the specific types of evaluations designated for the course.

Oglala Lakota College Policies:

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 premises; 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.

(Departments may wish to add details regarding these or other policies that are specific to their department.)