



Business Department Handbook

Bachelor of Science in Business Administration

**Specialization Options:
Management, Accounting, Tribal Management, & Entrepreneurship**

Oglala Lakota College

Table of Contents

Business Administration Department1

Table of Contents2

Business Department Faculty3

Vision and Mission Statements3

Assessment Plan.....4

Retention Plan.....7

Bachelor of Science in Business Administration.....8

 Specialization in Management.....9

 Specialization in Accounting10

 Specialization in Tribal Management10

 Specialization in Entrepreneurship10

 Plan of Study in Management.....11

Plan of Study in Accounting11

Plan of Study in Tribal Management11

Plan of Study in Entrepreneurship12

Business Course Descriptions, Acct13

Business Course Descriptions, BAd15

Business Course Descriptions, Econ.....21

What’s Your Major?23

Application for Bachelor of Science in Business Administration24

Business Department Faculty

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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.
- Development and maintain partnerships among educators, business, and the community that support high academic achievement and opportunity for all students.

Mission Statement

The 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 learner.

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

**Department of Business
Oglala Lakota College
Assessment Plan**

**Bachelors of Science in Business Administration
Bachelors of Science in Business Administration**

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

1. Outcomes Criteria

Successful completion of national standardized Major Field Test (MFT) by all graduating seniors.

2. Assessment Methods

- Analysis of overall MFT exam scores in comparison with national scores
- Analysis of course content in relation to exam subject areas and scores
- Analysis of courses chosen randomly on a semester basis for assessment
 - Four courses per semester for five year plan
 - Re-evaluate plan upon completion for renewal process

3. Type of Feedback

- Review of test data by faculty within the Business Department to determine percentages of students passing/failing the exam
- Evaluation of Business Department curricula and course content in relation to areas of the exam on which students receive lower scores

4. How data will be used to improve program or revise curricula

- Data will be used to update curricula and course content to address identified problem areas. A senior project is currently being considered to increase hands-on experience and practical application of learning.

Business Department Retention Plan

The Business Department of Oglala Lakota College is committed to the success of its students. Part of our efforts to ensure that business students at Oglala Lakota College succeed lies in the department efforts to increase retention. Student retention is always a concern; as a result, the business department has made an effort to help increase retention of an average 2% each academic year. The current strategies to increase retention of the Business Department students are in the following areas:

- The Business Department utilizes Facebook to engage with students in the social media;
- The Business Department faculty members are committed to respond to students e-mails and phone calls within 24 hours during the week;
- The Business Department communicates to all business students via e-mails at busmajors@olc.edu with updates and announcements;
- The Business Department is working on reinstating an AA-Business degree as a stepping stone for students;
- The Business Department conducts pre-advising sessions to students at the college centers where business courses are taught at the beginning and end of each semester; and
- The Business Department will track students who have not pre-registered and communicate with them via e-mails and phone calls to encourage early registrations.

The Business Department of Oglala Lakota College understands the importance of student retention and will evaluate different strategies to increase retention.

BUSINESS DEPARTMENT
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Status Sheet

1. CORE (28 credits) Where taken date grade

Engl 103* Freshman English I	3	
Engl 113* Freshman English II	3	
SpCm 103 Speech Communications	3	
Math 154* College Algebra	4	
MIS 113 Applied Information Processing	3	
Econ 203* Principles of Microeconomics	3	
Humanities Elective	3	
Literature Elective	3	
Science Elective	3	

2. LAKOTA STUDIES (15 credits)

Lak 103 Lakota Language I	3	
Lak 233* Lakota Language II	3	
LSoc 103 Lakota Culture	3	
Lakota Studies Elective	3	
Lakota Studies Elective	3	

3. BUSINESS CORE REQUIREMENTS (45 credits)

Acct 103* Accounting I.I	3	
Acct 203* Accounting I.II	3	
Acct 213* Accounting II	3	
BAd 133* Introduction to Business	3	
BAd 143* Personal Finance	3	
BAd 243* Business Law	3	
BAd 253* Principles of Management	3	
BAd 263* Principles of Marketing	3	
BAd 333* Business Communications	3	
BAd 343* Quantitative Business Methods	3	
BAd 363* Business Finance	3	
BAd 383* Business Ethics & Social Responsibility	3	

BAd 453* Seminar in Strategic Management	3	_____
Econ 213* Principles of Macroeconomics	3	_____
SoSc 313* Statistics for Social Sciences	3	_____

4. PROFESSIONAL REQUIREMENTS (Choose One Option) (15 Credits)

OPTION A – Specialization in MANAGEMENT

BAd 303* Human Resource Management	3	_____
BAd 313* Organizational Theory & Behavior	3	_____
BAd 423* Organizing/Operating a Small Business	3	_____
BAd 443* Qualitative Business Methods	3	_____
Acct 473* Managerial Accounting	3	_____

OPTION B – Specialization in ACCOUNTING (15 Credits)

Acct 253* Accounting Information Systems	3	_____
Acct 303* Intermediate Accounting	3	_____
Acct 343* Government/Non Profit Accounting	3	_____
Acct 453* Auditing	3	_____
Acct 473* Managerial Accounting	3	_____

OPTION C – Specialization in TRIBAL MANAGEMENT (15 Credits)

BAd 313* Organizational Theory & Behavior	3	_____
BAd 373* Grants Proposal Writing & Management	3	_____
BAd 463* Tribal Planning & Administration	3	_____
Econ 333* Economic Issues on the Reservation	3	_____
LPol 313* Indian Law	3	_____

OPTION D – Specialization in ENTREPRENEURSHIP (15 Credits)

BAd 413* Reservation Entrepreneurial Operations	3	_____
BAd 423* Organizing/Operating a Small Business	3	_____
BAd 473* Marketing Research	3	_____
BAd 483* Leadership	3	_____
LPol 313* Indian Law	3	_____

5. GENERAL ELECTIVES (18 Credits)

300-level or higher	3	_____
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300-level or higher	3	_____
300-level or higher	3	_____
300-level or higher**	3	_____
300-level or higher**	3	_____
300-level or higher**	3	_____

**Recommended electives should be selected from your area of specialization (minimum of 9 hours)

Total: 121 Credits

Note: A grade of “C” or better is required in business core and professional requirements.

Business Administration Plan of Study-Specialization in Management

Year 1		Year 2		Year 3		Year 4		Year 5	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Engl 103	Engl113	Mis 113	Sci Elec	Lak Elec	Actg 203	Actg 213	Bad 363	Actg 473	Bad 453
Math 103	Math 134	Lsoc 103	Lak Elec	Actg 103	Bad 243	Bad 263	Bad 383	Bad 423	Bad 443
Lak 103	Lak 233	Math 154	Bad 133	Lit Elec	Bad 253	Bad 333	Bad 303	Elective	Elective
SpCm 103	Hum Elec	BAD 143	SoSc 313	Econ 203	Econ 213	Bad 343	Bad 313	Elective	Elective
								Elective	Elective

Business Administration Plan of Study-Specialization in Accounting

Year 1		Year 2		Year 3		Year 4		Year 5	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Engl 103	Engl113	Mis 113	Sci Elec	Lak Elec	Actg 203	Actg 213	Bad 363	Actg 473	Bad 453
Math 103	Math 134	Lsoc 103	Lak Elec	Actg 103	Bad 243	Bad 263	Bad 383	Actg 453	Actg 303
Lak 103	Lak 233	Math 154	Bad 133	Lit Elec	Bad 253	Bad 333	Actg 253	Elective	Actg 343
SpCm 103	Hum Elec	BAD 143	SoSc 313	Econ 203	Econ 213	Bad 343	Elective	Elective	Elective
								Elective	Elective

Business Administration Plan of Study-Specialization in Tribal Management

Year 1		Year 2		Year 3		Year 4		Year 5	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Engl 103	Engl113	Mis 113	Sci Elec	Lak Elec	Actg 203	Actg 213	Bad 363	Econ 333	Bad 453
Math 103	Math 134	Lsoc 103	Lak Elec	Actg 103	Bad 243	Bad 263	Bad 383	BAD 373	BAD 463
Lak 103	Lak 233	Math 154	Bad 133	Lit Elec	Bad 253	Bad 333	Bad 313	Bad 423	Elective
SpCm 103	Hum Elec	BAD 143	SoSc 313	Econ 203	Econ 213	Bad 343	Elective	Elective	Elective
								Elective	Elective

Business Administration Plan of Study-Specialization in Entrepreneurship

Year 1		Year 2		Year 3		Year 4		Year 5	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Engl 103	Engl113	Mis 113	Sci Elec	Lak Elec	Actg 203	Actg 213	Bad 363	Bad 413	Bad 453
Math 103	Math 134	Lsoc 103	Lak Elec	Actg 103	Bad 243	Bad 263	Bad 383	Bad 473	Bad 483
Lak 103	Lak 233	Math 154	Bad 133	Lit Elec	Bad 253	Bad 333	Bad 313	Elective	Elective
SpCm 103	Hum Elec	BAD 143	SoSc 313	Econ 203	Econ 213	Bad 343	Lpol 313	Elective	Elective
								Elective	Elective

Business Course Descriptions

ACCOUNTING

ACCT 103 Principles of Accounting I.I

Prerequisite: Math 103 & MIS 113

An introduction to accounting where emphasis will be placed on the accounting cycle and double-entry accounting.

3 credits

ACCT 203 Principles of Accounting I.II

Prerequisite: ACCT 103

An introductory course in the accounting cycle, including accounting concepts and principles used to analyze and record transactions in a business environment. The study and preparation of payroll and applicable laws and regulations will be studied. Transactions are focused on basic accounting systems, advanced accounting systems, cash and receivables.

3 credits

ACCT 213 Principles of Accounting II

Prerequisite: ACCT 203

A continuation of Accounting 203 that examines accounting principles and concepts applicable to inventories, fixed assets, liabilities, and corporate organization, bonds payable, statements of cash flow, and financial statement analysis.

3 credits

ACCT 253 AIS-Accounting Information Systems

Prerequisite: ACCT 213

An accounting course that provides experience with computer based application software programs.

3 credits

ACCT 303 Intermediate Accounting

Prerequisite: ACCT 213

A more in depth study of accounting concepts and principles with emphasis on accounting for income statement and statement of cash flows, income measurement, balance sheet, and value of money.

3 credits

ACCT 343 Governments/Non Profit Accounting

Prerequisite: ACCT 213

The Governmental and Non-Profit Accounting course is an examination of the basic accounting concepts and practices used in governmental and non-profit agencies. The student will gain a thorough understanding of the financial activities of non-profit and governmental agencies, budgetary accounting, and reporting procedures.

3 credits

ACCT 453 Auditing

Prerequisite: ACCT 213

A study of audit procedures including professional standards, professional ethics, legal liability, audit evidence, planning the audit, and internal controls.

3 credits

ACCT 473 Managerial Accounting

Prerequisite: ACCT 213

This course focuses on decision-making in organizations, where the decisions involve the generation, analysis, or use of financial information. The major topics in this course include the use of accounting in making alternative choice decisions, the development and use of product cost information, and the use of accounting information for managerial planning and control. Throughout the course, a managerial viewpoint is stressed.

3 credits

ACCT 496 Accounting Internship

Prerequisite: Department Chair Approval

Student will observe and experience business operations in the field of accounting, while completing a hands-on administrative/low-level managerial internship at a local business or organization of their choosing subject to the Academic Advisor approval. Students will maintain a weekly log of activities and keep a written journal describing their experiences, what they have learned and do a self-evaluation.

Students will work for 180 hours in the work place.

6 credits

BUSINESS ADMINISTRATION

BAd 133 Introduction to Business

Prerequisite: Engl 103 & Math 103

This course is a comprehensive, updated introduction to all key business functions: management, marketing, accounting, finance and information technology. Core topics highlighted within these functional areas include ethics and social responsibility, small business concerns, different forms of business ownership and operations of small businesses. The course is structured around the main components of a business plan from introduction to executive summary.

3 credits

BAd 143 Personal Finance

Prerequisite: Engl 103 and Math 103

This course is designed to teach students how to manage their own personal budget, achieve good credit, understand various types of insurance and understand investment practices and how to plan for retirement.

3 credits

BAd 243 Business Law

Prerequisite: BAd 133

An introductory course of the principles of law as they apply to citizens and businesses. The course will include an understanding of the court system at the local, state and national level. Students will gain an understanding of contract law, their rights and responsibilities as citizens, utilization of financial transaction, employment and agency relationships and the understanding of the regulations governing different types of business organizations.

3 credits

BAd 253 Principles of Management

Prerequisite: BAd 133

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

3 credits

BAd 263 Principle of Marketing

Prerequisites: BAd 133

An overview of the field of modern marketing, with detailed emphasis on: the marketing concept; strategic marketing – with environmental scanning and internal audits; social responsibility and ethics in marketing; marketing research & information systems; consumer behavior & organizational markets; products, the product life-cycle, product management, branding-packaging-labeling; the marketing of services & service quality.

3 credits

BAd 303 Human Resource Management

Prerequisites: BAd 253

This course covers the principles and techniques of human resource management including legislation affecting employers today. It also covers the human resource functions of

procurement, organization, development, compensation, integration, management and separation.

3 credits

BAd 313 Organizational Theory & Behavior

Prerequisite: BAd 253

This course is a behavior approach to management with emphasis on the understanding, prediction, and control of human behavior in the organization setting. Topics include individual behavior, interpersonal and group behavior, environmental adaptation and organizational effectiveness.

3 credits

BAd 333 Business Communications

Prerequisite: BAd 133

This course covers modern practices in the preparing, planning, writing and dictating all types of business letters and reports that are commonly required in business operations.

3 credits

BAd 343 Quantitative Business Methods

Prerequisites: SoSc 313 and Math 154

Stresses role of the manager and the strategic use of technology in business.

3 credits

BAd 363 Business Finance

Prerequisites: Math 154 and Acct 213

This course provides an introduction to business finance with an emphasis on the use of information from the three basic financial statements to do ratio analysis, financial forecasting, and calculate the degree of business leverage. In addition, working capital & cash management,

short-term financing, the time value of money concept, the cost of capital, and various valuation methods are discussed.

3 credits

BAd 373 Grants Proposal Writing & Management

Prerequisites: Acct 213 and BAd 253

This course provides “hands-on” instruction in developing a team to address a need, write a comprehensive Grant request proposal, and find appropriate sources of funding. Student teams will actually research, write and present a complete mock-Grant Proposal as the culminating class exercise.

3 credits

BAd 383 Business Ethics & Social Responsibility

Prerequisites: BAd 253

This is a study of ethics and social responsibility as they relate to issues, conflicts, decision-making, and program development in business today. The impact of business activities on: stockholders, employees, communities, the environment, and society in general are discussed in detail.

3 credits

BAd 413 Reservation Entrepreneurial Operations

Prerequisite: BAd 253

This course will provide students with knowledge on land status issues common to the area, business financing and special circumstances as they apply to the reservation, Tribal tax laws, Tribal Business Licenses, Tribal Uniform Commercial Code, and Marketing on/off the Reservation. This course is specific to the Pine Ridge Reservation.

3 credits

BAd 423 Organizing & Operating a Small Business

Prerequisites: BAd 303 & BAd 363

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.

3 credits

BAd 443 Qualitative Business Methods

Prerequisites: BAd 343

Important issues and problems in business today are reviewed during the first-half of the semester, students then proceed to guided independent research in an area of personal interest to them, culminating in the writing and presentation of a significant Research Paper on the selected business issue.

3 credits

BAd 453 Seminar in Strategic Management

Prerequisites: Must be taken in final semester & BAd 363

This is the capstone course for graduating seniors in Business Administration, studying the role of top managers' in developing and implementing an organization's strategies. Extensive student participation and presentations occur in the seminar format, with the case study method used to analyze strategic theory and actual business applications.

3 credits

BAd 463 Tribal Planning & Administration

Prerequisite: BAd 363

This is an applied course in the principles of management and personnel supervision, as they relate to Tribal programs. Emphasis is on: understanding and solving personnel problems, writing program objectives, defining activities to be done, effective planning, the direction &

evaluation of a Tribal program, managing budgets, and studying the interrelationship between various programs and Tribal governments.

3 credits

BAd 473 Marketing Research

Prerequisite: BAd 263 and Math 154

Introduces students to the planning, collection, and analysis of data relevant to marketing decision making, the understanding and communication of the results.

3 credits

BAd 483 Leadership

Prerequisite: Bad 253 and BAd 313

Taking a college course on leadership will not make you a leader, that's not how it happens. Studying leaders and leadership will help you develop the qualities and traits that do. Students in this course will learn the traits, styles and different types of leaders. Attention will be paid to self-leadership, one on one leadership, team leadership and organizational leadership. The different skills for effective leadership will be studied.

3 credits

BAd 490/493 Senior Special Topics in Business

Prerequisite: Department Chair Approval

Studies in various special business topics at the senior level, courses are offered as student and/or community interest indicates and appropriate instructors are available. Course content may change from semester to semester; thus the class may be taken more than one time, when different topics are offered. Course credit offered may vary, depending upon the particular subject matter and content.

Credit – variable.

BAd 496 Business Internship

Prerequisite: Department Chair Approval

Student will observe and experience business operations in a variety of functional areas, while completing a hands-on administrative/low-level managerial internship at a local business or organization of their choosing subject to the Academic Advisor approval. Students will maintain a weekly log of activities and keep a written journal describing their experiences, what they have learned and do a self-evaluation. Students will work for 180 hours in the work place.

6 credits

ECONOMICS

Econ 203 Principles of Microeconomics

Prerequisite: Math 103

This course is designed to give students an understanding of basic economic concepts, such as: supply and demand, the operation of the price mechanism, substitute goods, economic trade-offs and opportunity cost, which affect the activities of businesses and consumers in a capitalist market economy. Emphasis is also given to the Mixed Economy, and how the student becomes part of it on, or off, the reservation.

3 credits

Econ 213 Principles of Macroeconomics

Prerequisite: Econ 203

This course is designed to give students an introduction to the principles underlying economic processes, such as: the nature of the free enterprise system; income & consumptive spending; the money & banking systems; national output, income and the gross national product; monetary & fiscal policy; and unemployment & inflation as they relate to governmental decision-making and the national accounts.

3 credits

Econ 333 Economic Issues on Reservations

Prerequisites: Econ 203 & Econ 213

This course provides an understanding of the unique dynamics of Reservation Economies that affect the lives of Native Americans. Topics include: the economic impact of treaties and their changing interpretation by government; the effect of Federal Department, Agency and Program (such as: Agriculture, BIA, HUD, WIC and Economic Empowerment Zones) activities on reservation economies, job opportunities, citizen attitudes, etc. The roles of: education, Tribal government, the relevant State government, and other reservation-specific issues will be discussed.

3 credits

What's Your Major?

Continuing Students will remain on their current degree listed in Jenzabar until they complete Core Courses and Lakota Studies requirements. If the degree is no longer offered or they still have CORE listed they need to declare a Major by submitting a Declared Major form listed on the OLC Registrar Web Site.

New Students declare their major on their admission application.

Stop-out students (sat out for one or more semesters) who still have a degree listed that is no longer offered will have to declare a major; this includes those students who still have CORE listed. Need to submit an updated admission application with the Major listed.

Problem: Students are all over the place with their classes but many still don't have the General CORE Courses including Lakota Studies completed. But they were approved to enroll in upper division courses and may have credits in Social Work, Elementary Education, and Math & Science and now have 120 credits to no degree.

****At this time we need to push our students to complete the CORE courses including Lakota Studies. But because our schedule will not allow this 100% of the time we have to do our best to ensure that they are taking CORE.**

Directors must ensure that students have completed their CORE ***before*** they apply to a degree program which includes a complete application including the writing sample and unofficial transcripts.

Chairs review the application for approval then submit to the Registrar's Office who enters the degree. Chairs will set up a plan of study for the students which will allow them to see the course needs of the students and plan for graduation.



BUSINESS DEPARTMENT

Application for Bachelor of Science in Business Administration degree program:

- Management Specialization
- Accounting Specialization
- Tribal Management Specialization
- Entrepreneurship Specialization

Catalog Year Used _____

Student Name _____ Date _____

Mailing Address _____
Box/Street City Zip

Cell Number _____ Home Number _____ Email _____

Are you a member of a federally recognized tribe? Yes No

Projected Date of Graduation _____

Required Criteria:

1. Student must apply after successfully completing CORE Courses including Lakota Studies sections. (The student may also include BAD 133 Introduction to Business, BAD 143 Personal Finance, and ACCT 103 Accounting 1.1 in the 45 hours.)
2. Documentation of 10.1 reading level through approved assessment evaluation (ACT, TABE, or Accuplacer).
3. A personal goal statement including a) why the student would like a this degree, and b) how the student plans to use the degree in the future.
4. Unofficial Transcripts showing hours completed and overall GPA.

Application is not a guaranteed acceptance.

Student Signature Director Signature Date

Chair Signature Date

Registrar's Office Date