

## **BUSINESS DEPARTMENT**

Dr. Ahmed Al-Asfour, M.S.A.S, Ed.D, Department Chairperson  
Dr. Joanne “Susie” White Thunder, Ed.D, Faculty  
Dr. Andrew Thompson, M.B.A, Ed.D, 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 21<sup>st</sup> 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**

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

### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

This is a bachelor degree in Business Administration with a choice of one of four areas of specialization: Management, Accounting, Tribal Management or Entrepreneurship. Each degree provides a foundation of general business knowledge and skills, as well as specialized preparation for those who want to pursue a career in government, tribal programs or in private business.

#### **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

# Plan of Study

<b>Business Administration Plan of Study - Specialization in Management</b>										
Year 0	Year 1		Year 2		Year 3		Year 4		Year 5	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	Engl 103	Mis 113	Engl 113	BAd 333	BAd 253	BAd 243	BAd 263	BAd 363	BAd 483	BAd 453
	Math 103	Math 134	Bmath	SoSc 313	Acct 103	Acct 203	Acct 393	BAd 313	BAd 423	BAd 443
Lak 103	Lsoc 103	BAd 133	Lak 233	Econ 213	Elective	BAd 383	BAd 343	Lak Elec	Lak Elec	Elective
SpCm103	BAd 143	Hum Elec	Econ 203	Sci Elec	Lit Elec	Elective	Elective	BAd 303	Elective	Elective
<b>Business Administration Plan of Study - Specialization in Accounting</b>										
Year 0	Year 1		Year 2		Year 3		Year 4		Year 5	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	Engl 103	Mis 113	Engl 113	BAd 333	BAd 253	BAd 243	BAd 263	BAd 363	Elective	Acct 453
	Math 103	Math 134	Bmath	SoSc 313	Acct 103	Acct 203	Acct 393	Acct 303	Elective	Acct 353
Lak 103	Lsoc 103	BAd 133	Lak 233	Econ 213	Elective	BAd 383	BAd 343	Lak Elec	Acct 423	BAd 453
SpCm103	BAd 143	Hum Elec	Econ 203	Sci Elec	Lit Elec	Elective	Elective	Acct 343	Elective	Elective
<b>Business Administration Plan of Study - Specialization in Tribal Management</b>										
Year 0	Year 1		Year 2		Year 3		Year 4		Year 5	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	Engl 103	Mis 113	Engl 113	BAd 333	BAd 253	BAd 243	BAd 263	BAd 363	Elective	BAd 463
	Math 103	Math 134	Bmath	SoSc 313	Acct 103	Acct 203	Acct 393	BAd 313	Econ 333	BAd 453
Lak 103	Lsoc 103	BAd 133	Lak 233	Econ 213	Elective	BAd 383	BAd 343	Lak Elec	Lpol 313	Lak Elec
SpCm103	BAd 143	Hum Elec	Econ 203	Sci Elec	Lit Elec	Elective	Elective	Elective	BAd 373	Elective
<b>Business Administration Plan of Study - Specialization in Entrepreneurship</b>										
Year 0	Year 1		Year 2		Year 3		Year 4		Year 5	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	Engl 103	Mis 113	Engl 113	BAd 333	BAd 253	BAd 243	BAd 263	BAd 363	BAd 483	BAd 453
	Math 103	Math 134	Bmath	SoSc 313	Acct 103	Acct 203	Acct 393	Lpol 313	BAd 423	BAd 473
Lak 103	Lsoc 103	BAd 133	Lak 233	Econ 213	Elective	BAd 383	BAd 343	Lak Elec	Lak Elec	Elective
SpCm103	BAd 143	Hum Elec	Econ 203	Sci Elec	Lit Elec	Elective	Elective	Elective	BAd 413	Elective

**BUSINESS DEPARTMENT  
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

<b>1. CORE (31 credits)</b>	<b>Where taken</b>	<b>date</b>	<b>grade</b>
Engl 103* Freshman English I	3	_____	_____
Engl 113* Freshman English II	3	_____	_____
SpCm 103 Speech Communications	3	_____	_____
Math 103 Elementary Algebra	3	_____	_____
Math 134* Intermediate Algebra	4	_____	_____
MIS 113 Applied Information Processing	3	_____	_____
Econ 203* Principles of Microeconomics	3	_____	_____
Humanities Elective	3	_____	_____
Literature Elective	3	_____	_____
Science Elective	3	_____	_____
<b>2. LAKOTA STUDIES (15 credits)</b>			
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	_____	_____
<b>3. BUSINESS CORE REQUIREMENTS (48 or 49 credits)</b>			
Acct 103* Principles of Accounting I	3	_____	_____
Acct 203* Principles of Accounting II	3	_____	_____
Acct 393* Managerial Accounting	3	_____	_____
BAd 133* Introduction to Business	3	_____	_____
BAd 143* Personal Finance	3	_____	_____
BAd 153* Applied Business Mathematics or			
Math 154* College Algebra	3/4	_____	_____
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 Analysis	3	_____	_____
BAd 363* Business Finance	3	_____	_____
BAd 383* Business Ethics & Social Responsibility	3	_____	_____
Econ 213* Principles of Macroeconomics	3	_____	_____
SoSc 313* Statistics for Social Sciences	3	_____	_____
BAd 453**Seminar in Strategic Management	3	_____	_____

**\*\*Must be taken in final semester**

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**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*	Problems in Business	3 _____
BAD 483*	Leadership	3 _____

**OPTION B – Specialization in ACCOUNTING (15 Credits)**

Acct 303*	Intermediate Accounting	3 _____
Acct 343*	Government/Non Profit Accounting	3 _____
Acct 353*	Accounting Information Systems	3 _____
Acct 423*	Advanced Accounting	3 _____
Acct 453*	Auditing	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 _____
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 _____

\*\*\*9 credit hours of electives must be in the area of Business, Accounting, Economics or Entrepreneurship.  
\*\*\*\*College Algebra is recommended for students planning to pursue a master's degree. Total: 127 or 128 Credits

**Grades of C or better are required in all business courses**

## **BUSINESS COURSE DESCRIPTIONS**

### **ACCOUNTING**

#### **ACCT 103 Principles of Accounting 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 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 303 Intermediate Accounting**

Prerequisite: ACCT 203

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 203

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 353 AIS-Accounting Information Systems**

Prerequisite: ACCT 203

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

3 credits

#### **ACCT 393 Managerial Accounting**

Prerequisite: ACCT 203

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 423 Advanced Accounting**

Prerequisites: ACCT 303

A more in depth study of accounting concepts and principles with emphasis on Investments, liabilities, income taxes, pensions and postretirement benefits, shareholders equity, accounting changes and adjustments for errors and in-depth concentration of the statement of cash flows.

3 credits

### ACCT 453 Auditing

Prerequisite: ACCT 203

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

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, understand investment practices, and how to plan for retirement.

3 credits

### BAd 153 Applied Business Math

Prerequisite: Math 134

This course focuses on mathematics procedures and processes used in the business and financial world. It can replace Math 154, College Algebra on the business status sheet. This course may not prepare students for continuing in mathematics and Math 154 may be a better choice for students contemplating graduate school.

### 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 Principles 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 Analysis

Prerequisites: SoSc 313 and BAD 153 or Math 154

This course introduces a collection of quantitative tools designed to enhance managerial decision-making process. Topics to be covered in this course include counting rules, measures of central tendency and dispersion, distributions (including normal and binomial), sampling and estimation, hypothesis testing, decision theory, forecasting, inventory control models, linear programming, project management techniques, queuing theory, and statistical quality control.

3 credits

### BAd 363 Business Finance

Prerequisites: Acct 203 and BAD 153 or Math 154

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 203 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 businesses on the reservations.

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 Problems in Business

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 BAD 153 or 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: Math 103

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