

**BUSINESS AND MANAGEMENT****Overview**

Ilisaġvik College offers a number of business-related programs of study to prepare participants for employment at many different levels. The various programs offer students a career ladder approach to business and office-related careers. The programs vary in length, but all coursework ultimately counts toward an Associate of Applied Science degree, which certifies the highest level of employment readiness offered by Ilisaġvik College.

The Associate of Applied Science Degree in Business and Management provides students with the knowledge and tools to succeed as mid-level managers in a business environment or as an entrepreneur. The program emphasizes how Iñupiaq values fit into management practices and how such values help create a positive management environment. This program also uses the career ladder approach, so that:

- Students are recognized at each level of accomplishment as they earn the Business Specialist I and II certificates.
- The students are prepared for a variety of entry level positions as they learn the requisite skills for each certificate.
- The requirements of the certificates apply towards the Associate of Applied Science in Business and Management degree.

Some course flexibility is allowed within the certificate requirements to facilitate student progress and allow students to tailor the certificates to match their personal and career goals.

In addition, the business program offers students the opportunity to take courses that satisfy nearly all of the general core requirements of a four-year college. This track is recommended for students who wish to earn an Associate degree, but who plan to continue their education and earn a bachelor's degree.

The program offers participants the knowledge and information with which to plan and manage time, people and finances. It teaches basic concepts of law, business systems, accounting principles, and written and oral communication. Emphasis is also placed on how information technology tools can be used for problem solving in the workplace. Students may select program specialties in Business, Information Technology, Public Management, Small Business Management or Health Management.

**Degree Outcomes**

Upon successful completion of the Associate of Applied Science Degree in Business and Management, graduates are able to:

- Demonstrate how leadership and managerial functions, roles, and skills are applied to improve organizational strategy, operational effectiveness, employee and team performance, and stakeholder well-being.
- Show how managers adapt and innovate business practices so that an organization can thrive within changing economic, competitive, technological, social, and global environments.
- Understand how an organization's structure and culture must be suited to its unique purpose and characteristics, and recognize how structure and culture can be used to enable strategy execution, improve performance, establish ethical behavior, and mitigate risk.
- Gain a working knowledge of the functions of a business, including general management, operational effectiveness, and financial accountability.

**Admission Requirements and Prerequisites**

Students must meet general admissions requirements.

<b>CERTIFICATE, BUSINESS SPECIALIST I</b>		
<b>Course Requirements</b>		<b>Credits</b>
BUS 101	Principles of Acct. I	3
BUS 151	Intro to Business	3
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
<i>Complete ONE of the following:</i>		
ANTH 100	Indiv. Society and Culture	3
BUS 155	Human Relations	3
<i>Complete the following:</i>		
IT 140	Comp. Spreadsheets A,B,C	3
<b>Total Credits:</b>		<b>15</b>

**Note:** Some course substitutions may be made with approval of advisor, but only program required courses may serve as substitute courses.

<b>CERTIFICATE, BUSINESS SPECIALIST II ***</b>		
<i>General Education Coursework</i>		<i>Credits</i>
<b>Communication</b>		<b>(6)</b>
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
<b>Math/Science/Technology</b>		<b>(6)</b>
IT 140	Comp. Spreadsheets A,B,C	3
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
<b>Humanities/Social Sciences</b>		<b>(3)</b>
ANTH 100	Indiv. Society and Culture	3
BUS 155	Human Relations	3
<i>Major Coursework</i>		<i>Credits</i>
<b>Certificate Core</b>		<b>(15)</b>
BUS 101	Principles of Acct. I	3
BUS 121	Microeconomics	3
BUS 151	Intro to Business	3
BUS 201	Principles of Accounting II	3
BUS 254	Intro to Org. Management	3
<b>Total Credits:</b>		<b>30</b>

**Note:** Course substitutions can be made for BUS 121, BUS 201, BUS 254, and COMM 131 with approval of advisor.

**ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT CERTIFICATES**

The Entrepreneurship/Small Business Management Certificate Program provides students with the knowledge and skills required to begin and run a small business. The program allows students to take advantage of the resources and funding available for rural entrepreneurial endeavors such as the Alaska Marketplace business plan competition. The program emphasizes how Iñupiaq values fit into management practices and how such values help create a positive working environment.

**Degree Outcomes**

Upon successful completion of the Entrepreneurship/Small Business Management (ESBM) certificate programs, graduates are able to:

- Understand basic financial, legal, and economic concepts that apply to small business management.
- Understand the steps of developing an effective business plan that can be used as a means for attracting financing and as an operational guide for starting, running, and growing an entrepreneurial venture.
- Understand fundamental managerial skills and techniques and how they are applied to achieve organizational strategies and create a positive and rewarding work environment.

- Recognize unique challenges that confront small business managers in rural Alaska and understand how to plan for, and deal with, such challenges.
- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic and professional activities.
- Integrate Iñupiaq knowledge, values and culture into business practice.

**Admission Requirements and Prerequisites**

Students must meet general admissions requirements.

<b>CERTIFICATE, ESBM SPECIALIST I</b>		
<i>Course Requirements</i>		<i>Credits</i>
BUS 101	Principles of Acct. I	3
BUS 105	Business Math	3
BUS 151	Intro to Business**	3
BUS 260	Principles of Marketing	3
IT 140	Comp. Spreadsheets A,B,C	3
<b>Total Credits:</b>		<b>15</b>

<b>CERTIFICATE, ESBM SPECIALIST II</b>		
<i>General Education Coursework</i>		<i>Credits</i>
<b>Communication</b>		<b>(3)</b>
BUS 109	Business English	3
<b>Math/Science/Technology</b>		<b>(3)</b>
BUS 105	Business Math	3
<b>Humanities/Social Sciences</b>		<b>(3)</b>
BUS 175	Customer Service	3
<i>Major Coursework</i>		<i>Credits</i>
<b>Certificate Core</b>		<b>(21)</b>
BUS 101	Principles of Acct. I	3
BUS 151	Intro to Business	3
BUS 202	Managerial Accounting	3
BUS 239	Culture and Management	3
BUS 260	Principles of Marketing	3
IT 140	Comp. Spreadsheets A,B,C	3
<i>Complete ONE of the following:</i>		
BUS 112	Principles of Economics**	3
BUS 279	Bus.Dev. on the North Slope	3
<b>Total Credits:</b>		<b>30</b>

\*\* Check with advisor for possible course substitutions



**BACHELOR IN BUSINESS ADMINISTRATION****Overview**

The four-year Bachelor in Business Administration degree builds on the College's two-year Associate of Applied Science degree in Business and Management and offers students the next higher level course of study that will help to support individual career advancement as well as meet employer needs for qualified personnel in mid-level administrative positions. The degree comprises 120 credit hours of course work with an emphasis in general management. In an effort to support working students, traditional as well as blended course formats are used in addition to distance learning platforms are used.

**Admission Requirements**

Students seeking admission to this instructional program fall into one of the following three groups: (1) first-time students; (2) students who have earned an associate's degree from Ilisagvik or another accredited school; (3) and transferring students without an associate's degree. The admission requirements for each group are as follows.

**First-time students:**

- Graduation from high school with a GPA of at least a 2.5 GPA or successful completion of the GED; and
- Letter of recommendation from an individual who is qualified to evaluate the student's academic ability and potential success; and
- Completion of ACT or SAT with qualifying scores of 18 or 950 respectively

**Students who have earned an associate's degree from Ilisagvik or another accredited school:**

- Completion of 60 college-level credits with a cumulative GPA of 2.0 or better

**Transferring students without an associate's degree from an accredited school:**

- Less than 24 college-level credits
  - Graduation from high school with a GPA of at least 2.5 GPA or successful completion of the GED; and
  - Have college-level GPA of 2.0 or better; and
  - Completion of ACT or SAT with qualifying scores of 18 or 950 respectively
- 24 college-level credits or more
  - Completion of all college-level credits with a cumulative GPA of 2.0 or better

**Degree Outcomes**

- Demonstrate how leadership and managerial functions, roles, and skills are applied to improve organizational strategy, operational effectiveness, employee and team performance, and stakeholder well-being.
- Show how managers adapt and innovate business practices so that an organization can thrive within changing economic, competitive, technological, social, and global environments.
- Understand how an organization's structure and culture must be suited to its unique purpose and characteristics, and recognize how structure and culture can be used to enable strategy execution, improve performance, guide ethical behavior, and mitigate risk.
- Gain a working knowledge of the functions of a business, including: general management, operational effectiveness, and financial accountability.

<b>BACHELOR, BUSINESS ADMINISTRATION</b>		
<i>General Education Coursework</i>		<i>Credits</i>
<b>Communication</b>		<b>(9)</b>
<i>Complete the following:</i>		
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
<i>Select ONE of the following:</i>		
ENGL 211	Academ. Writing about Lit.	3
ENGL 213	Academ. Writing about Social/ Natural Sciences	3
<b>Math/Science/Technology</b>		<b>(10+)</b>
<i>Complete the following:</i>		
LS 101	Library Information/Research	1
MATH 105	College Algebra	3
<i>Select TWO of the following:</i>		
BIOL 100	Human Biology	4
BIOL 103	Biology and Society	4
BIOL 104	Natural History of Alaska	4
CHEM 100	Chemistry and Society	4
CHEM 103	Basic General Chemistry	4
GEOS 100	Introduction to Earth Science	4
MATH 107	or higher	3-4
<b>Humanities/Social Sciences</b>		<b>(18)</b>
<i>Complete the following:</i>		
BUS 121	Microeconomics	3
BUS 239	Culture and Management	3
<i>Select TWO of the following:</i>		
ANS 240	Alaska Natives in Film	3
ANTH 100	Indiv. Society and Culture	3
ANTH 242	Native Cultures of Alaska	3
ART 200	Aesth. App: Art, Drama, Music	3
ECON 100/ PS 100	Political Economy	3
ENGL 200	World Literature	3
HIST 100	Modern World History	3
HIST 115	Alaska. Land, and its People	3
HIST 131	U.S. History to 1865	3
HIST 132	U.S. History, 1865 to Present	3
PHIL 101	Introduction to Logic	3
PSY 101	Introduction to Psychology	3
SSC 218	Topics in the Social Sciences	3
SWK 103	Social Work in Hum Services	3
<i>Select TWO of the following:</i>		
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 210	Iñupiaq Land, Use, Values	3
INU 213	Iñuit Storytelling	3
INU 220	NS Iñupiaq Hist., Lang., Cult.	3

<b>Major Coursework</b>		<b>Credits</b>
<b>Degree Core</b>		<b>(50-51)</b>
<b>Complete the following:</b>		
BUS 101	Principals of Accounting I	3
BUS 151	Intro to Business	3
BUS 201	Principles of Accounting II	3
BUS 202	Managerial Accounting	3
BUS 221	Macroeco: NS, Nat'l, Glob. Iss	3
BUS 232	Contemp. Mgmt Issues	3
BUS 260	Modern Marketing Strategies	3
BUS 333	Financial Management	3
BUS 341	Business Law	3
BUS 350	Technology and Business	3
BUS 401	Cultural Values & Bus. Ethics	3
BUS 418	Current Topics in Business	3
BUS 432	Strategic Management	3
BUS 439	Managing a Cult. Diverse Org.	3
BUS 454	Organizational Management	3
BUS 499	Internship in Bus. Admin.	3
IT 140	Computer Spreadsheets	3
<b>General Management Concentration</b>		<b>(15)</b>
<i>Complete the following:</i>		
BUS 320	Adv. Bus. Communications	3
BUS 334	Human Resources Mgmt	3
BUS 355	Quantitative Analysis	3
BUS 360	Project Management	3
BUS 365	Operations Strategy	3
<b>Electives</b>		<b>(18)</b>
<i>NINE credits must be BUS, IT, MATH or other approved business related courses not yet taken for credit.</i>		
<b>Total Credits:</b>		<b>120-121</b>

**NOTE:**  
**WHILE COURSES MAY APPEAR IN MORE THAN ONE CATEGORY, EACH COURSE MAY BE ONLY TAKEN FOR CREDIT ONE TIME.**