Address mail inquires as follows:
Name of Office, Dept. or Person
Dakota College
105 Simrall Boulevard
Bottineau, ND 58318-1198

Call Admissions, Financial Aid, and Housing Offices toll free at: 1-800-542-6866 (U.S. or Canada)

Access Dakota College at:
www.daktoacollege.edu

Fax: (701) 228-5499

Campus Visits
Campus visits are available 9:00 am to 2:00 pm, Monday through Friday and usually last 1 to 1.5 hours. The campus is closed on weekends and national holidays. Prospective students. Prospective students may request a campus visit on the website or by contacting:

Admission's Office
1-800-542-6866

Telephone/Office Directory
Academic Affairs.................... 701-228-5463
Athletics................................ 701-228-5451
Bookstore 701-228-5458
Business Office 701-228-5430
Dean's Office 701-228-5480
Distance Education................ 701-228-5623
Food Service 701-228-5485
General Information.............. 701-228-2277
Academic Support
                Services.............. 701-228-5668
Library 701-228-5680
DC - Minot 701-858-4339
DC - Valley City 701-845-7490
Registrar 701-228-5470

2024 – 2025 Catalog at a Glance

Contents

The 2024-2025 Catalog

The Dakota College annual catalog is published each year. It presents an outline of the organization, its history and scope, members of the faculty for the current year, and descriptions of the various courses of study to be offered during the academic year.

Disclaimer

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institution. Announcements contained in such printed material are subject to change without notice and may not be regarded as binding obligations on the institution and the State. As these announcements are prepared some time in advance, changes are sometimes necessary during the academic year. Dakota College administration and faculty reserve the right to make changes in curricula, academic guidelines and other rules and regulations at any time.

Non-Discrimination Statement

Dakota College does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act (GINA); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in Dakota College activities, employment, and access to or participation in, and treatment in all programs and activities. Dakota College prohibits retaliation against any individual or group who exercises the rights or responsibilities protected under the provisions of state law, federal law and/or institutional policy. Employees or students who violate this policy may face disciplinary action up to and including separation from Dakota College. Third parties who commit discrimination or harassment may have their relationships with Dakota College terminated and/or privileges of being on premises withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment may be directed to the Title IX Coordinator. All other forms of discrimination (e.g., racial) or harassment may be directed to Human Resources, as appropriate.

Sara Abrahamson
Human Resources Director
500 University Ave W
Minot, ND 58707
701-858-4610
hr@minotstate.edu

Laura Halvorson
Title IX Coordinator
105 Simrall Blvd
Bottineau, ND 58318
701-228-5680
laura.halvorson@dakotacollege.edu

Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
 John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
OCR.Chicago@ed.gov

Equal Opportunity

Dakota College is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws for all individuals without regard to race, color, national origin, religion, gender, disability, age, sexual orientation, marital status or veterans' status. Inquiries concerning compliance may be directed to the College's Equal Opportunity Officer (dcbhuman.resources@dakotacollege.edu) or the Office of Civil Rights, U.S Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor; Chicago, IL 60604, Telephone: 312-730-1560, fax (312) 750-1576 or OCR.Chicago@ed.gov.

Student inquiries concerning the Americans with Disabilities Act may contact Lynn Bristol, Disability & Accessibility Services, located in the Academic Center for Excellence in Thatcher Hall.

Title IX Compliance

Title IX policy is required by federal law (Title IX, Education Amendments of 1972) and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights. In accordance with Title IX, Dakota College does not discriminate based on sex or gender identity in educational program and activities.
Sexual misconduct and discrimination are prohibited in all forms, regardless of intent to harm. This includes sexual violence, sexual assault, sexual exploitation, coercion, and sexual harassment. All of these are examples of sexual discrimination and sexual misconduct, and all are prohibited.

Also prohibited under Title IX is any rule violated on the basis of the recipient's sex/gender which is severe enough to cause a discriminatory effect. (Examples of this may include but are not limited to bullying, cyber-bullying, relationship violence, and stalking.)

College Majors/Programs of Study

Certificate ....one-year career/Tech program
AAS...Associate of Applied Science/two-year career/tech program
AS..Associate of Science/two-year transfer program
AA ....Associate of Arts/two-year transfer program

	Certificate of Completion	*Certificate*	*AAS*	*AS*	*AA*
AGRICULTURE					
Agriculture Management & Tech		X	X		
HORTICULTURE					
Unmanned Aircraft Systems	X				
BUSINESS					
Advertising & Marketing		X	X		
Accounting Technology		X	X		
Bookkeeping		X			
Human Resource Management		X	X		
Information Management – Administrative Assistant			X		
Reception Services		X			
Small Business Management		X	X		
COMPUTER TECHNOLOGY					
Information Tech-Computerized Office Management			X		
Information Technology			X		
Information Technology-Webmaster			X		
Information Technology-Web Design		X			
EDUCATION & HUMAN SERVICES					
Child Development Associate		X			
Paraprofessional Education-Early Childhood			X		
Paraprofessional Education – K-12			X		
Paraprofessional Education		X			
HEALTH PROFESSIONS					
Dental Hygiene			X		
Dental Assisting		X	X		
Diagnostic Medical Sonography			X		
Medical Coding		X			
Medical Assistant		X	X		
Medical Administrative Assistant			X		
Paramedic Technology		X	X		
Practical Nurse (LPN)			X		
Associate degree Nurse (RN)			X		
NATURAL RESOURCES					
Environmental Tech-Natural Resource Management			X		
Recreation Management		X	X		
Urban Forest Management		X	X		
Wildlife & Fisheries Technology			X		
PHOTOGRAPHY					
Photography		X	X		
TECHNICAL STUDIES					
Technical Studies		X	X		

College Majors/Programs of Study

Certificate ....one-year career/Tech program
AAS..Associate of Applied Science/two-year career/tech program
AS...Associate of Science/two-year transfer program
AA ....Associate of Arts/two-year transfer program

	Certificate of Completion	Certificate	AAS	AS	AA
LIBERAL ARTS/TRANSFER *Transfer/Pre-Professional College Studies		X		X	X

*Dakota College offers the applicable freshman and sophomore coursework for most bachelor's degree programs. The following suggested curricular outlines are included in this catalog:

Accounting	Elementary Education	Pharmacy
Agriculture	English	Physical Education
Biology	Finance (Business)	Pre-Engineering
Business Administration	Health Professions	Psychology
Business Education	History	Secondary Education
Chemistry	Human Services	Social Science
Computer Info Systems	Liberal Arts	Special Education
Early Childhood Education	Marketing & Management	Veterinary Science
Economics	Mathematics	Wildlife Management
	Natural Resource Management	

Dakota College at Bottineau in Brief

ACCREDITATION: Dakota College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 606041411; 312-263-0456.

CALENDAR: The academic year is based on the traditional semester system with two 16-week semesters and a summer session.

CAMPUS ENROLLMENT: The fall semester, headcount enrollment average (2013-2023) was 949.

MANAGEMENT: Dakota College is one of the 11 campuses in the North Dakota University System which is governed by the seven-member North Dakota State Board of Higher Education.

FOUNDED: 1906

CURRICULA: The college offers 32 career/technical programs or options leading to AAS, CERT, and CoC degrees. Also offered are comprehensive university parallel/transfer coursework leading to AA or AS degrees.

LOCATION: Bottineau is a city of 2,200 residents located in north central North Dakota near the Turtle Mountains. Although the mountains are rolling, wooded hills interspersed with lakes, they provide a setting for a variety of recreational activities within easy commuting distance of Bottineau and give substance to the area's reputation as a "Four Seasons Playground." Lake Metigoshe, The International Peace Garden, Bottineau Winter Park, J. Clark Salyer Refuge, Lake Metigoshe State Park, and the Turtle Mountain State Forest are just some of the natural assets that surround Bottineau and provide recreational opportunities as well as acres and acres of outdoor learning laboratories.

CAMPUS: The 35-acre campus is located on the northern edge of the city of Bottineau. It consists of classroom buildings, residence halls, a student and dining center, and an administrative building.

ADMISSION REQUIREMENTS: Enrollment is open to high school and GED graduates.

LIBRARY: The library is a member of ODIN, the Online Dakota Information Network. The library houses over 36,000 volumes, in addition to a wide variety of daily, weekly, monthly, and annual periodicals.

CAMPUS AFFILIATION: Minot State University, Minot, North Dakota.

SCHOOL NICKNAME: Lumberjacks

Academic Calendar

2024-2025

FALL SEMESTER
2024

August 23-24	Residence halls open
August 26	Classes begin at 4:00 PM
August 27	First day of full classes
September 2	Labor Day; campus closed
September 4	Last day to add a class, classes dropped by this date don't appear on the transcript
September 11	Tuition/fee payment deadline
October 21	Midterm grades due
October 21-25	Pre-registration for Spring 2025
November 11	Veteran's Day; campus closed
November 15	Last day to withdraw/drop with record
November 27-29	Thanksgiving vacation
December 16-20	Final exams
December 23	Final grades are due by Noon

SPRING SEMESTER
2025

January 12	Residence halls open
January 13	Classes start at 4:00 PM
January 14	First full day of classes
January 20	Fall "I" grades change to "F"
January 20	Martin Luther King Jr Day; campus closed
January 23	Last day to add a class, Classes dropped by this date don't appear on the transcript
January 29	Tuition/fee payment deadline
February 17	President's Day, campus closed
March 10	Midterm grades are due
March 10-14	Spring break
April 4	Spring graduation applications are due
April 11	Last day to withdraw/drop with record
April 18-21	Holiday – no classes; campus closed
May 12-16	Final exams
May 16	Commencement at 3:00 PM (Thatcher Hall Gym)
May 19	Grades are due by Noon
June 16	Spring "I" grades are changed to "F"

Dates are subject to change. Check the website to verify information.

A Message from the Dean

Dakota College at Bottineau is student-focused and community-centered, and we have been serving northcentral North Dakota for over a century now. Today, we are proud to be one of the eleven public, higher education institutions within the North Dakota University System and an affiliate campus of Minot State University. Our mission is simple – we provide "a quality education in a caring environment."

Throughout this catalog, you will find a variety of programs designed to meet the needs of our students. For students who are undecided, we offer numerous opportunities to explore courses and careers. For students who might be ultimately seeking a university credential, we offer access and seamless transfer. For students who want a career with great earning potential, we offer certificates, two-year programs, and connections to local employers.

At Dakota College at Bottineau, we truly care about our students. We support them, we encourage them, and we empower them to grow throughout their educational journey with us. We are passionate about our commitment to students, and we focus on their success.

Our students receive "a quality education in a caring environment" and our graduates make us proud. They live in many places around the world, and they will always remain connected to Dakota College at Bottineau. Become a Lumberjack and join our alumni family. You'll be glad you did!

Best wishes,

Carmen M. Simone

History and Mission of Dakota College at Bottineau

History
A referendum in 1894 stated that a School of Forestry be in Bottineau, North Dakota, to provide, in addition to forestry, comprehensive junior college curriculums. The North Dakota Century Code identified a special niche for the college by mandating it to offer programs in agriculture, forestry, and horticulture. Since then, the college not only has expanded its natural resource programming, but it has also added programs in numerous other areas that serve the need of its constituents — most notably in Allied Health and the online delivery of instruction. The relationship between the School of Forestry and North Dakota State University was first established in 1969 when the Board of Higher Education approved the "administrative attachment" of the two institutions. The School of Forestry became known as North Dakota State University-Bottineau Branch and Institute of Forestry at that time. In 1987, the name was modified to North Dakota State University-Bottineau.

In April of 1996, the North Dakota State Board of Higher Education affiliated the College with Minot State University, and the name of the school was changed to Minot State University-Bottineau Campus. This realignment continues to be productive and has resulted in many collaborative efforts.

In the summer of 2006, the college celebrated a century (1906-2006) of excellence commemorating the determination, strength, and resourcefulness of our students, faculty, staff, and community. For 100 years, as the North Dakota School of Forestry, NDSU-Bottineau, and MSU-Bottineau, the institution prepared men and women to become contributing members of society. Campus aspirations were reflected in the centennial motto: Rooted in the past, growing towards the future.

On August 1, 2009, MSU-Bottineau became Dakota College at Bottineau. The new name gives the institution a unique identity in a way that reflects its location; history; mission; and ongoing Nature, Technology, and Beyond focus, but does not change the college's affiliation with Minot State University. The new name describes the college's unique spirit and vibrancy. The campus remains a place that provides students with a quality education in a caring environment.

Institutional Mission
Dakota College at Bottineau provides a quality education in a caring environment.

Vision
Dakota College at Bottineau adapts to the changing educational landscape to empower students and impact communities.

Values
Dakota College at Bottineau is student-focused and community centered. We value: Integrity, Engagement, Inclusion and Passion.

Campus Focus: "Nature, Technology and Beyond" Defined
Established as the School of Forestry in 1906, Dakota College at Bottineau has consistently utilized the biological diversity of the region: Turtle Mountain Forest, prairie pothole region, J. Clark Salyer National Wildlife Refuge, International Peace Garden, and Lake Metigoshe. Using these as natural laboratories to strengthen the educational experience and continuously expanding academic and career programming, Dakota College at Bottineau integrates technology to prepare students not only for the present but also to go beyond and improve the future.

Dakota College at Bottineau's diverse, natural surroundings provide examples of how and why everyone must care for the environment. Technology aids in determining appropriate methods to solve problems and creates the change necessary to maximize positive consequences to all life.

Through these and other appropriate actions, Dakota College at Bottineau will endeavor to leave students with an ethic of concern and care for the world.

Graduate Profile

Graduates of Dakota College are self-confident and possess skills that promote life-long learning. When Dakota College graduates leave the nurturing environment the campus provides, they can successfully continue their education or effectively enter the workforce. By utilizing the knowledge gained and the interpersonal and communication skills learned on campus, graduates will become contributing members of society. Dakota College develops responsible graduates who can be successful in life while using and protecting our natural and human resources wisely.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students attending post-secondary institutions certain rights with respect to their education records. An "Education Record" is defined as a record that is directly related to a student and is maintained by Dakota College. FERPA rights include:
The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

- A student should submit a written request to the Office of the Registrar that identifies the record(s) the student wishes to inspect. An institutional official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the institutional official responding to the request shall advise the student of the correct department and individual to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask to amend a record should write to the institutional official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
- If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.
- The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent, as described below. Dakota College will not disclose information from a student's education record without the student's written consent, except in the following situations:

Dakota College discloses education records without a student's prior written consent to school officials with legitimate educational interests.

- A "school official" is a person employed by the institution in an administrative, supervisory, academic, or support staff position (including Public Safety personnel and health staff); a person or company with whom Dakota College has contracted as its agent to provide a service instead of using employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. School officials include employees of the North Dakota Attorney General's Office providing representation to Dakota College.
- A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.
- Upon request, the College also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll, if the disclosure is for the purposes related to the student's transfer or enrollment in such institution.
- Disclosure to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Department of Education, state/local educational authorities,

organizations conducting studies for or on behalf of the College, and accrediting organizations. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements related to those programs. These entities may make further disclosures of Personally Identifiable Information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

Disclosure is in connection with a student's application for, and receipt of, financial aid, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of such aid.

- Disclosure is to comply with a judicial order or lawfully issued subpoena.
- Disclosure is to parents of dependent students, as defined by the Internal Revenue Code of 1986, Section 152. (While FERPA permits disclosure of records to parents of dependent students without student consent, it does not require such disclosure. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the Act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, or other legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.)
- Disclosure is to appropriate parties in the event of a health or safety emergency.
- Disclosure of information designated as "Directory information", as more particularly described below.
- Disclosure is to a victim of a crime of violence or a non-forcible sex offense, when such disclosure is the results of any disciplinary proceedings conducted against the alleged perpetrator of such crime or offense.
- Disclosure to the public of the results of a disciplinary proceeding, if the institution determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's Code of Conduct with respect to the allegation made against him or her.
- Disclosure is to the student's parent about the student's violation of any Federal, State, or local law, or any policy of the College which governs the use and possession of drugs or alcohol, but only if the student is under 21 years of age.

The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202 Additional information about the Family Educational Rights and Privacy Act may be obtained on the United States Department of Education website: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

DIRECTORY INFORMATION

FERPA requires that Dakota College, with the exceptions outlined above, obtain a student's written consent prior to disclosing to a third party any personally identifiable information about that student. Dakota College may disclose information designated as "directory information" without prior written consent of the student. Directory information is generally considered information that is not harmful or an invasion of privacy if released. Dakota College has designated the following items as directory information:

- Student Name (all names on record)
- Address (all addresses on record)
- Email Address (all electronic addresses on record)
- Phone Number (all phone numbers on record)
- Field of Study (All declared Majors and/or Minors)
- Class level
- Dates of Attendance
- Enrollment Status

- Participation in officially recognized activities and sports
- Honors/awards received
- Degree Earned (all degrees earned)
- Date degree earned (dates of all degrees earned)

The main purpose of designating the above information as "directory" is to permit Dakota College to include this information in certain publications, such as: listing your name on the graduation program, submitting your awards and accomplishments for publication in a local newspaper, or printing your name in a playbill should you participate in a theater production on campus. The institution does not release any directory information to commercial entities seeking to conduct solicitations or fund-raising activities.
Dakota College honors its duty to protect the confidentiality of student records. However, the institution may disclose a student's "directory information" without obtaining student's written consent, unless the student has submitted a written "opt out" request, to the Office of the Registrar not to release any directory information pertaining to them. Please note that submitting an "opt-out" request will not prevent the institution from requiring students to display or disclose their ID card when engaging in college-related activities and transactions.

NEGATIVE CONSEQUENCES OF OPTING OUT:

Students who choose to restrict access to their Directory Information should be aware that doing so may result in unintended negative consequences. For example, organizations such as potential employers, scholarship agencies, members of the press, loan agencies, educational organizations and others will not be given access to the student's directory information and will not be able to contact the student. Opting out of directory information classification may mean that students will miss out on valuable employment, educational, cultural, and other opportunities.

DAKOTA COLLEGE AT BOTTINEAU
Campus Map
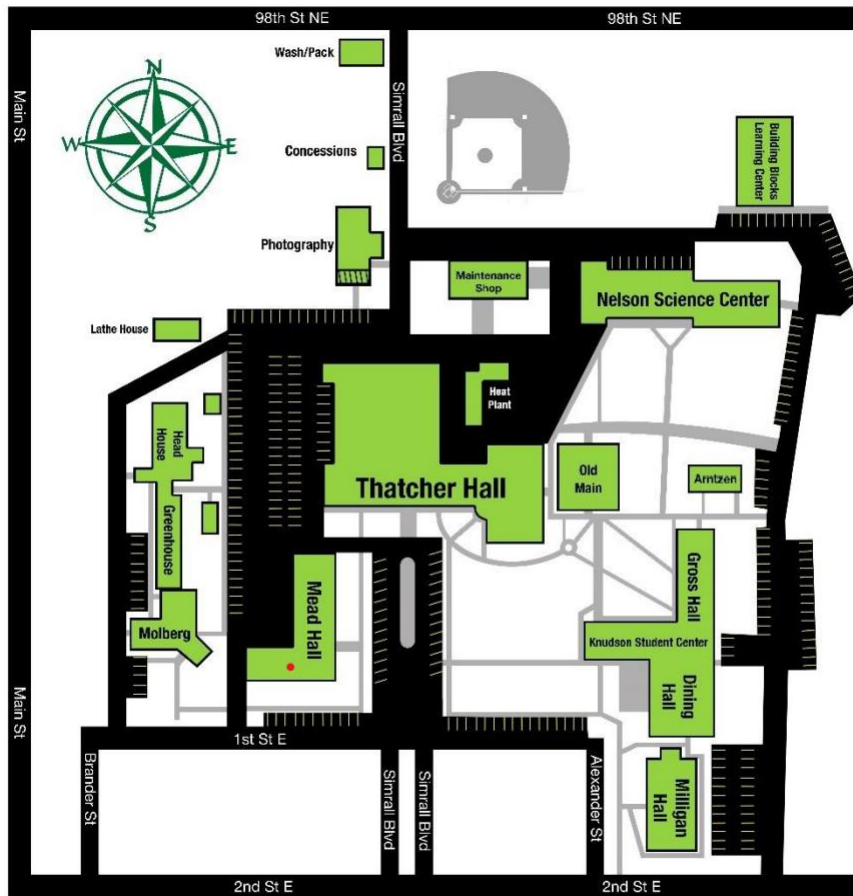
Directory

Thatcher Hall
- Admissions
- Academic Center for Excellence (ACE)
- Alumni Conference Center
- Athletic Affairs
- Bookstore
- Business Office
- Fitness Center
- Gymnasium
- Human Resources
- Information Technology
- Library
- Office of the Campus Dean
- Student Services

Nelson Science Center
- Registrar
- Distance Education
- Academic Affairs
- Dual Credit

Old Main
- Nursing
- Allied Health

Molberg
- ND Forest Services

Academic Buildings
- Molberg Center
- Nelson Science Center
- Thatcher Hall
- Old Main

Knudson Student Center
- Student Health Services
- Dining Hall
- Movie Theatre

Residence Halls
- Gross Hall
- Milligan Hall
- Mead Hall

General Information

Admission

Students who are considering attending Dakota College should complete the online application for admission as early as possible. This allows ample time for the admissions office to communicate requirements and process documents so that the student may enroll in courses before the semester begins.

Admission of First-Year Students

A first-year applicant is one who has not attended a postsecondary institution after high school graduation. First-year applicants who are seeking admission to Dakota College must submit the following materials:

1. A completed application for admission and housing form, if applicable.
2. A $35 application fee. This fee is not refundable.
3. An official high school transcript as proof of high school graduation.
4. An official transcript of high school equivalency examinations authorized as high school equivalency in the state in which it is earned may be accepted in lieu of high school transcript.
5. Evidence of immunization against measles, mumps, rubella and, if under 21 years old, meningococcal disease. The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps and rubella vaccine, no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting documentation of titers proving immunity, c) documentation of immunity, under subsection 2 in SBHE policy 506.1, means evidence for meningococcal disease can be proven by means of evidence of at least one dose of meningococcal conjugate vaccine at age 16 or older for students age 21 and younger.

In accordance with NDUS Policy 506.1, students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from this policy. Campuses shall grant additional exemptions upon application to and approval by the authorized institution official, under established campus procedures, when: (a) immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified by a licensed physician; (b) the student has had one immunization and agrees to have a second one no less than one month later; or (c) the student's beliefs preclude participation in an immunization program. In addition, Dakota College also exempts benefited employees from the policy as well as students enrolled in college credit in high school courses.

6. Applicants may elect to submit scores from the American College Test (ACT) or Scholastic Aptitude test (SAT). They will be used for advisement and placement purposes.

7. Criminal background checks are required for the following programs: Nursing, Medical Assistant, Paramedic Technology, Caregiver Services, Diagnostic Medical Sonography, Dental Assisting, Dental Hygiene, Child Development Associate, and Paraprofessional Education.

8. These admission requirements are to be met by the first date of enrollment. Students whose admission requirements are not fully satisfied will not be able to register until all admission requirements are met.

High School Diploma/GED Validation Policy

In the event Dakota College has reason to believe a high school diploma is not valid or was not obtained from an entity providing secondary school education, the institution will conduct additional research to determine if the diploma is valid. This applies to First Year and Transfer students. Additional research may be performed when:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "whiteout" type corrections have been made

Should any of the above exist, Dakota College will conduct additional research to include:
- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If Dakota College is unable to obtain the required information, the institution will contact the state where the school is in an attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

Ultimately, if it is not reasonably certain a high school diploma or G.E.D. is valid, the student will not be admitted as a degree seeking student and is ineligible for federal student aid. Dakota College's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

Admission of Transfer Students

A transfer applicant is one who has attended one or more postsecondary institutions following high school graduation. Transfer applicants who are seeking admission to Dakota College must submit the following material:
1. A completed application for admission and housing form, if applicable.
2. A $35 application fee. This fee is not refundable.

3. An official transcript of all previous college work. No part of previous college record may be disregarded. Violation of this regulation will be considered a serious offense and may result in the student's dismissal. Transfer applicants who have completed less than 24 semester or 36 quarter hours of transferable credit must also submit an official high school transcript and may elect to submit the results from the American College Test (ACT) or Scholastic Aptitude Test (SAT). Students academically suspended from other institutions of higher education ordinarily will not be permitted to enroll at Dakota College until one semester has elapsed since their suspension or until the suspending institution would reinstate them. However, exceptions to this regulation may be made on an individual basis. Prospective applicants who wish to enroll at the college before their period of suspension has elapsed should contact the Student Services Office. The admission of transfer credit is based on work which is comparable to that at Dakota College or of such a nature as to prepare students to continue in an equivalent program at the college. Other courses will be evaluated regarding their applicability to the student's major area.

4. Evidence of immunization against measles, mumps, rubella and, if under 21 years old, meningococcal disease. The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps and rubella vaccine, no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting documentation of titers proving immunity, c)documentation of immunity, under subsection 2 in SBHE policy 506.1, means evidence for meningococcal disease can be proven by means of evidence of at least one dose of meningococcal conjugate vaccine at age 16 or older for students age 21 and younger. Benefited employees are also exempt from this policy.

   In accordance with NDUS Policy 506.1, students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from this policy. Campuses shall grant additional exemptions upon application to and approval by the authorized institution official, under established campus procedures, when: (a) immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified by a licensed physician; (b) the student has had one immunization and agrees to have a second one no less than one month later; or (c) the student's beliefs preclude participation in an immunization program. In addition, Dakota College also exempts benefited employees from the policy as well as students enrolled in college credit in high school courses.

5. Criminal background checks are required for the following programs: Nursing, Medical Assistant, Paramedic Technology, Diagnostic Medical Sonography, Dental Assisting, Dental Hygiene, Child Development Associate, and Paraprofessional Education.

   These admission requirements are to be met by the first date of enrollment. Students whose admission requirements are not fully satisfied will not be able to register until all admission requirements are met.

Online Application

Students may complete and submit an electronic application for admission via the website at www.dakotacollege.edu. Other admissions documents should be sent as soon as possible after the electronic application is submitted.

The $35 application fee must be paid before the application for admission is processed. The fee can be paid through the online application process.

Continuing Enrollment

Students who have completed a program and wish to return to Dakota College to enroll in another program without a break in enrollment must complete the continuing enrollment form. The continuing enrollment form can be found on the Dakota College website at www.dakotacollege.edu.

Readmission of Former Students

Former students who intend to return to the college should notify the Student Services Office at least 30 days before the expected date of re-enrollment. If they haven't attended Dakota College for one year, they must complete a new application for admission form. Readmission of former students who leave the institution and

have attended any other institution of higher learning between the time they left and the term they wish to be readmitted is based on the student's entire academic record.

Admission of Part-Time Students

Students who choose to enroll for less than 12 credits are classified as part-time students. Degree-seeking part-time students will be required to submit the same materials as Full-time first-year or transfer applicants. Part-time students taking classes for self-enhancement and not seeking a degree may have some admission requirements modified.

Admission of International Students

Dakota College is authorized to accept international students. There is specific documentation that international students must provide to be considered for acceptance. International transcripts and credentials need to be evaluated before they are used for admission purposes. Such an evaluation is the sole responsibility of the applicant, and it must be performed by the Foreign Credentials Service of America (FCSA), a member of the National Association of Credential Evaluation Services (NACES), or the Association of International Credential Evaluators (AICE). All documentation must be translated into English and be received by the admissions office. Admission requirements are to be met by the published deadlines for non-Canadian international students. Students whose admission requirements are not fully satisfied will not be issued an I-20 immigration form or be able to register until all admission requirements are met.

Fall Semester Deadline: July 15th (recommended to apply by June 1st)
Spring Semester Deadline: December 15th (recommended to apply by Nov 1st)

College Credit in High School

High school students may enroll at Dakota college while still in high school. Students wishing to enroll in college credit courses will be required to apply for admission to Dakota College and complete additional paperwork. Dual credit allows high school students to take a college class and earn both high school and college credit for the class.

Registration

Registration is the process where students enroll in classes and pay their tuition and fees. Registration is held at specific times during each semester; these dates are shown in the academic calendar at the front of this catalog. At the time of registration, follow these steps:

1. Each student, with the assistance and approval of an advisor, prepares a schedule of classes and completes the necessary forms.
2. Students register online using Campus Connection
3. The student pays the appropriate tuition and fees at the Business Office at the assigned time. Students whose fees have not been paid are not considered to be officially enrolled.

Orientation

Orientation is held in conjunction with registration during the fall and spring semesters. At the orientation sessions, students are made aware of important policies and procedures that govern their academic lives. Lack of familiarization with these policies and procedures will not exempt students from whatever penalties they may incur. Thus, it is imperative that all students new to Dakota College attend the required orientation session.

Student Email Policy

The Dakota College campus community is increasingly dependent upon electronic communication among faculty, staff, and students. Because of its convenience, cost-effectiveness and speed, email has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, email is considered an official form of communication at Dakota College. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned email address rests with the student.

Summary of Costs

Payment of Fees

All tuition, fees, books, and room and board charges are payable in full each fall and spring semester by the 12th day of class. Registrations may be cancelled if payment of tuition and fees is not received by the 12th day of class unless prior arrangements have been made with the Business Office. The North Dakota State Board of Higher Education reserves the right to change tuition and other rates at any time.

The fees listed in this catalog reflect the costs that were in effect at the time the catalog was edited in July 2024.

Charges and Expenses

2024-2025 Tuition and Fees for Full-Time Enrollment at Bottineau Campus

(12 – 18 credits) Students enrolled in over 18 credits will be charged per credit for all credits over 18.

State of Residency	Per Semester	Academic Year
North Dakota*	$2696.19	$5392.39
Minnesota**	$2696.19	$5392.38
South Dakota, Montana***	$2696.19	$5392.38
WUE States**** (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	$3149.16	$6298.32
MSEP States***** (IN, KS, MO, NE, OH, WI)	$3149.16	$6298.32
Nonresident Alumni*	$3149.16	$6298.32
Nonresident	$3149.16	$6298.32
Canada	$2696.19	$5392.38
International	$3149.16	$6298.32

*The State Board of Higher Education has approved a tuition incentive program for nonresident dependents and spouses of North Dakota University   System (NDUS) campus graduates. The program allows qualifying students to attend an NDUS institution at a rate of 150% of the resident tuition rate plus all applicable fees.

** North Dakota/Minnesota Reciprocity Program

*** Contiguous States Program

**** Western Undergraduate Exchange Program

***** Midwestern Student Exchange Program

Tuition and Fees for Part-time Enrollment

(11 or less credits)

Students enrolled for less than 12 credits will be charged per credit; the charge is prorated on the tuition and fees assessed full-time students.

State of Residency	Per Creidt Hour Charge
North Dakota	$224.68
Minnesota	$224.68
South Dakota, Montana	$224.68
WUE States (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	$262.43
MSEP States (IN, KS, MO, NE, OH, WI)	$262.43
Nonresident Alumni*	$262.43
Nonresident	$262.43
Canada	$224.68
International	$262.43

Room (Double occupancy)

	Per Semester	Academic Year
Gross Hall	$1563.00	$3126.00
Mead Hall	$1563.00	$3126.00
Milligan Hall	$1715.00	$3430.00
Remodeled Room Rate	$1927.50	$3855.00
Single Room (Gross/Mead)	$2180.00	$4360.00

Board

All students who reside in a residence hall must purchase a board contract. Both meal plans allow students to dine Monday through Sunday each week.
No deductions are made for absence during the week or holidays.

	Per Semester	Academic Year
15 meal plan	$2636.00	$5272.00
19 meal plan	$2967.00	$5934.00

Special Fees

In addition to the charges listed previously, the following fees are charged when and if they apply. These special fees add to the student's cost of attendance. Thus, a review of these special costs is necessary to make an inclusive estimate of attendance costs.

Application Fee

A nonrefundable fee which must accompany each application for admission $35

Auditor's Fee

Levied to individuals who wish to take a course for no credit. This fee shall be 50% of the regular fee for the course. Persons 65 years of age or older may audit courses on the regular class schedule at no charge on a space available basis.

Housing Application Fee

A nonrefundable fee must accompany each residence hall application fee $50.00

Parking Registration Fee

A nonrefundable fee charged to any student parking a vehicle on campus... $40.00

Academic Fees

Diagnostic Medical Sonography program fee per semester $500.00
Paramedic Technology Program fee per semester $500.00
Nursing Program fee per semester $500.00
Dental programs fee per semester $500.00
Nursing Fee
Assessed to students registered for NURS 122, NURS 124 .... $480.00*
Assessed to students registered for NURS 277, NURS 237 .... $743.00*
Fee changes each year. Fees are updated in July. Contact the institution for the most up-to-date fees.

Books and Supplies

Expenditures for textbooks, instructional material and supplies must be figured into the total cost of attendance. This figure will vary depending upon a student's curriculum. The Financial Aid Office uses the following figure when estimating the cost of materials for an academic year $1000.00

Miscellaneous Expenses

Students must estimate the amount of money they will spend for such diverse items as recreation, clothing, etc. The amount will vary by individual student. The Financial Aid Office uses the following figure when estimating. miscellaneous expenses for an academic year $2200.00

Transportation Expenses

Students must estimate the amount of money they will need to travel to and from college. Financial Aid Offices uses the following figure when estimating transportation expenses for an academic year........................... $1350

Calculating College Costs

From the cost information given, students can estimate their total college expenses. The following groups of expenditures should be recognized when planning a college budget: (1) tuition, fees, and instructional material; (2) room and board; (3) miscellaneous expenses – recreation, clothing, etc. (4) transportation expenses. Because of individual differences among students, cost of attendance can show considerable variation, even at the same college. However, an approximation can be made using the information presented.

Refunds of Tuition and Fees

Course Drops (withdraw from some, but not all classes; remain enrolled): Any student who drops a class within 8.999% of the calendar days for a class shall receive a 100% refund of tuition and fees for the credit hours dropped below 12 credits. There is no refund if the student has 12 or more credits (units) after dropping. After 8.999% of the calendar days of a class, or proportionate period of a term, no refund shall be made for a class which is dropped. However, classes of the same or fewer credits (units) may be substituted for the dropped class at no additional tuition and fee charge. If adding classes results in an increase in credit (unit) hours or if an added class requires a special course fee, the institution shall charge the student for the additional credits (units) and any special course fee.

Official Withdrawal (withdraw from all classes; no longer enrolled):
Official withdrawal is the process used by students when they drop all coursework in a semester by completing the Cancel/Withdraw to Zero eForm located in Campus Connection. Refunds of tuition and fees can be estimated by using the following information:
100% refund through 8.999% of the class length
75% refund from 9.00% through 34.999% of the class length
50% refund from 35.00% through 59.999% of the class length
0% refund from 60.00 % through 100% of the class length

If a student drops courses after 8.999% but does not withdraw from all courses, the student will only receive the tuition and fee refund on the classes still enrolled when the official withdrawal is processed.

Resident/Nonresident Tuition

Students who are not residents of North Dakota but wish to declare residency for tuition purposes will be required to complete the Resident Student Status eForm located in Campus Connection. The completed form will be used to determine residence for tuition purposes.

Minnesota Tuition Reciprocity
Legal residents of Minnesota who have been accepted into the reciprocity program will pay reduced tuition at Dakota College. The tuition rates are reviewed periodically and are subject to change. Minnesota residents must complete the application for reciprocity benefits. Contact the Student Service Office or go to www.ohe.state.mn.us.

Contiguous States Tuition Policy
The North Dakota State Board of Higher Education has approved a "contiguous states" policy for students from Montana and South Dakota. Under this program, students from these states pay a "contiguous states" rate.

Western Undergraduate Exchange States Tuition Policy
The Western Undergraduate Exchange (WUE) provides for a special tuition rate for nonresident students from participating states. Currently, the following states participate Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Midwestern Student Exchange Program Tuition Policy
The Midwestern Student Exchange Program (MSEP) provides a special tuition rate for non-resident students from participating states. Currently, the following states participating are Indiana, Kansas, Missouri, Nebraska, Ohio, and Wisconsin.

Tuition Incentive Program
The State Board of Higher Education has approved a tuition incentive program for non-resident dependents and spouses of North Dakota University System (NDUS) campus graduates. The program allows qualifying students to attend an NDUS institution at a rate of 150% of the resident tuition plus all applicable fees.

Students Services and Campus Life

Financial Aid at Dakota College at Bottineau
Dakota College, through federal financial aid programs and local resources, attempts to provide adequate financial assistance to students who demonstrate a legitimate financial need. The Free Application for Federal Student Aid (FAFSA) must be completed by all students requesting assistance from Dakota College. The application is available online at *studentaid.gov.*
Students interested in applying for financial aid should go to: https://www.dakotacollege.edu/admissions-financial-aid/apply-financial-aid. Students should contact the Financial Aid Office for questions.

Applying for Aid
All students are urged to apply for aid!
Applicants must:
1. Complete the Free Application for Federal Student Aid (FAFSA). The application is available electronically at *studentaid.gov.* Dakota College's code is 002995.
2. Respond immediately to any request for additional information needed by the Financial Aid Office.

Federal financial aid applications for fall enrollment that are processed on or before our priority/processing date will be given first consideration for federal, state, and institutional financial assistance. Applications received after our priority/processing date will be considered on a fund available basis.
Students should apply as soon as possible after the FAFSA opens each year. SOME FUNDS ARE LIMITED! Priority processing dates may change based on the federal FAFSA opening date.

Financial Aid Programs Available

Programs requiring the FAFSA application for determination of eligibility are:

1. **Federal Pell Grant -** A federal entitlement program, Pell grant provides funds to students who demonstrate a financial need in meeting college costs. As a grant, it does not need to be paid back if students adequately meet eligibility standards.
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** - These grants are available to a limited number of undergraduate students with exceptional needs and will be offered only to students who qualify for Pell Grants.
3. **Federal Work Study (FWS) -** Students eligible for financial aid may receive FWS for the year. A variety of jobs are available on campus and a list of positions is made available to students upon being offered work study.
4. **Direct Loans (Subsidized Federal Stafford Loan)** - Students may be eligible to receive a fixed low interest guaranteed student loan from the federal government. Currently, depending upon eligibility a student may be able to borrow up to $3,500 per year as a freshman or $4,500 as a sophomore.
5. **Unsubsidized Federal Stafford Loan** - The Unsubsidized Stafford Loan is a non-need-based loan program. Students who may not be eligible for any or all of the Subsidized Stafford Loan Program may be offered a loan through the Unsubsidized Loan Program. Interest will not be deferred while the student is attending college; therefore, the student must pay the interest while attending college.
6. **North Dakota State** Grant - The program provides grants to undergraduate students. To be eligible, the student must be a resident of North Dakota, a high school graduate, or hold the Graduate Equivalency Diploma (GED), and be able to meet all requirements for admission as a student of an eligible institution. The FAFSA serves as the application for the program.

Aid Programs Requiring Additional Applications:

1. **Federal Parent Loan for Undergraduate Students (FPLUS)** - Parents may be able to borrow low-interest educational monies for their children to attend college. Repayment begins 60 days following the disbursement.
2. **Alternative Loan -** If the amount of financial aid offered is not enough to cover educational expenses, alternative loans are available. Alternative loans are offered by for-profit loan companies. While payments may be deferred during the time a student is enrolled in college, interest on the loan will accrue. Therefore, students should exhaust all other possible resources (e.g., income from a job, parental assistance, money from savings, etc.) before seeking an alternative loan.
1. **Part-Time Employment** - Dakota College provides several part-time jobs not associated with any federal program. Jobs are on campus and include maintenance, library work, secretarial work, food service, teachers' aides, and many more.
2. **Scholarships** - Students may qualify for any number of scholarships offered by both private parties and the Dakota College Foundation or Alumni Association. Scholarships are funded from the income of endowed funds as well as annual gifts.

If interested in additional information concerning institutional scholarships and applications, contact the Financial Aid Office. Dakota College uses one scholarship application form which students can use to apply for institutional scholarships. The scholarship application is located on the website at www.dakotacollege.edu.

Financial Aid Offers

The target date for financial aid offers is June 1. However, students must have submitted ALL information needed before offers can be made.

Offers are based upon federal appropriations and may be reduced or increased proportionately depending upon the availability of funds and a student's enrollment status at any time during the academic year. It is not always possible to offer students the amount or type of aid which they request or for which they are eligible. Federal regulations make it necessary to combine various forms of aid to best meet the needs of the students. However, students have the right to accept or decline any or all the aid offered. Students accept or decline their offers through their Campus Connection Account.

Admission requirements as stipulated in the college catalog must be met before any funds can be released to the student for payment of fees. OFFERS MAY BE CANCELLED IF THE STUDENT DOES NOT RESPOND; however, if extenuating circumstances prevail, exceptions may be made.

Satisfactory Academic Progress
Requirements
To ensure compliance with federal regulations, the following policies governing standards of satisfactory progress for all students attending Dakota College and requesting federal student financial assistance are effective with the beginning of classes for the academic year. They are as follows:

1. **Qualitative Academic Standards Grade Point Average (GPA)**
   a) At the end of each semester, all student GPAs are evaluated at Dakota College. To meet the GPA average requirements, a student will need to have a cumulative grade point average of the following:
   Minimum Cumulative GPA Required:
   1st Semester: 1.60
   2nd Semester: 1.75
   After 3rd semester students must have a cumulative GPA of 2.00.

2. **Maximum Time Frame -** Students enrolled at Dakota College are eligible to receive federal student financial assistance for the maximum number of earned and attempted credits specified below:
   One-Year Program: 45 credits
   Two-Year Program: 90 credits
   These guidelines are approximate and can vary by individual program requirements.

3. **Completion of Attempted Credits -** To maintain satisfactory academic progress for federal financial aid purposes, undergraduate students must complete a minimum of two-thirds (i.e., 66.67%) of the credits attempted in an academic year and reflect a grade average at the end of each term that is equal to or greater than the College's Academic minimum requirements. Grades of Failed (F), Unsatisfactory (U), Incomplete (I), and Withdrawn (W) count as credits attempted but not completed and will be applied toward the maximum number of credits specified in the policy.

Appeal Procedures
Students who wish to appeal the cessation of funds must complete and submit a Satisfactory Academic Progress Appeal Form, located in Campus Connection > DCB eForms > Financial Aid and indicate the reason for failing to meet the progress requirements. Students can reestablish eligibility for federal programs by meeting the criteria outlined in the Standards of Satisfactory Progress Policy which will be provided upon request and at the beginning of each academic year.

Frequency and Means of Payment for Students Who Receive Financial Aid
Dakota College uses financial aid crediting to disburse financial aid to students each semester. Students must be registered for classes before aid can be disbursed.
Students who accept employment under Federal Work Study or part-time work will be paid by check/EFT twice a month. New hire paperwork must be completed before a paycheck is processed. Hours worked will be tracked by punches in and out of the HRMS system.
Federal Stafford Student Loans are electronically transmitted and credited to the student's account for disbursement.

Refund and Repayment Policy Statement
A student who received funds under federal student aid programs during an academic year may be expected to repay a portion of these funds should the student officially or unofficially withdraw from classes before the 60% completion date.

Furthermore, any refunds of tuition and/or room and board payable to a student who withdraws during this period will be applied to this repayment obligation unless the student opts to pay the amount due in full at the time of withdrawal. Should the amount of the student's refund exceed the repayment obligation, the excess amount shall be paid to the student. The refund/repayment policy is available upon request at the Business Office

Student Housing and Food Services
Student housing facilities at Dakota College include three residence halls: Mead Hall, Gross Hall, and Milligan Hall. All students residing in campus housing must purchase a meal plan contract.

College Residence Halls
All full-time unmarried students under the age of 21 who do not have dependents residing with them are required to live and board in college housing or live at home with their parents or legal guardians and commute to school. See Residence Life Handbook for exceptions to the Housing Policy. Commuting students will be required to complete a form verifying that they are living at home. Dependents are defined as individuals claimed on the most recent federal tax forms. Newly admitted students must provide documentation of all immunizations in accordance with NDUS policy 506.1.

College residence halls for men and women are designed to provide comfortable living quarters for students while they are enrolled and promote the personal and social development of students through group living. Each residence hall has a full-time Head Resident, assisted by student Resident Assistants.

Hall and room assignments are made in accordance with an established priority system. Furnishings include study desks, individual beds, dressers, and chairs. Internet access and a mail service is also provided.

Payment and Refund/Room and Board
Students residing in the residence halls sign a contract which is in effect for the entire academic year. Students make payment on a semester basis. Students vacating their assigned room before the end of the contract term can be held responsible for the entire charges of the contract period.
Students whose registration is cancelled for any reason are required to vacate their rooms immediately. Only enrolled students may occupy residence hall rooms. Before the 60% point of an enrollment period, room and board will be refunded on an instructional week pro rata basis. If a student uses the residence hall or food service one day into an instructional week, this will constitute an entire instructional week and the student will be charged accordingly. Refunds are made only after a student has properly checked out of the residence halls and has returned their room keys. After the 60% point of an enrollment period, there will be no refund of the room fee; board refunds will be made on a pro rata basis to the end of the term.

Bookstore
The bookstore is in Thatcher Hall. Students may purchase books and other school supplies in this facility. The bookstore also sells Dakota College clothing, novelties, and a variety of drinks and lunch items.

The Library
The library is located on the first floor of Thatcher Hall. In addition to leisure reading areas, the library provides the students with computer access, printing, and study areas including separate cubicles for quiet study of group work. The physical book collection numbers more than 15,000 items; in addition, the library has access to multiple subject database collections to provide students with the most up-to-date information.
The Dakota College Library is a member of the Online Dakota Information Network (ODIN). This computerized state-wide database allows instant access to holdings of more than 70 North Dakota libraries including public, college, school, and special libraries. The library also houses Tutoring Services, The Writing Center and Disability Services. The primary purpose of the Dakota College Library is to support the mission of the institution. The library provides services and resources necessary to meet the education and informational needs of the Dakota College community, as well as the needs of Bottineau and the surrounding communities.

Health Service

Dakota College maintains a Health Service for the well-being of students. A registered nurse holds regularly scheduled office hours and offers advice, consultation, care, education, and prevention of common ailments. In case of serious illness or injury, students are referred to St. Andrew's Health Center in Bottineau.

Counseling Service

Dakota College is fortunate to have the services of a mental health counselor. The counselor holds regularly scheduled office hours and serves as a resource for students. The counselor is also able to refer patients to other professionals in the mental health and substance abuse fields as the situation warrants. The counselor's office is in Thatcher Hall.

International Health Insurance

International students are automatically enrolled by semester in the student health insurance plan by their institution. A student may opt-in to NDUS health insurance coverage prior to automatic enrollment to expedite confirmation of coverage. The premium cost is billed to the international student's Campus Connection account. If an international student wants to waive this health insurance coverage, comparable coverage must be in place and verified through the waiver process.

Student Responsibility in Academic Advising

To be assigned an advisor, students must first complete all admission requirements for their intended program. An advisor is initially assigned to a student during the student activation process by the Admissions Office. Academic advisors are assigned based on the student's selected degree and subplan.
Students are responsible to do the following:
- Clarify personal values, abilities, interests, and goals.
- Contact and make appointments with advisors at least twice per semester when required or in need of assistance. If it is not possible to keep a scheduled appointment, the advisee must notify their advisor.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Inform advisor of academic progress and meet with advisor before making schedule changes that may affect academic progress.
- Prepare for advising sessions and bring appropriate resources and materials.
- Follow through on actions identified during each advising session.
- Strive to meet a minimum GPA of 2.5. If GPA falls below 2.0 or midterm grades are a C or below, advisees must meet more frequently with advisor to develop a plan of action.
- Check email account daily and respond promptly to all messages including emails, texts and phone calls from academic advisor.
- Participate in tutorial services as recommended.
- Request re-assignment to a different advisor when there is a conflict or program change.
- Accept final responsibility for all decisions.

Student Conduct

Each student has a responsibility to observe and to maintain a code of personal behavior and social relationships which will contribute to the educational responsibility of Dakota College. The conduct of a student is expected to reflect a responsible attitude toward campus regulations as well as the laws of the community, the state, and the nation. These standards apply to all students for as long as they are a part of the academic community and may be higher than the behavioral expectations of society at large. Cases of misconduct will be investigated by the Associate Dean for Academic or Student Affairs. When necessary, appropriate actions will be taken to sanction students who violate the school's conduct code. The written policies on student conduct are published in the Student Handbook and on the website at www.dakotacollege.edu.

Student Senate

The Student Senate organization represents the student population at Dakota College. It is comprised of a president, a vice president and secretary/treasurer who are elected during the fall semester. The organization acts as a liaison between the students and the administration, faculty, and the State Board of Higher Education. The Senate promotes student participation in all college activities.

Student Center

This facility includes the dining center, game room, theatre room, and lounge area with 2 large screen TVs. Games include billiards, ping pong, foosball, and air hockey. The Campus Nurse's office is in the Student Center.

Varsity Athletics

Dakota College strives to provide a comprehensive intercollegiate athletic program for both men and women. The team names are the Lumberjacks. The men participate in basketball, baseball, and hockey. The women participate in basketball, volleyball, fast-pitch softball, and women's hockey. Clay Target Shooting is a club sport which is co-ed. The basketball teams, baseball team, volleyball team and fast-pitch softball team are members of the Mon-Dak Athletic Conference. All teams are members of the National Junior College Athletic Association, except for hockey which is a member of the American Collegiate Hockey Association (ACHA). Any student who is academically and socially eligible and who qualifies under National Junior College Athletic Association regulations may try out for a varsity sport.

Intramural Athletics

A program of intramural athletics is provided, and any enrolled student may participate in intramural sports. Activities the program has sponsored include but are not limited to floor hockey, volleyball, basketball, flag football and dodgeball.

Eligibility/Representing Dakota College

Students may not represent Dakota College unless they are enrolled in 12 or more credit hours. (In special cases, group or organization advisers can make exceptions to this general regulation.) Representing Dakota College in intercollegiate athletics or other extracurricular activities is a privilege awarded only to students of good academic and social standing, although exceptions may be granted by the College Dean in unusual cases. Good academic standing includes meeting performance and attendance standards set by instructors for their courses and successful performance in most classes as demonstrated by midterm progress reports. In a like manner, good social standing involves more than merely being free from disciplinary probation. It includes a record of good conduct, both on and off campus. Students who are involved in frequent or serious misconduct, whose activities lead to arrest or detention by civil authorities, or whose overall demeanor and attitude are subject to sanctions will prohibit them from representing the institution. Advisors to student groups, instructors who sponsor field trips, and coaches of intercollegiate athletic teams reserve the right to set standards for their students.

Military Students

Dakota College offers many benefits to provide a seamless college education, regardless of location. The following is a listing of benefits pertaining to military students, spouses, and veterans:
- Credit for Basic Training
- CLEP Exams
- Reduced Tuition (selected courses)
- Online Programs
- Online Advising
- VA Education Benefits
- Tuition Assistance

In compliance with the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, Dakota College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28- 1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility (COE).

NOTE: A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill™ benefits.

Dakota College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33."

Academic Information

Full-Time Student
A full-time student is one who has satisfied admission requirements and is enrolled in at least 12 semester hours of credit.

Part-Time Student
A part-time student is one who has satisfied admission requirements and is enrolled in less than 12 semester hours of credit.

Non-Degree Student
A non-degree student is any student who is not pursuing a degree or has not met admission requirements. Non-degree students who later decide to earn a degree must submit a new application for admission to select a program of study and satisfy admission requirements.

Freshman/Sophomore
A Freshman is a student who has satisfactorily met all entrance requirements and has earned less than 24 credits. A Sophomore is a student who has satisfactorily met all entrance requirements and has earned 24 or more credits.

Auditor
An auditor attends class as a listener without the privilege of participating in regular class work. An auditor may participate in class activities at the discretion of the instructor. A student may change their status in a course from "credit" to "audit" or vice versa up through the last day to add for the term. This must be done on the form Request to Audit a Class, available on the website under Student Forms. No credit is awarded for an audited course, and an auditor may not later establish credit in that course by taking a special examination. An auditor must meet entrance requirements and follow all standard admissions procedures. An auditor pays 50% of the regular, per credit tuition charge for the course. No financial aid will be awarded for courses that are audited. Persons 65 years of age or older may audit on-campus courses at no charge on a space available basis.

Prior Learning

Students possessing professional training, certificates and licenses may earn degree credit. Dakota College uses ACE (American Council on Education) guidelines to evaluate prior learning.

Student Responsibilities:

1. Review and identify listing of professional training and certificates recognized by ACE.
2. Gather documentation of successful completion of professional training or certificates.
3. Complete an application for prior learning, indicating the ACE recognized certificate/training for which evaluation is requested. It is important to indicate for which Dakota College course the training/certificate aligns with.
4. Submit materials to the program advisor.

Program Advisor Responsibilities

1. Confirm the training documentation aligns with the Dakota College course per the "ACE/DCB Matrix" and indicate whether the request is approved/disapproved.
2. Provide a copy of the completed application and documentation to the Registrar.
3. Maintain a copy of the application on file.

Degree Credit Quick View

If the method is:	The process includes:	Fees associated with this method:
Advanced Placement (AP) College Level Examination (CLEP) International Baccalaureate (IB) DANTES Specialized Subject Tests (DSST)	Students complete the exams and submit results to the Registrar. College credit is awarded basked on NDUS Policy 403.7.4 Common Credit by Exam Guidelines	Students pay for all fees associated with the AP, CLEP, IB and DSST courses and/or exams. Dakota College does not charge transcription fees for these credits
Professional Training/Certification Credit	Students provide a copy of the certification or training. Dakota College uses CAEL and ACE recommendations for recognized training and certificates. Course instructors may require an assessment to calculate a grade for the course which prior learning is requested.	Portfolio Evaluation: $30 per credit hour Articulated Credit Fee: $30 per credit hour
Military Training	Provide an official copy of military transcripts according to the branch of military service. The registrar's office processes military transcripts. Exception: Successful completion of basic military training is accepted as transfer as HPER 100 Concepts of Wellness and Fitness.	Provide an official copy of military transcripts according to the branch of military service. The registrar's office processes military transcripts. Exception: Successful completion of basic military training is accepted as transfer as HPER 100 Concepts of Wellness and Fitness.
Experiential Learning Portfolio	Students must have five years of documented work experience in a directly related field. Students successfully complete CARS 110 Experiential Learning Portfolio Development to develop an Experiential Portfolio. Dakota College content experts evaluate student experience per the Experiential Learning Portfolio guidelines.	Students pay tuition for CARS 110 Experiential Learning Portfolio Development (1 credit). Students successfully complete 50% of current N.D. resident tuition rates.

First Year Experience

All new freshman students at Dakota College are required to enroll in UNIV 105 First Year Experience. An exception to this requirement will be made for transfer students who have earned 24 college-level credits prior to attending or who have successfully completed a similar freshman orientation course for credit at another higher education institution. The course orients students to college and examines topics that are important for student success and positive student outcomes.

Student Placement into College Courses

Dakota College uses ACT, SAT, Accuplacer, and other approved test scores to determine the placement of students into English and mathematics courses as outlined in NDUS Procedure 402.1.2. For placement purposes, ACT and SAT scores have an expiration date of five years and Accuplacer scores have an expiration date of two years. As a school that subscribes to and believes in open access, Dakota College admits students at varying developmental and skill levels. To help foster student success, it is important that students are placed in the appropriate level of mathematics and English coursework.

The Unit of Credit

Dakota College defines a credit hour as an amount of work represented in intended learning outcomes, and verified by evidence of student achievement that reasonably approximates not less than:
1. Forty-five to fifty (45-50) minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student works each week for approximately fifteen weeks during one semester.
    a) Over a sixteen-week semester this is equivalent to one 45-50-minute period of classroom or direct faculty instruction and two hours of out-of-class work each week for approximately 15 weeks plus a final exam period for all classes requiring a final exam.
    b) Classes scheduled as shorter sessions will meet the equivalent amount of classroom or direct faculty instruction time per credit as full semester length classes.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by Dakota College, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Grades

The following marks or symbols will appear on students' grade reports and transcripts; they indicate quality of work:

A.. Excellent
B.. Good
C.. Average
D.. Poor
F .... Failure
S .... Satisfactory
U .... Unsatisfactory
I... Incomplete
W .... Withdrawal – This grade will be assigned when a student drops a course after the 10th calendar day of fall semester and 11th calendar day of spring semester (summer and eight-week session dates are prorated). If a student is administratively withdrawn from a class due to non-attendance after the 12the calendar day of the semester (summer and eight-week session dates are prorated) this grade will be assigned. The published refund policy will apply to administrative withdrawals. This grade is also assigned when students withdraw from the institution, regardless of date.

Grade Point Average and Points

The grade point average serves as an index number for measuring the scholastic average of students. A 4.00 system is used with different levels of grades carrying different numbers of points:

A..Four points per credit/unit
B..Three points per credit/unit
C..Two points per credit/unit
D..One point per credit/unit
F ....Zero points

The grades "I," "W," "S" and "U" are not used in calculation of the grade point average. Grades from courses numbered 100 or below are also not used in the calculation of the grade point average.

The semester grade point average is obtained by dividing the number of points earned by the number of credits/units attempted in a particular semester at Dakota College. The cumulative grade point average is obtained by dividing all points earned throughout enrollment at Dakota College by the number of credits attempted throughout enrollment.

A summary of credits accepted from other institutions appears on the official Dakota College transcript; transfer courses and grades are not listed on the official transcript. Transfer courses and grades are, however, listed on the unofficial transcript. Grades from transfer courses accepted are not included in the cumulative grade point average. The exception to this policy is for collaborative students whose cumulative grade point average will include grades from transfer collaborative courses.

Credit by Exam

ADVANCED PLACEMENT (AP) and COLLEGE LEVEL EXAMINATION
PROGRAM (CLEP) – Results from AP and CLEP tests may yield scores which earn credit at Dakota College. Interested students may inquire at the Student Services Office regarding what scores are required and how AP and CLEP credit could be applied toward degree requirements. AP and CLEP credits are graded "S." Thus, they do not affect the student's grade point average.

Internship

An internship is required of most students who intend to graduate in the horticulture, business, and natural resources area. However, participation in the program is not limited to any specific major. Students in any major can participate in the program. The internship program integrates classroom education with successive, career related work placements.

Incomplete Work

Incomplete grades (I) are assigned only to students who have been in attendance and performed satisfactory work up to a time within three weeks of the close of the semester, and whose work is incomplete for reasons acceptable to the instructor. The student must fulfill all requirements of the course 30 calendar days from the date that final grades were due in the semester in which the "I" was received. Eight-week sessions have a 15-calendar day requirement. If the "I" is not removed by this time, the grade is automatically changed to "F." Students are responsible for removing incomplete grades from their record.

Course Repetition

A course may be repeated; however, previous course work will not be removed from students' records. When a course is repeated, only the last grade earned will be used in the cumulative grade point average. All credits attempted, including repeated courses, will be used in determining satisfactory financial aid progress. Credits will not be duplicated for repeated courses.

Course Cancellation

The college administration reserves the right to cancel any course that appears on a semester class schedule that it deems to have insufficient enrollment.

Academic Forgiveness

A former student who has not completed a Certificate of Completion, Certificate, Diploma, or Associate Degree and has not attended Dakota College for four or more years, may request to exclude from GPA calculations all grades earned in selected full quarters or semesters completed prior to the four-year interval. Such courses and grades will remain on students' academic record, but grades will be excluded from GPA calculations. Excluded courses cannot be used to satisfy any academic requirements. Academic forgiveness may affect eligibility for federal financial aid. Prior academic standing of a student will not change because of Academic forgiveness.

A student may exercise this option only once by submitting the academic forgiveness form to the Registrar's office. If approved credits, honor points, and grades will be excluded from grade point average calculations, but courses and grades will remain on the student's record. The student will be notified of the results; this process may take up to four weeks.

Grade Appeals

A grade appeals procedure has been established for cases in which a student believes their grade does not reflect academic performance. Within three calendar weeks following the issuance of the grade in question, the student shall confer with the instructor who issued the grade and outline the reasons why they believe the grade is incorrect. Following the student-instructor conference, the instructor shall advise the student of the outcome of the course grade review and shall process a grade change if appropriate.

If the student still considers the grade to be incorrect, the student may appeal the grade to the Associate Dean of Academic Affairs within fourteen calendar days following the student-instructor conference. The complete grade appeals policy and procedure is available in the Student Handbook found on the website at www.dakotacollege.edu. Students may also contact the Associate Dean for Academic Affairs regarding questions relating to the grade appeals policy.

Final Exams

A final examination will be given in all classes that are scheduled at a specific time and a specific day on the semester class schedule. Instructors who choose not to give a final examination will acquire prior approval from the Associate Dean of Academic Affairs; they will inform the Associate Dean of Academic Affairs what instrument they are using in lieu of a final exam. The rescheduling of a test for an entire class will necessitate prior approval from the Associate Dean of Academic Affairs.

Student Request for Change in Final Examination Schedule

Students are expected to take final exams in accordance with the final exam schedule. Exceptions made for students requesting to take final exams prior to finals week can only be made in truly extraordinary circumstances. Faculty can refuse student requests to take final examinations early thus ending the course of action. Faculty can approve student requests to petition the Final Examination Exceptions Committee for permission to take final examinations early. Instructors may require an alternate educational activity during the time prescribed for the final exam. Exceptions to this policy may be granted for documented university activities or personal emergencies on a case-by-case basis. The following procedures will implement the policy:

    a. Students must request consideration for a change to their final examination schedule by completing the Final Exam Reschedule Form (FERF) in conjunction with their advisor. The FERF can be found on the website. A FERF must be completed for each reschedule request. A copy of the student's transcript and current class schedule must accompany the FERF. After completion, the FERF and required documentation is given to the appropriate faculty for consideration.

    b. The faculty member will review the FERF. 1) Requests that fall within one week of the scheduled exam may be approved or denied by the faculty member. 2) Requests that fall outside of this one-week period will require a recommendation by the faculty member to the FEEC. 3) All FERFs and required documentation are filed on record with the FEEC.

        1) FERFs that fall within one week of the scheduled exam may be approved or denied by the faculty member. FERFs that have been denied by the faculty member may be appealed with the FEEC. See Section C.

2) FERFs that fall outside of this one-week period must be brought before the FEEC and faculty member by the student. This will allow the student to explain their request for a change in their final exam schedule. It will also allow the faculty member to provide their recommendation and rationale to the FEEC. The FEEC will only consider FERFs for extraordinary circumstances**. The FEEC will make its decision by majority vote. The decision will be conveyed to the student and faculty member via email by the FEEC chairperson.

3) Upon approval or denial of all FERFs, unofficial transcripts, and class schedules will be filed with the FEEC. All FERFs requested by the student must be submitted as one request to the FEEC.

c. FERFs denied by the faculty member may be appealed before the FEEC and faculty member. This will allow the student to explain their request for a change in their final exam schedule. It will also allow the faculty members to provide their recommendation and rationale to the FEEC. The FEEC will make its decision by majority vote. The appeal decision will be conveyed to the student and faculty member via email by the FEEC chairperson.

d. During fall semesters, the FEEC will meet on the third Wednesday of November and every Wednesday thereafter through the week prior to finals week as needed. During spring semesters, the FEEC will meet on the third Wednesday of April and every Wednesday thereafter through the week prior to finals week as needed. The FEEC will meet to consider students' FERFs. FERFs must be processed by the student by noon on the day before the Wednesdays that the FEEC is scheduled to meet. The official Dakota College email address will be used to communicate with students.

Midterm Deficiencies and Final Grades

Instructors submit midterm grades for all students during the 8th week of the semester. Final grades are submitted following the completion of the term. Midterm and final grades are available for students to view through Campus Connection. Final grades are generally available in Campus Connection approximately 7–9 business days after the last day of the term.

Dean's List and Honor Roll

Students whose grade point average is 3.50 or greater are placed on the Dean's List; those with a grade point average of 3.00 up to 3.49 are placed on the Honor Roll. Students must be registered for a minimum of 12-degree credits at Dakota College to qualify. The semester grade point average is used to determine who will be included.

Honors Program

The Honors Program provides an environment of academic excellence for students who demonstrate high potential and to educate and develop them for a life devoted to learning. Students will work collaboratively with each other as well as faculty and will leave the program with an enriched collegiate experience.

Honors Program Objectives

- Demonstrate writing and speaking skills at the highest academic level
- Develop strong communication skills
- Form relationships with other students and mentors who share their interests and dedication to learning
- Develop strong analytical and research skills

Dakota College views its Honors Program as another tool to help it fulfill and enhance its mission, core values, goals and objectives, vision, and focus. The institution promotes personal enrichment through engated learning in all its programs and services.

Attendance

Students are responsible for understanding and complying with the specific attendance requirements of their instructors. Students are also responsible for explaining the reason for any absences to their instructors. If possible, the student should contact the respective instructor prior to any absence. No absences are "excused" in the sense of relieving the student from the responsibility of making up missed work.

Dakota College recognizes the value of participation in extracurricular activities. Thus, a student can be excused from class in the case of approved functions. In such instances, the faculty member in charge of the extracurricular activity should inform the students' instructors of the reason for the class absence. Only class instructors can excuse students from class for reasons other than participation in approved functions.

Graduation Requirements

Graduation ceremonies are held at the end of the spring semester of each academic year. Students who will not complete their course work until after the summer following graduation may participate in the previous spring's graduation exercises. However, their diplomas or degrees will not be awarded until all requirements have been completed. The requirements for graduation are as follows:

1. Earn at least 60 credits for either the Associate of Science degree, the Associate of Arts degree, or the Associate of Applied Science degree and fulfill the general education requirements for the respective degree.
2. For the AS degree, satisfy the additional math, science, and technology credit requirements. Only one AS degree will be awarded.
3. For the AA degree, satisfy the additional social science credit requirements. Only one AA degree will be awarded.
4. Earn the specified number of credits listed in the catalog curriculum outlines for the certificate or certificate of completion.
5. Earn a minimum cumulative grade point average of 2.00. Candidates for a certificate of completion must earn a 2.00 GPA in the prescribed career/technical curriculum.
6. Satisfy all entrance requirements.
7. Satisfy the course requirements suggested in the curriculum outlines of the institution's catalog. Curricular
   requirements may be modified for reasons satisfactory to the respective advisor.
8. Make a formal written application for the degree, certificate, or certificate of completion.
9. Have removed, prior to the date of graduation, all financial and academic obligations.
10. Satisfy the academic residence requirement. To complete a degree, students may supplement resident credits with transfer credits after their last term of enrollment at Dakota College.

Digital Literacy Requirements

All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

The student's advisor will determine which credits in transfer are appropriate to complete the major program. Students seeking a degree from Dakota College, who have already earned a baccalaureate degree from an accredited college or university, will be considered complete with respect to their general education requirements. However, specific general education classes which are also considered program requirements with respect to specific majors for licensure or certification program requirements will need to be completed before the degree will be granted.

Academic Residence and Time-Limit Requirements

It is the policy of Dakota college that for students to be eligible for an Associate of Science, Associate of Arts, Associate of Applied Science, or Certificate Degree, a student must earn a minimum of 15-degree credits from Dakota College. To be eligible for a Certificate of Completion, students must earn half of the program credits from Dakota College.

Students enrolled continuously in at least a one-half time basis (six semester credits or more) can follow the graduation requirements in effect at the time of their initial enrollment, or the graduation requirements in effect during the year in which they plan to graduate.

Students whose enrollment is less than one-half time (less than six credits) for two semesters in a row or more, who are not enrolled for two semesters in a row or more, or any combination of the two will follow the graduation requirements in effect during the academic year they apply for graduation. In this instance, students may petition Student Services if they wish to use a different catalog to satisfy graduation requirements. Students wishing to use a different catalog to satisfy graduation requirements must have completed at least one term of enrollment while that catalog was in effect. The final decision about which graduation requirements will apply will be at the discretion of the Registrar's Office.

Graduation Honors

Candidates for any degree whose cumulative grade point average is 3.80 or above will graduate with High Honors. Students whose cumulative GPA is 3.50 to 3.79 will graduate with Honors. To be eligible for graduation honors, students must have earned at least 15 credits from the College.

Responsibility for Satisfying Requirements

All students must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog, for selecting the courses which will permit them to achieve their educational objectives, and for satisfying prerequisites for any course which they plan to take. However, advisors are available to assist students in planning their programs. Dakota College assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog. Any question or doubt concerning catalog material should be referred to the Student Services Office.

Course/Unit Load Limitations

Permission must be obtained to enroll for more than 18 semester hours.

A maximum course load of 22 semester hours can be approved by the academic advisor to students who meet the following requirements:

1. A grade point average of at least 3.00 for full time enrollment in the preceding semester, or
2. A cumulative grade point average of 3.00, or
3. An extra course that is required for graduation in the semester immediately prior to graduation.
4. First-year students, in their first semester, may not enroll for more than 19 semester hours.

The following courses are not applicable when considering course load limitations: ASC 88, UNIV 105; and UNIV 110. In addition, any special topics, individual studies, field studies, physical education activity, special problems, internship, individual research, prior learning, or articulated courses are not applicable. Courses which carry one credit are also exempt from course load limit policies.

Transfer of Credit to Dakota College

Dakota College accepts college/university level courses recognized by the United States Department of Education from regionally accredited organizations or nationally recognized agencies. Students who have questions regarding the transfer of their credits should contact the Registrar at 701-228-5470 or dcb.registrar@dakotacollege.edu.

Transfer of Credit from Dakota College

Transfer of credit is always determined by the institution to which the student plans to transfer. Students who intend to transfer are strongly advised to meet with their advisor to assure their program of study is suitable for transfer to a four-year university. Students who encounter problems with transfer of Dakota College credits to another institution should contact the Registrar at 701-228-5470 or dcb.registrar@dakotacollege.edu

Transfer Credit Appeal Policy

A student may appeal decisions regarding academic transfer of credit accepted at Dakota College. To appeal, complete the Transfer Credit Appeal Form, located on the Dakota College website, and submit it to the Registrar's Office. It will be reviewed by the Registrar and Associate Dean for Academic or Student Affairs. The student will be informed, in writing, of the final decision regarding transferability of credits. A student who is not satisfied with the decision made during the campus appeal process may submit a written appeal to the office of the Vice Chancellor for Academic and Student Affairs, at the North Dakota University System, for further review.

Military Credit

Basic training courses are accepted in transfer as HPER 100 Concepts of Wellness and Fitness (2 semester credits) and meet the Wellness category of the general education requirements. Eligible students must submit documentation of successful completion of basic training for evaluation.

The North Dakota University System (NDUS) has included more than 130 military training courses in their General Education Requirement Transfer Agreement (GERTA). Students who have completed the included military courses will be able to transfer their military education to categories such as arts and humanities, communications, science, mathematics, social science, and technology. All other military credit is evaluated using the most recent American Council on Education (ACE) guidelines. Credit may be awarded for those courses that are equivalent to courses offered at Dakota College.

Transcripts

Transcripts are termed either official or unofficial. Official transcripts bear the seal of the College and are issued in a sealed envelope. Official transcripts become unofficial transcripts once the sealed envelope is opened. Unofficial transcripts are marked as such. Students can print unofficial transcripts anytime via Campus Connection.

To comply with privacy laws, Dakota College requires all transcript requests to be submitted electronically. There may be conditions such as unmet financial or academic obligations under which transcripts will be withheld. Transcripts may be ordered online at: https://www.parchment.com

Although an attempt is made to process transcripts on the same day a request is received, those who request transcripts should allow for a processing time of five business days. Faxed transcripts are not official; transcripts will not be emailed.

A summary of credits accepted from other institutions appears on the official transcript. Transfer courses are not listed and grades and grade point averages of transfer credits are not included in the cumulative GPA.

The exception to this policy is for collaborative students whose cumulative grade point average will include grades from transfer collaborative courses.

Change in Curriculum

Students who desire to change from one curriculum to another must complete the Program Change form located in Campus Connection under eForms.

Changes in Registration

After students have registered for classes, they may make changes to their schedules in Campus Connection. Students should consult their advisors before making changes to their registration. Changes in registration are allowed according to the published academic calendars for all sessions in a term. It is the responsibility of the student to ensure they are registered for the correct courses. Students are encouraged to view their class schedules prior to the last day to add and the last day to drop. Students can view their schedules using Campus Connection.

Administrative Withdrawal for Non-Attendance

Faculty at Dakota College will take attendance in their courses beginning on the first day of class until the following times within a semester or session are reached: (1) The end of the twelfth calendar day of a regular 16-week semester; (2) The end of the fifth calendar day of a summer or eight-week session. Students who have not attended a single lecture or laboratory class up to these times or end points are to be reported to the Registrar. Online students who have not completed any work are to be reported under the same guidelines. When the report is submitted, the Registrar will administratively withdraw the student from the course(s) listed by the instructor. A grade of "W" will be recorded on the academic transcript denoting the withdrawal and the published refund policy will apply. The Registrar will send a communication to the affected students notifying them of the change to their enrollment status and of the appeal process for reinstatement in the course(s). Administrative withdrawal can affect Financial Aid disbursements.

Refunds for Students Who Are Withdrawn

A "W" will be recorded on the academic transcript denoting a withdrawal and the published refund policy will apply.

Book Returns for Administrative Withdraws

The bookstore policy on returns will apply to all students who are administratively withdrawn.

Appeals Process for Administratively Withdrawn Students

If a student who has been administratively withdrawn from one or more courses wishes to be re-enrolled in those courses, they must complete a Petition to Add after Administrative Withdrawal form which includes signatures of the instructor and Associate
Dean of Academic or Student Affairs.

Withdrawal from College

Official withdrawal is a process used to drop all courses or drop the last course. Students who wish to withdraw must complete the Cancel/Withdraw to Zero form located in Campus Connection, under eForms. Students may officially withdraw from the college any time prior to the 12th week of instruction (full term) or sixth week of instruction (8-week session). Students who do not formally withdraw will receive a grade of "F" in all courses.

Students who officially withdraw after the fifth day of class following mid- term may be denied permission to enroll for the succeeding term. This penalty will be invoked if the student's grades at the time of withdrawal would have placed them on academic suspension for the subsequent semester. This decision will be made by the Academic Standards Committee. If the student withdraws during the spring term, enrollment may be denied for the following fall term.

Unofficial withdrawal occurs when a student stops attending during the term resulting in unsuccessful grades without officially withdrawing. When a student unofficially withdraws, they will have a return of Title IV calculation completed on their financial aid. This calculation is based on the documented last day of an academically related activity. This may cause the student to owe money back to the institution or the Title IV aid program. Students who unofficially withdraw may go into student loan repayment early. Students who unofficially withdraw are immediately financial aid disqualified.

Academic Progress

At the end of any semester, students who fail to maintain required academic standards have not met satisfactory academic progress. Listed below are the required grade point averages needed to maintain satisfactory academic progress and the number of credits used in each classification:

Credits Attempted	Grade Point Average
9-16	1.5 (cumulative or semester GPA
17-33	1.75 (cumulative GPA)
34-50	1.90 (cumulative GPA)
51+	2.00 (cumulative GPA)

Academic Probation

At the end of any semester in which a student fails to achieve the required academic standards, the student will be placed on academic probation. Students on academic probation will be allowed to participate in extracurricular activities within the guidelines imposed by the organization conducting the activity. Failure to comply with these regulations can result in the cancelation of registration. The academic probation period covers the length of one semester. Students placed on academic probation are required to enroll in UNIV 110 College Study Skills.

Academic Suspension

Any student who fails in two consecutive semesters to achieve satisfactory academic progress faces suspension — subject to review by the Academic Standards Committee. All credits attempted, including repeated courses, will be used in determining satisfactory progress for purposes of academic suspension. Students suspended are denied the privilege of the institution during their period of suspension. The first time a student is suspended, the period of suspension will be one semester. The second time a student is suspended, the period of suspension will be two semesters. After the period of suspension has elapsed, the student must apply to the Academic Standards Committee for readmission. Any student who fails all course work attempted in classes other than independent studies, First Year Experience, study skills and physical education activity courses, is subject to suspension.

Continued Probation

Students will not be academically suspended after any semester in which the term grade point average is 2.00 or better regardless of the cumulative grade point average. In such instances, when the cumulative grade point average is deficient, students may again enroll and will continue academic probation.

Readmission After Suspension

After a student's period of suspension has elapsed, they must apply to the Academic Standards Committee for readmission to Dakota College. A suspended student cannot re-enroll at the institution after the semester of suspension until the Academic Standards Committee has granted approval. Students who do not follow the correct readmission procedure can have their registration cancelled.

Affiliate Programs

Dakota College Degree Programs

Minot State University/Trinity Campus

Dakota College offers career degrees on the Minot State University (MSU) campus in Minot, North Dakota. Currently the following programs are extended to the Minot campus:
• Advertising and Marketing (AAS) (Certificate)
• Information Technology (AAS)
• Information Management – Web Design (Certificate)
• Information Technology – Web Master (AAS)
• Medical Administrative Assistant (AAS)
• Medical Assistant (AAS) (Certificate)
• Associate Degree Nursing (AAS) – Trinity Campus
• Diagnostic Medical Sonography (AAS) – Trinity Campus
• Practical Nursing (Certificate) – Trinity Campus
• Paramedic Technology (AAS) – Trinity Campus
• Paraprofessional Education Early Childhood (AAS) – Minot Campus
• Paraprofessional Education K-12 (AAS)-- Minot Campus
• Paraprofessional Education (Certificate) -- Minot Campus
• Passport Program
> This program is a unique collaborative program offered by Dakota College and MSU. The program is available to students who are not eligible for full admission at MSU but want to attend college, pursue a four-year degree, and remain in the Minot area. Qualified applicants can enroll in the Passport Program where they would become Dakota College students located on the MSU campus. After completion of the Passport Program, students will then transition to MSU as fully admitted students. Passport Program students need a minimum of 24 transferable credits to transition to MSU and are eligible to earn a Certificate of College Studies degree from Dakota College.
• Reception Services (Certificate)
• Small Business Management (AAS) (Certificate)
• Technical Studies (AAS) (Certificate)
• Dental Assisting (AAS) (Certificate)
• Dental Hygiene (AAS)

Admission
Dakota College's open admission policy extends to its programs at the Minot Campus. Students interested in enrolling in a program at Minot need to complete an online application as an off-campus Minot student.

Financial Aid
Dakota College administers the financial aid programs for its students on the Minot campus. The Free Application for Student Financial Aid (FAFSA) should be completed as if attending on the Bottineau campus.

Housing/Food Services
Dakota College students in Minot are eligible for residence hall and dining services on the Minot Campus. These forms and applications must be secured from Minot State University.

For mor information contact:
Minot Programs Director
Administration Building
Minot State University
500 University Avenue West, 2nd floor
Minot, ND 58707
Telephone (701) 858-3330

Valley City State University

Dakota College offers career degrees on the Valley City State University (VCSU) campus in Valley City, North Dakota. Currently the following programs are extended to the Valley City campus:
- Associate Degree Nurse (ADN)

Admission
Dakota College's open admission policy extends to its programs at the Valley City State University campus. Students interested in enrolling in a Dakota College program at Valley City State University complete a specially marked application form.

Financial Aid
Dakota College administers the financial aid programs for its students on the Valley City State University campus. The Free Application for Student Financial Aid (FAFSA) should be completed as if attending on the Bottineau campus.

Housing/Food Services
Dakota College students in Valley City are eligible for residence hall and dining services on the Valley City State University campus. These forms and applications must be secured from Valley City State University.

Development Foundation

The Dakota College Foundation was incorporated in September 1983, as an outgrowth of the Promotions Committee. The Foundation Board of Directors is comprised of alumni, friends of the college community, representatives from the Logrollers, Alumni Association, the Campus Dean, and the Foundation Director.
The purpose of the Foundation is to promote support from Alumni and friends of Dakota College to achieve specific goals:
- To provide scholarship and general development funding that will significantly benefit students and the college.
- To provide support for faculty and staff development.
- To provide funds to assist the Alumni Association in its support of the College.
- To assist the Logroller organization in its support of collegiate athletics.
- To preserve the college's past heritage, while advancing with the future.

Mission
The Foundation and its Board of Directors promote quality higher education and offer financial and program development support to students, faculty, and staff; enabling them to strive to achieve their full potential and career dreams. The Foundation will operate effectively and efficiently to facilitate the distribution of donated or solicited
funds for the sole purpose of student support and campus development.

Farm Management Education Program

The mission of the North Dakota Farm and Ranch Business Management Association is "To provide lifelong learning opportunities in economic and financial management for adults involved in the farming and ranching business." The farm/ranch business management program is designed to provide education to farm/ranch families to help them better understand the financial aspects of their farm business. The purpose of the program is to assist students in meeting their business and personal goals. This is best accomplished with quality records and sound business decisions. A detailed,

computerized business analysis is completed annually for the farm/ranch business. All individual financial information is kept confidential. All student analyses data will be summarized and used to produce and publish local, regional, and state average reports for benchmarking purposes. Topics covered may include the following:

- Goal setting--farm business, family and personal
- Inventories for beginning and end of year balance sheets and accurate enterprises analysis
- Accounting and production records
- Annual whole farm and enterprise analysis
- Cash flow projections
- Benchmarking with average reports
- Understanding the balance sheet, income statement and cash flow projection
- Others as needed by the individual producer

Students will enroll in AGRI 242 at Dakota College on a semester basis. Enrollment in the class will be accepted any time throughout the year and can be repeated indefinitely. Most of the instruction is one-on-one in the instructor's office or at the farm/ranch home. All types and sizes of farms are accepted for enrollment including farms involved in specialty crops.

Academic Center for Excellence (ACE)

The Academic Center of Excellence provides supportive services to help students achieve their academic and career goals by providing academic, disability, and career services. Students are encouraged to utilize an array of services available. Academic support is provided for all students free of charge and individualized or small group tutoring sessions are available in all subjects. The Academic Center for Excellence is in Thatcher Hall, Room 1104 and the Library.

- Advising
- Assistance with class scheduling
- Basic computer assistance
- Blackboard assistance
- Career services
- Disability support services
- Free tutoring
- Library services
- Math Lab
- Study space
- Writing Center

CAREER SERVICES
Career services including career guidance, employment announcements and job search assistance are available Through the Academic Center of Excellence. Students can participate in individually structured guidance activities or take career development classes for college credit. The goal of both the individualized guidance sessions and the career development classes is to help students make career decisions and develop educational plans.

COMMUNITY EDUCATION PROGRAM
Through the Community Education Program, the campus extends non-credit learning opportunities to individuals, groups, and organizations in the area. Classes and workshops linked to community interest and Dakota College resources are held on and off campus. Topics include such things as computer technology, arts and crafts, professional development, and customer service. Through the Community Education Program, employers can request customized training designed to meet the needs of their employees. Instruction incorporates hands-on activities and practical application exercises.

DISABILITY SUPPORT SERVICES

Disability Support Services is here to assist students with documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. We offer needed support services and reasonable accommodations, provide options for equal access and opportunity, and collaborate with students, faculty, and staff on delivery of accessibility resources to ensure your successful experience at Dakota College.

Distance Education

Interactive Video Network

The North Dakota Interactive Video Network (IVN) is a statewide videoconferencing communication tool providing synchronous distance education opportunities throughout the state. Dakota College both sends and receives courses, meetings, workshops, interviews, and professional development seminars. IVN students take Dakota College courses and programs at participating North Dakota colleges and high schools. In addition, students from the Bottineau area can enroll in a wide range of classes offered by other North Dakota University System institutions and attend classes on the Dakota College campus. For more information on IVN programs and classes, contact the Instructional Technology Coordinator, 701-228-5601.

Online Programs

Dakota College offers several degree programs and a variety of classes online. With this instructional format, people anywhere can access college credit classes from Dakota College. Online classes are best suited for independent learners who need flexibility in their scheduling. Classes currently available through online format are listed on the campus website: www.dakotacollege.edu.

THE FOLLOWING DEGREE PROGRAMS ARE AVAILABLE IN AN ONLINE FORMAT:

Associate Degree	**Certificate**
Accounting Technology	Advertising and Marketing
Administrative Assistant	Bookkeeping
Advertising and Marketing	College Studies
Human Resources Management	Child Development Associate
Liberal Arts (AA, AS)	Human Resource Management
Medical Administrative Assistant	Medical Assistant
Medical Assistant	Medical Coding
Paraprofessional Education K-12	Paraprofessional Education
Paraprofessional Education EC	Photography
Photography	Reception Services
Recreation Management	Recreation Management
Small Business Management	Small Business Management
Urban Forestry Management	Urban Forestry Management
Technical Studies	Technical Studies

North Dakota State Board of Higher Education

Created by constitutional amendment in 1939, the North Dakota State Board of Higher Education is the governing body of Dakota College and all other state supported institutions of higher education in North Dakota.

BOARD MEMBERS*

Tim Mihalick, *Chair*	Minot	*term expires 2027*
Danita Bye, *Vice Chair*	Stanley	*term expires 2026*
Casey Ryan	Grand Forks	*term expires 2025*
Jeffry Volk	West Fargo	*term expires 2025*
Kevin Black	Minot	*term expires 2024*
Curtis Biller	Fargo	*term expires 2027*

* In addition to the board members listed, a student, faculty and staff representative are appointed each year to serve one-year terms.

Academic Curricula

Academic Curricula

Transfer Curricula

Dakota College offers the applicable freshman and sophomore course work for most bachelor's degree programs. The following suggested course sequences or curriculum outlines are included in this catalog:

Accounting	Elementary Education	Pharmacy
Agriculture	English	Physical Education
Biology	Health Professions	Psychology
Business Administration	History	Secondary Education
Business Education	Human Services	Social Science
Chemistry	Liberal Arts	Special Education
Computer Information Systems	Marketing & Management	Veterinary Science
Early Childhood Education	Mathematics	Wildlife Management
Economics	Natural Resource Management	

Transfer to Other Colleges

The North Dakota University System is working to make transfers easier. Students can help facilitate the transfer process by taking the following into consideration:

> *The requirements of colleges and universities throughout the United States vary so widely that it is not possible to prescribe a curricular program which will apply to all of them. Therefore, students need to familiarize themselves with the requirements of their program at the college to which they may transfer. This college or university, in the final analysis, determines the acceptability of transfer credits.*

Following is a list of activities students intending to transfer can follow to ease their transition to another campus.

1. Plan ahead.
2. Decide on your major as early as possible — especially if it might be a highly structured curriculum.
3. Work closely with your faculty advisor to select courses that will meet the requirements of the receiving institution.
4. Contact the Admissions Office of the school you plan to attend. Find out if your intended major has any special admission requirements and whether the school has information to help transfer students plan ahead.

General Education Philosophy

General education exists on the Dakota College campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community. At Dakota College, general education exists within all degree programs.

The core of general education includes building knowledge and understanding concepts of the natural and social sciences, mathematics, communication, arts and humanities, technology, and wellness. The specific competencies of general education reflect the commitment to the campus focus of Nature, Technology, and Beyond and are as follows:

Nature

Identifies the interrelationships between humans and their environment

Technology

Demonstrates technological literacy Demonstrates the ability to solve a variety of mathematical problems

And Beyond

Communicates effectively Employs the principles of wellness Demonstrates knowledge of social structures Evaluates principles of Arts and Humanities Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture, and diverse heritages of the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of fine arts. They understand and practice the scientific and mathematical views of the world. They possess critical thinking skills to analyze and develop solutions for problems. The seven general education competencies serve as the student learning goals for all students enrolled in AA and AS programs, as well as for those pursuing a certificate in College Studies.

North Dakota University System GERTA
(General Education Requirement Transfer Agreement)

The North Dakota University System (NDUS) GERTA was developed to assist students who transfer within the NDUS and within North Dakota tribal and private colleges who participate in GERTA. The GERTA agreement states that general education courses taken at any GERTA institution count upon transfer toward the general education requirements at all GERTA institutions in one of the following two ways:

- If the general education coursework includes courses from each of these General Education Areas (GEA) totaling at least 36 semester hours and the courses complete the general education requirements of the institution from which the student transfers, then the student is deemed to have completed the lower division general education requirements of the institution to which the courses are transferred.
- In all other cases the general education courses from the GEA are applicable to an appropriate general education requirement of the institution to which they transferred. The number of credits required to complete the general education requirement in each GEA is determined by the policies of the institution to which the courses are transferred.

The following list indicates the GERTA general education areas and the Dakota College courses that have been approved for the purpose of meeting general education requirements for transfer to other NDUS institutions.

1. ENGLISH COMPOSTION (ND: ENGL)
   ENGL 110 College Composition I 3
   ENGL 120 College Composition II 3
   ENGL 125 Intro to Professional Writing..............3

2. SPEECH (ND: COMM)
   COMM 110 Fundamentals of Public Speaking ...3

3. FINE ARTS (ND: COMM)
   ART 110 Intro to Visual Art 3
   ART 210 Art History I 3
   ART 211 Art History II 3
   ART 182 3
   PHOT 180 Photography I 3

4. HUMANITIES (ND: HUM)
   ART 110 Intro to Visual Art 3
   ART 210 Art History I 3
   ART 211 Art History II 3
   ENGL 211 Introduction to Creative Writing........3
   ENGL 220 Introduction to Ligerature 3
   ENGL 221 Introduction to Drama 3
   ENGL 225 Introduction to Film 3
   ENGL 236 Women in Literature.........................3
   ENGL 238 Children's Literature 3
   ENGL 242 World Literature II.............................3
   ENGL 251 British Literature I 3
   ENGL 252 British Literature II 3
   ENGL 261 American Literature I 3
   ENGL 262 American Literature II 3
   ENGL 278 Alternative Literature........................3

   HUM 101 Introduction to Humanities I 3
   HUM 102 Introduction to Humanities II 3
   THEA 201 3
   WS 110 Introduction to Women's Studies 3

5. HISTORY (ND: HIST)
   HIST 101 Western Civilization I...........................3
   HIST 102 Western Civilization II..........................3
   HIST 103 U.S. History to 1877.............................3
   HIST 104 U.S. History Since 1877........................3
   HIST 220 North Dakota History 3
   HIST 211 World Civilization to 1500 3
   HIST 224 American Studies I...............................3

6. SOCIAL SCIENCE (ND: SS)
   ECON 201 Principles of Microeconomics 3
   ECON 202 Principles of Microeconomics 3
   POLS 115 American Government 3
   PSYC 111 Introduction to Psychology.................3
   PSYC 250 Developmental Psychology.................3
   PSYC 270 Abnormal Psychology 3
   PSYC 280 Intro to Health Psychology 3
   SOC 110 Introduction to Sociology.....................3
   SOC 251 Gerontology 3

7. LABORATORY SCIENCE (ND:LABSC)
   BIOL 111 Concepts of Biology.............................4
   BIOL 115 Concepts of Anatomy & Physiology 4
   BIOL 121 Introduction to Fish & Wildlife............3
   BIOL 122 Wildlife & Fisheries Techniques 4
   BIOL 124 Environmental Science........................4

BIOL 150 General Biology I 4
BIOL 151 General Biology II 4
BIOL 170 General Zoology 4
BIOL 200 Biotech & Lab Techniques...................4
BIOL 202 Microbiology 4
BIOL 211 Botany I 4
BIOL 220 Anatomy and Physiology I 4
BIOL 221 Anatomy and Physiology II 4
BIOL 230 Ecology 4
CHEM 115 Introductory Chemistry.....................4
CHEM 116 Intro to Org & BioChem 4
CHEM 121 General Chemistry I 4
CHEM 122 General Chemistry II 4
CHEM 241 Organic Chemistry I 5
CHEM 242 Organic Chemistry II 5
GEOL 105 Physical Geology 4
PHYS 120 Foundations of Physics 4
PHYS 211 College Physics I L/L...........................4
PHYS 212 College Physics II L/L..........................4
PHYS 251 University Physics I L/L 5
Phys 252 University Physics II L/L 5

8. MATHEMATICS (ND:MATH)
MATH 103 College Algebra.................................4
MATH 104 Finite Math 3
MATH 105 Trigonometry 3
MATH 107 Precalculus...4
MATH 110 Mathematics in Society 3
MATH 165 Calculus I...4
MATH 166 Calculus II..4
MATH 210 Elementary Statistics 4

9. COMPUTER SCIENCE (ND:COMPSC)
CSCI 101 Introduction to Computers..................3
CSCI 123 Tech for Personal Development 3
CSCI 289 Soc. Implications of Comp Tech..........3

General Education Requirements

Associate of Science (AS) and Associate of Arts (AA)

Although all Associate of Arts and Associate of Science degree graduates satisfy the GERTA requirements, there are additional requirements that pertain to and define AA as opposed to AS. Students who graduate with an AS degree will earn 18 math, science, and technology credits. Students who graduate with an AA degree will earn 12 social science credits and 9 arts and humanities credits. The following outline lists the general education requirements for the AS and AA degrees:

Associate of Science

COMMUNICAITONS – 9 Credits
    ENGL 110 College Composition I 3
    ENGL 120 College Composition II 3
      OR ENGL 125 Intro to Professional Writing 3
    COMM 110 Fundamentals of Public Speaking 3
FINE ARTS & HUMANITIES – 6 Credits
    Any Course marked ND: FA, ND:HUM
SOCIAL SCIENCE – 6 Credits
    Any Course marked ND: HIST or ND: SS
MATH, SCIENCE & TECHNOLOGY – 18 Credits
    Any course marked ND: LABSC, ND: MATH or ND: COMPSC
All students must complete two laboratory science (ND: LABSC) courses, one math course (ND: MATH), and ND: COMPSC)
WELLNESS – 2 Credits
    HPER Activity courses or HPER 100 Concepts of Wellness and Fitness
FIRST YEAR EXPERINECE – 1 Credit (Required of all new first-year students)

DIGITAL LITERACY REQUIREMENT - All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

ADDITIONAL ACADEMIC COURSES – Total credits needed to graduate – 60 Developmental/remedial courses do not count towards graduation. Courses in this category are chosen in consultation with the student's advisor. Selections are based upon the requirements at the college to which the student intends to transfer.

Associate of Arts

COMMUNICATIONS – 9 Credits
    ENGL 110 College Composition I 3
    ENGL 120 College Composition II 3
      OR ENGL 125 Introduction to Professional Writing 3
    COMM 110 Fundamentals of Public Speaking 3
FINE ARTS & HUMANITIES – 9 Credits
      3 credits under the ND: HUM category, 3 credits from one subject area of HUM, ART, MUSC or PHOT and 3
      Credits from any course in the ND: FA or ND: HUM category
SOCIAL SCIENCE – 12 Credits
      Any course marked ND: LABSC, ND: MATH or ND: COMPSC
SOCIAL SCIENCE – 12 Credits
      Any course marked ND: HIST or ND: SS
MATH, SCIENCE & TECHONOLGY- 9 Credits

Any course marked ND: LABSC, ND: Math or ND: COMPSC

All students must complete one laboratory science (ND: LABSC) course, one math course (ND: MATH), and One technology course.

WELLNESS – 2 Credits

HPER Activity courses or HPER 100 concepts of Wellness and Fitness

FIRST YEAR EXPERIENCE – 1 Credit (Required of all new first-year students)

DIGITAL LITERACY REQUIREMENT - All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

ADDITIONAL ACADEMIC COURSES - Total credits needed to graduate — 60 Developmental/remedial courses do not count towards graduation. Courses in this category are chosen in consultation with the student's advisor. Selections are based upon the requirements at the college to which the student intends to transfer.

Liberal Arts

The liberal arts curriculum is built on general education requirements and is designed for students who are undecided about their educational goal, but who desire the benefits they can secure from a broadly-based program. The curriculum provides flexibility and endeavors to give students a sampling of the many disciplines available to them. The AA and AS degrees are available online.

Associate in Science Credits	Associate in Science Credits
COMMUNICATION..*9*	*COMMUNICATION*..*9*
ENGL 110 College Composition I..........................3	ENGL 110 College Composition I..........................3
ENGL 120 College Composition II........................3	ENGL 120 College Composition II........................3
or ENGL 125 Intro to Prof Writing.......................3	or ENGL 125 Intro to Prof Writing.......................3
COMM 110 Fund of Public Speaking...................3	COMM 110 Fund of Public Speaking...................3
FINE ARTS/HUMANITIES...*6*	*FINE ARTS/HUMANITIES*...*9*
Elective credits in this area are to be chosen from The ND:FA and ND:HUM categories on page 49-50 of this catalog	Elective credits in this area are to be chosen from The ND:FA and ND:HUM categories on page 49-50 of this catalog
SOCIAL SCIENCE..*6*	*SOCIAL SCIENCE*..*12*
Elective credits in this area are to be chosen from the ND:HIST and ND:SS categories on page 49-50 of this catalog	Elective credits in this area are to be chosen from the ND:HIST and ND:SS categories on page 49-50 of this catalog
MATH/SCIENCE/TECHNOLOGY..............................*18*	*MATH/SCIENCE/TECHNOLOGY*.................................*9*
Elective credits in this area are to be chosen from the ND:LABSC, ND:MATTH and ND:COMPSC categories on page 49-50 of this catalog The choices must include MATH 103 (or above), at least two lab sciences and a technology.	Elective credits in this area are to be chosen from the ND:LABSC, ND:MATTH and ND:COMPSC categories on page 49-50 of this catalog The choices must include MATH 103 (or above), at least two lab sciences and a technology.
WELLNESS..*2*	*WELLNESS*..*2*
HPER 100 or HPER Activity	HPER 100 or HPER Activity
ADDITIONAL ACADEMIC COURSES.........................*19*	*ADDITIONAL ACADEMIC COURSES*.........................*19*
Credits in this area are to be chosen in consultation with the student's advisor	Credits in this area are to be chosen in consultation with the student's advisor

Certificate in College Studies

The Certificate in College Studies will provide these students with a quality and innovative program that accommodates their learning needs. This program will expose students to a one-year sequence of courses that will give them the essential skills and self-confidence to make informed decisions about the educational opportunities before them. An additional benefit will be introducing students to the institution's special focus which encourages an ethic of care and concern for the natural world.

Students must complete 24 credits in the following areas:

COMMUNICATIONS (3 Credits)
ENGL 110 College Composition I.....................................3
COMM 110 Fundamentals of Public Speaking................3

FINE ARTS & HUMANITIES or SOCIAL SCIENCE (6 Credits)
ART 110 Introduction to Visual Art 3
ART 210 Art History 3
ART 211 Art History II 3
PHOT 180 Photography I 3
ENGL 211 Introduction to Creative Writing 3
ENGL 220 Introduction to Literature 3
ENGL 221 Introduction to Drama 3
ENGL 225 Introduction to Film 3
ENGL 236 Women in Literature 3
ENGL 238 Children's Literature.............................3
ENGL 242 World Literature II................................3
ENGL 251 British Literature I 3
ENGL 252 British Literature II 3
ENGL 261 American Literature I 3
ENGL 262 American Literature II 3
ENGL 278 Alternative Literature............................3
HUM 101 Introduction to Humanities I 3
HUM 102 Introduction to Humanities II 3
THEA 201 Theatre Practicum 3
HIST 211 World Civilizations to 1500.....................3
HIST 212 World Civilizations Since 1500................3
HIST 103 U.S. History to 1877 3
HIST 104 U.S. History Since 1877 3
HIST 220 North Dakota History.............................3
HIST 224 American Studies I 3
ECON 201 Principles of Microeconomics...............3
ECON 202 Principles of Macroeconomics..............3
PSYC 111 Introduction to Psychology 3
PSYC 250 Developmental Psychology....................3
PSYC 270 Abnormal Psychology 3
PSYC 280 Intro to Health Psychology....................3
SOC 110 Introduction to Sociology 3
WS 110 Intro to Women's Studies..........................3
Must take 2 courses from the following sections:
MATH, SCIENCE, or TECHNOLOGY (both courses cannot be from the same section)

MATH
MATH 103 College Algebra 4
MATH 104 Finite Math 3
MATH 105 Trigonometry 3
MATH 107 Precalculus...4
MATH 165 Calculus I..4
MATH 210 Elementary Statistics 4

SCIENCE
BIOL 202 Microbiology 4
BIOL 111 Concepts of Biology................................4
BIOL 115 Concepts of Anatomy & Physiology 4
BIOL 124 Environmental Science 4
BIOL 150 General Biology I 4
BIOL 220 Anatomy and Physiology I 4
CHEM 115 Introductory Chemistry........................4
CHEM 121 Intro to Fish & Wildlife Management .. 3
BIOL 122 Wildlife & Fisheries Tech 3
GEOL 105 Physical Geology 4
PHYS 120 Fundamentals of Physics 4
PHYS 211 College Physics I L/L..............................4
PHYS 251 University Physics I L/L 5

TECHNOLOGY
CSCI 101 Introduction to Computers 3
CSCI 289 Soc. Implication of Comp. Tech 3
CIS 123 Tech. for Personal Development 3

WELLNESS (1 Credit)
HPER 100 Concepts of Fitness and Wellness 2
HPER 101 Activity Course ....0.5 or 1

Required Course (1 Credit)
UNIV 105 First Year Experience 1

Area of Interest (6 Credits)
Courses in this category are chosen in consultation with an advisor.

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 49-50 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course UNIV 105 First Year Experience, although it has not been listed in the curriculum outlines.

Accounting (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Accounting I	3	
ECON 201 Microeconomics	3		ACCT 215 Business in the		
Math 103 College Algebra or Higher	4		Legal Environment	3	
Fine Arts/Humanities Elective	3		Fine Arts/Humanities Elective	3	
Wellness Elective	2		Lab Science Elective	3	
ENGL 120 College Comp II			COMM 110 Fund of Public Speaking		3
Or ENGL 125 Intro to Prof Writing		3	ACCT 201 Elements of Accounting II		3
BOTE 210 Business Communication		3	ACCT 260 Accounting Info Systems		2
ECON 202 Macroeconomics		3	BADM 202 Principles of Mgmt		3
Lab Science Elective		4	BOTE 247 Spreadsheet Applications		3
Technology Elective		3	MATH 210 Elementary Statistics		4

Consult with program advisors for recommended electives.

Agriculture (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		Math/Sci/Tech Elective	3	
BIOL 150 General Biology I	4		Social Science Elective	3	
CHEM 121 General Chem I	4		**Major Study Area	6	
MATH 103 College Algebra or Higher	4		Fine Arts/Humanities Elective	3	
Wellness Elective	2		COMM 110 Fund of Public Speaking		3
ENGL 120 College Comp II			Math/Science/Tech Elective		3
or ENGL 125 Intro to Prof Writing		3	Social Science Elective		3
CSCI 101 Intro to Computers		3	**Major Study Area		6
**Major Study Area		7			
Fine Arts/Humanities Elective		3			

**Major Study Area: Courses in the Major Study Area shall be a selected number of courses which meet the requirements for the Agriculture Program in which the student intends to transfer. Courses within this area must be approved by the student's advisor.

Biology (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 170 General Zoology	4	
CHEM 121 General Chem I	4		Lab Science Elective	4	
BIOL 150 General Biology I	4		Fine Arts/Humanities Elective	3	
MATH 103 College Algebra	4		Social Science Elective	3	
ENGL 120 College Comp II			Wellness Elective	2	
or ENGL 125 Intro to Prof Writing		3	COMM 110 Fund of Public Speaking		3
CHEM 122 General Chem II		4	Fine Arts/Humanities Elective		3
BIOL 151 General Biology II		4	Social Science Elective		3
MATH 105 Trigonometry or higher		3	BIOL Elective		4
CSCI 101 Intro to Computers		3			

Consult with program advisor for recommended electives.

Business Administration (AA)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Accounting I	3	
ECON 201 Princ of Microeconomics	3		ACCT 215 Business in the Legal		
MATH 103 College Algebra or Higher	4		Environment	3	
Fine Arts/Humanities Elective	3		BADM 201 Principles of Mrkting	3	
Technology Elective	3		Fine Arts/Humanities Elective	3	
ENGL 120 College Comp II			Wellness Elective	2	
or ENGL 125 Intro to Prof Writing		3	ACCT 201 Elements of Accounting II		3
ECON 202 Prin of Macroeconomics		3	COMM 110 Fund of Public Speaking		3
Fine Arts/Humanities Elective		3	BADM 202 Principles of Mgmt		3
Lab Science Elective		3-4	BOTE 247 Spreadsheet Applications		3
Social Science Elective		3	Social Science Elective		3

Consult with program advisors for recommended electives.

Business Education (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Accounting I	3	
ECON 201 Princ of Microeconomics	3		ACCT 215 Business in the Legal		
MATH 103 College Algebra or Higher	4		Environment	3	
Fine Arts/Humanities Elective	3		EDUC 250 Intro to Education	2	
Technology Elective	3		EDUC 298 Intro to Educ Practicum	1	
ENGL 120 College Comp II			Lab Science Elective	4	
or ENGL 125 Intro to Prof Writing		3	Wellness Elective	2	
ECON 202 Prin of Macroeconomics		3	ACCT 201 Elements of Accounting II		3
Fine Arts/Humanities Elective		3	BOTE 247 Spreadsheet Applications		3
Lab Science Elective		4	COMM 110 Fund of Public Speaking		3
Math/Sci/Tech Elective		3-4	PSYC 111 Intro to Psychology		3
			EDUC 260 Educational Psychology*		3

Consult with program advisors for recommended electives. (for MiSU Transfer Students)*

Chemistry (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CHEM 241 Organic Chem I	5	
CSCI 101 Intro to Computers	3		COMM 110 Fund of Public Speaking	3	
BIOL 150 General Biology I	4		PHYS 251 University Physics I	5	
CHEM 121 General Chemistry I	4		Social Science Elective	3	
MATH 105 Trig			Wellness Elective	1	
Or Math 107 Precalculus	3-4		CHEM 242 Organic Chemistry II		5
ENGL 120 College Comp II		3	PHYS 252 University Physics II		5
CHEM 122 General Chemistry II		4	Fine Arts/Humanities Elective		3
MATH 165 Calculus I		4	Wellness Elective		
			**Math 166 Calculus II Recommended		

Consult with program advisor for recommended electives.

Computer Information Systems (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ECON 201 Prin of Microeconomics	3	
CIS 212 MS Operating System Client	3		MATH 165 Calculus I	4	
CSCI 101 Intro to Computers	3		Lab Science Elective	4	
CSCI 160 Computer Science I			Fine Arts/Humanities Elective	3	
or Programming Language	3		Wellness Elective	1	
MATH 103 College Algebra or Higher	4		BADM 202 Prin of Management		3
ENGL 120 College Comp II			CIS 147 Prin of Information Security		3
or ENGL 125 Intro to Prof Writing		3	COMM 110 Fund of Public Speaking		3
CSCI 161 Computer Science II			ECON 202 Prin of Macroeconomics		3
or Programming Language		3	Fine Arts/Humanities Elective		3
MATH 210 Elementary Statistics		4	Wellness Elective		1
Lab Science Elective		4			

Consult with program advisor for recommended electives.

Early Childhood Education (AA)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		EC 236 Social, Emotional Develop		
CSCI 101 Intro to Computers	3		& Guidance	3	
EC 210 Intro to Early Childhood Educ.	3		PSYC 111 Intro to Psychology	3	
ND: Math Course	4		Fine Arts/Humanities Elective	3	
SPED 101 Intro to Develop Disability	3		Lab Science Elective	4	
EDUC 101 Intro to Paraeducation	1		COMM 110 Fund of Public Speaking		3
ENGL 120 College Comp II		3	EC 238 Home, School, Community		3
EC 211 Observation, Assessment &			ENGL 238 Children's Literature		3
Interpretation Tech		3	PSYC 250 Developmental Psychology		3
EC 213 Pre-K Methods & Materials		3	Fine Arts/Humanities Elective		3
HPER 100 or HPER Activity		2			
Social Science Elective		3			
Social Science Elective		3			

Consult with program advisor for recommended electives.

Economics (AA)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Accounting I	3	
CSCI 101 Intro to Computers	3		COMM 110 Fund of Public Speaking	3	
ECON 201 Prin of Microeconomics	3		Math 165 Calculus I	4	
MATH 103 College Algebra or Higher	4		Lab Science Elective	4	
Social Science Elective	3		Social Science Elective	3	
Wellness Elective	2		ACCT 201 Elements of Accounting II		3
ENGL 120 College Comp II		3	MATH 166 Calculus II		4
ECON 202 Prin of Macroeconomics		3	Fine Arts/Humanities Elective		3
MATH 210 Elementary Statistics		4	Social Science Elective		3
Fine Arts/Humanities Elective		3			
Fine Arts/Humanities Elective		3			

Consult with program advisor for recommended electives

Elementary Education (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		EDUC 250 Intro to Education	2	
CSCI 101 Intro to Computers	3		EDUC 298 Intro to Ed Practicum	1	
EDUC 101 Intro to Paraeducation	1		MATH 277 Mathematics for		
MATH 103 College Algebra or Higher	4		Elementary Teachers I	3	
Lab Science Elective	4		PSYC 111 Intro to Psychology	3	
ENGL 120 College Comp II		3	CHEM or PHYS Lab Science Elective	4	
SPED 110 Intro to Exceptional			Fine Arts/Humanities Elective	3	
Children		3	COMM 110 Fund of Public Speaking		3
Lab Science Elective		4	ENGL 238 Children's Literature		3
Social Science Elective		3	EDUC 260 Educational Psychology		3
Wellness Elective		2	PSYC 250 Developmental Psychology		3
			Social Science Elective		3

Consult with program advisor for recommended electives

English (AA)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ENGL 120 College Comp II	3	
CSCI 101 Intro to Computers	3		ENGL 225 Intro to Film	3	
ENGL 221 Intro to Drama	3		ENGL 262 American Lit II	3	
ENGL 261 American Literature I	3		Social Science Elective	3	
Lab Science Elective	4		Social Science Elective	3	
Wellness Elective	1		COMM 110 Fund of Public Speaking		3
ENGL 220 Intro to Literature		3	ENGL 242 World Literature II		3
ENGL 211 Intro to Creative Writing		3	Fine Arts/Humanities Elective		3
ENGL 238 Children's Literature		3	Social Science Elective		3
HIST 104 U.S. History Since 1877		3	Social Science Elective		

Consult with program advisor for recommended electives

Finance (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 215 Business in the Legal		
CSCI 101 Intro to Computers	3		Environment	3	
MATH 103 College Algebra or Higher	4		ACCT 200 Elements of Accounting I	3	
Lab Science Elective	4		COMM 110 Fund of Public Speaking	3	
Wellness Elective	2		ECON 201 Prin of Microeconomics	3	
BOTE 247 Spreadsheet Applications		3	Fine Arts/Humanities Elective	3	
ENGL 120 College Comp II			ACCT 201 Elements of Accounting II		3
or ENGL 125 Intro to Prof Writing		3	BADM 202 Prin of Management		3
MATH 210 Elementary Statistics		4	BOTE 210 Business Communications		3
Fine Arts/Humanities Elective		3	ECON 202 Prin of Macroeconomics		3
Lab Science Elective		4	Elective		2

Consult with program advisor for recommended electives

Health Professions (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 220 Human Anat & Phys	4	
MATH 103 College Algebra or Higher	4		PSYC 111 Intro to Psychology	3	
BIOL 150 General Biology I	4		Fine Arts/Humanities Elective	3	
CHEM 121 General Chemistry I	4		Elective	3-4	
ENGL 120 College Comp II			BIOL 221 Human Anat & Phys II		4
or ENGL 125 Intro to Prof Writing		3	COMM 110 Fund of Public Speaking		3
BIOL 151 General Biology II		4	PSYC 250 Developmental Psych		3
CHEM 122 General Chemistry II		4	Fine Arts/Humanities Elective		3
CSCI 101 Intro to Computers		3	Elective		3-4
Wellness Elective		2			

Consult with program advisor for recommended electives

History (AA)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		HIST 211 World Civ to 1500	3	
HIST 103 U.S. History to 1877	3		PSYC 111 Intro to Psychology	3	
MATH 103 College Algebra or Higher	4		Elective	3	
Fine Arts/Humanities Elective	3		Fine Arts/Humanities Elective	3	
Wellness Elective	1		CSCI 101 Intro to Computers	3	
ENGL 120 College Comp II			COMM 110 Fund of Public Speaking		3
or ENGL 125 Intro to Prof Writing		3	ECON 202 Prin of Macroeconomics		3
HIST 104 U.S. History Since 1877		3	HIST 212 World Civ Since 1500		3
Electives		6	HIST 224 American Studies I		3
Lab Science Elective		4	Fine Arts/Humanities Elective		3
Wellness Elective		1			

Consult with program advisor for recommended electives

Human Services (AA)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		COMM 110 Fund of Public Speaking	3	
GERO 130 Intro to Human Services	2		GERO 256 Dev of Social Welfare	2	
MATH 103 College Algebra or Higher	4		PSYC 111 Intro to Psychology	3	
NURS 100 Nursing Asst Training	3		RLS 290 Intro to Inclusive Rec	3	
SPED 101 Intro to Dev Disabilities	3		Fine Arts/Humanities Elective	3	
ENGL 120 College Comp II			Fine Arts/Humanities Elective	3	
or ENGL 125 Intro to Prof Writing		3	BOTE 210 Business Communication		3
HPER 210 First Aid/CPR		1	HRM 100 Human Relations in Org		3
SOC 251 Gerontology		3	PSYC 250 Developmental Psychology		3
Fine Arts/Humanities Elective		3	SOC 110 Intro to Sociology		3
Technology Elective		3	Lab Science Elective		4
Wellness Elective		2			

Consult with program advisor for recommended electives

Natural Resource Management (AAS)*

This program prepares students to perform tasks associated with managing, improving, and protecting natural resources for economic and/or recreational purposes. Program graduates may assist in data collection and inventories of natural resources, providing conservation recommendations to managers, and developing and implementing natural resource management plans.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I			CHEM 121 General Chemistry I	4	
or COMM 110 Fund of Public Speaking	3		or CHEM 115 Introductory Chem	3	
BIOL 150 General Biology I	4		BIOL 211 Botany I	4	
CSCI 101 Intro to Computers	3		Wellness Elective	1	
EVNT 110 Intro to GPS	2		Major Study Area	3	
BIOL 121 Intro to Fish & Wildlife	4		BADM 202 Prin of Management		3
BIOL 151 General Biology II		4	ENVT 297 Internship		3
MATH 106 College Algebra		4	GEOL 105 Physical Geology		4
BIOL 122 Wildlife & Fisheries Tech		4	Major Study Area		3
Fine Art/Hum/Social Sci Elective		3	FORS 263 Urban Forestry Management		3

Major study area electives must be chosen from the following: BIOL, CHEM, FORS, ENVT, RLS, RNG

Marketing & Management (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 215 Business in the Legal Environment	3	
BADM 201 Prin of Marketing	3		BADM 210 Advertising I	3	
MATH 103 College Algebra or Higher	4		BADM 214 Entertainment Mrktg	3	
Lab Science Elective	4		BADM 240 Sales	3	
Wellness Elective	1		ECON 201 Prin of Microeconomics	3	
ENGL 120 College Comp II			Fine Arts/Humanities Elective	3	
or ENGL 125 Intro to Prof Writing		3	COMM 110 Fund of Public Speaking		3
BADM 202 Prin of Management		3	ECON 202 Prin of Macroeconomics		3
Social Science Elective		3	Fine Arts/Humanities Elective		3
Technology Elective		3	Math/Sci/Tech Elective		3-4
Wellness Elective		1	Lab Science Elective		4

Consult with program advisor for recommended electives

Mathematics (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		COMM 110 Fund of Public Speaking	3	
MATH 103 College Algebra	4		MATH 165 Calculus I	4	
Lab Science Eelctive	4		Fine Arts/Humanities Elective	3	
Social Science Elective	3		Technology Elective	3	
Wellness Elective	1		MATH 166 Calculus II		4
ENGL 120 College Comp II			MATH 210 Elementary Statistics		4
or ENGL 125 Intro to Prof Writing		3	PSYC 111 Intro to Psychology		3
MATH 105 Trigonometry			Elective		4
or MATH 107 Precalculus		3-4	Fine Arts/Humanities Elective		3
Lab Science Elective		4			
Social Science Elective		3			
Wellness Elective		1			

Consult with program advisor for recommended electives

Natural Resource Management (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CHEM 121 General Chem I	4	
BIOL 150 General Biology I	4		BIOL 121 Intro to Fish & Wild Mgmt	3	
CSCI 101 Intro to Computers	3		BIOL 211 Botany I	3	
COMM 110 Fund of Public Speaking	3		Elective**	3-4	
Elective**	3-4		Social Science Elective	3	
Wellness Elective	1		GEOL 105 Physical Geography		4
ENGL 120 College Comp II		3	Elective**		3-4
BIOL 151 General Biology II		4	Social Science Elective		3
MATH 103 College Algebra or Higher		4	Wellness Elective		1
Fine Arts/Humanities Elective		3			
Elective**		3-4			

***Electives must include 8 credits from the following: BIOL, CHEM, FORS, FWLD, RLS, RNG or SOIL*

Pharmacy (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 220 Anatomy & Physiology I	4	
BIOL 150 General Biology I	4		PHYS 211 College Physics I	4	
CHEM 121 General Chemistry I	4		Fine Arts/Humanities Elective	3	
ECON 201 Prin of Microeconomics	3		Social Science Elective	3	
MATH 105 Trigonometry			Wellness Elective	1	
or MATH 107 Precalculus		3-4	BIOL 202 Microbiology		4
ENGL 120 College Comp II			BIOL 221 Anatomy & Physiology II		4
or ENGL 125 Intro to Prof Writing		3	COMM 110 Fund of Public Speaking		3
BIOL 151 General Biology II		4	Fine Arts/Humanities Elective		3
CHEM 122 General Chemistry II		4	Wellness Elective		1
CSCI 101 Intro to Computers		3			
MATH 165 Calculus I		4			

Consult with program advisor for recommended electives

Physical Education (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 111 Concepts of Biology	4	
HPER 217 Personal & Community Health	3		EDUC 250 Intro to Education	2	
			EDUC 298 Intro to Ed Practicum	1	
MATH 103 College Algebra or Higher	4		HPER 210 First Aid/CPR	1	
SOC 110 Intro to Sociology	3		NUTR 240 Prin of Nutrition	3	
Technology Elective	3		PSYC 111 Intro to Psychology	3	
ENGL 120 College Comp II			EDUC 260 Educational Psychology		3
or ENGL 125 Intro to Prof Writing		3	HPER 207 Prevent & Care of Injuries		2
COMM 110 Fund of Public Speaking		3	HPER 208 Intro to Phys. Education		
Fine Arts/Humanities Elective		3	PSYC 250 Developmental Psychology		3
Lab Science Elective		4	Fine Arts/Humanities Elective		3
Wellness Elective		2	Math/Science/Tech Elective		3-4

Consult with program advisor for recommended electives

Pre-Engineering (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		MATH 265 Calculus II	4	
CHEM 121 General Chemistry I	4		PHYS 251 University Physics I	5	
CSCI 101 Intro to Computers	3		Major Study Area***	4	
MATH 165 Calculus I**	4		Social Science Elective	3	
Fine Arts/Humanities Elective	3		Wellness Elective	1	
ENGL 120 College Comp II		3	COMM 110 Fund of Public Speaking		3
CHEM 122 General Chemistry II		4	Phys 252 University Physics II		5
MATH 166 Calculus II		4	Major Study Area***		5
Fine Arts/Humanities Elective		3	Wellness Elective		1
Social Science Elective		3			

*** If the math placement test score does not qualify the student for placement in MATH 165 Calculus I the following sequence of math classes will need to be taken to qualify for MATH 165 Calculus I. MATH 103 College Algebra – "C" grade or better in ASC 94 or appropriate math placement score MATH 105 Trigonometry – Spring – "C" grade or better in MATH 103 or appropriate math placement score. MATH 165 Calculus I – Offered in fall – "C" grade or better in Math 105 or appropriate math placement score. *** MAJOR STUDY AREA: Courses in the Major Study Area shall be a selected number of courses which meet the requirements for the engineering program in which the student intends to transfer. Courses within this area must be approved by the student's advisor.*

Psychology (AA)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		SOC 110 Intro to Sociology	3	
MATH 103 College Algebra or Higher	4		Electives**	6	
PSYC 111 Intro to Psychology	3		Fine Arts/Humanities Elective	3	
Lab Science Elective	4		Technology Elective	3	
ENGL 120 College Comp II			PSYC 250 Developmental Psychology		3
or ENGL 125 Intro to Prof Writing		3	PSYC 270 Abnormal Psychology		3
COMM 110 Fund of Public Speaking		3	Electives**		5
Elective**		3	Elective**		3
Fine Arts/Humanities Elective		3	Fine Arts/Humanities Elective		3
Wellness Elective		2			

**Consult with program advisor for recommended electives*

Secondary Education (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		EDUC 250 Intro to Education	2	
CSCI 101 Intro to Computers	3		EDUC 298 Intro to Educ Practicum	1	
EDUC 101 Intro to Paraeducation	1		PSYC 111 Intro to Psychology	3	
MATH 103 College Algebra or Higher	4		Fine Arts/Humanities Elective	3	
Lab Science Electives	4		Math/Science/Tech Elective	4	
Wellness Elective	2		Social Science Elective	3	
ENGL 120 College Comp II		3	COMM 110 Fund of Public Speaking		3
SPED 110 Intro to Exceptional			PSYC 250 Developmental Psychology		3
Children		3	EDUC Elective		3
Lab Science Elective		4	Fine Arts/Humanities Elective		3
Social Science Elective		3			
General Education Elective		3			

Consult with program advisor for recommended electives

Social Science (AA)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		COMM 110 Fund of Public Speaking	3	
HIST 103 U.S. History to 1877	3		HIST World Civilization to 1500	3	
MATH 103 College Algebra or Higher	4		SOC 110 Intro to Sociology	3	
Lab Science Elective	4		Fine Arts/Humanities Elective	3	
Wellness Elective	1		Elective	3	
ENGL 120 College Comp II			ECON 202 Prin of Macroeconomics		3
or ENGL 125 Intro to Prof Writing		3	HIST 212 World Civ Since 1500		3
HIST 104 U.S. History Since 1877		3	PSYC 111 Intro to Psychology		3
Fine Arts/Humanities Elective		3	Fine Arts/Humanities Elective		3
Lab Science Elective		4	Social Science Elective		3
Technology Elective		3			
Wellness Elective		1			

Consult with program advisor for recommended electives

Special Education (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		EDUC 250 Intro to Education	2	
CSCI 101 Intro to Computers	3		EDUC 298 Intro to Educ Practicum	1	
EDUC 101 Intro to Paraeducation	1		MATH 277 Math Elem Teach I	3	
MATH 103 College Algebra or Higher	4		PSYC 111 Intro to Psychology	3	
SPED 101 Introduction to			BIOL Elective	4	
Developmental Disabilities	3		Social Science Elective	3	
Wellness Elective	2		COMM 110 Fund of Public Speaking		3
ENGL 120 College Comp II		3	ENGL 238 Children's Literature		3
EDUC 220 Classroom Management		3	PSYC 250 Development Psychology		
SPED 110 Intro to Exceptional Child		3	or PSYC 270 Abnormal Psych		3
Lab Science Elective		4	Fine Arts/Humanities Elective		3
Social Science Elective		3	Math/Lab Sci/Tech Elective		4

Consult with program advisor for recommended electives

Veterinary Science (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Composition I	3		CHEM 241 Organic Chemistry		
BIOL 150 General Biology I	4		or CHEM 116 Intro to Organic and Biochem	4-5	
CHEM 121 General Chemistry I	4		ECON 201 Prin of Microeconomics	3	
Wellness Eelctive	1		PHYS 211 College Physics I	4	
ENGL 120 College Composition			Fine Art/Hum Elective	3	
or Intro to Professional Writing	3		Wellness Elective	1	
BIOL 151 General Biology II	4		BIOL 202 Microbiology		4
CHEM 122 General Chemistry II	4		COMM 110 Fund of Public Speaking		3
CSCI 101 Intro to Computers	3		MATH 210 Elementary Statistics		4
MATH 105 Trigonometry			Fine Art/Hum Elective		3
or MATH 107 Precalculus	3-4		Social Science Elective		3

Consult with program advisor for recommended electives

Wildlife and Fisheries Technology (AAS)*

This program prepares students to assist wildlife and fisheries management personnel as technicians studying the distribution, abundance, habits, life histories, ecology, mortality factors and economic values of birds, mammals, and other wildlife. They can assist in planning and carrying out wildlife management programs, restoring wildlife habitats, regulating wildlife populations, and controlling wildlife diseases. Wildlife and fisheries technicians also assist in studying the life history, habitats, and classification of aquatic organisms.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Composition I	3		BIOL 230 Ecology	4	
BIOL 150 General Biology I	4		BOT 211 Botany I	4	
CSCI 101 Intro to Computers	3		Fine Art/Hum/Soc Science Elective	3	
ENVT 110 Intro to GPS	2		Major Study Area***	3-4	
BIOL 121 Intro to Fish & Wildlife Mgmt	4		BIOL 297 Internship		3
BIOL 151 General Biology II		4	BIOL 170 General Zoology		4
ENVT 255 Intro to GIS		4	Major Study Area**		3
BIOL 122 Wildlife & Fisheries Tech		4	CHEM 115 Introductory Chemistry		4
Math Elective		3-4	Wellness Elective		1

**Major study area electives must be chosen from the following: BIOL, CHEM, FORS FWLD, ENVT, RLS, RNG or SOIL

Wildlife Management (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 211 Botany I	4	
BIOL 150 General Biology I	4		BIOL 230 Ecology	4	
FWLD 121 Intro to Fish & Wildlife			CEHM 121 General Chemistry I	4	
Management	3		Social Science Elective	3	
Technology Elective	3		Wellness Elective	1	
Wellness Elective	1		BIOL 170 General Zoology		4
ENGL 120 College Comp II			CHEM 122 General Chemistry II		4
or ENGL 125 Intro to Prof Writing		3	COMM 110 Fund of Public Speaking		3
BIOL 151 General Biology II		4	Social Science Eelctive		3
BIOL 122 Wildlife & Fisheries		4	Fine Arts/Humanities Elective		3
MATH 103 College Algebra or Higher		4			
Wellness Elective		1			

Consult with program advisor for recommended electives

Career/Technical Curricula

Agriculture

Agriculture Management & Technology (AAS & Certificate)

Small Unmanned Aircraft Systems (Certificate)

Horticulture

Industrial Hemp Production (AAS & Certificate)

Business

Advertising & Marketing (AAS & Certificate)

Accounting Technology (AAS)

Administrative Assistant (AAS)

Bookkeeping (Certificate)

Human Resource Management (AAS & Certificate)

Reception Services (Certificate)

Small Business Management (AAS & Certificate)

Computer Technology

Computerized Office Management (AAS)

Information Technology (AAS)

Information Technology – WebMaster (AAS)

Information Technology – WebDesign (Certificate)

Education & Human Development

Child Development Associate (Certificate)

Paraprofessional Education – Early Childhood (AAS)

Paraprofessional Education – K-12 (AAS)

Paraprofessional Education (Certificate)

Health Professions

Paramedic Technology (AAS & Certificate)

Dental Assisting (AAS & Certificate)

Medical Assistant (AAS & Certificate)

Medical Administrative Assistant (AAS)

Medical Coding (Certificate)

Diagnostic Medical Sonography (AAS)

Practical Nursing – LPN (Certificate)

Associate Degree Nurse – RN (AAS)

Natural Resources

Recreation Management (AAS & Certificate)

Urban Forest Management (AAS & Certificate)

Wildlife & Fisheries Technology

Photography

Photography (AAS & Certificate)

Technical Education

Technical Studies (AAS & Certificate)

Career/Technical Curricula

Career and technical education exist on the Dakota College campus to provide students with an opportunity to utilize industry-specific skills as they prepare to enter the workforce. The degree program curriculum requirements integrate general education with career education competencies to allow the programs to be in part transferable. This mixture of coursework provides the student flexibility should they decide later to pursue a baccalaureate degree.

The student learning competencies of career and technical education degree programs are as follows:
- Employ industry-specific skills in preparation for workplace readiness
- Combine general education and vocational skills curriculum

Career and technical education certificate programs at Dakota College do not require general education coursework. Students enrolled in CTE certificate programs will employ industry-specific skills in preparation for workplace readiness but will not combine this skill-based training with general education.

Dakota College offers a variety of career/technical programs which are organized under eight specific areas —agriculture, business, computer technology, education and human services, health professions, natural resources, horticulture, and photography.

General Education

AAS Degree

Students who graduate with an Associate of Applied Science Degree must earn 16 credits in general education. Listed on pages 80-82 are the academic areas in which students must earn general education credit and the courses which satisfy requirements in each area.

DIGITAL LITERACY REQUIREMENT – All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

The general education coursework for the AAS Degree programs is included in the curriculum outlines that follow. An exception is the course UNIV 105 First Year Experience. This course is not listed in any of the outlines but is a requirement for all new fall semester freshmen — including students enrolled in the on-campus certificate of completion programs.

ENGLISH or COMMUNICATIONS – 3 Credits (choose from the following)

English

ENGL 110 College Composition I 3

Speech

COMM 110 Fundamentals of Public Speaking 3

FINE ARTS/HUMANITIES/HISTORY/SOCIAL SCIENCE – 3 Credits (choose from the following)

Fine Arts

ART 182 Art with a Smartphone 3
PHOT 180 Photography I 3

Humanities

ART 110 Introduction to Visual Arts.............3
ART 210 Art History I....................................3
ART 211 Art History II..................................3
ENGL 211 Intro to Creative Writing..............3
ENGL 220 Introduction to Literature 3
ENGL 221 Introduction to Drama.................3
ENGL 224 Introduction to Fiction.................3
ENGL 225 Introduction to Film.....................3
ENGL 236 Women and Literature 3
ENGL 238 Children's Literature 3
ENGL 242 World Literature II 3
ENGL 251 British Literature I........................3
ENGL 252 British Literature II.......................3
ENGL 261 American Literature I...................3
ENGL 262 American Literature II..................3
ENGL 278 Alternative Literature 3
FREN 101 First Year French I 3

FREN 102 First Year French II 3
HUM 101 Intro to Humanities I....................3
HUM 102 Intro to Humanities II...................3
THEA 201 Theatre Practicum 1
WS 110 Introduction to Women's Studies ...3

History

HIST 103 U.S. History to 1877 3
HIST 104 U.S. History Since 1877 3
HIST 211 Word Civilization to 1500..............3
HIST 212 World Civilizations since 1500.......3
HIST 220 North Dakota History 3
HIST 224 American Studies I 3
HIST 225 American Studies II 3

Social Science

COMM 212 Interpersonal Communication..3
ECON 201 Principles of Microeconomics.....3
ECON 202 Principles of Macroeconomics 3
PSYC 111 Introduction to Psychology...........3
PSYC 250 Developmental Psychology...........3
PSYC 280 Introduction to Health
Psychology 3
SOC 110 Introduction to Sociology 3
SOC 115 Social Problems 3
SOC 220 Family 3
SOC 251 Gerontology 3

MATHEMATICS/SCIENCE/TECHNOLOGY – 9 Credits
Must include a mathematics course and a
technology course (choose from the following)

Mathematics
BOTE 108 Business Mathematics 3
MATH 103 College Algebra..........................4
MATH 104 Finite Math 3
MATH 105 Trigonometry 3
MATH 107 Pre-Calculus...............................4
MATH 110 Mathematics in Society 3
MATH 165 Calculus I 5
MATH 166 Calculus II 5
MATH 210 Elementary Statistics 4

Science
BIOL 111 Concepts of Biology 4
BIOL 115 Concepts of Anatomy and
   Physiology..4
BIOL 121 Intro to Fish and Wildlife 3
BIOL 122 Fish and Wildlife Technician..........3
BIOL 124 Environmental Science 4
BIOL 150 General Biology.............................4
BIOL 151/151L General Biology II/Lab 4
BIOL 170 General Zoology............................4
BIOL 202 Introductory Microbiology............4
BIOL 211 Botany I..4
BIOL 220 Anatomy & Physiology I 4
BIOL 221 Anatomy & Physiology II 4
BIOL 230 Ecology...4
CHEM 115 Introductory Chemistry 4
CHEM 116 Introduction to Organic and
   Biochemistry 4
CHEM 121 General Chemistry I....................4
CHEM 122 General Chemistry II...................4
CHEM 241 Organic Chemistry I 4
CHEM 242 Organic Chemistry II 4
GEOL 105 Physical Geology 4
PHYS 120/120L Fundamentals of Physics 4
PHYS 211/211L College Physics I..................4
PHYS 212/212L College Physics II.................4
PHYS 251/251L University Physics I 5
PHYS 252/252L University Physics II 5

Computer Science
BOTE 147 Word Processing 3
BOTE 218 Desktop Publishing 3

BOTE 247 Spreadsheet Applications 3
CIS 104 Microcomputer Database 3
CIS 115 Internet 3
CIS 164 Networking Fundamentals I 4
CIS 123 Tech for Personal Development 3
CSCI 101 Introduction to Computers 3
CSCI 289 Social Implication of
   Computer Technology....................3

WELLNESS – 1 Credit (choose from the following)
HPER 100 Concepts of Wellness & Fitness...2
Any HPER Physical Education Activity Class .1

Agriculture

Agriculture Management & Technology AAS

This program is designed for individuals who are looking to advance their career opportunities and obtain practical, hands-on work experience through agricultural internships. Students will have the option to customize their plan of study based upon their area of interest in agriculture. The plan of study can be concentrated in crop production, livestock production, specialty crops, business, or a combination of these fields.

FOCUS AREAS

Agribusiness: Prepares students for careers in agribusiness and a variety of fields I agriculture and agricultural supports areas including banking, finance, crop insurance, and consulting.

Crop Production: Prepares students for careers in crop production through instructional and hands-on learning in the production, scouting, disease management, and harvesting of crops.

Livestock Production: Prepares students for a career in a variety of fields associated with livestock production. Students will develop the knowledge and skills necessary to work in an animal science specific field, support, field, or a related field associated with livestock business and finance.

Specialty Crop Production: Prepares students for a career in specialty crops through instruction and hands-on learning in the production, harvesting, marketing, and use of specialty crops. Specialty crops include edible fruit, vegetables, and herbs.

Freshman Year	Fall	Spring	Summer	Sophomore Year	Fall	Spring
AGRI 150 Ag Orientation	2			Science Elective	3-4	
ENGL 110 College Composition				HPER 210 First Aid/CPR	1	
or COMM 110 Intro to Public Speaking	3			AMT Elective	3	
PLSC 110 World Food Crops	3			Fine Arts/Hum/Social Science Elective	3	
AGEC 242 Intro to Agricultural Mgmt				Elective	3	
or AMT Elective	3			AGEC 275 Applied Agricultural Law		2
MATH Elective	3			Electives		6
UNIV 105 First Year Experience	1			AMT Electives		6
AGEC 141 Intro to Agribusiness Mgmt						
or AMT Elective		3				
SOIL 210 Intro to Soil Science		3				
Elective		3				
CSCI 101 Intro to Computers		3				
AMT Elective		3				
AGRI 196 & 296						
Or AGRI 297			3			

AMT Electives can be from the following: AGEC, AGRI, ANSC, ENVT, FORS, FWLD, HORT, PLSC, RNG, SOIL, UAS. Electives without AMT, can be from any department

Agriculture Management & Technology Certificate

The Agriculture Management and Technology (AMT) Certificate program prepares students for careers in agriculture and agricultural-related support fields. The program is fully customizable based on the student's area of interest in agriculture. Courses can provide concentrations in several areas which may include (but are not limited to) ag business and finance, crop production, livestock production, or specialty crops. Cooperative work experience in an industry setting provides hands-on experience. The course requirements are outlined below:

• The student must complete at least 24 credits of coursework.

Fall	Credits	Spring	Credits
HPER 210 First Aid/CPR	1	Internship or Practicum	3
AMT Electives	6	AMT Electives	6
Electives	5	Electives	3

Electives can be from the following: AGEC, AGRI, ANSC, ENVT, FORS, FWLD, HORT, PLSC, RNG, SOIL, UAS.
Electives without AMT can be from any department

Small Unmanned Aircraft Systems Certificate of Completion

Students completing the sUAS Certificate of Completion will be able to secure employment in various industries utilizing drone technology for photography, inspection, videography, data collection, and many other facets. Students may also complete this certificate in conjunction with other edges to enhance their competitiveness in the job market.

Fall	Credits	Spring	Credits
UAS 101 Introduction to UAS Operations	3	UAS 107 UAS Commercial Operations	2
UAS 102 Basic UAS Flight Training	1	UAS 210 UAS Applications in AG	2
*UAS 2XX Any 200 Level UAS Course	1-2		

*Courses still in development

Horticulture

The Horticulture Department offers one-year and two-year programs. There are four horticultural options: Greenhouse Technology, Aquaponics Production, and Specialty Crop Production. Students will receive a Horticulture degree or certificate that identifies one of the below focus areas. To receive recognition of a focus area on the student's transcripts they must complete at least 10 elective credits within that focus area.

<div align="center">

FOCUS AREAS

</div>

Greenhouse Technology: This focus area prepares students for exciting careers in today's "green industry". Students will learn the skills required to work in the greenhouse industries such as greenhouse production and management, landscape plant management, plant identification and culture, insect and disease identification and control, environmental controls, mechanization, public relations, floral design, and retail, and marketing and sales skills.

Specialty Crop Production: The Specialty Crop Program at Dakota College at Bottineau provides instructional and hands-on learning in the production, harvesting, marketing, and use of specialty crops. Specialty crops include edible fruit, vegetables, and herbs. Students learn about production of food crops grown in the field and high tunnel operations, production of a safe and sustainable food supply, integrated pest management, and good agricultural practices.

Horticulture AAS

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
CSCI 101 Intro to Computers			HORT 151 Intro to Plants and		
or CSCI 289 Social Implications of Tech	3		Pests (online)	1	
PLSC 210 Horticulture Science	4		PLSC 110 World Food Crops	3	
UNIV 101 Ldrshp through Service	1		SOIL 210 Introduction to Soil		
Fine Arts/Hum/Social Sci Elective	3		Science (online)	3	
Math Elective	3		HORT or PLSC Electives	5	
Wellness Elective	.5		Co-op Education or Practicum	2	
AGEC 141 Intro to Agribusiness Mgmt		3	Math/Science/Tech Elective	3	
HORT 249 Greenhouse Operations		4	PLSC 268 Plant Propagation		2
HORT or PLSC Electives		5	Internship or Practicum		2
Internship or Practicum		2	BUSN or BADM Elective		3
Communication Elective		3	Electives		6
Math/Science/Technology Elective		3			
Wellness Electives		.5			

Electives can be from the following: AGRI, AGEC, ENVT, FORS, PLSC

Consult with program advisor for electives.

Horticulture Certificate

Fall	Credits	Spring	Credits
PLSC 210 Horticulture Science	4	Internship or Practicum	3
Internship or Practicum	2	HORT or PLSC Electives	10
Electives	5		

Consult with program advisor for electives.

Industrial Hemp Production AAS

This program provides participants with the knowledge necessary for growing hemp in greenhouses, high tunnels, and agricultural fields. Topics such as seeding rates, soil preparation, moisture, lighting, nutrient requirements, pest management and harvesting are covered. In addition, participants gain an understanding of federal and state hemp regulations. Individuals who enroll in the Hemp Production program will have the option of completing an Associate of Applied Science degree or a one-year certificate.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
PLSC 210 Horticulture Science	4		Summer: HORT 152 Pest ID (online)	1	
PLSC 251 Intro Ind Hemp Farming	2		Summer: Internship or Practicum	2	
SOIL 210 Intro to Soil Science	3		CSCI 101 Intro to Computer		
UNIV 105 First Year Experience	1		or CSCI 289 Social Impl of Tech	3	
ENGL 110 College Comp I			Internship or Practicum	3	
or COMM 110 Fund of Public Speaking	3		PLSC 110 World Food Crops	3	
MATH Elective	3		Electives	6	
HORT 151 Intro to Plants & Pests		1	Math/Science/Tech Elective		3
HORT 249 Greenhouse Operations		4	PLSC 253 Hemp Regulations		1
PLSC 252 Industrial Hemp Production		2	Internship or Practicum		3
PLSC 268 Plant Propagation		2	Fine Arts/Humanities/SS Elective		3
Business Elective		3	Fine Arts/Humanities Elective		3
Wellness Elective		1			

Electives can be from the following: AGEC, AGRI, ENVT, FORS, HORT, PLSC

Consult with program advisor for electives.

Industrial Hemp Production Certificate

Fall	Credits	Spring	Credits
PLSC 210 Horticulture Science	4	PLSC 251 Intro Industrial Hemp Farming	2
PLSC 252 Industrial Hemp Production	2	PLSC 253 Hemp Regulations	1
Internship or Practicum	2	Internship or Practicum	3
Electives	4	Electives	6

Electives can be from the following: AGEC, AGRI, ENVT, FORS, HORT, PLSC

Business

Advertising and Marketing AAS

THIS PROGRAM IS OFFERED ONLINE

This major prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. Instructional components include buyer behavior and dynamics, principles of marketing research, demand analysis, cost-volume and profit relationship, pricing theory, marketing campaigns and strategic planning, market segments, advertising methods, sales operations and management, consumer relations and retailing.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BADM 214 Entertainment Mrktg	3	
BADM 201 Principles of Marketing	3		BADM 240 Sales	3	
BADM 210 Advertising I	3		BADM 260 Principles of Retailing	3	
CSCI 101 Intro to Computers	3		BOTE 108 Business Mathematics	3	
UNIV 101 Leadership through Service	1		Wellness Elective	1	
Elective	3		ACCT 215 Business in the Legal		
BADM 202 Principles of Management		3	Environment		3
BOTE 210 Business Communications		3	BADM 213 Public Relations		3
COMM 110 Fund of Public Speaking		3	BADM 289 Advertising Campaigns		3
UNIV 102 Leadership through Service		1	BADM 297 Internship		1
Math/Science/Technology Elective		3-4	BUSN 170 Entrepreneurship		3
Social Science Elective		3	Elective		3

Consult with program advisors for electives.

Advertising and Marketing Certificate

THIS PROGRAM IS OFFERED ONLINE

Fall	Credits	Spring	Credits
BADM 201 Principles of Marketing	3	BADM 202 Principles of Management	3
BADM 210 Advertising I	3	BADM 213 Public Relations	3
BADM 240 Sales	3	BADM 297 Internship	1
BADM 260 Principles of Retailing	3	BOTE 210 Business Communications	3
Business Elective	3	BUSN 170 Entrepreneurship	3
		Social Science Elective	3

Consult with program advisor for electives.

Accounting Technology AAS
THIS PROGRAM IS OFFERED ONLINE

This major prepares students to provide technical administrative support to professional accountants and other financial management personnel. Instructional components include posting transactions to accounts, record-keeping systems, accounting software operations, and general accounting principles and practices. This program offers specialized study in preparation to become a certified bookkeeper and become a member of The American Institute of Professional Bookkeepers.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ACCT 200 Elements of Acct 1	3		ACCT 212 Payroll Accounting	3	
BOTE 108 Business Math	3		BOTE 209 Office Management	3	
BOTE 147 Word Processing	3		CIS 104 Microcomputer Database	3	
Business or Technology Elective	3		COMM 110 Fund of Public Speaking	3	
ENGL 110 College Comp I	3		ECON 201 Prin of Microeconomics	3	
ACCT 201 Elements of Acct II		3	ACCT 215 Business in the Legal		
ACCT 260 Accounting Info Systems		2	Environment		3
BOTE 210 Business Communications		3	ACCT 294 Ind Study: Certified		
BOTE 247 Spreadsheet Applications		3	Bookkeeper Prof Exam Prep		3
Business or Technology Elective		3	ACCT 297 Internship		2
UNIV 102 Leadership through Service		1	BOTE 217 Records Management		3
			Wellness Elective		1
			ECON 202 Prin of Macroeconomics		3

Consult with program advisor for electives.

Information Management – Administrative Assistant AAS
THIS PROGRAM IS OFFERED ONLINE

This major prepares individuals to perform the duties of administrative assistants and receptionists for business executives and top management. Instructional components include written, oral, and electronic communications and presentations; desktop publishing; public relations; word processing and document production; office management procedures; creating and editing spreadsheets; creating and maintaining databases; records management; legal issues and cooperative work experience.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Acct I	3	
BADM 120 Intro to Business	3		BOTE 209 Office Management	3	
BOTE 147 Word Processing	3		BOTE 218 Desktop Publishing	3	
HRM 100 Human Relations & Org	3		CIS 104 Microcomputer Database	3	
Business or Technology Elective	3		COMM 110 Fund of Public Speaking	3	
Wellness Elective	1		UNIV 201 Leadership through Service	3	
BOTE 108 Business Math		3	BOTE 247 Spreadsheet Applications		3
BOTE 210 Business Communication		3	BOTE 297 Internship		3
BOTE 217 Records Management		3	CIS 147 Prin of Information Security		3
CIS 248 Digital Media I		3	CIS 229 Information Systems Mgmt		3
Fine Arts/Humanities/SS Elective		3	Business or technology Elective		3

Consult with program advisor for electives.

Bookkeeping Certificate
THIS PROGRAM IS OFFERED ONLINE

This course of study prepares students to provide bookkeeping services to businesses including double-entry accounting systems, record-keeping systems and computerized accounting. The program offers the option of specialized study in preparation to become a Certified Bookkeeper and a member of The American Institute of Professional Bookkeepers.

Fall	Credits	Spring	Credits
ACCT 200 Elements of Accounting I	3	ACCT 201 Elements of Accounting II	3
ACCT 215 Business in the Legal Environment	3	ACCT 260 Accounting Info Systems	2
BOTE 108 Business Math	3	ACCT 294 Independent Study: Certified	
BOTE 217 Records Management	3	Bookkeeper Prof Exam Prep	3
CIS 104 Microcomputer Database	3	BOTE 209 Office Management	3
		BOTE 210 Business Communications	3
		BOTE 247 Spreadsheet Applications	3

Human Resource Management AAS
THIS PROGRAM IS OFFERED ONLINE

This major prepares individuals to have the skills, knowledge, and abilities in core human resource functions, employee relations issues, communicating effectively in a work environment, and applicable federal, state, and local employment regulations and working knowledge of basic employment laws. Instructional components include personnel recruitment and evaluations, employee relations, employee training and development, employment law, and compensation and benefits, and human resource information portfolios and systems.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I			BADM 202 Prin of Management	3	
or COMM 110 Fund of Public Speaking	3		BOTE 209 Office Management	3	
BOTE 108 Business Math	3		BOTE 217 Records Management	3	
CSCI 101 Intro to Computers	3		HRM 160 Compensation Admin	3	
HRM 120 Intro to HR Management	3		HRM 200 Benefits Admin	3	
Social Science Elective	3		HRM 210 Employee & Labor Relations		3
UNIV 105 First Year Experience	1		HRM 230 Employment Policy Admin		3
BADM 120 Intro to Business		3	HRM 270 HR Portfolio/Info Systems		3
BOTE 210 Business Communications		3	HRM 280 HR Risk Mgmt/Emerging		
BOTE 247 Spreadsheet Applications		3	Issues		3
HRM 140 Employment Life Cycle		3	HRM 297		3
HRM 170 Employment Training &					
Development		3			
Wellness Elective		1			

Consult with program advisor for electives.

Human Resource Management Certificate
THIS PROGRAM IS OFFERED ONLINE

Fall	Credits	Spring	Credits
BOTE 209 Office Management	3	BADM 120 Intro to Business	3
BOTE 217 Records Management	3	HRM 170 Employment Training &	
HRM 120 Intro to HR Management	3	Development	3
HRM 140 Employment Life Cycle	3	HRM 230 Employment Policy Admin	3
HRM 160 Compensation Admin		HRM 270 HR Portfolio/Information Systems	
or HRM 200 Benefits Admin	3	or HRM 210 Employee & Labor Relations	3
		HRM 297 Internship	2

Reception Services Certificate
THIS PROGRAM IS OFFERED ONLINE

This major prepares students to perform basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Instructional components include keyboarding, filing, general business correspondence, office equipment operations and communication skills.

Fall	Credits	Spring	Credits
Engl 110 College Comp I	3	BOTE 210 Business Communications	3
BADM 120 Intro to Business	3	BOTE 217 Records Management	3
BOTE 147 Word Processing	3	BOTE 247 Spreadsheet Applications	3
BOTE 209 Office Management	3	HRM 100 Human Relations in Organizations	3
Business or Technology Elective	3	Business or Technology Elective	3

Small Business Management AAS
THIS PROGRAM IS OFFERED ONLINE

The Small Business Management program prepares students to perform the basics of managing a small business. Instructional components include buyer behavior and dynamics, sales operations and management, demand analysis, cost-volume and profit relationship, pricing theory, business math skills and general skills in technology, leadership, marketing, and advertising strategy.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Acct I	3	
BADM 201 Prin of Marketing	3		ACCT 215 Business in the Legal		
BADM 210 Advertising I	3		Environment	3	
BADM 240 Sales	3		BADM 260 Prin of Retailing	3	
ECON 201 Prin of Microeconomics	3		BOTE 108 Business Math	3	
UNIV 101 Leadership through Service	1		UNIV 102 Leadership through Service	1	
BADM 202 Prin of Management		3	Technology Elective	3	
BADM 213 Public Relations		3	BADM 297 Internship		1-6
COMM 110 Fund of Public Speaking		3	BOTE 210 Business Communications		3
CSCI 101 Intro to Computers		3	BUSN 170 Entrepreneurship		3
Social Science Elective		3	ECON 202 Prin of Macroeconomics		3
			Math/Lab/Sci/Tech Elective		3-4
			Wellness Elective		1

Consult with program advisor for electives.

Small Business Management Certificate

	Credits
BADM 201 Principles of Marketing	3
OR BADM 260 Principles of Retailing	
OR BADM 210 Advertising I	
OR BADM 202	
BADM 260 Principles of Retailing	3
OR BADM 201 Principles of Marketing	
OR BADM 210 Advertising I	
OR BADM 202 Principles of Management	
BOTE 108 Business Math	3
BUSN 170 Entrepreneurship	3

Computer Technology

Information Technology – Computerized Office Management AAS

This program prepares individuals to support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. Instructional components include oral, written, and electronic communications; using basic software and hardware; computer operating systems; basic programming; desktop publishing; creating and editing spreadsheets; creating and maintaining databases; document formatting; personnel and office management techniques; and cooperative work experience.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Acct I	3	
BOTE 152 Keyboarding II	3		BOTE 108 Business Math	3	
CIS 128 Comp Hardware I	3		CIS 104 Microcomputer Database	3	
CSCI 101 Intro to Computers	3		CIS 212 MS Operating Syst Client	3	
CIS/CSCI Elective	3		Fine Arts/Hum/Social Sci Elective	3	
BOTE 147 Word Processing		3	BOTE 209 Office Management		3
BOTE 218 Desktop Publishing		3	BOTE 210 Business Communications		3
CIS 129 Microcomputer Hardware II		3	BOTE 247 Spreadsheet Applications		3
CIS 147 Prin of Information Security		3	CIS 297 Internship		
UNIV 201 Leadership through Service			or CIS 281 Project Management		3
Or CARS 105 Job Search		1	COMM 110 Fund of Public Speaking		3
CIS/CSCI Elective		3	Wellness Elective		1

Consult with program advisor for electives.

Information Technology AAS

This program provides students with a broad array of entry level knowledge and practical, hands-on skills. Courses in this program cover such topics as computer security, computer networks, hardware configuration, maintenance, and operating systems. Students successfully completing the Information Technology degree will be prepared to apply their training to entry level career opportunities in service and support of hardware and software to both personal and networked systems.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CIS or CSCI Elective	3	
CSCI 101 Intro to Computers	3		CIS or CSCI Elective	3	
CIS or CSCI Elective	3		CIS or CSCI Elective	3	
CIS or CSCI Elective	3		Math Elective	3	
CIS or CSCI Elective	3		General Elective	3	
CIS 147 Prin of Information Security		3	CIS 297 Internship		
ENGL 120 College Comp II			or CIS 281 Project Management		3
or ENGL 125 Intro to Prof Writing		3	UNIV 201 Leadership through Service		
CIS or CSCI Elective		3	or CARS 105 Job Search		1
CIS or CSCI Elective		3	CIS or CSCI Elective		3
CIS or CSCI Elective		3	CIS or CSCI Elective		3
General Elective		3	Fine Arts/Hum/Social Science Elective		3
			Wellness Elective		1

Consult with program advisor for electives.

Information Technology – Webmaster AAS

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Com I	3		CIS 164 Network Fundamentals I	3	
CSCI 101 Intro to Computers	3		CIS 188 Application Design	3	
CIS 180 Creating Web Pages	3		CIS 235 Digital Video Basics	3	
CIS 211 Website Plan & Design	3		COMM 110 Fund of Public Spking	3	
CIS 232 Graphics Design	3		Math Elective	4	
BOTE 218 Desktop Publishing		3	CIS 248 Digital Media I		3
CIS 147 Prin of Information Security		3	CIS 297 Internship		
CIS 181 Creating Web Pages II		3	or CIS 281 Project Management		3
CIS 233 Vector Graphics		3	CIS or CSCI Elective		3
ENGL 125 Intro to Professional Writing		3	UNIV 201 Leadership through Service		
Lab Science Elective		4	or CARS 105 Job Search		3
			Fine Arts/Humanities Elective		3
			Wellness Elective		1

Information Technology – WebDesign Certificate

The growth of the internet and expansion of the world wide web have generated a variety of occupations relating to design, development, and maintenance of web sites. Web designers are responsible for day-to-day site design and creation.

Fall	Credits	Spring	Credits
ENGL 110 College Composition	3	CIS 147 Principles of Information Security	3
CSCI 101 Intro to Computers	3	CIS or CSCI Elective	3
CIS or CSCI Elective	3	CIS or CSCI Elective	3
CIS or CSCI Elective	3	CIS or CSCI Elective	3

Cybersecurity Certificate

	Credits
CIS 141 Introduction to Cybersecurity	3
CIS 147 Principles of Information Security	3
CIS 241 Introduction to Digital Forensics	3
CIS 261 Cybersecurity Law and Ethics	3

Education & Human Development

Child Development Associate Certificate

THIS PROGRAM IS AVAILABLE ONLINE

Fall	Credits	Spring	Credits
ACCT 200 Elements of Accounting I		ACCT 260 Accounting Information Systems	3
or BOTE/CSCI Elective	3	EC 209 Learning Environments for Children	3
EC 210 Intro to Early Childhood Education	3	EC 2111 Observation, Assessment &	
EC 236 Social, Emotional Dev & Guidance	3	Interpretation Tech	3
NUTR 240 Principles of Nutrition	3	EC 222 Admin & Leadership in EC	3
SPED 101 Intro to Dev Disabilities	3	EC 233 Pre-K Methods & Materials	
		or EC 238 Home, School & Comm Relations	3
		EDUC 297 Internship	
		or EC/SPED Elective	2

Paraprofessional Education Early Childhood AAS
THIS PROGRAM IS AVAILABLE ONLINE

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I			ACCT/BADM/BOTE/SS Elective	3	
or COMM 110 Fund of Public Speaking	3		EC 213 Lang & Literacy in ECE	3	
CSCI 101 Intro to Computers	3		EC 236 Soc/Emotional Dev & Guid	3	
EC 210 Intro to EC Education	3		PSYC 111 Intro to Psychology	3	
EDUC 101 Intro to Para Education	1		UNIV 101 Leadership through Service	1	
SPED 101 Intro to Dev Disabilities	3		Fine Arts/Humanities Elective	3	
Math Elective	2-4		ACCT/BADM/BOTE/SS Elective		3
EC 211 Observation, Assessment,			CARS 105 Job Search		1
Interpretation Techniques		3	EC 222 Admin & Lrdshp in ECE		3
ED 233 Pre-K Method & Materials		3	ECE 238 Home, School & Community		3
SPED 100 Intro to Exceptional Child		3	EDUC 297 Internship		1-3
HPER 100 or HPER Activity		1-2	Lab Science Elective		4
Fine Arts/Humanities/SS Elective		3	PSYC 250 Developmental Psych		3

Consult with program advisor for electives.

Paraprofessional Education K-12 AAS
THIS PROGRAM IS AVAILABLE ONLINE

The Paraprofessional Educator program prepares students for employment as teacher aides in elementary and secondary schools. Paraprofessional Educators provide instructional support such as one-to-one and small group tutoring, assistance with classroom management and instruction, help with clerical tasks, assistance in a computer lab or library media center, and facilitation of parent involvement activities. Paraprofessional Educators may monitor and support special education students in resource rooms, mainstream classrooms, and in daily living settings based on goals in individualized education plans. A criminal background check is required for this program. Program graduates are "highly qualified" paraprofessionals under N.D. Department of Public Instruction criteria and are eligible to apply for the N.D. Paraprofessional Certificate of completion credential.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I			EC 236 Soc/Emotional Dev & Guid	3	
or COMM 110 Fund of Public Speaking	3		EDUC 250 Intro to Education	2	
CSCI 101 Intro to Computers	3		EDUC 298 Intro to Educ Practicum	1	
EDUC 101 Intro to Paraeducation	3		MATH 277 Math for Elementary		
SPED 101 Intro to Dev Disabilities	3		Teachers I	4	
EC/EDUC/Soc Sci Elective	3		PSYC 111 Intro to Psychology	3	
HPER 100 or HPER Activity	1-2		Lab Science Elective	4	
MATH Elective	2-4		CARS 105 Job Search		1
EDUC 220 Classroom Management		3	EDUC 260 Educational Psychology		3
SPED 110 Intro to Exceptional Child		3	EDUC 297 Internship		1
UNIV 101 Leadership through Service		1	ENGL 238 Children's Literature		3
Fine Arts/Humanities Elective		3	PSYC 250 Developmental Psych		3
Fine Arts/Humanities/SS Elective		3	Lab Science Elective		4

Consult with program advisor for electives.

Paraprofessional Education Certificate
THIS PROGRAM IS AVAILABLE ONLINE

Individuals with previous college credits can meet N.D. Department of Public Instruction certificate of completion requirements by completing the Paraprofessional Educator Certificate Program. The criteria are outlined below:
- The student must successfully complete 48 semester credits or more of college coursework of which at least 20 credits are general education courses.
- A minimum of 15 semester credits must be completed through Dakota College at Bottineau.
- Coursework must include successful completion of the following courses:

EDUC 101 Introduction to Paraeducation
EDUC 250 Introduction to Education
EDUC 298 Intro to Ed Practicum
ENGL 238 Children's Literature
HRM 100 Human Relations in Organizations
MATH 277 Mathematics for Elementary Teachers
PSYC 250 Developmental Psychology

Health Professions

Paramedic Technology (AAS and Certificate)

The Paramedic Technology program prepares students for a rewarding opportunity in the growing field of emergency medical services. Paramedics provide vital emergency services to a variety of patients. They are typically dispatched by 911 operators to the scene of an accident or other situations in which immediate emergency medical services are required. They may also provide transportation from one medical facility to another. Graduates in this program may be employed with fire departments, public and private ambulance services, rescue squads, emergency medical services and hospitals. The Paramedic Technology program is delivered through a combination of Interactive Video Network (IVN) and on-site methods. Students will receive academic components of the program via IVN, while hands-on, clinical components will be taught by certified instructors on-site. This combination of delivery methods will provide a quality education that is flexible and accessible. Current distance delivery sites in North Dakota include Minot, Bottineau, Williston, Carrington, Rugby, Mohall and Watford City. Additional sites may be available depending on demand. Students must have successfully completed the National Registry of Emergency Medical Technicians (NREMT) EMT Certification prior to being admitted into the program. Upon completion of the program students will be required to complete the NREMT computer based testing and practical examination to become certified as a paramedic. A criminal background check is also required. The Dakota College paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088 214-703-8445; FAX 214-703-8992; www.coaemsp.org
To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 N, Suite 158, Clearwater, FL 33763; www.caahep.org.

Paramedic Technology Certificate

SEMESTER 1 – Summer

AH 171 Medical Terminology	3
BIOL 115 Concepts of Anatomy & Physiology	4
EMS 208 Introduction to Emergency Pre-Hospital Care	1
EMS 210 Pre-Hospital Pharmacology	2
EMS 214 Pre-Hospital Patient Assessment	3
EMS 275 Intro to Clinical Experience	2

SEMESTER 2 – Fall

EMS 215 Airway/Ventilatory Management	2
EMS 218 Respiratory Emergencies	2
EMS 220 Cardiac Emergencies	5
EMS 224 Special Considerations	2
EMS 240 Hospital Clinical I	4
EMS 276 Field Clinical I	2

SEMESTER 3 – Spring

EMS 216 Trauma Management	2

EMS 222 Medical Emergencies	3
EMS 235 EMS Operations	2
EMS 250 Hospital Clinical II	4
EMS 277 Field Clinical II	4
SEMESTER 4 – Summer	
EMS 297 Field Internship	5

Paramedic Technology AAS

In addition to the 52 credits required for the certificate in Paramedic Technology a student must complete an additional 13 credits of general education coursework to receive the Associate of Applied Science degree in Paramedic Technology.

Communications Elective	3
Fine Arts/Humanities/Social Science Elective	3
Math Elective	3
Technology Elective	3
Wellness Elective	1

Consult with program advisor for electives.

Dental Assisting AAS and Certificate

The Dental Assisting program prepares students to become skilled members of the dental health care team. Dental assistants are dental professionals who work side by side with the dentist during patient care. They greatly increase the efficiency of the dentist in the delivery of oral health care and perform a wide range of responsibilities. Qualities that make a successful dental assistant include good interpersonal, technical, communication, and organizational skills.

Preparation and Requirements – Admission to Dental Assisting Program

1. High School Diploma or GED Certificate
   a. High School GPA of 2.5 or greater. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA and must be a 2.0 or greater.
2. Students must be 18 years of age by December 31st of the year they start the program.
3. Application and admission to DCB is required before applying to the Dental Assisting Program. There are two application processes – First to the college and then to the dental assisting program.
4. Proof of Math and English Placement Scores. (See DCB Placement Scores)
5. Current CPR Certification for American Red Cross Healthcare Provider or American Heart Association Basic Life Support (BLS) Provider – must include a hands-on component. Students must remain current throughout the program.
6. Proof of dental practice observations. (4 hours each in two separate practices)
7. Proof of Math Skill Readiness.
   Student must have completed at minimum:
   The developmental math course (ASC 94 or other pre-requisite math course that would qualify a student to take Math 103) with a grade of Satisfactory or "C" or a higher-level math course (such as MATH 103 College Algebra) or Equivalent scores for ACT/PLAN/SAT/COMPASS and/or Accuplacer taken within the last two years.
8. Proof of Academic Readiness, TEAS:
   1. All applicants are required to complete the most current Assessment Technologies Institute (ATI), standardized **Test of Essential Academic Skills (TEAS)** prior to application deadlines.
      i. Applicants are allowed two (2) attempts at the TEAS exam with a minimum of 4 weeks (28 days) between attempts per application period.
      ii. A minimum TEAS composite score must be 45 or greater. Any applicant scoring below this number will not be accepted. The best score achieved, of two attempts, may be submitted.
      iii. TEAS scores are valid for up to two (2) years prior to May 15th of the year of application.

     iv.   It is to your advantage to double check the other parts of your application to make sure you are qualified in the other areas before you attempt the TEAS exam.

     v.   It is recommended that you use the study materials on the TEAS website to score well on the exam. As noted above you may repeat the TEAS to better your chance of admission.

9. For any required college courses completed prior to admission, the grade in that course must be a 2.0 (C) or higher, and Dental Assisting GPA for all completed required Dental Assisting courses must be 2.0 or higher.

   a. BIOL 115 Concepts of Anatomy & Physiology **or** BIOL 220 Anatomy and Physiology I and BIOL 221 Anatomy & Physiology II (must be taken within the last 7 years)

   b. COMM 110 Fundamentals of Public Speaking

   c. DENT 116 Dental Anatomy (must be taken within last 7 years)

10. Guidelines for approval include:

   a. High School GPA of 2.5 or greater **or**

   b. If a student has completed 12 credit of college level classes, the college GPA will be considered instead of the HS GPA and must be a 2.0 or greater.

   c. No required course may have a grade lower than 2.0 (C).

   d. If a student repeats a required science course or previous Dental Assisting course, a grade of 2.0 (C) or higher **must be obtained in the first repeat**. An appeal process may be sought if the student has failed science courses more than 2 times.

   e. Observation in two different dental practices prior to applying to the Dental Assisting program.

11. A certain level of English proficiency is necessary for academic success in Dental Assisting as well as for client safety. In addition to general college English proficiency requirements, all applicants born outside of the United States or Canada and applicants for whom English id not their native language (including international and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the DCB Dental Assisting Program. These requirements must be met prior to consideration for admission.

Minimum TOEFL Scores for Admission to the DCB Dental Assisting Program

To be considered for admission to the pre-licensure program, English as a second language (ESL) applicants must achieve minimum scores on the TOEFL internet-based test (TOEFL iBT) of:

      Minimum Cumulative Score of:

- 86 Combined

      AND minimum individual scores of:

- 26 in Speaking
- 20 in Writing
- 20 in Reading
- 20 in Listening

Test Preparation and Registration

   a. Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at https://www.ets.org/toefl. Applicants may register for the TOEFL iBT by internet, telephone (1-800-468-6335) or mail.

   b. Request official TOEFL iBT scores to be sent to:

- DCB College at Bottineau – Enter Institution DI 3398.

   c. Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.

   d. The cost of any/all required testing is the sole responsibility of the applicant.

   e. Applicants are allowed two (2) attempts at the TOEFL exam with a minimum of 4 weeks (28 days) between attempts per application period.

Dental Assisting students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Students are encouraged to consult the Dental Assisting advisor before submitting the Dental Assisting program application. This gives the opportunity to discuss requirements and to arrange to either take the TOEFL exam if applicable or seek assistance to be successful on the TOEFL exam in the future.

Reference:

A Minimum English Proficiency Standard for the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) (2009). Retrieved July 12th, 2015 at https://www.ncsbn.org/TOEFL_iBT_Proficiency_Standard_Process.pdf .

12. Laptop Computer

    Dental program students must have a laptop computer. The cost will be in addition to the cost of tuition, fees, and books. The computer must be a Windows-based system. Dakota College students have access to Office 365 in the student portal. The required computer specification can be found at: https://www.dakotacollege.edu/student-life/computer-services#contact

13. Transportation

    Students must have transportation available to and from campus, clinical affiliations, etc.

Checklist for the Dental Assisting Program

1. Complete an application for admission to DCB
2. Complete the electronic application for the DCB Dental Assisting Program
3. Submit copy of current CPR certification
4. Submit copy of dental practice observations
5. Provide proof of math skill readiness (ACT, SAT or COMPASS, or transcript with math course)
6. Provide proof of academic readiness (ACT, SAT, or COMPASS, or transcript with 12 required credits)
7. Submit TEAS test results
8. If required by English as a second language (ESL) applicants, TOEFL exam results

If your application is complete and you meet all requirements above, you will be invited to an interview as a final step in the application process.

After you are accepted into the Program, the Dental Assisting Program Director will be sending you information on how to enroll in CastleBranch, which is a software program that will guide you through completing a Background Check and Drug Screen as well as keeping track of the required immunizations for the Dental Assisting Program. The total cost is $145.00 and is the student's financial responsibility.

Required immunizations once you are admitted to the DCB Dental Assisting Program.
Documentation will be due by July 15 (*unless specified).

1. Documentation of two Measles, Mumps, Rubella vaccination or Rubella positive titer.
2. Documentation of three Hepatitis B immunizations, positive titer, or a waiver.
3. Documentation of two Varicella (Chicken Pox) vaccinations or proof of a positive titer.
4. Documentation of Tdap (Tetanus, Diptheria & Pertussis) vaccination within the last ten years.
5. Documentation of a negative two-step TB Skin Test (Mantoux), or QuantiFERON Gold blood test or Tspot. If positive, a copy of the lab report or a clear chest x-ray completed within the last year is required. This requirement will be a yearly renewal.
6. Documentation of a flu shot administered during the current flu season. *This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.
7. Covid-19 Vaccination could be required, depending on requirements of individual clinical sites.

All applicants who meet the May 15th deadline will be notified of status by June 15th
Incomplete applications are not able to be processed and will be refused.

Dental Assisting Certificate

BIOL 115 Concepts of Anatomy & Physiology	4
Or BIOL 220 Anatomy & Physiology I	4
and BIOL 221 Anatomy & Physiology II	4
COMM 110 Fundamentals of Public Speaking	3
DENT 116 Dental Anatomy	2
UNIV 105 First Year Experience	1

Semester 1 – Fall

DENT 117 Intro to Infection Control, Immunology, and Medical Emergencies in the Dental Practice	2
DENT 118 Biomaterials	3
DENT 119 Dental Radiology	3
DAST 122 Dental Assisting Radiology Lab I	1
DAST 124 Clinical Assisting I	5
DAST 144 Biodental Science	2

Semester 2 – Spring

DENT 121 Dental Ethics & Jurisprudence	1
DAST 123 Dental Assisting Radiology Lab II	1
DAST 125 Clinical Assisting II	4
DAST 126 Dental Practice Management	2
DAST 128 Advanced Functions	4
DAST 129 Dental Specialties	1
DAST 149 Clinical Affiliation I	1

Semester 3 – Summer

DAST 150 Clinical Affiliation II	5

Dental Assisting AAS Course Requirements

To earn an Associate of Applied Science in Dental Assisting, the following general education courses
must be completed:

BIOL 202 Microbiology	4
Math Elective	3-4
PSYC 111 Introduction to Psychology	3
Technology elective	3
Wellness elective	1

Dental Hygiene AAS (*THIS PROGRAM STARTS FALL 2025)*

The Dental Hygiene program prepares students to become licensed oral health care professionals who provide preventative oral health care by assessing patient risk for oral diseases and providing appropriate patient-centered education and treatment. The dental hygienist works independently, and under the supervision of a dentist and is an essential member of the dental team. Besides providing clinical dental hygiene services, a dental hygienist may choose from several career paths, such as corporate, public health, researcher, educator, administrator or entrepreneur.

Prerequisite General Education Courses (35-36 credits)

Fall

BIOL 220 Anatomy & Physiology I	4
BOTE 108 Business Math or College Algebra or higher	3-4
CHEM 115 Introductory Chemistry	4
ENGL 110 College Composition I	3

PSYC 111 Introduction to Psychology	3
UNIV 105 First Year Experience	1
Spring	
BIOL 221	4
BIOL 202 Microbiology	4
COMM 110 Fundamentals of Public Speaking	3
CSCI 101 Intro to Computers	
Or CSCI 289 Social Implications of Computer Technology	3
DENT 116 Dental Anatomy	2
Wellness Elective	1

Required Dental Hygiene Courses (64 credits)

Fall (first year of DH Program)

DENT 117 Intro to Infection Control, Immunology & Medical	
Emergencies in the Dental Practice	2
DENT 118 Biomaterials	3
DENT 119 Denal Radiology	3
DHYG 132 Radiology Lab I	1 (8w2)
DHYG 134 Dental Anatomy Lab	1
DHYG 136 Principles I	2
DHYG 137 Preclinic I	3
DHYG 209 Head and Neck Anatomy	1

Spring (First year of DH Program)

DHYG 113 Oral Histology & Embryology	2
DHYG 133 Radiology Lab II	1 cr (8w1)
DHYG 138 Principles II	3
DHYG 139 Clinic II	5
DHYG 141 Periodontology I	2
DHYG 205 Pharmacology for the Dental Hygienist	2

Summer (First year of DH Program)

DHYG 239 General and Oral Pathology	2
DHYG 240 Pain Management	2
DHYG 242 Principles III	1
DHYG 243 Clinic III	1

Fall (Second year of DH Program)

NUTR 240 Principles of Nutrition	3
DHYG 241 Periodontology II	2
DHYG 245 Clinic IV	6
DHYG 248 Community Dental Hygiene	3
DHYG 249 Clinical Affiliation I	1

Spring (Second year of DH Program)

DHYG 244 Principles IV	1
DHYG 247 Clinic V	6
DENT 121 Dental Ethics & Jurisprudence	1
DHYG 250 Clinical Affiliation II	1
SOC 110 Introduction to Sociology	3

Medical Assistant AAS

THIS PROGRAM IS AVAILABLE ONLINE

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians and other healthcare providers running smoothly. Medical assistants often directly assist the physician by preparing patients for examinations, taking vital signs, obtaining medical histories, and assisting in basic office surgical procedures. A criminal background check is required for this program.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
AH 134 Medical Disorders	3		AH 287 Comp Apps in Healthcare	3	
AH 171 Medical Terminology	3		BOTE 209 Office Management	3	
BIOL 115 Concepts of Anat & Phys	4		NUTR 240 Prin of Nutrition	3	
CSCI 101 Intro to Computers	3		Math Elective	3	
PSYC 111 Intro to Psychology	3		Elective	3	
AH 136 Clinical Procedures		3	AH 137 Clinical Specialties		2
AH 231 Healthcare Law & Ethics		3	AH 257 ECG/EKG Interpretation		2
AH 266 Lab/Diagnostic Procedures		2	AH 258 Practical Skills Lab		2
COMM 110 Fund of Public Speaking			AH 259 CCMA Exam Prep		1
or ENGL 110 College Comp I		3	PHRM 215 Intro to Pharmacology		3
PSYC 250 Developmental Psychology		3	AH 297 Internship*		4
Wellness Elective		1-2			

Consult with program advisor for electives. Students must have a cumulative GPA of 2.5 or higher.

*Core Course that require a C or Higher **Immunization requirements.

Medical Assistant Certificate

Fall	Credits	Spring	Credits
AH 134 Medical Disorders	3	AH 237 Clinical Specialties	2
AH 136 Clinical Procedures	3	AH 257 ECG/EKG Interpretation	2
AH 171 Medical Terminology	3	AH 258 Practical Skills Lab	2
AH 231 Healthcare Law & Ethics	3	AH 259 CCMA Exam Prep	1
AH 287 Comp Apps in Healthcare	3	AH 266 Lab/Diagnostic Procedures	2
BIOL 115 Concepts of Anatomy & Physiology**	4	BOTE 209 Office Management	3
		PHRM 215 Intro to Pharm**	3
		AH 297 Internship***	4

**Offered on campus through IVN and Online

***Immunization requirements

*Students in this major must have a cumulative GPA of at least 2.50 and a grade of C or higher in core course to be eligible for AH 297 Internship. Core courses for the Certificate degree are: BIOL 115, AH 171, AH 134, AH 136, PHRM 215.

Medical Administrative Assistant AAS

THIS PROGRAM IS AVAILABLE ONLINE

Medical Administrative Assistants perform routine administrative and clinical tasks including answering the phone, greeting patients, updating, and maintaining patient medical records, processing insurance forms, scheduling patient appointments or medical procedures, coordinating lab services, transcription, and coding.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
AH 134 Medical Disorders	3		AH 138 Medical Coding I	3	
AH 171 Medical Terminology	3		AH 139 Medical Coding II	3	
BIOL 115 Concepts of Anat & Phys	4		AH 287 Computer Apps in Healthcare	3	
CSCI 101 Intro to Computers	3		ACCT 200 Elements of Acct I	3	
Math Elective	3		ENGL 110 College Comp I	3	
AH 231 Healthcare Law & Ethics		3	Wellness Elective	1	
BADM 202 Prin of Management		3	AH 137 Clinical Specialties		2
COMM 110 Fund of Public Speaking		3	AH 222 Medical Transcription I		3
PHRM 215 Intro to Pharmacology		3	BOTE 209 Office Management		3
Fine Arts/Hum/SS Elective		3	BOTE 210 Business Communications		3
			AH 297 Internship		4

Medical Coding Certificate

THIS PROGRAM IS AVAILABLE ONLINE

Medical coders examine patient records to translate a diagnosis or procedure into a code to allow for reimbursement for the medical facility. Coders rely on computer programs, coding reference manuals, and their knowledge of diseases, anatomy, and procedures.

Fall	Credits	Spring	Credits
AH 134 Medical Disorders	3	AH 142 Intermediate Coding I	3
AH 138 Medical Coding I	3	AH 143 Intermediate Coding II	3
AH 139 Medical Coding II	3	AH 231 Healthcare Law & Ethics	3
AH 171 Medical Terminology	3	AH 287 Comp App in Healthcare	3
BIOL 115 Concepts of Anatomy & Physiology**	4	PHRM 215 Intro to Pharmacology**	3
		Fine Arts/Hum/Social Science Elective	3

**Offered on campus through IVN and online*

Diagnostic Medical Sonography AAS

Sonographers practice in hospitals, clinics, and physician's offices, and in many clinical specialties. They are often found performing ultrasound procedures at a patient's bedside, but also may work with imaging equipment in a dedicated room within the hospital or clinic. Most diagnostic sonographers work full time, and some may be assigned to work evenings, weekends or on holidays depending on their employer. Often the role requires being on your feet for most of the workday.

Pre-requisites (must be completed prior to program admission)

AH 171 Medical Terminology	3
BIOL 220 Anatomy & Physiology I	4
AH 231 Healthcare Law and Ethics	3

General Education (Can be completed before or during program)

BIOL 221 Anatomy and Physiology II	4
PHYS 120 Fundamentals of Physics	4
ENGL 110 College Comp I	
or COMM 110 Fundamentals of Public Speaking	3
MATH 103 College Algebra	4
CSCI 101 Introduction to Computers	3
Fine Arts/Humanities/Social Science Elective	3
Wellness Elective	1

Semester 1:

DMS 201 Ultrasound Foundations Concepts	3
DMS 221 Abdominal Ultrasound I	2
DMS 221L Abdominal Ultrasound Lab	1
DMS 281 Clinical Practicum I (256 hours)	3

Semester 2:

DMS 222 Abdominal Ultrasound II	3
DMS 222L Abdominal Ultrasound II Lab	1
DMS 232 OB/GYN II	1
DMS 232L OB/GYN II Lab	1
DMS 211 Ultrasound Physics & Instrumentation I	2
DMS 282 Clinical Practicum II (288 hours)	3

Semester 3:

DMS 251 Patient Care	1
DMS 212 Ultrasound Physics & Instrumentation II	2
DMS 283 Clinical Practicum III (384 hours)	4

Semester 4:

DMS 223 Abdominal Ultrasound III	2
DMS 223L Abdominal Ultrasound III Lab	1

DMS 233 OB/GYN III	2
DMS 233L OB/GYN III Lab	1
DMS 241 Vascular I	1
DMS 241L Vascular Lab	1
DMS 284 Clinical Practicum IV (3845 hours)	4

*Students are required to complete **768 clinical hours** following completion of semester 3.*

Practical Nursing (Certificate)

The Dakota Nursing program is a 1 + 1, Practical Nurse Certificate to Associate Degree Nurse (RN) Program. The program is offered through a consortium of four colleges in North Dakota. The member colleges are Bismarck State College (BSC), Dakota College, Lake Region State College (LRSC), and Williston State College (WSC).

Classroom education is delivered by instructors on campus and from the other college within the consortium through TEAMS. Some courses/components will be offered in online format. Laboratory and simulation practice occur at each location. Clinical opportunities are arranged locally.

The Practical Nursing Program is designed to provide the knowledge and skills necessary for students to enter a challenging career in nursing. This high-quality education meets the requirements for a Certificate in Practical Nursing. Upon completion of the program, the individual is qualified to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX PN®), as required by the North Dakota State Board of Nursing for licensure as a Licensed Practical Nurse (LPN). The student is also able to move into the Associate Degree RN program upon completion if all qualifications are met.

As program requirements can change yearly, please refer to our website https://www. dakotacollege.edu/academics/programs/nursing for the most up to date information.

Preparation and requirements – Admission to Practical Nurse Program

Admission to the program is on a competitive basis. The following are prerequisites for consideration for admission to the Certificate in Practical Nursing:

1. High School Diploma or GED Certificate
    1. High School GPA of 2.5 or greater. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA.
2. Students must be 18 years of age by December 31st of the year they start the program.
3. Application and admission to the respective college is required before applying to the nursing program. There are two application processes – first to the college and then to the nursing program. When completing the DNP application online, be prepared to upload a 300-600 word Narrative Statement summarizing your education/work experience and how those experiences will help you progress through the nursing program. Also include why you want to be a nurse and why this is a good time in your life to pursue a nursing degree.
4. Current CPR Certification for BLS Provider (American Heart Association) or CPR/Healthcare Provider (Red Cross) and must be updated to remain current throughout the program.
5. Proof of Math Skill Readiness. Student must have completed **at minimum**:
    a. The developmental math course (ASC 94 or other prerequisite math course that would qualify a student to take MATH 103) with a grade of Satisfactory or "C" or a higher-level math course (such as MATH 103 College Algebra) **or**
    b. Equivalent Scores for ACT/PLAN/SAT/COMPASS and/or Accuplacer as listed below and taken within the past 2 years:

Test	Test Component	Minimum Score	Comments
Accuplacer Next Generation	College Algebra	255	Accuplacer scores effective January 2, 2019.
Accuplacer Classic	Elementary Education	76	Accuplacer scores effective October 12, 2019 – January 2, 2019. With the scores to the left, you would not need to take any ASC Math classes for admission to Nursing. This platform has been discontinued but check with your college to see if they will still accept Classic scores for admission.
Accuplacer Classic	College Level Math	50	
ACT	Math Subtest	21	
ACT Aspire	Math Subtest	431	
ACT Compas	Algebra	49	This assessment will no longer be available after November 30, 2016, but scores will be accepted by the DNP until June 20, 2019
ACT Plan	Math Subtest	19	The ACT Plan has been replaced with the ACT Aspire Assessment
SAT (old)	Reading & Math	990	SAT tests taken prior to March 5, 2016.
SAT (new)	MATH	530	SAT tests taken on March 5, 2016 and later.

6. Proof of Academic Readiness:
   a. All applicants are required to complete the most current Assessment Technologies Institute (ATI), standardized **Test of Essential Academic Skills (TEAS)** prior to application deadlines.
      i. Applicants are allowed two (2) attempts at the TEAS exam with a minimum of 4 weeks (28 days) between attempts per application period.
      ii. A minimum TEAS composite score must be 45.0% or higher. Any applicant scoring below this level will not be accepted. The best score achieved, of two attempts, may be submitted. Last year the average TEAS score for all admitted applicants was within the Proficient level.
      iii. TEAS scores are valid for up to two (2) years prior to March 5th of the year of application.
      iv. It is to your advantage to double check the other parts of your application to make sure you are qualified in the other areas before you attempt the TEAS exam.
      v. It is recommended that you use the study materials on the TEAS website to score well on the exam. As noted above you may repeat the TEAS to better your chance of admission.
   b. ACT composite score of 19, **or**
      i. ACT/COMPASS/ASSET/Accuplacer/SAT test(s) with an equivalent score, **or**
      ii. Successful completion of 12 credits of college courses with a minimum GPA of 2.5
7. Guidelines for approval include:
   a. High School GPA of 2.5 or greater **or**
   b. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA. Nursing GPA for any completed required nursing program courses must be 2.75 or higher.
   c. Overall cumulative GPA for all college courses completed must be 2.5 or higher.
   d. No required course may have a grade lower than 2.0 (C).
   e. If a student repeats a required science course or previous nursing course, a grade of 2.0 (C) or higher **must be obtained in the first repeat (A & P I and II, Microbiology)**. An appeal process may be sought if the student has failed science courses more than 2 times.
   f. Critical courses completed more than 7 years prior to program application must be repeated: Anatomy and Physiology II, Developmental Psychology, and Introduction to Pharmacology.
   g. Experience working in a health care environment is encouraged before making an application to the nursing program. For example, Nursing Assistant (CNA), Emergency Medical Technician (EMT), Medical Assistant, Direct Support Professional (DSP), etc.
8. A certain level of English proficiency is necessary for academic success in nursing as well as for client safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements must be met prior to consideration for admission.

Minimum TOEFL Scores for Admission to the Dakota Nursing Program
To be considered for admission to the pre-licensure program, English as a second language (ESL) applicants must achieve minimum scores on the TOEFL internet-based test (TOEFL iBT) of:

Minimum Cumulative Score of:
- 86 Combined

AND Minimum Individual Scores of:
- 26 in Speaking
- 20 in Writing
- 20 in Reading
- 20 in Listening

Test Preparation and Registration

a. Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at https://www.ets.org/toefl. Applicants may register for the TOEFL iBT by Internet, telephone (1-800-468-6335) or mail.

b. Request official TOEFL iBT scores to be sent to:
- Bismarck State College — Enter Institution DI Code: 6041
- Dakota College — Enter Institution DI 3398
- Lake Region State College — Enter Institution DI Code: 6163
- Williston State College — Enter Institution DI Code: 6905

c. Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.

d. The cost of any/all required testing is the sole responsibility of the applicant.

e. Applicants are allowed two (2) attempts at the TOEFL exam with a minimum of 4 weeks (28 days) between attempts per application period.

Duolingo English Test (DET) Information and Scores for Admission to the Dakota Nursing Program Minimum Overall Score of:

- 115

It is expected that the applicant reaches a content score (variation as determined by the admission and progression committee) of 90 in the following four areas:

- Literacy (Reading)
- Comprehension (Listening)
- Conversation (Speaking)
- Production (Writing)

Test Preparation and Registration

a. Complete the registration process at https://englishtest.duolingo.com/applicants

b. Request score be sent to your college. (BSC, DCB, LRSC, WSC)

c. Only official score reports will be accepted. DET scores are valid for two years from the test date.

d. The cost of any/all required testing is the sole responsibility of the applicant.

e. Applicants are allowed two (2) attempts at the DET with a minimum of 30 days between attempts per application period.

Nursing students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Students are encouraged to consult the nursing advisor before submitting the nursing program application. This gives the opportunity to discuss requirements and to arrange to either take the TOEFL exam if applicable or seek assistance to be successful on the TOEFL exam in the future.

Reference:

A Minimum English Proficiency Standard for The Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) (2009). Retrieved July 12th, 2015, at https://www. ncsbn.org/TOEFL_iBT_Proficiency_Standard_Process.pdf
- Students accepted into the nursing program must have access to reliable, high-speed internet.
- Students must have transportation available to and from campus, clinical, etc.

CHECKLIST FOR THE PRACTICAL NURSE PROGRAM

1. Complete an application for admission to your local college (BSC, DCB, LRSC, or WSC)
2. Complete the electronic application for the Dakota Nursing Program
3. Submit copy of current CPR certification for BLS Provider
4. Provide proof of math skill readiness (ACT, SAT or COMPASS, or transcript with math course)
5. Provide proof of academic readiness (ACT, SAT, COMPASS, or transcript with math course
6. Submit TEAS test results
7. If required by English as a second language (ESL) applicant, TOEFL exam results

If your application is complete and you meet all requirements above, you will be invited to an interview as a final step in the application process.

After you are accepted into the Program, your Nursing Director will be sending you information on how to enroll in a software program that will guide you through completing a Background Check and Drug Screen as well as keeping track of the required immunizations for the Nursing Program. The cost is available to you on the Nursing Cost Sheet found in the application area of the DNP website.

Required Immunizations once you are admitted to the Dakota Nursing Program:

- **Measles, Mumps & Rubella** vaccine x2 or positive blood titer or repeat series
- **Varicella (Chicken Pox)** vaccine x2 or positive blood titer or repeat series
- **Hepatitis B** x3 or positive antiHBS titer or repeat series
- **Influenza (Flu)** (to be administered between September 1st – November 1st of the current flu season)
- **Tuberculosis (TB)** Negative reading of 2-step tuberculosis test within the past 12 months or QuantiFERON Gold blood test or T-Spot blood test
- **Tetanus, Diphtheria & Pertussis (Tdap)** History of one Tdap. Tetanus within the last 10 years
- **Other** immunizations as required by clinical agencies

All applicants who meet the March 5th deadline will be notified of status by June 15th
Incomplete applications are not able to be processed and will be refused.

Practical Nursing Curriculum

FALL SEMESTER	CREDITS
BIOL 220 Anatomy and Physiology I	4
NURS 120 Foundations of Nursing	2
NURS 121 Practical Nursing I	4
NURS 122 Clinical Practice I	3
PSYC 111 Introduction to Psychology	3
SPRING SEMESTER	
BIOL 221 Anatomy and Physiology II	4
NURS 124 Clinical Practice II	3
NURS 127 Practical Nursing II: Introduction to Medical/Surgical Nursing	2
NURS 145 Introduction to Maternal/Child Nursing	2
PHRM 215 Introduction to Pharmacology	3
PSYC 250 Developmental Psychology	
Or ENGL 110 College Composition	3
SUMMER SEMESTER	
NURS 129 Practical Nursing III	3
NURS 126 Clinical Practice III	3
ENGL 110 College Composition I	
Or PSYC 250 Developmental Psychology	3

Upon successful completion of the above curriculum, students will receive a Certificate in Practical Nursing. At this time, the student may choose to apply to continue into year 2, Associate Degree Nurse Program, and/or apply to take the NCLEX-PN®.

Note: Developmental Psychology and Composition I may be taken prior to or at any time during the PN program.

Associate Degree Nurse (AAS)

The Program is offered through a consortium of four colleges in North Dakota. The member colleges are Bismarck State College (BSC), Dakota College, Lake Region State College (LRSC), and Williston State College (WSC).

Classroom education is delivered by instructors on campus and from the other college within the consortium TEAMS. Some courses/components will be offered in online format. Laboratory and simulation practice occur at each location. Clinical opportunities are arranged locally.

The associate degree nursing curriculum prepares individuals with the knowledge, skill, and ability to practice nursing through application of the nursing process to provide safe and effective nursing care.

Upon completion of the program, the individual is qualified to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX RN®), as required by the North Dakota State Board of Nursing for licensure as a Registered Nurse (RN). Graduates are encouraged to continue to an RN to Bachelor of Science in Nursing (BSN) program.

Employment for RNs can be found in hospitals, long term care facilities, clinics, outpatient offices, home health care services, healthcare industry, community and public health, schools, correctional facilities, and the military.

As program requirements can change yearly, please refer to the Dakota College website https://www.dakotacollege.edu/academics/programs/nursing for the most up to date information.

PREPARATION AND REQUIREMENTS FOR THE ASSOCIATE DEGREE PROGRAM FOR INTERNAL APPLICANTS:

For Current DNP PN Students and Paramedic to Nurse Bridge Students requesting admission:

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in the 42 credit course requirements as defined in the PN curriculum or successful completion of the LRSC Paramedic to Nurse Bridge Program with a minimum GPA of 2.75 in the 9 credit course requirements as defined in the Paramedic to Nurse Bridge Curriculum. The student must maintain an overall GPA of 2.5 in either program.
2. An application dated no later than March 5th of the year the student will be entering the 2nd year of the program.
3. ATI PN Comprehensive Predictor report showing an individual composite score which equals a predicted probability of passing the NCLEX-PN of 92%. Students achieving a score of less than 92% predicted probability on the first attempt will be required to retake the predictor after remediating on the topics they failed. Applicants will be allowed two (2) attempts to pass the NCLEX-PN Predictor per application process. A student may be considered for admission after a successful retake, however, the internal student (current Dakota Nursing Program student) failing the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.
4. Positive recommendations from nursing administration and nursing faculty.

CHECKLIST FOR INTERNAL ADN APPLICANTS
- ☐ Complete the electronic application for the Dakota Nursing Program
- ☐ Pass a preadmission examination (ATI Comprehensive PN Predictor)
- ☐ References: DNP students are not required to submit additional references. Faculty evaluations of the student from previous PN clinical courses are strongly considered by the interview committee.

* **All applicants will be notified of preliminary status by June 1st with final acceptance after completion of the ATI PN Comprehensive Predictor during the first week of July.**

* **Incoming applicants who are qualified for admission will be on a waiting list until all internal applicants have completed the ATI PN Comprehensive Predictor during the first week of July.**

Incomplete applications are not able to be processed and will be refused.

PREPARATION AND REQUIREMENTS FOR THE ADVANCE STANDING ASSOCIATE DEGREE PROGRAM:

Admission to the Dakota Nursing Program is on a competitive basis. The following are prerequisites for consideration for Admission to the Associate Degree Nursing Program:

1. Applicant is:
   a. A graduate from a state board approved PN program from an accredited college and current LPN with an active, unencumbered license to practice as a Licensed Practical Nurse in the United States of America. OR
   b. A graduate from a state board approved paramedic program and a current paramedic, of at least two years' experience, with an active, unencumbered, license to practice   as a paramedic in the United States of America AND have completed the LRSC   Paramedic to Nurse Bridge Program.
2. Minimum GPA of 2.75 in all prerequisite courses (including prior practical nursing classes) and an overall minimum GPA of 2.5
3. Admission to the college of choice as well as completion of a formal application to the Dakota Associate Degree Nursing Program. **Admission to the college does not guarantee admission to the ADN program.** Application forms for admission to the Dakota ADN Program may be obtained on the Dakota Nursing Program website at www.dakotanursing.org beginning December 1st with application due on or before March 5th.
4. Pass a preadmission examination — ATI Comprehensive PN Comprehensive Predictor report showing an individual composite score which equals a predicted probability of passing the NCLEX-PN of 92%. Students achieving a score of less than 92% predicted probability on the first attempt will be required to wait 30 days until retaking the predictor after remediating on the topics they failed. Comprehensive PN Predictor scores are valid for up to one (1) year prior to March 5th of the year of application. Applicants will be allowed two (2) attempts to pass the NCLEX-PN Predictor per application process. Contact the nursing coordinator or testing center at your local campus to schedule your test date on or before the application period. A student may be considered for admission after a successful retake, however, the internal student (current Dakota Nursing Program student) failing the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.
5. Currently enrolled (if competitive) or satisfactory completion with a "C" or better in each of the following courses:
   - All required nursing courses from an approved Practical Nursing Program
   - ENGL 110 Composition I
   - PSYC 111 Introduction to Psychology

- BIOL 220 Anatomy and Physiology I with lab
- BIOL 221 Anatomy and Physiology II with lab
- PHRM 215 Introduction to Pharmacology (must have been completed within 7 years of ADN admission).
- PSYC 250 Developmental Psychology

6. A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements must be met prior to consideration for admission.

Minimum TOEFL Scores for Admission to the Dakota Nursing Program

To be considered for admission to the pre-licensure program, English as a second language (ESL) applicants must achieve minimum scores on the TOEFL internet-based test (TOEFL iBT) of:

Minimum Cumulative Score of:

- 86 Combined

AND Minimum Individual Scores of:

- 26 in Speaking
- 20 in Writing
- 20 in Reading
- 20 in Listening

Test Preparation and Registration

a. Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at https://www.ets.org/toefl. Applicants may register for the TOEFL iBT by Internet, telephone (1-800-468-6335) or mail.

b. Request official TOEFL iBT scores to be sent to:
- Bismarck State College – Enter Institution DI Code: 6041
- Dakota College – Enter Institution DI 3398
- Lake Region State College – Enter Institution DI Code: 6163
- Williston State College – Enter Institution DI Code: 6905

c. Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.

d. The cost of any/all required testing is the sole responsibility of the applicant.

e. Applicants are allowed two (2) attempts at the TOEFL exam with a minimum of 4 weeks (28 days) between attempts per application period.

Duolingo English Test (DET) Information and Scores for Admission to the Dakota Nursing Program Minimum Overall Score of:

- 115

It is expected that the applicant reaches a content score (variation as determined by the admission and progression committee) of 90 in the following four areas:

- Literacy (Reading)
- Comprehension (Listening)
- Conversation (Speaking)
- Production (Writing)

Test Preparation and Registration

a. Complete the registration process at https://englishtest.duolingo.com/applicants

b. Request score be sent to your college. (BSC, DCB, LRSC, WSC)

c. Only official score reports will be accepted. DET scores are valid for two years from the test date.

d. The cost of any/all required testing is the sole responsibility of the applicant.

e. Applicants are allowed two (2) attempts at the DET with a minimum of 30 days between attempts per application period.

Nursing students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Students are encouraged to consult the nursing advisor before submitting the nursing program application. This gives the opportunity to discuss requirements and to decide to either take the TOEFL exam if applicable or seek assistance to be successful on the TOEFL exam in the future.

Reference:

A Minimum English Proficiency Standard for The Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) (2009). Retrieved July 12th, 2015, at https://www.ncsbn.org/TOEFL_iBT_Proficiency_Standard_Process.pdf

Students accepted into the nursing program must have access to reliable, high-speed internet.

Checklist for the Advance Standing ADN (LPN to RN) Applicants
- ☐ 1. Complete an application for admission to your local college (Dakota College)
- ☐ 2. Complete the electronic application for the Dakota Nursing Program with a   current, valid, unencumbered United States LPN license number for verification.
- ☐ 3. Provide copy of current CPR certification for BLS Provider
- ☐ 4. Pass a preadmission examination (ATI Comprehensive PN Predictor).
- ☐ 5. If required by English as a second language (ESL) applicant, TOEFL exam results.
- ☐ 6. Provide 2 professional references.
- ☐ * **All applicants will be invited to an interview if they meet all requirements and will be notified by July 30th.**

Advanced Standing applicants who are qualified for admission will be on a waiting list until all internal applicants have completed the ATI PN Comprehensive Predictor during the first week of July.

Incomplete applications are not able to be processed and will be refused.

Associate Degree Nurse Curriculum

Fall Semester	Credits	Spring Semester	Credits
NURS 224 Professional Role Development	2	NURS 228 Alterations in Health II	4
NURS 225 Alterations in Health I	3	NURS 229 Health Promotion and Psychosocial Nursing	2
NURS 226 Maternal Child Nursing	3	NURS 237 Clinical Application II	5
NURS 227 Clinical Application I	4	NURS 259 Role Transitions	1
BIOL 202 Microbiology	4	NURS 259 Role Transitions	1
		Communication Elective	3

Natural Resources

Natural Resource Management AAS

This program prepares students to perform tasks associated with managing, improving, and protecting natural resources for economic and/or recreational purposes. Program graduates may assist in data collection and inventories of natural resources, providing conservation recommendations to managers, and developing and implementing natural resource management plans.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Composition I	3		CHEM 121 General Chemistry I	4	
BIOL 150 General Biology I	4		BIOL 121 Intro to Fish & Wildlife Man	4	
CSCI 101 Intro to Computers	3		BOT 211 Botany I	4	
COMM 110 Fund of Public Speaking	3		Elective**	3-4	
Elective**	3-4		Soc Science Elective	3	
Wellness Elective	1		GEOL 105 Physical Geology		4
ENGL 120 College Composition II		3	Elective**		3-4
BIOL 151 General Biology II		4	Fine Art/Hum Elective		3
MATH 103 College Algebra or Higher		4	Soc Science Elective		3
Fine Art/Hum Elective		3	Wellness Elective		1
Elective**		3-4			

**Electives must include 8 credits from the following: BIOL, CHEM, BOT, FORS, FWLD, RLS, RNG or SOIL

Recreation Management AAS

THIS PROGRAM IS ONLY AVAILABLE ONLINE

The Recreation Management program prepares students for employment in a wide variety of recreation and leisure settings. Students in the program may simultaneously or concurrently take classes from multiple campuses within the North Dakota University System. The program is organized around core courses that emphasize administration, program planning, and an understanding of the foundation of recreation. Students must complete all the core courses. In addition, students need to select one of the following focuses: Outdoor Recreation/Park Management or Commercial Recreation/Tourism

Core Courses	Credits	Core Courses	Credits
ENGL 110 College Comp I		SOC 110 Intro to Sociology	
or COMM 110 Fundamentals of Public Speaking	3	or PSYC 111 Intro to Psychology	3
BIOL 124 Environmental Science	4	RLS 110 Foundations of Recreation	3
CSCI 101 Intro to Computers	3	RLS 215 Recreation Areas/Facilities	3
HPER 100 Concepts of Fitness and Wellness	2	RLS 222 Recreation Program Planning	3
Math Elective	3-4	RLS 286 Recreation Administration	3
		RLS 288 Accessibility & Public Policy in Leisure Services	3
Outdoor Recreation/Park Management Focus			
HRM 100 Human Relations in Organizations	3	RLS 285 Natural Resource Law	3
RLS 210 Environmental Education	3	RLS 297 Internship	2-4
RLS 212 Principles of Interpretation	3	TOUR 212 Principles of Tourism	3
RLS 271 Fundamentals of Recreation and Resource		Electives	6-7
Management	3		
Commercial Recreation/Tourism Focus			
HRM 100 Human Relations in Organizations	3	RLS 297 Internship	2-4
RLS 271 Fundamentals of Recreation and Resource		TOUR 212 Principles of Tourism	3
Management	3	Electives	8-15
RLS 290 Intro to Inclusive Recreation	3		

Consult with program advisor for electives

Recreation Management Certificate

THIS PROGRAM IS ONLY AVAILABLE ONLINE

Required Courses	Credits	Choose 1 course from the following:	Credits
RLS 110 Foundations of Recreation	3	RLS 210 Environmental Education	3
RLS 215 Recreation Area/Facilities	3	RLS 212 Principles of Interpretation	3
RLS 222 Recreation Program Planning	3	RLS 271 Fundamentals of Recreation and Resource	
RLS 286 Recreation Administration	3	Management	3
		RLS 280 Community and Commercial Recreation	3
		RLS 285 Natural Resource Law	3
		RLS 288 Accessibility & Public Policy	3
		RLS 290 Intro to Inclusive Recreation	3
		Tour 212 Principles of Tourism	

Urban Forest Management AAS

THIS PROGRAM IS ONLY AVAILABLE ONLINE

This major is designed for students looking for a career working in the tree care industry. Students will learn tree identification, proper tree care, disease management, pruning techniques, safe work practices, along with essential urban forest management and communication skills. Graduates typically are employed by municipal forestry departments, parks and recreation departments, or as commercial arborists.

Freshman Year	Fall	Spring	Summer	Sophomore Year	Fall	Spring	Summer
BOTE 108 Business Math or Math Elective	3-4			COMM 110 Fund of Public Spking or ENGL 110 College Comp I	3		
FORS 255 Urban Trees & Shrubs	4			Fine Arts/Hum/SS Elective	3		
FORS 273 Arboriculture I	3			Wellness Elective		1-2	
Technology Elective	3			FORS 263 Urban Forest Mgmt		3	
SOIL 210 Intro to Soil Science		3		FORS 280 Principles of Pruning		3	
PLSC 255 Plant Disease Management		3		FORS 260 Parks/Urban Greenspaces		3	
Math/Science/Tech Elective		3-4		FORS 297 Internship			1
Electives			6	Electives			6
FORS 275 Arboriculture II			3	FORS 265 Arboriculture Practices			3

Consult with program advisor for electives.

Urban Forest Management Certificate

THIS PROGRAM IS ONLY AVAILABLE ONLINE

In this one-year program, students will learn tree identification, tree care, safe work practices, disease management, pruning techniques and urban forest management skills. Graduates typically seek employment at entry level positions with municipal forestry departments, parks and recreation departments, or as commercial arborists.

	Summer	Summer	Summer
FORS 255 Urban Trees & Shrubs	4		
FORS 273 Arboriculture I	3		
SOIL 210 Introduction to Soil Science	3		
FORS 260 Parks & Urban Greenspaces		3	
FORS 280 Principles of Pruning		3	
FORS 263 Urban Forest Management		3	
PLSC 255 Plant Disease Management		3	
FORS 265 Arboriculture Practices			3
FORS 250 Diseases of Trees & Shrubs			3
FORS 275 Arboriculture II			3

Wildlife and Fisheries Technology AAS

This program prepares students to assist wildlife and fisheries management personnel as technicians studying the distribution, abundance, habits, life histories, ecology, mortality factors and economic values of birds, mammals, and other wildlife. They can assist in planning and carrying out wildlife management programs, restoring wildlife habitats, regulating wildlife populations, and controlling wildlife diseases. Wildlife and fisheries technicians also assist in studying the life history, habitats, and classification of aquatic organisms.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 170 General Zoology	4	
BIOL 150 General Biology I	4		BIOL 230 Ecology	4	
CSCI 101 Intro to Computers	3		BIOL 211 Botany	4	
ENVT 110 Intro to GPS	2		SOIL 210 Intro to Soil Science	3	
BIOL 121 Intro to Fish & Wildlife Management	3		CARS 105 Job Search		1
BIOL 151 General Biology II		4	BIOL 296 Field Studies		2
CHEM 115 Introductory Chemistyr		4	Fine Arts/Humanities/SSc Elective		3
ENVT 255 Intro to GIS		4	Elective		3
BIOL 122 Wildlife/Fish Techniques		4	Elective		3
Math Elective		3-4	Wellness Elective		1

Consult with program advisor for electives.

Photography

Photography (AAS and Certificate)

The Photography program prepares students to confidently enter the photographic profession by obtaining a job or by starting a business. Students will receive intensive training in the photographic profession by combining basic business classes with 11 photography classes including outdoor photography, advertising photography, portrait photography, and documentary photography. Students will also take practicum classes in which they will receive hands-on training and experience by working as campus photographers.

Online Course Sequence

Photography AAS

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
CSCI 101 Intro to Computers			BOTE 108 Business Math		
or BOTE 218 Desktop Publishing	3		or Math Elective	3-4	
PHOT 150 Digital Darkroom	3		PHOT 240 Outdoor Photography	3	
PHOT 180 Photography I	3		PHOT 285 Conceptual Photography	3	
PHOT 190 Principles of Lighting	3		PHOT 287 Documentary Photos	3	
Elective	3		Elective	3	
ENGL 110 College Comp I		3	Wellness Elective	1	
PHOT 210 Intermediate Photography		3	BOTE 210 Business Communication		
PHOT 232 Advertising Photography		3	or BADM Elective		3
PHOT 234 Portrait Photography		3	PHOT 289 Photography Portfolio		3
Finte Arts/Hum/Social Sci Elective		3	PHOT 293 Photography Practicum IV		3
			Any BADM or BUSN Course		3
			Math/Science/Technology Elective		3-4

Photography Certificate

Fall	Credits	Spring	Credits
PHOT 150 Digital Darkroom	3	PHOT 210 Intermediate Photography	3
PHOT 180 Photography I	3	PHOT 289 Photography Portfolio	3
PHOT 190 Principles of Lighting	3	PHOT 293 Photography Practicum IV	2
Elective (Choose from list)	3	Elective (Choose from list)	3
		Elective (Choose from list)	3

Photography Electives

PHOT 232 Advertising Photography ....3 credits
PHOT 234 Portrait Photography ....3 credits
PHOT 240 Outdoor Photography.................................3 credits
PHOT 285 Conceptual Photography ....3 credits
PHOT 287 Documentary Photography ....3 credits

Technical Studies AAS

THIS PROGRAM IS OFFERED ONLINE

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
CSCI 101 Intro to Computers	3		Math Elective	3	
or BOTE 152 Keyboarding II			Technical Elective	3	
or Tech Elective	3		Technical Elective	3	
UNIV 105 First Year Experience	1		Elective	3	
Fine Arts/Hum/Social Sci Elective	3		Elective	3	
Elective	3		XXXX 297 Internship	2	
CARS 105 Job Search		1	Math/Science/Tech Elective		3
COMM 110 Fund of Public Speaking			Technical Elective		3
or ENGL 110 College Comp I		3	Technical Elective		3
UNIV 101 Leadership through Service		1	Elective		3
Technical Elective		3	Elective		3
Wellness Elective		1	XXXX 297 Internship		2
Elective		1-3			

Consult with program advisor for electives.

Technical Studies Certificate

THIS PROGRAM IS OFFERED ONLINE

Fall	Credits	Spring	Credits
UNIV 105 First Year Experience	1	CARS 105 Job Search	1
Elective	3	Technical Elective	3
Elective	3	Technical Elective	3
Technical Elective	3	XXXX 297 Internship	2
Technical Elective	3		

Course Descriptions

ACADEMIC SKILLS (ASC)

ASC courses numbered below 101 are non-degree credit courses. They do not count as credit towards graduation.

ASC 87 College Writing Prep (3CR) Fall, Spring.
Pre: None
A precollege writing course that prepares students for ENGL 110 College Composition I. Provides instruction in writing error-free sentences, solid paragraphs and well-organized essays.

ASC 88 Composition Lab (1CR) Fall, Spring.
Pre: None
This course provides supplemental and developmental instruction for students taking ENGL 110 College Composition I and is taken during the same semester as ENGL 110.

ASC 94 Beginning Algebra (4CR) Fall, Spring
Pre: None
This course helps to develop fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include solving linear equations, linear graphing, exponents and polynomial operations, factoring, rational expressions and equations, and roots. Credit earned does not count towards any degree, nor does it transfer. Placement is according to placement scores or on a voluntary basis.

ASC 98 Math Lab (1CR) Fall, Spring
Co: MATH 103 or MATH 104
This course provides supplemental and developmental instruction for students taking MATH 103 College Algebra or MATH 104 Finite Math. This course is taken the same semester as the MATH 103 or 104 course. This course may be required due to ACCUPLACER test results and the course placement policy. Credit earned does not count towards any degree, nor does it transfer.

ACCOUNTING (ACCT)

ACCT 200 Elements of Accounting I (3CR) Fall.
Pre: None
Basic principles of the complete accounting cycle with emphasis on current assets, property, plant and equipment, and current liabilities. Includes lab work using a computerized accounting system.

ACCT 201 Elements of Accounting II (3CR) Spring.
Pre: ACCT 200
A continuation of ACCT 200 with emphasis on partnerships, corporations, and management accounting. Includes lab work using a computerized accounting system.

ACCT 212 Payroll Accounting (3CR) Fall.
Pre/Co: ACCT 200
Introduction to the study of payroll, property, and sales taxes.

ACCT 215 Business in the Legal Environment (3CR) Fall, Spring.
Pre: None
The legal environment of business, governmental regulation, contracts, and property.

ACCT 260 Accounting Information Systems (2CR) Spring.
Pre: ACCT 200
Accounting software will be used to study the processes and procedures by which an organization's financial information is accumulated, classified, processed, analyzed, and communicated. Topics include business cycles, controls, integrated accounting software, and spreadsheets.
ACCT 297 Internship (1 – 6 credits) Fall, Spring.

Pre: Instructor Approval, 2.0 GPA

An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

AGRICULTURE (AGRI)

AGRI 150 Agriculture Orientation (2CR) Fall;
Pre: None
Seminar class that will discuss opportunities and issues in agriculture.

AGRI 255 Entrepreneurship in Agriculture (3CR) Fall;
Pre: None
Develop skills and knowledge needed to analyze business opportunities in agriculture.

AGRI 196 Field Studies I: Agriculture Management and Technology (2CR) Spring.
Pre: None
Students will work with the instructor prior to determine a comprehensive capstone project which will tie in the skills learned in courses applicable to their farm business. The project should be of interest to the student and be able to be completed over the duration of the late spring/summer. This project could encompass a variety of topics applicable to agricultural production or agricultural business and will be conducted on the student's home farm or farm employer (with proper approval).

AGRI 296 Field Studies II: Agriculture Management and Technology (4CR) Summer.
Pre: AGRI 196, Instructor Approval and 2.0 GPA
Students will complete a comprehensive capstone project which will tie in the skills learned in courses applicable to their farm business. The project will be launched and completed over the duration of the late spring/summer. This project could encompass a variety of topics applicable to agricultural production or agricultural business and will be conducted on the student's home farm or farm employer (with proper approval). The instructor will approve the project prior to the onset in AGRI 196.

AGRI 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

AGRICULTURAL ECONOMICS (AGEC)

AGEC 141 Introduction to Agribusiness Management (3CR) Fall.
Pre: None
This is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment in the agricultural sector. Topics include marketing, production, risk, financial management, and human resource management in agribusiness firms. Particular attention is given to the application of economic principles to the management of marketing and farm supply firms.

AGEC 240 Holistic Management (2CR) Spring.
Pre: None
Comparison of scientific and holistic though models as applied to personal organizational and biological problem solving and goal setting.

AGEC 242 Introduction to Agricultural Management (3CR) Fall.

Pre: None

Economic and managerial concepts related to farm or agribusiness production process, development of cost data, enterprise analysis, organization, and management of production inputs.

AGEC 244 Introduction to Agricultural Marketing (3CR) Spring.

Pre: None

Study of the agricultural marketing system to include cash marketing, commodity futures trading, branded products merchandising, and the interrelationship of the government and international trade.

AGEC 246 Introduction to Agricultural Finance (3CR) Spring.

Pre: None

Introduction to agricultural finance provides background in farm and agribusiness credit use and evaluation. Discussion of specific financial conditions on farms and in agribusiness. Topics include financial statement preparation and analysis, capital structure (debt and equity), investment analysis, time value of money, interest rates, and credit markets and suppliers.

AGEC 250 Agribusiness Sales (3CR) Fall.

Pre: None

The principles of salesmanship applied to the agricultural business. Topics include attitudes and value systems, basic behavioral patterns, relationship of sales to marketing, selling strategies, preparing for sales calls, making sales presentations, and closing sales.

AGEC 275 Applied Agricultural Law (2CR) Spring.

Pre: None

Students will learn the principles of law as they apply in the agriculture industry.

AGEC 297 Internship (1 – 6 credits) Fall, Spring.

Pre: Instructor Approval, 2.0 GPA

An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

ALLIED HEALTH (AH)

AH 134 Medical Disorders (3CR) Fall, Spring.

Pre: None

This course provides the student with a basic understanding of human diseases and appropriate interventions. Content includes statistics, risk factors, signs and symptoms, diagnostic studies, and treatments specific to each disease/disorder.

AH 136 Clinical Procedures (3CR) Fall, Spring;

Pre/Co: AH 134, AH 171

This course has been designed to introduce the student to the duties and responsibilities of medical assistants in clinical practice. Course content includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

AH 137 Clinical Specialties (2CR) Fall, Spring.

Pre/Co: AH 171, AH 134

This course will focus on the knowledge and procedures related to the specialty areas in a clinical setting: geriatrics, OB-GYN, pediatrics, emergencies, and cardiology.

AH 138 Medical Coding I (3CR) Fall.

Pre: AH 171, AH 134

This course teaches the basic skills needed for medical coding. Emphasis on CPT coding with practical application.

AH 139 Medical Coding II (3CR) Fall, Spring;

Pre: AH 171, AH 134

This course teaches the basic skills needed for medical coding. The course is an overview of basic coding principles of ICD-10 coding.

AH 142 Intermediate Coding I (3CR) Fall, Spring.
Pre: AH 138, AH 139
This course gives students the opportunity to analyze medical case studies and code medical records using both CPT and ICD-10 coding methods.

AH 143 Intermediate Coding II (3CR) Fall, Spring.
Pre: AH 142
This course gives students the opportunity to analyze medical case studies and code medical records using both CPT and ICD-10 coding methods.

AH 171 Medical Terminology (3CR) Fall, Spring.
Pre: None
Study of prefixes, suffixes, and root words of medical terms. Emphasis on building a working medical vocabulary based on body systems by studying the meaning, pronunciation and spelling of medical terms. The anatomy and physiology of each body system is included in this course.

AH 222 Medical Transcription I (3CR) Fall, Spring.
Pre: AH 134, AH 171;
Pre/Co: PHRM 215
This course is an introduction to basic medical transcription through the process of transcribing medical dictation and completing related assignments. Transcription skills emphasizing correct use of grammar, punctuation and spelling are studied. Basic transcription practice that includes a variety of dictated medical reports is also included. An emphasis on AHDI (Association for Healthcare Documentation Integrity) style and format is included.

AH 231 Healthcare Law and Ethics (3CR) Fall, Spring.
Pre: None
This course will cover laws pertaining to health care (confidentiality, patient rights, HIPPA regulations) as well as common ethical problems that are encountered and how these problems are handled.

AH 257 ECG/EKG Interpretation (2CR) Spring.
Pre/Co: AH 137
This course is designed for students who want to learn the basic ECG skills of measuring, recognizing, and interpreting simple cardiac rhythms. Topics include correct leas placement, troubleshooting poor tracings, recognition, and measurement of various EKG waves.

AH 258 Practical Skills Lab (2CR) Spring.
Pre: AH 136
Students will see, practice, and perform demonstrations of basic medical assistant skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the medical assisting process and critical thinking skills to organize and provide safe and effective client care under the direct supervision of a licensed professional.

AH 259 CCMA Exam Prep (1CR) Spring.
Pre/Co: AH 297 or Instructor Approval
This course is designed to aid the student in studying for a medical assisting credentialing exam. It is focused on all the general, administrative, and clinical topics from the medical assisting curriculum.

AH 266 Laboratory Tests & Diagnostic Procedures (2CR) Fall, Spring;
Pre: AH 171, AH 134
This course teaches basic laboratory studies, normal and abnormal values, lab studies specific to body systems and basic diagnostic procedures.

AH 287 Computer Applications in Health Care (3CR) Fall, Spring;

Pre: AH 171

This course is designed to be a practical, hands-on introduction to the electronic health record (EHR). Students will learn to become proficient in the EHR software before they encounter it in their workplace. The student will gain a thorough knowledge of both the terminology of the EHR systems and the practical uses of similar systems in a healthcare setting.

AH 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required for most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

ANIMAL SCIENCE (ANSC)

ANSC 114 Introduction to Animal Science (3CR) Fall.
Pre: None
An introduction to the general fundamentals of livestock management and industry practices in food/farm animal production. Classroom lecture is to be complimented by the accompanying labs, which will provide hands on tours of livestock operations to enhance student knowledge of livestock production.

ANSC 123 Feeds and Feeding (3CR) Spring.
Pre: None
Principles of feeding livestock including digestive systems, nutrient requirements, nutrient characteristics, and sources utilized in the formulation of balanced rations.

ANSC 160 Equine Nutrition (2CR) Fall.
Pre: None
This course focuses on basic equine nutrition throughout the various stages of equine development and performance. These concepts will be integrated with a practical application of equine feeding.

ANSC 220 Livestock Production (3CR) Spring.
Pre: None
General production and management of major meat animal species. Topics include production systems, feeding, facilities, health, economics, and marketing.

ANSC 242 Introduction to Meat Processing (2CR) Spring
Pre: None
Introduction to the meat processing industry, livestock meat primal and cuts, and meat grading. This course will expose students to principles and procedures of meat processing, fabrication, and cleaning.

ANSC 260 Introduction to Equine Science (3CR) Spring.
Pre: None
Review of evolution, historical roles of the horse, breeds, and the modern day western equine industry. Topics include introduction to equine anatomy, physiology, selection, nutrition, health care, and general management.

ART (ART)

ART 110 Introduction to the Visual Arts (3CR) Fall, Spring.
Pre: None
Study and analysis of artistic methods and meaning in the Visual Arts.

ART 182 Art with a Smartphone (3CR) Spring.

Pre: None

In this course, students will learn the art of photography using smartphones. The course will focus on the technical aspects of cell phone cameras and post-production applications while learning aesthetics, composition, lighting, and other basic principles of design when creating two-dimensional art.

ART 210 Art History I (3CR) Fall.
Pre: None
A survey of Western art from Paleolithic to the Renaissance.

ART 211 Art History II (3CR) Spring.
Pre: None
A survey of Western art from Renaissance to the present.

BIOLOGY (BIOL)

BIOL 111 Concepts of Biology (4CR) Fall.
Pre: None
Concepts of Biology is an introductory level, non-majors transferable class. It is designed to meet the requirements of a Lab Science.

BIOL 115 Concepts of Anatomy and Physiology (4CR) Fall, Spring.
Pre: None
A one-semester course that integrates the structure and function of the human body. The course includes a lab.

BIOL 121 Intro to Fish and Wildlife (4CR)
Pre: None
Field and laboratory methods used in game management. Census methods, history of management in legislation, law enforcement and careers in wildlife management.

BIOL 122 Wildlife and Fisheries Techniques (4CR) Spring
Pre: None
Provide a basic understanding of the biological principles involved in wildlife management, upland game, waterfowl, big game, and non—game.

BIOL 124 Environmental Science (4CR) Fall.
Pre: None
Relation of humans to their environment.

BIOL 150 General Biology I (4CR) Fall.
Pre: None
A two-semester sequenced study of the fundamental topics of biology, with an emphasis on cellular biology.

BIOL 150H General Biology I Honors (1CR) Fall.
Pre: None
This course is an in-depth study of cellular processes of living organisms.

BIOL 151 General Biology II (4CR) Spring.
Pre: BIOL 150 or Instructor Approval
A two-semester sequenced study of the fundamental topics of biology, with an emphasis on organismal biology.

BIOL 151H General Biology II Honors (1CR)
Fall; Pre: None

This course is an in-depth study of the relationship between living organisms and their environment through the lens of zoological or botanical evolution, genetics, and structure and function.

BIOL 170 General Zoology (4CR) Fall.
Pre: BIOL 150
A survey of the animal kingdom from simple to complex. Major invertebrate and vertebrate animal groups will be covered with emphasis on structure, function, life history characteristics and evolutionary advancements of each. Topics of animal ecology with emphasis on regional species will conclude the course.

BIOL 202 Microbiology (4CR) Fall, Spring.
Pre: BIOL 150 or Instructor
Approval A study of the characteristics and importance of microorganisms with emphasis on their identification and control and their relationships to health and disease.

BIOL 211 Botany (4CR) Spring
Pre: BIOL 150, BIOL 151 or Instructor Approval
A general botany course covering plant evolutionary history, form, structure, and physiology. Lectures focus on plant diversity through time and general knowledge of plant function with emphasis placed on North Dakota plants. Labs emphasize cells, tissues, phyla, physiology of plants, and classification.

BIOL 220 Anatomy and Physiology I (4CR) Fall, Spring.
Pre: None
Study of structure and function of the human body.

BIOL 221 Anatomy and Physiology II (4CR) Fall, Spring.
Pre: BIOL 220
Study of structure and function of the human body.

BIOL 230 Ecology (4CR) Fall.
Pre: BIOL 150 or Instructor Approval
A study of terrestrial and aquatic succession from communities through biomes. Basic concepts of the interrelationships of grassland, desert, arctic and marine environments.

BIOL 243 Ornithology (4CR) Spring
Pre: BIOL 151
A study of the identification, life history, physiology, migration, and ecology of birds. The course includes frequent field trips for practice in the recognition of species common to North Dakota.

BIOL 260 Fish and Wildlife Law (3CR) Spring
Pre: None
The course introduces students to laws that protect and conserve fish, wildlife, and natural resources including federal and state laws (primarily ND laws). Included are other jurisdictional laws such as tribal laws and laws concerning border crossings. This course will discuss how laws are created and enforced. The course will also study court cases involving wildlife laws. Instructional methods include lectures, class discussions, and guest speakers.

BIOL 296 Field Studies (1-3CR) Fall, Spring.
Pre: Departmental Consent
An intensive examination of a research topic in wildlife. The subject of investigation is designed to meet the specific needs of individual students on an independent study basis.

BIOL 297 Internship - Wildlife (2CR) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

BUSINESS (BUSN)

BUSN 170 Entrepreneurship (3CR) Fall, Spring.
Pre: None
A hands-on learning experience for people interested in starting their own business. History and aspects of small business will be explored. Actual development of a business plan will be covered.

BUSINESS ADMINISTRATION (BADM)

BADM 120 Intro to Business (3CR) Fall.
Pre: None
An introduction of basic business principles and functions. This study will include types of business ownership, accounting, finance, marketing, management, and the legal and regulatory systems that affect business.

BADM 201 Principles of Marketing (3CR) Fall.
Pre: None
An introductory course which incorporates both traditional and contemporary aspects of marketing. Topics include environmental analysis and marketing research, consumer analysis, product (service) planning, distribution planning, price planning, promotion planning, social responsibility, and marketing management.

BADM 202 Principles of Management (3CR) Fall, Spring.
Pre: None
This course is designed to study the basic functions of management which include planning, organizing, directing, and controlling. Management will also be concerned with leadership development and how it relates to a person's role as supervisor, manager, assistant manager, or department head.

BADM 210 Advertising I (3CR) Fall, Spring.
Pre: None
This course includes a brief history of advertising and then focuses on the shift from the conventional methods of advertising to the more widely recognized approach of implementing an integrated marketing communications strategy.

BADM 213 Public Relations (3CR) Fall, Spring;
Pre: None
Basic public relations; both external and internal. The why, what, how of public relations and marketing as it relates to business; with special emphasis placed on crisis management.

BADM 214 Entertainment Marketing (3CR) Fall, Spring.
Pre: BADM 201 or Instructor Approval
The course is designed to include an exploration of the effective marketing and promotion of sports, entertainment, travel, and tourism products. Discussion topics include promotion, endorsements, sales, campaigns, and marketing.

BADM 240 Sales (3CR) Fall, Spring.
Pre: None
This course provides the student with an introduction to the basic principles, concepts, and theories of selling, and their application to the actual sales presentation. Special attention is given to the sales process and both verbal and non-verbal communication techniques.

BADM 260 Principles of Retailing (3CR) Fall, Spring.
Pre: None
This is a practical course designed to introduce students to retail operations and management. The evolution of retailing and its present role in the marketing system as well as the impact of various trends upon retail institutions are examined. Other major areas covered include: the determination of a target market, site selection and store design, store organization, merchandising, pricing, staffing, and training employees, store pro- motion, customer service and control of store operations.

BADM 289 Advertising Campaigns (3CR) Spring;
Pre: BADM 201, BADM 210
This course is a capstone course in the Advertising and Marketing program. Students will utilize knowledge gained in previous classes in addition to the topics covered in this course to create a successful advertising campaign. Students will be expected to: study and analyze existing advertising campaigns, write creative briefs, research, plan, and create their own campaign along with the rationale and visual presentation of their work. Understanding and developing insightful, powerful strategies leading to the implementation of advertising campaigns will be the result of this class.

BADM 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required for most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

BUSINESS, OFFICE & TECHNOLGY EDUCATION (BOTE)

BOTE 108 Business Mathematics (3CR) Fall, Spring.
Pre: None
Review of mathematical fundamentals with emphasis on business applications and problem solving.

BOTE 147 Word Processing (3CR) Fall, Spring.
Pre: Keyboarding skill
Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing and merging are also practiced.

BOTE 152 Keyboarding II (3CR) Fall, Spring.
Pre: None
Development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports and tables from straight copy, rough drafts and unarranged material.

BOTE 209 Office Management (3CR) Fall.
Pre: None
Introduction of office management concepts and technology, including office facilities development, office systems, human relations, office ethics and etiquette, and various administrative duties and responsibilities. The systematic control of manual and electronic business records, records life cycle, equipment, and supplies are also studied in this course.

BOTE 210 Business Communications (3CR) Fall, Spring.
Pre: ASC 087 or ENGL 110 or Instructor Approval
Study of oral and written communication in business settings. Includes exploration of nonverbal and group communication, listening and research skills, cross-cultural communication, job search techniques, ethics, technology, and preparation of business correspondence.

BOTE 217 Records Management (3CR) Fall, Spring.
Pre: None
Study of the systematic control of business records through manual and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed. Materials presented conform to ARMA.

BOTE 218 Desktop Publishing (3CR) Fall, Spring.
Pre: None
Software application course providing students with skills in electronic layout, editing and production of documents.

BOTE 247 Spreadsheet Applications (3CR) Spring.
Pre: None
Intermediate and advanced use of application software for creation of spreadsheets, graphs, slide shows, databases, and macros. Integration with other software applications is also reviewed.

BOTE 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

CAREER STUDIES (CARS)

CARS 102 Career Exploration (2CR) Fall, Spring:
Pre: None
The student will learn to conceptualize how the 'world of work' is related to them. The students will also gain knowledge about their chosen area of interest by utilizing self-assessment, informational interviews, and market research.

CARS 105 Job Search (1CR) Fall, Spring;
Pre: None
This course will teach students a variety of job search techniques with emphasis on the most effective ways to find post-graduation employment. Areas covered include developing resumes and cover letters, completing job application forms and job interviewing. Students will leave the course with a working professional portfolio.

CHEMISTRY (CHEM)

CHEM 115 Introductory Chemistry (4CR) Fall.
Pre/Co: ASC 94
The topics covered will be measurement, ionic and covalent compounds, chemical calculations, state of matter, energy, solutions, reactions, and chemical bonding. This course is designed for non-science majors and students in the nursing programs.

CHEM 116 Introduction to Organic and Biochemistry (4CR) Spring.
Pre: CHEM 115 or CHEM 121
The topics covered will be properties and reactions of basic hydrocarbons, the fundamental groups derived from them, and major biochemical compounds necessary for living organisms.

CHEM 121 General Chemistry I (4CR) Fall;
Pre/Co: Math 103 or Appropriate Math Placement Test Score
The topics covered will be matter, measurement, atoms, ions, molecules, reactions, stoichiometry, thermos-chemistry, bonding, molecular geometry, periodicity, and gases.

CHEM 122 General Chemistry II (4CR) Spring;
Pre: CHEM 121 and MATH 103
The topics covered will be intermolecular forces, liquids, solids, kinetics, equilibrium, acids and bases, solution chemistry, precipitation, thermodynamics, and electrochemistry.

CHEM 241 Organic Chemistry I (5CR) Fall.
Pre: CHEM 116 and CHEM 122
The topics covered will be the descriptive and mechanistic chemistry of carbon containing compounds — their occurrence, properties, nomenclature, stereochemistry, structure, synthesis, and reactions.

CHEM 242 Organic Chemistry II (5CR) Spring.
Pre: CHEM 241
The topics covered will be descriptive and mechanistic chemistry of functionalized derivatives of carbon containing compounds.

COMMUNICATION (COMM)

COMM 110 Fundamentals of Public Speaking (3CR) Fall, Spring.
Pre: None
The theory and practice of public speaking with emphasis on content, organization, language, delivery, and critical evaluation of messages.

COMM 212 Interpersonal Communication (3CR) Spring;
Pre: None
This course introduces fundamental concepts of communication before individuals explore aspects of self-expression and relationship communication.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 104 Microcomputer Database (3CR) Fall.
Pre: None
Acquaints students with database design including data entry, storage, and retrieval.

CIS 115 Internet (3CR) Spring.
Pre: None
Students in this course learn Boolean and other advanced methods of using search engines to look for information utilizing the Internet and the World Wide Web. Additionally, they investigate the history and recent developments of the Internet and web. The course also provides opportunities to explore other popular web-based technologies.

CIS 123 Technology for Personal Development (3CR) Spring.
Pre: None
This course is an introduction to technology for personal development. The emphasis of this course is how students may exploit technology to achieve personal goals and improve quality of life.

CIS 128 Microcomputer Hardware I (3CR) Spring.
Pre: None
Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands on activities and labs will learn to assemble and configure a computer, install operating systems and software, troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

CIS 129 Microcomputer Hardware II (3CR) Spring.
Pre: CIS 128
The second in the computer hardware series, this course offers advanced hands-on training and theory to enhance skills introduced in CIS 128. Topics include printers, portable systems, networks, Internet, and customer interaction. Course content follows industry guidelines for certification.

CIS 141 Introduction to Cybersecurity (3CR) Fall.
Pre: None
This course will provide an introduction to concepts related to cyber security. Students will learn safe practices which can be deployed to secure computer systems. Students will gain an understanding of different tools which can be used to defend attacks on computer systems. Special emphasis will be given to systems and applications that non-CS majors will likely encounter in daily life. In addition to lecture classes, security lab exercises will be conducted to perform hands-on experiments on safe security practices.

CIS 147 Principles of Information Security (3CR) Spring.
Pre: None
Provides students with an overview of personal and business information security. Topics covered include various methods of attack and defense. Students will also investigate desk- top security, internet security, wireless network security and enterprise security and ethics.

CIS 164 Networking Fundamentals I (3 CR) Fall.
Pre: None
This course focuses on the following: network terminology and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection, (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, network standards. The first of four courses leads to the Cisco Certified Network Associate (CCNA) certifications.

CIS 165 Networking Fundamentals II (3CR) Spring.
Pre: CIS 164
This course focuses on the following: initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, and Access control lists (ACLs). Students will develop skills in configuring a router, managing Cisco IOS Software, configuring routing protocols and creating access lists that control access to a router.

CIS 180 Creating Web Pages (3CR) Fall.
Pre: None
The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload completed web sites to a remote server. Other skills used include critical thinking by solving problems with coding syntax and viewing websites "live" on the world wide web.

CIS 181 Creating Web Pages II (3CR) Fall.
Pre: CIS 180
Students create web sites using a current version of a graphical user interface (GUI) web authoring tool.

CIS 188 Application Design (3CR) Fall;
Pre: None
This course introduces the field of human-computer interaction (HCI). Students will learn practical principles and guidelines needed to develop high quality interface designs-ones that users can understand, predict, and control. Students explore theoretical foundations, design processes, examples of direct manipulation, menu selection, and form fill-in to gain an understanding of excellence in design. Current HCI topics are explored with balanced emphasis on mobile devices, Web, and desktop platforms. It addresses the profound changes brought by user-generated content of text, photo, music, and video and the raised expectations for compelling user experiences.

CIS 211 Website Plan & Design (3CR) Spring.
Pre: CIS 180
An in-depth study of the planning and design processes that are utilized in the creation of a website.

CIS 212 MS Operating System Client (3CR) Fall.
Pre: None
An in-depth coverage of the Windows operating systems geared for those students enrolled in Information Technology programs or students who want a more advanced Windows course.

CIS 215 Implementing MS Server Environment (3CR) Fall.
Pre: None
This course introduces the learner to the Microsoft Windows Server Environment and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required to administer and support the Microsoft Windows operating system in a network environment.

CIS 216 Implementing MS Server Network (3CR) Spring.
Pre: None
The course is intended to provide information about and working with Microsoft Exchange Server 2007. It will contain a pedagogical approach to assist in preparing for the MS Certification Exam 70-236: Microsoft Exchange Server 2007 Configuration.

CIS 217 MS Exchange Server (3CR) Fall.
Pre: None
The course is intended to provide information about and working with Microsoft Exchange Server 2007. It will contain a pedagogical approach to assist in preparing for the MS Certification Exam 70-236: Microsoft Exchange Server 2007 Configuration.

CIS 218 Planning Network Infrastructure (3CR) Spring.
Pre: None
Active Directory will be discussed in this course and will allow the students to participate in projects dealing with configuring the system. The use of 2008 server will provide the users with knowledge of services such as Domain Name Service, Certificate Services, Active Directory Rights Management Services, and others. The goal will be to prepare the students for the 70-640 exams.

CIS 229 Information Systems Management (3CR) Fall;
Pre: None
Introduction to managing information systems including user support issues and careers in business environments.

CIS 232 Graphics Design (3CR) Fall.
Pre: CSCI 101 or equivalent computer knowledge
Students will learn how to edit photos and how to design composite images using Adobe Photoshop.

CIS 233 Vector Graphics and Web Animation (3CR) Spring.
Pre: CSCI 101 or equivalent computer knowledge
Students will learn how to design vector graphics for animation, presentation, applications, and web sites.

CIS 235 Digital Video Basics (3CR) Fall.
Pre: None
This course will introduce students to a digital video editing application. The students will learn how to gather loose artwork, video clips, bitmap images, and vector graphics and bring them together to create a new video product. The student will gain an understanding of how to work with transitions, clips, audio, titles, video effects and animating clips. In this course they will also explore editing techniques and exporting options into a movie, frame, Edit Decision List, or a filmstrip.

CIS 241 Introduction to Digital Forensics (3CR) Fall.
Pre: None
This course introduces the principles that are essential to the management of digital investigation, providing a framework that includes technical, legal, and managerial issues. Students will examine the mission of digital investigations from the various perspectives of the public and private sectors, including digital forensics in support of activities ranging from internal corporate investigations, responses to information security incidents, and policy auditing to third-party investigations, criminal investigations, and anti-terrorism informational gathering – and discussing the imperatives of each. As relevant, the impact of international and cultural issues, as well as geopolitics will be an essential part of class discussion. The capacity to make decisions based on organizational and personal values with which to pursue organization goals will be explored.

CIS 248 Digital Media I (3CR) Spring.
Pre: None
Technical and conceptual foundations of new media will be explored. Understand and write critically and clearly about the fundamentals of digital tools, including networking, participatory culture, copyright, hypertext, narrative, interactivity, and computer games.

CIS 261 Cybersecurity and Ethics (3CR) Spring.
Pre: None
This course presents the student with issues of law and ethics in cyberspace. Topics covered include government regulation of online behavior, constitutional considerations concerning free speech and content controls, intellectual property, hacking, and the ethics of internet behavior. This course will explore the laws governing security issues involving Foreign, Federal, State, and Tribal case law and statutes governing the Internet.

CIS 267 Intermediate Networking I (3CR) Fall.
Pre: CIS 165
This course focuses on the following advanced IP addressing techniques: Network Address Translation (NAT), Port Address Translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay network management, and introduction to optical networking.

CIS 268 Intermediate Networking II (3CR) Spring.
Pre: CIS 267
This course focuses on the following advanced IP addressing techniques: Network Address Translation (NAT), Port Address Translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay network management, and introduction to optical networking.

CIS 269 Enterprise Systems (3CR) Spring;
Pre: None
Explores how enterprise systems help companies integrate business function and improve business processes.

CIS 275 Collaborative Technology (3CR) Spring.
Pre: CIS 229
This course explores collaboration within an organization, including establishment and maintenance of a collaborative culture, virtual team development and member roles, collaborative communication, and collaborative tools and technology.

CIS 281 Project Management (3CR) Spring.
Pre: None
Explains project management techniques used to effectively manage information technology projects with appropriate software.

CIS 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

COMPUTER SCIENCE (CSCI)

CSCI 101 Introduction to Computers (3CR) Fall, Spring.
Pre: None
General hardware and software issues such as terminology and environments are studied. Applications software include word processing, spreadsheets, databases, presentation software and Internet usage.

CSCI 122 Beginning BASIC/Visual BASIC (3CR) Fall.
Pre: None
Introduction to programming in the BASIC/Visual BASIC language.

CSCI 124 Beginning C++/Visual C++ (3CR) Fall.
Pre: None
Introduction to programming in the C++/Visual C++ language. Students learn problem solving, algorithm development, and structured programming in C++ programming language. Emphasis on learning how to design, code, debug and document programs using techniques of good programming style.

CSCI 160 Computer Science I (3CR) Fall.
Pre: Math 103 or Instructor Approval
Introduction to problem solving, algorithm development, and structured programming in high level language. Emphasis on learning how to design, code, debug and document programs using techniques of good programming style.

CSCI 161 Computer Science II (3CR) Spring;
Pre: CSCI 160
Advanced concepts in computer science include data structures, algorithm analysis, standard problems such as searching and sorting and memory management issues. A continuation of CSCI 160.

CSCI 289 Social Implications of Computer Technology (3CR) Fall, Spring;
Pre: None
An introduction to the effects of computer technology on society and individuals and to ethical problems faced by computer professionals. Topics covered include privacy, the nature of work, centralization versus decentralization and the need for human factors analysis in the development of a new computer system.

CIS 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

DENTAL ASSISTING (DAST)

DAST 122 DA Radiology Lab I (1CR)
Pre: DENT 116 and Acceptance into the dental assisting program
Co: DENT 119
Dental Assisting students will be introduced to techniques for exposing digital intra-oral full mouth series and extra-oral dental radiographs on manikins. The student will learn how to evaluate these images for diagnostic quality using the Criteria for Radiographic Acceptability. The students will also learn the process for exporting radiographs to other dental healthcare providers. Students will document radiology services on electronic dental software.

DAST 123 DA Radiology Lab II (1CR)
Pre: DENT 116, DENT 119, DAST 122
This course is a continuation of DAST 122 Dental Assisting Radiology Lab I. Dental Assisting students will refine their skills in intraoral radiology by exposing diagnostic intraoral and extraoral digital images on manikins and patients. The student will also study radiographic interpretation basics. Appropriate infection control techniques and radiation safety precautions required in a dental setting will be implemented.

DAST 124 Clinical Assisting I (5CR)
Pre: DENT 116 and Accepted into the Dental Assisting Program
Co: DENT 117
This course provides information on the history of dentistry, members of the dental healthcare team and their roles in the practice of dentistry. The student will be performing the CDC Standards of Infection Control in Dental Settings while learning chairside skills such as taking and recording medical and dental histories, dental charting, and the use of the air-water syringe and oral evacuation devices. Students will identify dental hand and rotary instruments and practice instrument transfer. Students will demonstrate proficiency in chairside ergonomics and oral hygiene instruction.

DAST 125 Clinical Assisting II (4CR)
Pre: DENT 116, DENT 117, DENT 118, DAST 124, DAST 144
Co: DAST 128
This course is a continuation of DAST 124 Clinical Assisting I. This course will provide the student with increased knowledge and clinical skills to perform the major responsibilities of a chairside dental assistant in general and specialty dental practices. The management of special needs patients, and nutrition and dental health will also be studied.

DAST 126 Dental Practice Management (2CR)
Pre: DAST 124
The student will be introduced to the responsibilities of dental office management and the administrative assistant, including scheduling and appointment control, patient and business records management, recall systems, financial transactions, telephone technique and etiquette, dental insurance, inventory control, and application of dental practice management software. Information regarding patient rights and privacy under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be practiced.

DAST 128 Advanced Functions (4CR)
Pre: DENT 116, DENT 117, DENT 118, DAST 124, Acceptance into the Dental Assisting Program
Co: DAST 125
The student will gain an advanced level of skills and knowledge to provide intra-oral patient care procedures, beyond traditional dental assisting duties. Procedures emphasized will be those legally allowed by the North Dakota State Board of Dentistry for Registered Dental Assistants. The course includes didactic, laboratory and clinical instruction. The student will perform procedures according to specific criteria using typodonts or patients. Infection control, safety and standard precautions will be applied.

DAST 129 Dental Specialties (1CR)
Pre: DAST 124, DENT 117
Co: DAST 125, DAST 128
This course will provide dental assisting students the opportunity to observe the dental assistant's role in specialty dental practices, such as Endodontics, Periodontics, Orthodontics, Pedodontics, Prosthodontics and Oral Surgery. Students will become familiar with terminology, specific needs of the patients, tray setups and procedures unique to each specialty.

DAST 144 Biodental Science (2CR)
Pre/Co: Acceptance into the Dental Assisting Program
This course provides an overview of the biological sciences and how it relates to dentistry. The student will become familiar with the following subjects: Oral histology and embryology, head and neck anatomy, landmarks of the face, oral pathology, microbiology, and pharmacology.

DAST 149 Clinical Affiliation I (1CR)
Pre: DENT 119, DAST 122, DAST 124, DENT 118 and Acceptance into the Dental Assisting Program
Co: DAST 125, DAST 128, DAST 123
This course focuses on the practice of clinical skills and expanded functions of a dental assistant. Students will intern one day per week, (8 hours per day), for eight weeks under the supervision of a dentist. Students will utilize their entry-level and mid-level dental assisting skills as appropriate. Faculty will define expectations, discuss progress, and evaluate experiences using feedback provided from the student mentor in the dental practice.

DAST 150 Clinical Affiliation II (5CR)
Pre: Successful completion of all required Dental Assisting Program courses.
This course focuses on refining the dental assisting skills and expanded functions as a student intern under the supervision of a dentist. Students will utilize their advanced dental assisting skills and will experience the day-to-day operation of the clinical dental assistant's role in the dental practice. Students will complete a minimum of 240 hours of internship. The faculty will define expectations, discuss progress, and evaluate experiences, using feedback provided by the mentor in the dental practice. Students will be assigned to a minimum of two dental practices. At least 50% of the clinical affiliation will be in a general dentistry practice. Successful completion of this internship is required to graduate from this accredited Dental Assisting Program.

DENTAL (DENT)

DENT 116 Dental Anatomy (2CR) Fall.
Pre: None
This course provides the fundamental study of the primary, mixed and permanent dentition, including the morphology, function, and nomenclature. Eruption and exfoliation patterns and Angle's classification of malocclusion will also be topics of study.

DENT 117 Introduction to Infection Control, Immunology & Medical Emergencies in the Dental Practice (2CR)
Pre: DENT 116
This course will introduce the student to the health and safety considerations for basic infection control and the disease process, including infectious diseases and disease transmission. Topics include occupational safety, personal protection, exposure control, infection control, sterilization and disinfection techniques, bloodborne pathogens standards and hazard and waste disposal as defined by governmental agencies such as OSHA, CDC, and EPA. This course will also study the prevention and treatment of common medical emergencies experienced in the dental office.

DENT 118 Biomaterials (3CR)
Pre: DENT 116 and Acceptance into the Dental Assisting or Dental Hygiene Program
Co: DENT 117

This course will provide dental hygiene or dental assisting students with a sound knowledge base in the science of dental materials. Emphasis will be placed on the properties, handling and manipulation of commonly used dental materials. The student will demonstrate knowledge of the properties and competence in the uses and manipulation of dental materials to include gypsum, restorative materials, dental cements, impression materials, acrylics and thermoplastics, waxes, abrasive agents and study casts/occlusal registrations. Laboratory safety and infection control measures will be utilized.

DENT 119 Dental Radiology Lecture (3CR)
Pre: DENT 116 and Acceptance into the Dental Assisting or Dental Hygiene Program
Co: DAST 122

This course provides students with a comprehensive foundation for the safe and effective use of radiation in dental practice. Radiation basics, including radiation protection, radiation equipment, and concepts of imaging in both intraoral and extraoral radiography will be presented. Normal anatomical landmarks and pathologies will be studied.

DENT 121 Dental Ethics & Jurisprudence (1CR)
Pre: Acceptance into the Dental Assisting or Dental Hygiene Program
Co: DAST 126

This course is designed to provide the dental assisting and dental hygiene student with an understanding of the political, social, environmental, and professional issues that affect the practice of the dental professional. These issues include cultural diversity, legal and ethical responsibilities, sexual harassment, problem solving and communication style. Case studies will be utilized to examine ethical dilemmas.

DENTAL HYGIENE (DHYG)
This program officially starts Fall 2025

DHYG 113 Oral Histology and Embryology (2CR)
Pre: Dent 116, DHYG 134, DHYG 209

This course is the study of the microscopic anatomy of the oral tissues and embryonic development of the face, neck and oral cavity and the underlying relationship of the structures.

DHYG 132 Radiology Lab I (1CR)
Pre: DENT 116, Acceptance into the Dental Hygiene Program
Co: DENT 119

The Dental Hygiene students will be introduced to techniques for exposing digital intra-oral full mouth series and extra-oral dental radiographs on manikins and classmates. The students will learn how to evaluate these images for diagnostic quality using the Criteria for Radiographic Acceptability. The students will also learn the process for exporting radiographs to other dental healthcare providers. Students will document radiology services on electronic dental software. Appropriate infection control techniques and radiation safety precautions required in a dental setting will be implemented.

DHYG 133 Radiology Lab II (1CR)
Pre: DENT 119, DHYG 132

This course is a continuation of DHYG 132 Radiology Lab I. Dental hygiene students will refine their skills in intraoral radiology for exposing diagnostic intraoral and extraoral digital images on manikins and patients. The student will also study radiographic interpretation basics. Appropriate infection control techniques and radiation safety precautions required in a dental setting will be implemented.

DHYG 134 Dental Anatomy Lab (1CR)
Pre: DENT 116, Acceptance into the Dental Hygiene Program
This lab course provides the dental hygiene students the opportunity to examine the location, anatomy, morphology, form and function of each tooth in the permanent and primary dentitions in a lab and/or clinical setting through group and individual activities. Agle's Classification of Malocclusion will also be studied. Appropriate infection control techniques and safety precautions required in a dental setting will be implemented.

DHYG 136 Principles I (2CR)
Pre: DENT 116, Acceptance into the Dental Hygiene Program
Co: DHYG 137
This course provides students with fundamental dental hygiene theory. Topics include the history, philosophy, and ethics relevant to the dental hygiene discipline. Students will study patient assessment, etiology and prevention of oral diseases, and the management of patient records. Recognizing signs of abuse or neglect and reporting will also be studied.

DHYG 137 Preclinic I (3CR)
Pre: DENT 116, Acceptance into the Dental Hygiene Program
Co: DENT 117, DHYG 136
Skill development sessions are structured to develop actual experience in ergonomic principles, patient assessment, extraoral and intraoral exam, instrumentation skills, deposit removal, mechanical polishing, and topical fluride application. Small groups will be utilized for practical application skills, with students working on each other and using simulation manikins. Appropriate infection control techniques and safety precautions required in a dental setting will be implemented.

DHYG 138 Principles II (3CR)
Pre: DHYG 136
Co: DHYG 139, DHYG 141
Students will examine the dental hygiene process of care. Caries risk assessment and oral health prevention, motivational interviewing, evidence-based decision making, instrument sharpening, and power scaling will also be studied. Methods for documentation of periodontal care will be analyzed.

DHYG 139 Clinic II (5CR)
Pre: DENT 117, DHYG 136, DHYG 137
Co: DHYG 138, DHYG 141
Students will provide direct patient care in a supervised clinical setting using the dental hygiene process of care. The clinical experiences will include patient assessment, radiographs, dental hygiene diagnosis, oral health education, oral prophylaxis and periodontal therapy. Students will provide dental hygiene care to patients with periodontal health, gingivitis, or Stage I or II periodontitis. Individuals of all ages, including medically compromised patients, will be treated. Students will be required to document patient care using the SOAP method. Appropriate infection control techniques and radiation safety precautions required in dental settings will be implemented.

DHYG 141 Periodontology I (2CR)
Pre: DENT 116, DHYG 136
Co: DHYG 113, DHYG 138
This course presents the study of periodontal diseases as the scientific basis for dental hygiene, with recognition of the etiologic risk factors, characteristics and abnormal conditions in the supporting tissues of the teeth and their substitutes. The course will focus on the role of the dental hygienist in assessing and classifying periodontal disease. The progression of periodontal diseases and how immunity and inflammation relate to periodontal disease will also be discussed.

DHYG 205 Pharmacology for the Dental Hygienist (2CR)
Pre: BIOL 220, BIOL 221, DHYG 136
Co: DHYG 138
In this course the dental hygiene student will study the principles of pharmacology to gain knowledge to provide safe and therapeutic dental hygiene care. Content includes indications and contraindications for use, pharmacological effects, adverse reactions and interaction of drugs. Special consideration is given to drugs commonly used in dentistry, as well as oral implications of drugs.

DHYG 209 Head and Neck Anatomy (1CR)
Pre: Acceptance into the Dental Hygiene Program
The online course is the study of the hard and soft tissues of the head and neck including bones, muscles, nerves, blood supply, glands and how they function. This course will also include regional study of fasciae and spaces, as well as the spread of infection.

DHYG 239 General and Oral Pathology (2CR)
Pre: BIOL 220, BIOL 221, DENT 116, MICRO 202, DHYG 113
The dental hygiene student will learn to recognize oral lesions and conditions, describe them using professional terminology and, through assessment, assist in the preliminary diagnosis of oral diseases and oral manifestations of systemic disease. This course covers the pathologic conditions likely to be encountered in dentistry.

DHYG 240 Pain Management (2CR)
Pre: DHYG 209, DHYG 205
This lab course is designed to prepare students to administer local anesthesia and nitrous oxide inhalation sedation to patients for pain management dure dental treatment. Instruction includes a review of anatomy of the head and neck, pharmacology of anestheic and analgesic agents, patient pre-evaluation, injection techniques, recognition of adverse patient reactions and management of emergency procedures. Students will be administering local anesthesia and nitrous oxide inhalation sedation to lab partners. Successful completion of this course will fulfill the administration of local anesthetic and nitrous oxide inhalation sedation required by the North Dakota State Board of Dentistry. Appropriate infection control techniques and safety precautions required in dental settings will be implemented.

DHYG 241 Periodontology II (2CR)
Pre: DHYG 141
Co: DHYG 245
This course is a continuation of the study of periodontology for the dental hygienist. Topics include host response, systemic and local factors, nutrition and tobacco use and their roles in the periodontal disease process. Radiographic analysis, chemical agents and host modulation will also be studied. The course concludes with the study of periodontal surgical concepts, acute periodontal conditions, periodontal disease in the pediatric population and the impact of periodontitis on systemic health.

DHYG 242 Principles III (1CR)
Pre: DHYG 138, DENT 117
This course is designed to provide dental hygiene students with an understanding of the physiological, psychological and sociological aspects of treating patients with special needs.

DHYG 243 Clinic III (1CR)
Pre: DHYG 139, DENT 118
This course is designed for students to perform expanded duties delegated to dental hygienists by the North Dakota State Board of Dentistry. Students will be working on typodonts, manikins or classmates to gain lab or clinical competency. Appropriate infection control techniques and safety precautions required in dental settings will be implemented.

DHYG 244 Principles IV (1CR)
Pre: DHYG 242
Co: DENT 121
This course provides an orientation to the national board dental hygiene exam and clinical licensure exam process. Importance of dental hygiene community service and interprofessional collaboration will be examined. The student will design a resume and cover letter, and practice interview skills.

DHYG 245 Clinic IV (6CR)
Pre: DHYG 243, DHYG 242, DHYG 141
Co: DHYG 241
The student will provide dental hygiene clinical patient care, under supervision, to individuals of all ages, including medically compromised patients. This course is a continuation of DHYG 139 Clinic II. Students will provide dental hygiene care to patients with Stage III or IV periodontitis, as well as periodontal health, gingivitis, or Stage I or II periodontitis. Emphasis will be placed on more challenging clinical skills and patient assessment. Appropriate infection control techniques and safety precautions required in dental settings will be implemented.

DHYG 247 Clinic V (6CR)
Pre: DHYG 245, DHYG 241
Co: DHYG 244
This course is designed to prepare the student for the transition from student to dental hygienist. The student will continue providing dental hygiene care to a diverse population, under supervision, treating all stages of periodontal patients. Honing clinical skills while working with patients with complex needs and increasing time management will be emphasized. Appropriate infection control techniques and safety precautions required in dental settings will be implemented.

DHYG 248 Community Dental Hygiene (3CR)
Pre: DHYG 138
This course provides the students with the study of community and oral health relevant to dental hygiene. An overview of the discipline of public health including epidemiological methods of investigation with an emphasis on patterns and trends of oral diseases will be studied. Course content highlights designing, implementing, and evaluating a community oral health promotion project and health education programs. Appropriate infection control techniques and safety precautions required in dental settings will be implemented for the lab portion of this course.

DHYG 249 Clinical Affiliation I (1CR)
Pre: DHYG 243
Co: DHYG 245
The student will provide dental hygiene care in a community dental setting. Rotations, arranged by dental faculty, include experiences to enhance the student's skill, knowledge and expertise. Additionally, the student will focus on improving time management. Appropriate infection control techniques and safety precautions required in dental settings will be implemented.

DHYG 250 Clinical Affiliation II (1CR)
Pre: DHYG 245, DHYG 249
Co: DHYG 247
The students will continue to provide dental hygiene care in a community dental setting. Rotations, arranged by dental faculty, include clinical experiences to further enhance the student's skill, knowledge and expertise. Students will demonstrate an increase in independence and time management. Appropriate infection control techniques and sfety precautions required in dental settings will be implemented.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

DMS 201 Ultrasound Foundation Concepts (3CR) Spring.
Pre: General Post-Secondary Courses
This course is designed to provide the student with basic introductory knowledge of diagnostic medical sonography. Physical principles, instrumentation, equipment operation and patient procedural preparation concepts are presented as an introduction into ultrasound including medical applications. Student will also be introduced to common sonographic terminology, OSHA safety regulations, infection control, disease 104 Course Descriptions transmission, ergonomic optimization to reduce Work Related Musculoskeletal Disorders (WRMSDs) and CDC's standard precaution guidelines. This course is completed during the first week of the DMS program.

DMS 211 Ultrasound Physics and Instrumentation I (2CR) Spring;
Pre: None
Students will be introduced to the principles of ultrasound physics and instrumentation. Emphasis will be placed on parameter of sound waves, interaction of sound and media, transducers, artifacts, safety, and quality assurance. Students will also become familiar with metric units, sound beams, types of resolution, display modes and scan converters.

DMS 212 Ultrasound Physics and Instrumentation (2CR) Spring
Pre: DMS 211
Ultrasound Physics and Instrumentation II - This course is a continuation of the principles of ultrasound physics and instrumentation. Emphasis will be placed on characteristics of sound waves, interaction of sound in soft tissue, transducers, artifacts, safety, and quality assurance. Student will also become familiar with metric units, sound beam profiles, Doppler techniques, optimization of images, bioeffects and ultrasound system components.

DMS 221 Abdominal Ultrasound I (2CR) Spring.
Co: DMS 201, DMS 211, DMS 221L
This course is a study of the anatomy, physiology, pathology, and pathophysiology of the upper abdominal cavity, peritoneal cavity to include aorta, IVC, celiac trunk, SMA, gastrointestinal organs, abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles. The course is integrated with DMS 221L, a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 221L Abdominal Ultrasound I Lab (1CR) Spring.
Pre/Co: DMS 221
This course is a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy. This course is integrated with DMS 221, the didactic study of the anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: aorta, IVC, celiac trunk, SMA, gastrointestinal Organs, abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles.

DMS 222 Abdominal Ultrasound II (2CR) Spring.
Pre/Co: DMS 222L
This course is a continuation study of the anatomy, physiology, pathology, and pathophysiology of the upper abdominal cavity, peritoneal cavity to include aorta, IVC, celiac trunk, SMA, gastrointestinal organs, abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles. The course is integrated with DMS 222L, a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 222L Abdominal Ultrasound II Lab (1CR) Spring.
Pre/Co: DMS 222
This course is a hands-on sonographic scanning lab, the continuation study of the anatomy, physiology, pathology, and pathophysiology of the upper abdominal cavity, peritoneal cavity to include the aorta, IVC, celiac trunk, SMA, gastrointestinal organs, Course Descriptions 105 abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles. This course is integrated with DMS-222, that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 223 Abdominal Ultrasound III (2CR) Fall
Pre: DMS 222, DMS 222L
Co: DMS-223L,
This course is a continuation study of the anatomy, physiology, pathology, and pathophysiology of superficial tissue to include thyroid, scrotum, prostate, breast, and ultrasound guided interventional techniques of these tissues.

DMS 223L Abdominal Ultrasound III Lab (1CR) Fall
Pre: DMS 223
This course is a hands-on sonographic scanning lab and the continuation in the study of the anatomy, physiology, pathology and pathophysiology of human anatomy, specifically superficial tissue as visualized by sonography.

DMS 224 Abdominal Ultrasound IV (2CR) Spring;
Pre/Co: None
This course is a continuation study of anatomy, physiology, pathology, and pathophysiology of superficial tissue to include abdominal wall and cavities, gastrointestinal tract, neonatal brain, spine, hip, and musculoskeletal sonography.

DMS 231 OB/GYN I (2CR) Spring;
Pre/Co: DMS 231L
This course is the study of the anatomy, physiology, pathology and pathophysiology of the organs and structures of the female pelvic cavity as visualized by sonography, including the application of Doppler principles. The study of the anatomy, physiology, and sonographic appearance of the first trimester pregnancy and fetal development is included. The course is integrated with DMS 231L, a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the female pelvic organs, including first trimester pregnancy and fetal development. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 231L OB/GYN I Lab (1CR) Spring.
Pre/Co: DMS 231
This course is a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the female pelvic organs, including first trimester pregnancy and fetal development. Color and spectral Doppler applications will also be applied to the appropriate anatomy. This course is integrated with DMS-231.

DMS 232 OB/GYN II (3CR) Spring;
Pre: None
Co: DMS 232L, DMS 222, DMS 222L, DMS 211, DMS 282
This course is the study of the anatomy, physiology, pathology and pathophysiology of the organs and structures of the fetus as visualized by sonography, including the evaluation of abnormalities, fetal growth assessment, high risk obstetrics and postpartum complications. The course is integrated with DMS-232L, a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the fetal growth and development. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 232L OB/GYN Ultrasound II Lab (1CR) Spring
Pre: None
Co: DMS 232, DMS 211, DMS 222, DMS 222L, DMS 282
This course is the hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the organs and structures of the fetus as visualized by sonography. This course is integrated with DMS-232, the sonographic techniques for the evaluation of abnormalities, fetal growth assessment, high risk obstetrics, and post-partum complications. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 233 OB/GYN III (2CR) Fall;
Pre: DMS 232, DMS 232L
Co: DMS 233L
This course is the continued study of the anatomy, physiology, pathology, and pathophysiology of the organs and structures of the fetus through the second and third trimester, as visualized by sonography. The didactic study topics will include the evaluation of abnormalities, fetal growth assessment, high risk obstetrics, and postpartum complications. This course is integrated with DMS 233L, a hands-on sonography scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of fetal growth and development. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 233L OB/GYN III Lab (1CR) Fall;
Pre/Co: DMS 233
This course is a hands-on sonography scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the organs and structures of the fetus as visualized by sonography. This course is integrated with DMS 233, the sonographic techniques for the evaluation of abnormalities, fetal growth assessment, high risk obstetrics, and post-partum complications. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 241 Vascular I (1CR) Fall
Pre/Co: DMS 241L
This course is the study of the anatomy, normal findings, and technical principles of ultrasound utilization of the hemodynamic considerations for assessment of cerebrovascular, peripheral, and abdominal visceral imaging.

DMS 241L Abdominal Ultrasound III Lab (1CR) Fall
Pre/Co: DMS 241
This course is a hands-on sonographic scanning lab of the anatomy, normal findings, and technical principles of ultrasound utilization of the hemodynamic considerations for assessment of cerebrovascular, peripheral, and abdominal visceral imaging.

DMS 242 Vascular II (2CR) Spring
Pre/Co: DMS 242L
This course is designed to focus on the knowledge, skills, and techniques for acquisition of appropriate images of peripheral vascular structures in the human body. Students will be introduced to the anatomy, normal findings, and technical principles of the ultrasound utilization in the hemodynamic considerations for assessment or peripheral vascular imaging. It is integrated with DMS 242 Vascular II Lab.

DMS 242L Vascular II Lab (1CR) Spring
Pre/Co: DMS 242
This course is designed to focus on the knowledge, skills, and techniques for acquisition of appropriate images of peripheral vascular structures in the human body. Students will be introduced to the anatomy, normal findings, and technical principles of the ultrasound utilization in the hemodynamic considerations for assessment or peripheral vascular imaging. It is integrated with DMS 242 Vascular II.

DMS 250 Comprehensive Review (3CR) Spring
Pre/Co: None
This course is designed to serve as a comprehensive review on the didactic course work of the sonography program. It is completed during the fourth semester in preparation to write the general sonography certification examination. Emphasis is on knowledge, practice standards, and skills necessary to provide quality care as an entry level sonographer.

DMS 251 Patient Care (1CR) Summer
Pre/Co: None
This course is the study of patient assessment and administration of care as necessary to provide safe, high quality patient care while patients are in the sonography department.

DMS 28l Clinical Practicum I (3CR) Spring;
Pre/Co: None
This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography lab. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 282 Clinical Practicum II (3CR) Spring
Pre: DMS 281
Co: DMS 211, DMS 222, DMS 222L, DMS 232, DMS 232L
This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography lab. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 283 Clinical Practicum III (4CR) Summer
Pre: DMS 282
Co: DMS 212, DMS 251
This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography patient care clinic. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 284 Clinical Practicum IV (4CR) Fall
Pre/Co: None
This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography patient care clinic. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 285 Clinical Practicum V (4CR) Summer
Pre: DMS 284
This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography patient care clinic. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

EARLY CHILDHOOD EDUCATION (EC)

EC 209 Learning Environment for Children (3CR) Spring.
Pre: None
This course examines methods for creating and maintaining environments that emphasize safety, promote wellness, and encourage exploration and learning. Topics include hazard assessment, safety education, responding to injuries and emergencies, sanitation, meal planning, health education, organizing the environment, and utilizing appropriate materials, plans, and routines.

EC 210 Introduction to Early Childhood Education (3CR) Fall.
Pre: None
This course provides comprehensive coverage of early childhood professions, the field's historical, philosophical, and social foundations, and the conditions that affect programs for children. In addition, the course examines stages of development and current childcare topics and issues.

EC 211 Observation, Assessment, and Interpretation Techniques (3CR) Spring.
Pre/Co: EC 210
This course emphasizes the importance of skillful observation when planning appropriate activities and experiences for children. In addition, the course explores the use of informal and formal assessment strategies to plan and individualize activities and lessons and the use of assessments for determining the ability level of children. 108 Course Descriptions

EC 213 Language & Literacy in ECE (3CR) Fall.
Pre: None
This course is designed to teach students major content areas of early literacy development, instructional strategies, and appropriate early experiences that support early literacy development in preschool children. Emphasis is placed on speaking and listening, as well as reading and writing. Upon completion of the course, students will be able to select, plan, implement, and evaluate appropriate early literacy experiences.

EC 222 Administration & Leadership in ECE (3CR) Spring.
Pre: None
This course examines methods for creating, analyzing, and administering effective programs including financial management, licensing requirements, staff supervision, enrollment procedures, health and safety issues, and publicity procedures. Students learn to communicate effectively with parents about their children. The NAEYC Code of ethics and accreditation criteria from professional, state, and national organizations are reviewed. Childcare standards are used to develop a philosophy for childcare and to define program goals.

EC 233 Pre-K Methods & Materials (3CR) Spring.
Pre: None
This course focuses on the physical and cognitive development of children, the promotion of literacy, and the utilization of creative experiences in childcare settings. Topics include developmental needs of children, age-appropriate activities, cognitive theory, and brain research; creative environments, language arts, music/movement, art, and aesthetic experiences. Students will evaluate, plan, and implement activities that focus on children's needs and interests.

EC 236 Social/Emotional Development & Guidance (3CR) Fall, Spring.
Pre: None
This course involves the study of classroom management, motivation, building self-esteem, positive discipline strategies, and social and emotional development in children. Topics include approaches to guiding children's behavior, managing the environment, rules and limits, problem behaviors, appreciating oneself and others, dealing with separation, providing appropriate support for children, preventing child abuse, promoting success with appropriate materials and activities, interacting through play and developing friendships. Students develop a personal philosophy of child guidance.

EC 238 Home, School & Communication Relations (3CR) Spring:
Pre: EC 210
Students will learn how to establish and maintain positive collaborative relationships with families, how to apply family system theories, and how to communicate effectively not only with parents but also with other professionals and agencies that support children's development. Students will learn how to provide families with information regarding a range of family-oriented services that are designed to help families' identified needs. Students will learn to affirm and respect the diversity of individual families.

ECONOMICS (ECON)

ECON 201 Principles of Microeconomics (3CR) Fall, Spring.
Pre: None
This course studies the nature, method, and scope of economic analysis, economic scarcity, resources, specialization of labor; supply-demand analysis, production and cost analysis, product and resource market structures; distribution of income; international trade.

ECON 202 Principles of Macroeconomics (3CR) Fall, Spring.
Pre: None
This course studies aggregate income and employment analysis, business cycles, unemployment, inflation and economic growth, fiscal policy, money and monetary policy, U.S. and world economies.

EDUCATION (EDUC)

EDUC 101 Introduction to Para education (1CR) Fall, Spring.
Pre: None
This course provides an overview of the field of Para education. Topics include roles and responsibilities of a para-educator, professional and ethical conduct, creating a positive and safe learning environment, understanding the diverse needs of students, interacting with families and working collaboratively as a part of a team.

EDUC 220 Classroom Management (3CR) Fall and Spring.
Pre: None
This course is an introduction to K-6 classroom management techniques for the paraeducator. Topics include physical space, behavioral norms, safety, time management, managing student work, and managing other special classroom needs.

EDUC 250 Introduction to Education (2CR) Fall.
Pre: None
A study of teachings as a profession including the historical, philosophical, social, and psychological foundations of education.

EDUC 260 Educational Psychology (3CR) Spring.
Pre: None
This course provides the student with knowledge about the field of educational psychology and particularly how those ideas apply to effective teaching practices in the classroom.

EDUC 298 Introduction to Educational Practicum (1CR) Fall, Spring;
Pre/Co: EDUC 250
Pre-professional observation of elementary and secondary teachers accompanied by group seminar.

EDUC 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

EMERGENCY MEDICAL SERVICES (EMS)

EMS 208 Introduction to Emergency Pre-Hospital (1CR)
Pre/Co: None
This is an introductory course for paramedic students. It will build on the knowledge gained during the student's EMT-Basic education and experiences as well as introducing the student to the expanded role of the Paramedic. Topics include roles and responsibilities, EMS systems, the well-being of the paramedic, illness and injury prevention, medical/legal issues, ethics, general principles of pathophysiology, therapeutic communications, and life span development.

EMS 210 Pre-Hospital Pharmacology (2CR)
Pre/Co: EMS 208
This course introduces the paramedic student to specific medications used in the prehospital setting that are focused on respiratory and shock emergencies, mechanism of action, indications, contraindications, dosing, and correct administration.

EMS 214 Pre-Hospital Patient Assessment (3CR)
Pre/Co: EMS 208
This course introduces the paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation.

EMS 215 Airway/Ventilatory Management (2CR)
Pre/Co: EMS 208
This course provides the paramedic student with critical airway management skills that will be the most critical steps in the initial assessment of every patient. The student will be proficient in both basic and advanced airway maneuvers and skills.

EMS 216 Trauma Management (2CR)
Pre/Co: EMS 214
This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies. Topics include Trauma Systems, Mechanism of Injury, Soft-Tissue Trauma, Burns, Head and Face Trauma, Spinal Trauma, Thoracic Trauma, Abdominal Trauma, and Musculoskeletal Trauma. Skills include, but are not limited to, assessment, splinting, bandaging, spinal immobilization, IV therapy, chest decompression, and associated pharmacological intervention.

EMS 218 Respiratory Emergencies (2CR)
Pre/Co: EMS 215
This course prepares the student to assess, manage and treat various respiratory emergencies. Respiratory emergencies are some of the most common conditions EMS personnel encounter. This course will focus on the most frequently encountered respiratory emergencies and prepare the student for prompt management including the skill of rapid sequence intubation.

EMS 220 Cardiac Emergencies (5CR)
Pre/Co: EMS 214
This course prepares the student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life threatening. Skills include, but are not limited to, cardiac rhythm interpretation assessment, defibrillation, and cardioversion.

EMS 222 Medical Emergencies (3CR)
Pre/Co: EMS 214
This course prepares the paramedic student to identify, assess, manage, and treat various emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Respiratory, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders, Gynecological and obstetrical Emergencies, and associated pharmacological intervention.

EMS 224 Special Considerations (2CR)
Pre/Co: EMS 214
This course prepares the paramedic student to identify, assess, manage, and treat age related emergencies and other special challenges. The student will also be introduced to the concept of assessment-based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, Patients with Special Challenges, Acute Interventions for the Chronic Care Patient, Assessment-Based Management, and associated pharmacological interventions.

EMS 235 EMS Operations (2CR)
Pre/Co: EMS 208
This course introduces the paramedic student to the concepts of medical incident command, ambulance and rescue operations, hazardous materials incidents, and crime scene awareness. This course will also result in the awarding of certification in Emergency Vehicle Operations and Extrication.

EMS 240 Hospital Clinical I (4CR)
Pre/Co: EMS 275
This course allows the paramedic student to apply learned classroom skills and knowledge in clinical settings such as laboratory, preoperative holding, emergency department, anesthesia department, and triage. The student will function under the direction of a preceptor. The student will input patient contact information into the FISDAP Internet data collection system.

EMS 250 Hospital Clinical II (4CR)
Pre/Co: EMS 275, EMS 240
This course allows the paramedic student to apply learned classroom skills and knowledge under the direction of a preceptor in a pre-hospital setting. The student will be stationed with a license ALS ambulance service. The student will input patient contact information into the FISDAP data collection system.

EMS 275 Introduction to Clinical Experience (2CR)
Pre/Co: EMS 208
This course is designed to introduce the paramedic student to BLS and ALS prehospital operations. The student will become familiar with basic ambulance operations, equipment and how an EMS system works. The student will also become familiar with procedures and care provided by paramedics in the field and function as the team leader on BLS calls. The student will function under the direction of a preceptor. The student will input patient contact information into the FISDAP Internet data collection system.

EMS 276 Field Clinical I (2CR)
Pre/Co: EMS 275
This course allows the paramedic student to apply learned classroom skills and knowledge in clinical settings such as anesthesia, emergency department, same day surgery, operating room, and respiratory care. The student will function under the direction of a preceptor. The student will input patient contact information into the FISDAP Internet data collection system.

EMS 277 Field Clinical II (4CR)
Pre/Co: EMS 275, EMS 276
This course allows the paramedic student to apply learned classroom skills and knowledge under the direction of a preceptor in a pre-hospital setting. The student will also function as a team leader on selected BLS calls. The student will be stationed with a licensed ALS ambulance service. The student will input patient contact information into the FISDAP Internet data collection system.

EMS 297 Field Internship (5CR) Summer.
Pre: EMS 216 or Instructor Approval
This course allows the paramedic student to apply learned classroom and field skills and knowledge as a team member in the pre-hospital setting. The student will function under the direction of a preceptor but without any prompting. Students will input patient contact information into the electronic charting system. Summative cognitive, psychomotor and effective evaluations will be performed to assure the student has progressed toward higher levels of critical thinking and performance.

ENGLISH (ENGL)

ENGL 110 College Composition I (3CR) Fall and Spring.
Pre: Appropriate English placement test score or ASC 87 with a grade of C or higher
Guided practice in college-level reading, writing and critical thinking.

ENGL 120 College Composition II (3CR) Fall and Spring.
Pre: ENGL 110
Advanced practice in college-level writing from sources and in applying rhetorical strategies.

ENGL 125 Introduction to Professional Writing (3CR) Fall, Spring.
Pre: ENGL 110 Introduction to the process and techniques for creating workplace writing. Letters, memos, formal and informal reports, and instructions. Introduction to the rhetoric of workplace writing.

ENGL 211 Introduction to Creative Writing (3CR) Fall, Spring.
Pre: ENGL 110
Guided practice of writing skills related to the imaginative uses of language.

ENGL 220 Introduction to Literature (3CR) Fall, Spring.
Pre: None
This is a course which includes reading and discussion of representative examples of poetry, drama, and fiction, with emphasis on the use of common literary terminology.

ENGL 221 Introduction to Drama (3CR) Fall.
Pre: None
Reading and discussion of representative dramatic works from ancient Greek times to the present.

ENGL 222 Introduction to Poetry (3CR) Fall
Pre: ENGL 120
Examination of poetic forms including the uses of figurative language and the techniques of rhythm and meter, as well as imagery and structure. Includes traditional and contemporary lyrics.

ENGL 225 Introduction to Film (3CR) Fall.
Pre: None
A general introduction to film studies, including analysis of narrative and stylistic elements of films.

ENGL 236 Women and Literature (3CR) Fall, Spring.
Pre: None
The study of literary texts by and about women including gender roles as a literary theme.

ENGL 238 Children's Literature (3CR) Fall, Spring.
Pre: None
The study of texts suitable for reading by elementary-aged school children with emphasis on the analysis of literary characteristics which determine age-appropriateness.

ENGL 242 World Literature II (3CR) Spring; Pre: None
Continuing survey of the western European tradition, including representative text from the Renaissance through the modern world.

ENGL 251 British Literature I (3CR) Fall.
Pre: None
A survey of major works and writers in British Literature from the Anglo-Saxon period through the Eighteenth Century.

ENGL 252 British Literature II (3CR) Fall.
Pre: None
A survey of major works and writers in British Literature from the Romantic Age to the present.

ENGL 261 American Literature I (3CR) Fall.
Pre: None
A survey of major works and writers in American Literature from the British Colonial Period through the Civil War.

ENGL 262 American Literature II (3CR) Fall.
Pre: None
A survey of major works and writers in American Literature from the Civil War to the present.

ENGL 278 Alternative Literature (3CR) Fall, Spring.
Pre: None
This course examines literary works in genres frequently judged "outside" the literary canon, such as science fiction, detective stories, ethnic, and beat literature and focuses on the literary qualities they with "high" literature.

ENVIRONMENTAL TECHNOLOGY (ENVT)

ENVT 105 Surveying (1CR) Spring.
Pre: None
Basic methods in the use of surveying instruments for obtaining field data and valid measurement.

ENVT 110 Introduction to GPS (2CR) Spring.
Pre: None
This course provides an overview of geographic positioning systems (GPS), including theory, implementation and operations of GPS data gathering systems.

ENVT 255 Introduction to GIS (4CR) Spring.
Pre: ENVT 110
This course covers underlying geographic concepts including world coordinate systems and projections, vector map topology, tiled and layered maps, standard computer map file formats, urban applications, and emphasis will be given to natural resource applications. This course also provides computer lab tutorials and case studies using the GIS software, ArcGIS 10 from Environmental Systems Research Institute (ESRI).

ENVT 270 Water Resource Management (4CR) Fall;
Pre: None
This course is designed to assist students in integrating the interdisciplinary aspects of the biological, chemical, and physical sciences into a holistic approach to managing water resources. Focus is on regulations, education, and best practices to protect and conserve water resources.

ENVT 296 Capstone: Environmental Technology (1CR) Spring.
Pre: Instructor
approval and sophomore standing
A problem-based learning experience that focuses on a multi-disciplinary approach to solving real world environmental problems.

ENVT 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

FORESTRY (FORS)

FORS 250 Diseases of Trees & Shrubs (3CR) Fall.
Pre: None
In Diseases of Trees & Shrubs, students will learn how to properly diagnose and treat specific diseases, abiotic disorders, and insect pests which attack woody plants.

FORS 255 Urban Trees and Shrubs (4CR) Fall.
Pre: None
A study of nomenclature, identification, and landscape characteristics of native and introduced deciduous and evergreen woody plants.

FORS 260 Parks and Urban Greenspaces (3CR) Fall.
Pre: None
Students will explore the benefits of parks and innovative ways to incorporate parks and greenspace into cities. Such as building trails on abandoned train tracks, establishing community gardens, removing parking, and adding rooftop gardens.

FORS 263 Urban Forest Management (3 CR) Spring.
 Pre: None
Students will learn the principles of effective urban forest management including planning, cultural practices, organization, financial management and regulations affecting the management of urban trees.

FORS 265 Arboricultural Practices (3CR) Fall.
Pre: None
Students will learn about the different types of climbing equipment and how it is used for pruning and tree removal. They will also be introduced to industry safety and quality standards, as well as how to recognize potential hazards and how to use these skills to create a safe work environment.

FORS 273 Arboriculture I (3CR) Fall.
Pre/Co: None
Students taking arboriculture will learn how to properly care for trees and shrubs. They will also learn about the biology, development, and growth of woody plants. A main focus of this course will be on modern principles of plant health care.

FORS 275 Arboriculture II (3CR) Spring.
Pre: None
Students will learn advanced arboriculture practices such as the transplanting of large trees, preserving existing trees on construction sites, cabling, bracing, and the evaluation of hazardous trees.

FORS 280 Principles of Pruning (3CR) Spring.
Pre: None
Students will learn how to make effective pruning cuts and how trees respond to them. They will learn which tools are used and the proper timing for different pruning methods. The concept of structural pruning will be discussed, as well as how to prune shrubs, roots and storm-damaged trees.

FORS 290 Capstone: Urban Forestry (1CR) Spring.
Pre: Instructor Approval
Urban Forestry Capstone will focus on the development of an urban forest management plan. Students will address problems such as Dutch elm disease, major flooding, and Emerald ash borer, which plague urban forests. Students will present a written plan to deal with these and other urban forestry issues.

FORS 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

GEOLOGY (GEOL)

GEOL 105 Physical Geology (4CR) Fall, Spring.
Pre: None
A lecture and laboratory study of the Earth as a physical body; its structure, composition, and the geologic processes acting on and within the Earth.

GEOL 100 Earth Science (4CR) Fall
Pre: None
A lecture and laboratory course which surveys topics in geology, oceanography, meteorology, and astronomy. Through field experiences and labs, students will focus on the cycles and processes that shape the earth and our universe. This class meets the requirements for a general education science, especially appropriate as a science for educator's course.

GERONTOLOGY (GERO)

GERO 130 Introduction to Human Services (2CR) Fall.
Pre: None
This course provides an introduction to helping professions, including the various roles, functions, values, and personal attributes needed to function effectively in these careers. Included will be the history, practice settings, career opportunities, and philosophical concepts related to working with vulnerable populations.

GERO 240 Administering Medications (3CR) Spring.
Pre: NURS 100
This class trains individuals who have a current registration as a Certified Nurse Aide to administer routine, regularly scheduled medication in an employment setting in which a licensed nurse is regularly scheduled and in a setting in which a licensed nurse is not regularly scheduled.

GERO 256 Development of Social Welfare (3CR) Spring.
Pre: None
This course covers the history, value, political and economic conditions which influence the development and provision of social welfare services.

GERO 285 Home Health Financial Management (1CR) Fall, Spring.
Pre: None
This course covers financial practices for individuals providing home health care services. Topics include maintaining records of services and expenses, setting fees, billing, Medicaid, IRS reporting, financial statements, budgeting, insurance, retirement planning, etc.

GERO 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

HEALTH, PHYSICAL EDUCATION, RECREATION (HPER)

HPER 100 Concepts of Wellness and Fitness (2CR) Fall, and Spring.
Pre: None
This course is designed to teach the role of physical activity in maintaining adequate health and improving health and wellness. It is designed to incorporate ideas through lectures and activity. The class is intended for students of all ages, teaches facts about exercise and improving quality of life.

HPER 101 Activity – Canoeing (.5CR) Fall.
Pre: None
This course enables students to learn the basic techniques of canoeing. The class will include canoeing at one of the local lakes.

HPER 101 Activity – Downhill Skiing/Snowboarding (.5CR) Spring.
Pre: None
This course will include learning and participating in recreational skiing and/ or snowboarding. This course will be taught at Bottineau Winter Park from mid-January to mid-March.

HPER 101 Activity – Ice Fishing (.5CR) Spring.
Pre: None
This course will introduce students to the equipment and techniques used to successfully catch fish in a winter environment. Emphasis will also be placed on fishing regulations and ethical angling behavior.

HPER 101 Activity – Golf (.5CR) Spring.
Pre: None
This course will include basic swing instruction, course etiquette, and participation at the local country club.

HPER 101 Activity – Leisure Activities (.5CR) Spring.
Pre: None
This course will include such recreational games as indoor racquet sports and other common games played for recreation.

HPER 101 Activity – Martial Arts (1CR) Spring.
Pre: None
This course is a study of Martial Science. Taijutsu means "body technique" and is a term used to refer to the body dynamics or body mechanics of a self-defense technique. It is used to refer to the entire technique itself. Taijutsu can be divided into dakentaijutsu, or striking techniques, and jutaijutsu, grappling techniques. Martial Science is the study of these techniques and the principals and dynamics that make them work.

HPER 101 Activity – Running (.5CR) Fall, Spring.
Pre: None
This is an activity course designed to help participants learn about the benefits of running, explain how running can be a part of a safe and realistic fitness plan, and discuss how to maintain or improve their fitness level by running.

HPER 101 Activity – Walking (.5CR) Fall, Spring.
Pre: None
The purpose of this class is to assist the student in the improvement of their cardiovascular fitness through walking.

HPER 101 Activity – Weight Training (.5CR) Fall.
Pre: None
This introductory course teaches students the importance of a weight training program, weight room safety, etiquette, and lifelong fitness.

HPER 110 Sports Officiating – Fall (1CR) Fall.
Pre: None
This course will acquaint students with the rules, qualifications, ethics, techniques, conduct, proper signals, and appearance in officiating various sports. Students earning credit in the class and passing the appropriate rules test will become apprentice officials in that sport.

HPER 150 Varsity Athletics – Freshman (1CR) Fall.
Pre: None
HPER 151 Varsity Athletics – Freshman (1CR) Spring.
Pre: None
This course requires first year active participation in a varsity sport. The varsity sports for which students may register during the fall semester are volleyball, hockey, and basketball. Students in varsity sports may register for hockey, baseball, basketball, fastpitch softball and clay target shooting during the spring semester.

HPER 205 Physical Education for Elementary Children (2CR) Spring.
Pre: None
A study of the elementary school physical education program with emphasis on the content, purposes, and techniques of an elementary program. Students will observe and critique elementary physical education classes as well as develop and instruct an elementary physical education unit.

HPER 207 Prevention and Care of Injuries (2CR) Spring.
Pre: HPER 210 or Instructor Approval
This course will acquaint the student with the field of athletic training, its attendant administrative problems and the type of scientific knowledge and duties necessary for instituting a program of injury management. It will include information on the cause of injury, the basis for training and conditioning and injury prevention, the psychogenetic and metabolic factors in sports, bandaging techniques, first aid operational and organizational procedures related to staff relationships, legal implications, budgeting, record keeping and insurance.

HPER 208 Introduction to Physical Education (2CR) Spring.
Pre: None
The nature and scope of physical education and sports by means of a critical examination of sports, play, exercise, coaching, and social issues dealing with sports.

HPER 210 First Aid/CPR (1CR) Fall, Spring.
Pre: None
First aid basics, CPR and AED instruction with hands-on practice in accordance with the American Heart Association guidelines. Certification cards for Heart saver first aid and CPR/AED will be issued upon successful completion of the course.

HPER 213 Taping and Bracing (2CR) Fall, Spring.
Pre: None
Taping and Bracing will focus on the stabilizing procedures used to assist in the healing process of athletic injuries. A hands-on approach will be used throughout the course.

HPER 217 Personal and Community Health (3CR) Fall.
Pre: None
A course designed to acquaint the student with those principles and practices which will ensure the maintenance of conditions necessary for wholesome personal and community living. Economic, social, and legal aspects of health preservation and disease prevention will be emphasized.

HPER 220 Emergency Medical Technician (4CR) Fall.
Pre: None
HPER 221 Emergency Medical Technician (4CR) Spring.
Pre: HPER 220
The Emergency Medical Technician-Basic course follows the current national standard curriculum. This course will include the necessary lecture and practical skills required to prepare the student for emergency care at the basic life support level. The modules include preparation of the EMT-B; airway; medical and trauma assessment; medical and behavioral emergencies; obstetrics and gynecology; infants and children; trauma, ambulance operations; triage; hazardous materials; environmental emergencies. Upon successful completion of the course, the student will be eligible to take the state and national written and practical examination.

HPER 224 Intramural Sports Administration – Fall (2CR) Fall.
Pre: None
HPER 225 Intramural Sports Administration-Spring (2CR) Spring.
Pre: None
This course will include theories of intramural sports management, tournament development and activities planning. Students will benefit from hands-on experience by managing the fall/spring intramural season.

HPER 250 Varsity Athletics – Sophomore (1CR) Fall.
Pre: None
HPER 251 Varsity Athletics – Sophomore (1CR) Spring.
Pre: None
The students involved will be in their second year of active participation in a varsity sport. The varsity sports for which students may register during the fall semester are volleyball, hockey, and basketball. Students in a varsity sport may register for hockey, baseball, basketball, and fast-pitch softball during the spring semester.

HPER 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

HISTORY (HIST)

HIST 103 United States History to 1877 (3CR) Fall.
Pre: None
A survey of United States history to 1877.

HIST 104 United States History Since 1877 (3CR) Spring.
Pre: None
A survey of United States history since 1877.

HIST 211 World Civilizations to 1500 (3CR) Fall.
Pre: None
An introductory survey of world civilizations to 1500.

HIST 212 World Civilizations Since 1500 (3CR) Spring.
Pre: None
An introductory survey of world civilizations since 1500.

HIST 220 North Dakota History (3CR) Fall, Spring.
Pre: None
A survey of North Dakota history.

HIST 224 American Studies 1 (3CR); Spring.
Pre: None
American Studies is an interdisciplinary seminar class in the culture of the United States. Subjects vary from year to year and will be topical focusing on either a specific era or theme in American history.

HIST 225 American Studies II (3CR); Spring
Pre: None
American Studies is an interdisciplinary seminar class in the culture of the United States. Subjects vary from year to year and will be topical focusing on a specific era or theme in American Culture.

HORTICULTURE (HORT)

HORT 121 Introduction to Aquaponics (2CR); Online.
Pre: None
Course provides an overview of aquaponics and its history, five different plant growth subsystems, fish and plant species, fish and plant health, and environmental control methods.

HORT 122 Production Aquaponics (1CR) Online.
Pre: HORT 121
The course is a study of aquaponics and production methods. Course materials will look at methods used in aquaponics production, variables, species characteristics of fish and plants, and integrated pest management techniques (IPM).

HORT 123 Introduction to Hydroponics (2CR); Online.
Pre: None
This course provides an overview of hydroponics, its history, six different plant growth subsystems and environment control methods. Students will also be familiarized with fundamental plant processes and how they play a role in basic hydroponic cultural practices.

HORT 136 Residential Landscape Design (3CR); Fall.
Pre: None
This course is an introduction to basic landscape design principles utilized on typical residential sites. Emphasis is placed on tool and equipment use and identification, drawing and drafting skills, site evaluations, and plant placement.

HORT 151 Introduction to Plants and Pests (1CR); Online.
Pre: None
This course is an introduction to basic soil science, plant anatomy and physiology, diseases, and pests as it pertains to agricultural and ornamental plants. Students will learn basic plant growth, organization, function, adaptations, and reproduction along with basic soil composition and how it affects plant growth and health.

HORT 152 Integrated Pest Management (2CR); Online.
Pre: None
This course provides students with the knowledge and tools necessary to identify various pests found in specialty crops. Subjects covered include – pest identification techniques, pest-scouting methods, sampling techniques, and economic thresholds.

HORT 175 Foliage Plant ID (2CR); Fall.
Pre: None
Foliage Plant Identification is designed to give students a background to the tropical plants that are commonly sold in the floral and greenhouse industry. Students will learn to identify plants by common and scientific name and will learn how these plants can be used indoors and in the outdoor landscape.

HORT 176 Cacti and Succulent ID (2CR); Fall.
Pre: None
Cacti and Succulent ID is designed to give students a background and history to one of the largest cacti and succulent collections in the US if not the world, located at the International Peace Gardens, Dunseith North Dakota. Students will study the difference between cacti and succulents, learn their names and what it takes to successfully grow them in a conservatory situation and in the home or workplace.

HORT 181 Specialty Food Crops (2CR) Fall, Spring.
Pre: None
Production and physiological principles involved in growing fruit and vegetable crops will be discussed. Emphasis will be placed on plants suitable for marketing at roadside and farmers' markets.

HORT 182 Specialty Crop Farming (3CR) Fall.
Pre: None
This course will provide students with a clear perspective on vegetable farm management, field operations, soil fertility, season extension, pest management and marketing of sustainable agriculture in our local and global communities. Students will be introduced to sustainable agriculture focusing on production that renews resources.

HORT 221 Aquaponics Management I (3CR) Fall, Spring.
Pre: HORT 122
Course provides an overview of aquaponics management for designing and managing an aquaponics system including fish to plant ratio, feed to biological surface area (BSA), water quality maintenance, integrated pest management and biosecurity.

HORT 222 Aquaponics Management II (2CR) Spring.
Pre: HORT 221
Course gives students the necessary business and financial tools to start, maintain, and expand an aquaponics business. The course will include instructions on writing a business plan, business setting, recordkeeping and accounting, business analysis, budgets, and financial needs planning.

HORT 243 Good Agricultural Practices (1CR) Fall, Spring.
Pre: None
Good Agricultural Practices (GAP) prevents the public from illness and protects farm businesses from the economic consequences of food contamination. Sanitary operational practices are necessary for the production of safe, wholesome vegetables. This course will discuss strategies that can be put in place to reduce the risk of microbial contamination on the farm.

HORT 249 Greenhouse Operations (4CR) Spring.
Pre: None
Course will focus on the development, organization, infrastructure, and operation of production greenhouses while examining different greenhouse structures. Production techniques such as watering, fertilizing, growth regulators, and insect and disease identification and control will be covered.

HORT 262 Specialty Crop Marketing (1CR) Online.
Pre: None
This course is intended to prepare the vegetable producer with a marketing strategy
necessary to compete in the wholesale market.

HORT 281 Floral Retail and Management (2CR) Online.
Pre: HORT 177 Floral
Design I
This course deals with owning and operation of a retail flower shop. Objectives are to make students aware of business challenges and to help develop a marketing prospective that meets consumer demands today.

HORT 282 Garden Planning (2CR) Spring.
Pre: None
Garden Planning will explore the history of gardens and provide students with a background in types of gardens. Students will gain experience in measuring plots, using color in the garden, choosing proper plants for the site and proper spacing of plants. Students will be required to design a formal and informal style garden for a residential site and a formal and informal garden for a public garden.

HORT 296 Field Studies-Horticulture (1 to 3CR) Fall, Spring, Summer.
Pre: Departmental Consent
An intensive examination of a research topic in horticulture. The subject of investigation is designed to meet the specific needs of individual students on an independent study basis.

HORT 298 Horticulture Practicum Fall (2CR) Fall, Spring, Summer.
Pre: None
Course provides students with hands-on experiences within the different aspects of the Horticulture Industry that happens primarily during the Fall. Students will apply concepts discussed in the various Horticulture courses offered in the Horticulture
Program. Students will work directly with production, daily operations, and management in greenhouse technology, Specialty crops, hydroponics, aquaponics, pest management and herbaceous landscape. Course study will be based on common activities performed during the Fall season.

HORT 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

HUMANITIES

HUM 101 Introduction to Humanities I (3CR) Fall, Spring.
Pre: None
This course is designed to introduce beginning university students to the major disciplines of the Humanities: philosophy, history, religion, drama, music, and art.

HUM 102 Introduction to Humanities II (3CR) Fall, Spring.
Pre: None
This course is designed to introduce beginning university students to the major disciplines of the Humanities: philosophy, history, religion, drama, music, and art.

HUMAN RESOURCE MANAGEMENT (HRM)

HRM 100 Human Relations and Organizations (3CR) Fall.
Pre: None
This course covers an introduction to basic principles of human resource functions and services. It provides a background and understanding for further human resource management courses.

HRM 120 Introduction to Human Resource Management (3CR) Fall.
Pre: None
This course covers an introduction to basic principles of human resource functions and services. It provides a background and understanding for further human resource management courses.

HRM 140 Employment Life Cycle (3CR) Fall, Spring.
Pre: None
This course covers basic knowledge of the factors to be considered and strategies used in the employees' journey with the employment process of an organization. Topics include recruitment, on-boarding, development, retention, and separation.

HRM 160 Compensation Administration (3CR) Fall, Spring.
Pre: None
This course covers basic knowledge and understanding of wage/salary administration, employee compensation, payroll process and regulations, and federal and state laws related to compensation and benefits.

HRM 170 Employment Training and Development (3CR) Spring.
Pre: None
This course covers basic information about the characteristics of effective orientation programs and the scope of organizations, training, and continuing development programs in building an effective work force.

HRM 200 Benefits Administration (3CR) Fall.
Pre; none
This course covers basic knowledge and information about various types of benefits typically offered by employers to their employees.

HRM 210 Employee and Labor Relations (3CR) Spring.
Pre: None
The employee and labor relations function of human resources are commonly associated with matters such as investigations, counseling, and disciplinary actions. This course covers basic information about the history and current roles of labor unions and labor laws, worker's compensation laws, and the rights of employees.

HRM 230 Employment Policy Administration (3CR) Spring.
Pre: None
This course covers basic information and understanding of the need for human resources policies in an organization, types of policies, the process of policy formulation, and how policies are used.

HRM 270 Human Resource Portfolio and Information Systems (3CR) Spring.
Pre: None
This course reviews and reinforces the principles covered in the human resources program through the development of a comprehensive student portfolio and simulated activities related to program outcomes and systems found in human resources. Students will apply basic concepts, terminology, functions and outputs in a human resource information system for operations and strategic planning.

HRM 280 Human Resource Management and Emerging Issues (3CR) Spring.
Pre: None
This course covers risk management in human resources and introduces basic risk management concepts to avoid or mitigate potential liabilities in an organization. Topics include legal compliance, crisis management, employment and discrimination issues, and emerging issues in human resources through case studies and application.

HRM 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

MATHEMATICS (MATH)

MATH 103 College Algebra (4CR) Fall, Spring.
Pre: ASC 94 with a grade of C or higher, or appropriate Math Placement Test Score
Relations and functions, equations and inequalities, complex numbers, polynomial, rational, exponential, and logarithmic functions and systems of equations.

MATH 104 Finite Math (3CR) Fall, Spring.
Pre: ASC 94 with a grade of C or higher, or appropriate Math Placement Test Score
Systems of linear equations and inequalities, matrices, linear programming, mathematics of Finance, elementary probability, and descriptive statistics.

MATH 105 Trigonometry (3CR) Spring.
Pre: MATH 103 or appropriate Math Placement Test Score
Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, polar coordinates, applications.

MATH 107 Precalculus (4CR) Fall, Spring.
Pre: MATH 103 or appropriate Math Placement Test Score
Equations and inequalities; polynomial, rational, exponential, logarithmic, and trigonometric functions; applications.

MATH 110 Mathematics in Society (3CR) Fall, Spring.
Pre: ASC 94 with a grade of C or higher, or appropriate Math Placement Test Score
This course covers a broad range of mathematics that a person would encounter in their daily life. Topics include statistical interpretation, data visualization, probability, growth models, finance, politics and voting, logic and sets, and the intersection of mathematics and the arts. Throughout, appropriate use of mathematical technology will be emphasized

MATH 165 Calculus I (4CR) Fall.
Pre: MATH 105 or MATH 107, appropriate Math Placement Test Score, or instructor approval
Limits, continuity, derivatives of functions of one variable, mean value theorem integration, fundamental theorem of calculus, applications.

MATH 166 Calculus II (4CR) Spring.
Pre: MATH 165
Applications and techniques of integration, polar equations, parametric equations, sequences and series, power series and applications.

MATH 210 Elementary Statistics (4CR) Fall, Spring.
Pre: ASC 94 or Appropriate Math Placement Test Score
An introduction to statistical methods of gathering, presenting, and analyzing data. Topics include probability and probability distribution, confidence intervals, hypothesis
testing and linear regression and correlation.

MATH 265 Calculus III (4CR) Spring.
Pre: Math 166
Multivariate and vector calculus including partial derivatives, multiple integration, applications, line and surface integrals, Green's Theorem, Stoke's Theorem, Divergence Theorem.

MATH 266 Introduction to Differential Equations (3CR) Spring.
Pre: MATH 265
Solution of elementary equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications.

MATH 277 Math for Elementary Teachers I (3CR) Fall, Spring.
Pre: MATH 103
A mathematics content course for prospective elementary teacher. Topics include problem solving, numeration systems, real numbers, and elementary number theory. Calculators, computers, and manipulatives are used in the course.

MATH 278 Mathematics for Elementary Teachers II (2CR) Fall, Spring.
Pre: MATH 277
Understand and apply mathematical concepts to the solution of problems. Mathematical content includes topics in geometry, measurement, algebra, graphing, functions, statistics, and probability.

NURSING (NURS)

NURS 100 Nurse Assistant Training (3 credits)
Pre: None
The Nurse Assistant Training program provides instruction and supervised clinical practice to those preparing for employment as a nurse assistant in a skilled nursing facility, acute care, or home health care.

NURS 120 Foundations of Nursing (2CR) Fall.
Co: NURS 121, NURS 122
Develop an understanding of the multidimensional base of nursing knowledge, including basic human needs, nursing process, nursing judgment, informatics, ethical and professional, health promotion and disease prevention concepts. Gain an understanding of the role of the practical nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence-based information in their practice.

NURS 121 Practical Nursing I (4CR) Fall.
Co: NURS 120, NURS 122
Explore core concepts of health assessment and mental health as they relate to client care. Learn how the nurse incorporates this knowledge in caring for the diverse client from the moment they begin care for an individual to any point along the health-illness continuum.

NURS 122 Clinical Practice I (3CR) Fall;
Co: NURS 120, NURS 121
Apply the social, biological, behavioral, and nursing science principles to simulated and actual client care in the nursing lab and during clinical in health care facilities. Students will see practice and perform demonstrations of basic nursing skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the nursing process and critical thinking skills to organize and provide safe and effective client care.

NURS 124 Clinical Practice II (3CR) Spring.
Pre: NURS 120, NURS 121, NURS 122
Co: NURS 127, PHRM 215
Gain additional nursing skills in the laboratory and apply those advanced skills in the clinical setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence-based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities.

NURS 126 Clinical Practice III (3 CR) Summer.
Pre: NURS 120 to NURS 124, PHRM 215
Co: NURS 129
Refine nursing knowledge, skills, and ethical comportment in the role of a practical nursing student to provide safe and effective care for clients across the lifespan with stable or predictable health problems and assisting with those whose conditions are critical or unpredictable. Critical thinking, effective and therapeutic communication, nursing process, management of nursing care, and delegation of unlicensed assistive persons are incorporated into the clinical experience.

NURS 127 Practical Nursing II; Introduction to Medical Surgical Nursing (2 CR) Spring
Pre: NURS 120, NURS 121, NURS 122
Co: NURS 124, PHRM 215
Examine safe and effective client care of the bio-psychosocial individual along the health-illness continuum. Students will be involved in teaching and learning activities that enhance critical thinking skills, examine aspects of self-determination, health promotion, disease prevention and evidence-based practice. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner.

NURS 129 Practical Nursing III (3 CR) Summer.
Pre: NURS 120 to NURS 124, PHRM 215
Co: NURS 126
Focus on the nursing care of the woman, newborn, child, and families. Examine health maintenance and study the diseases and disorders affecting women, newborns, and children. Gain an understanding of pediatric growth and development and common illnesses. Use knowledge of family centered care, teaching and learning principles, and therapeutic communication while working within the interdisciplinary team to assist clients to use self-determination in decisions affecting their health.

NURS 145 Introduction to Maternal Child Nursing (2CR) Spring;
Pre: NURS 120, NURS 121, NURS 122
Focus on the nursing care of the woman, newborn, child, and families. Examine health maintenance and study the diseases and disorders affecting women, newborns, and children. Gain an understanding of pediatric growth and development and common illnesses. Use knowledge of family centered care, teaching and learning principles, and therapeutic communication while working within the interdisciplinary team to assist clients to use self-determination in decisions affecting their health.

NURS 224 Professional Role Development (2 CR) Fall
Pre: Admission to the ADN program
Co: NURS 225, NURS 226, NURS 227 NCLEX review.
Investigate the role of the RN. Students will learn about historical trends, increase their knowledge of the background and current application of safety goals and competencies, and use previous skills in management to refine leadership skills. Students will start the process of analyzing individual performance and system effectiveness.

NURS 225 Alterations in Health I (3 CR) Fall.
Pre: Admission to the AND program
Co: NURS 224, NURS 225, NURS 226, NCLEX review.
Explore the pathophysiology and nursing interventions, used in caring for individuals experiencing acute and chronic alterations in health, that build on concepts, knowledge and skills introduced in practical nursing courses and the supporting sciences. Utilize evidence-based practice, nursing judgment, therapeutic communication, and the nursing process as a framework for providing and managing nursing care to diverse individuals along the health-illness continuum.

NURS 226 Maternal Child Nursing (3 CR) Fall;
Pre: Admission to the ADN program
Co: NURS 224, NURS 225, NURS 227, NCLEX review
Integrate prior learning while expending knowledge of the neonate, developing child, women's health, and childbearing family. Health maintenance and study of diseases and disorders affecting diverse neonates, children, women, and families along the health illness continuum and during the end stages of life are examined. Emphasis is placed on therapeutic communication, the role of the registered nurse, ethical/legal issues, and health promotion and maintenance during life stages of growth and development for neonates, children, and women.

NURS 227 Clinical Applications I (4 CR) Fall.
Pre: Admission to the ADN program
Co: NURS 224, NURS 225, NURS 226, NCLEX review.
Participate collaboratively with members of the interdisciplinary health care team to provide safe and culturally sensitive client centered care in the lab, clinical area and simulation lab. Practice parenteral medication therapies and demonstrate professional and leadership competencies while incorporating evidence-based practices and sound nursing judgment.

NURS 228 Alterations in Health II (4 CR) Spring
Pre: NURS 224 to NURS 227, BIOL 202, NCLEX review
Co: NURS 229, NURS 237, Elective, NCLEX review.
Continue the study of acute and chronic alterations in health across a variety of health care environments. Discuss the principles of clinical judgment, leadership and delegation while prioritizing and providing safe, effective, and culturally sensitive client care for individuals experiencing complex alterations in health. Analyze ethical health care, quality improvement processes and effective work practices within the health care system.

NURS 229 Health Promotion and Psychosocial Nursing (2 CR) Spring.
Pre: NURS 224 to NURS 227, NCLEX review
Co: NURS 228, NURS 237, Elective, NCLEX review
Examine safe and effective client care in the areas of health promotion for individuals and groups in communities and in care of the client experiencing psychosocial issues. Expand skills in promoting a client's self-determination, advocating for clients, and working within the interdisciplinary health care team while making evidence-based decisions to improve the safety and quality of client care.

NURS 237 Clinical Applications II (5 CR) Spring
Pre: NURS 224 to NURS 227, NCLEX review
Co: NURS 228, NURS 229, Elective, NCLEX review.
Prioritize safe, effective, and culturally competent client care in acute and community settings during this clinical and simulation lab course. Clients with complex alterations in health and psychosocial issues are managed with a spirit of inquiry and collaboration to make evidence based clinical judgments. Quality improvement practices related to national safety goals are examined. Students will be challenged with a precepted activity during the latter part of this course.

NURS 259 RN Role Transition (1CR) Spring
Pre: Admission to ADN program
Examine the process of identifying and obtaining a position as a registered nurse. Explore the legislative process and reflect on the art and science of nursing. Investigate what it takes to prepare for and be successful in passing the NCLEX RN® examination. Be part of developing an evidence-based research question, use technology to prepare a portfolio, and reflect on what it means to be accountable and responsible

NUTRITION (NUTR)

NUTR 240 Principles of Nutrition (3CR) Fall, Spring
Pre: None
Course content includes the science and application of nutrition, nutrition interventions in chronic and acute illness, promoting health and wellness throughout the life span, and national nutrition concerns**.**

PHARMACY (PHRM)

PHRM 215 Introduction to Pharmacology (3CR) Fall, Spring
Pre: None
A fundamental discussion of the scope of pharmacology, including terminology used. Drug laws, dosage forms and patient variabilities that affect drug usage will be covered. Important drugs used in practice will be studied including basic principles, therapeutic uses, and adverse effects.

PHOTOGRAPHY (PHOT)

PHOT 150 The Digital Darkroom (3CR) Fall, Spring
Pre: None
In this course, students will learn basic digital darkroom techniques and digital workflow. Students will be introduced to processing digital image files using postproduction software including Adobe Photoshop, Bridge, Camera Raw, and Light room. Techniques students will learn include workflow, retouching, image correction, color correction, and image manipulation.

PHOT 180 Photography I (3CR) Fall, Spring
Pre: None
Introduction to basic photography. In this class students will learn the basics of photography and how to use an interchangeable lens camera. This class will cover the digital workflow — including capture, download, file storage and organization. Students will be introduced to all aspects of the interchangeable lens camera including exposure settings, digital camera settings, and menus. Students will also learn the basics of visual communication — including an introduction to 2D design and composition.

PHOT 190 Principles of Lighting (3CR) Fall, Spring
Pre/Co: PHOT 180
In this course, students are trained on the basic principles of lighting and how to use a variety of light sources including natural lighting, dedicated flash units, and studio lighting.

PHOT 192 Photography Practicum I (1CR) Fall
Pre/Co: PHOT 180, PHOT 150
In this course, students will work independently and with the instructor or studio manager on practical assignments as they relate to their future careers in professional photography. Emphasis will be placed on photographing campus events.

PHOT 193 Photography Practicum II (1CR) Spring
Pre/Co: PHOT 180, PHOT 190, PHOT 150
In this course, students will work independently and with the instructor or studio manager on practical assignments as they relate to their future careers in professional photography. Emphasis will be placed on photographing campus events and assisting the campus photographer and instructor during professional photo sessions.

PHOT 210 Intermediate Photography (3CR) Fall, Spring
Pre/Co: PHOT 180, PHOT 150
This is an intermediate level photography course in which students will focus on visual communication while exploring a variety of design principles and photographic styles. Students will explore techniques, principles of design, and aesthetics while photographing a variety of subject matter. Students will work on understanding and strengthening their individual photographic vision and style. The emphasis in this class is learning to "see" creatively and creating with intent.

PHOT 232 Advertising Photography (3CR) Fall, Spring.
Pre: PHOT 180, PHOT 190, PHOT 150
This class covers the basics in product photography for advertising and marketing. In this course, students will learn all aspects of commercial product photography including lighting, equipment, locations, techniques, postproduction, and careers. Students will work with advanced studio lighting and a wide variety of subject matter related to commercial product photography for advertising.

PHOT 234 Portrait Photography (3CR) Fall, Spring
Pre: PHOT 180, PHOT 190, PHOT 150
In this course, students will learn all aspects of commercial portrait photography including lighting, equipment, locations, posing, techniques, postproduction, and careers. Students will work in a professional studio environment to learn all aspects of commercial portraiture including head shots, school photography, groups, sport memory mates, kids, families, pets, senior pictures, and weddings.

PHOT 240 Outdoor Photography (3CR) Fall, Spring
Pre: PHOT 180, PHOT 150 or instructor approval
In this course, students will learn all aspects of outdoor photography including lighting, equipment, locations, techniques, postproduction, and careers. Students will explore a variety of subject matter including landscapes, scenic, wildlife, rustic, rural, and urban photography.

PHOT 285 Photography Concepts (3CR) Fall, Spring
Pre: PHOT 180, PHOT 190, PHOT 150
This is an intellectually and experientially involved class in which students will learn to create images from conceptual ideas. Rather than using photography purely as a mimetic process, students will instead use creativity to find visual solutions to concepts while strengthening their visual communication skills. This course will push students beyond the technical aspects of photography and into the realm of creative and intellectual image making.

PHOT 287 Documentary Photography (3CR) Fall, Spring;
Pre: PHOT 180, PHOT 190, PHOT 150
In this course, students will learn all aspects of documentary photography including choosing a project, accessibility, funding, release forms, legal issues, output for the projects, and trends such as social media, the internet, and video. Students will work independently on an eight-week documentary project. This is a photo intensive class, so the students will produce a high volume of photos each week and gain valuable editing skills as well as developing their photographic skills.

PHOT 289 Photography Portfolio (3CR) Fall, Spring
Pre: Instructor Approval
In this course, students will create a professional portfolio in their desired area of focus. Emphasis will be placed on ideation and concept while developing a personal style with a high standard of professionalism and technical proficiency. The final project will be a professional portfolio the students will use to enter their photographic careers.

PHOT 292 Photography Practicum III (1CR) Fall
Pre: PHOT 180, PHOT 190, PHOT 150
In this course, students will work independently and with the instructor or studio manager on practical assignments as they relate to their future careers in professional photography. Emphasis will be placed on photographing campus events, assisting the campus photographer and instructor during professional photo sessions, working as campus photographers, working independently on professional sessions for the campus studio, mentoring, and internships.

PHOT 293 - Photography Practicum IV (3CR) Fall, Spring
Pre: PHOT 180, PHOT 190, PHOT 150
In this course, students will work independently on practical assignments as they relate to their future careers in professional photography. Students will choose one of three options for completing practicum. An internship with a professional studio, working as self-employed, or doing freelance/stock photography work. This course is designed to meet the practicum requirements for online students only.

PHOT 296 -Study Abroad: Outdoor Photography (3CR)
Pre: PHOT 180, PHOT 150 or Instructor Approval
This is an eight-week intensive course in which students will learn all aspects of outdoor photography including lighting, equipment, locations, techniques, post-production, image editing, presentation, and careers. Students will explore a variety of subject matter including landscapes, scenic, wildlife, rustic, rural, and urban photography. Students will spend six weeks in an online classroom prior to travel. One week traveling abroad in a photo intensive program where students will have daily lectures and photo excursions. One week preparing a digital portfolio along with matted and framed, gallery ready, prints for display.

PHYSICS (PHYS)

PHYS 120 Fundamentals of Physics (4CR) Spring
Pre: High School Algebra
An application of the concepts and principles of physics to the real world. Topics selected from mechanics, heat, optics, electricity, magnetism, and atomic and nuclear physics.

PHYS 211 College Physics I (4CR) Fall
Pre: MATH 103
The non-calculus physics course sequence recommended for pre-medical and preprofessional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics includes lab.

PHYS 212 College Physics II (4CR) Spring
Pre: PHYS 211
The non-calculus general physics course sequence recommended for pre-medical and pre-professional students. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics, includes lab.

PHYS 251 University Physics I (5CR) Fall
Pre: MATH 165
The general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat, and thermodynamics. Includes lab.

PHYS 252 University Physics II (5CR) Spring
Pre: PHYS 251
The general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics, includes lab.

PLANT SCIENCE (PLSC)

PLSC 110 World Food Crops (2CR); Fall
Pre: None
Scientific principles of crop growth, worldwide production, management alternatives, and processing for domestic and international consumption. Course includes a lab component.

PLSC 210 Horticulture Science (4CR); Fall
Pre: None
Students will learn principles of plant classification, structure, function, growth, propagation, culture and use of horticulture crops. Lab exercises will involve identification, propagation and culture of house, garden, and landscape plants.

PLSC 223 Introduction to Weed Science (3CR); Spring
Pre: None
Identification principles of weeds, understanding herbicide groups and modes of action, the use of pesticides and understanding of Integrated Pest Management principles will be the focus of this class. Safe application of pesticide and earning a commercial pesticide applicators license.

PLSC 225 Principles of Crop Production (3CR); Spring
Pre: None
Introduction to basic principles of plant science and field crop production with emphasis on relationships of crops to their climate and production considerations as a means of managing resources and the environment.

PLSC 235 Field Scouting Techniques (3CR); Summer
Pre: None
The purpose of this course is to provide students the skills necessary for proper pest identification and crop scouting techniques. Information such as crop growth and development, pest life cycles, damage symptoms and economics thresholds will be covered. Communication skills and presentation techniques will also be emphasized. Field scouting activities will be done in the field at various locations through the summer to give students practical field experience.

PLSC 251 Intro to Industrial Hemp Production (2CR); Spring
Pre: None
This course will provide history and serves as an introduction to the botany, agronomy, and end-use potential of industrial hemp. Agricultural production of industrial hemp for food, fiber, and CBD (cannabidiol) production will be the main focus of the course.

PLSC 252 Industrial Hemp Production (2CR); Spring
Pre: PLSC 251
This course provides students with knowledge and skills in agricultural production of industrial hemp for food, fiber, and CBD (cannabinoid). Seed to plant material processing production will be the main focus of the course.

PLSC 253 Hemp Business Management (1CR); Spring; Pre: None
The Hemp Regulations Course provides students with the latest background in state and federal compliance and regulations to hem production. This course will walk the student through the steps needed for completion and compliance with the state licensing agency.

PLSC 255 Plant Disease Management (3CR); Spring
Pre: None
Plant Disease Management is an introductory course to plant pathology. Students will learn which organisms cause plant diseases, the plants response, and how these diseases can be treated or prevented.

PLSC 261 Hemp Production Practicum (2CR); Spring
Pre: None
This practicum is designed to help an individual develop skills to produce industrial hemp using environmentally safe methods. The course provides students with hands on experiences within the different aspects of the hemp industry that occur primarily during the spring. Students will work directly with reproduction of hemp plants, daily greenhouse operations, and management of young hemp plants.

PLSC 262 Hemp Production Practicum (2CR); Summer
Pre: None
This practicum is designed to help an individual develop skills to produce industrial hemp using environmentally safe methods. The course provides students with hands on experiences within the different aspects of the hemp industry that occur primarily during the summer. Students will work directly with production, field and high tunnel operations, and integrated pest management. Monitoring of cannabinoid levels in trial plots will often be a major activity later in the summer months.

PLSC 263 Hemp Production Practicum (2CR); Fall
Pre: None
This practicum is designed to help an individual develop skills to produce industrial hemp using environmentally safe methods. The course provides students with hands on experiences within the different aspects of the hemp industry that occur primarily during the fall. Students will work directly with production, daily operations, and management in the hemp industry. Other activities include hemp harvesting, curing, cleaning, and processing.

PLSC 268 Plant Propagation (2CR) Spring
Pre: None
Students learn the principles and practices of seed propagation and of vegetative propagation methods including cuttings, layering, division, grafting, budding and micro propagation.

PLSC 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required for most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

PSYCHOLOGY (PSYC)

PSYC 111 Introduction to Psychology (3CR) Fall, Spring
Pre: None
This course involves the scientific study of behavior and mental processes. It is a basic prerequisite to most other psychology classes.

PSYC 250 Developmental Psychology (3CR) Fall, Spring
Pre: PSYC 111
A survey of the psychology of human life span development. Includes a study of human development through the lifespan with an emphasis on physical, cognitive, social, emotional and personality development.

PSYC 270 Abnormal Psychology (3CR) Fall, Spring
Pre: PSYC 111
A survey of the classification, symptoms, and etiology of psychological disorders. This class focuses on the entire range and scope of human behavior, including theoretical, etiological, epidemiological, and phenomenological approaches to mental illness. It is intended that the student increases their understanding of psychopathology in general and learn more about basic psychological disorders. The course will also explore the aspects of social consequences and treatment options offered in the past and at the current time.

PSYC 280 Introduction to Health Psychology (3CR) Fall, Spring
Pre: PSYC 111
Describes the interaction of psychology and health, including the ways in which thoughts, emotions, and behavior influence one's health.

RANGE SCIENCE (RNG)

RNG 236 Introduction to Range Management (4CR) Fall
Pre: BIOL 150, BIOL 211 or Instructor Approval
Principles of range management which include plant identification, range evaluation, and range improvement.

RNG 225 Introduction to Natural Resources (3CR) Fall
Pre: None
This course explores the history, ecological, and social foundations of the conservation movement regarding natural resources at a state, national, and global levels. A wide range of perspectives is presented to help students develop a personal philosophy towards natural resources. Topics covered will include resource management of soil, water, forests, wetlands, coasts, wildlife, and food systems. The course also explores jobs in the Natural Resources world and offers opportunities to investigate career paths. Introduction to scientific theories and their relation to natural resources and agriculture. Influence of these theories on current perspectives toward the environment.

RECREATION AND LEISURE SERVICES (RLS)
All RLS courses are only available online.

RLS 110 Foundations of Recreation (3 CR) Fall
Pre: None
Orientation to historical and philosophical background of the recreation and leisure movement, recreation organizations, and professional development.

RLS 210 Environmental Education (3 CR) Fall
Pre: None
An introduction to the fields of environmental education including nature education, outdoor education, and conservation education. Philosophies and methodologies appropriate for a basic understanding of environmental education.

RLS 212 Principles of Interpretation (3 CR) Spring
Pre: None
A study of interpretive program preparation and physical site planning for interpretive services. Focus on principles and methods to interpret natural and cultural history in parks and other outdoor settings.

RLS 215 Recreation Areas & Facilities (3 CR); Fall, Spring
Pre: None
Design, operation, and maintenance of recreation areas and facilities.

RLS 222 Recreation Program Planning (3 CR) Fall & Spring Odd Years
Pre: None
Development of programming skills for recreation programs in various settings, i.e., public, non-profit, and private, with emphasis on planning, implementation, and evaluation.

RLS 271 Fundamentals of Recreation and Resource Management (3 CR) Spring
Even Years
Pre: None
An overview of the use of natural environments as formal and informal settings for leisure and recreation involvement and the interrelationship among people, the environment and leisure. Focuses on the principles of managing outdoor recreation sites and visitor systems where the natural environment provides the dominant attraction.

RLS 280 Community & Commercial Recreation (3 CR) Spring Even Years
Pre: None A study of the various forms of commercial recreation, businesses and facilities providing recreational opportunities.

RLS 285 Natural Resource Law (3 CR) Spring Odd Years
Pre: None
The course will provide a basic overview of the laws concerned with the environment and human activities, focusing on conservation and land use. Areas of specific concentration include the Endangered Species Act, National Environmental Policy Act, Antiquities Act, Migratory Bird and Conservation Act and the consequences of activities such as timber harvesting, grazing, recreation, and wilderness preservation. In addition to gaining knowledge of federal environmental laws, students will also gain an understanding of why the laws are necessary and how to apply the laws to real life situations.

RLS 286 Recreation Administration (3 CR); Fall, Spring
Pre: None
Development of understanding of and ability to utilize leadership and group facilitation strategies to enhance and evaluate recreation and leisure experiences. Examination of theories and principles of administration in recreation.

RLS 288 Accessibility and Public Policy in Leisure Services (3 CR); Fall, Spring
Pre: None
This course will introduce students to the concept of programmatic and physical accessibility in parks, recreation, and leisure services. This course will also discuss the American with Disabilities Act (ADA), The Rehabilitation Act of 1973 Section 504 and other laws that apply to parks and recreation and leisure services. The course will explore the history and value of accessibility for individual with disabilities and the responsibilities of the agency providing services.

RLS 290 Introduction to Inclusive Recreation (3 CR) Fall
Pre: None
Concepts, methods, and settings involving recreation services as applied to groups that may need adaptations, i.e., physically, emotionally, or intellectually challenged persons, and the elderly.

RLS 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

SOCIOLOGY (SOC)

SOC 110 Introduction to Sociology (3CR); Fall, Spring
Pre: None
This course is an introductory analysis of the nature of society, the interrelationships of its component groups and the process whereby society persists in change.

SOC 251 Gerontology (3CR); Fall, Spring
Pre: None
This course includes the analysis of aging within the context of the life cycle with emphasis on the major concerns of the elderly and social policies, especially Social Security, and health care, which have an impact on the lives of the elderly.

SOC 115 Social Problems (3CR) Spring
Pre: None
Major problems in America will be analyzed using the sociological perspective. A critical approach will be taken to identify the social conditions that are recognized as problematic to society. We will examine the social, economic, and ideological causes and solutions of racism, sexism, homophobia, wealth and poverty, crime and violence, drug and alcohol abuse, and human population and environmental changes.

SOC 220 The Family (3CR) Spring
Pre: None
The social institution of the family will be analyzed by the sociological perspective. Analyzation and evaluation of the factors (courtship, marriage, child-parent relationships, divorce) that create, maintain, or change social problems in our society will be a focus. We will study and learn about the contemporary American family by considering social class, ethnic background, and diverse family situations.

SOIL SCIENCE (SOIL)

SOIL 210 Introduction to Soil Science (3CR); Fall, Spring
Pre: None
The physical, chemical, and biological properties of soils as they are related to use, conservation and plant growth in rural and urban environments will be discussed.

SOIL 222 Soil Fertility and Fertilizers (3CR)
Pre: None
Introduction to basic principles of soil science and the study of soil properties such as physical, chemical, and biological and how each relates to the crop production resources and the environment.

SPECIAL EDUCATION (SPED)

SPED 101 Introduction to Developmental Disabilities (3 CR); Fall
Pre: None
This course examines the diverse forms of developmental disabilities (DD), legal and ethical factors when working in the DD profession, common philosophies of service to individuals with DD, and developing/planning a team when providing service to individuals with DD.

SPED 110 Introduction to Exceptional Children (3 CR); Spring
Pre: None
The course introduces and examines exceptionalities of learning with a focus on understanding current social and educational responsibilities.

THEATRE (THEA)

THEA 201 Theatre Practicum (1CR) Fall, Spring
Pre: None
Participation in various activities of theatrical production. This course may be repeated.

TOURISM (TOUR)

TOUR 212 Principles of Tourism (3 CR) Fall Even Years
Pre: None
Overview of tourism including historical issues and current trends, travel behavior, tourism planning and policy, tourism impacts and tourism promotion.

UNMANNED AIRCRAFT SYSTES (UAS)

UAS 101 Introduction to UAS Operations (3CR)
Pre: None
This course explores the history, designs, regulations, and economics of small Unmanned Aircraft Systems (sUAS). Students will explore common uses of sUAS's such as precision agriculture, public safety, communications, aerial filming, resource management, and research. Legal and environmental considerations will be discussed was well as the business opportunities and growth areas. The course will also examine future applications of sUAS operations, with an emphasis on commercial and public applications.

UAS 102 Basic UAS Flight Training (1CR)
Pre: Pre/Co-requisite: UAS 101
The course provides hand-on training in pre-flight, post-flight, pilot in command (PIC) responsibilities, spotter responsibilities, and hazard avoidance. Students will gain an understanding of spatial orientation and become proficient in basic sUAS operations such as ascent, descent, altitude hold, and directional change. Students will gain experience by demonstrating level flight, horizontal, vertical, circle, and figure-8 patterns. Numerous stage checks will be utilized to ensure student understanding and proficiency in basic operations and maneuvers.

UAS 107 Commercial UAS Operations (2CR)
Pre: None
This course gives students the knowledge needed to earn a Commercial UAS Certificate as outlined in Chapter 14 CFR Part 107 of the Federal Aviation Administration regulations. Topics such as weather, airspace, on and off airport operations, emergency procedures and human factors will be explored in detail.

UAS 210 UAS Applications in Agriculture (2CR)
Pre: None
This course explores the use of small Unmanned Aircraft Systems (sUAS) in precision agriculture. Crop monitoring, crop scouting, yield assessments, weather damage, and precision crop spraying will be investigated. sUAS software and agricultural image processing will also be examined. Legal and environmental considerations will be reviewed as it pertains to safe and ethical use of sUAS in precision agriculture.

UAS 297 Internship (1 – 6 credits) Fall, Spring.
Pre: Instructor Approval, 2.0 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience: the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

UNIVERSITY STUDIES (UNIV)

UNIV 101 Leadership through Service I (1CR) Fall, Spring;
Pre: None
UNIV 102 Leadership through Service II (1CR) Spring:
Pre: None
The development of occupational knowledge and skills through activities that may include seminars, field trips, public service, and/or work experience. Individual and Group meetings are held to monitor each student's assigned activities. Students will be introduced methods of improving social, political, community, and family life. The purpose of the service-learning experience is to give the students the opportunity to apply course concepts in a real world setting and provide needed services while collaborating with community partners.

UNIV 105 First Year Experience (1CR); Fall, Spring;
Pre: None
This course will be required for all freshmen students and is intended to provide them with insight and information about what the institution deems are the most important concepts in student retention and positive student outcomes.

UNIV 110 College Study Skills (1CR); Fall, Spring
Pre: None
This course emphasizes learning skills that are essential for success in college work. Includes study techniques, goal setting, memory and concentration, information literacy, time management, learning styles, note taking, critical thinking, reading, civility and other techniques for improving student performance.

UNIV 120 College Success (1CR); Fall
Pre: None
This course is intended to prepare students for the academic and social rigors of college life. In this course students will learn to develop effective academic skills by focusing on goal setting, time management, note-taking, communication, critical thinking, and problem-solving skills. Guest speakers will introduce students to campus services such as library and research, transportation, health and wellness, disability services, and other services critical to achieving college success.

UNIV 121 Life Skills (1CR); Fall, Spring;
Pre: None
This course is intended to prepare individuals for the roles and responsibilities of independent living. Individualized segments will be based on the students' needs, and could focus on areas such as safety, housing, transportation and cooking, laundry, grocery shopping and setting appointments, budgeting and financial management, and other independent living skills as needed or required.

WOMEN'S STUDIES (WS)

WS 110 Introduction to Women's Studies (3CR); Fall, Spring
Pre: None
Exploration of a range of social, domestic, and global issues related to women; development of a feminist framework for thinking and writing about women.

Internship
XXXX 297 Internship (1 to 6 CR) Fall, Spring;
Pre: Instructor Approval; 2.00 GPA
An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty. The prefixes for this course will be determined by the instructor.

Special Topics

XXXX 199 Special Topics or Reading Course (1 to 3CR) Fall, Spring
Curriculum Committee Consent & Departmental Approval
This course will generally involve experience with a practical career-oriented topic and is intended to provide flexibility in the career-technical programs.

XXXX 299 Special Topics or Reading Course (1 to 3CR) Fall, Spring
Curriculum Committee Consent & Departmental Approval
This course will generally involve experience with a practical career-oriented topic and is intended to provide flexibility in the career-technical programs.

Independent Study

XXXX 294 Independent Study or Directed Study (1 to 3CR) Fall, Spring
Departmental Approval
This course calls for the supervised preparation and completion of individual research or creative projects. Not to exceed three credits towards a degree.

XXX 294 Undergraduate Research (1 to 3CR) Fall, Spring
Departmental Approval
This course is intended to guide undergraduate students from all disciplines through the stages of writing a proposal and conducting a research project. Topics include planning research and documentation, prose style and editing, document design, ethics, abstracts and oral presentation of the proposal. Because the course will enroll from different disciplines, students will also become acquainted with research topics, ways of framing arguments, and making points outside their fields of study, which will help them develop a more interdisciplinary perspective of research.

Dakota College Administration and Faculty

Administration
Dr. Steven Shirley ....President
Dr. Carmen Simone ....Campus Dean
Kayla O'Toole ....Associate Dean for Academic Affairs
Chris Nero..Associate Dean for Administrative Services
Corey Gorder..Associate Dean for Student Services
Leslie Stevens ....Foundation Director

Full-Time Faculty
Initial year of employment is indicated in parentheses.

Aberle, Lynsey (2018); Farm Business Management
B.S. North Dakota State University
Albrightson, Gary (2003); English
Ph.D. University of North Dakota; M.A. University of North Dakota
Baade, Paige (2018); Nursing
B.S.N. Presentation College
Burbidge, Linda (2019); Agriculture
Ph.D. Kansas State U; M.S. North Dakota State University
Cauley, Michelle (2023); Natural Resources
M.S. Mississippi State University; B.S. Winona State University
Chapman, Chad (2024); Biology
M.S. California State University; B.S. California State University
Chisholm, Tracy (2013) Mathematics
M.A.T.M. Minot State University; B.S. Minot State University
Dugan-Dibble, Raquel (2022); Agriculture
B.S. NDSU; A.A. NDSU-Bottineau
Espe, Carolyn (2023); Nursing
M.S.N. Aspen University; B.S.N. Minnesota State University-Mankato; A.A.S. Dakota College at Bottineau
Gibbon, Jaquelyn (2023); Nursing
M.S.N. Duquesne University; M.S. University of Western States; B.S.N. University of Washington; A.A.S Skagit Valley College
Haman, Trisha (2017); Information Technology
B.A. Minot State University
Hamilton, Erika (2024) Education
Ed.S. University of South Dakota; B.A. Minot State University
Hauf, Heidi (2024); Allied Health
B.S. Valley City State U; A.A.S. Dakota College at Bottineau
Hill, Rikki (2023); Dental
B.A. Minot State University

Indvik, Susan (2024); Nursing
M.S.N. Capella University, B.S.N. Capella University
Johnson, Scott (1999); Mathematics
M.A.T.M. Minot State University; B.S. Minot State University
Kabanuk, Duane (2023); Farm Management
B.S. Minot State University
Keith, Keri (2008); Advertising and Marketing
M.A. University of North Dakota; B.A. University of North Dakota
Kvasnicka-Gates, Lexi (2011); Social Science
Ph.D. North Dakota State University; M.S. North Dakota State University
LaCroix, Mark (2018); Physical Education
B.S. Minot State University
Lindgren, Jason (2023); Physical Education
M.B.A. American InterContinental University, B.S.Ed. Valley City State University
Loucks, Reed (2020); Physical Education
B. S. Waldrof University
Moss, Zahra (2019); Social Science/Art
Ph.D. University of Arizona; M.S. University of Nebraska Lincoln
Pfennig, Becky (2014); Nursing
B.S.N. University of Mary
Pugh, Diedre (2023); Social Science
M.A. University of North Dakota; B.S. Valley City State University
Rivera, Valerie (2020); Physical Education
M.B.L. William Penn University
Roberts, Larry (2022); Physical Education
B.A. Coastal Carolina University; A.A. Neosho County Community College
Rybchinski, Travis (2001); Physical Education
B.A. Concordia College; A.S. Minot State University
Sorby, Karl (2021); Physical Education
M.S. University of Mary
Stutrud, Morgan (2021); Farm Business Management
Master of Agribusiness, Kansas State University
Valella, Roberta (2020); Nursing
B.S.N. Minot State University
Williams, Erin (2013); Nursing
B.S. Medcenter One College of Nursing; A.S. Minot State University-Bottineau

Faculty Ameriti

*Aarhus, David (1968-1996); Life Science
*Arntzen, Neil (1956-1985); Social Science
Aufforth, Al (1974-2012); Wildlife
*Beith, Shirley (1957-1989); Business
*Bender, Clarence "Gene" (2000-2010); Chemistry
*Cushing, Wendal (1964-1987); Life Science
*Faa, Myron (1982-2004); Business
Johnson, Lester "Red" (1966-1995); Chemistry
*Knudson, Walter (1949-1984); Live Science
Leno, M. John (1972-2006); Social Science
Lindquist, Gordon (1972-2004); Music

*Milligan, Edward (1948-1972); Social Science
*Molberg, John (1946-1972); Forestry
*Parks, O.A. (1950-1976); Business
*Rehfuss, Bettey (1977-2013); Mathematics
Severson, Marjorie (1969-1995); Business
Thompson, Don (1974-2011); Social Science
Waller, Glen (1961-1984); Physical Science
*Woods, Jack (1969-1999); Mathematics
Lura, Charles "Chuck" (1980-2018); Botany
Porter, Mike (1999-2019); Arts & Humanities
Deceased

Index