DAKOTA COLLEGE
AT BOTTINEAU

- **Address mail inquires as follows:**

  Name of Office, Dept. or Person
  Dakota College at Bottineau
  105 Simrall Boulevard
  Bottineau, ND 58318-1198

- **Call** the admissions, financial aid and housing offices toll free at:

  1-800-542-6866
  U.S. or Canada

- **Access** Dakota College at Bottineau on the internet at:
  www.dakotacollege.edu

- **Fax**: (701) 228-5499

Campus Visits

Visitors are welcome at Dakota College at Bottineau. The College asks that prospective students who wish to visit call a couple of days prior to their expected arrival date. Administrative offices are generally open from 7:30 a.m. to 4:00 p.m., Monday through Friday. The College observes the customary holidays.

Contact the Admissions Office at 1-800-542-6866.

Telephone/Office Directory

Academic Affairs.....................(701) 228-5457

Athletics...................................(701) 228-5474

Bookstore.................................(701) 228-5458

Business Office.........................(701) 228-5430

Dean's Office...........................(701) 228-5480

Food Service............................(701) 228-5482

General Information ....(701) 228-2277

Learning Center.......................(701) 228-5479

Library ....(701) 228-5454

DCB in Minot...........................(701) 858-4338

Registrar ....(701) 228-5451

2014-2016
Catalog at a Glance

Contents

The 2014-2016 Catalog

The Dakota College at Bottineau (DCB) biennial catalog is published in even-numbered years. It presents in outline 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 subsequent biennium.

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 institutions. Announcements contained in such printed material are subject to change without notice, and may not be regarded in the nature of 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 at Bottineau administration and faculty reserve the right to make changes in curricula, academic guidelines and other rules and regulations at any time.

Equal Opportunity

Dakota College at Bottineau 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.

Dakota College at Bottineau abides by the requirements of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Titles VI and VII of the Civil Rights Act of 1964; Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

Inquiries concerning compliance may be directed to the college's Equal Opportunity Officer (Hattie Albertson, Thatcher Hall, 701-228-5454) or the Office of Civil Rights, U.S. Department of Education, 500 W. Madison St., Suite 1475, Chicago, IL 60661, telephone (312) 730-1560, fax (312) 750-1576 or *OCR.Chicago@ed.gov.*

Inquiries concerning the Americans with Disabilities Act may be directed to Kara Bowen, Thatcher Hall, (701) 228-5432.

College Majors/Programs of Study

Diploma/Certificate .... one year career/tech programs
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/ Diploma	AAS	AS	AA
BUSINESS				
Advertising & Marketing	X	X		
Information Management – Accounting Technician		X		
Information Management – Administrative Assistant		X		
Reception Services	X			
Bookkeeper	X			
Small Business Management		X		
COMPUTER TECHNOLOGY				
Information Technology – Computerized Office Mgmt.		X		
Information Technology		X		
Information Technology – WebMaster		X		
Information Technology – WebDesign	X			
EDUCATION & HUMAN DEVELOPMENT				
Caregiver Services		X		
Child Development Associate	X			
Paraprofessional Educator – Early Childhood		X		
Paraprofessional Educator – K-12		X		
HEALTH PROFESSIONS				
Paramedic Technology	X	X		
Medical Coding	X			
Medical Assistant	X	X		
Health Information Management		X		
Medical Administrative Assistant		X		
Practical Nurse (LPN)	X			
Associate Degree Nurse (RN)		X		
NATURAL RESOURCES				
Environmental Technology – Laboratory & Field Technician		X		
Environmental Technology – Natural Resource Management		X		
Flowershop Technology	X			
Greenhouse Technology	X			
Golf Course Grounds Technician	X			
Floral Design and Greenhouse Technology		X		
Land Management	X			
Landscape Design and Maintenance	X	X		
Recreation Management		X		
Sustainable Vegetable Production	X	X		
Urban Forest Management	X	X		
Wildlife & Fisheries Technology		X		
PHOTOGRAPHY				
Photography	X	X		
* Transfer/Pre-Professional/University Parallel			X	X
* College Studies	X			

*Dakota College at Bottineau offers the applicable freshman and sophomore coursework for most Bachelor Degree programs. The following suggested curricular outlines are included in this catalog:

Accounting	Economics	Pharmacy
Agriculture	Elementary Education	Physical Education
Art	English	Psychology
Biology	Finance (Business)	Secondary Education
Business Education	Health Professions	Social Science
Business Administration	History	Special Education
Chemistry	Liberal Arts	Veterinary Science
Computer Info. Systems	Marketing and Management	Wildlife Management
Early Childhood Education	Mathematics	

The college also offers the following Certificate of Completion programs which consist of 15 credits or less:

Recreation Management
Small Business Management

Dakota College at Bottineau in Brief

ACCREDITATION: Dakota College at Bottineau is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604-1411; 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 (2003-2013) is 764.

MANAGEMENT: Dakota College at Bottineau 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 33 career/technical programs or options leading to certificates of completion, diplomas, or AAS degrees. It also offers comprehensive university parallel/transfer coursework leading to AA or AS degrees.

LOCATION: Bottineau is a city of 2,600 residents that is 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 of DCB is located on the northern edge of the city of Bottineau. It consists of classroom buildings, residence halls, a student 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 also 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 and Ladyjacks.

Academic Calendar

2014-2015

Fall Semester

2014-2015	Event	2015-2016
August 22, 23, 24	Residence halls open	August 21, 22, 23
August 25	Orientation/Registration; classes start at 4 p.m.	August 24
August 26	First full day of classes	August 25
September 3	Last day to add a class	September 2
September 3	Classes dropped by this date don't appear on the transcript	September 2
September 1	Labor Day holiday	September 7
September 10	Fee payment	September 9
October 17	Midterm grades are due	October 16
November 11	Veterans Day holiday	November 11
November 14	Last day to drop a class or withdraw from school	November 13
November 18-21	Preregistration for spring semester	November 17-20
November 14	Applications for December graduation due	November 13
November 27, 28	Thanksgiving vacation	November 26, 27
December 16-19	Final exams	December 15-18
December 22	Final grades are due by Noon	December 21

Spring Semester

2014-2015	Event	2015-2016
January 11	Registration; classes start at 4 p.m.	January 11
January 12	First full day of classes	January 12
January 19	Martin Luther King holiday	January 18
January 20	Fall "I" grades changed to "F"	January 19
January 22	Last day to add a class	January 21
January 22	Classes dropped by this date don't appear on the transcript	January 21
January 28	Fee payment – final deadline	January 27
February 16	Presidents' Day holiday	February 15
March 2	Applications for May graduation due	March 1
March 6	Midterm grades are due	March 4
March 16-20	Spring break	March 14-18
	Holiday	March 25, 28
March 31-April 3	Pre-registration for fall 2015	March 29-April 1
	Pre-registration for fall 2016	
April 3, 6	Holiday	
April 10	Last day to drop a class or withdraw from school	April 8
May 12-15	Final exams	May 10-13
May 15	Commencement at 3 p.m. in Thatcher Hall Gym	May 13
May 18	Final grades are due by Noon	May 16
June 16	Spring "I" grades are changed to "F"	June 14

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

A Message from the Dean

We are pleased that you have taken the time to explore Dakota College at Bottineau.

Dakota College and Bottineau, North Dakota, the college's home community, boast a quality-of-place not frequently found. That is, we are surrounded by natural assets that enhance our learning, living, and leisure endeavors. The Turtle Mountains, the Turtle Mountain Forest, J. Clark Salyer Wildlife Refuge, Lake Metigoshe, the International Peace Garden, and Lake Metigoshe State Park provide hiking trails, water sports, cross-country and downhill skiing, camping, and other outdoor activities – as well as acres and acres of outdoor, experiential labs.

Dakota College is student centered. One of our priorities is to value students, consider their needs and interests, and make a sincere effort to positively respond to those needs and interests. Our faculty love teaching, appreciate their students, and work hard to help them succeed; likewise, our service staff and support staff are devoted to student development and achievement.

The foregoing paragraphs describe why we are known for providing a quality education in a quality environment, and why many of our graduates say they wish Dakota College was a four-year school.

If you can't come to us, perhaps we can come to you with our first rate online and interactive video programming. We have over fourteen quality majors or courses of study we offer at a distance.

I am hopeful that we have stirred your curiosity. If so, please continue your exploration of our programs, people, and services. We will be pleased if you choose to follow our path. We're a great place to leave footprints!

Dakota College at Bottineau . . . where personal service has a name.

Dr. Ken Grosz
Campus Dean

P.S. In 2013, Dakota College was named as one of the Top 30 Community Colleges in America by Washington Monthly Magazine.

History and Mission of Dakota College at Bottineau

History

A referendum in 1894 stated that a School of Forestry should be located 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. And the campus remains a place that provides students with a quality education in a caring environment.

Institutional Mission

Dakota College at Bottineau provides students with a quality education in a caring environment. The institution values diversity and personal enrichment by promoting engaged learning for employment and university transfer. With the help of a supportive community, Dakota College at Bottineau emphasizes

nature and technology to accomplish its mission through an array of curricula, programs, and services.

- Liberal arts education provides students the knowledge and tools to continue their education, to serve as good stewards of the environment, and to function as responsible citizens.
- Career/technical education provides students with the knowledge and skills required to succeed by utilizing natural, human, and technological resources.
- Distance delivery provides students increased access to education and career opportunities.
- Community education provides diverse life-long learning experiences.
- Support services provide opportunities for individual growth and success.
- Campus activities provide for interpersonal development.
- Campus outreach provides area schools and groups access to college resources.
- Workforce training and development provides the human resources for economic development.
- All programs provide a greater understanding of human diversity.

Dakota College at Bottineau's curricula, programs, and services take students *beyond nature and technology* and leave them with an ethic of concern and care for the natural world.

Vision

"Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the Past, Present, and Future to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of Nature, implement a rapidly changing Technology, and prepare students to go Beyond and improve the quality of life."

Core Values

- **Student Centered:** Dakota College at Bottineau values students, considers their needs and interests, and makes sincere efforts to respond positively to those needs and interests.
- **Excellence:** Dakota College at Bottineau college community members take pride in their work and strive for academic and professional excellence.
- **Learning:** Dakota College at Bottineau values innovation and quality as it serves the learning needs of its various constituencies.
- **Respect and Responsibility:** Dakota College at Bottineau acknowledges, understands, and supports the rights of others to express their ideas. Individual responsibility is integral to civil discourse, which enables meaningful learning experiences and informed decisions.
- **Diversity:** Dakota College at Bottineau supports and embraces diversity, which enriches the quality of the learning experience.

Goals and Priorities

- Improve learning and services through ongoing assessment.

- Improve extra and co-curricular offerings.

- Provide curricular offerings to meet the needs of constituents.

- Develop the institution's Nature, Technology, and Beyond focus.

- Utilize all campus resources.

- Enhance residential life.

- Develop learning partnerships throughout the region and state.

- Promote global awareness.

- Promote an innovative culture in a technologically enhanced environment.

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: the Turtle Mountain Forest, the prairie pothole region, the J. Clark Salyer National Wildlife Refuge, the 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 provides examples of how and why everyone must care for the environment. Technology aids in determining appropriate methods to solve problems and create 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 at Bottineau are self-confident and possess skills that promote life-long learning. When Dakota College at Bottineau 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 at Bottineau develops responsible graduates who can manage life activities in a manner that allows them to become high achievers who can protect and use our natural and human resources wisely.

Family Educational Rights and Privacy Act (FERPA)

As custodian of student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) DCB assumes the trust and obligation to ensure the full protection of student records.

Student records maintained by DCB fall into two general categories; public directory information and educational records.

Public directory information is information concerning a student that may be released publicly. It includes the following: all names, addresses, electronic addresses and telephone numbers on record, date and place of birth, major field of study, student classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and graduation, degrees received, honors and awards received, names of previous educational institution attended, photographic, video or electronic images of students taken and maintained by the University (excluding student ID photos).
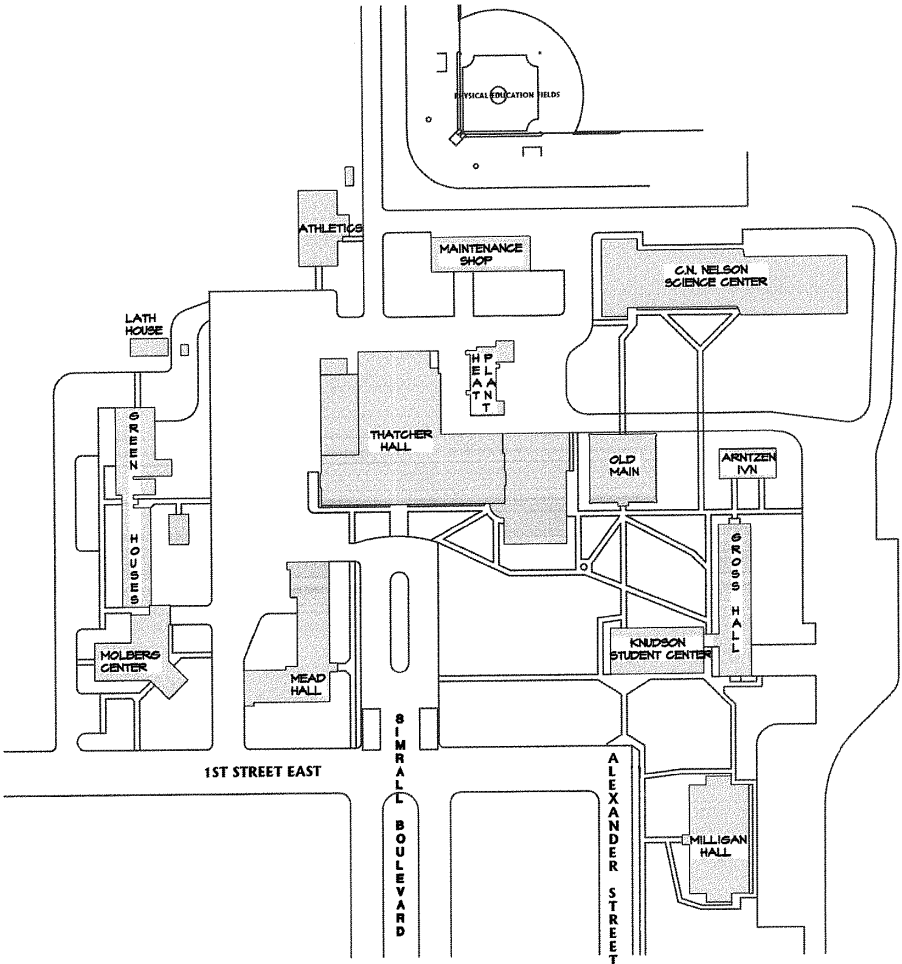
Currently enrolled students may withhold disclosure of any category of public directory information. To withhold disclosure, written notification must be received in the Registrar 's office by the tenth day of each semester. Forms are available at the Registrar 's office. A request to withhold disclosure will remain in effect until the student notifies the Registrar 's office.

DCB assumes that failure on the part of any student to specifically request in writing the withholding of categories of public directory information indicates individual approval for disclosure.

Educational records are those records directly related to a student and maintained by DCB or by a party acting on behalf of the institution. These records include any information from which a student can be individually identified and information not defined as public directory information. Educational records may not be released without the written consent of the student to any individual, agency or organization, other than authorized University personnel or other individuals or agencies who have a legal right to access this information.

Additional information regarding DCB's FERPA policy and procedures can be found in the Student Handbook. The Student Handbook is available online.

DCB Campus Map

PHYSICAL EDUCATION FIELDS

ATHLETICS

MAINTENANCE SHOP

C.N. NELSON SCIENCE CENTER

LATH HOUSE

GREEN HOUSES

PLANT

THATCHER HALL

OLD MAIN

ARNTZEN IVN

GROSS HALL

MOLBERG CENTER

KNUDSON STUDENT CENTER

MEAD HALL

SIMRALL BOULEVARD

1ST STREET EAST

ALEXANDER STREET

MILLIGAN HALL

DAKOTA COLLEGE
AT BOTTINEAU
BOTTINEAU, NORTH DAKOTA

0'   50'   100'
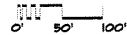
HUNTER • GROBE
ARCHITECTS / PLANNERS
COPYRIGHT © HUNTER • GROBE

N

General Information

Admission

Students who have reached a decision to attend the college should initiate the application process as early as possible so that the admissions office can provide prompt and accurate pre-enrollment processing in regard to admission status.

Admission of New Freshman Students

A freshman applicant is one who has not attended a postsecondary institution after high school graduation. Freshman applicants for admission to DCB 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 from an accredited or state-approved high school.

   The transcript must provide an official record of all credits earned as well as certification of high school graduation. Incomplete transcripts may be sent prior to graduation and an admittance decision will be made based upon six or seven semesters of high school work. However, final and complete transcripts will be required of all applicants admitted to the College in order to verify high school graduation.

   Individuals who have completed the General Educational Development (GED) examination and are seeking admission to the College must present a transcript of the GED test results. Successful completion of the GED examination will be accepted in lieu of a high school transcript after the prospective student's high school class has graduated.

   A high school diploma or successful completion of the GED examination is required for acceptance into all academic curricula and is recommended for the career/technical programs. In certain career/technical programs, applicants who are unable to meet this requirement and are 17 years of age or over may be accepted provided that their high school class has graduated.

4. Evidence of immunization against measles, mumps, and rubella. 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 proof of a positive serologic test for measles, mumps, and rubella, or c) presenting proof of date of birth prior to 1957.

   Exceptions to this policy may be granted only when: a) immunization is contraindicated by illness, pregnancy, allergies, or other medical conditions 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. Exceptions to the policy are approved by the Student Services office.

5. Applicants must submit scores from the American College Test (ACT). They will be used for advisement and placement purposes. DCB does not require the ACT writing essay component. Information concerning test dates for this examination can be secured from your high school. Applicants 25 years of age or older on their first day of class are exempt from this admission regulation.

6. Criminal background checks are required for the following programs: Nursing, Medical Assistant, Paramedic Technology, Caregiver Services, and Paraprofessional Educator.

These admission requirements are to be met by the first date of enrollment. Students whose admission requirements are not fully satisfied will be considered as "conditionally admitted" until all admission requirements are fulfilled. Students in this category will be denied subsequent enrollment and will not be considered to have met graduation requirements.

Admission of Transfer Students

A transfer applicant is one who has attended one or more postsecondary institutions following high school graduation. Transfer students who are seeking admission to the 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 the 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 the high school transcript as well as the results from American College Test (ACT).

   Students academically suspended from other institutions of higher education ordinarily will not be permitted to enroll at DCB 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 DCB or of such a nature as to prepare students to continue in an equivalent program at the College. Other courses will be evaluated in regard to their applicability to the student's major area.

4. Evidence of immunization against measles, mumps, and rubella. 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 proof of a positive serologic test for measles, mumps and rubella, or c) presenting proof of date of birth prior to 1957.

Exceptions to this policy may be granted only when: a) immunization is contraindicated by illness, pregnancy, allergies, or other medical conditions 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. Exceptions to the policy are approved by the Student Services office.

These admission requirements are to be met by the first date of enrollment. Students whose admission requirements are not fully satisfied will be considered "conditionally admitted" until requirements are fulfilled. Students in this category will be denied subsequent enrollment and will not be considered to have met graduation requirements.

Online Application

Students may complete and submit an electronic application for admission via DCB's Web page at www.dakotacollege.edu. Other admissions documents should be sent regular mail as soon as possible after the electronic application is submitted.

The $35 application fee needs to be paid before the application for admission is processed. The fee can be paid through the online application process. We accept VISA, MasterCard and Discover.

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 DCB for three years, they must again complete the 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 material as regular freshmen 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

DCB is authorized to accept international students. There is special documentation that international students must provide to be considered for acceptance. All documents must be translated into English. Students from

countries other than the United States who would like to apply for admission should contact the Associate Dean for Student Affairs.

High School Early Entry/Dual Credit

High school seniors and juniors may enroll at DCB under an early entry program. Students wishing to enroll in this program will be required to submit written permission from their parents and also from their high school. A special form is provided for this purpose. Dual credit allows junior and senior high school students to take a college class and earn both high school and college credit for the class.

Registration

Registration is the process whereby students plan their class schedules 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, the following steps are followed:

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 the Campus Connection portal on the DCB website.
3. The student pays the appropriate 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 in 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 DCB attend the orientation session for which they are scheduled.

Student E-mail Policy

The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student's campus-assigned e-mail 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 e-mail address rests with the student.

Summary of Costs

Payment of Fees

All tuition, fees, 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 12 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 affect at the time the bulletin was printed in May of 2014.

Charges and Expenses

Tuition and Fees for Full-Time Enrollment
(12 or more credits)

State of Residency	Per Semester	Academic Year
North Dakota*	$2048.86	$4097.72
Minnesota**	$2246.86	$4493.72
South Dakota, Montana***	$2461.36	$4922.72
WUE States**** (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	$2873.86	$5747.72
MSEP States***** (IL, IN, KS, MI, MO, NE, WI)	$2873.86	$5747.72
Canada	$2048.86	$4097.72
Other nonresidents/states	$2873.86	$5747.72

* 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 Credit Hour Charge
North Dakota	$170.74
Minnesota	$187.25
South Dakota, Montana	$205.13
WUE States (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	$239.51
MSEP States (IL, IN, KS, MI, MO, NE, WI)	$239.51
Canada	$170.74
Other nonresidents/states	$239.51
Online	$193.00

Room (double occupancy)

	Per Semester	Academic Year
Gross Hall	$ 1166.00	$2332.00
Mead Hall	$ 1166.00	$2332.00
Milligan Hall	$ 1271.00	$2542.00
Single room	$1637.50	$3275.00

Board

All students who reside in a College 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	$1668.50	$3337.00
19 meal plan	$1876.50	$3753.00

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 which must accompany
each residence hall housing application..$50

Floral Design I Fee
Assessed if students enroll in PLSC 177 ....$75

Floral Design II Fee
Assessed if students enroll in PLSC 178 ....$100

Ski/Snowboarding Class Fee
Assessed if students enroll in this HPER activity course.................................$45

Golf Fee
Assessed if students enroll in this HPER activity course.................................$35

Canoeing Fee
Assessed if students enroll in this HPER activity course $10

Racquetball Fee
Assessed if students enroll in this HPER activity course $10

Anatomy & Physiology Fee
Assessed if students enroll in BIOL 220, 221 ....$20

First Aid/CPR Fee
Assessed if students enroll in this HPER Course..$27

Chemistry Lab Fee
Assessed to students enrolled in online CHEM 115 ....$25

Zoology Lab Fee
Assessed if students enroll in BIOL 170 ....$20

Microbiology Lab Fee
    Assessed if students enroll in BIOL 202 .... $20

Human Structure and Function Lab Fee
    • Assessed if students enroll in BIOL 115 .... $15
    • Assessed if students enroll in BIOL 115 ONLINE $50

CIS 164, 165, 267, 268 Course Fee
    Assessed if students enroll in CIS 164, 165, 267, 268 .... $75

Microcomputer Hardware I and II Fee
    Assessed if students enroll in CIS 128, 129 .... $75

BADM 103/203 Leadership Techniques
    Assessed if students enroll in BADM 103, 203 .... $50

Parking Registration Fee
    Charged all students who wish to park a vehicle on campus.......................... $40

Nursing program fee per semester $400

Nursing Fee
    Assessed to students registered for
    NURS 122, 124, 126, 227, 237, 259 .... $50

Horticulture Pest Control Fee
    Assessed to students registered for FORS 206.. $80

EMS Fee
    Assessed to students registered for EMS 210 .... $75

Ceramics Fee
    Assessed to students registered for ART 250, 251... $25

BOTE/CIS Fee
    Assessed to students registered for BOTE 147, 247; CIS 104 .... $30

History Special Topics
    Assessed to students registered for HIST 299... $250

PHOT 240 Fee
    Assessed if students enroll in this PHOT course $45

PHOT 289 Fee
    Assessed if students enroll in this PHOT course $60

GEOL 105 Fee
    Assess if students enroll in this GEOL course $50

Clinical Procedures
    Assessed if a student is registered for AH 136 .... $70

Instructional Material

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. However, the DCB Financial Aid Office uses the following figure when estimating the cost of materials for an academic year..$1100

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 DCB Financial Aid Office uses the following figure when estimating miscellaneous expenses for an academic year $2210

Transportation Expenses

Students must estimate the amount of money they will need to travel to and from college. The DCB Financial Aid Offices uses the following figure when estimating transportation expenses for an academic year..$1123

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 a withdrawal form. 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

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 Application for Resident Student Status. The form is available at Student Services. 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 DCB. 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 at DCB or go to *www.getreadyforcollege.org*.

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, DCB students from these states pay a "contiguous states" rate which is somewhat higher than the resident tuition.

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 are participating: 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 are participating: Illinois, Indiana, Kansas, Michigan, Missouri, Nebraska and Wisconsin.

Tuition Incentive Program

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 plus all applicable fees.

Student Services and Campus Life

Financial Aid at Dakota College at Bottineau

DCB, 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 DCB. The application is available online at www.fafsa.ed.gov.

Students interested in applying for financial aid should contact the Financial Aid Office at the College. Application procedures and programs available are outlined below.

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 *www.fafsa.ed.gov*.
   DCB's code is 002995.
2. Respond immediately to any request for additional information needed at the Financial Aid Office.

Federal financial aid applications for fall enrollment that are processed on or before April 15 will be given first consideration for federal, state and institutional financial assistance. Applications received after April 15 will be considered on a funds available basis.

Students should apply as soon as possible after February 1.
FUNDS ARE LIMITED!

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 need and will be offered only to students who qualify for Pell Grants.

3. **Federal Perkins Loan**
   Students demonstrating need for financial aid may be eligible for a 5% interest Federal Perkins Loan from the College. Loan paybacks begin nine months after the student ends his/her education (includes graduation, involuntary or voluntary termination).

4. **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 enrollment.

5. **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.

6. **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 apply for the difference 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.

7. **North Dakota Student Financial Assistance Program (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 full-time 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 date on the check.

2. **Alternative Loan**
   If the amount of financial aid awarded is not enough to cover educational expenses, alternative loans are available. Alternative loans are offered by for-profit loan companies and offer interest rates that are generally lower than a commercial loan. 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.

3. **Part-Time Employment**
   The College provides a number of part-time jobs not associated with any federal program. Jobs are on campus and include maintenance, library work, secretarial work, food service and teachers' aides.

4. **Scholarships**
   Students may qualify for any number of scholarships offered by both private parties and the DCB Foundation or Alumni Association. Scholarships are funded from income of endowed funds as well as annual gifts.

If interested in additional information concerning scholarships and applications, contact the Financial Aid Office. The College uses one scholarship application form which students can use to apply for any award.

Awards

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

Awards are based upon federal appropriations and may be reduced or increased proportionately depending upon the availability of funds and a students enrollment status at any time during the academic year. It is not always possible to award 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 of the aid awarded.

Admission requirements as stipulated in the college catalog must be met before any funds can be released to the student for payment of fees.

Award letters need to be signed and returned to the Financial Aid Office within 30 days of the date of disbursal. AWARDS WILL 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 DCB and requesting federal student financial assistance are effective with the beginning of classes for the academic year. They are as follows:

1. **Maximum Earned and Attempted Credits**
   a. Students enrolled at DCB are eligible to receive federal student financial assistance for the maximum number of earned and attempted credits specified below:

   One-Year Program ....50 credits
   Two-Year Program ....92 credits

2. **Maintaining Satisfactory Progress**
   a. Students who are suspended from DCB for failure to meet the institution's minimum academic standards are not making Satisfactory Progress for financial aid purposes.
   b. In order 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 minimum requirements for his/her grade level (i.e., freshman: 1.6, sophomore: 2.00). Grades of Failed (F), Unsatisfactory (U), Incomplete (I), Withdrawn (W), and Not Reported (NR) count as credits attempted but not completed, and will be applied toward the maximum number of credits specified in 1a.

Appeal Procedures

Students who wish to appeal the cessation of funds must complete and submit a Review of Satisfactory Academic Progress Form to the Financial Aid Director indicating their 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

DCB 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 twice a month. Time sheets must be correctly submitted on the 16th day and last working day of each month or paychecks will be delayed.

Federal Stafford Student Loans are either electronically transmitted to DCB and credited to the student's account or sent to the Business Office for disbursement.

Refund and Repayment Policy Statement

A student who received funds under federal student aid programs during an academic year will be expected to repay a portion of these funds should he/she 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 DCB Business Office.

Student Housing and Food Services

Student housing facilities at DCB include three residence halls: Mead Hall, Gross Hall and Milligan Hall.

The College food service is located in Mead Hall. All students residing in College housing must purchase a board contract. There is also a large vending area located in the Student Center for student use seven days a week.

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. 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 ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease in accordance with this policy. Exemptions may be provided upon application under established campus procedures if; (a) immunization is contraindicated by a medical conditions; or (b) a student's beliefs preclude participation in an immunization program.

College residence halls for men and women are designed to provide comfortable living quarters for students while they are enrolled at the College and promote the personal and social development of students through group living. Each residence hall has a full-time Hall Director, 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. Cable television, Internet access and 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 and risk termination of enrollment at the College.

Students whose registration is cancelled for any reason are required to vacate their rooms immediately. Only college 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 College 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 his or her 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 College bookstore is located in Thatcher Hall. Students may purchase their books and other school supplies in this facility. The bookstore also feature DCB clothing, novelties, coffee and sandwiches.

The Library

The library is located on first floor of Thatcher Hall. In addition to leisure reading areas, the library provides the students with a computer lab, media center, Internet access and study areas. The book and audiovisual collection numbers more than 29,000 items; in addition the library owns over 8,000 electronic and audio books. An extensive periodical collection is available in print, film, fiche and online formats.

DCB 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.

Our mission is to provide services and resources necessary to meet the educational and informational needs of the DCB community, and, to a lesser extent, the needs of Bottineau and the surrounding community. To help accomplish this mission, the library is open approximately 70 hours a week when classes are in session.

Health Service

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

Counseling Service

Dakota College at Bottineau is fortunate to have the services of a full-time mental health and substance abuse counselor. The counselor holds the regular scheduled office hours, and serves as a resource for students as well as someone students can discuss issues with in total privacy and confidence. The counselor is also able to refer patients to other professionals in the mental health and substance abuse fields as the situation warrants. Their office is located in the Molberg Center.

Health Insurance

The North Dakota University System makes available to students an optional injury and sickness insurance plan. The plan selected by the NDUS is tailored to meet the needs of students at a reasonable cost. Students may inquire at the Health Service or at the Student Services Office about enrollment procedures.

Faculty Advisor/Student Responsibility

Students are assigned a faculty advisor based on their selected field of study. Advisors assist students with course selection, registration and counsel students concerning academic progress. Advisors may also refer students to other offices or services.

Students have the responsibility to select and register for courses that will meet their program requirements. Students are encouraged to meet with their faculty advisor when selecting courses.

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 the College. The conduct of a student at the College 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 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 Student Affairs. When necessary, appropriate actions will be taken to sanction students who violate the school's conduct code.

The College's written policies on student conduct are published on the DCB website at *www.dakotacollege.edu*.

Student Senate

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

Student Center

This facility includes a meeting room, computer center, game room and lounge area with a big screen TV. Games include billiards, ping pong, darts and foosball.

Varsity Athletics

DCB strives to provide a comprehensive intercollegiate athletic program for both men and women. The team names are the "Ladyjacks" and "Lumberjacks." The men participate in basketball, baseball, hockey and football. The women participate in basketball, volleyball and fast-pitch softball. The women's and men's basketball teams, men's baseball team, women's volleyball team and women's fast-pitch softball team are members of the Mon-Dak Athletic Conference. The men's football team is a member of the Minnesota College Athletic Conference (MCAC). All teams are members of the National Junior College Athletic Association. 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

The College is aware that not all students possess the skill or choose to compete in an intercollegiate sport. Therefore, a program of intramural athletics is provided. Enrolled students may participate in intramural sports. Activities that the program has sponsored include, but are not limited to the following: softball, floor hockey, volleyball, basketball, badminton and dodgeball.

Drama

DCB sponsors a theater production each year. The type of production varies from year to year. Students do not need any experience to participate. Participants can earn 1 hour of credit (THEA 201 Theater Practicum) for participating in all aspects of the production. Students can also earn an hour of credit for participating in the Bottineau Community Theater 's winter musical production. However, to participate in this musical, a student must audition for the director of the community theater.

Eligibility/Representing the College

Students may not represent the 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 DCB in intercollegiate athletics or other extracurricular activities is a privilege awarded only to students in good academic and social standing, although exceptions may be granted by the College Dean in demonstrably unusual cases. Good academic standing includes meeting performance and attendance standards set by instructors for their courses and successful performance in a majority of 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 the 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 that prohibit them from representing the college.

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 at Bottineau 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

• Flexible Course Scheduling

• GI Bill Benefits

• Tuition Assistance

New programs and incentives for military members and their families change continually and Dakota College at Bottineau strives to bring these programs to military students. Due to the frequent updates, the most accurate listing of current incentives and military programs are found on the Dakota College at Bottineau Military Student webpage by going to *www.dakotacollege.edu* and clicking 'Academics' and then 'Military Students'.

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 Students

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

Non-Degree Students

A non-degree student is any student who is not pursuing a degree or has not met admission requirements. Non-degree students who later decided to earn a degree must select a program of study, satisfy admission requirements and notify Student Services.

Freshman/Sophomore

A Freshman is a student who has satisfactorily met all College entrance requirements and has earned less than 24 credits.

A Sophomore is a student who has satisfactorily met all College entrance requirements and has earned 24 or more credits.

Auditor

An auditor is an individual who attends class but is not enrolled for credit. Auditors attend classes only as listeners. A special fee is assessed those who audit; however, 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 & licenses may earn prior learning credit. DCB 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 certificate.

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 DCB course the training/certificate aligns with.**

4. Submit materials to the prior learning advisor.

Advisor Responsibilities

1. Confirm the training documentation aligns with the DCB 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's office.

3. Maintain a copy of the application on file.

Prior Learning Quick View

If the method is:	The process includes:	Fees associated with this method:
Advanced Placement (AP) College Level Examination Program (CLEP) International Baccalaureate (IB) DANTES Specialized Subject Tests (DSST)	Students complete the exams and submit results to the DCB registrar. College credit is awarded based 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. DCB does not charge transcription fees for these credits.
Professional Training/ Certification Credit	Students provide DCB with a copy of the certification or training. DCB uses CAEL and ACE recommendations for recognized trainings and certificates. Course instructors may require an assessment to calculate a grade for the course which prior learning is requested.	50% of current N.D. resident tuition rates
Military Training	Provide DCB with 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 HPER100 Concepts of Wellness and Fitness.	Student pays all fees associated with acquiring official transcripts. There is no fee charged by DCB to process transcripts from an accredited educational institution.
Experiential Learning Portfolio	Students must have five years of documented work experience in a directly related field. Work competencies must align with course objectives. Students successfully complete CARS110 Experiential Learning Portfolio Development to develop an Experiential Portfolio. DCB content experts evaluate student experience per the Experiential Learning Portfolio guidelines.	Students pay tuition for CARS110 Experiential Learning Portfolio Development (1 credit). Portfolio Evaluation: $30 per credit hour Articulated Credit Fee: $30 per credit hour

First Year Experience

All new fall semester freshman students at DCB are required to enroll in SOC 105 First Year Experience. An exception to this requirement will be made for transfer students who had been in residence full time for at least one quarter or semester at a regionally accredited institution. Summer sessions do not apply for exception purposes. The course orients students to college and examines topics that are important for student success and positive student outcomes.

Student Placement into College Courses

DCB uses ACT and Accuplacer scores to determine the placement of students into English and mathematics courses as outlined in NDUS Procedure 402.1.2. As a school that subscribes to and believes in open access, DCB 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

All academic work is expressed in terms of credit or units. A credit/unit represents one class period for each of the weeks of a semester. A lecture class period is usually 50-75 minutes in length. A laboratory class period can run two or three hours in length.

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 12th calendar day of the semester (summer and eight-week session dates are prorated) this grade will also be assigned. The published refund policy will apply to administrative withdraws.

This grade is also assigned when students withdraw from the College, 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 with a number of 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 DCB. The cumulative grade point average is obtained by dividing all points earned throughout enrollment at DCB by the number of credits attempted throughout enrollment.

A summary of credits accepted from other institutions appears on the official DCB 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 by DCB 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 DCB. Interested students may inquire at the Student Services Office in regard to 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.

Cooperative Education

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 co-op program integrates classroom education with successive, career related work placements.

Incomplete Work

The mark "I" is assigned only to a student who has been in attendance and has done 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 incompletes 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 computing the cumulative grade point average. All credits attempted, including repeated courses, will be used in determining satisfactory financial aid progress. Credits will not duplicate 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 DCB student who has not completed a Certificate, Associate Degree or Diploma and has not been in attendance at DCB for three or more years, but who is presently enrolled full time, may request to exclude from GPA calculations all grades earned in selected full quarters or semesters completed at the College prior to the three-year interval.

Such courses and grades will remain on students' academic records, but grades will be excluded from GPA calculations. Excluded courses cannot be used to satisfy any academic requirements.

A student may exercise this option only once by submitting a written request to the Associate Dean of Student Affairs. If approved, the grade will be forgiven after the student successfully completes one semester at the College.

Grade Appeals

A grade appeals procedure has been established for cases in which a student believes his/her grade does not reflect their academic performance. Students must initiate the grade appeal within three calendar weeks of the last day of the full term or session. The complete grade appeals policy and procedure is available in the Student Handbook which can be found on the DCB 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. The final exams will be given in accordance with the final exam schedule prepared by the Student Services Office.

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.

Midterm Deficiencies and Final Grades

Instructors submit midterm grades for all students during the 8th week of the semester.

Midterm and final grades are available for students to view through the Campus Connection link on the DCB website. Final grades are generally available on Campus Connection approximately 5-7 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 to qualify for either the Dean's List or the Honor Roll. The semester grade point average is used to determine who will be included.

Honors Program

The Dakota College Honors Program promotes opportunities for students to participate in an enriched learning experience that prepares them for a life of achievement. Following are principles and priorities of the program:

- Encourage students to examine issues and themes from multiple and contrasting viewpoints,
- Stimulate interest in lifelong learning,
- Inspire more probing classroom discussion,
- Apply knowledge to real life and real world situations,
- Develop critical thinking and analytical skills,
- Explore academic subjects in more depth

Dakota College at Bottineau views its Honors Program as another tool to help it fulfill and enhance its mission, core values, goals and objectives, vision, and focus. The college promotes personal enrichment through engaged learning in all of 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 at all 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.

The College recognizes the value of participation in extracurricular activities. Thus, a student can be excused from class in the case of College 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 College 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 61 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 requirement which is beyond the college wide AA and AS general education requirement.

3. For the AA degree, satisfy the additional social science credit requirement which is beyond the college wide AA and AS general education requirement.

4. Students earning a second or additional Associate Degree (AS or AA) must satisfy the additional credit requirement for the second degree.

5. Earn the specified number of credits listed in the catalog curriculum outlines for the diploma, certificate or certificate of completion.

6. 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.

7. Satisfy all entrance requirements.

8. 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.

9. Make a formal written application for the degree, diploma, certificate or certificate of completion.

10. Have removed, prior to the date of graduation, all financial and academic obligations.

11. Satisfy the academic residence requirement.

    In order to complete a degree or diploma, students may supplement resident credits with transfer credits after their last term of enrollment at DCB.

    The student's advisor will determine which credits in transfer are appropriate to complete the major program.

    Students seeking a degree from Dakota College at Bottineau, 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 Requirements

To be eligible for an Associate of Science, Associate of Arts, Associate of Applied Science, Diploma or Certificate Degree, a student must earn a minimum of 15 degree credits from DCB. To be eligible for a Certificate of Completion, students must earn half of the program credits from DCB.

Students enrolled continuously on at least a one-half time basis (six semester credits or more) will follow the graduation requirements in effect at the time of their initial enrollment at DCB. 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.

Graduation Honors

Candidates for any degree or diploma whose cumulative grade point average is 3.80 or above will be graduated with High Honors. Students whose cumulative GPA is 3.50 to 3.79 will be graduated 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, counselors and advisors are available to assist students in planning their programs.

The 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 19 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 semester Freshman who are new students may not enroll for more than 19 semester hours.

The following courses are not applicable when considering course load limitations: ASC 88, SOC 105; and UNIV 110. In addition, any special topics, individual studies, field studies, physical education activity, special problems, Co-op Ed, 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 DCB

DCB accepts transfer courses at full value if earned in colleges and universities which are members of, or hold candidate-for-accreditation status from regional accrediting associations. DCB may accept transfer courses from other colleges and university which offer comparable courses and programs and are accredited by a regional accrediting organization.

Students who have question regarding the transfer of their credits to DCB should contact the DCB Registrar at 701-228-5488.

Transfer of Credit from DCB

Transfer of credit is always determined by the institution to which the student plans to transfer. Therefore, students need to familiarize themselves with the requirements of the college or university to which they plan to transfer. Students who intend to transfer from DCB are strongly advised to meet with their advisor to assure that their program of study at DCB is suitable for transfer to a four-year university.

Students who encounter problems with transfer of DCB credits to another institution should contact the DCB Registrar at 701-228-5488.

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 DCB General Education Requirements. Eligible students must submit documentation of successful completion of basic training for evaluation.

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 DCB.

Transcripts

Transcripts are termed either official or unofficial. Official transcripts bear the seal of the College and are not issued to students. Unofficial transcripts are marked as such. Students enrolled after the fall of 2001 can print unofficial transcripts anytime via Campus Connection link on the College's website.

In order to comply with privacy laws, the College requires all transcript requests to be in writing. There may be conditions such as unmet financial or academic obligations under which transcripts will be withheld. Transcript request forms are available on the website.

Although an attempt is made to process and mail transcripts on the same day a request is received, those who request transcripts should allow for a processing time of two business days.

A summary of credits accepted from other institutions appears on the official DCB 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 secure the proper form from the Registrar 's Office, complete the form and return it to the Registrar's Office. The form is also available on the website under "Current Students".

Changes in Registration

After students have registered for classes they may make changes to their class schedules via the Campus Connection link on the DCB website. Students should consult their advisors before making changes in their registration. Changes in registration are allowed according to the published academic calendars for all the sessions in a term.

It is the responsibility of the student to ensure that they are registered in 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 the Campus Connection link on the DCB website.

Administrative Withdrawal

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 "W" will be recorded on the academic transcript denoting the withdrawal and the published refund policy will apply. The registrar will send a letter to the effected students notifying them of the change to their enrollment status and of the appeal process for reinstatement in the course(s).

Refunds for Students who are withdrawn

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

Book Returns

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, he/she must complete a petition to add form which includes signatures for the instructor and department head.

Withdrawal from College

Official withdrawal is a process used by students to drop all their courses or drop their last course. Students who wish to withdraw must complete the official withdrawal form. The form is available at Student Services and online at *www.dakotacollege.edu*.

Students may withdraw from the college anytime 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 withdraw from the College after the fifth day of class following midterm 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 him or her 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.

Academic Progress

Students who fail, at the end of any semester, 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	1.50 (cumulative or semester G.P.A.)
17-33	1.75 (cumulative G.P.A.)
34-50	1.90 (cumulative G.P.A.)
51+	2.00 (cumulative G.P.A.)

Academic Probation

At the end of any semester in which a student fails to achieve the required academic standards, he or she 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 cancellation 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 or INT 190 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 from the College are denied the privilege of the institution during their period of suspension. The first time a student is suspended from the College, the period of suspension will be one semester. The second time a student is suspended from the College, 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 individual 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 at the College and will continue on academic probation.

Readmission After Suspension

After a student's period of suspension has elapsed, he or she must apply to the Academic Standards Committee for readmission to the 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.

Academic Curricula

Academic Curricula

Objectives

- To provide a core of general education courses similar to those of the many four-year colleges to which students may transfer.

- To provide lower divisional coursework in specific major areas for those who have chosen the field in which they will earn their Baccalaureate Degree.

- To provide all students with the opportunity to develop appreciation, understanding and skills which will contribute to the quality of their lives and satisfaction of their personal goals.

- To provide service courses for career/technical curricula.

Transfer Curricula

DCB offers the applicable freshman and sophomore course work for most Bachelor Degree programs. The following suggested course sequences or curriculum outlines are included in this catalog:

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

Transfer to Other Colleges

The North Dakota University System is working to make transfer 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 particular 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 DCB campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change. At DCB, general education exists within all 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 goals of general education reflect the commitment to the campus focus of Nature, Technology, and Beyond and are as follows:

Nature
• Explains the interrelationships between humans and their environment and the role of science in their lives

Technology
• Demonstrates knowledge and application of technology
• Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems

And Beyond
• Demonstrates effective communication
• Employs the principles of wellness
• Demonstrates the knowledge of the human experience throughout history
• Demonstrates the ability to create and analyze art; evaluate aesthetics; and synthesize interrelationships among the arts, the humanities, and society

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 the 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.

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 are 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.

Within the GEA, each institution shall indicate its courses that are approved for general education in its catalog and other student advisement materials. GERTA institutions may establish program/institution specific requirements. A student should consult the institution to which she/he intends to transfer relative to these program/institution requirements.

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

1. ENGLISH COMPOSITION (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 ACTIVITIES (ND:FA)

ART 101 Intro to Studio Art – 3
ART 122 Two Dimensional Design – 3
ART 130 Drawing I – 3
ART 250 Ceramics I – 3
PHOT 180 Photography I – 3

4. HUMANITIES (ND:HUM)

ART 110 Introduction to Visual Arts – 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 238 Children's Literature – 3
ENGL 242 World Literature II – 3
ENGL 261 American Literature I – 3
ENGL 262 American Literature II – 3
FREN 101 First Year French I – 4
FREN 102 First Year French II – 4
HUM 101 Introduction to Humanities I – 3
HUM 102 Introduction to Humanities II – 3
MUSC 207 History of Popular/Rock Music – 3
SPAN 101 First Year Spanish I – 4
SPAN 102 First Year Spanish II – 4
THEA 201 Theatre Practicum – 1

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

6. SOCIAL SCIENCE (ND:SS)

CJ 201 Introduction to Criminal Justice
ECON 201 Principles of Microeconomics – 3
ECON 202 Principles of Macroeconomics – 3
GEOG 161 World Regional Geography – 3
POLS 115 American Government – 3

POLS 220 International Politics – 3
PSYC 100 Human Relations in Organizations – 3
PSYC 111 Introduction to Psychology – 3
PSYC 250 Developmental Psychology – 3
PSYC 270 Abnormal 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 Human Structure & Function – 4
BIOL 124 Environmental Science – 4
BIOL 150 General Biology I – 4
BIOL 151 General Biology II – 4
BIOL 170 General Zoology – 4
BIOL 202 Microbiology – 4
BIOL 220 Anatomy and Physiology I – 4
BIOL 221 Anatomy and Physiology II – 4
BIOL 230 Ecology – 4
BOT 212 Botany II – 4
CHEM 115 Introductory Chemistry – 4
CHEM 116 Introduction to Organic and Bio-chemistry – 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
FWLD 121 Introduction to Fish & Wildlife Management – 3
FWLD 122 Wildlife & Fisheries Techniques – 3
FWLD 243 Ornithology – 4
GEOL 105 Physical Geology – 4
PHYS 120 Fundamentals 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 105 Trigonometry – 3
MATH 107 Precalculus – 4
MATH 165 Calculus I – 4
MATH 166 Calculus II – 4
MATH 210 Elementary Statistics – 3

9. COMPUTER SCIENCE (ND:COMPSC)

CSCI 101 Introduction to Computers – 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 additional 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

COMMUNICATIONS – 9 Credits

>   ENGL 110 College Composition I – 3

>   ENGL 120 College Composition II – 3

>   COMM 110 Fundamentals of Public Speaking – 3

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 CSCI 101 Introduction to Computers (ND: COMPSC).

WELLNESS – 2 Credits

>   HPER Activity courses or HPER 100 Concepts of Wellness and Fitness

FIRST YEAR EXPERIENCE – 1 Credit

>   (Required of all new fall semester freshmen)

ADDITIONAL ACADEMIC COURSES

>   Total credits needed to graduate – 61

>   Developmental/remedial courses to 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

COMM 110 Fundamentals of Public Speaking – 3

ARTS & HUMANITIES – 9 Credits

3 credits from an ENGL literature course under the ND:HUM category,

3 credits from one subject area of HUM, ART or MUSC and

3 credits from any course in the ND:FA or ND:HUM category.

SOCIAL SCIENCE – 12 Credits

Any course marked ND:HIST or ND:SS

MATH, SCIENCE & TECHNOLOGY – 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 CSCI 101 Introduction to Computers (ND: COMPSC).

WELLNESS – 2 Credits

HPER Activity courses or HPER 100 Concepts of Wellness and Fitness

FIRST YEAR EXPERIENCE – 1 Credit

(Required of all new fall semester freshmen)

ADDITIONAL ACADEMIC COURSES

Total credits needed to graduate – 61

Developmental/remedial courses to 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.

Additional/Second Associate Degree

Candidates for a second Associate Degree must complete 12 credits beyond the minimum 61 credits required for the first Associate Degree. Students who elect to earn the Associate of Arts as their second degree must satisfy AA requirements AND earn the 12 additional credits in the arts and humanities and/or social science categories to qualify for the second degree. Students who elect to earn the Associate of Science as their second degree must satisfy AS requirements AND earn 12 additional credits in the math, science, and technology category to qualify for the second degree.

Liberal Arts

The liberal arts curriculum is built on general education requirements and is designed for students who are undecided about their ultimate 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 degree is available online.

Associate in Science*	Credits	Associate in Arts*	Credits
Communications	9	Communications	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
COMM 110 Fund of Public Speaking	3	OMM 110 Fund Of Public Speaking	3
Arts/Humanities	6	Arts/Humanities	9
Elective credits in this area are to be chosen from the ND:FA and ND:HUM categories on page 50 of this catalog.		Elective credits in this area are to be chosen from the ND:FA and ND:HUM categories on page 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 50 of this catalog.		Elective credits in this area are to be chosen from the ND:HIST and ND:SS categories on page 50 of this catalog.	
Math/Science/Technology	18	Math/Science/Technology	9
Elective credits in this area are to be chosen from the ND:COMPSC, ND:MATH and ND:LABSC categories on page 50 of this catalog. The choices must include MATH 103 (or above), at least two lab sciences and CSCI 101.		Elective credits in this area are to be chosen from the ND:COMPSC, ND:MATH and ND:LABSC categories on page 50 of this catalog. The choices must include MATH 103 (or above), at least one lab sciences and CSCI 101.	
Wellness	2	Wellness	2
HPER 100 – or – HPER 101		HPER 100 – or – HPER 101	
Additional Academic Courses	20	Additional Academic Courses	20
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.	

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 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, 120 College Composition I, II	3	3	COMM 110 Fundamentals of Public Speaking		3
ECON 201, 202 Micro & Macroeconomics	3		ACCT 200, 201 Elements of Accounting	3	3
MATH 103 College Algebra	4		ACCT 215 Business in the Legal Environment	3	
Arts/Humanities elective	3		BOTE 247 Spreadsheet Applications		3
HPER 100 Wellness & Fitness	2		BADM 202 Principles of Management		3
Lab Science elective		4	MATH 210 Elementary Statistics		3
CSCI 101 Intro to Computers		3	Lab Science elective	4	
BOTE 210 Business Communications		3	Arts/Humanities elective	3	
Elective		2	Acct 260 Accounting Info Systems		2

Agriculture (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	COMM 110 Fundamentals of Public Speaking		3
CHEM 121 General Chemistry I	4		Math/Science/Technology electives	3	3
MATH 103 College Algebra	4		Social Science electives	3	3
Wellness electives	1	1	**Major Study Area	6	6
**Major Study Area		7	Arts/Humanities elective	3	
BIOL 150 General Biology I	4		RNG 236 Range Management	3	
Arts/Humanities elective		3			
CSCI 101 Intro to Computers		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.

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Art (AA) *
Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		PSYC 111 Introduction to Psychology	3	
HIST 101 Western Civilization	3		Hum elective	3	
CSCI 101 Intro. to Computers	3		CIS 232 Graphic Design	3	
ENGL elective	3		Art elective	3	
ART 110 Introduction to Visual Art	3		ENGL elective	3	
ENGL 120 College Composition II		3	Hum elective		3
Art elective		3	ART 250 Ceramics		3
MATH 103 College Algebra		4	HIST 102 Western Civilization II		3
Laboratory Science elective		4	PSYC 250 Developmental Psychology		3
HPER 100 Wellness &Fitness		2	COMM 110 Intro to Public Speaking		3
			Art elective		3

Biology (AS)*
Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	CHEM 241 Organic Chemistry I	4	
CHEM 121, 122 General Chemistry I, II	4	4	BIOL 170 General Zoology	4	
BIOL 150 General Biology I	4		COMM 110 Fundamentals of Public Speaking		3
MATH 103 College Algebra	4		Arts/Humanities electives	3	3
BIOL 151 General Biology II		4	Social Science electives	3	3
MATH 105 Trigonometry		3	BOT 212 Botany II		4
CSCI 101 Intro to Computers		3	Wellness electives	1	1

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Business Administration (AA)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	ACCT 200 Elements of Accounting I	3	
ECON 201 Principles of Microeconomics	3		Arts/Hum Elective	3	
MATH 103 College Algebra	4		BADM 201 Principles of Marketing	3	
CSCI 101 Introduction to Computers	3		ACCT 215 Business in the Legal Environ	3	
Arts/Hum Elective	3		Wellness electives	2	
Lab Science Elective		4	COMM 110 Fund. of Public Speaking		3
ECON 202 Principles of Macroeconomics		3	ACCT 201 Elements of Accounting II		3
Social Science Elective		3	BOTE 247 Spreadsheet Applications		3
Arts/Hum Elective		3	Social Science Elective		3
			BADM 202 Principles of Management		3

Business Education (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	ACCT 200 Elements of Accounting I	3	
ECON 201 Principles of Microeconomics	3		Lab Science Elective	4	
MATH 103 College Algebra	4		EDUC 250 Introduction to Education	2	
CSCI 101 Introduction to Computers	3		EDUC 298 Intro to Education Practicum	1	
Arts/Hum Elective	3		Wellness electives	2	
Math/Sci/Tech Elective		3-4	ACCT 215 Business in the		
Arts/Hum Elective		3	Legal Environment	3	
ECON 202 Principles of Macroeconomics		3	COMM 110 Fund. of Public Speaking		3
Lab Science Elective		4	ACCT 201 Elements of Accounting II		3
			BOTE 247 Spreadsheet Applications		3
			PSYC 111 Introduction to Psychology		3
			EDUC 260 Educational Psychology*		3
			(* for MiSU transfer students)		

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Chemistry (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CHEM 121, 122 General Chemistry I, II	4	4	CHEM 241, 242 Organic Chemistry I, II	4	4
ENGL 110, 120 College Composition I, II	3	3	MATH 165, 166 Calculus I, II	4	4
Wellness electives	1	1	COMM 110 Fundamentals of Public Speaking	3	
MATH 103 College Algebra	4		HPER 210 First Aid/CPR	1	
CSCI 101 Intro to Computers	3		Math/ScienceTech elective	3	3-4
Social Science electives		3	Arts/Humanities electives		3
MATH 105 Trigonometry		3	Social Science electives	3	
Arts/Humanities elective		3			

Computer Information Systems (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	COMM 110 Fundamentals of Public Speaking		3
MATH 103 College Algebra	4		MATH 165 Calculus I	4	
CSCI 160 Computer Science I	3		ECON 201 Principles of Microeconomics	3	
CIS 212 MS Operating System Client	3		ECON 202 Principles of Macroeconomics		3
CSCI 101 Intro to Computers	3		Arts/Humanities electives	3	3
Lab Science elective		4	Wellness electives	1	1
MATH 210 Elementary Statistics		3	Lab Science elective	4	
CSCI 161 Computer Science II		3	BADM 202 Principles of Management		3
			CIS 147 Principles of Information Security		3

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Early Childhood Education (AA)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		PSYC 111 Intro to Psychology	3	
CSCI 101 Intro to Computers	3		EC 236 Social, Emotional Dev &		
EC 210 Introduction to			Guidance	3	
Early Childhood Education	3		HPER 210 First Aid/CPR	1	
ND:MATH Course	4		Lab Science Elective	4	
SPED 101 Intro to Devel. Disabilities	3		Arts/Humanities Elective	3	
EDUC 101 Intro to Paraeducation	1		ENGL 238 Children's Literature		3
ENGL 120 College Composition II		3	PSYC 250 Developmental Psychology		3
Social Science Elective**		3	COMM 110 Fund of Public Speaking		3
HPER 100 or HPER activity elective		2	EC 238 Home, School, Community		3
EC 233 Pre-K Methods & Materials		3	Arts/Humanities Elective		3
Social Science Elective**		3			
EC 211 Observation, Assessment &					
Interpretation Tech		3			

**Consult with program advisor for recommended general electives.

Economics (AA)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College			MATH 165, 166 Calculus I, II	4	4
Composition I, II	3	3	ACCT 200, 201 Elements of		
MATH 103 College Algebra	4		Accounting I, II	3	3
MATH 210 Elementary Statistics		3	ECON 201, 202 Principles of		
Social Science elective	3		Micro & Macroeconomics	3	3
CSCI 101 Intro to Computers	3		COMM 110 Fundamentals of		
Lab Science elective		4	Public Speaking	3	
Art/Hum/Musc electives		3	ENGL elective		3
Wellness electives	1	1	Social Science elective		3
Art/Hum/Musc/Engl elective		3	GEOG 161 World Geography	3	

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Elementary Education (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		PSYC 111 Introduction to Psychology	3	
Lab Science Elective	4		MATH 277 Mathematics for		
ND:MATH course	4		Elementary Teachers I	3	
EDUC 101 Intro to Paraeducation	1		Chemistry or Physics Lab Science Elect.	4	
CSCI 101 Introduction to Computers	3		EDUC 250 Introduction to Education	2	
ENGL 120 College Composition II		3	EDUC 298 Intro to Education Practicum	1	
Social Science Elective**		3	Art/Hum Elective	3	
Lab Science Elective**		4	PSYC 250 Developmental Psychology		3
SPED 110 Intro to Exceptional Children		3	COMM 110 Fund of Public Speaking		3
HPER 100 or HPER activity elective		2	Social Science Elective		3
			HPER 210 First Aid/CPR		1
			EDUC 260 Educational Psychology		3
			ENGL 238 Children's Literature		3

** Consult with program advisor for recommended general electives.

English (AA)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		ENGL 262 American Literature II	3	
ENGL 261 American Literature I	3		ENGL 225 Introduction to Film	3	
ENGL 221 Introduction to Drama	3		Art/Music elective	3	
CSCI 101 Intro to Computers	3		HIST 103 or HIST 101	3	
Lab Science elective	4		PSYC 111 Introduction to Psychology	3	
Wellness electives	1	1	EDUC 250 Intro to Education	2	
ENGL 120 College Composition II		3	EDUC 298 Intro to Education Practicum	2	
ENGL 220 Intro to Literature		3	Art/Music elective		3
ENGL 211 Intro to Creative Writing		3	ENGL 242 World Literature II		3
HUM 101 Intro to Humanities I		3	HUM 102 Intro to Humanities II		3
HIST 104 U.S. History Since 1877		3	HIST 102 Western Civilization II		3
MATH 103 College Algebra		4	COMM 110 Fund of Public Speaking		3
			PSYC 250 Developmental Psychology		3

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Finance (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College			ACCT 200, 201 Elements of		
Composition I, II	3	3	Accounting I, II	3	3
MATH 103 College Algebra	4		COMM 110 Fundamentals of		
MATH 210 Elementary Statistics	3		Public Speaking	3	
Laboratory Science	4	4	ECON 201 Principles of		
HPER 100 Wellness &Fitness	2		Microeconomics	3	
CSCI 101 Intro to Computers	3		ACCT 215 Business in the Legal		
BOTE 247 Spreadsheet Applications		3	Environment	3	
Arts/Humanities elective		3	Arts/Humanities elective	3	
Elective		1	ECON 202 Principles of		
			Macroeconomics		3
			BOTE 210 Business Communication		3
			BADM 202 Principles of Management		3

Health Professions (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College			BIOL 220, 221 Anatomy &		
Composition I, II	3	3	Physiology I, II	4	4
CHEM121, 122 General			NUTR 240 Principles of Nutrition	3	
Chemistry I, II	4	4	COMM 110 Fundamentals of		
MATH 103 College Algebra	4		Public Speaking	3	
BIOL 150 General Biology I	4		BIOL 202 Microbiology		4
PSYC 111 Introduction to Psychology	3		Arts/Humanities electives	3	3
PSYC 250 Developmental Psychology		3	Wellness electives	2	
CSCI 101 Intro to Computers		3	PHRM 215 Introduction to		
Elective		3	Pharmacology		3
BIOL 151 General Biology II		4			

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

History (AA)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	HIST 101, 102 Western Civilization I, II	3	3
HIST 103 U.S. History to 1877	3		PSYC 111 Introduction to Psychology	3	
HIST 104 U.S. History Since 1877		3	Electives		3
MATH 103 College Algebra	4		ECON 202 Principles of Macroeconomics		3
Laboratory Science electives	4	4	COMM 110 Fundamentals of Public Speaking		3
Engl, Art, Hum electives		3	SOC 110 or POLS220	3	
Wellness electives	1	1	Engl, Art, Hum electives	3	
MUSC 207 History of Pop/Rock Music		3	CSCI 101 Intro to Computers		3
			GEOG 161 World Regional Geography	3	

Marketing & Management (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	ECON 201, 202 Principles of Micro &Macroeconomics	3	3
Lab Science elective	4		Lab Science elective		4
MATH 103 College Algebra	4		Math/Science/Technology elective		4
BADM 201 Principles of Marketing	3		Art/Humanities electives	3	3
BADM 202 Principles of Management		3	BADM 210 Advertising	3	
PSYC 100 Human Relations		3	BADM 240 Sales	3	
CSCI 101 Intro to Computers		3	ACCT 215 Business in the Legal Environment	3	
Wellness electives	1	1	COMM 110 Fundamentals of Public Speaking		3
			BADM 214 Entertainment Marketing	3	

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Mathematics (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
MATH 103 College Algebra	4		MATH 165, 166 Calculus I, II	4	4
MATH 105 Trigonometry		3	MATH 210 Elementary Statistics		3
or			COMM 110 Fundamentals of		
MATH 107 Precalculus		4	Public Speaking	3	
ENGL 110, 120 College			PSYC 111 Introduction to Psychology		3
Composition I, II	3	3	Arts/Humanities electives	3	3
Laboratory Science elective	4	4	CSCI 101 Intro to Computers	3	
Social Science elective	3	3	Elective	1	
Wellness electives	1	1			

Pharmacy (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CHEM 121, 122 General			MATH 165, 166 Calculus I, II	4	4
Chemistry I, II	4	4	CHEM 241, 242 Organic		
ENGL 110, 120 College			Chemistry I, II	4	4
Composition I, II	3	3	BIOL 220, 221 Anatomy &		
CSCI 101 Intro to Computers		3	Physiology I, II	4	4
MATH 103 College Algebra	4		PHRM 215 Introduction to		
ECON 201 Microeconomics	3		Pharmacology		3
BIOL 150 General Biology I	4		Arts/Humanities elective	6	
COMM 110 Fundamentals of			ECON202 Macroeconomics		3
Public Speaking		3			
MATH 107 Precalculus		4			
Wellness electives	1	1			

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Physical Education (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	PSYC 111 Introduction to Psychology	3	
CSCI 101 Introduction to Computers	3		NUTR 240 Principles of Nutrition	3	
HPER 217 Personal and Community			HPER 210 First Aid/CPR	1	
Health	3		EDUC 250 Introduction to Education	2	
SOC 110 Introduction to Sociology	3		EDUC 298 Intro to Education Practicum	1	
MATH 103 College Algebra	4		BIOL 111 Concepts of Biology	4	
COMM 110 Fundamentals of			PSYC 250 Developmental Psychology		3
Public Speaking		3	EDUC 260 Education Psychology		3
Art/Hum Elective		3	Art/Hum elective		3
Lab Science elective		4	HPER 207 Prevention and Care		
HPER 100 Concepts of Fitness			of Injuries		2
and Wellness		2	HPER 208 Intro to Physical Education		2
			Math/Sci/Tech elective		3-4

Pre-Engineering (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
MATH 165 Calculus I**	4		MATH 265 Calculus II	4	
CHEM 121 General Chemistry I	4		CHEM 122 General Chemistry II	4	
ENGL 110 College Composition I	3		ENGL 120 College Composition II	3	
CSCI 101 Introduction to Computers	3		Wellness Elective	1	
Art/Hum elective	3		Social Science elective	3	
MATH 166 Calculus II		4	Major Study Area***	3	
PHYS 251 University Physics I		4	COMM110 Fund of Public Speaking		3
Social Science elective		3	PHYS 252 University Physics II		4
Wellness electives		1	Art/Hum elective		3
Major Study Area***		6	Major Study Area***		8

  ** 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 93 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.

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education
requirements listed on pages 53-54 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
AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to
the requirements of a student's intended transfer college. All new fall semester freshmen are required to
take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Psychology (AA)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	SOC110 Introduction to Sociology	3	
MATH 103 College Algebra	4		Art/Hum/Musc elective		3
PSYC 111 Introduction to Psychology	3		Social Science Elective	6	
BIOL 150 General Biology I	4		Laboratory Science Elective	4	
History/Social Science Elective		3	PSYC 270 Abnormal Psychology		3
COMM 110 Fundamentals of Public Speaking		3	MATH 210 Elementary Statistics		3
ENGL elective		3	PSYC 250 Developmental Psychology		3
Wellness electives	2	2	Art/Hum/Engl/Musc elective		3
			CSCI 101 Intro to Computers	3	

Secondary Education (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		PSYC 111 Introduction to Psychology	3	
ND:MATH course	4		Social Science elective	3	
Lab Science elective	4		Arts/Humanities elective	3	
CSCI 101 Intro to Computers	3		Math/Lab Science/ CSCI elective	4	
EDUC 101 Intro to Paraeducation	1		EDUC 250 Introduction to Education	2	
HPER 100 or HPER activity elective	2		EDUC 298 Intro to Education Practicum	1	
ENGL 120 College Composition II		3	HPER 210 First Aid/CPR		1
Social Science elective		3	EDUC Elective		3
SPED 110 Intro to Exceptional Children		3	COMM 110 Fund of Public Speaking		3
Lab Science elective		4	PSYC 250 Developmental Psychology		3
General Education Elective		3	Arts/Humanities electives		3

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Social Science (AA)*
Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College			HIST 101, 102 Western Civilization I, II	3	3
Composition I, II	3	3	PSYC 111 Introduction to Psychology		3
MATH 103 College Algebra	4		SOC 110 Introduction to Sociology	3	
Math elective		3-4	ECON 202 Principles of Macroeconomics		3
HIST 103 or HIST 104 U.S. History	3	3	COMM 110 Fundamentals of		
Laboratory Science	4	4	Public Speaking	3	
ENGL elective		3	Arts/Humanities electives	3	3
Wellness electives	1	1	Electives		3
CSCI 101 Intro to Computers		3	GEOL 161 World Regional Geography	3	

Special Education (AS)*
Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		PSYC 111 Introduction to Psychology	3	
ND:MATH course	4		Social Science elective	3	
CSCI 101 Intro to Computers	3		MATH 277 Mathematics for		
EDUC 101 Intro to Paraeducation	1		Elementary Teachers I	3	
HPER 100 or HPER activity elective	2		BIOL elective	4	
SPED 110 Intro to Developmental			EDUC 250 Introduction to Education	2	
Disabilities	3		EDUC 298 Intro to Education Practicum	1	
ENGL 120 College Composition II		3	Math/ Lab Science/ CSCI elective		4
Social Science elective**		3	HPER 210 First Aid/CPR		1
SPED 110 Intro to Exceptional Children		3	COMM 110 Fund of Public Speaking		3
Lab Science Elective**		4	PSYC 250 Developmental Psychology		
EDUC 220 Classroom Management		3	or PSYC 270 Abnormal Psychology		3
			Arts/Humanities electives		3
			ENGL 238 Children's Literature		3

** Consult with program advisor for recommended general electives.

Veterinary Science (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College			CHEM 241, 242 Organic		
Composition I, II	3	3	Chemistry I, II	4	4
CHEM 121, 122 General			BIOL 170 General Zoology	4	
Chemistry I, II	4	4	Arts/Humanities electives		3
MATH 103 College Algebra	4		Wellness electives	2	
BIOL 150 General Biology I	4		Social Science elective	3	
CSCI 101 Intro to Computers		3	COMM 110 Fundamentals of		
Social Science elective		3	Public Speaking		3
Arts/Humanities electives		3	BIOL 220, 221		
			Anatomy and Physiology I, II	4	4
			BIOL 202 Microbiology		4

Wildlife Management (AS)*

Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		BIOL 170 General Zoology	4	
MATH 103 College Algebra	4		BIOL 230 Ecology	4	
BIOL 150 General Biology I	4		CHEM 121 General Chemistry I	4	
FWLD 121 Intro Fish &Wildlife			Social Science elective	3	
Management	3		Arts/Humanities elective	3	
CSCI 101 Introduction to Computers	3		Wellness elective	1	
ENGL 120 College Composition II		3	FWLD 243 Ornithology		4
BIOL 151 General Biology II		4	CHEM 121 General Chemistry II		4
FWLD 122 Wildlife and			CHEM 116 Intro to Organic and		
Fisheries Techniques		3	Biochemistry		4
BOT 212 Botany II		4	COMM 110 Fundamentals of		
Arts/Humanities elective		3	Public Speaking		3
Wellness elective		1	Social Science elective		3

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 53-54 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 AAor ASand not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course SOC105 First Year Experience, although it has not been listed in the curriculum outlines.

Career/Technical Curricular

Career/Technical Curricula

Instruction and practical experience in career/technical fields are available at DCB. The 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 he or she decide later to pursue a baccalaureate degree.

Objectives

1. To give a solid foundation of technical courses which provide the student with marketable skills.

2. To enhance the student's educational opportunities by integrating general education courses and vocational skills training.

3. To aid the student in developing positive work ethics, confident attitudes and appropriate human relations skills.

4. To assist the student in adapting to technological changes in his/her career.

5. To establish an awareness of the need for lifelong learning.

DCB offers 33 career/technical programs which are organized under five specific areas – business, computer technology, education, health professions and natural resources.

General Education Philosophy

General education exists on the DCB campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change. At DCB, general education exists within all 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 goals of general education reflect the commitment to the campus focus of Nature, Technology, and Beyond and are as follows:

Nature
- Explains the interrelationships between humans and their environment and the role of science in their lives

Technology
- Demonstrates knowledge and application of technology
- Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems

And Beyond
- Demonstrates effective communication
- Employs the principles of wellness
- Demonstrates the knowledge of the human experience throughout history
- Demonstrates the ability to create and analyze art; evaluate aesthetics; and synthesize interrelationships among the arts, the humanities, and society

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 the 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.

General Education

AAS Degree

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

Communications – 3 credits *(choose from the following)*
    ENGL 110 College Composition I – 3
    COMM 110 Fundamentals of Public Speaking – 3

Arts/Humanities/Social Science – 3 credits *(choose from the following)*

Arts/Humanities

ART	110	Introduction to Visual Arts – 3
ART	122	Two Dimensional Design – 3
ART	130	Drawing I – 3
ART	250	Ceramics 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	238	Children's Literature – 3
ENGL	242	World Literature II – 3
ENGL	261	American Literature I – 3
ENGL	262	American Literature II – 3
FREN	101	First Year French I – 4
FREN	102	First Year French II – 4
HUM	101	Introduction to Humanities I – 3
HUM	102	Introduction to Humanities II – 3
MUSC	207	History of Popular/Rock Music – 3
THEA	201	Theatre Practicum – 1

Social Science

ECON	201	Principles of Microeconomics – 3
ECON	202	Principles of Macroeconomics – 3
GEOG	161	World Regional Geography – 3
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
POLS	115	American Government – 3
POLS	220	International Politics – 3
PSYC	100	Human Relations in Organizations – 3
PSYC	111	Introduction to Psychology – 3
PSYC	250	Developmental Psychology – 3
SOC	110	Introduction to Sociology – 3

Math/Science/Technology – 9 credits
must include a mathematics and CSCI 101 Introduction to Computers
(choose from the following)

Mathematics
BOTE   108   Business Mathematics – 3
MATH   103   College Algebra – 4
MATH   105   Trigonometry – 3
MATH   107   Precalculus – 4
MATH   132   Technical Algebra I – 3
MATH   165   Calculus I – 4
MATH   166   Calculus II – 4
MATH   210   Elementary Statistics – 3

Science
BIOL   111   Concepts of Biology – 4
BIOL   115   Human Structure and Function – 4
BIOL   150   General Biology I – 4
BIOL   124   Environmental Science – 4
BIOL   170   General Zoology – 4
BIOL   202   Microbiology – 4
BIOL   220   Anatomy and Physiology I – 4
BIOL   221   Anatomy and Physiology II – 4
BIOL   230   Ecology – 4
BOT   212   Botany II – 4
FWLD   121   Introduction to Fish & Wildlife – 3
FWLD   122   Wildlife & Fisheries Techniques – 3
FWLD   243   Ornithology – 4
CHEM   115   Introductory Chemistry – 4
CHEM   116   Introduction to Organic & Biochemistry - 4
CHEM   121   General Chemistry I – 4
CHEM   122   General Chemistry II – 4
GEOL   105   Physical Geology – 4
PHYS   120   Fundamentals of Physics – 4

Technology
BOTE   127   Information Processing – 3
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   162   Operating Systems – Windows – 3
CIS   164   Networking Fundamentals I– 4
CSCI   101   Introduction to Computers – 3

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

The general education coursework for the AAS Degree programs is included in the curriculum outlines that follow. An exception is the course SOC 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 diploma and the on-campus certificate of completion programs.

Business

Advertising and Marketing (AAS)

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
BADM103 Leadership Techniques I	1		BOTE 108 Business Mathematics	3	
ENGL 110 College Composition I	3		BADM 240 Sales	3	
BADM 201 Principles of Marketing	3		BADM 260 Principles of Retailing	3	
Social Science elective	3		BADM 214 Entertainment Marketing	3	
BADM 210 Advertising	3		Wellness elective	2	
CSCI 101 Intro to Computers	3		ACCT 215 Business in the Legal		
PSYC 100 Human Relations		3	Environment		3
Math/Science/Technology elective		3	BADM 297 Co-op Education		1
BADM 203 Leadership Techniques II		1	BADM 289 Advertising Campaigns		3
COMM 110 Fund of Public Speaking		3	BUSN 170 Entrepreneurship		3
BADM 202 Principles of Management		3	Technology elective		3
BOTE 210 Business Communications		3	BADM 213 Public Relations		3

Advertising and Marketing (Diploma)

Fall Semester		Spring Semester	
BADM 201 Principles of Marketing	3	BADM 202 Principles of Management	3
BADM 210 Advertising I	3	BUSN 170 Entrepreneurship	3
BADM 240 Sales	3	BADM 213 Public Relations	3
BADM 260 Principles of Retailing	3	BOTE 210 Business Communications	3
Business elective	3	BADM 297 Co-op Education	1
		PYSC100 Human Relations	3

Information Management – Accounting Technician (AAS)

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.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ACCT 200 Elements of Accounting I	3		COMM 110 Fund. of Public Speaking	3	
BOTE1 52 Keyboarding II	3		BOTE 217 Records Management	3	
BOTE 108 Business Math	3		CIS 104 Microcomputer Database	3	
ENGL 110 College Composition I	3		ECON 201 Prin of Microeconomics	3	
CSCI 101 Intro to Computers	3		BOTE 209 Office Management	3	
Business or Technology elective		3	ACCT 215 Business in the Legal Env	3	
ACCT 201 Elements of Accounting II		3	HPER 100 Concepts of Wellness/Fitness		2
BOTE 147Word Processing		3	ACCT 294 Independent Study:		
BOTE 247 Spreadsheet Applications		3	Bookkeeping		3
BOTE 210 Business Communications		3	BOTE 297 Co-op Education		2
ACCT 260 Accounting Info Systems		2	ECON 202 Prin. of Macroeconomics		3
			Business elective		3
			CARS 105 Job Search		1

Information Management – Administrative Assistant (AAS)

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 Composition I	3		BOTE 209 Office Management	3	
BOTE 108 Business Math	3		ACCT 200 Elements of Accounting I	3	
BOTE 152 Keyboarding II	3		CIS 104 Microcomputer Database	3	
Business Elective	3		BOTE 297 Co-op Education	2-5	
CSCI 101 Intro to Computers	3		Business elective	3	
Wellness elective	1		BOTE 218 Desktop Publishing		3
BOTE 147 Word Processing		3	Business elective		3
COMM 110 Fundamentals of			Technology elective		3
Public Speaking		3	CIS 147 Principles of Info Security		3
PSYC 100 Human Relations		3	BOTE 247 Spreadsheet Applications		3
BOTE 210 Business Communications		3			
Business or Technology elective		3			

Bookkeeping (Diploma)

This course of study prepares students to provide bookkeeping services to businesses. Instructional components include: the 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 become a member of The American Institute of Professional Bookkeepers.

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

Reception Services (Diploma)

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 Semester		Spring Semester	
CSCI 101 Introduction to Computers	3	BOTE 147 Word Processing	3
BOTE 209 Office Management	3	ENGL 110 College Composition I	3
BOTE 152 Keyboarding II	3	BOTE 210 Business Communications	3
Business Elective	3	BOTE 247 Spreadsheet Applications	3
BOTE 108 Business Math	3	Technology or Business elective	3
Wellness elective	1	PSYC 100 Human Relations	3

Small Business Management (AAS)

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
BADM 103 Leadership Techniques I	1		ACCT 200 Elements of Accounting I	3	
BADM 201 Principles of Marketing	3		ACCT 215 Business in the		
BADM 210 Advertising I	3		Legal Environment	3	
BADM 240 Sales	3		BADM 203 Leadership Techniques II	1	
ECON 201 Principles of Microeconomics	3		BADM 260 Principles of Retailing	3	
ENGL 110 College Composition I	3		BOTE 108 Business Math	3	
BADM 202 Principles of Management		3	Technology Elective	3	
BADM 213 Public Relations		3	BADM 297 Cooperative Education		1-6
COMM 110 Fund of Public Speaking		3	BOTE 210 Business Communications		3
CSCI 101 Introduction to Computers		3	BUSN 170 Entrepreneurship		3
PSYC 100 Human Relations		3	ECON 202 Principles of Macroeconomics		3
			Math/Science/Technology Elective		3
			Wellness elective(s)		1

Small Business Management (Certificate of Completion)

BADM 201	Principles of Marketing	3 credits
BUSN 170	Entrepreneurship	3 credits
BADM 260	Principles of Retailing	3 credits
BOTE 108	Business Math	3 credits

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 Composition I	3		COMM 110 Fund. of Public Speaking	3	
BOTE 108 Business Math	3		CIS 104 Microcomputer Database	3	
BOTE 152 Keyboarding II	3		ACCT 200 Elements of Accounting I	3	
CSCI 101 Intro. to Computers	3		Technology Elective	3	
CIS 128 Microcomputer Hardware I	3		BOTE 209 Office Management	3	
Wellness elective	1		Technology electives		3
BOTE 147 Word Processing		3	Business elective		3
Technology elective		3	CIS 297 Co-op Education		2-5
CIS 147 Principles of Information Security		3	BOTE 247 Spreadsheet Applications		3
BOTE 218 Desktop Publishing		3	CIS 286 Project Management		3
PSYC 100 Human Relations		3	CARS 105 Job Search		1
			BOTE 210 Business Communications		3

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 programming, 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
CSCI 101 Introduction to Computers	3		CIS 180 Creating Webpages	3	
ENGL 110 College Composition I	3		CIS 104 Microcomputer Database	3	
CIS 164 Networking Fundamentals I	4		CIS or CSCI elective	3	
CIS 128 Microcomputer Hardware I	3		CIS 215 Microsoft Windows Server	3	
CIS 212 Windows Operating Sys Client	3		CSCI 289 Social Implication of		
Wellness elective	1		Computer Technology	2	
CIS 147 Principles of Info Security		3	Technology elective	3	
CIS 129 Microcomputer Hardware II		3	Math elective		3-4
Technology elective		3	ENGL 125 Intro to Professional Writing		3
Technology elective		3	CARS 105 Job Search		2
Arts/Humanities/Social Science Elective		3	Technology elective		3
Wellness elective		1	CIS 281 Project Management		3

Information Technology – WebMaster (AAS)

A study of theoretical and application skills used in the planning, designing and creating of web sites is undertaken in this program. Additionally, technology electives are provided for studies in several interest areas.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		CIS 115 Internet	3	
Mathematics elective	3-4		CIS 232 Graphics Design	3	
CSCI 101 Intro. to Computers	3		COMM 110 Fund. of Public Speaking	3	
CIS 164 Networking Fundamentals I	4		CIS211 Website Plan &Design	3	
CIS 180 Creating Web Pages	3		CIS 201 Cascading Style Sheets	3	
Wellness elective	1		CIS 295 Web Design Practical		
CIS 181 Creating Web Pages II		3	Experience	3	
ENGL 125 Introduction to			CIS 233 Vector Graphics		3
Professional Writing		3	CARS 105 Job Search		1
BOTE 218 Desktop Publishing		3	CIS 281 Project Management		3
Arts/Humanities/Social Science elective		3	Business elective		3
CIS 147 Principles of Info. Security		3	Technology elective		3

Information Technology – WebDesign (Diploma)

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 Semester		Spring Semester	
CIS 115 Internet	3	CIS 233 Vector Graphics	3
CIS 164 Networking Fundamentals I	4	CIS 211 Website Plan &Design	3
CIS 232 Graphics Design	3	CSCI 127 Beginning Java/J++	3
CIS 180 Creating Webpages	3	CIS 147 Principles of Info Security	3
ENGL 110 College Composition I	3	CIS 181 Creating Webpages II	3
Wellness elective	1		

Education & Human Development

Caregiver Service (AAS)

The Caregiver Services program prepares individuals to care for adults and children who need assistance with fundamental life skills. The curriculum covers a variety of topics related to health, aging, special education, human development and social welfare. Program participants learn to work with human services agencies to provide client services, to work as independent provides of home health services, and to work as employees of nursing homes, adult care centers, group homes or other agencies that serve the aging and individuals with disabilities. A criminal background check is required for this program.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
GERO 130 Intro to Human Services	2		ART/HUM elective	3	
CSCI 101 Intro to Computers	3		RLS 290 Intro to Inclusive Recreation	3	
Math elective	3-4		NUTR 240 Principles of Nutrition	3	
SPED 101 Intro to Dev Disabilities	3		HPER100 –or– HPER Activity Course	1-2	
NURS 100 Nurse Assistant Training	3		ACCT/BADM/BOTE elective	3	
SOC 110 Introduction to Sociology	3		GERO 256 Development of		
ENGL 110 College Composition I –or–			Social Welfare	3	
COMM 110 Fund of Public Speaking		3	GERO 285 Home Health Financial Mgmnt	2	
HPER 210 First Aid/CPR		1	GERO 240 Administering Medications		3
SOC 251 Gerontology		3	Lab Science Elective		4
AH 134 Medical Disorders		3	PSYC 270 Abnormal Psychology –or–		
AH 231 Healthcare Law and Ethics		1	PSYC 100 Human Relations		3
SPED 110 Intro to Exceptional Children		3	ACCT/BOTE Elective		3
GERO 180 Home Health Care –or–			CARS 105 Job Search		1
GERO 297 Cooperative Education		1			

Child Development Associate (Certificate)

This program is available online.

Courses	FALL	SPRING
NUTR 240 Principles of Nutrition	3	
SPED 101 Introduction to Developmental Disabilities	3	
EC 236 Social, Emotional Dev & Guidance	3	
EC 210 Introduction to Early Childhood Education	3	
HPER 210 First Aid/CPR	1	
ACCT 200 Elements of Accounting I or CSCI/BOTE elective	3	
EC 209 Learning Environments for Children		3
EDUC 297 or EC/SPED elective		2
EC 222 Admin & Leadership in EC		3
ACCT 260 Accounting Information Systems		2
EC 233 Pre-KMethods and Materials –or–		
EC 238 Home, School & Comm Relations		3
EC 211 Observation, Assessment & Interpretation Tech		3

Paraprofessional Educator Early Childhood (AAS)

The paraprofessional educator early childhood major prepares individuals to work with children in a variety of settings including daycare centers, preschool programs, home childcare, and schools. Students learn to plan activities that promote the physical, cognitive, social, and psychological development of children. The major has two options: a pre-school program option that focuses on education and a family childcare option that incorporates business management into the curriculum. A criminal background check is required for this program.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I or			ACCT/BADM/BOTE /SSCI elective	3	
COMM 110 Fund of Public Speaking	3		EC 213 Language & Literacy in ECE	3	
Math elective	3-4		EC 236 Soc/Emotional Dev &Guid	3	
EC 210 Introduction to EC education	3		PSYC 111 Intro to Psychology	3	
CSCI 101 Introduction to Computers	3		Art/Humanities Elective	3	
SPED101 Intro to Dev Disabilities	3		EC 238 Home, School, Community		3
EDUC 101 Intro to Paraeducation	1		EC 222 ADM & Leadership in ECE		3
EC 211 Observation, Assessment			PSYC 250 Developmental Psychology		3
& Interpretation Tech		3	ACCT/BADM/BOTE/SSCI Elective		3
PSYC 100 Human Relations in			Lab Science Elective		4
Organizations		3	EDUC 297 Cooperative Education		1-3
HPER 100 or HPER activity Elective		1-2	CARS 105 Job Search		1
SPED 110 Intro to Exceptional Children		3			
EC 233 Pre-K Methods & Materials		3			
HPER 210 First Aid/CPR		1			

Paraprofessional Educator K-12 (AAS)

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 Composition I or			EC 236 Soc/Emotional Dev &Guid	3	
COMM 110 Fund of Public Speaking	3		PSYC 111 Intro to Psychology	3	
ART/HUM Elective	3		EDUC 250 Introduction to Education	2	
HPER 100 or HPER activity elective	1-2		EDUC 298 Intro to Education Practicum	1	
CSCI 101 Introduction to Computers	3		Lab Science Elective	4	
SPED101 Intro to Dev Disabilities	3		MATH 277 Math for Elementary		
EDUC 101 Intro to Paraeducation	1		Teachers I	3	
EC/EDUC/SSCI elective	3		ENGL 238 Children's Literature		3
PSYC 100 Human Relations in Org.		3	Lab Science Elective		4
ART/ENGL/HUM elective		3	PSYC 250 Developmental Psychology		3
SPED 110 Intro to Exceptional Children		3	EDUC 260 Educational Psychology		3
EDUC 220 Classroom Management		3	HPER 210 First Aid/CPR		1
ASC 93 Algebra Prep III or			EDUC 297 Cooperative Education		1
MATH 103 College Algebra		2-4	CARS 105 Job Search		1

Paraprofessional Educator (Certificate)

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
  – PSYC 100 Human Relations in Organizations
  – EDUC 250 Introduction to Education
  – EDUC 298 Intro to Ed Practicum
  – ENGL 238 Children's Literature
  – MATH 277 Mathematics for Elementary Teachers I
  – 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 complete and 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 the 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 include Minot, N.D. Additional sites may be available depending on demand.

Students must have successfully completed the EMT-Basic Certification prior to being admitted into the program. Upon completion of the program students will be required to complete the National Registry of Emergency Medical Technicians (NREMT) computer based testing and practical examination to become certified as a paramedic. A criminal background check is also required

Paramedic Technology (AAS)

Semester 1

AH 171	Medical Terminology	3
BIOL 115	Human Structure &Function	4
EMS 208	Introduction to Emergency Pre-hospital Care	2
EMS 210	Pre-hospital Pharmacology I	2
EMS 214	Pre-hospital Patient Assessment	2
EMS 215	Airway/Ventilatory Management	1
EMS 216	Trauma Management	3
EMS 240	Hospital Clinical I	2
EMS 275	Field Clinical I	2

Semester 2

EMS 211	Pre-hospital Pharmacology II	1
EMS 212	Pre-hospital Pharmacology III	1
EMS 218	Respiratory Emergencies	1
EMS 220	Cardiac Emergencies I	3
EMS 221	Cardiac Emergencies II	2
EMS 222	Medical Emergencies	3
EMS 230	Advanced Cardiac Life Support	1
EMS 250	Hospital Clinical II	2
EMS 276	Field Clinical II	2

Semester 3

EMS 213	Pre-hospital Pharmacology IV	2
EMS 224	Special Considerations	1
EMS 231	PALS	1
EMS 232	PHTLS	1
EMS 233	Basic Life Support Instructor	1
EMS 235	EMS Operations	2
EMS 260	Hospital Clinical III	2
EMS 277	Field Clinical III	3

In addition to the 50 required credits in the AAS curriculum, student must earn the following additional general education requirements: Communications – 3 credits; Arts/Humanities/Social Science – 3 credits; Math/Science &Technology – 5 credits which must include CSCI 101 – 3 credits; and Wellness – 1 credit.

Paramedic Technology (Certificate)

Semester 1

AH 171	Medical Terminology	3
BIOL 115	Human Structure &Function	4
EMS 208	Introduction to Emergency Pre-hospital Care	2
EMS 210	Pre-hospital Pharmacology I	2
EMS 214	Pre-hospital Patient Assessment	2
EMS 215	Airway/Ventilatory Management	1
EMS 216	Trauma Management	3
EMS 240	Hospital Clinical I	2
EMS 275	Field Clinical I	2

Semester 2

EMS 211	Pre-hospital Pharmacology II	1
EMS 212	Pre-hospital Pharmacology III	1
EMS 218	Respiratory Emergencies	1
EMS 220	Cardiac Emergencies I	3
EMS 221	Cardiac Emergencies II	2
EMS 222	Medical Emergencies	3
EMS 230	Advanced Cardiac Life Support	1
EMS 250	Hospital Clinical II	2
EMS 276	Field Clinical II	2

Semester 3

EMS 213	Pre-hospital Pharmacology IV	2
EMS 224	Special Considerations	1
EMS 231	PALS	1
EMS 232	PHTLS	1
EMS 233	Basic Life Support Instructor	1
EMS 235	EMS Operations	2
EMS 260	Hospital Clinical III	2
EMS 277	Field Clinical III	3

Medical Assistant (AAS)

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, medical coding, and assisting in basic office surgical procedures.

A criminal background check is required for this program.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
BOTE 108 Business Mathematics	3		BOTE 209 Office Management	3	
AH 171 Medical Terminology	3		ENGL 110 College Composition I	3	
PSYC 100 Human Relations	3		AH 136 Clinical Procedures	3	
BIOL 115 Human Structure &Function	4		AH 287 Computer App in Healthcare	3	
CSCI 101 Intro to Computers	3		NUTR 240 Principles of Nutrition	3	
AH 134 Medical Disorders		3	HPER 210 First Aid /CPR		1
COMM 110 Fund of Public Speaking		3	AH 266 Laboratory/Diagnostic Procedures		2
AH 137 Clinical Specialties		3	AH 138 Basic Procedure Coding		3
PHRM 215 Intro to Pharmacology		3	AH 139 Basic Diagnosis Coding		3
Wellness Elective		1	AH 222 Medical Transcription I		3
AH 231 Healthcare Law & Ethics		3	AH 297 Co-op Education		4

Medical Assistant (Diploma)

Fall Semester		Spring Semester	
AH 171 Medical Terminology	3	AH 222 Medical Transcription I	3
AH 136 Clinical Procedures	3	AH 231 Healthcare Law & Ethics	3
BIOL 115 Human Structure &Function	4	PHRM 215 Introduction to Pharmacology	3
HPER 210 First Aid/CPR	1	AH 134 Medical Disorders	3
AH 138 Basic Procedure Coding –or–		AH 266 Laboratory/Diagnostic Procedures	2
AH 139 Basic Diagnosis Coding	3	*AH 297 Co-op Education	4
ENGL 110 College Composition I	3		

* 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 Co-op Education. Core courses for the Diploma degree are: BIOL 115, AH 171, AH 134, AH 136, PHRM 215.

Health Information Management (AAS)

Health information management (HIM) employees are essential to the daily operations of health information and electronic health record. They are trained in the technology and will acquire the skill sets required to manage health information, which is vital to quality patient care. They will maintain the highest standards of patient confidentiality, data security, and integrity. This program will be offered starting Fall 2014.

For an updated curriculum in AAS in Health Information Management, please contact Melissa Coleman, Allied Health Coordinator at *melissa.coleman@dakotacollege.edu*.

Medical Administrative Assistant (AAS)

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
BOTE 108 Business Mathematics	3		BOTE 209 Office Management	3	
AH 171 Medical Terminology	3		ENGL 110 College Composition I	3	
PSYC 100 Human Relations	3		AH 287 Computer App in Healthcare	3	
BIOL 115 Human Structure &Function	4		ACCT 200 Elements of Accounting I	3	
CSCI 101 Intro to Computers	3		HPER 210 First Aid/CPR	1	
AH 134 Medical Disorders		3	BADM 210 Business Communication	3	
COMM 110 Fund Public Speaking		3	AH 137 Clinical Specialties		2
PHRM 215 Intro to Pharmacology		3	AH 266 Laboratory/Diagnostic Procedures		2
BADM 202 Principles of Management		3	AH 222 Medical Transcription I		3
AH 231 Healthcare Law & Ethics		3	AH 139 Basic Diagnosis Coding		3
Wellness elective		1	AH 138 Basic Procedure Coding		3
			AH 297 Cooperative Education		2

Medical Coding (Diploma)**

This program is only 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. This is a diploma program typically completed in 12 months.

Important Note: The implementation of ICD-10 may change the curriculum required in this program. Please contact the advisor for the most up to date curriculum.

Fall Semester		Spring Semester	
AH 171 Medical Terminology	3	AH 287 Computer App in Healthcare	3
AH 134 Medical Disorders	3	AH 231 Healthcare Law & Ethics	3
BIOL 115 Human Structure & Function	4	AH 142 Intermediate Coding I	3
AH 138 Basic Procedure Coding	3	AH 143 Intermediate Coding II	3
AH 139 Basic Diagnosis Coding	3	PHRM 215 Intro to Pharmacology	3
		PSYC 100 Human Relations in Organization	3

Practical Nursing (Certificate)

The Practical Nursing Program is an 11-month educational program that leads to the awarding of a Practical Nurse Certificate. Program graduates are eligible to apply to take the examination, NCLEX PN®, which is required by the N.D. Board of Nursing for Licensure of Practical Nurses.

This program is part of the Dakota Nursing Program, a collaborative effort between Bismarck State College, Williston State College, and Lake Region State College.

*Important Note: The nursing curriculum will be changing fall 2015. Potential students interested in applying to DCB beginning fall 2015 should contact the nursing department for details regarding the curriculum changes.

Prerequisites for the Certificate in Practical Nursing Program

- Accepted for admission at Dakota College at Bottineau

- Passing criminal background check

- High School Diploma or GED Certificate

- CNA Certification in North Dakota
  – Proof of completion of classroom instruction or proof of recent employment as a CNA. Letters from current employer or instructor are acceptable (Paystubs do not qualify) and
  – Official copy of current North Dakota certificate (Current CNA card)

- Current CPR Certification for Healthcare Providers (American Heart Association) or PR/Healthcare Provider (Red Cross) and must be updated to remain current throughout program.

- Completion of pre-requisite college courses:
  – ENGL 110 (College Composition I), and
  – CHEM 115 (Introductory Chemistry, lecture and lab)
  – Grade must be a 2.0 (C) or higher, and nursing GPA for all pre-requisite including completed required nursing courses must be 2.75 or higher.

- Proof of math skill readiness completed within 5 years of application.
  – Student must have completed at minimum the developmental math courses with a "Satisfactorily" grade or "C" or better so they are prepared to enter MATH 103 College Algebra (or higher math courses), or
  – Equivalent scores for ACT/PLAN/SAT/COMPASS and/or Accuplacer as listed below:

Math Score Equivalencies According to Site (COMPASS score is listed in the Algebraic domain)				
ACT-Math	PLAN-Math	SAT Critical Reading + Math	COMPASS (Algebraic Domain)	Accuplacer
21 or higher	19 or higher	990 or higher	52 or higher	116 or higher

- Proof of academic readiness:
  - ACT composite score of 19, or
  - Completion of 12 credits of nursing program coursework (this includes any program pre-requisites and program required general education courses) with GPA of 2.75 or higher.
- Some students desire to use courses completed prior to program admission to meet their requirements.
  - Anatomy and Physiology I and II with Lab (must be taken within the last 5 years)
  - Introduction to Pharmacology (must be taken within the last 5 years)
  - Developmental Psychology (must be taken within the last 5 years)
  - Microbiology
- Guidelines for approval include:
  - Nursing GPA for pre-requisite and any completed required nursing program courses must be 2.75 or higher
  - Overall cumulative GPA for all college courses completed must be 2.5 or higher
  - No pre-requisite or required course may have a grade lower than 2.0 (C).
  - If a student repeats a required science course, a grade of 2.0 (C) or higher must be obtained in the first repeat.
  - Proof of math skill and academic readiness needs to have been completed within the last 5 years.
  - Critical courses completed more than 5 years prior to program application must be repeated: Anatomy and Physiology I & II, Developmental Psychology, and Introduction to Pharmacology.

Practical Nursing Curriculum 2014-2015*

Fall		
BIOL 220	Anatomy and Physiology I	4
NURS 120	Foundations of Nursing	3
NURS 121	Practical Nursing I	3
NURS 122	Clinical Practice I	3
PSYC 111	Introduction to Psychology	3

Spring		
BIOL 221	Anatomy and Physiology II	4
NURS 127	Practical Nursing II:	
	Introduction to Medical/Surgical Nursing	2
NURS 145	Introduction to Maternal/Child Nursing	2
NURS 124	Clinical Practice II	3
PHRM 215	Introduction to Pharmacology	3
PSYC 250	Developmental Psychology	3

Summer		
NURS 129	Practical Nursing III	4
NURS 126	Clinical Practice III	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 the second year, Associate Degree Nurse Program, and/or apply to take the NCLEXPN.

Associate Degree Nurse (AAS)

The Associate Degree Nursing program is an educational program that results in an Associate of Applied Science Degree in nursing. Graduates are then eligible to apply to write the North Dakota State Board Examination for Registered Nurses (NCLEX-RN).

*Important Note: The nursing curriculum will be changing fall 2015. Potential students interested in applying to DCB beginning fall 2015 should contact the nursing department for details regarding the curriculum changes.

Prerequisites

These pre-requisites must be met before applying to the nursing program.

• Accepted for admission at Dakota College at Bottineau

• Passing criminal background check

• Applicant is a graduate from a state board approved PN program from an accredited college and a current LPN with a valid, unencumbered United States License or a student in the Dakota Nursing Practical Nursing Certificate Program.

- Current CPR Certification for Health Care Providers, must be updated to remain current throughout program

- Completion of pre-requisite college courses with a nursing GPA of 2.75 or greater and a minimum grade of 2.0 (C):
    - ENGL 110 College Composition I
    - CHEM 115/115L Introductory Chemistry (lecture and lab)
    - BIOL 220/220L Anatomy and Physiology I (lecture and lab)
    - BIOL 221/221L Anatomy and Physiology II (lecture and lab)
    - PSYC 111 Introduction to Psychology
    - PSYC 250 Developmental Psychology
    - PHRM 215 Introduction to Pharmacology
    - PN Nursing Courses (All nursing courses required to graduate from a state board approved program)

- PHRM 215 – Introduction to Pharmacology must have been taken within five (5) years of admission to the program.

- If the student has completed Microbiology that grade must be a minimum of C and will be computed into the nursing GPA for Nursing Program courses.

- Guidelines for approval include:
    1. Nursing GPA for pre-requisite and any completed required nursing program courses must be 2.75 or higher
    2. No pre-requisite or required course may have a grade lower than 2.0 (C).
    3. If a student repeats a required science course, a grade of 2.0 (C) or higher must be obtained in the first repeat.

- Cumulative GPA minimum of 2.5 for all completed college courses.

Associate Degree Nurse Curriculum 2014-2015*

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

Upon successful completion of this curriculum students will be eligible for an Associate in Applied Science Degree in nursing. The student may apply to take the NCLEX-RN.

Natural Resources

Environmental Technology – Laboratory and Field Technician (AAS)

This program prepares students to perform tasks associated with laboratory and field testing of water, soil and air to determine concentrations and sources of contaminants. Program completers may collect samples for testing or be involved in abating, controlling, or remediation of sources of environmental pollution.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CSCI 101 Intro to Computers	3		BOTE 217 Records Management	3	
CHEM 115 Introductory Chemistry	4		ENVT 270 Water Resource Management	4	
ENGL 110 College Composition I	3		SOIL 210 Introduction to Soil Science	3	
MATH elective	3-4		RNG 236 Introduction to		
BIOL 150 General Biology I	4		Range Management	4	
CHEM 116 Intro to Organic and			Arts/Humanities/Social Science elective	3	
Biochemistry		4	Wellness elective	1	
BIOL 151 General Biology II		4	BOT 212 Botany II		4
ENGL 125 Intro to Professional Writing		3	BIOL 124 Environmental Science		4
ENVT 110 Intro to GPS		2	GEOL 105 Physical Geology		4
BOTE 247 Spreadsheet Applications		3	FORS 206 Horticulture Pest Control		2
ENVT 105 Surveying		1	ENVT 296 Capstone		1
			ENVT 297 Cooperative Education		3

Environmental Technology – 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 completers 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
CSCI 101 Intro to Computers	3		CHEM 121 General Chemistry I or		
FWLD 121 Intro to Fish and Wildlife	3		CHEM 115 Introductory Chemistry	4	
ENGL 110 College Composition I	3		ENVT 270 Water Resource Management	3	
Math Elective	3-4		SOIL 210 Introduction to Soil Science	3	
BIOL 150 General Biology I	4		RNG 236 Introduction to		
Wellness elective	1		Range Management	4	
FWLD 122 Wildlife and Fisheries Tech.		3	Arts/Humanities/Social Science Elective	3	
ENGL 125 Intro to Professional Writing		3	BOT 212 Botany II		4
GEOL 105 Physical Geology		4	BIOL 124 Environmental Science		4
ENVT 110 Intro to GPS		2	FORS 263 Urban Forestry Management		3
BIOL 151 General Biology II		4	BADM 202 Principles of Management		3
ENVT 105 Surveying		1	ENVT 296 Capstone		1
			ENVT 297 Cooperative Education		2

Land Management (Certificate)

This program is available online.

The Land Management Certificate program prepares students for business careers in the petroleum & energy industries. The program educates students in determining land and mineral ownership, accurately preparing reports/records, and negotiating agreements with landowners, industry professionals, and third party participants. A cooperative work experience in an industry setting provides hands-on experience in performing land management responsibilities and prepares students to become a registered landman through the American Association of Professional Landmen (AAPL) association.

	Fall	Spring	Summer
ENVT 140 Intro Petroleum Land Mgt	3		
ENVT 142 Interpretation of Land Descriptions	1		
ENVT 144 Basic Contracts & Agreements	3		
ENVT 145 Negotiating Skills & Technique	2		
ENVT 240 Property & Mineral Ownership		2	
ENVT 245 Calculating Oil & Gas Interests		3	
ENVT 250 Petroleum Land Mgt Practices		3	
ENVT 297 Co-op Education			6

Floral Design and Greenhouse Technology (AAS)

The Flowershop and Greenhouse Technology Program prepares students for exciting careers in today's "green industry". Students will learn the skills required to work in the retail floral and greenhouse industries such as: floral and landscape design, greenhouse growing, plant identification and culture, insect and disease identification and control, public relations, marketing and sales skills.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
PLSC 177 Floral Design	4		HORT 136 Residential Landscape		
PLSC 210 Horticulture Science	4		Design	3	
PLSC 265 Herbaceous Landscape			FORS 255 Urban Trees and Shrubs	4	
Plants	4		SOIL 210 Introduction to Soil Science	3	
BADM 240 Sales	3		Wellness elective	1	
BOTE 108 Business Math	3		BADM 201 Principles of Marketing	3	
PSYC 100 Human Relations		3	CSCI 101 Intro to Computers	3	
PLSC 178 Floral Design II		4	HORT 172 Horticulture Food Crops		2
PLSC 272 Greenhouse Operations		4	HORT 138 Computerized		
PLSC 268 Plant Propagation		2	Landscape Design		3
Communications elective		3	HORT 281 Flowershop and		
			Greenhouse Mgmt.		2
			PLSC 273 Arboriculture		3
			FORS 206 Horticulture Pest Control		2
			Lab Science		4
			HORT 297 Co-op Education		2

Flowershop Technology (Diploma)

This instructional program prepares individuals to produce flowers, foliage, and related plant materials in fields and greenhouses for ornamental purposes, and to arrange, package, and market these materials. The program also trains students to produce commercial plant species in controlled environments and exposes students to management of commercial and experimental greenhouse operations.

Fall Semester		Spring Semester	
HPER 210 First Aid/CPR	1	PLSC 178 Floral Design II	4
PLSC 177 Floral Design I	4	PLSC 272 Greenhouse Operations	4
PLSC 265 Herbaceous Landscape Plants	4	PLSC 268 Plant Propagation	2
Business electives	6	HORT 281 Flowershop and	
COMM 110 Fund of Public Speaking	3	Greenhouse Mgmt.	2
		CSCI 101 Intro to Computers	3
		Business elective	3
		HORT 297 Co-op Education	1

Golf Course Grounds Technician (Certificate)

In this nine-month program, students will learn about soils, turf management, and the care of trees. Upon completion students will also have received certification in first aid and CPR. Graduates of this program typically find jobs at golf courses, municipal parks and recreation departments, local schools or hospitals, or as groundskeepers for large commercial businesses.

Students are required to complete HORT 297 Cooperative Education (2 credits) during the summer term to fulfill the graduation requirements of this program.

Fall Semester		Spring Semester	
SOIL 210 Introduction to Soil Science	3	PPTH 255 Plant Disease Management	3
PLSC 248 Turf Management	3	PLSC 273 Arboriculture	3
FORS 255 Urban Trees and Shrubs	4	HPER 210 First Aid/CPR	1
BOTE/BADM/MATH or RLSelective	3	BOTE/BADM/MATH or RLS elective	3
		BIOL 124 Environmental Science	4

Greenhouse Technology (Diploma)

Fall Semester		Spring Semester	
SOIL 210 Introduction to Soil Science	3	PLSC 268 Plant Propagation	2
PLSC 265 Herbaceous Landscape Plants	4	HORT 281 Flowershop Greenhouse	
HORT 136 Residential Landscape Design	3	Management	2
FORS 255 Urban Trees and Shrubs	4	PLSC 272 Greenhouse Operations	4
PLSC177 Floral Design I	4	HPER 210 First Aid/CPR	1
		CSCI 101 Intro to Computers	3
		HORT 297 Co-op Education	1
		COMM 110 Fund of Public Speaking	3

Landscape Design and Maintenance (AAS)

A degree in Landscape Design and Maintenance will prepare students for jobs in the green industry. Students will learn to use the latest technology in computerized design, along with how to properly choose, install, and maintain landscape plants. Graduates of this program typically seek jobs working for landscapers, garden centers, and nurseries. This degree is also ideal for those people who would like to start their own landscape design and maintenance business.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
HORT 136 Residential Landscape Design	3		PLSC 265 Herbaceous Landscape Plants	4	
PLSC 210 Horticulture Science	4		PLSC 248 Turf Management	3	
FORS 255 Urban Trees and Shrubs	4		HORT 239 Advanced Landscape Design	3	
CSCI 101 Intro to Computers	3		PLSC 177 Floral Design I	4	
SOIL 210 Introduction to Soil Science	3		BOTE 108 or Math elective	3-4	
PLSC 268 Plant Propagation		2	Arts/Humanities/Social Science elective		3
PLSC 272 Greenhouse Operations		4	PLSC 273 Arboriculture		3
HORT 138 Computerized Landscape Design		3	PPTH 255 Plant Disease Management		3
COMM 110 or ENGL 110		3	Science elective – advisor approval needed		3 or 4
HORT 297 Cooperative Education		2	PLSC 241 Landscape Bidding		2
Wellness elective		1			

Landscape Design and Maintenance (Diploma)

In this one yar program, students will learn tree identification, turf management, proper tree care and disease management, along with landscape design and bidding techniques. Graduates typically seek employment with garden centers and landscape contractors, or with municipal parks and recreational departments.

Fall Semester		Spring Semester	
SOIL 210 Introduction to Soil Science	3	Science elective – advisor approval needed	3
HORT 136 Residential Landscape Design	3	PPTH 255 Plant Disease Management	3
FORS 255 Urban Trees and Shrubs	4	PLSC 273 Arboriculture	3
PLSC 248 Turf Management	3	PLSC 241 Landscape Bidding	2
BOTE/MATH/BADM elective	3	HORT 138 Computerized Landscape Design	3
		PLSC 268 Plant Propagation	2

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		Core Courses	
BIOL 124 Environmental Science	4	SOC 110 Introduction to Sociology -or-	
HPER 210 First Aid/CPR	1	PSYC 111 Introduction to Psychology	3
ENGL 110 College Composition I -or-		RLS 110 Foundations of Recreation	3
COMM 110 Fund of Public Speaking	3	RLS 222 Recreation Program Planning	3
CSCI 101 Intro to Computers	3	RLS 286 Recreation Administration	3
HPER 100 Concepts of Wellness/Fitness	2	RLS 215 Recreation Areas &Facilities	3
Math electives	3-4	Electives	3-4

Outdoor Recreation/Park Management focus

PSYC 100 Human Relations	3	RLS 271 Fund of Rec. and Resource Mgmt.	3
TOUR 212 Principles of Tourism	3	RLS 285 Natural Resource Law	3
RLS 212 Principles of Interpretation	3	RLS 297 Cooperative Education	2-4
RLS 210 Environmental Education	3	Electives	6-7

Commercial Recreation/Tourism focus

PSYC 100 Human Relations	3	RLS 280 Community &	
TOUR 212 Principles of Tourism	3	Commercial Recreation	3
RLS 271 Fund of Rec. and Resource Mgmt.	3	RLS 297 Cooperative Education	2-4
RLS 290 Introduction to Inclusive Recreation	3	Electives	8-15

Recreation Management (Certificate of Completion)

This program is only available online.

RLS 110 Foundations of Recreation	3	Elective chosen from one of the following:	
RLS 286 Recreation Administration	3	• RLS 210 Environmental Education	3
RLS 222 Recreation Program Planning	3	• RLS 212 Principles of Interpretation	3
RLS 215 Recreation Areas &Facilities	3	• RLS 271 Fund of Rec. and Resource Mgmt.	3
		• RLS 285 Natural Resource Law	3
		• RLS 280 Community &Commercial Recreation	3
		• RLS 290 Introduction to Inclusive Recreation	3
		• TOUR 212 Principles of Tourism	3

Sustainable Vegetable Production (AAS and Certificate)

The Sustainable Vegetable Production Program prepares students for career opportunities in vegetable production, greenhouse and high tunnel operations, vegetable marketing and organic certification. The program will provide students with the necessary principles and practices to manage an environmentally sound, organic agriculture business in vegetable production. Graduates will be prepared to work in vegetable production systems and related fields that include CSA and farm market management, produce managers and garden technicians in wholesale and retail operations.

FRESHMAN YEAR		Fall	Spring	Summer
HORT 211	Sustainable Vegetable Farming	3		
SOIL 210	Introduction to Soil Science	3		
HORT 242	Wholesale Marketing	1		
CSCI 101	Intro to Computers	3		
HPER 210	First Aid / CPR	1		
HORT 285	Vegetable Prod. Practicum I	3		
HORT 172	Horticulture Food Crops		2	
Math elective			3-4	
HORT 299	Special Topics Local Foods		2	
Math/Science/Technology elective			3-4	
HORT 286	Vegetable Prod. Practicum II		3	
Wellness elective			1	
HORT 249	Passive Solar Greenhouse			1
HORT 248	Greenhouse Structures			1
HORT 246	Compost Production and Use			1
HORT 299	Special Topics Local Foods/ND			1
HORT 247	Cover Crops and Weed Management			1
HORT 287	Vegetable Prod. Practicum III			1-6

SOPHOMORE YEAR		Fall	Spring
PLSC 210	Horticulture Science (1st ½ of semester)	2	
HORT 241	Organic Certification and Farm Plans	1	
HORT 173	Fruit Tree and Berry Production	3	
BADM 202	Principles of Management	3	
COMM elective		3	
Business elective		3	
HORT 243	Good Agricultural Practices		1
HORT 244	Direct Marketing		1
HORT 245	Safe Post-harvest Handling		1
HORT 299	Special Topics		2
PLSC272	Greenhouse Operations		4
Art/Humanities/Social Science elective			3

Sustainable Vegetable Production (Certificate)

		Fall	Spring	Summer
HORT 211	Sustainable Vegetable Farming	3		
PLSC 210	Horticulture Science (1st ½of semester)	2		
SOIL 210	Introduction to Soil Science	3		
HORT 241	Organic Certification and Farm Plans	1		
HORT 242	Wholesale Marketing	1		
HORT 173	Fruit Tree and Berry Production	3		
BADM 202	Principles of Management	3		
HORT 285	Vegetable Prod. Practicum I	3		
HORT 172	Horticulture Food Crops		2	
PLSC 272	Greenhouse Operations		4	
HORT 243	Good Agricultural Practices		1	
HORT 244	Direct Marketing		1	
HORT 245	Safe Post-harvest Handling		1	
HORT 299	Special Topics Local Foods		2	
HORT 286	Vegetable Prod. Practicum II		3	
HPER 210	First Aid / CPR		1	
HORT 246	Compost Production and Use			1
HORT 247	Cover Crops and Weed Management			1
HORT 248	Greenhouse Structures			1
HORT 299	Special Topics Local Foods/ND			1
HORT 249	Passive Solar Production			1
HORT 240	Specialty Cut Flowers			1
HORT 287	Vegetable Prod. Practicum III			1-6

Urban Forest Management (AAS)

This program is 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	SOPHOMORE YEAR	FALL	SPRING
SOIL 210 Introduction to Soil Science	3		PPTH 260 Diseases of Trees		
BOTE 108 or Math elective	3		& Shrubs	3	
CSCI 101 Intro to Computers	3		COMM 110 Fund of Public Speaking	3	
FORS 255 Urban Trees and Shrubs	4		FORS 260 Parks/Urban Greenspaces	3	
PLSC 273 Arboriculture	3		FORS 265 Arboricultural Practices	3	
Math/Science/Technology Elective		3 or 4	FORS 297 Cooperative Education	1	
PLSC 275 Advanced Arboriculture		3	HPER 110 or HPER Activity	1-2	
PPTH 255 Plant Disease Management		3	Art/Humanities/Social Science elective		3
Program Electives		6	FORS 263 Urban Forest Management		3
			HPER 210 First Aid/CPR		1
			PLSC 280 Principles of Pruning		3
			Program Electives		6

Urban Forest Management (Diploma)

This program is 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 foresty departments, parks and recreation departments, or as commercial arborists.

Fall Semester		Spring Semester	
SOIL 210 Introduction to Soil Science	3	PPTH 255 Plant Disease Management	3
FORS 255 Urban Trees and Shrubs	4	PLSC 275 Advanced Arboriculture	3
PLSC 273 Arboriculture	3	FORS 263 Urban Forest Management	3
FORS 265 Arboricultural Practices	3	HPER 210 First Aid/CPR	1
PPTH 260 Diseases of Trees & Shrubs	3	PLSC 280 Principles of Pruning	3
		General Education Elective	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 Composition I	3		BIOL 170 General Zoology	4	
BIOL 150 General Biology I	4		BIOL 230 Ecology	4	
ENVT 110 Intro to GPS	2		RNG 236 Intro to Range Management	4	
FWLD 121 Intro Fish &Wildlife			SOIL 210 Intro to Soil Science	3	
Management	3		BOT 212 Botany II		4
CSCI 101 Introduction to Computers	3		BIOL 200 Biotech and Lab Techniques		4
BIOL 151 General Biology II		4	FWLD 296 Field Studies		2
FWLD 122 Wildlife and			FWLD 297 Cooperative Education		2
Fisheries Techniques		3	Arts/Hum/Social Science elective		3
MATH elective		3-4	ENVT 105 Surveying		1
CHEM 115 Introductory Chemistry		4	CARS 105 Job Search		1
ENVT 255 Intro to GIS		4	Wellness		1

Photography

Photography (AAS and Certificate)

The Photography program prepares students to confidently enter the photographic profession either by obtaining a job or by starting their own business. Students will receive intensive training in the photographic arts with 10 classes including outdoor photography, photojournalism, commercial photography, and portrait photography. Students will also learn valuable business practices in the Business of Photography class.

Photography (AAS)

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CSCI 101 Introduction to Computers	3		ENGL 110 College Composition	3	
PHOT 180 Photography I	3		Wellness Elective	1	
PHOT 190 Principles of Lighting	3		Program Elective	3	
PHOT 250 Digital Darkroom	3		PHOT 235 Portrait Photography	3	
PHOT 270 Business Photography	3		PHOT 240 Outdoor Photography	3	
PHOT 292 Photography Practicum	1-2		PHOT 292 Photography Practicum	1-2	
COMM 110 Fund of Public Speaking		3	Program Elective		3
PHOT 290 Documentary Photography		3	BOTE 218 Desktop Publishing		3
PHOT 210 Intermediate Photography		3	BOTE 108 Business Math		3
PHOT 232 Commercial Photography		3	PHOT 289 Photography Portfolio		3
Program Elective		3	PHOT 292 Photography Practicum		1-2
PHOT 292 Photography Practicum		1-2			

Photography (Certificate)

Fall Semester		Spring	
PHOT 180 Photography I	3	PHOT 290 Documentary Photography	3
PHOT 190 Principles of Lighting	3	PHOT 210 Intermediate Photography	3
PHOT 240 Outdoor Photography	3	PHOT 232 Commercial Photography	3
PHOT 235 Portrait Photography	3	PHOT 289 Photography Portfolio	3
PHOT 250 Digital Darkroom	3	PHOT 292 Photography Practicum	1-4
PHOT 270 Business Photography	3		

Program Electives – choose from the following courses:

ACCT 200 Accounting I	3
ACCT 215 Business in the Legal Environment	3
ART 110 Introduction to Visual Arts	3
ART 122 Two Dimensional Design	3
BADM 201 Principles of marketing	3
BADM 210 Advertising I	3
BOTE 210 Business Communications	3
BUSN 170 Entrepreneurship	3
CIS 180 Creating Web Pages	3
TOUR 212 Principles of Tourism (online only)	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 71 Introduction to Keyboarding (1CR) Fall, Pre: None

Emphasizes the development of fingering, posture, speed and accuracy using the computer keyboard. Offers students with no computer experience the opportunity to practice keyboarding skills.

ASC 82 Effective Reading (3CR) Fall, Spring; Pre: None

This course provides strategies to increase reading efficiency, build vocabulary, and improve basic writing and study skills.

ASC 87 College Writing Prep (3CR) Fall, Spring; Pre: None

A precollege writing course that prepares students for College Composition 110. 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 91 Algebra Prep I (2CR) Fall, Spring; Pre: None

This course begins the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include operations with whole numbers and fractions, order of operations, simplification and evaluation of expressions, and evaluation of one and two step linear equations. Study skills will be incorporated throughout the course. Credit earned does not count towards any degree, nor does it transfer.

ASC 92 Algebra Prep II (2CR) Fall, Spring; Pre: ASC 91 or appropriate Math Placement Test Score

This course continues the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include the solutions of linear equations and inequalities, formula manipulation, Cartesian geometry and the graphing of linear equations and inequalities, systems of equations, and introduction to functions. Study skills will be incorporated throughout the course. Credit earned does not count towards any degree, nor does it transfer.

ASC 93 Algebra Prep III (2CR) Fall, Spring; Pre: ASC 92 with a grade of C or higher, or appropriate Math Placement Test Score

This course continues the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include exponents and radicals, algebraic manipulation involving polynomial and rational forms, and unit analysis. Study skills will be incorporated throughout the course. 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 215 Business in the Legal Environment (3CR) Fall; Pre: None

The legal environment of business, governmental regulation, contracts and property.

ACCT 260 Accounting Information Systems (2CR) Fall, Spring; Pre: None

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 294 Independent Study: Certified Bookkeeper Professional Exam Prep (3CR) Fall, Spring; Pre: ACCT 200

This is an individualized study and review of bookkeeping and accounting functions in preparation for the Certified Bookkeeper Examination. Special prepaid testing fees may be required. Study topics include: adjusting entries, bank reconciliations, payroll functions and reports, depreciation and merchandising transactions.

▼ ALLIED HEALTH (AH)

AH 134 Medical Disorders (3CR) Spring; Online Course; 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; Online Course; Pre: AH 171, AH 134

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) Spring; Online Course; Pre: 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 Basic Procedure Coding (3CR) Fall; Online Course; Pre: AH 171, AH 134

This course is designed to provide students with medical coding skills. The focus of the class is on CPT coding.

AH 139 Basic Diagnosis Coding (3CR) Online Course; Pre: AH 171, AH 138

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

AH 142 Intermediate Coding I (3CR) Online Course; 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) Online Course; 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; Online Course; 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) Spring; Online Course; Pre: AH 171, PHRM 215, AH 134

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) Spring; Online Course; 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 266 Laboratory Tests & Diagnostic Procedures (2CR) Spring; Online Course; Pre: AH 171, 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; Online Course; 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.

▼ ART (ART)

ART 101 Introduction to Studio Art (3CR) Fall; Pre: None

An introductory studio art course designed to familiarize the non-art major with the basic painting, printmaking, sculptural, jewelry, and ceramic processes.

ART 110 Introduction to Visual Art (3CR) Fall; Pre: None

Study and analysis of artistic methods and meaning in the Visual Arts. This introductory course studies the structure, meaning and appreciation of visual art forms. It is used as a framework on which to build further knowledge and understanding of art.

ART 122 Two Dimensional Design (3CR) Fall; Pre: None

A basic course in the study of two-dimensional design for the studio artist.

ART 130 Drawing I (3CR) Spring 2012 and 2014; Pre: None
Introduction to basic drawing techniques through a variety of materials.

ART 250 Ceramics I (3CR) Fall; Pre: None
Introduction to basic ceramic techniques. Include the origin, nature and use of clay and glazes.

ART 251 Ceramics II (3CR) Spring; Pre: ART 250
Intermediate study, studio practice and critique. Development of individual concept and content. Further exploration of forming skills and surface decoration. Introduction to basic mold techniques, clay and glaze theory and kiln technology.

▼ BIOLOGY (BIOL)

BIOL 111 Concepts of Biology (4CR) Fall; Pre: None
This course is a study of the nature, diversity and classification of life, cells and cell processes, genetics, evolution, and ecology. This course is an introductory level, non-majors transferable class designed to meet requirements of a lab science.

BIOL 115 Human Structure and Function (4CR) Fall; Pre: None
A one-semester course that integrates the structure and function of the human body. Topics include chemistry, cell biology, tissues and organ systems. Course includes a lab component.

BIOL 124 Environmental Science (4CR) Spring; Pre: None
An introductory course for the non-life science major. A study of the effects of man and his technology on the environment.

BIOL 150 General Biology I (4CR) Fall; Pre: None
Introduction to cellular and molecular biology, genetics, evolution and ecology. A study of the fundamental topics of biology with emphasis on cellular biology. Topics include chemistry of life, cell biology, molecular genetics, cellular respiration, photosynthesis, and evolution and ecology.

BIOL 151 General Biology II (4CR) Spring; Pre: None
This course is the second semester of a two-semester sequenced study of the fundamental topics of biology, with emphasis on organismal biology.

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 200 Bio Tech and Laboratory Techniques (4CR) Spring Pre: None
This course is designed to introduce students to the field of biotechnology and to familiarize students with the skills and protocols used in fish and wildlife, health sciences, forensic and environmental laboratories. Students will experience the skills and protocols used in laboratories for the health sciences, academic research, forensic and industrial applications of biotechnology.

BIOL 202 Microbiology (4CR) 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 220 Anatomy and Physiology I (4CR) Fall; Pre: BIOL 150 or Instructor Approval

A study of the structure and function of the human body. Topics include chemistry, cell biology, tissues, integumentary system, skeletal system, muscular system, nervous system and endocrine system.

BIOL 221 Anatomy and Physiology II (4CR) Spring; Pre: BIOL 220

A study of the structure and function of the human body. Topics include lymphatic system, cardiovascular system, respiratory system, digestive system, urinary system, reproductive system, development and genetics.

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 280 Conservation Biology (3CR) Spring; Pre: None

This course is an introduction to conservation biology. Topics covered in this course include aspects of molecular biology, species diversity, ecology, economics and politics. This course will examine issues pertaining to conservation biology from a local to a global perspective.

▼ BOTANY (BOT)

BOT 212 Botany II (4CR) Spring; Pre: BIOL 150 or Instructor Approval

Diversity of plants, their classification, anatomy, physiology and ecology. Includes a general overview of fungi and algae.

▼ BUSINESS (BUSN)

BUSN 170 Entrepreneurship (3CR) 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 103 Leadership Techniques (1CR) Fall and Spring: Pre: None

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and work experience. Students will be introduced to methods of improving social, political, community and family life. Students will also learn to better cooperate, work more efficiently and develop critical thinking skills. Students will have the option to join a Career and Technical Student Organization and will need to participate in leadership activities and conferences throughout the semester or will perform community service.

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 effect 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) 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 203 Leadership Techniques II (1CR) Fall and Spring; Pre: None

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and work experience. Students will be introduced to methods of improving social, political, community and family life. Students will also learn to better cooperate, work more efficiently and develop critical thinking skills. Students will have the option to join a Career and Technical Student Organization and will need to participate in leadership activities and conferences throughout the semester or will perform community service.

BADM 210 Advertising I (3CR) Fall; 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) Spring; Pre: None

Course teaches public relations; both internal and external. The why, what, and how of public relations and marketing as it relates to business, with special emphasis placed on crisis management. This course is an analysis of the practice of public relations from an organization communication perspective. Changing roles, future career opportunities, ethical and legal issues, research techniques, developing effective communication with the client, media, consumer, stockholder, governmental, organizational and employee publics. Requirements for the course will include group projects and presentations in public relations campaign management.

BADM 214 Entertainment Marketing (3CR) Fall; Pre: BADM 201 or Instructor Approval

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; 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; 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 promotion, customer services 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 end result of this class.

▼ BUSINESS, OFFICE & TECHNOLOGY ED (BOTE)

BOTE 108 Business Mathematics (3CR) Fall; Pre: None

Review of mathematical fundamentals with emphasis on business applications and problem solving.

BOTE 147 Word Processing (3CR) 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; 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) 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: Pre: None

A 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) 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.

▼ 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 student 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; Co Req: ASC 93
The topics covered will be measurement, ionic and covalent compounds, chemical calculations, state of matter, energy, solutions, reactions and chemical bonding. Course is designed for non-science major and students in the nursing programs.

CHEM 116 Introduction to Organic and Biochemistry (4CR) Spring; Pre: CHEM 115 or CHEM 121
Explores 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 or Co Req: Math 103 or Appropriate Math Placement Test Score
The topics covered will be matter, measurement, atoms, ions, molecules, reactions, stoichiometry, thermo chemistry, bonding, molecular geometry, periodicity and gases.

CHEM 122 General Chemistry II (4CR) Spring; Pre: CHEM 121, 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 (4CR) 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 (4CR) Spring; Pre: CHEM 241
The topics covered will be descriptive and mechanistic chemistry of functionalized derivatives of carbon containing compounds.

▼ COMMUNICATIONS (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.

▼ 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 128 Microcomputer Hardware I (3CR) Spring; Pre:
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 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 desktop security, internet security, wireless network security and enterprise security and ethics.

CIS 164 Networking Fundamentals I (3 CR) Fall; Pre: None

CIS 165 Networking Fundamentals II (3CR) Spring; Pre: CIS 164

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 201 Cascading Style Sheets (3CR) Fall 2014 & 2016; Pre: CIS 180
Students will learn how to format Web pages using Cascading Style Sheets (CSS). Concepts covered are the anatomy of a CSS rule, inline, embedded and external style use, contextual selectors, classes, ids, pseudoclasses, font and text properties, style inheritance, the box model, and basic and advanced page layout.

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 Sever 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 a business environment.

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 267 Intermediate Networking I (3CR) Fall; Pre: CIS 165

CIS 268 Intermediate Networking II (3CR) Spring; Pre: CIS 267

CIS 269 Enterprise Systems (3CR) Spring; Pre: None

Explores how enterprise systems help companies integrate business function and improve business processes.

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

CIS 295 Web Design Practical Experience (3CR) Spring; Pre: CIS 180, CIS 211, CIS 212
This course incorporates in-class studies and practical skill applications in an instructor-supervised work experience. The following skills are practiced: building client relationships, collecting and organizing information, creating a plan and design manual and domain registration.

▼ 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 127 Beginning Java/J++ (3CR) Spring; Pre: None
Introduction to programming in the Java/J++ language.

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 including data structures, algorithm analysis, standard problems such as searching and sorting and memory management issues. A continuation of CSCI 160.

CSCI 172 Intermediate Visual Basic (3CR) Spring; Pre: CSCI 122
Intermediate-level programming in the BASIC/Visual BASIC language.

CSCI 289 Social Implications of Computer Technology (2CR) Fall; 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.

▼ CRIMINAL JUSTICE (CJ)

CJ 201 Introduction to Criminal Justice (3CR) Fall; Pre: None
An examination of the criminal justice system and its process including:
crime, law-making, criminality, prosecution, police, courts, and corrections.
Also includes the history, organization, structure, and process of police systems.
This course is a prerequisite for all criminal justice courses. In addition this course
1) examines the criminal justice process including police, courts, and corrections;
2) familiarizes students with theories of crime; and 3) highlights contemporary issues.

CJ 210 Intro to Wildlife Law Enforcement (3CR) Spring; Pre: CJ 201
A survey of the Fish and Wildlife Law Enforcement field. Principles and application
of wildlife management are examined. Career options and current Fish and Wildlife
events are discussed.

CJ 230 Criminal Law (3CR) Spring; Pre: CJ 201
An examination of the definitions of acts and omissions with an emphasis on historical
and philosophical concepts of criminal law.

CJ 275 Gangs (3CR) Fall; Pre: None
Exploration of gang activity in the U.S. Examines gang related violence and the
dynamics of gang involvement. Criminological theories that explain the social,
economic, and environmental reasons for gang existence are discussed.

▼ EARLY CHILHOOD (EC)

EC 209 Learning Env for Children (3CR) Online Course; 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 pro-
grams for children. In addition, the course examines stages of development and
current childcare topics and issues.

**EC 211 Observation, Assessment, and Interpretation Techniques (3CR) Fall;
Pre or Co-req: 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.

EC 213 Language & Literacy in ECE (3CR) Online Course; Pre: None
This online 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) Online Course; 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 2015 & 2017; Pre: None

This course focuses on the physical and cognitive development of children, the promotion of literacy, and the utilization of creative experiences in child care 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 Dev & Guidance (3CR) Fall; 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 & Comm Relations (3CR) Spring 2016 & 2018: 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; 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) 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 Paraeducation (1CR) Fall: Pre: None

This course provides an overview of the field of paraeducation. 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 102 Interpersonal Skills Development (3CR) Fall 2012 and 2014; Pre: None

This course uses an integrated approach to basic helping, including developing skills in attending, listening, reflecting, and appropriate questioning.

EDUC 220 Classroom Management (3CR) Spring 2013 and 2015; Pre: None

This course is an introduction to K-6 classroom management techniques for the para-educator. 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) Fall 2013 and 2015

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; Pre or Co-req: EDUC 250

Observation, Assessment & Interpretation Techessional observation of elementary and secondary teachers accompanied by group seminar.

▼ EMERGENCY MEDICAL SERVICES (EMS)

EMS 208 Introduction to Emergency Pre-Hospital (2CR)

This is an introductory course for the paramedic student. 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 I (2CR)

This course introduces the paramedic student to specific medications used in the pre-hospital setting that are focused on respiratory and shock emergencies, mechanism of action, indications, contraindications, dosing and correct administration.

EMS 211 Pre-Hospital Pharmacology II (1CR)

This course introduces the paramedic student to specific medications used in the pre-hos- pital setting that are focused on respiratory and shock emergencies, mechanism of action, indications, contraindications, dosing and correct administration are discussed in this class.

EMS 212 Pre-Hospital Pharmacology III (1CR)
This course introduces the paramedic student to specific medications used in the pre-hospital setting that are focuses on cardiac emergencies, mechanisms of actions, indications, contraindications, dosing, and correct administration are discussed in this class.

EMS 213 Pre-Hospital Pharmacology IV (2CR)
This course introduces the paramedic student to miscellaneous medications used in the pre-hospital setting, mechanisms of action, indications, contraindications, dosing and correct administration are discussed in the class.

EMS 214 Pre-Hospital Patient Assessment (2CR)
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 (1CR)
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 (3CR)
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 (1CR)
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 I (3CR)
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 221 Cardiac Emergencies II (2CR)
This course prepares the student to assess, manage, and treat various cardiovascular emergencies. These emergencies include, but are not limited to, ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA, and asystole.

EMS 222 Medical Emergencies (3CR)
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 (1CR)

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 230 Advanced Cardiac Life Support (1CR)

This course covers all aspects of treating cardiac patients at the advanced level. Completion of this course will result in the awarding of Advanced Cardiac Life Support Certification for the period of two years from the American Heart Association.

EMS 231 PALS (Pediatric Advanced Life Support) (1CR)

This course results in the awarding of a Pediatric Advanced Life Support certification from the American Academy of Pediatrics and the American Heart Association. The course covers all aspects of treating pediatric patient.

EMS 232 PHTLS (Pre-Hospital Trauma Life Support) (1CR)

This course will award a certification in Pre-Hospital Trauma Life Support which is good for a period of three years. Topics include, but are not limited to Kinematics, Trauma Airway Management, Thoracic Trauma, Extremity Trauma, Thermal Trauma, Shock and Fluid Resuscitation, Head Trauma, Spinal Trauma, and Musculoskeletal Trauma.

EMS 233 Basic Life Support Instructor (1CR)

The course prepares the student to become a CPR/BLS Instructor through the American Heart Association. The student will learn various teaching strategies, course organization, and safety issues. The student must carry an AHA healthcare provider card as a prerequisite.

EMS 235 EMS Operations (2CR)

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 (2CR)

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 (2 CR)

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 260 Hospital Clinical III (2CR)

This course allows the paramedic student to apply learned classroom skills and knowledge in clinical settings such as telemetry, intensive care unit, psychiatric unit, emergency department, and labor & delivery. 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 275 Field Clinical I (2CR)

This course is designed to introduce the paramedic student to BLS and ALS pre-hospital 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 II (2CR)

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 III (3CR)

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.

▼ ENGLISH (ENGL)

ENGL 110 College Composition I (3CR) Fall, 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, Spring; Pre: ENGL 110

Advanced practice in college-level writing from sources and in applying rhetorical strategies.

ENGL 125 Introduction to Professional Writing (3CR) Spring 2014 and 2016; 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) Spring 2013 and 2015; Pre: ENGL 110

Guided practice of writing skills related to the imaginative uses of language.

ENGL 220 Introduction to Literature (3CR) Spring 2013 and 2015; 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 2012 and 2014; Pre: None

Reading and discussion of representative dramatic works from ancient Greek times to the present.

ENGL 225 Introduction to Film (3CR) Fall 2013 and 2015; Pre: None

A general introduction to film studies, including analysis of narrative and stylistic elements of films.

ENGL 238 Children's Literature (3CR) Fall; 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 2013 and 2015; Pre: None
Continuing survey of the western European tradition, including representative text from the Renaissance through the modern world.

ENGL 261 American Literature I (3CR) Fall 2013 and 2015; 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 2012 and 2014; Pre: None
A survey of major works and writers in American Literature from the Civil War to the present.

▼ 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 140 Intro to Petroleum Land Management (3CR) Fall; Pre: None
This course is an introduction to land administration concepts, terminology, and job responsibilities. Topics include land administration careers, land and mineral ownership in the U.S., leasing available minerals, land strategies, pooling, unitization, and drilling for oil and gas.

ENVT 142 Interpretation of Land Descriptions (1CR) Fall; Pre: None
Placing the correct legal description in the oil and gas lease is perhaps the most critical element of the lease. This course covers the history of legal descriptions in the U.S. and hands-on practice in locating units from legal descriptions and writing legal descriptions from maps and survey data.

ENVT 144 Basic Contracts & Agreements (3CR) Fall; Pre: None
Drilling costs in the petroleum industry are the catalyst for several types of contracts. This course examines agreements from exploration to operation. Topics include contract components, the seismic phase, the development phase, the drilling phase, joint operating agreements, and unit operating agreements.

ENVT 145 Negotiating Skills & Techniques (2CR) Fall; Pre: None
The course provides students with practical negotiating tools that, if mastered, will help them achieve desired outcomes in many life situations. Topics include skills used by great negotiators, concession strategies, and competitive versus collaborative negotiations. Students will practice negotiating strategies using assigned scenarios.

ENVT 240 Property & Mineral Ownership (2CR) Spring; Pre: None

This course examines property and mineral ownership. Topics include types of property ownership, mineral ownership in the U.S., rules for conveying property, transferring ownership through court action, and testate & intestate dispositions.

ENVT 245 Calculating Oil/Gas Interests (3CR) Spring; Pre: None

This course features application problems inherent to the petroleum industry. Students learn to calculate net mineral interest, royalty, net revenue, and gross working and overriding royalty interest. Other topics include unit calculations, evaluating payouts, and non-consents.

ENVT 250 Petroleum Land Mgmt Practices (3CR) Spring; Pre: None

This course reviews essential tasks that land management professionals are called upon to accomplish. The tasks are grouped in broad categories, and each category provides opportunity for hand-on practice through activities and projects.

ENVT 255 Introduction to GIS (4CR) Spring; Pre: None

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.

▼ FISH AND WILDLIFE (FWLD)

FWLD 121 Introduction to Fish and Wildlife Management (3CR) Fall; Pre: None

Field and laboratory methods used in game management. Census methods, history of management in legislation, law enforcement and careers in wildlife management.

FWLD 122 Wildlife and Fisheries Techniques (3CR) Spring; Pre: None

Provide a basic understanding of the biological principles involved in wildlife management. Upland game, waterfowl, big game, fisheries and non-game.

FWLD 243 Ornithology (4CR) Spring; Pre: None

An introduction to the biology, classification and identification of birds. Students will be required to use binoculars in this class and must provide this equipment on their own.

FWLD 296 Field Studies-Wildlife (1 to 3 CR) 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.

▼ FORESTRY (FORS)

FORS 206 Horticulture Pest Control (2CR) Spring; Pre: None
This course will cover the identification and use of chemicals, their mode of action and use in a pest management program. The class will end with the North Dakota Commercial Pesticide Applicators exam.

FORS 255 Urban Trees and Shrubs (4CR) Online Course; 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) Online Course; 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) Online Course; 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) Online Course; 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 290 Capstone: Urban Forestry (1CR) Spring; Pre: Instructor Approval
The 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.

▼ FRENCH (FREN)

FREN 101 First Year French I (4CR) Fall; Pre: None
This course seeks to develop a student's ability to speak, write and comprehend functional French.

FREN 102 First Year French II (4CR) Spring; Pre: FREN 101
A continuation of FREN 101.

▼ GEOGRAPHY (GEOG)

GEOG 161 World Regional Geography (3CR) Fall; Pre: None
Study of geographic processes shaping major world regions and inter-relationships in the global village; geographic bases and implications of current events. The course involves a geographic survey of major world-regions, with emphasis on location, component countries, world role, distinctive physical and cultural characteristics, relations to other world areas, and major problems. The principal objective is help alleviate the serious geographic illiteracy that many Americans have concerning the world in which we live.

▼ GEOLOGY (GEOL)

GEOL 105 Physical Geology (4CR) Spring; Pre: None
Introduces students to geological structures, land forms, plate tectonics, mountain building, glacial activity and rock and mineral processes. Topics of climate, watersheds and astronomy will be briefly discussed also. Much of the laboratory will be field work in the Turtle Mountain area. This class will provide another general education course in lab sciences, especially appropriate for liberal arts and civil engineering students.

▼ GERONTOLOGY (GERO)

GERO 130 Introduction to Human Services (2CR) Fall; Online Course; 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 180 Home Health Care (1CR) Fall; Online Course; Pre: NURS 100
This course presents students with information and skills to help them provide compassionate, in-home care to clients with a variety needs. Students are prepared to take the National Home Health Aide Exam.

GERO 240 Administering Medications (3CR) Spring; Online Course; 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; Online Course; 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; Online Course; 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, Medic-aid, IRS reporting, financial statements, budgeting, insurance, retirement planning, etc.

▼ HEALTH, PHYSICAL EDUCATION, RECREATION (HPER)

HPER 100 Concepts of Wellness and Fitness (2CR) Fall and Spring; Pre: None
A course designed for students of all ages that teaches fact about exercise and physical fitness. This course if designed to teach the student the role of physical activity in maintaining adequate health and improving quality of life. Students will learn how to assess, develop and implement a complete lifetime fitness and wellness program and its components. The course is designed to incorporate the ideas through lectures and activity.

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 involve recreational skiing or snowboarding. The course will be taught at the Bottineau Winter Park.

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 – Racquetball (.5CR) Fall and Spring; Pre: None

This course is an introduction to competitive racquetball. Students will learn rules and the fundamentals of the game. Emphasis will be placed on safety and drills to develop proper techniques.

HPER 101 Activity – Turbo Kick (.5CR) Fall; Pre: None

Turbo Kick is a high-intensity cardio-kickboxing experience. This class is a full body workout that requires a sport specific warm-up, higher paced intervals, easy to follow combinations, and kickboxing strength/endurance training.

HPER 101 Activity – Weight Training (.5CR) Fall; Pre: None

This introductory course teaches students the importance of a weight training program, weight room safety and etiquette and lifelong fitness.

HPER 101 Activity – Yoga/ Fusion I (.5CR) Fall, Spring: None

Yoga practice which fuses flowing series of postures to create heat within the body as you increase strength, flexibility, endurance and balance. May incorporate elements of movement through Tai Chi- Slow, meditative body movements to promote inner peace and calm.

HPER 101 Activity – Zumba (.5CR) Spring; Pre: None

Zumba Fitness offers invigorating Latin and international dance rhythms to challenge your body, mind and soul!

HPER 102 Activity Intermediate – Racquetball (.5CR) Fall and Spring; Pre: HPER 101

This course is an intermediate level of competitive racquetball. Students will learn additional rules and fundamentals skills of the game. Emphasis will be place on safety and advanced drills needed to develop proper techniques.

HPER 102 Activity –Yoga/ Fusion II (.5CR) Fall, Spring; Pre: HPER 101

Yoga practice which fuses flowing series of postures to create heat within the body as you increase strength, flexibility, endurance and balance. May incorporate elements of movement through Tai Chi- Slow, meditative body movements to promote inner peace and calm.

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 in the fall semester are volleyball, football, hockey and basketball. Students in varsity sports may register for hockey, baseball, basketball and fast-pitch softball in 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 Instructors 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 by means of a critical examination of sport, play, exercise and dance.

HPER 210 First Aid/CPR (1CR) Fall, Spring; Pre: None

General directions for giving first aid, value of first aid techniques dealing with shock, control of bleeding wounds, burns, poisoning, sudden illness, cardiopulmonary resuscitation and other emergency situations will be covered. Certification cards for standard first aid and CPR will be issued upon successful completion of 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 224 Intramural Sports Administration – Fall (2CR) Fall; 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 intramural season.

HPER 225 Intramural Sports Administration-Spring (2CR) Spring; Pre: None
A continuation of HPER 224. Students will manage the 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 in the fall semester are volleyball, football, hockey and basketball. Students in a varsity sport may register for hockey, baseball, basketball and fast-pitch softball in the spring semester.

▼ HISTORY (HIST)

HIST 101 Western Civilization I (3CR) Fall; Pre: None
A study of the major political, economic, social and cultural developments of the Western World from prehistory to the 1500s.

HIST 102 Western Civilization II (3CR) Spring; Pre: None
A study of the major political, economic, social and cultural developments of the Western World from the mid-1500s until the present.

HIST 103 United States History to 1877 (3CR) Fall; Pre: None
This course examines the major political, economic, social and cultural developments of the United States from colonization through the Civil War and Reconstruction.

HIST 104 United States History Since 1877 (3CR) Spring; Pre: None
This course examines the major political, economic, social and cultural developments of the United States from Reconstruction to the present.

HIST 220 North Dakota History (3CR) Fall; Pre: None
This course examines the history of North Dakota from earliest geological times to the present. Included are such topics as glaciation land forms, Native Americans, fur traders and routes, the military, farming/ranching frontiers, statehood, politics, wars, the Great Depression, "'30s" and modern 20th century development.

▼ HORTICULTURE (HORT)

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 138 Computerized Landscape Design (3CR) Spring; Pre: None
Students will learn how to utlize CAD, 3D and image editing software in the design process. Other topics include how to develop a functional diagram, the principles of design, design themes and gthe development of a master plan.

HORT 172 Horticulture Food Crops (2CR) 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 173 Fruit Tree and Berry Production (3CR) Fall; Pre: None

Fruit and Berry Production will look at the selection, establishment, and culture of commonly grown and specialty fruits, which are suitable for home or commercial production in northern climates.

HORT 211 Sustainable Vegetable 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 resource.

HORT 239 Advanced Landscape Design (3CR) Online Course; Pre: HORT 138

Students will utilize the knowledge gained in previous landscape design classes to complete a number of projects from start to finish, including a residential design, a commercial design, a park and a design of their choice. All designs will include a master plan and plant list.

HORT 240 Specialty Cut Flowers (1CR) Summer; Pre: None

This course covers the production of specialty cut flowers for direct and wholesale sale. Emphasis will be given to production techniques in enclosures and field situations as well as varieties specifically suited for northern climate growing and sales.

HORT 241 Organic Certification & Farm Plans (1CR) Fall; Pre: None

A study of how to grow and process vegetables without using synthetic fertilizers or pesticides. Pesticides derived from natural sources (such as biological pesticides) are used in producing organically grown food. Student will also learn how to develop a farm plan necessary for organic farming.

HORT 242 Wholesale Marketing (1CR) Fall; Pre: None

This course is intended to prepare the vegetable producer with a marketing strategy necessary to compete in the wholesale market.

HORT 243 Good Agricultural Practices (1CR) Spring; Pre: None

Good Agricultural Practices (GAP) prevents the public from illness and also 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 244 Direct Marketing (1CR) Spring; Pre: None

The course of direct producer-to-consumer marketing includes methods by which growers sell their products directly to consumers. Marketing strategies are also discussed. Business plan writing in this course assists the grower in developing a good long term plan.

HORT 245 Safe Post-harvest Handling (1CR) Spring; Pre: None

Introduction to safe post-harvest handling or good handling practices (GHP) using appropriate production practices, careful harvesting, and proper packaging, storage, and transportation. Course covers practices suitable for small-scale operations, and production and harvesting techniques for improving quality and storability.

HORT 246 Compost Production and Use (1CR) Summer; Pre: None

A study of basic principles of composting based upon a naturally occurring process of decay. This course includes the composting process, methods to assure safe use of materials, proper mixing procedures and a brief introduction to vermiculture. The course activity involves making of a compost pile and a returning a week later to examine the results.

HORT 247 Cover Crops & Weed Management (1CR) Summer; Pre: None

A study of basic principles of protecting vegetables and improving soil conditions through the use of cover crops.

HORT 248 Greenhouse Structures (1CR) Summer; Pre: None

This course identifies different greenhouse structures and examines variables such as growing space desired, site architecture, available sites, and costs.

HORT 249 Passive Solar Greenhouse (1CR) Summer: Pre: None

A study of basic principles of passive solar greenhouse design, as well as different construction material options. Winter and extended season vegetable production, cost effective energy efficient greenhouse structures, well-designed solar collectors, and optimum management are discussed in detail.

HORT 281 Flowershop and Greenhouse Management (2CR) Spring; Pre: None

The course deals with the operation and management of a retail floral or greenhouse operation, increasing awareness of the business challenges encountered in seasonal/holiday oriented industries.

HORT 285 Vegetable Prod. Practicum I (3CR) Fall; Pre: None

HORT 286 Vegetable Prod. Practicum II (3CR) Spring; Pre: None

HORT 287 Vegetable Prod. Practicum III (6CR) Summer: Pre: None

These courses are designed to help an individual develop skills to produce vegetables using environmentally safe methods. Students will experience hands-on learning including sustainable production methods of vegetables, composting, good agricultural practices, safe postharvest handling, marketing and pest management. Emphasis is on integrated pest management and irrigation application.

HORT 290 Capstone: Landscape Design (1CR) Fall; Pre: Instructor Approval

The Landscape Design Capstone will focus on the development of a student portfolio which could be used by students as part of their resume.

HORT 296 Field Studies-Horticulture (1 to 3CR) Fall, Spring; 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 299 Special Topics Local Foods ND (1CR) Summer; Pre: None

This interactive class is a study of the current issues within North Dakota regarding local foods, sustainability of our food supply and governmental issues concerning agriculture. Included in the class will be discussion of newspaper, magazine and media stories regarding North Dakota food and food production.

HORT 299 Special Topics Local Foods (2CR) Spring; Pre: None

This interactive class is a study of the current national and global issues regarding local foods, sustainability of our food supply and governmental issues concerning agriculture. Included in the class will be discussion of newspaper, magazine and media stories regarding global and international food and food production.

▼ HUMANITIES (HUM)

HUM 101 Introduction to Humanities I (3CR); Spring 2015 and 2017; 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) Spring 2016 and 2018; Pre: None

This course is designed to introduce beginning university students to the major disciplines of the Humanities: literature, philosophy, history, religion, drama, music and art.

▼ MATHEMATICS (MATH)

MATH 103 College Algebra (4CR) Fall, Spring; Pre: ASC 93 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 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 165 Calculus I (4CR) Fall; Pre: MATH 103, MATH 105 or MATH 107 – or appropriate Math Placement Test Score

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

Integration, logarithmic and exponential functions, applications, numerical integration, techniques of integration, sequences and series, polar equations, parametric equations.

MATH 210 Elementary Statistics (3CR) Spring; Pre: ASC 93 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 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; Pre: MATH 103 or instructor approval

A mathematics content course for prospective elementary school teachers. 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) Spring; Online; 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.

▼ MUSIC (MUSC)

MUSC 207 History of Popular/Rock Music (3CR) Fall and Spring: Pre: None

This course presents a survey of popular and rock music from 1900 to present. Provides a decade by decade review of variations in the form and the sociological impact of music.

▼ NURSING (NURS)

NURS 100 Nurse Assistant Training (3 credits) Online Course; Pre: Criminal Background Check

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 (3 CR) Fall; Pre: ENGL 110; Co: NURS 121, 122

This course introduces concepts related to the practical nurse's roles and responsibilities in today's society. Emphasis is placed on effective communication, microbiology concepts, basic human needs and nursing concepts, critical thinking, research, and ethical, legal and professional issues. Health promotion and disease prevention concepts are introduced. Upon completion the student will be able to understand the nursing process as it relates to the socially and culturally diverse clients along the health-illness continuum.

NURS 121 Practical Nursing I (3 CR) Fall; Pre: ENGL 110; Co: NURS 120, 122

This course introduces students to core concepts of mental health nursing, nutrition, and health assessment as they related to the nursing profession. Students will learn concepts of mental health and mental illness, health promotion and disease prevention related to nutrition; and the data collection processes of health assessment.

NURS 122 Clinical Practice I (3 CR) Fall; Pre: ENGL 110; Co: NURS 120, 121

This course takes place in the nursing laboratory and in health care facilities. The student will apply social, biological, behavioral and nursing science principles as they are acquired in the Foundations of Nursing and Practical Nursing I courses. Basic nursing skills and procedures are demonstrated and applied in a supervised laboratory/clinical setting. Beginning Practical Nursing Students will begin to participate in the nursing process for clients across the lifespan.

NURS 124 Clinical Practice II (3 CR) Spring; Pre: NURS 120, 121, 122; Co: NURS 127, PHRM 215

This course takes place in the nursing laboratory and in health care facilities. Complex nursing skills are introduced in the laboratory and applied in the clinical setting utilizing current technology. Clinical experiences will include nursing interventions, pain management, nutrition and drug therapy for disease and infectious processes of culturally diverse clients across the lifespan. Health promotion activities and disease prevention techniques will be incorporated into nursing care of the culturally diverse client. Mental health and therapeutic communication concepts are applied in caring for clients along the health illness continuum. Evidenced based practice is applied in the holistic care of clients across the lifespan. Upon completion the student will assist in the nursing process as a member of the interdisciplinary health care team.

NURS 126 Clinical Practice III (3 CR) Summer; Pre: NURS 120 to 124, PHRM 215; Co: NURS 129

This clinical class takes place in a variety of clinical settings. The student will apply evidence based nursing knowledge and skills in caring 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. The student will provide safe and effective nursing care in a legal and ethical manner for clients along the health-illness continuum as an interdisciplinary member of the health care team.

NURS 127 Practical Nursing II; Introduction to Medical Surgical Nursing (2 CR) Spring; Pre: NURS 120, 121, 122; Co: NURS 124, PHRM 215

This didactic course expands on prior learning to increase evidence based knowledge of nursing interventions, pain management, surgery, cancer, trauma, and drug therapy for disease and infectious processes of the biopsychosocial individual along the health-illness continuum. This course will integrate teaching and learning activities that enhance involvement of clients in decision-making, self-care, health promotion, critical thinking skills, disease prevention and intervention to responses to illness. Upon completion the student will describe the application of the nursing process in caring for culturally unique clients across the lifespan in an ethical and legal manner.

NURS 129 Practical Nursing III (4 CR) Summer; Pre: NURS 120 to 124, PHRM 215; Co: NURS 126

This course will continue the learning of evidenced based nursing interventions, nursing process, nutrition and drug therapy for disease processes of the culturally diverse client across the lifespan along the health-illness continuum. Additional information presented will include accountability, roles, responsibilities and ethical, legal and professional issues of the entry level Practical Nurse. The principles of therapeutic communication are expanded and the impact of technology on nursing care is addressed.

NURS 145 Introduction to Maternal Child Nursing (2CR) Spring; Pre: NURS 120,121,122

The didactic course focuses on nursing care of the culturally diverse women, infant, and child. Emphasis is place on health maintenance and selected study of diseases and disorders affecting women, infants, children, and families. Growth and development of the infant and child and common childhood illnesses are presented. The importance of family centered care and therapeutic communication is addressed. The course will integrate teaching and learning activities that enhance involvement of clients in decision making, self care, health promotion and disease prevention.

NURS 224 Professional Role Development (2 CR) Fall; Pre: Admission to the ADN program; Co: NURS 225, 226, 227, BIOL 202, NCLEX review.

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Emphasis is placed on the role of the registered nurse, evidence based practice, nursing process, and therapeutic communication. Historical trends of nursing will be discussed and management concepts will be introduced. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

NURS 225 Alterations in Health I (3 CR) Fall; Pre: Admission to the ADN program; Co: NURS 224, 225, 226, BIOL 202, NCLEX review.

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health that build on concepts, knowledge and skills introduced in practical nursing programs and the supporting sciences. Emphasis is placed on utilizing scientific principles and the nursing process as a framework for providing and managing nursing care to individuals along the health-illness continuum. Upon completion, students will incorporate basic decision-making skills and therapeutic communication to meet basic human needs for individuals experiencing acute and chronic alterations in health across the lifespan including end-of-life issues.

NURS 226 Maternal Child Nursing (3 CR) Fall; Pre: Admission to the ADN program; Co: NURS 224, 225, 227, BIOL 202, NCLEX review.

This course integrates prior learning to provide expanded knowledge of the neonate, developing child, women's health, and childbearing family. Maintenance and study of diseases and disorders affecting diverse neonates, children, women, and families along the health-illness continuum, including end-of-life issues, 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 the neonates, children, and women. As a member of the interdisciplinary health care team, the student will explore the human needs of diverse neonates, children and women utilizing the nursing process as a framework.

NURS 227 Clinical Applications I (4 CR) Fall; Pre: Admission to the ADN program; Co: NURS 224, 225, 226, BIOL 202, NCLEX review.

Utilizing the nursing process the associate degree nursing student will administer care to meet the needs of individuals across the lifespan. The student will demonstrate assessment skills, and apply scientific principles and aseptic technique in caring for individuals across the lifespan. The student will apply therapeutic communication in the management of patient care and as a member of the interdisciplinary health care team.

NURS 228 Alterations in Health II (4 CR) Spring; Pre: NURS 224 to 227, BIOL 202, NCLEX review; Co: NURS 229, 237, Elective, NCLEX review.

This course continues the study of acute and chronic alterations in health. Nursing care of individuals experiencing complex alterations in health is discussed. Emphasis is placed on the nurse's role as a member of an interdisciplinary team and as a manager of care for individuals across the lifespan. The student will analyze personal and professional values, leadership and management, and quality improvement processes. Upon completion, students will be able to provide comprehensive nursing care for individuals with acute, chronic, and complex alterations in health.

NURS 229 Health Promotion and Psychosocial Nursing (2 CR) Spring; Pre: NURS 224 to 227, BIOL 202, NCLEX review; Co: NURS 228, 237, Elective, NCLEX review.

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Utilizing the nursing process the students will explore human needs of individuals with mental health alterations. Utilization of therapeutic communication techniques, use of self and cultural awareness is stressed. Emphasis is also placed on health promotion, health maintenance, and accident/illness prevention for diverse individuals across the lifespan.

NURS 237 Clinical Applications II (5 CR) Spring; Pre: NURS 224 to 227, BIOL 202, NCLEX review; Co: NURS 228, 229, Elective, NCLEX review.

Utilizing the nursing process, the associate degree nursing student will meet the needs of individuals experiencing complex alterations in health as well as psychiatric/mental health issues across the lifespan along the health-illness continuum. Critical thinking, nursing process, group dynamics and management of nursing care are incorporated into the clinical experience. Students will apply evidence-based nursing knowledge and skills in the implementation of health promotion activities. The student will utilize therapeutic communication and effective management skills in providing nursing care according to legal, ethical and professional standards.

NURS 259 RN Role Transition (1CR) Spring; Admission to ADN program

This course assists the AD nursing student to prepare for the NCLEX RN examination and to become a member of the RN workforce. The theoretical component of this course will reinforce and complement prior knowledge gained in the nursing curriculum. Students will utilize the nursing process and critical thinking skills to review previously learned nursing concepts. The course will also provide the student with opportunities to apply basic interview techniques and resume preparation and develop skills for successful employment as a health care professional. It assists the student in making decisions concerning job choices and educational growth. The course stresses the requirement of ongoing education for the RN as a member of the health care team and benefits of professional organizations. Completion of the course will assist students to further prepare for NCLEX.

NURS 277 IV Therapy (2CR) Online Course; Pre: LPN Licensure or completion of a LPN program approved by the DCB Nursing Director.

This course provides LPN's the certification required by the North Dakota Board of Nursing in order to initiate and administer IV medications. The course covers proper technique for initiating peripheral IV, administering IV fluids, and administering IV medications.

▼ NUTRITION (NUTR)

NUTR 240 Principles of Nutrition (3CR) Fall; 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) Spring;
Pre: AH 171 and AH 134
This course is designed to teach students the principles of pharmacology throughout the lifespan; including mathematics and calculations, rules and regulations governing medications, medical administration and safety issues. Medications specific to various diseases and disorders will be studied emphasizing desired effects, side effects and contraindications. The course is designed to meet the needs of nursing and non-nursing students.

▼ PHOTOGRAPHY (PHOT)

PHOT 180 Photography I (3CR) Fall; Pre: None
This is an introductory level photography course in which students will learn the basics in photography and how to use a DSLR camera. This class will cover all aspects of the camera from shutter speed and aperture to all of the buttons, dials, and menus. Students will also learn basics in lenses, downloading, file formats, storage and back up, intro to printing, composition, creativity and design. This is an 8 week course.

PHOT 190 Principles of Lighting (3CR) Fall; Pre: PHOT 180
In this course, students will learn basic principles of lighting and a variety of equipment used in lighting. Students will be introduced to using natural lighting, dedicated flash units, and studio lighting. This is an 8 week course.

PHOT 210 Intermediate Photography (3CR) Fall;
Pre/Co Req: PHOT 180, PHOT 190
This is an intermediate level photography course in which students will be introduced to a variety of genres, styles, subject matter, and careers in photography. Students will explore techniques, principles and aesthetics in a variety of photographic genres and subject matter

PHOT 232 Commercial Photography (3CR) Spring;
Pre/Co Req: PHOT 180, PHOT 190
In this course, students will learn all aspects of commercial photography including lighting, equipment, locations, techniques and careers. Students will work with advanced studio lighting and a wide variety of subject matter related to the commercial photography world. This class covers everything from creating product images to sell in catalogues to creating high dollar custom ads for international magazines.

PHOT 234 Portrait Photography (3CR) Spring; Pre/Co Req: PHOT 180, PHOT 190

In this course, students will learn all aspects of portrait photography including lighting, equipment, locations, techniques and careers. Students will work in a professional studio environment to learn all aspects of portraiture including head shots, school photography, groups, memory mates, kids, families, senior pictures, and weddings.

PHOT 240 Outdoor Photography (3CR) Fall; Pre/Co Req: PHOT 180

In this course, students will learn all aspects of outdoor photography including lighting, equipment, locations, techniques and careers. Students will explore a variety of subject matter including landscapes, scenic, wildlife, rustic and rural, and urban photography.

PHOT 250 The Digital Darkroom (3CR) Fall; Pre/Co Req: PHOT 180, PHOT 190

In this course, students will learn basic digital darkroom techniques and digital workflow. Students will be introduced to working with both RAW and JPG files using post production software including Photoshop, Bridge, Camera Raw, and Light room. Techniques students will learn include workflow, retouching, image correction, color correction, and image manipulation.

PHOT 270 Business of Photography (3CR) Spring; Pre/Co Req: PHOT 180, PHOT 190

In this course, students will learn basic business principles, and specific business practices involved with each of the genres of photography being taught. Each student will develop a five year plan of action for his/her desired field in which they can begin the day after they graduate from the program.

PHOT 289 Photography Portfolio (3CR) Spring; Pre/Co Req: PHOT 180, PHOT 190

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 end result will be a professional portfolio the students will use to enter their photography careers.

PHOT 290 Documentary Photography (3CR) Spring; Pre/Co Req: PHOT 180, PHOT 190

In this course, students will learn all aspects of Documentary Photography including lighting, equipment, locations, techniques and careers. Students will also learn the processes of documentary photography including choosing a project, accessibility, funding, release forms, legal issues, output for their projects, and trends such as social media, the internet and video. During the semester the students will work together as a team on a project chosen by the class. 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.

▼ 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.

▼ PLANT PATHOLOGY (PPTH)

PPTH 255 Plant Disease Management (3CR) Online Course; 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.

PPTH 260 Diseases of Trees & Shrubs (3CR) Online Course; Pre: PPTH 255
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.

▼ PLANT SCIENCE (PLSC)

PLSC 177 Floral Design I (CR) Fall; Pre: None
This course will acquaint students with the history of floral design, proper care and the handling and identification of fresh cut flowers, greens, dried and preserved materials. Students will study the proper use of tools, equipment and supplies used in the industry and the application of basic design styles, holiday designs and displays.

PLSC 178 Floral Design II (4CR) Spring; Pre: PLSC 177
Application of advanced design skills including funeral, wedding and contemporary design styles. Emphasis is placed on marketing and management skills in the floral industry.

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 241 Landscape Bidding (2CR) Spring; Pre: HORT 136
In Landscape Bidding, students will learn how to effectively bid landscaping jobs. Overhead recovery, factoring and unit pricing methods will be covered.

PLSC 248 Turf Management (3CR) Online Course; Pre: None
Students learn the principles of establishing and maintaining residential, commercial, park and sports turf. Skills are developed in site preparation, identification and selection of appropriate turf grasses, propagation, fertilization, irrigation, pest control, mowing and renovation.

PLSC 265 Herbaceous Landscape Plants (4CR) Fall 2010, 2012; Pre: None
Students will study production, identification and uses of annual, perennial and bulbous ornamentals in home and public landscapes with consideration to cultural requirements and insect and disease problems.

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 272 Greenhouse Operations (4CR) Spring; Pre: None

The identification and study of greenhouse crops including potted ornamentals, bedding plants and tropical foliage plants. Production techniques such as watering, fertilizing, growth regulators, and insect and disease identification and control will be covered.

PLSC 273 Arboriculture (3CR) Online Course; Pre: None

Students taking aboriculture 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.

PLSC 275 Advanced Arboriculture (3CR) Online Course; Pre: PLSC 273

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.

PLSC 280 Principles of Pruning (3CR) Online Course; Pre: PLSC 273

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.

▼ POLITICAL SCIENCE (POLS)

POLS 115 American Government (3CR) Spring; Pre: None

Principles of American government, political behavior and institutions.

POLS 220 International Politics (3CR) Spring 2016, 2018; Pre: None

Concepts, theories, and issues in international relations. This course is an introduction to international politics with an emphasis on the international system, the major actors, the struggle for power, and the historical drive for power.

▼ PSYCHOLOGY (PSYC)

PSYC 100 Human Relations in Organizations (3CR) Spring; Pre: None

This course examines the importance of human relations and professional development. Students are provided the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding is applied to human relations at home and on the job. The topics covered include the impact of personal and organizational values, motivation, attitudes, self-awareness, individual differences, goal setting, conflict management, diversity, cultural awareness and communications, and stress management.

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) Spring; Pre: PSYC 111

A survey of the psychology of human life span development. Includes a study of human development through the life-span with an emphasis on physical, cognitive, social, emotional and personality development.

PSYC 270 Abnormal Psychology (3CR) 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) Online Course; Pre: PSYC 111

Health is not just about physical ailments and taking medicine. One's thoughts, emotions and behaviors are all influential factors in health. This course examines how biological, psychological and social factors interact with and affect health. Students will gain an understanding of the important role that psychology plays within the health care system. Everyone has experienced some kind of health issues. I encourage you to relate your own experiences to the topics we discuss in class. This course will consist of lecture, discussion, and group work.

▼ RANGE SCIENCE (RNG)

RNG 236 Introduction to Range Management (4CR) Fall; Pre: BIOL 150, BOT 212 or Instructor Approval

Principles of range management which include plant identification, range evaluation, and range improvement.

▼ RECREATION AND LEISURE SERVICES (RLS)

All RLS courses are only available online.

RLS 110 Foundations of Recreation (3 CR) Online Course; 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) Online Course; 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) Online Course; 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) Online Course; Pre: None

Design, operation, and maintenance of recreation areas and facilities.

RLS 222 Recreation Program Planning (3 CR) Online Course; 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) Online Course; 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) Online Course; Pre: None

A study of the various forms of commercial recreation, businesses and facilities providing recreational opportunities.

RLS 285 Natural Resource Law (3 CR) Online Course; 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) Online Course; 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 290 Introduction to Inclusive Recreation (3 CR) Fall; Online Course; 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 Co-op Education in Recreation (1-4 CR) Fall, Spring; Pre: None

Practical application of classroom principles in a professional setting.

▼ RELIGION (RELS)

RELS 203 World Religions (3CR) Online Course; Pre: None

This course is an introduction to the origin and major tenets of Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity and Islam.

RELS 230 New Testament (3CR) Online Course; Pre: None

This course is an overview of the developments in the primitive Christian community as reflected in the New Testament. The course will introduce the historical development of the literature of the New Testament and the social world of the earliest Christians.

▼ SOCIOLOGY (SOC)

SOC 105 First Year Experience (1CR); Fall; Pre: None
This course will be required for all freshman 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.

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) Spring; Online Course; 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.

▼ SOIL SCIENCE (SOIL)

SOIL 210 Introduction to Soil Science (3CR) Online Course; 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.

▼ SPECIAL EDUCATION (SPED)

SPED 101 Introduction to Developmental Disabilities (3 CR)
Online Course: 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) Fall: 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) Spring; Pre: None
Participation in various activities of theatrical production. The course may be repeated.

▼ TOURISM (TOUR)

TOUR 212 Principles of Tourism (3 CR) Online Course; Pre: None
Overview of tourism including historical issues and current trends, travel behavior, tourism planning and policy, tourism impacts and tourism promotion.

▼ UNIVERSITY STUDIES (UNIV)

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.

▼ COOPERATIVE EDUCATION

XXXX 297 Cooperative Education (1 to 6 CR) Fall, Spring; Pre: Instructor Approval; 2.00 GPA

An internship is required of most AAS and, in some cases, nine-month diploma programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experiences 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 45 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty. The prefix for this course will be determined by the instructor.

▼ SPECIAL TOPICS

XXXX 199 Special Problems (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 (1 to 3CR) Fall, Spring Curriculum Committee Consent & Departmental Approval

This course will involve the investigation of a discipline-related topic. It is intended to provide flexibility in the curricular program.

▼ INDEPENDENT STUDY

XXXX 294 Independent Study (1 to 3CR) Fall, Spring Departmental Approval

This course calls for the supervised preparation and completion of an individual research or creative project. Not to exceed three credits towards a degree.

XXXX 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.

Affiliate Programs

Dakota College at Bottineau Degree Programs

■ At Minot State University

DCB offers a number of career degrees on the Minot State University (MSU) campus in Minot, North Dakota. Currently the following programs are extended to the Minot campus from DCB:

- Advertising and Marketing (AAS) (Diploma), page 75
- Bookkeeping (Diploma), page 77
- Caregiver Services (AAS), page 82
- Information Management – Accounting Technician (AAS), page 76
- Information Management – Administrative Assistant (AAS), page 76
- Medical Administrative Assistant (AAS), page 88
- Medical Assistant (AAS) (Diploma), page 87
- Paraprofessional Educator (AAS), page 83
- Passport Program

This program is a unique collaborative program offered by DCB 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 DCB 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 at Bottineau.

- Reception Services (Diploma), page 77
- Small Business Management (AAS and Certificate of Completion), page 78

Admission

DCB's open admission policy extends to its programs at the Minot Campus. Students interested in enrolling in a DCB program at Minot State University complete a specially marked application form.

Financial Aid

DCB 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

DCB 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 more information contact:

Director of DCB Programs
Administration Building
Minot State University
500 University Avenue West
Minot, ND 58707

Telephone   (701) 858-4338
Fax   (701) 858-4232

Passport Program Coordinator
Administration Building
Minot State University
500 University Avenue West
Minot, ND 58707

Telephone   (701) 858-4339
Fax   (701) 585-4232

■ At Valley City State University

DCB offers a number of 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 from DCB:

- Associate Degree Nurse (ADN), page 91
- Associate of Arts (AA), page 54
- Associate of Science (AS), page 53
- Bridges Program

This program is a unique collaborative program offered by DCB and VCSU. The program is available to students who are not eligible for full admission at VCSU but want to attend college, pursue a four-year degree, and remain in the Valley City area. Qualified applicants can apply to DCB to become part of the Bridges Program, once accepted they would become a DCB student located on the VCSU campus. After completion of the Bridges Program, students will then transfer to VCSU as fully admitted students. Bridges Program students need a minimum of 24 transferable credits and minimum GPA to transition to VCSU. Students in the Bridges program are eligible to earn a Certificate of College Studies degree from Dakota College at Bottineau. To learn more about the Bridges Program visit www.vcsu.edu/Bridges

- Caregiver Services (AAS), page 82
- Medical Assistant (AAS), page 87
- Paraprofessional Educator (AAS), page 83
- Practical Nurse (CERT), page 89

Admission

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

Financial Aid

DCB 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

DCB 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.

For more information contact:

Bridges Program Coordinator
Allen Memorial Library-Room 215
Valley City State University
101 College St SW
Valley City, ND 58072

Office   (701) 845-7490
Toll Free (800) 532-8641 x7490
Fax   (701) 845-7284

■ At Bismarck State College

DCB offers three career and technical education degrees on the Bismarck State College (BSC) campus in Bismarck, North Dakota. Currently the following programs are extended to the Bismarck campus from DCB:

• Caregiver Services (AAS), page 82
• Medical Assistant (AAS), page 87
• Paraprofessional Educator (AAS), page 83

Admission

DCB's open admission policy extends to its programs at the Bismarck State College campus. Students interested in enrolling in a DCB program at Bismarck State College must specify that they will be taking courses on the BSC campus when they apply for admission.

Financial Aid

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

For more information contact:

DCB Admissions
105 Simrall Blvd. Bottineau, ND 58318
Toll Free (800) 542-6866
Local   (701) 228-5488
Fax   (701) 228-5499

DCB Development Foundation

The DCB Foundation was incorporated in September 1983, as an outgrowth of the DCB Promotions Committee. The Foundation Board of Directors is comprised of alumni, friends of the college community, representatives from the DCB Logrollers, DCB Alumni Association, the Campus Dean of DCB, and the Foundation Director.

The purpose of the Foundation is to promote support from Alumni and friends of DCB in order 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 DCB 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.

Entrepreneurial Center for Horticulture

The Entrepreneurial Center for Horticulture (ECH) provides technical assistance and educational opportunities to small and mid-size vegetable producers.

The mission of the Entrepreneurial Center for Horticulture is to assist in the commercialization of the vegetable production industry in North Dakota. Through its offices and staff, producers and farmers receive assistance and information on the production, marketing, distribution and business aspects of vegetable production.

The ECH specializes in direct marketing, such as farmers markets and on-farm sales as well as wholesale sales of vegetables. The ECH is a fully functioning demonstration site with a variety of production methods in use. The ECH is also home to a community supported agriculture (CSA) group called the 4 Season Community Garden. Through this group the ECH grows and delivers fresh vegetables to shareholders throughout the growing season.

Farm/Ranch Business Management 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 business management program is designed to provide education to farm owners and operators or persons interested in farming. The purpose of the program is to assist students in meeting their business and personal goals. This is best accomplished through the use of quality records and sound business decisions.

Students enrolled in the Farm/Ranch Business Management Program are taught how to develop and keep a complete and accurate record system for the farm/ranch business. A computerized business analysis is completed annually to assist the student in making sound management decisions.

Most of the instruction is done on an individual basis with classes (AGRI 242 – 2 credits) generally beginning in the late fall, however, enrollment into the program will be accepted throughout the year. Topics included in the instructional sessions may include accounting systems, financial planning, business analysis and interpretation, crop and livestock efficiency factors, marketing strategies and computer decision aids.

Instructors may also conduct on-farm visitations which permit more in-depth study of specific questions pertaining to the business firm. All business information used in the class remains confidential.

Learning Center

The Learning Center provides a number of services to help students achieve their academic and career goals. Through the Learning Center, students can receive tutoring, disability support services and career guidance. In addition, the Learning Center supports off-campus learning opportunities through community and distance education programming.

Academic Support Services

Academic support services are available on campus free of charge for enrolled students. Individualized or small group tutoring sessions are arranged in all subjects. A class to improve study skills is offered for college credit. In addition, disability support services, including testing accommodations for students with disabilities, are coordinated through the Learning Center. Learning Center instructors and student tutors provide these services.

Career Services

Career services including career guidance, employment announcements and job search assistance are available through the Learning Center. 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 college resources are held both 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.

Distance Education

Interactive Video Network

The North Dakota Interactive Video Network (IVN) is statewide videoconferencing communication tool providing synchronous distance education opportunities throughout the state. DCB 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 Distance Education Coordinator: 1-888-918-5623.

Online Programs

DCB offers several degree programs and a variety of classes via the Internet. With this instructional format, people anywhere can access college credit classes from DCB. Online classes are best suited for independent learners who need flexibility in their scheduling.

Classes currently available through online presentation are listed on the campus website: *www.dakotacollege.edu.*

The following degree programs are available in an online format:

Associate Degree Programs	Diploma and Certificate Programs
Accounting Technician	Advertising and Marketing
Administrative Assistant	Bookkeeping
Advertising and Marketing	College Studies
Caregiver Services	Child Development Associate
Liberal Arts (AA)	Land Management
Medical Administrative Assistant	Medical Assistant
Medical Assistant	Medical Coding
Paraprofessional Educator K-12	Paraprofessional Educator K-12
Paraprofessional Educator EC	Reception Services
Recreation Management	Recreation Management
Urban Forestry Management	

For more information on online programs and classes, visit our website at *www.dakotacollege.edu* and select Online Campus or contact the Distance Education Specialist, 1-888-918-5623.

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 DCB and all other state-supported institutions of higher education in North Dakota.

Board Members*

Kirsten Diederich	Moorhead	term expires 2014
Duaine Espegard	Grand Forks	term expires 2014
Terry Hjelmstad	Minot	term expires 2015
Grant Shaft	Grand Forks	term expires 2015
Kathleen Neset	Tioga	term expires 2017
Don Morton	Fargo	term expires 2016
Kari Reichert	Bismarck	term expires 2017

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

Administration and Faculty
DCB

Administration

Dr. Steven Shirley .... President

Dr. Ken Grosz .... Campus Dean

Kara Bowen .... Director of Business Affairs

Dan Davis .... Associate Dean for Student Affairs

Larry Brooks .... Associate Dean for Academic Affairs

Scott Johnson .... Athletic Director

Jan Nahinurk .... Director of Distance Education

Faculty

Albrightson, Gary (2003); English
M.A. University of N.D.; Ph.D. University of North Dakota

Bail, Margaret (2012); English
A.A.S. Chemeketa Community College; B.A. Minot State University;
M.F.A. Western Connecticut State University

Bartholomay, Angela (2010); Chemistry
B.S. Minot State University; M.S. Bemidji State University

Beckman, Diann (1978); Horticulture
A.A.S. North Dakota State University-Bottineau

Blair, Connie (2011); Mathematics
B.S. Texas State University

Brooks, Larry (1996); Life Science
B.S. North Dakota State University; M.S. North Dakota State University

Cabarle, Kenneth (2012) Wildlife
B.S. Virginia Polytech Institute, M.S. Minot State University, Ph.D. University of North Dakota

Chisholm, Tracy (2013) Mathematics
B.S. Minot State University

Coleman, Melissa (2010); Allied Health
A.S. Minot State University, B.S. Valley City State University

Fogarty, Paula (2008); Nursing
B.S.N. South Dakota State University; M.S.N. Walden University

Gagnon, Russ (1997); Business
A.S. CCAF; B.S.E. Minot State University; M.S. Minot State University

Graner, Alan (2009); Farm Business Management
B.S. North Dakota State University

Johnson, Scott (1999); Mathematics
B.S. Minot State University; M.A.T.M. Minot State University

Keith, Keri (2008); Advertising and Marketing
B.A. University of North Dakota; M.A. University of North Dakota

Keller, Diane (1997); Business
B.S.E. Minot State University; M.S. Minot State University

Knudson, Keith (2011); Farm Business Management
B.S. North Dakota State University

Kvasnicka-Gates, Lexi (2011); Social Science
M.S. North Dakota State University; Ph.D. North Dakota State University

Kveum, Joann (2009); Nursing
B.S.N. Minot State University; M.S.N Walden University

Lura, Charles (1984); Biology/Botany
B.S. South Dakota State University; M.S. South Dakota State University;
Ph.D. North Dakota State University

Mayer, Rueben (1989); Farm Business Management
B.S. North Dakota State University

Pfeifer, Tim (2009); Physical Education
B.S. Valley City State University

Pomarleau, Mark (2011); Forestry
B.S. South Dakota State University

Porter, Mike (2000); English
B.S. Valley City State University; M.A. North Dakota State University

Richman, Harmony (2013); Mathematics
B.S. and M.S. Minnesota State University-Moorhead

Rybchinski, Travis (2001); Physical Education
B.A. Concordia College

Sathre, Steve (2006); Social Science
B.A. University of Minnesota; M.A. University of St. Thomas; M.A. St. Cloud State University

Saunders, Clint (2013); Photography
B.S. Minnesota State University-Moorhead; MFA Academy of Art University, San Francisco

Schimetz, Colette (2004); Information Technology
A.A.S. MSU-Bottineau; B.S. Valley City State University; M.S. Kaplan University

Shae, BillieJo (Sjol, Diane (2007); Allied Health
B.S. University of Minnesota-Crookston, M.S. North Dakota State University

Faculty Emeriti

Aufforth, Allan (1974-2012); Professor Emeritus
B.S. South Dakota State University; M.S. North Dakota State University

Arntzen, Neil (1956-1984); Professor Emeritus
B.S. Valley City State College; M.S. University of North Dakota

Bender, Clarence (2000-2010); Professor Emeritus
B.S. Rocky Mountain College; M.A. Minot State University

Cushing, Wendal (1964-1987); Professor Emeritus
B.S. Mayville State College; M.S. North Dakota State University

Faa, Myron (1982-2008); Professor Emeritus
B.S. Minot State University; M.S. University of North Dakota

Johnson, Lester (1966-1995); Professor Emeritus
B.S. Mayville State College; M.S.T. North Dakota State University

Leno, John (1972-2006); Professor Emeritus
B.S. University of North Dakota; M.S. North Dakota State University

Lindquist, Gordon (1972-2006); Professor Emeritus
B.A. Concordia College; M.A. Northern Colorado University

Severson, Marjorie (1969-1995); Professor Emeritus
B.S. Valley City State College; M.S. University of North Dakota

Thompson, Donald (1974-2011); Professor Emeritus
B.S. Mayville State College; M.S. North Dakota State University

Woods, Jack (1969-1999); Professor Emeritus
B.S. Mayville State College; M.A.T.M. University of New Mexico

Index