



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](http://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 at least two days prior to their expected arrival date. Administrative offices are generally open from 7:30 a.m. to 4 p.m., Monday through Friday. The College observes the customary holidays.

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

catalog 2018-2020  
 Spring 2019 rev

## Telephone/Office Directory

Academic Affairs.....	(701) 228-5457
Athletics .....	(701) 228-5451
Bookstore.....	(701) 228-5458
Business Office.....	(701) 228-5430
Dean's Office .....	(701) 228-5480
Distance Education .....	(701) 228-5479
Food Service .....	(701) 228-5485
General Information.....	(701) 228-2277
Student Success Center.....	(701) 228-5668
Library .....	(701) 228-5454
DCB in Minot.....	(701) 858-4338
DCB in Valley City .....	(701) 845-7490
Registrar.....	(701) 228-5669

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# The 2018-2020 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.

## Title IX

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.

- In accordance with Title IX, Dakota College does not discriminate on the basis of sex or gender identity in educational program and activities.
- Sexual misconduct and discrimination are prohibited in all forms, regardless of intent to harm. This includes sexual violence, sexual assault, sexual exploitation, coercion and sexual harassment. All of these are examples of sexual discrimination and sexual misconduct, and all are prohibited.
- Also prohibited under Title IX is any rule violated on the basis of the recipient's sex/gender which is severe enough to cause a discriminatory effect. (Examples of this may include but are not limited to bullying, cyber-bullying, relationship violence, and stalking.)

Inquiries concerning Title IX may be directed to Laura Halvorson, Thatcher Hall, 701-228-5680.

## 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.

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](mailto:OCR.Chicago@ed.gov).

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

# College Majors/Programs of Study

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	AAS	AS	AA
<b>BUSINESS</b>				
Advertising & Marketing	X	X		
Accounting Technology		X		
Information Management – Administrative Assistant		X		
Reception Services	X			
Bookkeeping		X		
Small Business Management		X		
<b>COMPUTER TECHNOLOGY</b>				
Information Technology – Computerized Office Mgmt.		X		
Information Technology		X		
Information Technology – WebMaster		X		
Information Technology – WebDesign	X			
<b>EDUCATION &amp; HUMAN SERVICES</b>				
Caregiver Services		X		
Child Development Associate	X			
Paraprofessional Education – Early Childhood		X		
Paraprofessional Education – K-12		X		
Paraprofessional Education	X			
<b>HEALTH PROFESSIONS</b>				
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		
<b>NATURAL RESOURCES</b>				
Environmental Lab & Field Technology		X		
Environmental Technology – Natural Resource Management		X		
Land Management	X			
Recreation Management		X		
Urban Forest Management	X	X		
Wildlife & Fisheries Technology		X		
<b>HORTICULTURE</b>				
Aquaponics	X	X		
Floral Design and Greenhouse Technology		X		
Landscape Design and Maintenance	X	X		
Specialty Crop Production	X	X		
<b>PHOTOGRAPHY</b>				
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	Elementary Education	Pharmacy
Agriculture	English	Physical Education
Art	Finance (Business)	Pre-Engineering
Biology	Health Professions	Psychology
Business Education	History	Secondary Education
Business Administration	Human Services	Social Science
Chemistry	Liberal Arts	Special Education
Computer Info. Systems	Marketing and Management	Veterinary Science
Early Childhood Education	Mathematics	Wildlife Management
Economics		

The college also offers the following Certificate of Completion programs which consist of 8 credits or less:

General Office Aide  
Recreation Management  
Small Business Management



# Dakota College at Bottineau in Brief

**ACCREDITATION:** Dakota College at Bottineau is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)) a regional accreditation agency recognized by the U.S. Department of Education, 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 (2007-2017) was 768.

**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, 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

## 2018-2019

### FALL SEMESTER

August 17, 18, 19	Residence halls open
August 20	Orientation/Registration; classes start at 4 p.m.
August 21	First full day of classes
August 29	Last day to add a class
August 29	Classes dropped by this date don't appear on the transcript
September 3	Labor Day holiday
September 5	Fee payment
October 12	Midterm grades are due
November 9	Last day to drop a class or withdraw from school
November 12	Veterans Day holiday
November 13 – 16	Preregistration for spring semester
November 13	Applications for December graduation due
November 22, 23	Thanksgiving vacation
December 10 – 13	Final exams
December 17	Final grades are due by Noon

### SPRING SEMESTER

January 6	Residence halls open
January 7	Registration: classes start at 4 p.m.
January 8	First full day of classes
January 21	Martin Luther King holiday
January 17	Fall "I" grades changed to "F"
January 17	Last day to add a class
January 17	Classes dropped by this date don't appear on the transcript
January 23	Fee payment
February 18	Presidents' Day holiday
March 1	Applications for May graduation due
March 1	Midterm grades are due
March 11 – 15	Spring break
March 25 – 29	Pre-registration for fall and summer semester
April 5	Last day to drop a class or withdraw from school
April 19, 22	Holiday
May 6 – 9	Final exams
May 10	Commencement at 3 p.m. in Thatcher Hall Gym
May 13	Final grades are due by Noon
June 10	Spring "I" grades are changed to "F"

## 2019-2020

### FALL SEMESTER

August 23, 24, 25
August 26
August 27
September 4
September 4
September 2
September 11
October 18
November 15
November 11
November 12 – 15
November 12
November 27, 29
December 16 – 19
December 23

### SPRING SEMESTER

January 12
January 13
January 14
January 20
January 23
January 23
January 23
January 29
February 17
March 2
March 6
March 16 – 20
March 24 – 27
April 9
April 10, 13
May 11 – 15
May 15
May 18
June 18

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



## A Message from the Dean

Welcome to Dakota College at Bottineau! At Dakota College At Bottineau, we believe that starting at a small college really can help you “go far.” Having been an institution of higher education for over 110 years, we have successful graduates all across the country, as well as internationally.

With over 30 career and technical education program options, as well as another 25 transfer pathways, Dakota College is a great place to begin your studies. Whether you intend to enter the workplace after completing a certificate or associate of applied science degree or transfer to a four-year university with an associate of arts or science degree, our faculty and staff are focused on your success, so that you can join the ranks of our many successful alumni.



Today's workforce requires a higher level of education than any time in the past. The Center on Education and the Workforce at Georgetown University has studied job growth and education requirements and found that by 2020, 65 percent of all jobs in the economy will require postsecondary education. A study by the College Board in 2013 titled Education Pays 2013: The Benefits of Higher Education, noted that people with higher levels of education are more likely to earn more and are more likely to be employed, are more likely to receive employment benefits such as health insurance and pension plans, are more active citizens, have healthier lifestyles, and are more likely to move up the socioeconomic ladder. Without a doubt, a college education is more important than ever.

The benefits of a college education are greatest for those who actually complete their studies and graduate. One of the greatest strengths of Dakota College is our ability to focus on our students because of our small class sizes. Faculty and staff at Dakota College get to know their students, and similarly, students get to know instructors and students well. We believe that this interaction is a key to student success and helps students complete their studies and graduate. At Dakota College, our goal is to see you walk across the stage at graduation.

Our faculty and staff are here to help and are truly focused on your success. I encourage you to visit us and see this caring attitude in person. We look forward to being part of your educational adventure.

A handwritten signature in black ink that reads "Jerry Migler". The signature is written in a cursive, flowing style.

Dr. Jerry Migler  
Campus Dean



# 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 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

- Provide quality experiences.
- Ensure student success.
- Use resources effectively

## 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 provide examples of how and why everyone must care for the environment. Technology aids in determining appropriate methods to solve problems and creates the change necessary to maximize positive consequences to all life.

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

## Graduate Profile

Graduates of Dakota College 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 be successful in life while using and protecting our natural and human resources wisely.

# Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students attending post-secondary institutions certain rights with respect to their education records. An “Education Record” is defined as a record that is directly related to a student and is maintained by Dakota College at Bottineau. FERPA rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
  - A student should submit a written request to the Office of the Registrar that identifies the record(s) the student wishes to inspect. A College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the particular records are not maintained by the Office of the Registrar, the College official responding to the request shall advise the student of the correct Department and individual within the College to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the College to amend a record should write to the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
  - If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent, as described below. Dakota College at Bottineau will not disclose information from a student's education record without the student's written consent, except in the following situations:
  - The College discloses education records without a student's prior written consent to school officials with legitimate educational interests.
  - A “school official” is a person employed by the College in an administrative, supervisory, academic, or support staff position (including Public Safety personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. School officials include employees of the North Dakota Attorney General's Office providing representation to Dakota College at Bottineau.
  - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- Upon request, the College also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll, as long as the disclosure is for the purposes related to the student's transfer or enrollment in such institution.
  - Disclosure to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Department of Education, state/local educational authorities, organizations conducting studies for or on behalf of the College, and accrediting organizations. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements related to those programs. These entities may make further disclosures of Personally Identifiable Information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
  - Disclosure is in connection with a student's application for, and receipt of, financial aid, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of such aid.
  - Disclosure is to comply with a judicial order or lawfully issued subpoena.
  - Disclosure is to parents of dependent students, as defined by the Internal Revenue Code of 1986, Section 152. (While FERPA permits disclosure of records to parents of dependent students without student consent, it does not require such disclosure. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the Act shall be given to either parent, unless the College has been provided with evidence that there is a court order, or other legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.)
  - Disclosure is to appropriate parties in the event of a health or safety emergency.
  - Disclosure of information the College has designated as "Directory information", as more particularly described below.
  - Disclosure is to a victim of a crime of violence or a non-forcible sex offense, when such disclosure is of the final results of any disciplinary proceedings conducted by the College against the alleged perpetrator of such crime or offense.
  - Disclosure to the general public of the final results of a disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's Code of Conduct with respect to the allegation made against him or her.
  - Disclosure is to the student's parent about the student's violation of any Federal, State or local law, or any policy of the College which governs the use and possession of drugs or alcohol, but only if the student is under 21 years of age.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202 Additional information about the Family Educational Rights and Privacy Act may be obtained on the United States Department of Education website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## DIRECTORY INFORMATION

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

Dakota College at Bottineau has designated the following items as directory information:

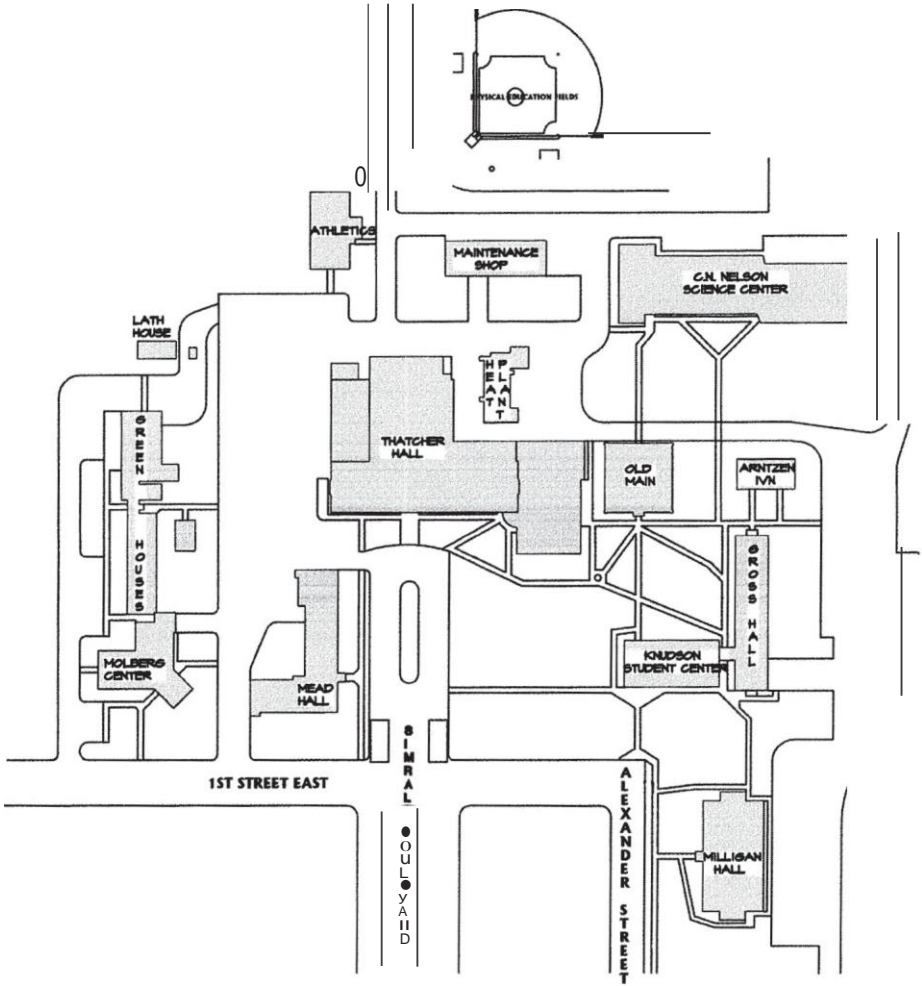
- Student Name (all names on record)
- Address (all addresses on record)
- E-mail Address (all electronic addresses on record)
- Phone Number (all phone numbers on record)
- Data of Birth
- Place of Birth
- Field of Study (All declared Majors and/or Minors)
- Class level
- Dates of Attendance
- Enrollment Status
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree Earned (all degrees earned)
- Date degree earned (dates of all degrees earned)

The main purpose of designating the above information as "directory" is to permit the College to include this information in certain publications, such as: listing your name on the graduation program, submitting your awards and accomplishments for publication in a local newspaper or printing your name in a playbill should you participate in a theater production on campus. The College does not release any directory information to commercial entities seeking to conduct solicitations or fund-raising activities.

Dakota College at Bottineau honors its duty to protect the confidentiality of student records. However, the College may disclose a student's "directory information" without obtaining student's written consent, unless the student has submitted a written "opt out" request, to the Office of the Registrar not to release any directory information pertaining to them. The opt-out form will be available in the Office of the Registrar and may be filled out any time. Please note that submitting an "opt-out" request will not prevent the College from requiring students to display or disclose their ID card when engaging in College-related activities and transactions.

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

# DCB Campus Map



0' 50' 100'  
HUNTER GROBE  
ARCHITECTS  
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# General Information

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# 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; however, final and complete transcripts will be required of all applicants before being 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, rubella and, if under 21 years old, meningococcal disease. The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps and rubella vaccine, no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting documentation of titers proving immunity, c) documentation of immunity, under subsection 2 in SBHE policy 506.1, means evidence for meningococcal disease can be proven by means of evidence of at least one dose of meningococcal conjugate vaccine at age 16 or older for students age 21 and younger.

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 may elect to submit scores from the American College Test (ACT) or Scholastic Aptitude test (SAT). They will be used for advisement and placement purposes.
6. Criminal background checks are required for the following programs: Nursing, Medical Assistant, Paramedic Technology, Caregiver Services, and Paraprofessional Education.

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

## 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 and may elect to submit the results from the American College Test (ACT) or Scholastic Aptitude Test (SAT).

Students academically suspended from other institutions of higher education ordinarily will not be permitted to enroll at 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 on against measles, mumps, rubella and, if under 21 years old, meningococcal disease. The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps and rubella vaccine, no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting documentation of titers proving immunity, c) documentation of immunity, under subsection 2 in SBHE policy 506.1, means evidence for meningococcal disease can be proven by means of evidence of at least one dose of meningococcal conjugate vaccine at age 16 or older for students age 21 and younger.

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 not be able to register until all admission requirements are met.

## Online Application

Students may complete and submit an electronic application for admission via DCB's website at [www.dakotacollege.edu](http://www.dakotacollege.edu). Other admissions documents should be sent 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.

## Continuing Enrollment

Students who have completed a program and wish to return to DCB to enroll in another program or earn a higher degree without a break in enrollment must complete the continuing enrollment form. The continuing enrollment form can be found on the Dakota College website at [www.dakotacollege.edu](http://www.dakotacollege.edu).

## Readmission of Former Students

Former students who intend to return to the College should notify the Student Services Office at least 30 days before the expected date of re-enrollment.

If they haven't attended DCB for one year, 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 specific documentation that international students must provide to be considered for acceptance. All documents must be translated into English and be received by the admissions office by the published deadline. Students from countries other than the United States who would like to apply for admission should contact the Student Services Clerk.

**Fall Semester Deadline: July 15<sup>th</sup>** (recommended to apply by June 1<sup>st</sup>)

**Spring Semester Deadline: December 15<sup>th</sup>** (recommended to apply by Nov 1<sup>st</sup>)

## High School Early Entry/Dual Credit

High school students may enroll at DCB under an early entry program. Students wishing to enroll in early entry courses will be required to apply for admission to DCB and complete some additional paperwork. Dual credit allows high school students to take a college class and earn both high school and college credit for the class.

## Registration

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

## 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 12th day of class unless prior arrangements have been made with the Business Office.

The North Dakota State Board of Higher Education reserves the right to change tuition and other rates at any time.

*The fees listed in this catalog reflect the costs that were in effect at the time the bulletin was printed in May of 2018.*

## Charges and Expenses

### Fall 2018 Tuition and Fees for Full-Time Enrollment

(12 or more credits)

<b>State of Residency</b>	<b>Per Semester</b>	<b>Academic Year</b>
North Dakota*	\$2283.98	\$4567.96
Minnesota**	\$2509.04	\$5018.08
South Dakota, Montana***	\$2752.86	\$5505.72
WUE States**** (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	\$3221.98	\$6443.96
MSEP States***** (IL, IN, KS, MI, MO, NE, OH, WI)	\$3221.98	\$6443.96
Canada	\$2283.98	\$4567.96
Other nonresidents/states	\$3221.98	\$6443.96

\* 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.

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<b>State of Residency</b>	<b>Per Credit Hour Charge</b>
North Dakota	\$190.34
Minnesota	\$209.09
South Dakota, Montana	\$229.41
WUE States (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	\$268.50
MSEP States (IL, IN, KS, MI, MO, NE, OH, WI)	\$268.50
Canada	\$190.34
Other nonresidents/states	\$268.50
Online	\$214.00

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## Room (double occupancy)

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	Per Semester	Academic Year
Gross Hall	\$ 1382.50	\$2765.00
Mead Hall	\$ 1382.50	\$2765.00
Milligan Hall	\$ 1517.50	\$3035.00
Single room	\$ 1900.00	\$3800.00

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## 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.

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	Per Semester	Academic Year
15 meal plan	\$1972.50	\$3945.00
19 meal plan	\$2222.50	\$4445.00

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## Fall 2019 Tuition and Fees

Implementation of a new tuition model will begin in Fall 2019. Please check with DCB or on the webpage, [www.dakotacollege.edu](http://www.dakotacollege.edu) for the most up-to-date tuition and fees.



## 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..... \$50 application

### Parking Registration Fee

A nonrefundable fee which must accompany each residence hall housing..... \$40

### 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

### Ice Fishing Fee

Assessed if students enroll in this HPER activity course..... \$15

### Canoeing Fee

Assessed if students enroll in this HPER activity course..... \$10

### Racquet Sports Fee

Assessed if students enroll in this HPER activity course..... \$10

### Anatomy & Physiology Fee

Assessed if students enroll in on campus BIOL 220, 221..... \$20

### First Aid/CPR Fee

Assessed if students enroll in this HPER Course..... \$35

### Chemistry Lab Fee

Assessed to students enrolled in online CHEM 115 ..... \$50

### Zoology Lab Fee

Assessed if students enroll in BIOL 170 ..... \$20

### Varsity Athletic Fee

Assessed if students enroll in HPER 150, 151, 250, 251 ..... \$50

### ART Course Fee

Assessed if students enroll in ART 101, 122, 130, 225, 250, 251 ..... \$25

**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 Course Fee**

Assessed if students enroll in CIS 128, 129, 164, 165, 267, 268 ..... \$75  
 Assessed if students enroll in CIS 181, 232, 233 ..... \$50

**UNIV 101, 102, 201, 202 Course Fee**

Assessed if students enroll in UNIV 101, 102, 201, 202 ..... \$25

**Nursing program fee per semester** ..... \$400

**Nursing Fee**

Assessed to students registered for NURS 126, 259 ..... \$50  
 Assessed to students registered for NURS 122, 124 ..... \$296\*  
 Assessed to students registered for NURS 227, 237 ..... \$524\*

\* *Fee changes each year. Fees are updated in July. Contact the institution for the most up-to-date fees.*

**EMS Fee**

Assessed to students registered for EMS 210 ..... \$75  
 Assessed to students registered for EMS 232 ..... \$85

**BOTE Fee**

Assessed to students registered for BOTE 147, 247 ..... \$30  
 Assessed to students registered for BOTE 218 ..... \$50

**HORT Fee**

Assessed if students enroll in HORT 177 ..... \$75  
 Assessed if students enroll in HORT 178 ..... \$100

**PHOT Fee**

Assessed if students enroll in PHOT 240 ..... \$50  
 Assessed if students enroll in PHOT 289 ..... \$60

**Physical Geology 105 Fee**

Assess if students enroll in GEOL 105 online ..... \$50

**Clinical Procedures**

Assessed if a student is registered for AH 136 ..... \$95

**UNIV Fee**

Assessed if a student is registered for UNIV 105 ..... \$20  
 Assessed if a student is registered for UNIV 151 ..... \$60

## 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..... \$2100

## 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..... \$1170

## 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.ohe.state.mn.us](http://www.ohe.state.mn.us).

## Contiguous States Tuition Policy

The North Dakota State Board of Higher Education has approved a “contiguous states” policy for students from Montana and South Dakota. Under this program, 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, Ohio and Wisconsin.

## Tuition Incentive Program

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

# 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](http://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](http://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 our priority/processing date will be given first consideration for federal, state and institutional financial assistance. Applications received after our priority/processing date will be considered on a funds available basis.

Students should apply as soon as possible after the FAFSA opens each year. **SOME FUNDS ARE LIMITED!** Priority processing dates may change based on the federal FAFSA opening date.

## Financial Aid Programs Available

Programs requiring the FAFSA application for determination of eligibility are:

### 1. **Federal Pell Grant**

A federal entitlement program, Pell grant provides funds to students who demonstrate a financial need in meeting college costs. As a grant, it does not need to be paid back if students adequately meet eligibility standards.

### 2. **Federal Supplemental Educational Opportunity Grant (FSEOG)**

These grants are available to a limited number of undergraduate students with exceptional 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 begins 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 student of an eligible institution. The FAFSA serves as the application for the program.

### **Aid Programs Requiring Additional Applications:**

#### **1. Federal Parent Loan for Undergraduate Students (FPLUS)**

Parents may be able to borrow low-interest educational monies for their children to attend college. Repayment begins 60 days following the disbursement.

#### **2. Alternative Loan**

If the amount of financial aid awarded is not enough to cover educational expenses, alternative loans are available. Alternative loans are offered by for-profit loan companies. While payments may be deferred during the time a student is enrolled in college, interest on the loan will accrue. Therefore, students should exhaust all other possible resources (e.g., income from a job, parental assistance, money from savings, etc.) before seeking an alternative loan.

#### **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, teachers' aides, and many more.

#### **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 student's 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. Students accept or decline their awards through their Campus Connection Account.

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

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  
These guidelines are approximate and can vary by individual program requirements.

### 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 Academic minimum requirements. 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 the policy.



## 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 electronically transmitted to DCB and credited to the student's account for disbursement.

## Refund and Repayment Policy Statement

A student who received funds under federal student aid programs during an academic year may be expected to repay a portion of these funds should 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.

## 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 must provide documentation of immunity against meningococcal disease in accordance with NDUS policy. Exemptions may be provided upon application under established campus procedures if (a) immunization is contraindicated by a medical condition 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 sells DCB clothing and novelties and a variety of drinks and lunch items.

## 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 32,000 items; in addition, the library owns over 8,000 electronic and audio books. An extensive periodical collection is available in print, film, 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.

The primary purpose of the Dakota College at Bottineau Library is to support the mission of Dakota College at Bottineau. In support of DCB's mission, the library provides services and resources necessary to meet the education and informational needs of the DCB community, as well as the needs of Bottineau and the surrounding communities.

## 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, care, education and prevention of common ailments. In case of serious illness or injury, the nurse refers students to St. Andrew's Health Center in Bottineau.

## Counseling Service

Dakota College at Bottineau is fortunate to have the services of a mental health counselor. The counselor holds regularly scheduled office hours and serves as a resource for students 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. The counselor's office is located in the Molberg Center.

## Health Insurance

The North Dakota University System makes available to students an health 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 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 in the DCB student handbook and on the DCB website at [www.dakotacollege.edu](http://www.dakotacollege.edu).

## Student Senate

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

## Student Center

This facility includes a computer center, game room, theatre room and lounge area with 2 large screen TVs. Games include billiards and ping pong.

## 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 basketball teams, baseball team, volleyball team and fast-pitch softball team are members of the Mon-Dak Athletic Conference. The football team is a member of the Minnesota College Athletic Conference (MCAC).

All teams are members of the National Junior College Athletic Association, except for hockey which is a member of the American Collegiate Hockey Association (ACHA). Any student who is academically and socially eligible and who qualifies under National Junior College Athletic Association regulations may try out for a varsity sport.

## Intramural Athletics

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: floor hockey, volleyball, basketball, flag football and dodgeball.

## Drama

DCB sponsors at least one 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](http://www.dakotacollege.edu) and clicking on “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 Student

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

## Non-Degree Student

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

## 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. No financial aid will be awarded for courses that are audited.

## Degree Credit

Students possessing professional training, certificates and licenses may earn degree 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.

## Degree Credit 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.	Portfolio Evaluation: \$30 per credit hour Articulated Credit Fee: \$30 per credit hour
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 CARS 110 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 CARS 110 Experiential Learning Portfolio Development (1 credit). Students are required to pay 50% of current N.D. resident tuition rates

## First Year Experience

All new fall semester freshman students at DCB are required to enroll in UNIV 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, SAT, Accuplacer, and other approved test scores to determine the placement of students into English and mathematics courses as outlined in NDUS Procedure 402.1.2. 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 withdrawals. 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

Incomplete grades (I) are assigned only to students who have been in attendance and performed satisfactory work up to a time within three weeks of the close of the semester, and whose work is incomplete for reasons acceptable to the instructor. The student must fulfill all requirements of the course 30 calendar days from the date that final grades were due in the semester in which the “I” was received. Eight-week sessions have a 15 calendar day requirement. If the “I” is not removed by this time, the grade is automatically changed to “F.” Students are responsible for removing 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, 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 record, but grades will be excluded from GPA calculations. Excluded courses cannot be used to satisfy any academic requirements. Academic Forgiveness may affect eligibility of federal financial aid. Prior academic standing of a student will not change as a result of Academic Forgiveness.

A student may exercise this option only once by submitting a written request to the Associate Dean of Academic & Student Affairs. If approved, the grade will be forgiven after the student successfully completes one semester at the College. The student will be notified by the Academic Records Office; this process may take up to four weeks.

## Grade Appeals

A grade appeals procedure has been established for cases in which a student believes his/her grade does not reflect 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](http://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 for Academic Affairs; they will inform the Associate Dean for 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 for Academic Affairs.

## Student Request for Change in Final Examination Schedule

Exceptions made for students requesting to take final exams prior to the times and dates listed on the final examination schedule can only be made in truly extraordinary circumstances. Faculty can refuse student requests to take final examinations early thus ending the course of action. Faculty can approve student requests to petition the Final Examination Exceptions Committee for permission to take final examinations early. Instructors may require an alternate educational activity during the time prescribed for the final exam. Exceptions to this policy may be granted for documented university activities or personal emergencies on a case-by-case basis, but planned absences (for example travel tickets, routine medical appointments, or personal convenience) will not be excused and may not be approved by faculty for subsequent review by the committee.

- The following procedures will implement the policy:
- The Committee will meet to consider students' requests for a change to their final examination schedules.
- Students must request consideration for a change to their final examination schedule by completing the request for change form which is available online. After completion, the form is given to the appropriate faculty for consideration. The faculty member will sign/ date, take action, and provide a rationale for the action. If approved, the student delivers the form to the chair of the Committee for a final decision by the Committee. The student should attach any supporting documentation to justify the request to the "Request for Change" form and a Campus Connection copy of their class schedule.
- Students are required to appear before the Committee to explain why they have made a request for a change to their final examination schedule.
- The Committee will make its decision by majority vote. The decision will be conveyed to the student via email by the Committee chairperson. The official DCB email address will be used to communicate with students.
- Requests for changes to the final examination schedule must be processed by the student by noon on the day before the Wednesdays that the Committee is scheduled to meet.
- Students are expected to attend course exams at the times scheduled on the official exam schedule.

## Midterm Deficiencies and Final Grades

Instructors submit midterm grades for all students during the 8th week of the semester. Final grades are submitted following the completion of the term.

Midterm and final grades are available for students to view through the Campus Connection link on the DCB website. Final grades are generally available on Campus Connection approximately 7 – 9 business days after the last day of the term.

## Dean's List and Honor Roll

Students whose grade point average is 3.50 or greater are placed on the Dean's List; those with a grade point average of 3.00 up to 3.49 are placed on the Honor Roll. Students must be registered for a minimum of 12 degree credits from DCB 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 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 60 credits for either the Associate of Science degree, the Associate of Arts degree, or the Associate of Applied Science degree and fulfill the general education requirements for the respective degree.
2. For the AS degree, satisfy the additional math, science, and technology credit 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 and Time-Limit Requirements

It is the policy of DCB that for students 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) can follow the graduation requirements in effect at the time of their initial enrollment at DCB or the graduation requirements in effect during the year in which they plan to graduate.

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

The final decision on what graduation requirements will apply will be at the discretion of the DCB Academic Records Office.

## 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, UNIV 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 701-228-5669 and be prepared to provide a course description and syllabus from their incoming transfer course.

## 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 701-228-5669 or [dcb.registrar@dakotacollege.edu](mailto:dcb.registrar@dakotacollege.edu)

## 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 issued in a sealed envelope. Official transcripts become unofficial transcripts once the sealed envelope is opened. Unofficial transcripts are marked as such. Students enrolled after the fall of 2001 can print unofficial transcripts anytime via the 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. Transcripts may be ordered online at [www.getmytranscript.com](http://www.getmytranscript.com)

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 five business days. Faxed transcripts are not official, transcripts will not be emailed.

A summary of credits accepted from other institutions appears on the official 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 submit the online "Major/Advisor Change" form located on the DCB website under "Student Forms". Changes of Majors will be processed prior to Financial Aid Census Date.

## 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 11th calendar day of a regular 16-week semester; (2) The end of the 4th 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. The published refund policy will apply. The registrar will send a letter to the affected students notifying them of the change to their enrollment status and of the appeal process for reinstatement in the course(s). Administrative withdrawal can have effects on Financial Aid disbursements.

## **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, advisor and Associate Dean of Academic & Student Affairs.

## **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 online at [www.dakotacollege.edu](http://www.dakotacollege.edu) under “Current Student Forms” then “Withdrawal Form.”

Students may officially withdraw from the college any time prior to the 12th week of instruction (full term) or sixth week of instruction (8-week session). Students who do not formally withdraw will receive a grade of “F” in all courses.

Students who officially withdraw from the College after the fifth day of class following mid-term may be denied permission to enroll for the succeeding term. This penalty will be invoked if the student's grades at the time of withdrawal would have placed 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.

Unofficial withdrawal occurs when a student stops attending during the term resulting in all unsuccessful grades without officially withdrawing. When a student unofficially withdraws they will have a “return of funds” calculation on their financial aid. This may cause the student to owe money back to the institution or go into student loan repayment early. Students who unofficially withdraw are immediately financial aid disqualified.

## 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 any College are denied the privilege of this 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 independent studies, First Year Experience, study skills and physical education activity courses, is subject to suspension.

## Continued Probation

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

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Business Education .....	62
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Early Childhood Education .....	64
Economics .....	64
Elementary Education .....	65
English .....	65
Finance (Business) .....	66
Health Professions .....	66
History .....	67
Human Services .....	67
Liberal Arts .....	58
Marketing and Management .....	68
Mathematics .....	68
Natural Resource Management .....	69
Pharmacy .....	69
Physical Education .....	70
Pre-Engineering .....	70
Psychology .....	71
Secondary Education .....	71
Social Science .....	72
Special Education .....	72
Veterinary Science .....	73
Wildlife Management .....	73



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

## 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.**

<p>1. ENGLISH COMPOSITION (ND:ENGL)</p> <p>ENGL 110 College Composition I..... 3</p> <p>ENGL 120 College Composition II..... 3</p> <p>ENGL 125 Intro to Professional Writing ..... 3</p> <p>2. SPEECH (ND: COMM)</p> <p>COMM110 Fundamentals of Public Speaking...3</p> <p>3. FINE ARTS ACTIVITIES (ND:FA)</p> <p>ART 101 Intro to Studio Art ..... 3</p> <p>ART 122 Two-Dimensional Design ..... 3</p> <p>ART 130 Drawing I..... 3</p> <p>ART 210 Art History..... 3</p> <p>ART 211 Art History II..... 3</p> <p>ART 225 Water Media I..... 3</p> <p>ART 250 Ceramics I..... 3</p> <p>PHOT 180 Photography I ..... 3</p> <p>PHOT 281 Digital Photography ..... 3</p>	<p>4. HUMANITIES (ND:HUM)</p> <p>ART 110 Introduction to Visual Arts ..... 3</p> <p>ART 210 Art History I..... 3</p> <p>ART 210 Art History II..... 3</p> <p>ENGL 211 Introduction to Creative Writing. 3</p> <p>ENGL 220 Introduction to Literature ..... 3</p> <p>ENGL 221 Introduction to Drama..... 3</p> <p>ENGL 225 Introduction to Film ..... 3</p> <p>ENGL 238 Children's Literature ..... 3</p> <p>ENGL 242 World Literature II..... 3</p> <p>ENGL 261 American Literature I..... 3</p> <p>ENGL 262 American Literature II..... 3</p> <p>HUM 101 Introduction to Humanities I..... 3</p> <p>HUM 102 Introduction to Humanities II..... 3</p> <p>MUSC 207 History of Popular/Rock Music...3</p> <p>THEA 201 Theatre Practicum..... 1</p>
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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	211	World Civilizations to 1500.....	3
HIST	212	World Civilizations Since 1500 ...	3
HIST	220	North Dakota History.....	3

6. SOCIAL SCIENCE (ND:SS)

CJ	201	Introduction to Criminal Justice..	3
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.....	3
		Organizations	
PSYC	111	Introduction to Psychology.....	3
PSYC	250	Developmental Psychology.....	3
PSYC	270	Abnormal Psychology.....	3
PSYC	280	Intro Health Psychology.....	3
SOC	110	Introduction to Sociology.....	3
SOC	251	Gerontology.....	3

7. LABORATORY SCIENCE (ND:LABSC)

BIOL	111	Concepts of Biology.....	4
BIOL	115	Concepts of Anatomy.....	4
		& Physiology	
BIOL	124	Environmental Science.....	4
BIOL	150	General Biology I.....	4
BIOL	151	General Biology II.....	4
BIOL	170	General Zoology.....	4
BIOL	200	Biotech & Lab Techniques.....	4

BIOL	202	Microbiology.....	4
BIOL	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.....	4
		Bio-chemistry	
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 ..	3
		Management	
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	104	Finite Math.....	3
MATH	105	Trigonometry.....	3
MATH	107	Precalculus.....	4
MATH	165	Calculus I.....	4
MATH	166	Calculus II.....	4
MATH	210	Elementary Statistics.....	4

9. COMPUTER SCIENCE (ND:COMPSC)

CSCI	101	Introduction to Computers.....	3
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# General Education Requirements

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

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

### Associate of Science

#### 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 — 60

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.

***SEE PAGE 53-54 OF THIS CATALOG FOR COURSES THAT WILL SATISFY THE GENERAL EDUCATION REQUIREMENTS.***

## 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 — 60

Developmental/remedial courses do not count towards graduation

Courses in this category are chosen in consultation with the student's advisor.

Selections are based upon the requirements at the college to which the student intends to transfer.

***SEE PAGE 53-54 OF THIS CATALOG FOR COURSES THAT WILL SATISFY THE GENERAL EDUCATION REQUIREMENTS.***

## Additional/Second Associate Degree

Candidates for a second Associate Degree must complete 12 credits beyond the minimum 60 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 and AS degree are available online.

<b>Associate in Science*</b>	<b>Credits</b>	<b>Associate in Arts*</b>	<b>Credits</b>
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	COMM 110 Fund of Public Speaking .....	3
<b>ARTS/HUMANITIES .....</b>	<b>6</b>	<b>ARTS/HUMANITIES .....</b>	<b>9</b>
Elective credits in this area are to be chosen from the ND:FA and ND:HUM categories on page 53-54 of this catalog		Elective credits in this area are to be chosen from the ND:FA and ND:HUM categories on page 53-54 of this catalog.	
<b>SOCIAL SCIENCE.....</b>	<b>6</b>	<b>SOCIAL SCIENCE.....</b>	<b>12</b>
Elective credits in this area are to be chosen from the ND:HIST and ND:SS categories on page 53-54 of this catalog		Elective credits in this area are to be chosen from the ND:HIST and ND:SS categories on page 53-54 of this catalog.	
<b>MATH/SCIENCE/TECHNOLOGY.....</b>	<b>18</b>	<b>MATH/SCIENCE/TECHNOLOGY.....</b>	<b>9</b>
Elective credits in this area are to be chosen from the ND:COMPSC, ND:MATH and ND:LABSC categories page 53-54 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 53-54 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		HPER 100	
– or –		– or –	
HPER 101		HPER 101	
<b>Additional Academic Courses.....</b>	<b>19</b>	<b>Additional Academic Courses.....</b>	<b>19</b>
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 55-57 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor’s consent in regard to the requirements of a student’s intended transfer college. All new fall semester freshmen are required to take the course UNIV 105 First Year Experience, although it has not been listed in the curriculum outlines.





# Certificate of College Studies

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

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

**MATH/SCI/Technology.....(7 credits)**  
**Must include two of the three; 1(CSCI 101, 2) MATH 103 or higher, or 3) a Lab Science Course**

## ARTS & HUMANITIES

**or SOCIAL SCIENCE ..... (6 Credits)**  
 ART 101 Intro to Studio Art.....3  
 ART 110 Introduction to Visual Arts .....3  
 ART 210 Art History I.....3  
 ART 211 Art History II.....3  
 ART 122 Two-Dimensional Design.....3  
 ART 130 Drawing I.....3  
 ART 210 Art History .....3  
 ART 211 Art History II .....3  
 ART 225 Water Media I.....3  
 PHOT 180 Photography I .....3  
 ART 250 Ceramics I .....3  
 ENGL 211 Introduction to Creative Writing ..3  
 ENGL 220 Introduction to Literature.....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  
 HUM 102 Introduction to Humanities II.....3  
 MUSC 207 History of Popular/Rock Music....3  
 THEA 201 Theatre Practicum .....3  
 HIST 211 World Civilizations to 1500 .....3  
 HIST 212 World Civilizations Since 1500.....3  
 HIST 103 U.S. History to 1877 .....3  
 HIST 104 U.S. History Since 1877 .....3  
 HIST 220 North Dakota History.....3  
 ECON 201 Principles of Microeconomic.....3  
 ECON 202 Principles of Macroeconomics.....3  
 POLS 115 American Government .....3  
 PSYC 100 Human Relations in Organizations 3  
 PSYC 111 Introduction to Psychology .....3  
 Or higher  
 SOC 110 Introduction to Sociology.....3

## LAB SCIENCE

BIOL 111 Concepts of Biology .....4  
 BIOL 115 Concepts of Anatomy & Physiology4  
 BIOL 124 Environmental Science.....4  
 BIOL 150 General Biology I.....4  
 BIOL 220 Anatomy and Physiology I .....4  
 CHEM 115 Introductory Chemistry .....4  
 CHEM 121 General Chemistry I.....4  
 GEOL 105 Physical Geology .....4  
 PHYS 120 Fundamentals of Physics.....4  
 PHYS 211 College Physics I L/L.....4  
 PHYS 251 University Physics I L/L.....5

## TECHNOLOGY

CSCI 101 Introduction to Computers .....3

## MATH

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

## WELLNESS..... (1 Credit)

HPER 100 Concepts of Fitness and Wellness...2  
 HPER 101 Activity Course ..... 0.5 or 1

## UNIV 105 First Year Experience ...(1 Credit)

### Area of Interest ..... (6 Credits)

Courses in this category are chosen in consultation with an advisor

## 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	3	ACCT 200, 201 Elements of Accounting I, II	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		4
CSCI 101 Intro to Computers		3	Lab Science Elective	4	
BOTE 210 Business Communications		3	Arts/Humanities Elective	3	
			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	4	
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 55-57 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course UNIV105 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, 120 College Composition I, II	3	3	PSYC 111 Introduction to Psychology	3	
HIST 211 World Civilizations to 1500	3		Hum Elective	3	3
CSCI 101 Intro. to Computers	3		CIS 232 Graphic Design	3	
ENGL Elective	3		Art Elective	3	3
ART 110 Introduction to Visual Art	3		ENGL Elective	3	
Art Elective		3	ART 250 Ceramics		3
MATH 103 College Algebra		4	HIST 212 World Civilizations Since 1500		3
Laboratory Science Elective		4	PSYC 250 Developmental Psychology		3
HPER 100 Wellness & Fitness		2	COMM 110 Fundamentals of Public Speaking		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

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# 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, 201 Elements of Accounting I, II	3	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 Environment	3	
ENGL Elective	3		Wellness Electives	2	
Lab Science Elective		3-4	COMM 110 Fund of Public Speaking		3
ECON 202 Principles of Macroeconomics		3	BOTE 247 Spreadsheet Applications		3
Social Science Elective		3	Social Science Elective		3
Arts/Hum 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, 201 Elements of Accounting I, II	3	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 Legal Environment	3	
Arts/Hum Elective		3	COMM 110 Fund. of Public Speaking		3
ECON 202 Principles of Macroeconomics		3	BOTE 247 Spreadsheet Applications		3
Lab Science Elective		4	PSYC 111 Introduction to Psychology		3
			EDUC 260 Educational Psychology* (*for MISU transfer Students)		3

\* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 55-57 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course UNIV105 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/Science/Tech Elective	3-4	3-4
Social Science Electives		3	Arts/Humanities Electives		3
MATH 105 Trigonometry		3	Social Science Electives	3	
OR					
Math 107 Precalculus		4			
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, 202 Micro & Macroeconomics	3	3
CIS 212 MS Operating System Client	3		Arts/Humanities electives	3	3
CSCI 101 Intro to Computers	3		Wellness Electives	1	1
Lab Science Elective		4	Lab Science Elective	4	
MATH 210 Elementary Statistics		4	BADM 202 Principles of Management		3
CSCI 161 Computer Science II		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 55-57 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course UNIV105 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 & Guidance		3
EC 210 Introduction to Early Childhood Education	3		HPER 210 First Aid/CPR Lab Science Elective		1
ND:MATH Course	4		Arts/Humanities Elective		4
SPED 101 Intro to Devel. Disabilities	3		ENGL 238 Children's Literature		3
EDUC 101 Intro to Para education	1		PSYC 250 Developmental Psychology		3
ENGL 120 College Composition II		3	COMM 110 Fund of Public Speaking		3
Social Science Elective**		3	EC 238 Home, School, Community		3
HPER 100 or HPER activity elective		2	Arts/Humanities Elective		3
EC 233 Pre-K Methods & Materials		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 Composition I, II	3	3	MATH 165, 166 Calculus I, II	4	4
MATH 103 College Algebra	4		ACCT 200, 201 Elements of Accounting I, II	3	3
MATH 210 Elementary Statistics		4	ECON 201, 202 Principles of Micro & Macroeconomics	3	3
Social Science Elective	3		COMM 110 Fundamentals of Public Speaking		3
CSCI 101 Intro to Computers	3		ENGL Elective		3
Lab Science Elective		4	Social Science Elective	3	3
Art/Hum/Musc Electives		3			
Wellness Electives	1	1			
Art/Hum/Musc/Engl Elective		3			

\* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 55-57 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only

AA or AS and not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course UNIV105 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	3	
ND:MATH course	4		Elementary Teachers I		
EDUC 101 Intro to Para education	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		HIST 103 United States Since 1877 OR	3	
CSCI 101 Intro to Computers	3		HIST 211 World Civilizations to 1500		
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	1	
ENGL 220 Intro to Literature		3	ENGL 242 World Literature II		3
ENGL 211 Intro to Creative Writing		3	HIST 212 World Civilizations Since 1500		3
HIST 104 U.S. History Since 1877		3	COMM 110 Fund of Public Speaking		3
MATH 103 College Algebra		4	PSYC 250 Developmental Psychology		3
ENGL 238 Children's Literature		3	ENGL 125 Intro to Professional Writing		3

\* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 55-57 to earn the degree. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent in regard to the requirements of a student's intended transfer college. All new fall semester freshmen are required to take the course UNIV105 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 Composition I, II	3	3	ACCT 200, 201 Elements of Accounting I, II	3	3
MATH 103 College Algebra	4		COMM 110 Fundamentals of Public Speaking	3	
MATH 210 Elementary Statistics		4	ECON 201 Principles of Microeconomics	3	
Laboratory Science	4	4	ACCT 215 Business in the Legal Environment	3	
HPER 100 Wellness & Fitness	2		Arts/Humanities Elective	3	
CSCI 101 Intro to Computers	3		ECON 202 Principles of Macroeconomics		3
BOTE 247 Spreadsheet Applications		3	BOTE 210 Business Communication		3
Arts/Humanities Elective		3	BADM 202 Principles of Management		3
			Elective		2

## Health Professions (AS)\*

### Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	BIOL 220, 221 Anatomy & Physiology I, II	4	4
MATH 103 College Algebra	4		COMM 110 Fundamentals of Public Speaking	3	
CHEM 121, 122 General Chemistry I, II	4	4	Math/Science Elective		3-4
BIOL 150 General Biology I	4		Elective		3
PSYC 111 Introduction to Psychology	3		Arts/Humanities elective	3	3
CSCI 101 Intro to Computers		3	Math/Science Elective		3-4
PSYC 250 Developmental Psychology		3	Wellness Elective		2
BIOL 151 General Biology II		4			

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AA or AS and 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 UNIV105 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 211, 212 World Civilizations to 1500, Since 1500	3	3
HIST 103 U.S. History to 1877	3				
HIST 104 U.S. History Since 1877		3	PSYC 111 Introduction to Psychology Elective	3	
MATH 103 College Algebra	4				3
Laboratory Science Electives	4	4	ECON 202 Principles of Macroeconomics		3
ENGL Elective		3	COMM110 Fundamentals of Public Speaking		3
MUSC 207 History of Pop/Rock Music		3	POLS 115 American Government OR POLS 220 International Politics		3
Wellness Electives	1	1	GEOG 161 World Regional Geography		3
			ENGL/ART/HUM Elective		3
			CSCI 101 Intro to Computers		3

# Human Services (AA)\*

## Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
GERO 130 Introduction to Human Services	2		PSYC 111 Introduction to Psychology	3	
MATH 103 College Algebra	4		RLS 290 Intro to Inclusive Recreation	4	
SPED 101 Intro to Dev Disabilities	3		Art/Hum Elective	3	
NURS 100 Nursing Assistant Training	3		COMM 110 Fund of Public Speaking	3	
ENGL 110 College Composition I	3		GERO 256 Dev of Social Welfare	2	
HPER 100 Concepts of Fitness and Wellness		2	ENGL Elective		3
ENGL 120 College Composition II		3	PSYC 250 Developmental Psychology		3
HPER 210 First Aid/CPR		1	Lab Science Elective		4
CSCI 101 Intro to Computers		3	PSYC 100 Human Relations in Organization		3
SOC 251 Gerontology		3	BOTE 210 Business Communications		3
ART/HUM/MUSC Elective		3	SOC 110 Intro to Sociology		3

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# 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	

# 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		4
OR			COMM 110 Fundamentals of Public Speaking	3	
MATH 107 Precalculus		4	PSYC 111 Introduction to Psychology		3
ENGL 110, 120 College 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		4
Wellness Electives	1	1			

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AA or AS and 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 UNIV105 First Year Experience, although it has not been listed in the curriculum outlines.

# Natural Resource Management (AS)\*

## Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	SOIL 210 Introduction to Soil Science	3	
CSCI 101 Introduction to Computers	3		Social Science Elective	3	
BIOL 150 General Biology I	4		Elective*	3-4	
Elective*	3		Elective*	3-4	
MATH 103 College Algebra	4		CHEM 121 General Chemistry I	4	
Wellness Elective	1		Elective		3-4
COMM 110 Fundamentals of Public Speaking	3		Social Science Elective		3
Art/Hum Elective		3	GEOL 105 Physical Geology		4
BIOL 151 General Biology II		4	Art/Hum Elective		3
Math103 College Algebra or higher		4	Wellness Elective		1
Elective		3			2

\*Electives must include 12 credits from the following; BIOL, CHEM, BOT, FWLD, ENVT, RLS, RNG

# Pharmacy (AS)\*

## Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CHEM 121, 122 General Chemistry I, II	4	4	MATH 165, 166 Calculus I, II	4	4
ENGL 110, 120 College Composition I, II	3	3	CHEM 241, 242 Organic Chemistry I, II	5	5
CSCI 101 Intro to Computers		3	BIOL 220, 221 Anatomy & Physiology I, II	4	4
MATH 103 College Algebra	4		PHRM 215 Introduction to Pharmacology		3
ECON 201 Principles of Microeconomics	3		Arts/Humanities Elective	6	
BIOL 150 General Biology I	4		ECON 202 Principles of Macroeconomics	3	
COMM 110 Fundamentals of Public Speaking		3			
MATH 107 Precalculus		4			
Wellness Electives	1	1			

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AA or AS and 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 UNIV105 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 Health	3		HPER 210 First Aid/CPR	1	
SOC 110 Introduction to Sociology	3		EDUC 250 Introduction to Education	2	
MATH 103 College Algebra	4		EDUC 298 Intro to Education Practicum	1	
COMM 110 Fundamentals of Public Speaking		3	BIOL 111 Concepts of Biology	4	
Art/Hum Elective		3	PSYC 250 Developmental Psychology		3
Lab Science Elective		4	EDUC 260 Education Psychology		3
HPER 100 Concepts of Fitness & Wellness	2		Art/Hum Elective		3
			HPER 207 Prevention and Care of Injuries	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 III	4	
CHEM 121 General Chemistry I	4		PHYS 251 University Physics I	5	
ENGL 110 College Composition I	3		Social Science Elective	3	
CSCI 101 Introduction to Computers	3		Wellness Elective	1	
Art/Hum Elective	3		Major Study Area***	4	
MATH 166 Calculus II		4	COMM 110 Fund of Public Speaking		3
CHEM 122 General Chemistry II		4	PHYS 252 University Physics II		5
ENGL 120 College Composition II		3	Art/Hum Elective		3
Arts/Hum Elective		3	Wellness Elective		1
Social Science Elective		3	Major Study Area***		5

\*\* 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.

## Psychology (AA)\*

### Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	SOC 110 Introduction to Sociology	3	
MATH 103 College Algebra	4		Art/Hum/Musc Elective	3	
PSYC 111 Introduction to Psychology	3		Electives	6	
Laboratory Science Elective	4		Electives		5
Electives		3	PSYC 270 Abnormal Psychology	3	
COMM 110 Fundamentals of Public Speaking			Elective	3	
ENGL elective		3	PSYC 250 Developmental Psychology	3	
HPER 100 or Activity electives		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	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

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# Social Science (AA)\*

## Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	HIST 211, 212 World Civilizations to 1500, Since 1500	3	3
MATH 103 College Algebra	4		PSYC 111 Introduction to Psychology		3
Math Elective		3-4	SOC 110 Introduction to Sociology	3	
HIST 103, HIST 104 U.S. History	3	3	ECON 202 Principles of Macroeconomics		3
Laboratory Science	4	4	COMM 110 Fundamentals of Public Speaking	3	
ENGL Elective		3	Arts/Humanities Electives	3	3
Wellness Electives	1	1	Electives	3	
CSCI 101 Intro to Computers		3	GEOG 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 Elementary Teachers I	3	
EDUC 101 Intro to Para education	1		BIOL Elective	4	
HPER 100 or HPER activity	2		EDUC 250 Introduction to Education	2	
SPED 101 Intro to Developmental 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		3
EDUC 220 Classroom Management		3	OR PSYC 270 Abnormal Psychology		
			Arts/Humanities Electives		3
			ENGL 238 Children's Literature		3

\*\* Consult with program advisor for recommended general electives.

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# Veterinary Science (AS)\*

## Suggested arrangement of courses

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110, 120 College Composition I, II	3	3	CHEM 241, 242 Organic Chemistry I, II	4	4
CHEM 121, 122 General Chemistry I, II	4	4	BIOL 170 General Zoology	4	
MATH 103 College Algebra	4		Arts/Humanities Electives		3
BIOL 150 General Biology I	4		Wellness Electives	2	
CSCI 101 Intro to Computers		3	Social Science Elective	3	
Social Science Elective		3	COMM 110 Fundamentals of 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, 120 College Composition I, II	3	3	BIOL 170 General Zoology	4	
MATH 103 College Algebra	4		BIOL 230 Ecology	4	
BIOL 150, 151 General Biology I, II	4	4	CHEM 121 General Chemistry I*	4	
FWLD 121 Intro Fish & Wildlife Management	3		Social Science Elective	3	
CSCI 101 Introduction to Computers		3	Arts/Humanities Elective	3	
FWLD 122 Wildlife and Fisheries Techniques		3	Wellness Elective	1	
BOT 212 Botany II		4	BIOL 200 Biotech and Lab Techniques		4
Arts/Humanities Elective		3	CHEM 122 General Chemistry II		4
Wellness Elective		1	CHEM 116 Intro to Organic and Biochemistry		4
			COMM 110 Fundamentals of Public Speaking		3
			Social Science Elective		3

\*Students that have not taken high school chemistry should take Chemistry 115

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# Career/Technical Curricular

## Agriculture

Agriculture Management & Technology (AAS & Certificate of Completion) ..... 80  
Unmanned Aerial Systems (Certificate of Completion) ..... 80

## Business

Advertising & Marketing (AAS and Certificate) ..... 81  
Accounting Technology (AAS)..... 82  
Information Management-Administrative Assistant (AAS). ..... 82  
Bookkeeping (Certificate) ..... 83  
Human Resource Management (AAS and Certificate) ..... 83  
Reception Services (Certificate)..... 84  
General Office Aide (Certificate of Completion) ..... 84  
Small Business Management (AAS and Certificate of Completion) ..... 85

## Computer Technology

Information Technology-Computerized Office Management (AAS) ..... 86  
Information Technology (AAS)..... 86  
WebMaster (AAS)..... 87  
WebDesign (Certificate) ..... 87

## Education & Human Services

Caregiver Services (AAS)..... 88  
Child Development Associate (Certificate) ..... 88  
Paraprofessional Education – Early Childhood (AAS)..... 89  
Paraprofessional Education – K-12 (AAS)..... 90  
Paraprofessional Education (Certificate)..... 90

## Health Professions

Paramedic Technology (AAS and Certificate)..... 92  
Medical Assistant (AAS and Certificate) ..... 93

Health Information Management (AAS).....	93
Medical Administrative Assistant (AAS).....	94
Medical Coding (Certificate) .....	94
Practical Nursing – LPN (Certificate) .....	95
Associate Degree Nurse – RN (AAS) .....	98

## Natural Resources

Environmental Lab & Field Technology (AAS).....	102
Natural Resource Management (AAS) .....	103
Recreation Management (AAS and Certificate of Completion).....	105
Urban Forest Management (AAS and Certificate) .....	106
Wildlife & Fisheries Technology (AAS).....	107

## Horticulture

Floral Design and Greenhouse Technology (AAS and Certificate).....	107
Landscape Design and Maintenance (AAS and Certificate) .....	109
Aquaponics (AAS and Certificate) .....	110
Specialty Crop Production (AAS and Certificate) .....	112

## Photography

Photography (AAS and Certificate) .....	113
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# 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 seven specific areas — business, computer technology, education and human development, health professions, natural resources, horticulture, and photography.

# General Education

## AAS Degree

Students who graduate with an Associate of Applied Science Degree must earn 16 credits in general education. Listed on pages 76 – 78 are the academic areas in which students must earn general education credit and the courses which satisfy requirements in each area.

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

### **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 101 Introduction to Studio Art – 3

ART 110 Introduction to Visual Arts – 3

ART 122 Two-Dimensional Design – 3

ART 130 Drawing I – 3

ART 210 Art History – 3

ART 211 Art History II – 3

ART 225 Water Media - 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

HUM 101 Introduction to Humanities I – 3

HUM 102 Introduction to Humanities II – 3

MUSC 207 History of Popular/Rock Music – 3

PHOT 180 Photography I – 3

PHOT 281 Digital Photography – 3

THEA 201 Theatre Practicum – 1

**Social Science**

CJ	201	Introduction to Criminal Justice – 3
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	211	World Civilization to 1500 – 3
HIST	212	World Civilization Since 1500 – 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
PSYC	270	Abnormal Psychology – 3
SOC	110	Introduction to Sociology- 3

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

**Mathematics**

BOTE	108	Business Mathematics – 3
MATH	103	College Algebra – 4
MATH	104	Finite Math – 3
MATH	105	Trigonometry – 3
MATH	107	Precalculus – 4
MATH	132	Technical Algebra I – 3
MATH	165	Calculus I – 4
MATH	166	Calculus II – 4
MATH	210	Elementary Statistics – 4

**Science**

BIOL	111	Concepts of Biology – 4
BIOL	115	Concepts of Anatomy & Physiology – 4
BIOL	150	General Biology I – 4
BIOL	124	Environmental Science – 4
BIOL	170	General Zoology – 4
BIOL	200	Biotech & Lab Techniques – 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
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
PHYS	211	College 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



# Agriculture

## Agriculture Management & Technology (AAS)

This program is designed for individuals who are looking to advance their career opportunities and obtain practical, hands-on work experience through agricultural internships. Students will have the option to complete a one-year certificate program or a two-year associate degree program.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
Intro to Agriculture/Ag Orientation	3		Agriculture Marketing	3-4	
ENGL 110 College Composition I	3		MATH Elective		4
OR			MATH/SCI/Technology Elective	3-4	
COMM 110 Intro to Public Speaking	3		AGRI Elective		3
Intro to Soil Science	3		AGRI Elective		3
World Food Crops	3				
HPER Elective	1		Holistic Management		2
Agri elective	2-3		Applied Agriculture Law		2
UNIV 105 First Year Experience	1		ECON 201 Microeconomics		3
Agriculture Finance/Records		3	Agriculture Production Software		3
AGRI Elective		3	Internship II		5
AGRI Elective		3			
Internship I		6			

## Unmanned Aerial Systems sUAS (Certificate of Completion)

UAS 101 Intro to UAS Operations	3			
UAS 102 Basic UAS Flight Training	1			
UAS 107 Commercial UAS Operations	3	OR	UAS 120 Applications in Agriculture	3

# 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
Leadership through Service	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	
Elective	3		BADM 214 Entertainment Marketing	3	
BADM 210 Advertising	3		HPER 100 or Activity Elective	1	1
CSCI 101 Intro to Computers	3		ACCT 215 Business in the Legal		
PSYC 100 Human Relations		3	Environment		3
Math/Science/Technology elective		3-4	BADM 297 Co-op Education		1
UNIV 102 Leadership through Service		1	BADM 289 Advertising Campaigns		3
COMM 110 Fund of Public Speaking		3	BUSN 170 Entrepreneurship		3
BADM 202 Principles of Management		3	Elective		3
BOTE 210 Business Communications		3	BADM 213 Public Relations		3

## Advertising and Marketing (Certificate)

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
		PYSC 100 Human Relations	3



## Accounting Technology (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. This program offers specialized study in preparation to become a certified bookkeeper and become a member of The American Institute of Professional Bookkeepers.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ACCT 200 Elements of Accounting I	3		COMM 110 Fund. of Public Speaking	3	
BOTE 152 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		Business Elective	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 147 Word Processing		3	ACCT 294 Independent Study:		3
BOTE 247 Spreadsheet Applications		3	Certified Bookkeeper Professional		
BOTE 210 Business Communications		3	Exam Prep		
ACCT 260 Accounting Info Systems		2	ACCT 297 Co-op Education		2
			ECON 202 Prin. of Macroeconomics		3
			BOTE 209 Office Management		3
			CARS 105 Job Search		1
			Leadership through Service		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 217 Records Management	3	
BOTE 108 Business Math	3		ACCT 200 Elements of Accounting I	3	
BOTE 152 Keyboarding II	3		CIS 104 Microcomputer Database	3	
BADM 120 Intro to Business	3		UNIV XXX Leadership through Service	1	
CSCI 101 Intro to Computers	3		Business or Technology Elective	3	
BOTE 147 Word Processing		3	BOTE 218 Desktop Publishing		3
COMM 110 Fund. of Public Speaking		3	Business or Technology Elective		3
PSYC 100 Human Relations		3	CIS 147 Principles of Info Security		3
BOTE 210 Business Communications		3	BOTE 247 Spreadsheet Applications		3
Business or Technology Elective		3	Leadership through Service		1
			BOTE 209 Office Management		3
			BOTE 297 Co-op Education		2-5

## Bookkeeping (Certificate)

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	BOTE 209 Office Management	3
BOTE 217 Records Management	3	ACCT 294 Independent Study:	3
CIS 104 Microcomputer Database	3	Certified Bookkeeper Professional	
		Exam Preparation	
		BOTE 210 Business Communications	3
		ACCT 260 Accounting Info Systems	2

## Human Resource Management (AAS)

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

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I OR	3		BADM 202 Principles of Mgmt	3	
COMM 110 Fund of Public Speaking	3		BOTE 209 Office Management	3	
HRM 120 Intro to HR Management	3		BOTE 217 Records Management	3	
CSCI 101 Intro to Computers	3		HRM 160 Compensation Administration	3	
Social Science Elective	3		HRM 200 Benefits Administration	3	
First Year Experience	1		HRM 210 Employee & Labor Relations		3
BOTE 108 Business Math		3	HRM 230 Employment Policy Admin		3
BOTE 210 Business Communications		3	HRM 270 HR Portfolio/Info Systems		3
BOTE 247 Spreadsheet Applications		3	HRM 280 HR Risk Mgmt/Emerging Issue		3
HRM 140 Employment Life Cycle		3	HRM 295 Cooperative Education		3-6
HRM 170 Employment Training & Development		3			

## Human Resource Management (Certificate)

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

FALL SEMESTER		SPRING SEMESTER	
BADM 120 Introduction to Business	3	BOTE 209 Office Management	3
HRM 120 Intro to HR Management	3	BOTE 217 Records Management	3
HRM 140 Employment Life Cycle	3	HRM 210 Employee & Labor Relations	3
HRM 160 Compensation Admin	3	HRM 170 Employment Training/Devel	3
HRM 200 Benefits Administration	3	HRM 230 Employment Policy Admin	3
		HRM 270 HR Portfolio/Info Systems	3
		HRM 297 Cooperative Education	3-6

## Reception Services (Certificate)

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
ENGL 110 College Composition I	3	BOTE 209 Office Management	3
BOTE 152 Keyboarding II	3	BOTE 210 Business Communications	3
BADM 120 Intro to Business	3	BOTE 247 Spreadsheet Applications	3
BOTE 108 Business Math	3	PSYC 100 Human Relations	3
Wellness Elective	1	BOTE 217 Records Management	3

## General Office Aide (Certificate of Completion)

Students who complete the Certificate of Completion in General Office Aide could immediately enter the workforce or continue towards a diploma program and/or Associate of Applied Science degree.

CSCI 101 Introduction to Computers	3 credits
PSYC 100 Human Relations	3 credits
BOTE 217 Records Management	3 credits
ASC 87 College Writing Prep (or Higher)	3 credits
Cooperative Education	1-3 credits

# Small Business Management (AAS)

(Offered entirely online and in residence)

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
Leadership through Service		1	ACCT 200 Elements of Accounting I		3
BADM 201 Principles of Marketing	3		ACCT 215 Business in the		3
BADM 210 Advertising I	3		Legal Environment		
BADM 240 Sales	3		Leadership through Service		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		Technology Elective		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		CIS 212 MS Operating Systems Client	3	
Wellness Elective	1		CIS 281 Project Management		3
BOTE 147 Word Processing		3	Business Elective		3
CIS 129 Microcomputer Hardware II		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	BOTE 209 Office Management		3
PSYC 100 Human Relations in Org.		3	CARS 105 Job Search		1
Leadership through Service		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 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
CIS 164 Networking Fundamentals I	3		CIS 104 Microcomputer Database		3
CIS 128 Microcomputer Hardware I	3		CIS or CSCI Elective		3
CIS 212 Windows Operating Sys Client	3		CSCI 289 Social Implications of		2
CIS 215 Microsoft Windows Server	3		Computer Technology		
Leadership through Service	1		CIS 216 Implementing MS		3
CIS 165 Networking Fundamentals II		3	Server Network		
CIS 129 Microcomputer Hardware II		3	CIS 297 Coop: Information Technology	1-3	
CIS or CSCI Elective		3	BOTE 108 Business Math		3
ENGL 110 College Composition I		3	ENGL 125 Intro to Professional Writing		3
Arts/Humanities/Social Science Elective		3	CARS 105 Job Search		1
Wellness Elective		2	CIS 147 Principles of Info Security		3
			CIS or CSCI Elective		3
			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.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		CIS 235 Digital Video Basics	3	
BOTE 108 Business Math OR	3		CIS 232 Graphics Design	3	
MATH 103 College Algebra	4		COMM 110 Fund. of Public Speaking	3	
CSCI 101 Intro. to Computers	3		CIS 211 Website Plan & Design	3	
CIS 164 Networking Fundamentals I	3		CIS 188 Application Design	3	
CIS 180 Creating Web Pages	3		Leadership through Service	1	
Wellness Elective	1		CIS 248 Digital Media I		3
CIS 181 Creating Web Pages II		3	CIS 233 Vector Graphics		3
ENGL 125 Introduction to 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
			Leadership through Service		1

## Information Technology – WebDesign (Certificate)

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

FALL SEMESTER		SPRING SEMESTER	
CIS 235 Digital Video Basics	3	CIS 233 Vector Graphics	3
CIS 188 Application Design	3	CIS 211 Website Plan & Design	3
CIS 232 Graphics Design	3	BOTE 218 Desktop Publishing	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		
CSCI 101 Introduction to Computers	3		

# Education & Human Services

## Caregiver Services (AAS)

**This program is only available online.**

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 provider 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		HPER 100 or HPER Activity Elective		1-2 3
NURS 100 Nurse Assistant Training	3		GERO 256 Development of Social Welfare		3
SOC 110 Introduction to Sociology	3		GERO 285 Home Health Financial Mgmt		1
ENGL 110 College Composition I OR COMM 110 Fund of Public Speaking		3	GERO 240 Administering Medications		3
HPER 210 First Aid/CPR		1	Lab Science Elective		4
SOC 251 Gerontology		3	PSYC 270 Abnormal Psychology OR PSYC 100 Human Relations		3 3
AH 134 Medical Disorders		3	Elective		3
AH 231 Healthcare Law and Ethics Elective		3	CARS 105 Job Search		1
GERO 297 Cooperative Education		1			

## Child Development Associate (Certificate)

**This program is available online.**

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

## Paraprofessional Education 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 COMM 110 Fund of Public Speaking	3		ACCT/BADM/BOTE/SS Elective	3	
Math Elective	3-4		EC 213 Language & Literacy in ECE	3	
EC 210 Introduction to EC education	3		EC 236 Soc/Emotional Dev & Guid	3	
CSCI 101 Introduction to Computers	3		PSYC 111 Intro to Psychology	3	
SPED 101 Intro to Dev Disabilities	3		Art/Humanities Elective	3	
EDUC 101 Intro to Para education	1		Leadership through Service	1	
EC 211 Observation, Assessment & Interpretation Tech		3	EC 238 Home, School, Community		3
PSYC 100 Human Relations in Organizations		3	EC 222 ADM & Leadership in ECE		3
HPER 100 or HPER activity		1-2	PSYC 250 Developmental Psychology		3
SPED 110 Intro to Exceptional Children		3	ACCT/BADM/BOTE/SS Elective		3
EC 233 Pre-K Methods & Materials		3	Lab Science Elective		4
HPER 210 First Aid/CPR		1	EDUC 297 Cooperative Education		1-3
			CARS105 Job Search		1





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

## Paraprofessional Education (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 Para education
  - 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 in North Dakota include: Minot, Bottineau, Williston, Carrington, Rugby, Mohall and Watford City. Additional sites may be available depending on demand.



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

The Dakota College at Bottineau paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088  
214-703-8445; FAX 214-703-8992; [www.coaemsp.org](http://www.coaemsp.org)

To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 N, Suite 158, Clearwater, FL 33763; [www.caahep.org](http://www.caahep.org).

# Paramedic Technology (Certificate)

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## SEMESTER 1

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

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## SEMESTER 2

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EMS 211 Pre-Hospital Pharmacology II	2
EMS 212 Pre-Hospital Pharmacology III	1
EMS 213 Pre-Hospital Pharmacology IV	2
EMS 214 Pre-Hospital Patient Assessment	2
EMS 215 Airway/Ventilatory Management	2
EMS 218 Respiratory Emergencies	1
EMS 224 Special Considerations	2
EMS 240 Hospital Clinical I	3
EMS 276 Field Clinical II	3

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## SEMESTER 3

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EMS 216 Trauma Management	2
EMS 220 Cardiac Emergencies I	2
EMS 221 Cardiac Emergencies II	2
EMS 222 Medical Emergencies	2
EMS 230 Advanced Cardiac Life Support (ACLS)	1
EMS 235 EMS Operations	2
EMS 250 Hospital Clinical II	3
EMS 277 Field Clinical III	3

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## SEMESTER 4

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EMS 231 PALS	1
EMS 232 PHTLS	1
EMS 297 Field Internship	4

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# Paramedic Technology (AAS)

In addition to the 53 credits required for the certificate in Paramedic Technology a student must complete an additional 13 credits of general education coursework to receive the Associate of Applied Science degree in Paramedic Technology.

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## ADDITIONAL GENERAL EDUCATION CREDITS NEEDED FOR AAS

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Communications	3
Arts/Humanities/Social Science	3
Math Elective	3
CSCI 101 Intro to Computers	3
Wellness	1

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

## Medical Assistant (Certificate)

FALL SEMESTER	SPRING SEMESTER		
AH 134 Medical Disorders	3	AH 136 Clinical Procedures	3
AH 171 Medical Terminology	3	AH 222 Medical Transcription I	3
AH 138 Basic Procedure Coding	3	AH 231 Healthcare Law & Ethics	3
AH 139 Basic Diagnosis Coding	3	AH 266 Laboratory/Diagnostic Procedures	2
BIOL 115 Concepts of Anatomy & Physiology	4	HPER 210 First Aid/CPR	1
ENGL 110 College Composition I	3	PHRM 215 Introduction to Pharmacology	3
		*AH 297 Co-op Education	4

\* 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 2018.

For an updated curriculum in AAS in Health Information Management, please contact Ashley Pedie, Allied Health Coordinator at [ashley.pedie@dakotacollege.edu](mailto:ashley.pedie@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
AH 134 Medical Disorders		3	ACCT 200 Elements of Accounting I		3
AH 171 Medical Terminology		3	AH 138 Basic Procedure Coding		3
BIOL 115 Concepts of Anatomy & Physiology	4		AH 139 Basic Diagnosis Coding		3
BOTE 108 Business Mathematics		3	AH 287 Computer App in Healthcare		3
CSCI 101 Intro to Computers		3	ENGL 110 College Composition I		3
AH 231 Healthcare Law & Ethics		3	Wellness Elective		1
BADM 202 Principles of Management		3	AH 137 Clinical Specialties		2
COMM 110 Fund Public Speaking		3	AH 222 Medical Transcription I		3
PHRM 215 Intro to Pharmacology		3	HPER 210 First Aid/CPR		1
PSYC 100 Human Relations		3	BOTE 209 Office Management		3
			BOTE 210 Business Communication		3
			AH 297 Cooperative Education		4

## Medical Coding (Certificate)

**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.

FALL SEMESTER		SPRING SEMESTER	
AH 134 Medical Disorders	3	AH 142 Intermediate Coding I	3
AH 171 Medical Terminology	3	AH 143 Intermediate Coding II	3
BIOL 115 Concepts of Anatomy & Physiology	4	AH 231 Healthcare Law & Ethics	3
AH 138 Basic Procedure Coding	3	AH 287 Computer App in Healthcare	3
AH 139 Basic Diagnosis Coding	3	PHRM 215 Intro to Pharmacology	3
		PSYC 100 Human Relations in Organization	3

## Practical Nursing (Certificate)

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

Classroom education is delivered by instructors on campus and from the other college within the consortium through the Interactive Video Network (IVN) system. Some courses/components will be offered in online format. Laboratory and simulation practice occurs at each location. Clinical opportunities are arranged locally.

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

Employment for LPNs can be found in clinics, hospitals, long term care facilities and home health care as well as in a variety of other settings.

### Preparation and requirements

A strong high school background in biological sciences and mathematics is recommended. Enrollment is limited and achieved through a competitive scoring and interview process.

Detailed application requirements, online applications and program of study can be accessed at [www.dakotanursing.org](http://www.dakotanursing.org).

#### 1. High School Diploma or GED Certificate

- a. High School GPA of 2.5 or greater. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA.

2. Students must be 18 years of age by December 31st of the year they start the program.

3. Application and admission to the respective college is required before applying to the nursing program.

4. Current CPR Certification for BLS Provider

5. Proof of Math Skill Readiness. Student must have completed at minimum:

- a. The developmental math course (ASC 093 or other prerequisite math course that would qualify a student to take Math 103) with a grade of Satisfactory or “C” or a higher-level math course (such as MATH 103 College Algebra)

Or

- b. Equivalent scores for ACT/PLAN/SAT/COMPASS and/or Accuplacer as listed below and taken within the past 2 years:

Test	Test Component	Minimum Score	Comments
Accuplacer	Elementary Algebra	76	Accuplacer scores were updated October 12, 2016. With the scores to the left, you would not need to take any ASC Math classes for admission to Nursing.
Accuplacer	College Level Math	50	
ACT	Math Subtest	21	
ACT Aspire	Math Subtest	431	
ACT Compass	Algebra	49	This assessment will no longer be available after November 30, 2016 but scores will be accepted by the DNP until June 20, 2019.
ACT Plan	Math Subtest	19	The ACT Plan has been replaced with the ACT Aspire assessment
SAT (old)	Reading & Math	990	SAT tests taken prior to March 5, 2016.
SAT (new)	Math	530	SAT tests taken on March 5, 2016 and later.

6. Proof of Academic Readiness:

- a. All applicants are required to complete the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadlines.
- b. ACT composite score of 19, or
  - i. ACT/COMPASS/ASSET/Accuplacer/SAT test(s) with an equivalent score,
  - Or
  - ii. Successful completion of 12 credits of college courses with a minimum GPA of 2.5

7. For any required college courses completed prior to admission, the grade in that course must be a 2.0 (C) or higher, and nursing GPA for all completed required nursing courses must be 2.75 or higher.

- a. Anatomy and Physiology II with Lab, Introduction to Pharmacology and Developmental Psychology (must be taken within the last 7 years)

8. Additional guidelines for approval include:

- a. Nursing GPA for any completed required nursing program courses must be 2.75 or higher.
- b. Overall cumulative GPA for all college courses completed must be 2.5 or higher.
- c. No required course may have a grade lower than 2.0 (C).
- d. If a student repeats a required science course or previous nursing course, a grade of 2.0 (C) or higher must be obtained in the first repeat (A & P I and II, Microbiology). An appeal process may be sought if the student has failed science courses more than 2 times.

- e. Critical courses completed more than 7 years prior to program application must be repeated: Anatomy and Physiology II, Developmental Psychology, and Introduction to Pharmacology.
  - f. Experience working in a health care environment is encouraged before making application to the nursing program. For example; Nursing Assistant (CNA), Emergency Medical Technician (EMT), Medical Assistant, Direct Support Professional (DSP), etc.
9. A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements must be met prior to consideration for admission.

### **Minimum TOEFL Scores for Admission to the Dakota Nursing Program**

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

Minimum Cumulative Score of: 86 Combined

AND Minimum Individual Scores of:

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

### **CHECKLIST FOR THE PRACTICAL NURSE PROGRAM**

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

\*All applicants will be invited to interview if their application is complete and they meet requirements.

### **PLANNING**

- Students accepted into the program must have access to reliable high-speed internet.
- Students must have reliable transportation available to and from campus, clinical, etc.



# Practical Nursing Curriculum

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## FALL SEMESTER

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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

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## SPRING SEMESTER

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BIOL 221 Anatomy and Physiology II	4
NURS 124 Clinical Practice II	3
NURS 127 Practical Nursing II: Introduction to Medical/Surgical Nursing	2
NURS 145 Introduction to Maternal/Child Nursing	2
PHRM 215 Introduction to Pharmacology	3
PSYC 250 Developmental Psychology	
OR	
ENGL 110 College Composition I	3

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## SUMMER SEMESTER

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NURS 129 Practical Nursing III	3
NURS 126 Clinical Practice III	3
ENGL 110 College Composition I	
OR	3
PSYC 250 Developmental Psychology	

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

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

## Associate Degree Nurse (AAS)

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

Classroom education is delivered by instructors on campus and from the other college within the consortium through the Interactive Video Network (IVN) system. Some courses/components will be offered in online format. Laboratory and simulation practice occurs at each location. Clinical opportunities are arranged locally.

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

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

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

### **PREPARATION AND REQUIREMENTS FOR THE INTERNAL ASSOCIATE DEGREE PROGRAM:**

1. For Current DNP PN Students and Paramedic to Nurse Bridge Students requesting admission:
  - a. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in the 42 credit course requirements as defined in the PN curriculum

OR

- b. Successful completion of the LRSC Paramedic to Nurse Bridge Program with a minimum GPA of 2.75 in the 9 credit course requirements as defined in the Paramedic to Nurse Bridge Curriculum.

*NOTE: The student must maintain an overall GPA of 2.5 in either program.*

2. An application dated no later than March 5 of the year the student would be entering the 2nd year of the program.
3. Pass a preadmission examination (ATI Comprehensive PN Predictor)
4. Positive recommendations from nursing administration and nursing faculty.

### **PREPARATION AND REQUIREMENTS FOR THE ADVANCE STANDING ASSOCIATE DEGREE PROGRAM:**

1. Applicant is:
  - a. A graduate from a state board approved PN program from an accredited college and current LPN with an active, unencumbered license to practice as a Licensed Practical Nurse in the United States of America.

OR

- b. A graduate from a state board approved paramedic program and a current paramedic, of at least two years' experience, with an active, unencumbered, license to practice as a paramedic in the United States of America AND have completed the LRSC Paramedic to Nurse Bridge Program.

2. Minimum GPA of 2.75 in all prerequisite courses (including prior practical nursing classes) and an overall minimum GPA of 2.5
3. Admission to the college of choice as well as completion of a formal application to the Dakota Associate Degree Nursing Program.
4. Pass a preadmission examination (ATI Comprehensive PN Predictor)
5. Currently enrolled (if competitive) or satisfactory completion with a “C” or better in each of the required nursing courses from an approved Practical Nursing Program and the general education requirements of the Dakota Nursing Program PN curriculum.
6. Proof of Math Skill Readiness
7. A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements must be met prior to consideration for admission.

#### Minimum TOEFL Scores for Admission to the Dakota Nursing Program

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

Minimum Cumulative Score of:

\* 86 Combined

AND Minimum Individual Scores of:

\* 26 in Speaking

\* 20 in Writing

\* 20 in Reading

\* 20 in Listening

#### PLANNING

- \* Students accepted into the program must have access to reliable high-speed internet.
- \* Students must have reliable transportation available to and from campus, clinical, etc.

#### CHECKLIST FOR THE ADVANCE STANDING ADN (LPN TO RN) APPLICANTS

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

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

Checklist for the Internal ADN Applicants

1.  Complete the electronic application for the Dakota Nursing Program
2.  Pass a preadmission examination (ATI Comprehensive PN Predictor)
3.  References: DNP students are not required to submit additional references. Faculty evaluations of the student from previous PN clinical courses are strongly considered by the interview committee.
  - All applicants will be notified of preliminary status by May 30th with final acceptance after completion of the ATI PN Comprehensive Predictor during the first week of July.

## Associate Degree Nurse Curriculum

FALL SEMESTER	SPRING SEMESTER
NURS 224 Professional Role Development 2	NURS 228 Alterations in Health II 4
NURS 225 Alterations in Health I 3	NURS 229 Health Promotion and Psychosocial Nursing 2
NURS 226 Maternal Child Nursing 3	NURS 237 Clinical Application II 5
NURS 227 Clinical Application I 4	NURS 259 Role Transitions 1
BIOL 202 Microbiology 4	Communication elective 3

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

## Agriculture

### Agriculture Management & Technology (AAS)

This program is designed for individuals who are looking to advance their career opportunities and obtain practical, hands-on work experience through agricultural internships. Students will have the option to complete a one-year certificate program or a two-year associate degree program.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
Intro to Agriculture/Ag Orientation	3		Agriculture Marketing	3-4	
ENGL 110 College Composition I	3		MATH Elective	4	
OR			MATH/SCI/Technology Elective	3-4	
COMM 110 Intro to Public Speaking	3		AGRI Elective	3	
Intro to Soil Science	3		AGRI Elective	3	
World Food Crops	3				
HPER Elective	1		Holistic Management		2
Agri elective	2-3		Applied Agriculture Law		2
UNIV 105 First Year Experience	1		ECON 201 Microeconomics		3
Agriculture Finance/Records		3	Agriculture Production Software		3
AGRI Elective		3	Internship II		5
AGRI Elective		3			
Internship I		6			

### Environmental Lab & Field Technology (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
Wellness	1		BOTE 217 Records Management	3	
CHEM 121 General Chemistry I OR	4		ENVT 270 Water Resource Management	4	
CHEM 115 Introductory Chemistry			SOIL 210 Intro to Soil Science		3
ENGL 110 College Composition I	3		RNG 236 Intro to Range Management	4	
Or COMM 110 Fund of Public Speaking			MATH Elective		3-4
FWLD 121 Intro to Fish and Wildlife	3		BIOL 200 Biotech & Laboratory Techniques		4
BIOL 150 General Biology I	4		ENVT 296 Capstone		1
ENVT 110 Intro to GPS	2		BIOL 124 Environmental Science		4
CSCI 101 Intro to Computers		3	BOTE 247 Spreadsheet Applications		3
ENGL 125 Intro to Professional Writing OR		3	ENVT 297 Cooperative Education		3
BOTE 210 Business Communications			Leadership through Service		1
GEOL 105 Physical Geology		4			
ENVT 255 Intro to GIS		4			
Arts/Humanities/Social Science Elective		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.

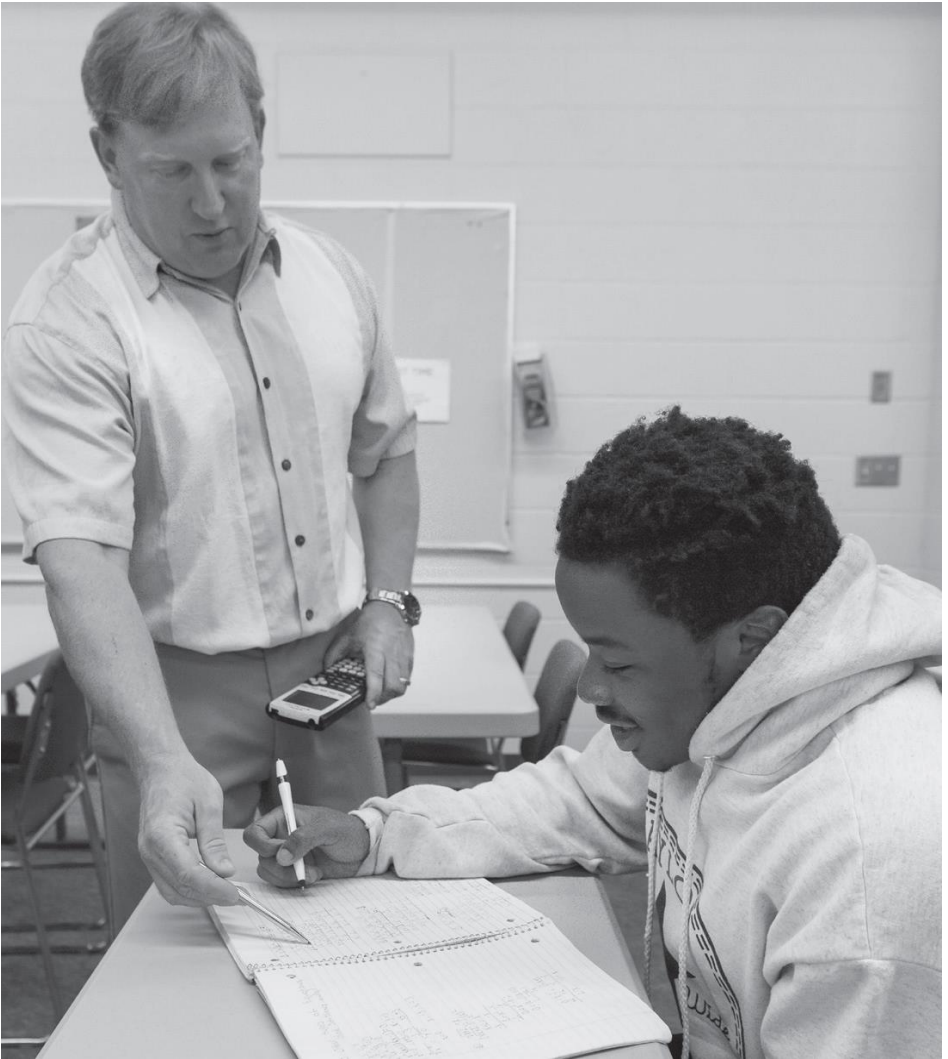
FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CSCI 101 Intro to Computers	3		CHEM 121 General Chemistry I OR	4	
FWLD 121 Intro to Fish and Wildlife	3		CHEM 115 Introductory Chemistry		
ENGL 110 College Composition I OR	3		ENVT 270 Water Resource Management	3	
COMM 110 Fund of Public Speaking			SOIL 210 Introduction to Soil Science	3	
Math Elective	3-4		RNG 236 Intro to Range Management	4	
BIOL 150 General Biology I	4		Wellness Elective	1	
ENVT 110 Intro to GPS	2		BOT 212 Botany II		4
FWLD 122 Wildlife and Fisheries Tech		3	BIOL 124 Environmental Science		4
GEOL 105 Physical Geology		4	FORS 263 Urban Forestry Management		3
Art/Hum/SS Elective		3	BADM 202 Principles of Management		3
BIOL 151 General Biology II		4	ENVT 296 Capstone		1
ENVT 105 Surveying		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 and 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



## 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

BIOL 124 Environmental Science	4
HPER 210 First Aid/CPR	1
ENGL 110 College Composition I OR COMM 110 Fund of Public Speaking	3
CSCI 101 Intro to Computers	3
HPER 100 Concepts of Wellness/Fitness	2
Math Electives	3-4

### CORE COURSES

SOC 110 Introduction to Sociology OR PSYC 111 Introduction to Psychology	3
RLS 110 Foundations of Recreation	3
RLS 222 Recreation Program Planning	3
RLS 286 Recreation Administration	3
RLS 215 Recreation Areas & Facilities	3
RLS 288 Accessibility and Public Policy	3

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

## Recreation Management (Certificate of Completion)

This program is only available online.

RLS 110 Foundations of Recreation	3
RLS 286 Recreation Administration	3
RLS 222 Recreation Program Planning	3
RLS 215 Recreation Areas & Facilities	3

Elective chosen from one of the following:

• RLS 210 Environmental Education	3
• RLS 212 Principles of Interpretation	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
• RLS 288 Accessibility and Public Policy	3
• TOUR 212 Principles of Tourism	3



## 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		FORS 250 Diseases of Trees & Shrubs	3	
BOTE 108 Business Math or Math Elective	3-4		HPER 100 Concepts of Fitness/Wellness or HPER activity	1-2	
CSCI 101 Intro to Computers	3		FORS 260 Parks/Urban Greenspaces	3	
FORS 255 Urban Trees and Shrubs	4		FORS 265 Arboricultural Practices	3	
FORS 273 Arboriculture	3		FORS 297 Cooperative Education	1	
Math/Science/Technology Elective	3-4		COMM 110 Fund of Public Speaking	3	
FORS 275 Advanced Arboriculture	3		Art/Humanities/Social Science elective		3
PLSC 255 Plant Disease Management		3	FORS 263 Urban Forest Management		3
Program Electives		6	FORS 280 Principles of Pruning		3
			Program Electives		6

## Urban Forest Management (Certificate)

**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 forestry departments, parks and recreation departments, or as commercial arborists.

Fall Semester		Spring Semester	
SOIL 210 Introduction to Soil Science	3	PLSC 255 Plant Disease Management	3
FORS 255 Urban Trees and Shrubs	4	FORS 275 Advanced Arboriculture	3
FORS 273 Arboriculture	3	FORS 263 Urban Forest Management	3
FORS 265 Arboricultural Practices	3	HPER 210 First Aid/CPR	1
FORS 250 Diseases of Trees & Shrubs	3	FORS 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 Management	3		SOIL 210 Intro to Soil Science	3	
CSCI 101 Introduction to Computers	3		BOT 212 Botany II		4
BIOL 151 General Biology II		4	BIOL 200 Biotech and Lab Techniques		4
FWLD 122 Wildlife & Fisheries Techniques		3	FWLD 296 Field Studies		2
MATH elective		3-4	FWLD 297 Cooperative Education		2
CHEM 115 Introductory Chemistry		4	Arts/Hum/Social Science elective		3
ENVT 255 Intro to GIS		4	ENVT 105 Surveying		1
			CARS 105 Job Search		1
			Wellness		1

## Horticulture

### Floral Design and Greenhouse Technology (AAS)

The Flower shop 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

	FALL	SPRING	SUMMER	FALL
Communications Elective	3			
Arts/Humanities/Social Science Elective	3			
CSCI 101 Introduction to Computers	3			
MATH elective	3-4			
Math/Science/Technology Elective	3-4			
Wellness Elective	1			
Leadership through Service	1			
HORT 177 Floral Design I		4		
HORT 178 Floral Design II		4		
HORT 249 Greenhouse Operations		4		
HORT 181 Specialty Food Crops (Online)		2		
PLSC 268 Plant Propagation		2		
FORS 255 Urban Trees and Shrubs			4	

## Floral Design and Greenhouse Technology (AAS) Con't.

	FALL	SPRING	SUMMER	FALL
HORT 282 Garden Planning			2	
HORT 235 Herbaceous Landscape Plants			4	
FORS 265 Arboricultural Practices (Online)			4	
HORT 136 Residential Landscape Design				3
HORT 138 Computerized Landscape Design				3
HORT 281 Flower shop and Greenhouse Mgmt.				2
HORT 175 Foliage Plant ID				2
HORT 176 Cactus and Succulent Plant ID				2
PLSC 210 Horticulture Science				4
HORT 297 Co-op Education				1-6

## Floral Design and Greenhouse Technology (Certificate)

	FALL	SPRING	SUMMER	FALL
Leadership Through Service	1			
HORT 136 Residential Landscape Design	3			
HORT 138 Computerized Landscape Design	3			
HORT 281 Flower shop Greenhouse Management	2			
HORT 176 Cactus and Succulent Plant ID	2			
HORT 175 Foliage Plant ID	2			
PLSC 210 Horticultural Science	4			
HORT 297 Co-op Education	1-6			
HORT 177 Floral Design I		4		
HORT 178 Floral Design II		4		
HORT 249 Greenhouse Operations		4		
HORT 181 Specialty Food Crops		2		
PLSC 268 Plant Propagation		2		
HORT 235 Herbaceous Landscape Plants			4	
FORS 255 Urban Trees and Shrubs			4	
HORT 282 Garden Planning			2	
FORS 265 Arboricultural Practices			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.

	FALL	SPRING	SUMMER	FALL
Communications Elective	3			
Arts/Humanities/Social Science Elective	3			
CSCI 101 Introduction to Computers	3			
MATH Elective	3-4			
Math/Science/Technology Elective	3-4			
Wellness Elective	1			
Leadership Through Service	1			
FORS 260 Parks and Urban Greenspaces		3		
FORS 273 Arboriculture		3		
HORT 249 Greenhouse Operation		4		
FORS 280 Principles of Pruning		2		
PLSC 255 Plant Disease Management		3		
PLSC 268 Plant Propagation		2		
HORT 235 Herbaceous Landscape Plants			4	
FORS 255 Urban Trees and Shrubs			4	
HORT 238 Turf Management			3	
FORS 265 Arboricultural Practices			3	
HORT 174 Horticulture Equipment			1	
HORT 136 Residential Landscape Design				3
FORS 250 Diseases of Trees and Shrubs				3
HORT 138 Computerized Landscape Design				3
SOIL 210 Introduction to Soil Science				2
HORT 231 Landscape Bidding				2
PLSC 210 Horticultural Science				4
HORT 297 Co-op Education				1-6

## Landscape Design and Maintenance (Certificate)

In this one-year 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	SUMMER	SPRING
Leadership Through Service I	1		
FORS 250 Disease of Trees and Shrubs (Online)	3		
HORT 138 Computerized Landscape Design	3		
HORT 136 Residential Landscape Design	3		
PLSC 210 Horticulture Science	4		

## Landscape Design and Maintenance (Certificate) Con't.

	FALL	SUMMER	SPRING
SOIL 210 Introduction to Soil Science (Online)	3		
HORT 231 Landscape Bidding	2		
FORS 255 Urban Trees and Shrubs (Online)		4	
HORT 235 Herbaceous Landscape Plants		4	
HORT 174 Horticultural Equipment		1	
HORT 238 Turf Management (Online)		3	
FORS 265 Arboricultural Practices (Online)		3	
FORS 260 Parks and Urban Greenspaces (Online)			3
FORS 273 Arboriculture (Online)			3
HORT 249 Greenhouse Operations			4
FORS 280 Principles of Pruning (Online)			2
PLSC 255 Plant Disease Management (Online)			3
PLSC 268 Plant Propagation			2
HORT 297 Co-op Education			1-6

## Aquaponics Production and Management (AAS)

Aquaponics is the combination of aquaculture, the production of marine and freshwater aquatic plants and animals, and hydroponics, the science of growing plants in water or a media other than soil. The Aquaponics Production and Management program prepares students for career opportunities in aquaponics, hydroponics, aquaculture and greenhouse production. The program will provide students with the knowledge and skills necessary to build, operate and manage an aquaponics system. Students completing the Certificate program will be prepared for job opportunities in an aquaponics operation and other related fields. Graduates of the AAS program are encouraged to start their own business or continue their education in a four-year business program.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
Communications Elective	3		PLSC 210 Horticulture Science		4
Arts/Humanities/Social Science Elective	3		HORT 126 Aquaponics Practicum II		4
CSCI 101 Introduction to Computers	3		HORT 246 Compost Production & Use		1
MATH Elective	3		HORT 248 Greenhouse Structures		1
Math/Science/Technology Elective	3		ENVT 270 Water Resource Management		4
Wellness Elective	1		HORT 221 Aquaponics Management I		3
Leadership Through Service	1		HORT 249 Greenhouse Operations		4
HORT 121 Intro to Aquaponics		2	BUSN 170 Entrepreneurship		3
HORT 122 Production Aquaponics		1	HORT 222 Aquaponics Management II		2
HORT 125 Aquaponics Practicum I		4	HORT 127 Aquaponics Practicum III		4
HORT 181 Specialty Food Crops		2	HORT 262 Specialty Crop Marketing		2
HORT 249 Greenhouse Operations		4	HORT 299 Special Topics Local Foods		1
PLSC 268 Plant Propagation		2			
HORT 151 Intro to Plants and Pests		1			
HORT 243 Good Agricultural Practices		1			

## Aquaponics Production and Management (Certificate)

	FALL	SPRING	SUMMER
HORT 122 Production Aquaponics	1		
HORT 246 Compost Production & Use	1		
HORT 248 Greenhouse Structures	1		
HORT 121 Intro to Aquaponics	2		
HORT 125 Aquaponics Practicum I	4		
PLSC 210 Horticulture Science	4		
Leadership Through Service	1	1	
PLSC 268 Plant Propagation		2	
HORT 126 Aquaponics Practicum II		4	
HORT 249 Greenhouse Operations		4	
HORT 262 Specialty Crop Marketing		2	
HORT 127 Aquaponics Practicum III			4
HORT 151 Intro to Plants and Pests			1
HORT 152 Pest Identification			1
HORT 153 Pest Management			1
HORT 299 Special Topics Local Foods			1
HORT 181 Specialty Food Crops			2
HORT 174 Horticulture Equipment			1
HORT 243 Good Agricultural Practices			1

## Specialty Crop Production (AAS)

The Specialty Crop Program at Dakota College at Bottineau provides instructional and hands-on learning in the production, harvesting, marketing, and use of specialty crops. Specialty crops include edible fruit, vegetable, and herbs. Students learn about production of food crops grown in the field and in controlled environments such as greenhouse and high tunnel operations; production of a safe and sustainable food supply; integrated pest management, use of plants to enhance the beauty of our homes and communities; and to improve the quality of our lives. Graduates will be prepared to own and manage their own business, work in various controlled agriculture environments and as produce marketing specialist and garden center specialists; with knowledge in organic certified procedures, and integrated pest management practices.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
Communications Elective	3		PLSC 210 Horticulture Science		4
Arts/Humanities/Social Science Elective	3		HORT 286 Specialty Crop Practicum II		4
CSCI 101 Introduction to Computers	3		HORT 246 Compost Production & Use		1
MATH Elective	3		HORT 248 Greenhouse Structures		1
Math/Science/Technology Elective	3		ENVT 270 Water Resource Management		4
Wellness Elective	1		HORT 241 Organic Certification and Farm Plans		1
Leadership Through Service	1				
HORT 285 Specialty Crop Practicum I		4	HORT 249 Greenhouse Operations		4
HORT 182 Specialty Crop Farming		3	BUSN 170 Entrepreneurship		3
HORT 181 Specialty Food Crops			HORT 261 Business of Specialty Crop Farming		1
HORT 249 Greenhouse Operations		4			
PLSC 268 Plant Propagation		2	HORT 287 Specialty Crop Practicum III		4

## Specialty Crop Production (AAS) Con't.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
HORT 151 Intro to Plants and Pests		1	HORT 262 Specialty Crop Marketing		2
HORT 243 Good Agricultural Practices		1	HORT 299 Special Topics Local Foods		1
			HORT 152 Pest Identification		1
			HORT 153 Pest Management		1

## Specialty Crop Production (Certificate)

	FALL	SPRING	SUMMER
HORT 182 Specialty Crop Farming	3		
HORT 246 Compost Production & Use	1		
HORT 248 Greenhouse Structures	1		
HORT 285 Specialty Crop Practicum I	4		
PLSC 210 Horticulture Science	4		
Leadership Through Service	1	1	
HORT 151 Intro to Plants and Pests (online)		1	
PLSC 268 Plant Propagation		2	
HORT 286 Specialty Crop Practicum II		4	
HORT 249 Greenhouse Operations		4	
HORT 262 Specialty Crop Marketing		2	
HORT 287 Specialty Crop Practicum III			4
HORT 152 Pest Identification (Online)			1
HORT 153 Pest Management (Online)			1
HORT 299 Special Topics Local Foods (Online)			1
HORT 181 Specialty Food Crops (Online)			2
HORT 174 Horticulture Equipment			1
HORT 243 Good Agricultural Practices (Online)			1
HORT 261 Business of Specialty Crop Farming (Online)			1
HORT 241 Organic Certification and Farm Plans			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 a business. Students will receive intensive training in the photographic profession by combining basic business classes with 11 photography classes including outdoor photography, advertising photography, and portrait photography. Students will also take practicum classes in which they will receive hands-on training and experience by working as a campus photographer.

## On Campus Course Sequence

### Photography (AAS)

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CSCI 101 Introduction to Computers	3		BOTE 108 Business Math	3	
PHOT 180 Photography I	3		Wellness Elective	1	
PHOT 190 Principles of Lighting	3		PHOT 240 Outdoor Photography	3	
PHOT 150 Digital Darkroom	3		Elective	3	
PHOT 210 Intermediate Photography	3		PHOT 285 Conceptual Photography	3	
ENGL 110 College Composition		3	PHOT 287 Documentary Photography	3	
PHOT 234 Portrait Photography		3	PHOT 193 Photography Practicum II	1	
Art/Humanities/Social Science Elective		3	BUSN 170 Entrepreneurship		3
PHOT 232 Advertising Photography		3	BOTE 210 Business Communication		3
Elective		3	Math/Science/Technology Elective		3-4
PHOT 192 Photography Practicum I		1	PHOT 289 Photography Portfolio		3
			PHOT 292 Photography Practicum III		1

### Photography (Certificate)

Fall Semester		Spring Semester	
PHOT 180 Photography I	3	PHOT 289 Photography Portfolio	3
PHOT 190 Principles of Lighting	3	Elective (Choose from Courses Below)	3
PHOT 150 Digital Darkroom	3	Elective (Choose from Courses Below)	3
PHOT 210 Intermediate Photography	3	Elective (Choose from Courses Below)	3
PHOT 192 Photography Practicum I	1	PHOT 193 Photography Practicum II	1

### Photo Elective Courses

- PHOT 232 – Advertising Photography - (3 CR)
- PHOT 234 – Portrait Photography – (3 CR)
- PHOT 240 – Outdoor Photo – (3 CR)
- PHOT 285 – Conceptual Photography – (3CR)
- PHOTO 287 – Documentary Photography – (3CR)



## Online Course Sequence

### Photography (AAS)

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
CSCI 101 Introduction to Computers	3		BOTE 108 Business Math		3
PHOT 180 Photography I	3		Wellness Elective		1
PHOT 190 Principles of Lighting	3		PHOT 240 Outdoor Photography		3
PHOT 150 Digital Darkroom	3		Elective		3
PHOT 210 Intermediate Photography	3		PHOT 285 Conceptual Photography		3
ENGL 110 College Composition		3	PHOT 287 Documentary Photography		3
PHOT 234 Portrait Photography		3	BUSN 170 Entrepreneurship		
Art/Humanities/Social Science Elective		3	BOTE 210 Business Communication		3
PHOT 232 Advertising Photography		3	Math/Science/Technology Elective		3-4
Elective		3	PHOT 289 Photography Portfolio		3
			PHOT 293 Photography Practicum IV		3

### Photography (Certificate)

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

### Photo Elective Courses

- PHOT 232 – Advertising Photography - (3 CR)
- PHOT 234 – Portrait Photography – (3 CR)
- PHOT 240 – Outdoor Photo – (3 CR)
- PHOT 285 – Conceptual Photography – (3CR)
- PHOTO 287 – Documentary Photography – (3CR)

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## 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 and inequalities. 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 Cartesian geometry and the graphing of linear equations and inequalities, exponents and polynomials, formula manipulation, introduction to functions and factoring quadratic expressions. 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 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 solving quadratic equations, exponent 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) Spring, Summer; Pre: ACCT 200**

Accounting software will be used to study the processes and procedures by which an organization's financial information is accumulated, classified, processed, analyzed & communicated. Topics include business cycles, controls, integrated accounting software & 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.

## AGRICULTURE ECONOMICS (AGEC)

### **AGEC 250 Agribusiness Sales (3CR) Fall; Pre: None**

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

## ALLIED HEALTH (AH)

### **AH 134 Medical Disorders (3CR) Fall; 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) Spring; 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) Online Course; Pre/Co: AH 171, AH 134**

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

**AH 138 Basic Procedure Coding (3CR) Online Course; Pre/Co: 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/Co: AH 171, AH 134**

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

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

This course is an introduction to basic medical transcription through the process of transcribing medical dictation and completing related assignments. Transcription skills emphasizing correct use of grammar, punctuation and spelling are studied. Basic transcription practice that includes a variety of dictated medical reports is also included. An emphasis on AHDI (Association for Healthcare Documentation Integrity) style and format is included.

**AH 231 Healthcare Law and Ethics (3CR) 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) 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) Fall and Spring; Pre: None**

Introduction to basic drawing techniques through a variety of materials.

**ART 210 Art History I (3CR) Fall; Pre: None**

A survey of western art from Paleolithic to the Renaissance.

**ART 211 Art History II (3CR) Spring; Pre: None**

A survey of western art from Renaissance to the present.

**ART 225 Water Media I (3CR) Spring; Pre: None**

Introduction to basic water media painting for the studio.

**ART 250 Ceramics I (3CR) Fall; Pre: None**

Introduction to basic ceramic techniques. Includes the origin, nature and use of clay and glazes.

# 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 Concepts of Anatomy and Physiology (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.

**BIOL 290 Intro to Bird Identification (1CR) Summer; Pre: None**

TA guided three-day field exercise that exposes beginners, intermediate and advanced bird watchers to the unique habitats located in the Turtle Mountain region of North Dakota. Participants will learn how to locate, identify and approach area birds for wildlife investigation and personal enrichment.

## **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.

## **BUILDING CONSTRUCTION TECH (BCT)**

**BCT 151 Principles of Masonry (3CR) Spring; Pre: None**

This course is an introduction to general masonry techniques and procedures. Students will learn about materials used in masonry and how to create various masonry projects.

## 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 120 Intro to Business (3CR) Fall; Pre: None**

An introduction of basic business principles and functions. This study will include types of business ownership, accounting, finance, marketing, management and the legal and regulatory systems that affect business.

### **BADM 201 Principles of Marketing (3CR) Fall; Pre: None**

An introductory course which incorporates both traditional and contemporary aspects of marketing. Topics include environmental analysis and marketing research, consumer analysis, product (service) planning, distribution planning, price planning, promotion planning, social responsibility, and marketing management.

### **BADM 202 Principles of Management (3CR) Spring; Pre: None**

This course is designed to study the basic functions of management which include planning, organizing, directing and controlling. Management will also be concerned with leadership development and how it relates to a person's role as supervisor, manager, assistant manager, or department head.

### **BADM 210 Advertising I (3CR) Fall; 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 pro- motion, 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 123 Tech for Personal Development (3CR) Spring; Pre: None**

This course is an introduction to technology for personal development. The emphasis of this course is how students may exploit technology to achieve personal goals and improve quality of life.

## **CIS 128 Microcomputer Hardware I (3CR) Spring; Pre: None**

Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs will learn to assemble and configure a computer, install operating systems and software, troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

## **CIS 129 Microcomputer Hardware II (3CR) Spring; Pre: CIS 128**

The second in the computer hardware series, this course offers advanced hands-on-training and theory to enhance skills introduced in CIS 128. Topics include printers, portable systems, networks, Internet, and customer interaction. Course content follows industry guidelines for certification.

## **CIS 147 Principles of Information Security (3CR) Spring; Pre: None**

Provides students with an overview of personal and business information security. Topics covered include various methods of attack and defense. Students will also investigate desk-top security, internet security, wireless network security and enterprise security and ethics.

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

This course focuses on the following: network terminology and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection, (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, network standards. The first of four courses leading to the Cisco Certified Network Associate (CCNA) certifications.

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

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

**CIS 180 Creating Web Pages (3CR) Fall; Pre: None**

The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload completed web sites to a remote server. Other skills used include critical thinking by solving problems with coding syntax and viewing websites “live” on the world wide web.

**CIS 181 Creating Web Pages II (3CR) Fall; Pre: CIS 180**

Students create web sites using a current version of a graphical user interface (GUI) web authoring tool.

**CIS 188 Application Design (3CR) Fall; Pre: None**

This course provides an introduction to the field of human-computer interaction (HCI). Students will learn practical principles and guidelines needed to develop high quality interface designs-ones that users can understand, predict, and control. Students explore theoretical foundations, design processes, examples of direct manipulation, menu selection, and form fill-in to gain an understanding of excellence in design. Current HCI topics are explored with balanced emphasis on mobile devices, Web, and desktop platforms. It addresses the profound changes brought by user-generated content of text, photo, music, and video and the raised expectations for compelling user experiences.

**CIS 211 Website Plan & Design (3CR) Spring; Pre: CIS 180**

An in-depth study of the planning and design processes that are utilized in the creation of a website.

**CIS 212 MS Operating System Client (3CR) Fall; Pre: None**

An in-depth coverage of the Windows operating systems geared for those students enrolled in Information Technology programs or students who want a more advanced Windows course.

**CIS 215 Implementing MS Server Environment (3CR) Fall; Pre: None**

This course introduces the learner to the Microsoft Windows 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 235 Digital Video Basics (3CR) Fall; Pre: None**

This course will introduce students to a digital video editing application. The students will learn how to gather loose artwork, video clips, bitmap images, and vector graphics and bring them together to create a new video product. The student will gain an understanding of how to work with transitions, clips, audio, titles, video effects and animating clips. In this course they will also explore editing techniques and exporting options into a movie, frame, Edit Decision List, or a filmstrip.

**CIS 248 Digital Media I (3CR) Spring; Pre: None**

Technical and conceptual foundations of new media will be explored. Understand and write critically and clearly about the fundamentals of digital tools, including networking, participatory culture, copyright, hypertext, narrative, interactivity, and computer games.

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

This course focuses on the following advanced IP addressing techniques: Network Address Translation (NAT), Port Address Translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay network management, and introduction to optical networking.



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

This course focuses on the following advanced IP addressing techniques: Network Address Translation (NAT), Port Address Translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay network management, and introduction to optical networking.

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

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

**CIS 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 240 Policing and Police Community Relations (3CR) Spring; Pre: CJ 201**

Examination of the past, present, and future role of police in western society. Included are the internal and external influences on police work and the social and individual effects of police work in western society. Students completing this course will understand the role of police within society and its historical roots.

**CJ 255 Cybercrime (3CR) Spring; Pre: CJ 201**

Overview of computer crime and its investigation. Includes an analysis of current crime rates and trends. This course is designed to give an understanding of the effect of cybercrime on the criminal justice system and its response to the multiple types of cybercrimes that occur today.

### **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 CHILDHOOD (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 programs for children. In addition, the course examines stages of development and current childcare topics and issues.

### **EC 211 Observation, Assessment, and Interpretation Techniques (3CR) 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) Fall and Spring; Pre: None**

This course focuses on the physical and cognitive development of children, the promotion of literacy, and the utilization of creative experiences in 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) Fall and Spring; Pre: EC 210**

Students will learn how to establish and maintain positive collaborative relationships with families, how to apply family system theories, and how to communicate effectively not only with parents but also with other professionals and agencies that support children's development. Students will learn how to provide families with information regarding a range of family-oriented services that are designed to help families' identified needs. Students will learn to affirm and respect the diversity of individual families.

## ECONOMICS (ECON)

**ECON 201 Principles of Microeconomics (3CR) Fall; 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 Para education (1CR) Fall; Pre: None**

This course provides an overview of the field of Para education. Topics include roles and responsibilities of a para-educator, professional and ethical conduct, creating a positive and safe learning environment, understanding the diverse needs of students, interacting with families, and working collaboratively as a part of a team.

## **EDUC 102 Crisis Prevention Training I (1CR) Fall; Pre: None**

This course will provide strategies in prevention and/deceleration strategies, decision making, managing behavioral risk using disengagement and/or holding skills, and post-intervention strategies. This course will cover Unites 1-10 of the Crisis Prevention Institute Training.

## **EDUC 220 Classroom Management (3CR) Fall and Spring; 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) Spring; Pre: None**

This course provides the student with knowledge about the field of educational psychology and particularly how those ideas apply to effective teaching practices in the classroom.

## **EDUC 298 Introduction to Educational Practicum (1CR) Fall; Pre or Co-req: EDUC 250**

Pre-professional observation of elementary and secondary teachers accompanied by group seminar.

# EMERGENCY MEDICAL SERVICES (EMS)

## **EMS 208 Introduction to Emergency Pre-Hospital (1CR)**

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 (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 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 (2CR)**

This course provides the paramedic student with critical airway management skills that will be the most critical steps in the initial assessment of every patient. The student will be proficient in both basic and advanced airway maneuvers and skills.

### **EMS 216 Trauma Management (2CR)**

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 (2CR)**

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 (2CR)**

This course prepares the paramedic student to identify, assess, manage, and treat various emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Respiratory, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders, Gynecological and Obstetrical Emergencies, and associated pharmacological intervention.

### **EMS 224 Special Considerations (2CR)**

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 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 (3CR)**

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 (3 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 (3CR)**

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.

**EMS 297 Field Internship (4CR) Summer; Pre: Instructor Approval**

This course allows paramedic students to apply learned classroom and field skills as a team member in a hospital setting. Students will function under the direction of a preceptor, but without any prompting. Students will also input patient contact information into the FISDAP Internet data collection system.



# ENGLISH (ENGL)

**ENGL 110 College Composition I (3CR) Fall and Spring; Pre: Appropriate English placement test score or ASC 87 with a grade of C or higher**

Guided practice in college-level reading, writing and critical thinking.

**ENGL 120 College Composition II (3CR) Fall and Spring; Pre: ENGL 110**

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

**ENGL 125 Introduction to Professional Writing (3CR) Spring 2018 and 2020; 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 2017 and 2019; Pre: ENGL 110**

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

**ENGL 220 Introduction to Literature (3CR) Spring 2017 and 2019; 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 2018 and 2020; Pre: None**

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

**ENGL 225 Introduction to Film (3CR) Fall 2018 and 2020; 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 2017 and 2019; 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 2017 and 2019; 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 2018 and 2020; 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: ENVT 140**

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: ENVT 140**

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: ENVT 140**

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: ENVT 140**

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: ENVT 140**

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

**ENVT 250 Petroleum Land Mgmt Practices (3CR) Spring; Pre: ENVT 140**

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: ENVT 110**

This course covers underlying geographic concepts including world coordinate systems and projections, vector map topology, tiled and layered maps, standard computer map file formats, urban applications, and emphasis will be given to natural resource applications. This course also provides computer lab tutorials and case studies using the GIS software, ArcGIS 10 from Environmental Systems Research Institute (ESRI).

**ENVT 270 Water Resource Management (4CR) Fall; Pre: None**

This course is designed to assist students in integrating the interdisciplinary aspects of the biological, chemical and physical sciences into a holistic approach to managing water resources. Focus is on regulations, education, and best practices to protect and conserve water resources.

**ENVT 296 Capstone: Environmental Technology (1CR) Spring; Pre: Instructor approval and sophomore standing**

A problem-based learning experience that focuses on a multi-disciplinary approach to solving real world environmental problems.

## 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 260 Fish and Wildlife Law (3CR) Spring; Pre: None**

The course introduces students to laws that protect and conserve fish, wildlife, and natural resources including federal and state laws (primarily ND laws). Included are other jurisdictional laws such as tribal laws and laws concerning border crossings. This course will discuss how laws are created and enforced. The course will also study court cases involving wildlife laws. Instructional methods include lecture, class discussions, and guest speakers.

**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 250 Diseases of Trees & Shrubs (3CR) Online Course; Pre: None**

In Diseases of Trees & Shrubs, students will learn how to properly diagnose and treat specific diseases, abiotic disorders, and insect pests which attack woody plants.

**FORS 255 Urban Trees and Shrubs (4CR) 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 273 Arboriculture (3CR) Online Course; Pre: None**

Students taking arboriculture will learn how to properly care for trees and shrubs. They will also learn about the biology, development and growth of woody plants. A main focus of this course will be on modern principles of plant health care.

**FORS 275 Advanced Arboriculture (3CR) Online Course; Pre: FORS 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.

**FORS 280 Principles of Pruning (3CR) Online Course; Pre: FORS 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.

### **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.

## **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 world events.

## **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 also be briefly discussed. 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 facts about exercise and physical fitness. This course is designed to teach the student the role of physical activity in maintaining adequate health and improving quality of life. 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 include learning and participating in recreational skiing or snowboarding. This course will be taught at Bottineau Winter Park from mid-January to mid-March.

**HPER 101 Activity – Ice Fishing (.5CR) Spring; Pre: None**

This course will introduce students to the equipment and techniques used to successfully catch fish in a winter environment. Emphasis will also be placed on fishing regulations and ethical angling behavior.

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

This course will include basic swing instruction, course etiquette, and participation at the local country club.

**HPER 101 Activity – Hunter Safety (.5CR) Spring; Pre: None**

Students will learn the essentials of becoming a safe and responsible hunter. This course will strive to instill ethical behaviors, improve skills and knowledge and encourage personal involvement in shooting sports.

**HPER 101 Activity – Racquet Sports (.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 – Running (.5CR) Spring; Pre: None**

This is an activity course designed to help participants learn about the benefits of running, explain how running can be a part of a safe and realistic fitness plan, and discuss how to maintain or improve their fitness level by running.

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

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

**HPER 102 Activity Intermediate – Racquet Sports (.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 – Intermediate Canoeing (.5CR) Fall; Pre: HPER 101**

This course enables students to learn the basic techniques of canoeing. This class will include canoeing at local lakes.

**HPER 102 Activity –Weight Training (.5CR) Fall; Pre: HPER 101**

This course enables students to learn the basic techniques of weight training.

**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 126 Group Fitness (1CR) Spring; Pre: None**

This course is designed to provide active participation in fundamental movement skills and routines associated with BodyPump, core training, stability ball training, low impact aerobics, step, yoga, circuit, Zumba, and other class formats common in group exercise settings.

**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 and sports by means of a critical examination of sports, play, exercise, coaching and social issues dealing with sports.

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

This course provides a framework for learning basic first aid skills, infant, child, and adult CPR and AED use. Certification cards for standard first aid and CPR/AED 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 103 United States History to 1877 (3CR) Fall; Pre: None**

A survey of United States history to 1877.

## **HIST 104 United States History Since 1877 (3CR) Spring; Pre: None**

A survey of United States history since 1877.

## **HIST 211 World Civilizations to 1500 (3CR) Fall; Pre: None**

An introductory survey of world civilizations to 1500.

## **HIST 212 World Civilizations Since 1500 (3CR) Spring; Pre: None**

An introductory survey of world civilizations since 1500.

## **HIST 220 North Dakota History (3CR) Fall; Pre: None**

A survey of North Dakota history.

# HORTICULTURE (HORT)

## **HORT 121 Introduction to Aquaponics (2CR) Fall, Spring; Online Course; Pre: None**

Course provides an overview of aquaponics and its history, five different plant growth subsystems, fish and plant species, fish and plant health, and environmental control methods. This is a modular course. Modular is defined as a course that is shorter than a full semester term and can start and end on any week during the term.

## **HORT 122 Production Aquaponics (1CR) Fall, Spring; Online Course; Pre: HORT 121**

Course is a study of aquaponics and production methods. Course materials will look at methods used in aquaponics production, variables, species characteristics of fish and plants, and integrated pest management techniques (IPM).

## **HORT 125 Aquaponics Practicum I (4CR) Summer; Pre: None**

Course provides students with hands-on experiences in a greenhouse environment. Students will apply concepts discussed in Production Aquaponics course. Students will work directly with fish stocking, sampling plans for fish weights and fish feed calculations, seed propagation and transplanting seedlings, plant identification, pest identification and scouting procedures and harvesting of produce, and safe working practices.

## **HORT 126 Aquaponics Practicum II (4CR) Summer; Pre/Co: HORT 125**

Course provides students with hands-on experiences in a greenhouse environment. Students will continue to apply concepts discussed in Production Aquaponics course. Students will work with daily operations including monitoring water quality, cleaning filters and components, plant propagation, pruning, transplanting and harvesting, plant nutrient requirements, sampling and analysis, photosynthesis and plant lighting, pathogen controls, fish health and feeding.

**HORT 127 Aquaponics Practicum III (4CR) Summer; Pre/Co: HORT 125, HORT 126**

Course provides students with hands-on experiences in a greenhouse environment. Students will work with daily operations of management techniques, water quality dynamics, greenhouse, and environmental controls, aquaponics start-up and operational costs, regulations, marketing and financial planning.

**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) Fall; Pre: None**

Students will learn how to utilize 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 the development of a master plan.

**HORT 151 Introduction to Plants and Pests (1CR) Online Course; Pre: None** This course is an introduction to basic soil science and plant anatomy, physiology and disease including pests as pertaining to specialty crops. Students will learn basic plant growth, organization, function, adaptations and reproduction along with basic soil composition and how it affects plant growth and health.

**HORT 152 Pest Identification (1CR) Spring, Summer; Online Course; Pre: None**

This course provides students with the knowledge and tools necessary to identify various pests found in specialty crops. Subjects covered include identification techniques, scouting methods, sampling methods and thresholds.

**HORT 153 Pest Management (1CR) Spring, Summer; Online Course; Pre: None**

Course provides student with the knowledge and tools necessary to manage pests (weeds, insects and plant diseases) in specialty crops. It involves the safe and environmentally sound use of pesticides and other controls of crop pests when and where needed, and integrated pest management (IPM) strategies that avoid total reliance on chemical pesticide.

**HORT 174 Horticulture Equipment (1CR) Summer; Pre: None**

This course is an introduction to the identification, selection, maintenance and use of tools for the horticulturalist. Knowing which tools to use for specific tasks, how to use, calibrate, and sharpen to avoid injury to the tool or the user, and how to take care of them to maximize their longevity are essential skills for anyone working in the specialty crops industry. This course also covers the Personal Protective Equipment (PPE) required for safe specialty crops work.

**HORT 175 Foliage Plant ID (2CR) Fall; Pre: None**

Foliage Plant Identification is designed to give students a background to the tropical plants that are commonly sold in the floral and greenhouse industry. Students will learn to identify plants by common and scientific name and will learn how these plants can be used indoors and in the outdoor landscape.

**HORT 176 Cacti and Succulent ID (2CR) Fall; Pre: None**

Cacti and Succulent ID is designed to give students a background and history to one of the largest cacti and succulent collections in the US if not the world, located at the International Peace Gardens, Dunseith North Dakota. Students will study the difference between cacti and succulents, learn their names and what it takes to successfully grow them in a conservatory situation and in the home or workplace.

**HORT 177 Floral Design I (4CR) Spring; 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.

**HORT 178 Floral Design II (4CR) Spring; Pre: HORT 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.

**HORT 181 Specialty 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 182 Specialty Crop Farming (3CR) Fall; Pre: None**

This course will provide students with a clear perspective on vegetable farm management, field operations, soil fertility, season extension, pest management and marketing of sustainable agriculture in our local and global communities. Students will be introduced to sustainable agriculture focusing on production that renews resources

**HORT 221 Aquaponics Management I (3CR) Fall, Spring; Pre: HORT 122**

Course provides an overview of aquaponics management for designing and managing an aquaponics system including fish to plant ratio, feed to biological surface area (BSA), water quality maintenance, integrated pest management and biosecurity.

**HORT 222 Aquaponics Management II (2CR) Spring; Pre: HORT 221**

Course gives students the necessary business and financial tools to start, maintain, and expand an aquaponics business. The course will include instructions on writing a business plan, business setting, recordkeeping and accounting, business analysis, budgets, and financial needs planning.

**HORT 231 Landscape Bidding (2CR) Fall; 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.

**HORT 235 Herbaceous Landscape Plants (4CR) Summer; 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.

**HORT 238 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.

**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 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 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 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 Greenhouse Operations (4CR) Summer; 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.

**HORT 261 Business of Specialty Crops (1CR) Fall, Spring; Pre: None**

This course prepares students for career opportunities in vegetable production, greenhouse and high tunnel operations, vegetable marketing and small specialty crop farming. The course provides students with the necessary principles and practices to manage a legal, financial and environmentally sound agricultural business in specialty crop farming.

**HORT 262 Specialty Crop Marketing (1CR) Spring; Pre: None**

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

**HORT 281 Flower shop and Greenhouse Management (2CR) Fall; 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 282 Garden Planning (2CR) Summer; Pre: None**

Garden Planning will explore the history of gardens and provide students with a background in types of gardens. Students will gain experience in measuring plots, using color in the garden, choosing proper plants for the site and proper spacing of plants. Students will be required to design a formal and informal style garden for a residential site and a formal and informal garden for a public garden.

**HORT 285 Specialty Crops Practicum I (3CR) Fall; Pre: None****HORT 286 Specialty Crops Practicum II (3CR) Spring; Pre: None****HORT 287 Specialty Crops 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 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 (1CR) 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.

### **HORT 299 Special Topics Pesticide Certification (1CR) 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.

## **HUMAN RESOURCE MANAGEMENT (HRM)**

### **HRM 120 Introduction to Human Resource Management (3CR) Fall; Pre: none**

This course covers an introduction to basic principles of human resource functions and services. It provides a background and understanding for further human resource management courses.

### **HRM 140 Employment Life Cycle (3CR) Fall; Pre; none**

This course covers basic knowledge of the factors to be considered and strategies used in the employees' journey with the employment process of an organization. Topics include recruitment, on-boarding, development, retention, and separation.

### **HRM 160 Compensation Administration (3CR) Fall; Pre; none**

This course covers basic knowledge and understanding of wage/salary administration, employee compensation, payroll process and regulations, and federal and state laws related to compensation and benefits.

### **HRM 170 Employment Training and Development (3CR) Spring; Pre; none**

This course covers basic information about the characteristics of effective orientation programs and the scope of organizations, training and continuing development programs in building an effective work force.

### **HRM 200 Benefits Administration (3CR) Fall; Pre; none**

This course covers basic knowledge and information about various types of benefits typically offered by employers to their employees.

### **HRM 210 Employee and Labor Relations (3CR) Spring; Pre; none**

The employee and labor relations function of human resources is commonly associated with matters such as investigations, counseling and disciplinary actions. This course covers basic information about the history and current roles of labor unions and labor laws, workers compensation laws, and the rights of employees.

### **HRM 230 Employment Policy Administration (3CR) Spring; Pre; none**

This course covers basic information and understanding of the need for human resources policies in an organization, types of policies, the process of policy formulation, and how policies are used.

**HRM 270 Human Resource Portfolio and Information Systems (3CR) Spring;  
Pre; none**

This course reviews and reinforces the principles covered in the human resources program through the development of a comprehensive student portfolio and simulated activities related to program outcomes and systems found in human resources. Students will apply basic concepts, terminology, functions and outputs in a human resource information system for operations and strategic planning.

**HRM 280 Human Resource Management and Emerging Issues (3CR) Spring;  
Pre; none**

This course covers risk management in human resources and introduces basic risk management concepts to avoid or mitigate potential liabilities in an organization. Topics include legal compliance, crisis management, employment and discrimination issues, and emerging issues in human resources through case studies and application.

## **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 104 Finite Math (3CR) Spring; Pre: ASC 93 with a grade of C or higher, or appropriate Math Placement Test Score**

An extension of basic algebra to areas that have applications in the economic, behavior, social, and life science. Topics include systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, elementary probability and descriptive statistics.

**MATH 105 Trigonometry (3CR) Spring; Pre: MATH 103 or appropriate Math Placement Test Score**

Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, polar coordinates, applications.

**MATH 107 Precalculus (4CR) Fall, Spring; Pre: MATH 103 or appropriate Math Placement Test Score**

Equations and inequalities; polynomial, rational, exponential, logarithmic, and trigonometric functions; applications.

**MATH 165 Calculus I (4CR) Fall; Pre: MATH 105 or MATH 107, appropriate Math Placement Test Score, or instructor approval**

Limits, continuity, derivatives of functions of one variable, mean value theorem integration, fundamental theorem of calculus, applications.



**MATH 166 Calculus II (4CR) Spring; Pre: MATH 165**

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

**MATH 210 Elementary Statistics (4CR) Spring; Pre: MATH 103 or Appropriate Math Placement Test Score**

An introduction to statistical methods of gathering, presenting and analyzing data. Topics include probability and probability distribution, confidence intervals, hypothesis testing and linear regression and correlation

**MATH 265 Calculus III (4CR) Spring; Pre: Math 166**

Multivariate and vector calculus including partial derivatives, multiple integration, applications, line and surface integrals, Green's Theorem, Stoke's Theorem, Divergence Theorem.

**MATH 266 Introduction to Differential Equations (3CR) Spring; Pre: MATH 265**

Solution of elementary equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications.

**MATH 277 Math for Elementary Teachers I (3CR) Fall; Pre: MATH 103 or instructor approval**

A course designed to provide elementary teachers and paraprofessionals with the ability to integrate the understanding of content with the understanding of how students

learn arithmetic concepts. Students study the application of arithmetic concepts of the solutions of problems. Mathematical content includes algebra fundamentals, inductive and deductive reasoning, whole number operations, number bases, numeration systems, place value, number theory topics, sets, integers, decimals, percentages and fractions

**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) Pre: None**

The Nurse Assistant Training program provides instruction and supervised clinical practice to those preparing for employment as a nurse assistant in a skilled nursing facility, acute care or home health care.

## **NURS 120 Foundations of Nursing (3CR) Fall; Co: NURS 121, 122**

Develop an understanding of the multidimensional base of nursing knowledge, including basic human needs, nursing process, nursing judgement, informatics, ethical and professional, health promotion and disease prevention concepts. Gain an understanding of the role of the practical nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence-based information in their practice.

## **NURS 121 Practical Nursing I (3CR) Fall; Co: NURS 120, 122**

Explore three core concepts of health assessment, nutrition and mental health as they relate to client care. Learn how the nurse incorporates this knowledge in caring for the diverse client from the moment they begin care for an individual to any point along the health-illness continuum.

## **NURS 122 Clinical Practice I (3CR) Fall; Co: NURS 120, 121**

Apply the social, biological, behavioral and nursing science principles to simulated and actual client care in the nursing lab and during clinical in health care facilities. Students will see, practice and perform demonstrations of basic nursing skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the nursing process and critical thinking skills to organize and provide safe and effective client care.

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

Gain additional nursing skills in the laboratory and apply those advanced skills in the clinical setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence-based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities.

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

Refine nursing knowledge, skills and ethical comportment in the role of a practical nursing student to provide safe and effective care for clients across the lifespan with stable or predictable health problems and assisting with those whose conditions are critical or unpredictable. Critical thinking, effective and therapeutic communication, nursing process, management of nursing care, and delegation of unlicensed assistive persons are incorporated into the clinical experience.

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

Examine safe and effective client care of the bio-psychosocial individual along the health-illness continuum. Students will be involved in teaching and learning activities that enhance critical thinking skills, examine aspects of self-determination, health promotion, disease prevention and evidence-based practice. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner.

**NURS 129 Practical Nursing III (3 CR) Summer; Pre: NURS 120 to 124, PHRM 215; Co: NURS 126**

Continue to examine evidence-based nursing interventions, nursing process, nutrition and drug therapy for health promotion and disease prevention in the culturally diverse client across the lifespan along the health-illness continuum. Students will have access to additional knowledge in the areas of quality improvement, informatics, accountability, ethical, legal and professional issues of the practical nurse.

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

Focus on the nursing care of the woman, newborn, child and families. Examine health maintenance and study the diseases and disorders affecting women, newborns, and children. Gain an understanding of pediatric growth and development and common illnesses. Use knowledge of family centered care, teaching and learning principles, and therapeutic communication while working within the interdisciplinary team to assist clients to use self-determination in decisions affecting their health.

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

Investigate the role of the RN. Students will learn about historical trends, increase their knowledge of the background and current application of safety goals and competencies, and use previous skills in management to now refine leadership skills. Students will start the process of analyzing individual performance and system effectiveness.

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

Explore the pathophysiology and nursing interventions used in caring for individuals experiencing acute and chronic alterations in health that build on concepts, knowledge and skills introduced in practical nursing courses and the supporting sciences. Utilize evidence based practice, nursing judgement, therapeutic communication, and the nursing process as a framework for providing and managing nursing care to diverse individuals along the health-illness continuum.

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

Integrate prior learning while expanding knowledge of the neonate, developing child, women's health, and childbearing family. Health maintenance and study of diseases and disorders affecting diverse neonates, children, women, and families along the health-illness continuum and during the end stages of life are examined. Emphasis is placed on therapeutic communication, the role of the registered nurse, ethical/legal issues, and health promotion and maintenance during life stages of growth and development for neonates, children and women

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

Participate collaboratively with members of the interdisciplinary healthcare team to provide safe and culturally sensitive client centered care in the lab, clinical area and simulation lab. Practice parenteral medication therapies and demonstrate professional and leadership competencies while incorporating evidence-based practices and sound nursing judgment.

**NURS 228 Alterations in Health II (4 CR) Spring; Pre: NURS 224 to 227, BIOL 202, NCLEX review; Co: NURS 229, 237, Elective, NCLEX review.** Continue the study of acute and chronic alterations in health across a variety of health-care environments. Discuss the principles of clinical judgement, leadership and delegation while prioritizing and providing safe, effective and culturally sensitive client care for individuals experiencing complex alterations in health. Analyze ethical health care, quality improvement processes and effective work practices within the healthcare system.

**NURS 229 Health Promotion and Psychosocial Nursing (2 CR) Spring; Pre: NURS 224 to 227, NCLEX review; Co: NURS 228, 237, Elective, NCLEX review.** Examine safe and effective client care in the areas of health promotion for individuals and groups in communities and in care of the client experiencing psychosocial issues. Expand skills in promoting a client's self-determination, advocating for clients, and working within the interdisciplinary healthcare team while making evidence-based decisions to improve the safety and quality of client care.

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

Prioritize safe, effective, and culturally competent client care in acute and community settings during this clinical and simulation lab course. Clients with complex alterations in health and psychosocial issues are managed with a spirit of inquiry and collaboration to make evidence based clinical judgements. Quality improvement practices related to national safety goals are examined. Students will be challenged with a precepted activity during the latter part of this course.

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

Examine the process of identifying and obtaining a position as a registered nurse. Explore nursing organizations, the legislative process, and lifelong learning. Investigate what it takes to prepare for and be successful in passing the NCLEX RN® examination. Be part of developing an evidence-based research question, use technology to prepare a portfolio, and reflect on what it means to be accountable and responsible in the role of the RN.

### **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: None**

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 150 The Digital Darkroom (3CR) Fall; Pre/Co Req: None**

In this course, students will learn basic digital darkroom techniques and digital workflow. Students will be introduced to processing digital image files using post production software including Adobe Photoshop, Bridge, Camera Raw, and Lightroom. Techniques students will learn include workflow, retouching, image correction, color correction, and image manipulation.

**PHOT 180 Photography I (3CR) Fall; Pre/Co Req: None**

This is an introductory level photography course. In this class students will learn the basics of photography and how to use an interchangeable lens camera. This class will cover the digital workflow - including capture, download, file storage and organization. Students will be introduced to all aspects of the interchangeable lens camera including exposure settings, digital camera settings, and menus. Students will also learn the basics of visual communication - including an introduction to 2D design and composition.

**PHOT 190 Principles of Lighting (3CR) Fall; Pre/Co: PHOT 180**

In this course, students are trained on the basic principles of lighting and how to use a variety of light sources including natural lighting, dedicated flash units, and studio lighting.

**PHOT 192 Photography Practicum I (1CR) Fall; Pre/Co: PHOT 180, PHOT 150**

In this course, students will work independently and with the instructor or studio manager on practical assignments as they relate to their future careers in professional photography. Emphasis will be placed on photographing campus events.

**PHOT 193 Photography Practicum II (1CR) Spring; Pre/Co: PHOT 180, PHOT 190, PHOT 150**

In this course, students will work independently and with the instructor or studio manager on practical assignments as they relate to their future careers in professional photography. Emphasis will be placed on photographing campus events and assisting the campus photographer and instructor during professional photo sessions.

**PHOT 210 Intermediate Photography (3CR) Fall; Pre/Co Req: PHOT 180, PHOT 150**

This is an intermediate level photography course in which students will focus on visual communication while exploring a variety of design principles and photographic styles. Students will explore techniques, principles of design, and aesthetics while photographing a variety of subject matter. Students will work on understanding and strengthening their individual photographic vision and style. The emphasis in this class is learning to “see” creatively and creating with intent.

**PHOT 232 Advertising Photography (3CR) Spring; Pre Req: PHOT 180, PHOT 190, PHOT 150**

This class covers the basics in product photography for advertising and marketing. In this course, students will learn all aspects of commercial product photography including lighting, equipment, locations, techniques, post production, and careers. Students will work with advanced studio lighting and a wide variety of subject matter related to commercial product photography for advertising.

**PHOT 234 Portrait Photography (3CR) Spring; Pre Req: PHOT 180, PHOT 190, PHOT 150**

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

**PHOT 240 Outdoor Photography (3CR) Fall; Pre Req: PHOT 180, PHOT 150 or instructor approval**

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

**PHOT 285 Photography Concepts (3CR) Spring; Pre Req: PHOT 180, PHOT 190, PHOT 150**

This is an intellectually and experientially involved class in which students will learn to create images from conceptual ideas. Rather than using photography purely as a mimetic process, students will instead use creativity to find visual solutions to concepts while strengthening their visual communication skills. This course will push students beyond the technical aspects of photography and into the realm of creative and intellectual image making.

**PHOT 287 Documentary Photography (3CR) Spring; Pre Req: PHOT 180, PHOT 190, PHOT 150**

In this course, students will learn all aspects of documentary photography including choosing a project, accessibility, funding, release forms, legal issues, output for the projects, and trends such as social media, the internet, and video. Students will work independently on an eight-week documentary project. This is a photo intensive class, so the students will produce a high volume of photos each week and gain valuable editing skills as well as developing their photographic skills.

**PHOT 289 Photography Portfolio (3CR) Spring; Pre Req: Instructor Approval**

In this course, students will create a professional portfolio in their desired area of focus. Emphasis will be placed on ideation and concept while developing a personal style with a high standard of professionalism and technical proficiency. The final project will be a professional portfolio the students will use to enter their photographic careers.

**PHOT 292 Photography Practicum III (1CR) Fall; Pre Req: PHOT 180, PHOT 190, PHOT 150**

In this course, students will work independently and with the instructor or studio manager on practical assignments as they relate to their future careers in professional photography. Emphasis will be placed on photographing campus events, assisting the campus photographer and instructor during professional photo sessions, working as campus photographers, working independently on professional sessions for the campus studio, mentoring, and internships.

### **PHOTO 293 - Photography Practicum IV (3CR) Online; Pre Req: PHOT 180, PHOT 190, PHOT 150**

In this course, students will work independently on practical assignments as they relate to their future careers in professional photography. Students will choose one of three options for completing practicum. An internship with a professional studio, working as self-employed, or doing freelance/stock photography work. This course is designed to meet the practicum requirements for online students only.

### **PHOTO 296 - Outdoor Photography: STUDY ABROAD (3CR) Pre Reqs: PHOT 180, PHOT 150 or Instructor Approval**

This is a three-week intensive course in which students will learn all aspects of outdoor photography including lighting, equipment, locations, techniques, post production, image editing, presentation and careers. Students will explore a variety of subject matter including landscapes, scenic, wildlife, rustic, rural, and urban photography. Students will spend one week in the classroom combining online and on campus lectures prior to travel. One week traveling abroad in a photo intensive program where students will have daily lectures and photo excursions. One week preparing a digital portfolio along with matted and framed, gallery ready, prints for display.

## **PHYSICS (PHYS)**

### **PHYS 120 Fundamentals of Physics (4CR) Spring; Pre: High School Algebra**

An application of the concepts and principles of physics to the real world. Topics selected from mechanics, heat, optics, electricity, magnetism, and atomic and nuclear physics.

## **PLANT SCIENCE (PLSC)**

### **PLSC 110 World Food Crops (3CR); Fall; Pre: None**

Scientific principles of crop growth, worldwide production, management alternatives, and processing for domestic and international consumption.

### **PLSC 210 Horticulture Science (4CR); Fall; Pre: None**

Students will learn principles of plant classification, structure, function, growth, propagation, culture and use of horticulture crops. Lab exercises will involve identification, propagation and culture of house, garden and landscape plants.

### **PLSC 223 Weed Science (4CR); Spring; Pre: None**

Identification principles of weeds, understanding herbicide groups and modes of action, the use of pesticides and understanding of Integrated Pest Management principles will be the focus of this class. Safe application of pesticide and earning a commercial pesticide applicators license.

### **PLSC 225 Principles of Crop Production (3CR); Spring; Pre: None**

Introduction to basic principles of plant science and field crop production with emphasis on relationships of crops to their climate and production considerations as a means of managing resources and the environment.



### **PLSC 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.

### **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.

## **POLITICAL SCIENCE (POLS)**

### **POLS 115 American Government (3CR) Spring 2020; Pre: None**

Principles of American government, political behavior and institutions.

### **POLS 220 International Politics (3CR) Spring 2019; Pre: None**

Concepts, theories, and issues in international relations.

## **PSYCHOLOGY (PSYC)**

### **PSYC 100 Human Relations in Organizations (3CR) Spring 2020; 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) Fall & Spring; Online; Pre: None**

Orientation to historical and philosophical background of the recreation and leisure movement, recreation organizations, and professional development.

**RLS 210 Environmental Education (3 CR) Fall; Online; Pre: None**

An introduction to the fields of environmental education including nature education, outdoor education and conservation education. Philosophies and methodologies appropriate for a basic understanding of environmental education.

**RLS 212 Principles of Interpretation (3 CR) Spring; Online; 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) Fall & Spring Odd Years; Online; Pre: None**

Development of programming skills for recreation programs in various settings, i.e. public, non-profit, and private, with emphasis on planning, implementation, and evaluation.

**RLS 271 Fundamentals of Recreation and Resource Management (3 CR) Spring Even Years; Online; Pre: None**

An overview of the use of natural environments as formal and informal settings for leisure and recreation involvement and the interrelationship among people, the environment and leisure. Focuses on the principles of managing outdoor recreation sites and visitor systems where the natural environment provides the dominant attraction.

**RLS 280 Community & Commercial Recreation (3 CR) Spring Even Years; Online; Pre: None**

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

**RLS 285 Natural Resource Law (3 CR) Spring Odd Years; Online; 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 288 Accessibility and Public Policy in Leisure Services (3 CR) Online Course; Pre: None**

This course will introduce students to the concept of programmatic and physical accessibility in parks, recreation and leisure services. This course will also discuss the American with Disabilities Act (ADA), The Rehabilitation Act of 1973 Section 504 and other

laws that apply to parks and recreation and leisure services. The course will explore the history and value of accessibility for individual with disabilities and the responsibilities of the agency providing services.

**RLS 290 Introduction to Inclusive Recreation (3 CR) Fall; 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.

## SOCIOLOGY (SOC)

### **SOC 110 Introduction to Sociology (3CR); Fall, Spring; Pre: None**

This course is an introductory analysis of the nature of society; the interrelationships of its component groups and the process whereby society persists in change.

### **SOC 251 Gerontology (3CR) 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.

### **SOIL 222 Soil Fertility and Fertilizers (3CR) Online Course; Pre: None**

Introduction to basic principles of soil science and the study of soil properties such as physical, chemical, and biological and how each relates to the crop production resources and the environment.

## SPECIAL EDUCATION (SPED)

### **SPED 101 Introduction to Developmental Disabilities (3 CR) 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) Fall, Spring; Pre: None**

Participation in various activities of theatrical production. The course may be repeated.

## TOURISM (TOUR)

### **TOUR 212 Principles of Tourism (3 CR) Fall Even Years; Online; 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 101 Leadership through Service I (1CR) Fall: Pre: None**

### **UNIV 102 Leadership through Service II (1CR) Spring: Pre: None**

### **UNIV 201 Leadership through Service III (1CR) Fall: Pre: None**

### **UNIV 202 Leadership through Service IV (1CR) Spring: Pre: None**

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service, and/or work experience. Individual and Group meetings are held to monitor each student's assigned activities. Students will be introduced to methods of improving social, political, community, and family life. The purpose of the service-learning experience is to give the students the opportunity to apply course concepts in a real world setting and provide needed services while collaborating with community partners.

### **UNIV 105 First Year Experience (1CR) Fall: Pre: None**

This course will be required for all freshmen students and is intended to provide them with insight and information about what the institution deems are the most important concepts in student retention and positive student outcomes.

### **UNIV 110 College Study Skills (1CR) Fall, Spring: Pre: None**

This course emphasizes learning skills that are essential for success in college work. Includes study techniques, goal setting, memory and concentration, information literacy, time management, learning styles, note taking, critical thinking, reading, civility and other techniques for improving student performance

# UNMANNED AERIAL SYSTEMS (UAS)

## **UAS 101 Introduction to UAS Operations (3 CR) Fall/Spring; Pre: None**

Students will explore common uses of sUAS's such as precision agriculture, public safety, communications, aerial filming, resource management, and research. Legal and environmental considerations will be discussed as well as the business opportunities and growth areas. The course will also examine future applications of sUAS operations, with an emphasis on commercial and public applications.

## **UAS 102 Basic UAS Flight Training (1 CR) Fall/Spring;**

**Pre/Co-requisite: UAS101**

The course provides hands-on training in pre-flight, post-flight, pilot in command (PIC) responsibilities, spotter responsibilities, and hazard avoidance. Students will gain an understanding of spatial orientation and become proficient in basic sUAS operations such as ascent, descent, altitude hold, and directional change. Students will gain experience by demonstrating level flight, horizontal, vertical, circle, and figure-8 patterns. Numerous stage checks will be utilized to ensure student understanding and proficiency in basic operations and maneuvers.

# 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.



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# 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)
- Bookkeeping (Diploma)
- Caregiver Services (AAS)
- Accounting Technology (AAS)
- Information Management – Administrative Assistant (AAS)
- Information Technology (AAS)
- Information Technology – WebMaster (AAS)
- Information Management – Web Design (Diploma)
- Medical Administrative Assistant (AAS)
- Medical Assistant (AAS) (Diploma)
- Paraprofessional Education Early Childhood (AAS)
- Paraprofessional Education K-12 (AAS)
- Paraprofessional Education (Certificate)
- 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 81
- Small Business Management (AAS and Certificate of Completion), page 82

## Admission

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

## 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) 858-4339  
Fax (701) 858-4232

## 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)
- Associate of Arts (AA)
- Associate of Science (AS)
- 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](http://www.vcsu.edu/Bridges)

- Caregiver Services (AAS)
- Medical Assistant (AAS)
- Paraprofessional Education (AAS)
- Practical Nurse (CERT)

## 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  
McFarland 136  
Valley City State University  
101 College St SW Valley City, ND 58072  
Office (701) 845-7490  
Toll Free (800) 532-8641 x37490  
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)
- Medical Assistant (AAS)
- Paraprofessional Education (AAS)

## 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 farmer's 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.

## 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.

## Student Success Center

The Student Success Center provides a number of supportive services to help students achieve their academic and career goals by providing academic, disability, and career services. The Student Success Center is a one-stop shop for all students. Students are encouraged to stop by to utilize an array of services available. The Student Success Center is located in Thatcher Hall, Room 1104 and provides a variety of services for students.

- Advising
- Assistance with class scheduling
- Basic computer assistance
- Career services
- Free tutoring
- Study space
- TRiO Program

## Academic Support Services

Academic support is provided for all students free of charge through the Student Success Center, Thatcher Hall, Room 1104. Individualized or small group tutoring sessions are arranged in all subjects.

## Career Services

Career services including career guidance, employment announcements and job search assistance services are available through the Student Success 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.

## Disability Support Services

Disability Support Services provides a variety of academic support services for eligible students with disabilities. Eligible students with disabilities are entitled to reasonable accommodations that allow access to education and services.

## 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 Instructional Technology Coordinator, 701-228-5623.

### 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](http://www.dakotacollege.edu).

THE FOLLOWING DEGREE PROGRAMS ARE AVAILABLE IN AN ONLINE FORMAT:

**Associate Degree Programs**

Accounting Technology  
Administrative Assistant  
Advertising and Marketing  
Caregiver Services  
Liberal Arts (AA, AS)  
Medical Administrative Assistant  
Medical Assistant  
Paraprofessional Education K-12  
Paraprofessional Education EC  
Photography  
Recreation Management  
Urban Forestry Management

**Diploma and Certificate Programs**

Advertising and Marketing  
Bookkeeping  
College Studies  
Child Development Associate  
Land Management  
Medical Assistant  
Medical Coding  
Paraprofessional Education  
Photography  
Reception Services  
Recreation Management  
Urban Forestry Management

For more information on online programs and classes, visit our website at [www.dakotacollege.edu](http://www.dakotacollege.edu) and select Online Campus or contact the Distance Education Office, 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\***

Kevin Melicher.....	Fargo.....	term expires 2018
Greg Stemen .....	Fort Ransom .....	term expires 2019
Nick Hacker.....	Minot.....	term expires 2019
Mike Ness .....	Grand Forks .....	term expires 2018
Kathleen Neset.....	Tioga.....	term expires 2021
Don Morton .....	Fargo.....	term expires 2020
Casey Ryan.....	Grand Forks.....	term expires 2021

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

# DCB Administration and Faculty

## Administration

Dr. Steven Shirley.....President  
Dr. Jerry Migler.....Campus Dean  
Lisa Mock .....Business Manager  
Larry Brooks .....Associate Dean for Academic and Student Affairs  
Dan Davis .....Athletic Director  
Kayla O'Toole .....Director of Distance Education

## Faculty

Albrightson, Gary (2003); English

*M.A. University of N.D.; Ph.D. University of North Dakota*

Armstrong, Rodney (2014); Farm Business Management

*B.S. North Dakota State University*

Ashline, Susan (2017); Nursing

*B.S.N. University of Jamestown*

Bartholomay, Angela (2010); Chemistry

*B.S. Minot State University; M.S. Bemidji State University*

Belgarde, Penny (2017) (2016); Passport/Minot Site Coordinator/Business

*B.S. Education Minot State University*

Brooks, Larry (1996); Life Science

*B.S. North Dakota State University; M.S. North Dakota State University*

Chisholm, Tracy (2013) Mathematics

*B.S. Minot State University; M.A.T.M. Minot State University*

Shubham, Datta (2016); Wildlife

*Ph.D. South Dakota State University*

Gagnon, Russ (1997); Business

*A.S. CCAF; B.S.E. Minot State University; M.S. Minot 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*



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

Koehler, Amy (2017); Specialty Crops  
*B.S. Michigan State University*

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

Nelson, Trisha (2017); Information Technology  
*B.A. Minot State University*

Pfennig, Becky (2014); Nursing  
*B.S.N. University of Mary*

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

Remick, Melissa (2017); Bridges Coordinator/English  
*M.A. English Bemidji State University*

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

Romfo, Dawn (2012); Nursing  
*B.S. Minot State University, M.S.N. Walden University*

Rybchinski, Travis (2001); Physical Education  
*A.S. Minot State University-Bottineau; B.A. Concordia College*

Saunders, Clint (2013); Photography  
*MFA Academy of Art University; B.S. Minnesota State University*

Shae, BillieJo (2013); Farm Business Management  
*B.S. University of Minnesota-Crookston; M.S. North Dakota State University*

Tykwinski, Betty (2011); Nursing  
*B.S.N. Mankato State University; M.S.N. Walden University*

Williams, Erin (2013); Nursing

*A.S. Minot State University-Bottineau; B.S. Medcenter One College of Nursing*

Vandal, Joanne (2014); Nursing

*MSN, RN Walden University; B.S. Minot State University; A.A.S. Dakota College at Bottineau*

## 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*

Rehfuss, Betty (1977-2013); Professor Emeritus

*B.S. Northern State College; M.S. Northern State College*

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*

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