Nature, Technology, & Beyond

DAKOTA COLLEGE at BOTTINEAU

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

Call admissions, financial aid, and housing offices toll free at:
1-800-542-6866 (U.S. or Canada)

Access Dakota College at Bottineau at:
www.dakotacollege.edu

Fax: (701) 228-5499

Campus Visits

Campus visits are available 9 a.m. to 2 p.m., Monday through Friday and usually last 1 to 1.5 hours. The campus is closed on weekends and national holidays. Prospective students may request a campus visit on DCB's website or by *contacting the Admissions Office at 1-800-542-6866.*

Telephone/Office Directory

Academic Affairs…………..701-228-5457
Athletics…………………...701-228-5441
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
Academic Support Services..701-228-5668
Library……………….……701-228-5454
DCB-Minot…………….…701-858-4338
DCB-Valley City………..….701-845-7490
Registrar………………..….701-228-5669

2020–2022 Catalog at a Glance

Contents

The 2020-2022 Catalog

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

Non-Discrimination Statement

Dakota College at Bottineau (DCB) does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act (GINA); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in College activities, employment, and access to or participation in, and treatment in all College programs and activities.

DCB prohibits retaliation against any individual or group who exercises the rights or responsibilities protected under the provisions of state law, federal law and/or DCB policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the College. Third parties who commit discrimination or harassment may have their relationships with the College terminated and/or privileges of being on College premises withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment may be directed to the Title IX Coordinator. All other forms of discrimination (e.g., racial) or harassment may be directed to the Associate Dean of Academic and Student Affairs or the Director of Human Resources, as appropriate. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

Laurie Davis	Larry Brooks
Human Resources Director	Associate Dean of Academic and Student Affairs
105 Simrall BLVD	105 Simrall BLVD
Bottineau, ND 58318	Bottineau, ND 58318
701-858-4610	701-228-5457
hr@minotstate.edu	larry.brooks@dakotacollege.edu

Marc M. Wachtfogel, Ph.D.
Director, Human Resources / EEO/AA / Deputy Title IX Coordinator
500 University Ave W
Minot, ND 58707 701-858-4610 hr@minotstateu.edu or
marc.wachtfogel@ndus.edu

The Office for Civil Rights/Chicago
U.S. Department of Education, Citigroup Center
500 W Madison Street, Suite 1475, Chicago, IL 60661
Telephone: (312) 730-1560, FAX: (312) 730-1576,
TDD: (800) 877-8339, email: OCR.Chicago@ed.gov, website: ed.gov/ocr.

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 (Vonda Berg, Thatcher Hall, 701-228-5409) 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.

Student inquiries concerning the Americans with Disabilities Act may contact Jackie Migler, Thatcher Hall, 701-228-5672. Other inquiries concerning the Americans with Disabilities Act may be directed to Vonda Berg, Thatcher Hall, 701-228-5409 or Marc M. Wachtfogel, Minot State University, 701-858-4610.

Title IX Compliance

Title IX policy is required by federal law (Title IX, Education Amendments of 1972) and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights. In accordance with Title IX, Dakota College does not discriminate based on sex or gender identity in educational program and activities.

Sexual misconduct and discrimination are prohibited in all forms, regardless of intent to harm. This includes sexual violence, sexual assault, sexual exploitation, coercion, and sexual harassment. All of these are examples of sexual discrimination and sexual misconduct, and all are prohibited.

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

College Majors/Programs of Study

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

	Certificate	AAS	AS	AA
AGRICULTURE				
Agriculture Management & Technology	X	X		
Horticulture	X	X		
Industrial Hemp Production	X	X		
BUSINESS				
Advertising & Marketing	X	X		
Accounting Technology	X	X		
Bookkeeping	X			
General Office Aide	X			
Human Resource Management	X	X		
Information Management-Administrative Asst		X		
Reception Services	X			
Small Business Management	X	X		
COMPUTER TECHNOLOGY				
Information Tech-Computerized Office Mgmt		X		
Information Technology		X		
Information Technology-WebMaster		X		
Information Technology-Web Design	X			
EDUCATION & HUMAN SERVICES				
Caregiver Services		X		
Child Development Associate	X			
Paraprofessional Education-Early Childhood		X		
Paraprofessional Education-K-12		X		
Paraprofessional Education	X			
HEALTH PROFESSIONS				
Paramedic Technology	X	X		
Medical Coding	X			
Medical Assistant	X	X		
Medical Administrative Assistant		X		
Diagnostic Medical Sonography		X		
Practical Nurse (LPN)	X			
Associate Degree Nurse (RN)		X		
NATURAL RESOURCES				
Environmental Lab & Field Technology		X		
Environmental Tech-Natural Resource Mgmt		X		
Recreation Management	X	X		
Urban Forest Management	X	X		
Wildlife & Fisheries Technology		X		
PHOTOGRAPHY				
Photography	X	X		
TECHNICAL STUDIES	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's degree programs. The following suggested curricular outlines are included in this catalog:

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

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

Recreation Management   Small Business Management

The College also offers the following Certificate of Completion program which consist of 9 credits or less:

General Office Aide

Dakota College at Bottineau in Brief

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

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

CAMPUS ENROLLMENT: The fall semester, headcount enrollment average (2009-2019) was 832.

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 34 career/technical programs or options leading to certificates of completion 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 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
2020-2021
2021-2022

FALL SEMESTER 2020-2021		**FALL SEMESTER 2021-2022**
August 21	Residence halls open	August 20
August 24	Orientation/Registration; classes start at 4 p.m.	August 23
August 25	First full day of classes	August 24
September 2	Last day to add a class	September 1
September 2	Classes dropped by this date don't appear on the transcript	September 1
September 7	Labor Day holiday	September 6
September 9	Fee payment	September 8
October 12	Midterm grades are due	October 11
November 11	Veterans Day holiday	November 11
November 13	Last day to drop a class or withdraw from school	November 12
November 16-18	Preregistration for spring semester	November 15-17
November 17	Applications for December graduation due	November 16
November 25-27	Thanksgiving vacation	November 24-26
December 14-18	Final exams	December 13-17
December 22	Final grades are due by Noon	December 21

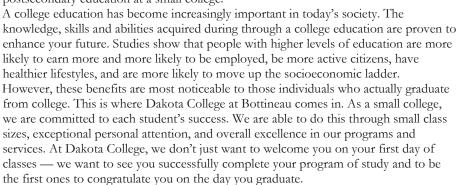| **SPRING SEMESTER 2020-2021**		**SPRING SEMESTER 2021-2022**
January 10	Residence halls open	January 9
January 11	Registration: classes start at 4 p.m.	January 10
January 12	First full day of classes	January 11
January 18	Martin Luther King holiday	January 17
January 17	Fall "I" grades changed to "F"	January 20
January 21	Last day to add a class	January 20
January 21	Classes dropped by this date don't appear on the transcript	January 20
January 27	Fee payment	January 26
February 15	Presidents' Day holiday	February 17
March 1	Applications for May graduation due	March 2
March 1	Midterm grades are due	March 6
March 15-19	Spring break	March 14-18
March 30 – April 1	Pre-registration for fall and summer semester	TBD
April 9	Last day to drop a class or withdraw from school	April 8
April 2-5	Holiday	April 15-18
May 10-14	Final exams	May 9-13
May 14	Commencement at 3 p.m. in Thatcher Hall Gym	May 13
May 18	Final grades are due by Noon	May 17
June 15	Spring "I" grades are changed to "F"	June 14

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

A Message from the Dean

Welcome to Dakota College at Bottineau! We are pleased that you are interested in the College and the many programs we offer. With over 30 career and technical education program options, as well as another 25 transfer pathways, Dakota College is definitely a great place to begin your studies.

At Dakota College, our motto of "Start Small, Go Far" is more than just a saying. Our many graduates have proven this. We have successful graduates across the country, as well as internationally. At Dakota College, you will receive individual attention from faculty and staff that really do care about your success. This is just one of many advantages from starting your postsecondary education at a small college.

A college education has become increasingly important in today's society. The knowledge, skills and abilities acquired during through a college education are proven to enhance your future. Studies show that people with higher levels of education are more likely to earn more and more likely to be employed, be more active citizens, have healthier lifestyles, and are more likely to move up the socioeconomic ladder. However, these benefits are most noticeable to those individuals who actually graduate from college. This is where Dakota College at Bottineau comes in. As a small college, we are committed to each student's success. We are able to do this through small class sizes, exceptional personal attention, and overall excellence in our programs and services. At Dakota College, we don't just want to welcome you on your first day of classes — we want to see you successfully complete your program of study and to be the first ones to congratulate you on the day you graduate.

Whether you are interested in transferring to a four-year university or one of our many career and technical education programs, we will help you find the path to meet your goals. We have been providing a quality education in a caring college community for over 110 years. Our dedicated faculty and staff know how to help students be successful.

I encourage you to visit Dakota College at Bottineau. You will see and learn how we can help you achieve your goals in an academic environment where people truly get to know you and are focused on your success.

Dr. Jerry Migler
Campus Dean

History and Mission of Dakota College at Bottineau

History

A referendum in 1894 stated that a School of Forestry 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: Turtle Mountain Forest, prairie pothole region, J. Clark Salyer National Wildlife Refuge, International Peace Garden, and Lake Metigoshe. Using these as natural laboratories to strengthen the educational experience and continuously expanding academic and career programming, Dakota College at Bottineau integrates technology to prepare students not only for the present but also to go beyond and improve the future.

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

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

Graduate Profile

Graduates of Dakota College 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:

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 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.

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.
- 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 to fulfill his or her professional responsibilities for the College.
- Upon request, the College also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll, if the disclosure is for the purposes related to the student's transfer or enrollment in such institution.
- Disclosure to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Department of Education, state/local educational authorities, organizations conducting studies for or on behalf of the College, and accrediting organizations. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements related to those programs. These entities may make further disclosures of Personally Identifiable Information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

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

- Disclosure is to comply with a judicial order or lawfully issued subpoena.
- Disclosure is to parents of dependent students, as defined by the Internal Revenue Code of 1986, Section 152. (While FERPA permits disclosure of records to parents of dependent students without student consent, it does not require such disclosure. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the Act shall be given to either parent, unless the 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 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.

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. 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)
- Email 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.
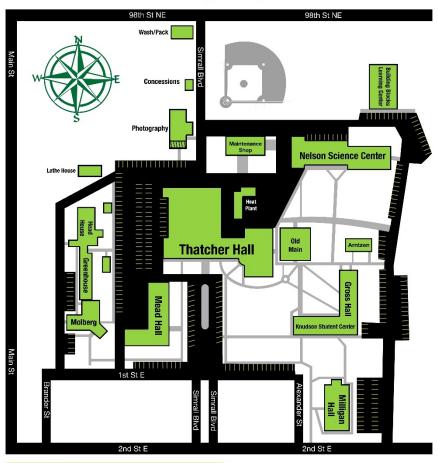
Dakota College at Bottineau honors its duty to protect the confidentiality of student records. However, the College may disclose a student's "directory information" without obtaining student's written consent, unless the student has submitted a written "opt out" request, to the Office of the Registrar 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.

DAKOTA COLLEGE AT BOTTINEAU
Campus Map

98th St NE   98th St NE

Wash/Pack

Simrall Blvd

Main St

Concessions

Building Blocks Learning Center

Photography

Maintenance Shop

Nelson Science Center

Lathe House

Heat Plant

Head House

Greenhouse

Thatcher Hall

Old Main

Arntzen

Gross Hall

Molberg

Mead Hall

Knudson Student Center

Main St

1st St E

Brander St

Simrall Blvd

Simrall Blvd

Alexander St

Milligan Hall

2nd St E   2nd St E

Directory

Thatcher Hall
- Admissions
- Alumni Conference Center
- Athletic Affairs
- Athletic Trainer
- Bookstore
- Business Office
- Campus Counselor
- Distance Education
- Fitness Center
- Foundation
- Gymnasium
- Human Resources
- Information Technology
- Library
- Nursing Education
- Office of the Campus Dean
- Registrar
- Student Services
- Student Success Center
- TRIO

Academic Buildings
- Molberg Center
- Nelson Science Center
- Photography
- Thatcher Hall

Arntzen
- Physical Plant Office

Molberg Center & Greenhouse
- ND Forest Service

Knudson Student Center
- Housing & Residence Life
- Student Health Services

Residence Halls
- Gross Hall
- Milligan Hall
- Mead Hall
  - Dining Hall
  - Jacks Java
  - Campus Security

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General Information

Admission

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

Admission of First-Year Students

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

1. A completed application for admission and housing form, if applicable.
2. A $35 application fee. This fee is not refundable.
3. An official high school transcript as proof of high school graduation.
4. An official transcript of high school equivalency examinations authorized as high school equivalency in the state in which it is earned may be accepted in lieu of high school diploma.

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

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

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

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

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

Admission of Transfer Students

A transfer applicant is one who has attended one or more postsecondary institutions following high school graduation. Transfer applicants who are seeking admission to 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 of all previous college work. No part of previous college record may be disregarded. Violation of this regulation will be considered a serious offense and may result in the student's dismissal. Transfer applicants who have completed less than 24 semester or 36 quarter hours of transferable credit must also submit an official high school transcript and may elect to submit the results from the American College Test (ACT) or Scholastic Aptitude Test (SAT).

   Students academically suspended from other institutions of higher education ordinarily will not be permitted to enroll at 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 regarding their applicability to the student's major area.

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

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

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. Other admissions documents should be sent as soon as possible after the electronic application is submitted.

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

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. International transcripts and credentials need to be evaluated before they are used for admission purposes. Such an evaluation is the sole responsibility of the applicant, and it must be performed by the Foreign Credentials Service of America (FCSA), a member of the National Association of Credential Evaluation Services (NACES), or the Association of International Credential Evaluators (AICE). All documentation must be translated into English and be received by the admissions office. Students from countries other than the United States who would like to apply for admission should contact the Student Services Clerk.

Admission requirements are to be met by the published deadlines for non-Canadian international students. Students whose admission requirements are not fully satisfied will not be issued an I-20 immigration form or be able to register until all admission requirements are met.

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

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

Summary of Costs

Payment of Fees

All tuition, fees, and room and board charges are payable in full each fall and spring semester by the 12th day of class. Registrations may be cancelled if payment of tuition and fees is not received by the 12th day of class unless prior arrangements have been made with the Business Office. The North Dakota State Board of Higher Education reserves the right to change tuition and other rates at any time.
The fees listed in this catalog reflect the costs that were in effect at the time the catalog was edited in May 2020.

Charges and Expenses

Fall 2021-2022 Tuition and Fees for Full-Time Enrollment

(12 – 18 credits)

State of Residency	Per Semester	Academic Year
North Dakota*	$2586.48	$5172.96
Minnesota**	$2847.98	$5695.96
South Dakota, Montana***	$3130.98	$6261.96
WUE States**** (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	$3130.98	$6261.96
MSEP States***** (IL, IN, KS, MO, NE, OH, WI)	$3051.61	$6103.22
Nonresident Alumni*	$3675.48	$7350.96
Nonresident	$3675.48	$7350.96
Canada	$2586.48	$5172.96
International	$4219.98	$8439.96

* 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. Students enrolled in over 18 credits will be charged per credit for all credits over 18.

State of Residency	Per Credit Hour Charge
North Dakota	$215.54
Minnesota	$237.33
South Dakota, Montana	$260.92
WUE States (AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY)	$260.92
MSEP States (IL, IN, KS, MI, MO, NE, OH, WI)	$260.92
Nonresident Alumni*	$306.29
Nonresident	$306.29
Canada	$215.54
International	$351.67

Online – check dakotacollege.edu for most up to date tuition and fees.

Room (double occupancy)

	Per Semester	Academic Year
Gross Hall	$ 1468.00	$2936.00
Mead Hall	$ 1468.00	$2936.00
Milligan Hall	$ 1610.00	$3220.00
Remodeled Room Rate	$ 1810.00	$3620.00
Single room (Gross/Mead)	$ 2018.00	$4036.00

Board

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

	Per Semester	Academic Year
15 meal plan	$2173.00	$4346.00
19 meal plan	$2448.00	$4896.00

Special Fees

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

Application Fee

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

Auditor's Fee

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

Housing Application Fee

A nonrefundable fee must accompany each residence hall application......$50

Parking Registration Fee

A nonrefundable fee must accompany each residence hall housing $40

Diagnostic Medical Sonography program fee per semester..........................$500

Paramedic Technology program fee per semester $400

Nursing program fee per semester $400

Nursing Fee

Assessed to students registered for NURS 122, 124 ....$272.00*
Assessed to students registered for NURS 227, 237 ....$518.00*

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

Books and Supplies

Expenditures for textbooks, instructional material and supplies must be figured into the total cost of attendance. This figure will vary depending upon a student's curriculum. The DCB Financial Aid Office uses the following figure when estimating the cost of materials for an academic year.......................$1000

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 $2170

Transportation Expenses

Students must estimate the amount of money they will need to travel to and from college. Financial Aid Offices uses the following figure when estimating transportation expenses for an academic year...$1230

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.

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 participate Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Midwestern Student Exchange Program Tuition Policy

The Midwestern Student Exchange Program (MSEP) provides a special tuition rate for non-resident students from participating states. Currently, the following states participate 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 *studentaid.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 *studentaid.gov..* DCB's code is 002995.
2. Respond immediately to any request for additional information needed by the Financial Aid Office.

Federal financial aid applications for fall enrollment that are processed on or before our priority/processing date will be given first consideration for federal, state and institutional financial assistance. Applications received after our priority/processing date will be considered on a fund available basis.

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

Financial Aid Programs Available

Programs requiring the FAFSA application for determination of eligibility are:

1. **Federal Pell Grant**
   A federal entitlement program, Pell grant provides funds to students who demonstrate a financial need in meeting college costs. As a grant, it does not need to be paid back if students adequately meet eligibility standards.
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)**
   These grants are available to a limited number of undergraduate students with exceptional need and will be offered only to students who qualify for Pell Grants.
3. **Federal Work Study (FWS)**
   Students eligible for financial aid may receive FWS for the year. A variety of jobs are available on campus and a list of positions is made available to students upon enrollment.
4. **Direct Loans (Subsidized Federal Stafford Loan)**

Students may be eligible to receive a fixed low interest guaranteed student loan from the federal government. Currently, depending upon eligibility a student may be able to borrow up to $3,500 per year as a freshman or $4,500 as a sophomore.

5. **Unsubsidized Federal Stafford Loan**

The Unsubsidized Stafford Loan is a non-need-based loan program. Students who may not be eligible for any or all of the Subsidized Stafford Loan Program may be offered a loan through the Unsubsidized Loan Program. Interest will not be deferred while the student is attending college; therefore, the student must pay the interest while attending college.

6. **North Dakota 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 institutional scholarships and applications, contact the Financial Aid Office. The College uses one scholarship application form which students can use to apply for institutional scholarships. The scholarship is located on the website at www.dakotacollege.edu.

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 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 MAY BE CANCELLED IF THE STUDENT DOES NOT RESPOND; however, if extenuating circumstances prevail, exceptions may be made.

Satisfactory Academic Progress Requirements

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

1. **Qualitative Academic Standards Grade Point Average (GPA)**
   a. At the end of each semester, all student GPA's are evaluated at DCB. In order to meet the GPA average requirements, a student will need to have a cumulative grade point average of the following:

   Minimum Cumulative GPA Required*:

1st Semester: 1.60	3rd Semester: 2.0
2nd Semester: 1.75	4th semester: 2.0

2. **Maximum Time Frame**
   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: 45 credits
   Two-Year Program: 90 credits

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

3. **Completion of Attempted Credits**
   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. 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 Satisfactory Academic Progress Appeal 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. New hire paperwork must be completed before a paycheck will be processed. Hours worked will be tracked by punches in and out of the HRMS system.

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 the student officially or unofficially withdraw from classes before the 60% completion date.

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

The refund/repayment policy is available upon request at the 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. See Residence Life Handbook for exceptions to the Housing Policy. Commuting students will be required to complete a form verifying that they are living at home. Dependents are defined as individuals claimed on the most recent federal tax forms. Newly admitted students 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 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 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 in the Thatcher Hall.

Health Insurance

The North Dakota University System makes available to international students a health insurance plan. The plan selected by NDUS is tailored to meet the needs of students at a reasonable cost. International students may inquire at the Student Services Office about enrollment procedures.

Student Responsibility in Academic Advising

To be assigned an advisor, students must first complete all admission requirements for their intended program. An advisor is initially assigned to a student during the student activation process by the admissions office.

Academic advisors are assigned based on the student's selected degree and subplan. Students in university transfer programs are assigned to professional advising staff, along with some students in CTE programs. However, most students enrolled in CTE programs are assigned advisors directly from that department. Students are responsible to do the following:

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

Student Conduct

Each student has a responsibility to observe and to maintain a code of personal behavior and social relationships which will contribute to the educational responsibility of 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 for as long as they are a part of the academic community and may be higher than the behavioral expectations of society at large.

Cases of misconduct will be investigated by the Associate Dean for Academic and 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.

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 semester. 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 "Lumberjacks" and "Ladyjacks". The men   participate in basketball, baseball, and hockey. The women participate in basketball, volleyball, fast-pitch softball, and women's hockey. The basketball teams, baseball team, volleyball team and fast-pitch softball team are members of the Mon-Dak Athletic Conference. All teams are members of the National Junior College Athletic Association, except for hockey which is a member of the American Collegiate Hockey Association (ACHA). Any student who is academically and socially eligible and who qualifies under National Junior College Athletic Association regulations may try out for a varsity sport.

Intramural Athletics

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 usually 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 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
- GI Bill Benefits
- Tuition Assistance

All military students and/or those using military benefits are directed to meet with the college registrar for benefit information. The students will receive guidance of the process to use their benefits. Prospective military students are directed to seek approval from their ESO or military counselor.

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 at www.dakotacollege.edu.

Academic Information

Full-Time Student

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

Part-Time Student

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

Non-Degree Student

A non-degree student is any student who is not pursuing a degree or has not met admission requirements. Non-degree students who later decide to earn a degree must 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.

Prior Learning

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 certificates.
3. Complete an application for prior learning, indicating the ACE recognized certificate/training for which evaluation is requested. It is important to indicate for which DCB course the training/certificate aligns with.
4. Submit materials to the program advisor.

Program 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. 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 successfully complete 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 have earned 24 college-level credits prior to attending DCB or who have successfully completed a similar freshman orientation course for credit at another higher education 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. For placement purposes, ACT and SAT scores have an expiration date of five years and Accuplacer scores have an expiration date of two years. As a school that subscribes to and believes in open access, 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

Dakota College at Bottineau (DCB) defines a credit hour as an amount of work represented in intended learning outcomes, and verified by evidence of student achievement that reasonably approximates not less than:

1. Forty-five to fifty (45-50) minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks during one semester.

> a) Over a sixteen-week semester this is equivalent to one 45-50-minute period of classroom or direct faculty instruction and two hours of out-of-class work each week for approximately 15 weeks plus a final exam period for all classes requiring a final exam.
> b) Classes scheduled as shorter sessions will meet the equivalent amount of classroom or direct faculty instruction time per credit as full semester length classes.

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by DCB, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Grades

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

A ......Excellent
B ......Good
C ......Average
D......Poor
F ....Failure
S ....Satisfactory

U ......Unsatisfactory

I ....Incomplete

W ......Withdrawal — This grade will be assigned when a student drops a course after the 10th calendar day of fall semester and 11th calendar day of spring semester (summer and eight-week session dates are prorated). If a student is administratively withdrawn from a class due to non-attendance after the 12th calendar day of the semester (summer and eight-week session dates are prorated) this grade will also be assigned. The published refund policy will apply to administrative withdraws. This grade is also assigned when students withdraw from the College, regardless of date.

Grade Point Average and Points

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

A .... Four points per credit/unit

B ....Three points per credit/unit

C ....Two points per credit/unit

D ....One point per credit/unit

F .... Zero points

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

The semester grade point average is obtained by dividing the number of points earned by the number of credits/units attempted in a particular semester at 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 regarding what scores are required and how AP and CLEP credit could be applied toward degree requirements. AP and CLEP credits are graded "S." Thus, they do not affect the student's grade point average.

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 incomplete grades from their record.

Course Repetition

A course may be repeated; however, previous course work will not be removed from students' records. When a course is repeated, only the last grade earned will be used in the cumulative grade point average. All credits attempted, including repeated courses, will be used in determining satisfactory financial aid progress. Credits will not 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 of Completion, Certificate, Diploma, or Associate Degree and has not attended DCB for four 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 four-year interval. Such courses and grades will remain on students' academic record, but grades will be excluded from GPA calculations. Excluded courses cannot be used to satisfy any academic requirements. Academic forgiveness may affect eligibility for federal financial aid. Prior academic standing of a student will not change because of Academic forgiveness.

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

Grade Appeals

A grade appeals procedure has been established for cases in which a student believes 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 found on the DCB website at www.dakotacollege.edu. Students may also contact the Associate Dean for Academic Affairs regarding questions relating to the grade appeals policy.

Final Exams

A final examination will be given in all classes that are scheduled at a specific time and a specific day on the semester class schedule. The final exams will be given in accordance with the final exam schedule prepared by the Student Services Office. Instructors who choose not to give a final examination will acquire prior approval from the Associate Dean of Academic and Student Affairs; they will inform the Associate Dean of Academic and Student Affairs what instrument they are using in lieu of a final exam.

The rescheduling of a test for an entire class will necessitate prior approval from the Associate Dean of Academic and Student Affairs.

Student Request for Change in Final Examination Schedule

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

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

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

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

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

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

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

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

Midterm Deficiencies and Final Grades

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

Dean's List and Honor Roll

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

Honors Program

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

Honors Program Objectives

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

Dakota College 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 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 requirements. Only one AS degree will be awarded.
3. For the AA degree, satisfy the additional social science credit requirements. Only one AA degree will be awarded.

4. Earn the specified number of credits listed in the catalog curriculum outlines for the certificate or certificate of completion.
5. Earn a minimum cumulative grade point average of 2.00. Candidates for a certificate of completion must earn a 2.00 GPA in the prescribed career/technical curriculum.
6. Satisfy all entrance requirements.
7. Satisfy the course requirements suggested in the curriculum outlines of the institution's catalog. Curricular requirements may be modified for reasons satisfactory to the respective advisor.
8. Make a formal written application for the degree, certificate, or certificate of completion.
9. Have removed, prior to the date of graduation, all financial and academic obligations.
10. Satisfy the academic residence requirement. To complete a degree, students may supplement resident credits with transfer credits after their last term of enrollment at 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, 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 in at least a one-half time basis (six semester credits or more) can follow the graduation requirements in effect at the time of their initial enrollment 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 which graduation requirements will apply will be at the discretion of the DCB Registrar's Office.

Graduation Honors

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

Responsibility for Satisfying Requirements

All students must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog, for selecting the courses which will permit them to achieve their educational objectives, and for satisfying prerequisites for any course which they plan to take. However, 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 18 semester hours.
A maximum course load of 22 semester hours can be approved by the academic advisor to students who meet the following requirements:

1. A grade point average of at least 3.00 for full time enrollment in the preceding semester, or
2. A cumulative grade point average of 3.00, or
3. An extra course that is required for graduation in the semester immediately prior to graduation.
4. First semester Freshman 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 questions regarding the transfer of their credits to DCB should contact the DCB Registrar at 701-228-5669.

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 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.

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.

The North Dakota University System (NDUS) has included more than 130 military training courses in their General Education Requirement Transfer Agreement (GERTA). Students who have completed the included military courses will be able to transfer their military education to categories such as arts and humanities, communications, science, mathematics, social science, and technology.

All other military credit is evaluated using the most recent American Council on Education (ACE) guidelines. Credit may be awarded for those courses that are equivalent to courses offered at 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 DCB's website.

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: https://www.parchment.com/order/

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

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

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

Change in Curriculum

Students who desire to change from one curriculum to another must secure the proper form from the Registrar's Office, complete the form, and return it to the Registrar's Office. The form is available on the website at www.dakotacollege.edu.

Changes in Registration

After students have registered for classes, they may make changes to their 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 for Non-Attendance

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

Refunds for Students Who Are Withdrawn

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

Book Returns for Administrative Withdraws

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

Appeals Process for Administratively Withdrawn Students

If a student who has been administratively withdrawn from one or more courses wishes to be re-enrolled in those courses, they must complete a Petition to Add after Administrative Withdrawal form which includes signatures of the instructor and Associate Dean for 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 at Student Services and online at www.dakotacollege.edu. 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, the student will be placed on academic probation. Students on academic probation will be allowed to participate in extracurricular activities within the guidelines imposed by the organization conducting the activity. Failure to comply with these regulations can result in the 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.

Academic Suspension

Any student who fails in two consecutive semesters to achieve satisfactory academic progress faces suspension —   subject to review by the Academic Standards Committee. All credits attempted, including repeated courses, will be used in determining satisfactory progress for purposes of academic suspension. Students suspended from the College are denied the privilege of the institution during their period of suspension. The first time a student is suspended from the College, the period of suspension will be one semester. The second time a student is suspended from the College, the period of suspension will be two semesters. After the period of suspension has elapsed, the student must apply to the Academic Standards Committee for readmission.

Any student who fails all course work attempted in classes other than 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 continue 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.

Affiliate Programs

Dakota College at Bottineau Degree Programs

AT MINOT STATE UNIVERSITY

DCB offers 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:

- Accounting Technology (AAS)
- Advertising and Marketing (AAS) (Certificate)
- Bookkeeping (Certificate)
- Caregiver Services (AAS)
- General Office Aide (Certificate of Completion)
- Information Management – Administrative Assistant (AAS)
- Information Technology (AAS)
- Information Management – Web Design (Certificate)
- Information Technology – Web Master (AAS)
- Medical Administrative Assistant (AAS)
- Medical Assistant (AAS) (Certificate)
- Associate Degree Nursing (AAS)
- Diagnostic Medical Sonography (AAS)
- Practical Nursing (Certificate)
- Paramedic Technology (AAS)
- 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 (Certificate)
- Small Business Management (AAS) (Certificate)
- Technical Studies (AAS) (Certificate)

Admission

DCB's open admission policy extends to its programs at the Minot Campus. Students interested in enrolling in a DCB program at Minot need to 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 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 transfer to VCSU as fully admitted students. Bridges Program students need a minimum of 24 transferable credits and minimum GPA to transition to VCSU. Students in the Bridges program are eligible to earn a Certificate of College Studies degree from Dakota College at Bottineau. To learn more about the Bridges Program visit www.vcsu.edu/Bridges

- Caregiver Services (AAS)
- 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

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/ranch business management program is designed to provide education to farm/ranch families to help them better understand the financial aspects of their farm business. The purpose of the program is to assist students in meeting their business and personal goals. This is best accomplished with quality records and sound business decisions. A detailed, computerized business analysis is completed annually for the farm/ranch business. All individual financial information is kept confidential. All student's analyses data will be summarized and used to produce and publish local, regional, and state average reports for benchmarking purposes. Topics covered may include the following:

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

Students will enroll in AGRI 242 at Dakota College on a semester basis. Enrollment in the class will be accepted any time throughout the year and can be repeated indefinitely.

Most of the instruction is one-on-one in the instructor's office or at the farm/ranch home. All types and sizes of farms are accepted for enrollment including farms involved in specialty crops.

Academic Support Services

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

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

Career Services

Career services including career guidance, employment announcements and job search assistance are available through the Academic Support Services. 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 on and off campus. Topics include such things as computer technology, arts and crafts, professional development, and customer service.

Through the Community Education Program, employers can request customized training designed to meet the needs of their employees. Instruction incorporates hands-on activities and practical application exercises.

Disability Support Services

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

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, 701-228-5601.

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 format are listed on the campus website: www.dakotacollege.edu.

THE FOLLOWING DEGREE PROGRAMS ARE AVAILABLE IN AN ONLINE FORMAT:

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

For more information on online programs and classes, visit our website at www.dakotacollege.edu and select DCB Online 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*

Academic Curricula

Academic Curricula

Transfer Curricula

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

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

Transfer to Other Colleges

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

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

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

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

General Education Philosophy

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

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

Nature

Identifies the interrelationships between humans and their environment

Technology

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

And Beyond

Communicates effectively
Employs the principles of wellness
Demonstrates knowledge of social structures
Evaluates principles of Arts and Humanities
Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture, and diverse heritages of the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of 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.

The seven general education competencies serve as the student learning goals for all students enrolled in AA and AS programs, as well as for those pursuing a certificate in College Studies.

North Dakota University System GERTA

(General Education Requirement Transfer Agreement)

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

- If the general education coursework includes courses from each of these General Education Areas (GEA) totaling at least 36 semester hours and the courses complete the general education requirements of the institution from which the student transfers, then the student is deemed to have completed the lower division general education requirements of the institution to which the courses are transferred.

- In all other cases the general education courses from the GEA are applicable to an appropriate general education requirement of the institution to which they transferred. The number of credits required to complete the general education requirement in each GEA is determined by the policies of the institution to which the courses are transferred.

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 they intend 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.

ENGLISH COMPOSITION (ND: ENGL)
  ENGL 110 College Composition I 3
  ENGL 120 College Composition II 3
  ENGL 125 Intro to Professional Writing 3
SPEECH (ND: COMM)
  COMM110 Fundamentals of Public Speaking ...3
FINE ARTS (ND: FA)
  ART 101 Intro to Studio Art 3
  ART 122 Two-Dimensional Design 3
  ART 130 Drawing I 3
  ART 182 Art with a Smartphone 3
  PHOT 180 Photography I 3

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

HUM 101 Introduction to Humanities I 3
HUM 102 Introduction to Humanities II 3
THEA 201 Theatre Practicum 1
WS 110 Introduction to Women's Studies….…3

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

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

7. LABORATORY SCIENCE (ND:LABSC)
    BIOL 111 Concepts of Biology 4
    BIOL 115 Concepts of Anatomy & Physiology ..4
    BIOL 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 211 Botany I 4
CHEM 115 Introductory Chemistry 4
CHEM 116 Intro to Org & BioChem 4
CHEM 121 General Chemistry I 4
CHEM 122 General Chemistry II...................4
CHEM 241 Organic Chemistry I 5
CHEM 242 Organic Chemistry II 5
FWLD 121 Introduction to Fish & Wildlife .3
FWLD 122 Wildlife & Fisheries Techniques.3
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
    CIS 123 Tech for Personal Development......3
    CSCI 289 Soc. Implications of Comp Tech..3

General Education Requirements

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

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

Associate of Science

COMMUNICATIONS — 9 Credits
 ENGL 110 College Composition I — 3
 ENGL 120 College Composition II — 3
          OR ENGL 125 Intro to Professional Writing — 3
COMM 110 Fundamentals of Public Speaking — 3
FINE ARTS & HUMANITIES – 6 Credits
           Any course marked ND: FA, ND: HUM
SOCIAL SCIENCE — 6 Credits
          Any course marked ND: HIST or ND: SS
MATH, SCIENCE & TECHNOLOGY — 18 Credits
          Any course marked ND: LABSC, ND: MATH or ND: COMPSC.
 All students must complete two laboratory science (ND: LABSC) courses one math course (ND:
   MATH), and (ND: COMPSC) one technology course.
WELLNESS — 2 Credits
          HPER Activity courses or HPER 100 Concepts of Wellness and Fitness
FIRST YEAR EXPERIENCE — 1 Credit (Required of all new 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 62-64 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
          OR ENGL 125 Introduction to Professional Writing — 3
COMM 110 Fundamentals of Public Speaking —3
FINE ARTS & HUMANITIES — 9 Credits
          3 credits under the ND: HUM category, 3 credits from one subject
area of HUM, ART, MUSC or PHOT and 3 credits from any course in the ND: FA
or ND:HUM category.
SOCIAL SCIENCE — 12 Credits
           Any course marked ND: 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 (ND: COMPSC) one technology course.
WELLNESS — 2 Credits
          HPER Activity courses or HPER 100 Concepts of Wellness and Fitness
FIRST YEAR EXPERIENCE — 1 Credit (Required of all new 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 62-64 OF THIS CATALOG FOR COURSES THAT WILL SATISFY THE GENERAL EDUCATION REQUIREMENTS.

Liberal Arts

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

Associate in Science	Credits
Communications............................9	
ENGL 110 College Composition I 3	
ENGL 120 College Composition II......3	
or ENGL 125 Intro to Prof Writing 3	
COMM 110 Fund of Public Speaking 3	
FINE ARTS/HUMANITIES 6	
Elective credits in this area are to be chosen from the ND:FA and ND:HUM categories on page 60-61 of this catalog	
SOCIAL SCIENCE 6	
Elective credits in this area are to be chosen from the ND: HIST and ND: SS categories on page 60-61 of this catalog	
MATH/SCIENCE/TECHNOLOGY 18	
Elective credits in this area are to be chosen from the ND:LABSC, ND: MATH and ND:COMPSC categories on page 62-63 of this catalog	
The choices must include MATH 103 (or above), at least two lab sciences and a technology.	
Wellness 2	
HPER 100 or HPER Activity	
Additional Academic Courses 19	
Credits in this area are to be chosen in consultation with the student's advisor.	

Associate of Arts	Credits
Communications................................9	
ENGL 110 College Composition I 3	
ENGL 120 College Composition II......3	
Or ENGL 125 Intro to Prof Writing 3	
COMM 110 Fund of Public Speaking 3	
FINE ARTS/HUMANITIES 9	
Elective credits in this area are to be chosen from the ND:FA and ND:HUM categories on page 60-61 of this catalog	
SOCIAL SCIENCE 12	
Elective credits in this area are to be chosen from the ND: HIST and ND: SS categories on page 60-61 of this catalog	
MATH/SCIENCE/TECHNOLOGY 9	
Elective credits in this area are to be chosen from the ND:LABSC, ND: MATH and ND:COMPSC categories on page 62-63 of this catalog	
The choices must include MATH 103 (or above), at least two lab sciences and a technology.	
Wellness 2	
HPER 100 or HPER Activity	
Additional Academic Courses 19	
Credits in this area are to be chosen in consultation with the student's advisor	

Certificate in College Studies

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

Students must complete 24 credits in the following areas:

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

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

MATH
MATH 103 College Algebra 4
MATH 104 Finite Math 3

MATH 105 Trigonometry 3
MATH 107 Precalculus 4
MATH 165 Calculus I 4
MATH 210 Elementary Statistics 4

SCIENCE
BIOL 202 Microbiology................................4
BIOL 111 Concepts of Biology 4
BIOL 115 Concepts of Anatomy 4
   & Physiology
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
FWLD 121 Intro Fish & Wldlife Mgmt........3
FWLD 122 Wldlife & Fisheries Tech...........3
GEOL 105 Physical Geology 4
PHYS 120 Fundamentals of Physics 4
PHYS 211 College Physics I L/L 4
PHYS 251 University Physics I L/L 5

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

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

Required Course .... (1 Credit)
UNIV 105 First Year Experience OR 1
UNIV 150 Learning to Live (VCSU) 1

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

Agriculture (AS)*

Suggested arrangement of courses

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

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

Biology (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		Lab Science Elective	4	
CHEM 121 General Chem I	4		BIOL 170 General Zoology	4	
BIOL 150 General Biol I	4		Fine Arts/Humanities Elective	3	
MATH 103 College Algebra	4		Social Science Elective	3	
ENGL College Comp II			Wellness Elective	2	
Or ENGL 125 Intro to Professional Writing		3	COMM 100 Fund of Public Speaking		3
CHEM 122 General Chem II		4	Fine Arts/Humanities Elective		3
BIOL 151 General Biol II		4	Social Science Elective		3
MATH 105 Trigonometry		3	BIOL/BOT Elective		4
CSCI 101 Intro to Computers		3			

* Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements listed on pages 62-64 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.

Business Administration (AA)*
Suggested arrangement of courses

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

Business Education (AS)*
Suggested arrangement of courses

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

(* for MISU Transfer Students)

Chemistry (AS)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CHEM 241 Organic Chem I	4	
CSCI Intro to Computers	3		COMM 110 Fund of Public Spking	3	
BIOL 150 General Biol I	4		PHYS 251 Univ Physics I	5	
CHEM 121 General Chem I	4		Social Science Elective	3	
MATH 105 Trig or Math 107 Precalc	3-4		Wellness Elective	1	
ENGL 120 College Comp II		3	CHEM 242 Organic Chem II		4
CHEM 122 General Chem II		4	PHYS 252 Univ Physics II		5
MATH 165 Calculus I		4	Fine Arts/Humanities Elective		3
Fine Arts/Humanities Elective		3	Wellness Elective		1
Social Science Elective		3			

**Math 166 Calculus II recommended

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Computer Information Systems (AS)*

Suggested arrangement of courses

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

Early Childhood Education (AA)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		EC 236 Social, Emotional Dev	3	
CSCI Intro to Computers	3		& Guidance		
EC 210 Intro to Early			PSYC 111 Intro to Psychology	3	
Childhood Education	3		Fine Arts/Humanities Elective	3	
ND: MATH Course	4		Lab Science Elective	4	
SPED 101 Intro to Developmental			COMM 110 Fund of Public Speaking		3
Disabilities	3		EC 238 Home, School. Community		3
EDUC 101 Intro to Paraeducation	1		ENGL 238 Children's Literature		3
ENGL 120 College Comp II		3	PSYC 250 Developmental Psychology		3
EC 211 Observation, Assessment			Fine Arts/Humanities Elective		3
& Interpretation Tech		3			
EC 233 Pre-K Methods & Materials		3			
HPER 100 or HPER Activity		2			
Social Science Elective**		3			
Social Science Elective**		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 College Comp I	3		ACCT 200 Elements of Acct I	3	
CSCI Intro to Computers	3		COMM 100 Fund of		
ECON 201 Prin of Microeconomics	3		Public Speaking	3	
MATH 103 College Alg or higher	4		MATH 165 Calculus I	4	
Social Science Elective	3		Lab Science Elective	4	
Wellness Elective	2		Social Science Elective	3	
ENGL 120 College Comp II		3	ACCT 201 Elements of Acct II		3
ECON 202 Prin of Macroeconomics		3	MATH 166 Calculus II		4
MATH 210 Elementary Statistics		4	Fine Arts/Humanities Elective		3
Fine Arts/Humanities Elective		3	Social Science Elective		3
Fine Arts/Humanities Elective		3			

Elementary Education (AS)*
Suggested arrangement of courses

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

English (AA)*
Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 Comp I	3		ENGL 120 College Comp II	3	
CSCI 101 Intro to Computers	3		ENGL 225 Intro to Film	3	
ENGL 221 Intro to Drama	3		ENGL 262 American Lit II	3	
ENGL 261 American Literature I	3		Social Science Elective	3	
Lab Science Elective	4		Social Science Elective	3	
Wellness Elective	1		COMM 110 Fund of Public Speaking		3
ENGL 220 Intro to Literature		3	ENGL 242 World Literature II		3
ENGL 211 Intro to Creative Writing		3	Fine Arts/Humanities Elective		3
ENGL 238 Children's Literature		3	Social Science Elective		3
HIST 104 U.S. History since 1877		3	Social Science Elective		3
MATH 103 College Algebra or higher		4	Wellness Elective		1

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Finance (AS)*
Suggested arrangement of courses

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

Health Professions (AS)*
Suggested arrangement of courses

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

History (AA)*
Suggested arrangement of courses

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

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Human Services (AA)*
Suggested arrangement of courses

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

Marketing & Management (AS)*
Suggested arrangement of courses

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

Mathematics (AS)*
Suggested arrangement of courses

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

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Natural Resource Management (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CHEM 121 General Chem I	4	
BIOL 150 General Biology I	4		SOIL 210 Intro to Soil Science	3	
CSCI 101 Intro to Computers	3		Elective**	3-4	
COMM 110 Fund of	3		Elective **	3-4	
Public Speaking			Social Science Elective	3	
Elective**	3-4		GEOL 105 Physical Geography		4
Wellness Elective	1		Elective**		3-4
ENGL 120 College Comp II		3	Fine Arts/Humanities Elective		3
BIOL 151 General Biology II		4	Social Science Elective		3
Math 103 College Algebra or higher		4	Wellness Elective		1
Fine Arts/Humanities Elective		3			
Elective**		3-4			

**Electives must include 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
ENGL 110 College Comp I	3		BIOL 220 Anat & Phys I	4	
BIOL 150 General Biology I	4		PHYS 211 College Physics I	4	
CHEM 121 General Chemistry I	4		Fine Arts/Humanities Elective	3	
ECON 201 Prin of Microeconomics	3		Social Science Elective	3	
MATH 105 Trigonometry			Wellness Elective	1	
Or MATH 107 Precalculus		3-4	BIOL 202 Microbiology		4
ENGL 120 College Comp II			BIOL 221 Anat & Phys II		4
Or ENGL 125 Intro to Professional Writing		3	COMM 110 Fund of Public Speaking		3
BIOL 151 General Biology II		4	Fine Arts/Humanities Elective		3
CHEM 122 General Chemistry II		4	Wellness Elective		1
CSCI 101 Intro to Computers		3			
MATH 165 Calculus I		4			

Physical Education (AS)*

Suggested arrangement of courses

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

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Pre-Engineering (AS)*
Suggested arrangement of courses

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

** If the math placement test score does not qualify the student for placement in MATH 165 Calculus I the following sequence of math classes will need to be taken to qualify for MATH 165 Calculus I. MATH 103 College Algebra – "C" grade or better in ASC 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 College Comp I	3		SOC 110 Intro to Sociology	3	
MATH 103 College Alg or higher	4		Electives**	6	
PSYC 111 Intro to Psychology	3		Fine Arts/Humanities Elective	3	
Lab Science Elective	4		Technology Elective	3	
ENGL 120 College Comp II			PSYC 250 Developmental Psychology		3
Or ENGL 125 Intro to Prof Writing		3	PSYC 270 Abnormal Psychology		3
COMM 110 Fund of Public Speaking		3	Electives**		5
Elective**		3	Elective**		3
Fine Arts/Humanities Elective		3	Fine Arts/Humanities Elective		3
Wellness Elective		2			

  ** Consult with program advisor for recommended electives.

Secondary Education (AS)*
Suggested arrangement of courses

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

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Social Science (AA)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		COMM 110 Fund of		
HIST 103 U.S. History to 1877	3		Public Speaking	3	
MATH 103 College Alg or higher	4		HIST 211 World Civ to 1500	3	
Lab Science Elective	4		SOC 110 Intro to Sociology	3	
Wellness Elective	1		Fine Arts/Humanities Elective	3	
ENGL 120 College Comp II			Elective	3	
Or ENGL 125 Intro to Prof Writing		3	ECON 202 Prin of Macroeconomics		3
HIST 104 U.S. History since 1877		3	HIST 212 World Civ since 1500		3
Fine Arts/Humanities Elective		3	PSYC 111 Intro to Psychology		3
Lab Science Elective		4	Fine Arts/Humanities Elective		3
Technology Elective		3	Social Science Elective		3
Wellness Elective		1			

Special Education (AS)*

Suggested arrangement of courses

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

** Consult with program advisor for recommended general electives.

Veterinary Science (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CHEM 241 Organic Chemistry	4	
BIOL 150 General Biology I	4		ECON 201 Prin of Microecon	3	
CHEM 121 General Chemistry I	4		PHYS 211 College Physics I	4	
MATH 103 College Alg or higher	4		Fine Arts/Humanities Elective	3	
Wellness Elective	1		Wellness Elective	1	
ENGL 120 College Comp II			BIOL 202 Microbiology		4
Or ENGL 125 Intro to Professional Writing		3	COMM 110 Fund of Public Speaking		3
BIOL 151 General Biology II		4	MATH 210 Elementary Statistics		4
CHEM 122 General Chemistry II		4	Fine Arts/Humanities Elective		3
CSCI 101 Intro to Computers		3	Social Science Elective		3
MATH 105 Trigonometry		3-4			
Or Math 107 Precalculus					

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Wildlife Management (AS)*

Suggested arrangement of courses

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 170 General Zoology	4	
BIOL 150 General Biology I	4		BIOL 230 Ecology	4	
FWLD 121 Intro to Fish &			CHEM 121 General Chemistry I	4	
Wildlife Management	3		Fine Arts/Humanities Elective	3	
Fine Arts/Humanities Elective	3		Wellness Elective	.5	
Technology Elective	3		BOTE 211 Botany I		4
Wellness Elective	.5		CHEM 122 General Chemistry II		4
ENGL 120 College Comp II			COMM 110 Fund of Public Speaking		3
Or ENGL 125 Intro to Prof Writing		3	Social Science Elective		3
BIOL 151 General Biology II		4	Wellness Elective		.5
FWLD 122 Wildlife & Fisheries Techniques		3			
MATH 103 College Algebra or higher		4			
Social Science Elective		3			
Wellness Elective		.5			

**Students that have not taken high school chemistry should take CHEM 115.

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Career/Technical Curricular

Career/Technical Curricula

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

The student learning competencies of career and technical education degree programs are as follows:

• Employ industry-specific skills in preparation for workplace readiness
• Combine general education and vocational skills curriculum

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

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

General Education

AAS Degree

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

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

Communications – 3 credits *(choose from the following)*
ENGL 110 College Composition I – 3
COMM 110 Fundamentals of Public Speaking – 3
Fine Arts/Humanities/Social Science – 3 credits *(choose from the following)*
Fine 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   Intro to Creative Writing – 3
ENGL 220   Introduction to Literature – 3
ENGL 221   Introduction to Drama – 3
ENGL 225   Introduction to Film – 3
ENGL 236   Women in Literature - 3
ENGL 238   Children's Literature – 3
ENGL 242   World Literature II – 3
ENGL 261   American Literature I – 3
ENGL 262   American Literature II – 3
ENGL 278   Alternative Literature - 3
WS 110   Intro to Women's Studies-3
FREN 101   First Year French I – 4
FREN 102   First Year French II – 4
HUM   101   Introduction to Humanities I – 3
HUM   102   Introduction to Humanities II – 3
MUSC 207   History of Popular/Rock Music – 3

PHOT 180   Photography I – 3
PHOT 281   Digital Photography – 3
RELS   203   World Religions – 3
RELS   230   New Testament – 3
SPAN 101   Spanish I – 4
SPAN 102   Spanish II – 4
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
HIST   224   American Studies I - 3
POLS   115   American Government – 3
POLS   220   International Politics – 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 a technology course *(choose from the following)*

Mathematics

BOTE 108   Business Mathematics – 3
MATH 103   College Algebra – 4
MATH 104   Finite Math – 3
MATH 105   Trigonometry – 3
MATH 107   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   211   Botany – 4
FWLD 121   Introduction to Fish & Wildlife – 3
FWLD 122   Wildlife & Fisheries Techniques – 3
CHEM 115   Introductory Chemistry – 4
CHEM 116   Intro to Organic & Biochemistry
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
CSCI   289   Soc. Implications of Comp. Tech – 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 looking to advance their career opportunities and obtain practical, hands-on work experience through agricultural internships. Students will have the option to customize their plan of study based upon their area of interest in agriculture. The plan of study can be concentrated in crop production, livestock production, specialty crops, business, or a combination of these fields.

FOCUS AREAS

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

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

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

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		Math Elective	3	
Or COMM 110 Fund of Public Spking			Fine Arts/Hum/Social Sci Elective	3	
AGEC 141 Intro to Ag Business	3		AMT Elective	3	
AGRI 150 Ag Orientation	2		Elective	6	
PLSC 110 World Food Crops	3		AGEC 275 Agricultural Law		2
AMT Elective	3		AMT Elective		3
CSCI 101 Intro to Computers		3	Electives		6
SOIL 210 Intro to Soil Science		3	Cooperative Education		3
AMT Elective		3	Science Elective		3-4
Cooperative Education		3			
Wellness Elective		1			
Elective		3			

Electives can be from the following: AGEC, AGRI, ANSC, ENVT, FORS, FWLD, HORT, PLSC, RNG, SOIL
Consult with program advisor for recommended electives.

Agriculture Management & Technology Certificate

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

- The student must complete at least 24 credits of coursework.
- A minimum of 15 credits must include course work in Agriculture Management Technology courses which come from any of the following areas:

AGEC Agricultural Economics	FWLD Fish and Wildlife
AGRI Agriculture	HORT Horticulture
ANSC Animal Science	PLSC Plant Science
ENVT Environmental Technology	RNG Range Science
FORS Forestry	SOIL Soil Science

Small Unmanned Aircraft Systems Certificate of Completion

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

UAS 101 Introduction to UAS Operations	3 credits
UAS 102 Basic UAS Flight Training	1 credit
UAS 107 UAS Commercial Operations	2 credits
UAS 2XX Any 200 Level UAS course	1-2 credits

Horticulture

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

FOCUS AREAS

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

Aquaponics Production and Management: 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, aquaculture, and greenhouse production. The program will provide students with the knowledge and skills necessary to build, operate and manage an aquaponics system.

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

Floral Design: This area prepares students for the floral industry by exploring and gaining skill in the history of floral design, proper care and the handling and identification of floral materials along with how to arrange, package, and market these materials. Students will be prepared to work in floral retail operation and management.

Horticulture AAS

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

Electives can be from the following: AGRI, AGEC, ENVT, FORS, PLSC
Consult with program advisor for electives.

Horticulture Certificate

Fall		Spring	
PLSC 210 Horticulture Science	4	Co-op Education or Practicum	3
Co-op Education or Practicum	2	HORT or PLSC Electives	10
Electives	6		

Consult with program advisor for electives.

Industrial Hemp Production AAS

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
PLSC 210 Horticulture Science	4		Summer: HORT 152 Pest ID (online)	1	
PLSC 251 Intro Ind Hemp Farming	2		Summer: Cop-op or Practicum	2	
SOIL 210 Intro to Soil Science	3		CSCI 101 Intro to Computer		
UNIV 105 First Year Experience	1		or CSCI 289 Social Impl of Tech	3	
ENGL 110 College Comp I	3		Co-op Education or Practicum	3	
Or COMM 110 Fund of Public Speaking			PLSC 110 World Food Crops	3	
Math Elective	3		Electives	6	
HORT 151 Intro to Plants & Pests		1	Math/Science/Tech Elective	3	
HORT 249 Greenhouse Operations		4	PLSC 253 Hemp Regulations		1
PLSC 252 Industrial Hemp Production		2	Cop-op Education or Practicum		3
PLSC 268 Plant Propagation		2	Fine Arts/Humanities/Social Sci Elective		3
Business Elective		3	Fine Arts/Humanities Elective		3
Wellness Elective		.5			

Electives can be from the following: AGEC, AGRI, ENVT, FORS. HORT, PLSC
Consult with program advisor for electives.

Industrial Hemp Production Certificate

Fall		Spring	
PLSC 210 Horticulture Science	4	PLSC 251 Intro Industrial Hemp Farming	2
PLSC 252 Industrial Hemp Prod	2	PLSC 253 Hemp Regulations	1
Co-op Education or Practicum	2	Co-op Education or Practicum	3
Electives	4	Electives	6

Electives can be from the following: AGEC, AGRI, ENVT, FORS. HORT, PLSC
Consult with program advisor for electives.

Business

Advertising and Marketing AAS

THIS PROGRAM IS OFFERED ONLINE.

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BADM 214 Entertainment Mrktg	3	
BADM 201 Prin of Marketing	3		BADM 240 Sales	3	
BADM 210 Advertising I	3		BADM 260 Prin of Retailing	3	
CSCI 101 Intro to Computers	3		BOTE 108 Business Mathematics	3	
UNIV 101 Ldrshp through Service	1		HPER 100 or Activity Elective	1	
Elective	3		ACCT 215 Business in Legal Environment		3
BADM 202 Prin of Management		3	BADM 213 Public Relations		3
BOTE 210 Business Communications		3	BADM 289 Advertising Campaigns		3
COMM 110 Fund of Public Speaking		3	BADM 297 Co-op Education		1
UNIV 102 Ldrshp through Service		1	BUSN 170 Entrepreneurship		3
Math/Science/Technology Elective		3	Wellness Elective		1
Social Science Elective		3	Elective		3

Advertising and Marketing Certificate

THIS PROGRAM IS OFFERED ONLINE.

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

Accounting Technology AAS
THIS PROGRAM IS OFFERED ONLINE.

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

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

General Office Aide Certificate of Completion
THIS PROGRAM IS OFFERED ONLINE.

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

CSCI 101 Intro to Computers	3 credits
BOTE 217 Records Management	3 credits
Cooperative Education	1-2 credits

Information Management – Administrative Assistant AAS
THIS PROGRAM IS OFFERED ONLINE.

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		ACCT 200 Elements of Acct I	3	
BADM 120 Intro to Business	3		BOTE 209 Office Management	3	
BOTE 147 Word Processing	3		BOTE 218 Desktop Publishing	3	
HRM 100 Human Relations & Org	3		CIS 104 Microcomp Database	3	
Business or Technology Elective	3		COMM 110 Fund of Public Spking	3	
Wellness Elective	1		UNIV 201 Ldrshp through Serv	1	
BOTE 108 Business Math		3	BOTE 247 Spreadsheet Applications		3
BOTE 210 Business Communication		3	BOTE 297 Co-op Education		2
BOTE 217 Records Management		3	CIS 147 Prin of Information Security		3
CIS 248 Digital Media I		3	CIS 229 Information Systems Mgmt		3
Fine Arts/Humanities/Social Science Elective		3	Business or Technology Elective		3

Bookkeeping Certificate

THIS PROGRAM IS OFFERED ONLINE.

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

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

Human Resource Management AAS

THIS PROGRAM IS OFFERED ONLINE.

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

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

Human Resource Management Certificate

THIS PROGRAM IS OFFERED ONLINE.

Fall		Spring	
BOTE 209 Office Management	3	BADM 120 Intro to Business	3
BOTE 217 Records Management	3	HRM 170 Employment Trng & Development	3
HRM 120 Intro to HR Management	3	HRM 230 Employment Policy Admin	3
HRM 140 Employment Life Cycle	3	HRM 170 HR Portfolio/Info Systems	3
HRM 160 Compensation Admin	3	or HRM 210 Employee & Labor Relations	
Or HRM 200 Benefits Admin		HRM 297 Co-op Education	2

Reception Services Certificate

THIS PROGRAM IS OFFERED ONLINE.

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

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

Small Business Management AAS

THIS PROGRAM IS OFFERED ONLINE.

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

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

Small Business Management Certificate of Completion

BADM 201 Principles of Marketing	3 credits
BADM 260 Principles of Retailing	3 credits
BOTE 108 Business Math	3 credits
BUSN 170 Entrepreneurship	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 Comp I	3		ACCT 200 Elements of Acct I	3	
BOTE 152 Keyboarding II	3		BOTE 108 Business Math	3	
CIS 128 Comp Hardware I	3		CIS 104 Microcomputer Database	3	
CSCI 101 Intro to Computers	3		CIS 212 MS Operating Syst Client	3	
CIS/CSCI Elective	3		Fine Arts/Hum/Social Sci Elec	3	
BOTE 147 Word Processing		3	BOTE 209 Office Management		3
BOTE 218 Desktop Publishing		3	BOTE 210 Business Communications		3
CIS 129 Microcomputer Hardware II		3	BOTE 247 Spreadsheet Applications		3
CIS 147 Prin of Information Security		3	CIS 297 Co-op Education		3
UNIV 201 Ldrshp through Service			or CIS 281 Project Management		
Or CARS 105 Job Search		1	Comm 110 Fund of Public Speaking		3
CIS/CSCI Elective		3	Wellness Elective		1

Information Technology AAS

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3				
CIS 104 Microcomputer Database	3		CIS 180 Creating Web Pages	3	
CIS 128 Microcomp Hardware I	3		CIS 212 MS Operating Syst Client	3	
CIS 164 Networking Fundamentals I	3		CSCI 289 Social Implications of		
CIS 215 Implement MS Server Enviro	3		Computer Technology	3	
CSCI 101 Intro to Computers	3		Math Elective	3-4	
UNIV 105 First Year Experience	1		CIS 297 Co-op Education		
ENGL 120 College Comp II			or CIS 281 Project Management		3
or ENGL 125 Intro to Prof Writing		3	UNIV 201 Ldrshp through Service		
CIS 129 Microcomp Hardware II		3	or CARS 105 Job Search		1
CIS 147 Prin of Information Security		3	CIS/CSCI Elective		3
CIS 165 Networking Fundamentals II		3	Fine Arts/Humanities/Social Sci Elective		3
CIS 216 Implent MS Server Network		3	Wellness Elective		1
CIS/CSCI Elective		3			

Information Technology - Webmaster AAS

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

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

Education & Human Development

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
CSCI 101 Intro to Computers	3		GERO 256 Dev of Social Welfare	3	
GERO 130 Intro to Human Services	2		HPER 100 or HPER Activity	1-2	
SOC 110 Intro to Sociology	3		NUTR 240 Prin of Nutrition	3	
SPED 101 Intro to Dev Disabilities	3		RLS 290 Intro to Inclusive Rec	3	
MATH Elective	3-4		Fine Arts/Humanities Elective	3	
ENGL 110 College Comp I			Elective	3	
Or COMM 110 Fund of Public Speaking		3	CARS 150 Job Search		1
AH 134 Medical Disorder		3	GERO 240 Administering Medications		3
AH 231 Healthcare Law and Ethics		1	GERO 285 Home Health Financial Mgmt		1
GERO 297 Cooperative Education		2	PSYC 270 Abnormal Psychology		3
SOC 251 Gerontology		3	Or HRM 100 Human Relation in Org		
Elective		3	Elective		3
			Lab Science Elective		4

Child Development Associate Certificate

THIS PROGRAM IS AVAILABLE ONLINE.

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

Paraprofessional Education Early Childhood AAS

THIS PROGRAM IS AVAILABLE ONLINE.

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 Comp I	3		ACCT/BADM/BOTE/SS Elective	3	
Or COMM 110 Fund of Public Speaking			EC 213 Lang & Literacy in ECE	3	
CSCI 101 Intro to Computers	3		EC 236 Soc/Emotional Dev & Guid	3	
EC 210 Intro to EC Education	3		PSYC 111 Intro to Psychology	3	
EDUC 101 Intro to Paraeducation	1		UNIV 101 Ldrshp through Service	1	
SPED 101 Intro to Dev Disabilities	3		Fine Arts/Humanities Elective	3	
Math Elective	3-4		ACCT/BADM/BOTE/SS Elective		3
EC 211 Observation, Assessment, Interp Tech		3	CARS 105 Job Search		1
ED 233 Pre-K Method & Materials		3	EC 222 Adm & Ldrshp in ECE		3
SPED 110 Intro to Exceptional Children		3	ECE 238 Home, School & Community		3
HPER 100 or HPER Activity		1-2	EDUC 297 Co-op Education		1-3
Fine Arts/Humanities/Social Sci Elective		3	Lab Science Elective		4
			PSYC 250 Developmental Psych		3

Paraprofessional Education K-12 AAS

THIS PROGRAM IS AVAILABLE ONLINE.

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		EC 236 Soc/Emotional Dev & Guid	3	
Or Comm 110 Fund of Public Speaking			EDUC 250 Intro to Education	2	
CSCI 101 Intro to Computers	3		EDUC 298 Intro to Educ Practicum	1	
EDUC 101 Intro to Paraeducation	1		MATH 277 Math for	3	
SPED 101 Intro to Dev			for Elementary Teachers I	4	
Disabilities	3		PSYC 111 Intro to Psychology	3	
EC/EDUC/Soc Sci Elective	3		Lab Science Elective	4	
HPER 100 or HPER Activity	1-2		CARS 105 Job Search		1
ASC 93 Alg Prep III or Math 103 Coll Alg		2-4	EDUC 260 Educational Psychology		3
EDUC 220 Classroom Management		3	EDUC 297 Co-op Educations		1
SPED 110 Intro to Exceptional Children		3	ENGL 238 Children's Literature		3
UNIV 101 Ldrship through Service		1	PSYC 250 Developmental Psych		3
Fine Arts/Humanities Elective		3	Lab Science Elective		4
Fine Arts/Humanities/Soc Sci Elective		3			

Paraprofessional Education Certificate

THIS PROGRAM IS AVAILABLE ONLINE.

Individuals with previous college credits can meet N.D. Department of Public Instruction certificate of completion requirements by completing the Paraprofessional Educator Certificate Program. The criteria are outlined below.

- The student must successfully complete 48 semester credits or more of college coursework of which at least 20 credits are general education courses.
- A minimum of 15 semester credits must be completed through Dakota College at Bottineau.
- Coursework must include successful completion of the following courses:

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

Health Professions
Paramedic Technology (AAS and Certificate)

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

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

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

Paramedic Technology Certificate

SEMESTER 1 – Summer

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

SEMESTER 2 – Fall

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

SEMESTER 3 – Spring

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

SEMESTER 4 – Summer

EMS 231 PALS	1
EMS 297 Field Internship	4

Paramedic Technology AAS

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

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

Medical Assistant AAS

THIS PROGRAM IS AVAILABLE ONLINE.

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
AH 134 Medical Disorders	3		AH 287 Comp Apps in Healthcare	3	
AH 171 Medical Terminology	3		BOTE 108 Business Math**	3	
BIOL 115 Concepts of Anat & Phys**	4		BOTE 209 Office Management	3	
CSCI 101 Intro to Computers**	3		NUTR 240 Prin of Nutrition **	3	
PSYC 111 Intro to Psychology**	3		Elective	3	
AH 136 Clinical Procedures		3	AH 137 Clinical Specialties		2
AH 231 Healthcare Law & Ethics		3	AH 257 ECG/EKG Interpretation		2
AH 266 Lab/Diagnostic Procedures		2	AH 258 Practical Skills Lab		2
COMM 110 Fund of Public Speaking**			AH 259 CCMA Exam Prep		1
Or ENGL 110 College Comp I**		3	PHRM 215 Intro to Pharmacology**		3
PSYC 250 Developmental Psychology**		3	AH 297 Co-op Education		4
Wellness Elective		1-2			

** Offered on campus through IVN and online.

Medical Assistant Certificate

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

** Offered on campus through IVN and online.

  * 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 Certificate degree are: BIOL 115, AH 171, AH 134, AH 136, PHRM 215.

Medical Administrative Assistant AAS

THIS PROGRAM IS AVAILABLE ONLINE.

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
AH 134 Medical Disorders	3		AH 138 Medical Coding I	3	
AH 171 Medical Terminology	3		AH 139 Medical Coding II	3	
BIOL 115 Concepts of Anat & Phys**	4		AH 287 Computer Apps		
BOTE 108 Business Math**	3		in Healthcare	3	
CSCI 101 Intro to Computers**	3		ACCT 200 Elements of Acct I**	3	
AH 231 Healthcare Law & Ethics		3	ENGL 110 College Comp I**	3	
BADM 202 Prin of Management**		3	Wellness Elective	1	
COMM 110 Fund of Public Speaking**		3	AH 137 Clinical Specialties		2
PHRM 215 Intro to Pharmacology**		3	AH 222 Medical Transcription I		3
Fine Arts/Hum/Social Science Elective		3	BOTE 209 Office Management		3
			BOTE 210 Business Communications		3
			AH 297 Co-op Education		4

** Offered on campus through IVN and online.

Medical Coding Certificate

THIS PROGRAM IS AVAILABLE ONLINE.

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

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

** Offered on campus through IVN and online.

Diagnostic Medical Sonography AAS

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

Pre-requisites (must be completed prior to program admission

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

General Education (Can be completed before or during program)

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

Semester 1:

DMS 201	Ultrasound Foundations Concepts	3
DMS 221	Abdominal Ultrasound I	2
DMS 221L	Abdominal Ultrasound I Lab	1
DMS 231	OB/GYN I	2
DMS 231L	OB/GYN I Lab	1
DMS 281	Clinical Practicum I (256 hours)	3

Semester 2:

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

Semester 3:

DMS 251	Patient Care	1
DMS 212	Ultrasound Physics & Instrumentation II	3
DMS 283	Clinical Practicum III (384 hours)	3

Semester 4:

DMS 223	Abdominal Ultrasound III	2
DMS 223L	Abdominal Ultrasound III Lab	1
DMS 233	OB/GYN III	2
DMS 233L	OB/GYN III Lab	1
DMS 241	Vascular I	1
DMS 241L	Vascular Lab	1
DMS 284	Clinical Practicum IV (384 hours)	4

Semester 5:

DMS 224	Abdominal Ultrasound IV	2
DMS 242	Vascular II	2
DMS 242L	Vascular II Lab	1
DMS 250	Comprehensive Review	3
DMS 285	Clinical Practicum IV (384 hours)	4

Students are required to complete **1152 clinical hours** following completion of Semester 3.

Practical Nursing (Certificate)

The Dakota Nursing program is a 1 + 1, Practical Nurse Certificate to Associate Degree Nurse (RN) Program. The program is offered through a consortium of four colleges in North Dakota. The member colleges are Bismarck State College (BSC), Dakota College 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 occur 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 required by the North Dakota State Board of Nursing for licensure as a Licensed Practical Nurse (LPN). The student is also able to move into the Associate Degree RN program upon completion if all qualifications are met.

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

Preparation and requirements – Admission to Practical Nurse Program

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

1. High School Diploma or GED Certificate
    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. There are two application processes – first to the college and then to the nursing program. When completing the DNP application online, be prepared to upload a 300-600 word Narrative Statement summarizing your education/work experience and how those experiences will help you progress through the nursing program. Also include why you want to be a nurse and why this is a good time in your life to pursue a nursing degree.
4. Current CPR Certification for BLS Provider (American Heart Association) or CPR/Healthcare Provider (Red Cross) and must be updated to remain current throughout the program.

5. Proof of Math Skill Readiness. Student must have completed **at minimum**:
    a. The developmental math course (ASC 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 Next Generation	College Algebra	255	Accuplacer scores effective January 2, 2019.
Accuplacer Classic	Elementary Algebra	76	Accuplacer scores effective October 12, 2019- January 2, 2019.
Accuplacer Classic	College Level Math	50	With the scores to the left, you would not need to take any ASC Math classes for admission to Nursing. This platform has been discontinued, but check with your college to see if they will still accept Classic scores for admission.
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.
   i.   Applicants are allowed two (2) attempts at the TEAS exam with a minimum of 4 weeks (28 days) between attempts per application period.
   ii.   A minimum TEAS composite score must be 45.0% or higher. Any applicant scoring below this level will not be accepted. The best score achieved, of two attempts, may be submitted. Last year the average TEAS score for all admitted applicants was within the Proficient level.
   iii. TEAS scores are valid for up to two (2) years prior to March 5th of the year of application.
   iv.   It is to your advantage to double check the other parts of your application to make sure you are qualified in the other areas before you attempt the TEAS exam.
   v.   It is recommended that you use the study materials on the TEAS website to score well on the exam. As noted above you may repeat the TEAS to better your chance of admission.
b. ACT composite score of 19, **or**
   i.   ACT/COMPASS/ASSET/Accuplacer/SAT test(s) with an equivalent score, **or**

   ii. Successful completion of 12 credits of college courses with a minimum GPA of 2.5

7. 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 I and II with Lab (A & P II must be taken within the last 7 years)
   b. Introduction to Pharmacology (must be taken within the last 7 years)
   c. Developmental Psychology (must be taken within the last 7 years)
   d. Introduction to Psychology
   e. Composition I
   f. Other: Microbiology (required for ADN program)
   g. Other: Composition II, Communications, Technology, Humanities or Computer elective. Check with individual campuses for correct elective (required for ADN program).

8. Guidelines for approval include:
   a. High School GPA of 2.5 or greater **or**
   b. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA. Nursing GPA for any completed required nursing program courses must be 2.75 or higher.
   c. Overall cumulative GPA for all college courses completed must be 2.5 or higher.
   d. No required course may have a grade lower than 2.0 (C).
   e. If a student repeats a required science course or previous nursing course, a grade of 2.0 (C) or higher **must be obtained in the first repeat (A & P I and II, Microbiology)**. An appeal process may be sought if the student has failed science courses more than 2 times.
   f. Critical courses completed more than 7 years prior to program application must be repeated: Anatomy and Physiology II, Developmental Psychology, and Introduction to Pharmacology.
   g. Experience working in a health care environment is encouraged before making 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 client safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements must be met prior to consideration for admission.

Minimum TOEFL Scores for Admission to the Dakota Nursing Program
To be considered for admission to the pre-licensure program, English as a second language (ESL) applicants must achieve minimum scores on the TOEFL internet based test (TOEFL iBT) of:
Minimum Cumulative Score of:
   • 86 Combined
AND Minimum Individual Scores of:
   • 26 in Speaking
   • 20 in Writing
   • 20 in Reading
   • 20 in Listening

Test Preparation and Registration

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

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

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

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

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

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

Reference:

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

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

CHECKLIST FOR THE PRACTICAL NURSE PROGRAM

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

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

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

Required Immunizations once you are admitted to the Dakota Nursing Program:
- **Measles, Mumps & Rubella** vaccine x2 or positive blood titer or repeat series
- **Varicella (Chicken Pox)** vaccine x2 or positive blood titer or repeat series
- **Hepatitis B** x3 or positive antiHBS titer or repeat series
- **Influenza (Flu)** (to be administered between September 1st – November 1st of the current flu season)
- **Tuberculosis (TB)** Negative reading of 2-step tuberculosis test within the past 12 months or QuantiFERON Gold blood test or T-Spot blood test
- **Tetanus, Diphtheria & Pertussis (Tdap)** History of one Tdap. Tetanus within the last 10 years

All applicants who meet the March 5th deadline will be notified of status by June 15th

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

Practical Nursing Curriculum

FALL SEMESTER

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

SPRING SEMESTER

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

SUMMER SEMESTER

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

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

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

Associate Degree Nurse (AAS)

The Program is offered through a consortium of four colleges in North Dakota. The member colleges are Bismarck State College (BSC), Dakota College 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 occur at each location. Clinical opportunities are arranged locally.

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

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

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

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

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

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

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

CHECKLIST FOR INTERNAL ADN APPLICANTS

☐ 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.

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

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

PREPARATION AND REQUIREMENTS FOR THE ADVANCE STANDING ASSOCIATE DEGREE PROGRAM:

Admission to the Dakota Nursing Program is on a competitive basis. The following are prerequisites for consideration for
Admission to the Associate Degree Nursing Program:
1. Applicant is:
a. A graduate from a state board approved PN program from an accredited college and current LPN with an active, unencumbered license to practice as a Licensed Practical Nurse in the United States of America. OR
b. A graduate from a state board approved paramedic program and a current paramedic, of at least two years' experience, with an active, unencumbered, license to practice as a paramedic in the United States of America AND have completed the LRSC Paramedic to Nurse Bridge Program.
2. Minimum GPA of 2.75 in all prerequisite courses (including prior practical nursing classes) and an overall minimum GPA of 2.5
3. Admission to the college of choice as well as completion of a formal application to the Dakota Associate Degree Nursing Program. **Admission to the College does not guarantee admission to the ADN program.** Application forms for admission to the Dakota ADN Program may be obtained on the Dakota Nursing Program website at www.dakotanursing.org beginning December 1st with application due on or before March 5th.
4. Pass a preadmission examination — ATI Comprehensive PN Comprehensive Predictor report showing an individual composite score which equals a predicted probability of passing the NCLEX-PN of 92%. Students achieving a score of less than 92% predicted probability on the first attempt will be required to wait 30 days until retaking the predictor after remediating on the topics they failed. Comprehensive PN Predictor scores are valid for up to one (1) year prior to March 5th of the year of application. Applicants will be allowed two (2) attempts of passing the NCLEX-PN Predictor per application process. Contact the nursing coordinator or testing center at your local campus to schedule your test date on or before March 1, 2019. A student may be considered for admission after a successful retake, however, the internal student (current Dakota Nursing Program student) failing the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.
5. Currently enrolled (if competitive) or satisfactory completion with a "C" or better in each of the following courses:
• All required nursing courses from an approved Practical Nursing Program
• ENGL 110 Composition I
• PSYC 111 Introduction to Psychology
• BIOL 220 Anatomy and Physiology I with lab
• BIOL 221 Anatomy and Physiology II with lab
• PHRM 215 Introduction to Pharmacology (must have been completed within 7 years of ADN admission).
• PSYC 250 Developmental Psychology

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

Minimum TOEFL Scores for Admission to the Dakota Nursing Program

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

Minimum Cumulative Score of:

- 86 Combined

AND Minimum Individual Scores of:

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

Test Preparation and Registration

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

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

- Bismarck State College – Enter Institution DI Code: 6041
- Dakota College at Bottineau – Enter Institution DI 3398
- Lake Region State College – Enter Institution DI Code: 6163
- Williston State College – Enter Institution DI Code: 6905

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

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

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

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

Reference:

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

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

Checklist for the Advance Standing ADN (LPN to RN) Applicants

☐ 1. Complete an application for admission to your local college (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.

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

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	2
NURS 226 Maternal Child Nursing	3	Psychosocial Nursing	
NURS 227 Clinical Application I	4	NURS 237 Clinical Application II	5
BIOL 202 Microbiology	4	NURS 259 Role Transitions	1
		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

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 graduates 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
ENGL 110 College Comp I	3		BOTE 217 Records Mgmt	3	
Or COMM 110 Fund of Public Speaking			ENVT 270 Water Resource Mgmt	4	
BIOL 150 General Biology I	4		RNG 236 Intro to Range Mgmt	4	
CHEM 121 General Chem I	4		SOIL 210 Intro to Soil Science	3	
Or CHEM 115 Introductory Chem			Math Elective	3-4	
ENVT 110 Intro to GPS	2		BIOL 200 Biotech & Lab Techniques		4
FWLD 121 Intro to Fish/Wildlife	3		BIOL 124 Environmental Science		4
Wellness Elective	1		BOTE 247 Spreadsheet Applications		3
ENGL 125 Intro to Prof Writing			ENVT 296 Capstone		1
Or BOTE 210 Business Comm		3	ENVT 297 Co-op Education		3
CSCI 101 Intro to Computers		3	UNIV 201 Ldrshp through Service		1
ENVT 255 Intro to GIS		4			
GEOL 105 Physical Geology		4			
Fine Arts/Hum/Social Sci 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 graduates may assist in data collection and inventories of natural resources, providing conservation recommendations to managers, and developing and implementing natural resource management plans.

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		CHEM 121 General Chem I	4	
Or COMM 110 Fund of Public Speaking			or CHEM 115 Introductory Chem		
BIOL 150 General Biology I	4		ENVT 270 Water Resource Mgmt	3	
CSCI 101 Intro to Computers	3		RNG 236 Intro to Range Mgmt	4	
ENVT 110 Intro to GPS	2		SOIL 210 Intro to Soil Science	3	
FWLD 121 Intro to Fish & Wildlife	3		Wellness Elective	1	
MATH Elective	3-4		BADM 202 Prin of Management		3
BIOL 151 General Biology II		4	BIOL 124 Environmental Science		4
ENVT 105 Surveying		1	BOT 211 Botany I		4
FWLD 122 Wildlife & Fisheries Tech		3	ENVT 296 Capstone		1
GEOL 105 Physical Geology		4	ENVT 297 Co-op Education		2
Fine Arts/Hum/Social Sci Elective		3	FORS 263 Urban Forest Mgmt		3

Recreation Management AAS
THIS PROGRAM IS ONLY AVAILABLE ONLINE.

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

Core Courses			Core Courses		
ENGL 110 College Comp I	3		SOC 110 Intro to Sociology	3	
Or COMM 110 Fund of Public Speaking			or PSYC 111 Into to Psychology		
BIOL 124 Environmental Sci	4		RLS 110 Foundations of Rec	3	
CSCI 101 Intro to Computers	3		RLS 215 Rec Areas/Facilities	3	
HPER 100 Con of Fit/Wellness	2		RLS 222 Recreation Prog Planning	3	
Math Elective	3-4		RLS 286 Rec Administration	3	
			RLS 288 Accessibility & Public Pol	3	

Outdoor Recreation/Park Management Focus

HRM 100 Human Relations in Org	3		RLS 285 Natural Resource Law	3	
RLS 210 Environmental Education	3		RLS 297 Co-op Education	2-4	
RLS 212 Principles of Interpretation	3		TOUR 212 Prin of Tourism	3	
RLS 271 Fun of Res/Rec Mgmt	3		Electives	6-7	

Commercial Recreation/Tourism Focus

HRM 100 Human Relations in Org	3		RLS 297 Co-op Education	2-4	
RLS 271 Fund of Res/Res Mgmt	3		TOUR 212 Prin of Tourism	3	
RLS 280 Community/Commercial Rec	3		Electives	8-15	
RLS 290 Intro to Inclusive Rec	3				

Recreation Management Certificate

THIS PROGRAM IS ONLY AVAILABLE ONLINE.

Required Courses:

			Choose 1 course from the following:		
RLS 110 Foundations of Recreation	3				
RLS 215 Recreation Area/Facilities	3		RLS 210 Environmental Education	3	
RLS 222 Recreation Prog Planning	3		RLS 212 Principle of Interpretation	3	
RLS 286 Recreation Administration	3		RLS 271 Fund of Rec/Resource Management	3	
			RLS 280 Community & Commercial Rec	3	
			RLS 285 Natural Resource Law	3	
			RLS 288 Accessibility & Public Policy	3	
			RLS 290 Intro to Inclusive Recreation	3	
			TOUR 212 Principles of Tourism	3	

Urban Forest Management AAS

THIS PROGRAM IS ONLY AVAILABLE ONLINE.

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
BOTE 108 Business Math			COMM 110 Fund of Public Spking		
or Math Elective	3-4		or ENGL 110 College Comp I	3	
FORS 255 Urban Trees & Shrubs	4		FORS 250 Dis of Trees & Shrubs	3	
FORS 273 Arboriculture	3		FORS 260 Parks/Urb Greenspaces	3	
SOIL 210 Intro to Soil Science	3		FORS 265 Arboricultural Practices	4	
Technology Elective	3		FORS 297 Co-op Education	1	
FORS 275 Advanced Arboriculture		3	Wellness Elective	1-2	
PLSC 255 Plant Disease Management		3	FORS 263 Urban Forest Management		3
Electives		6	FORS 280 Principles of Pruning		3
Math/Science/Technology Elective		3-4	Electives		6
			Fine Arts/Humanities/Social Sci Elective		3

Urban Forest Management Certificate

THIS PROGRAM IS ONLY AVAILABLE ONLINE.

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

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

Wildlife and Fisheries Technology AAS

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

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
ENGL 110 College Comp I	3		BIOL 170 General Zoology	4	
BIOL 150 General Biology I	4		BIOL 230 Ecology	4	
CSCI 101 Intro to Computers	3		RNG 236 Intro to Range Mgmt	4	
ENVT 110 Intro to GPS	2		SOIL 210 Intro to Soil Science	3	
FWLD 121 Intro to Fish &	3		CARS 105 Job Search		1
Wildlife Management			BIOL 200 Biotech & Lab Techniques		4
BIOL 151 General Biology II		4	BOT 211 Botany I		4
CHEM 115 Introductory Chemistry		4	ENVT 105 Surveying		1
ENVT 255 Intro to GIS		4	FWLD 296 Field Studies		2
FWLD 122 Wildlife/Fisheries Techniques		3	Fine Arts/Humanities/Social Sci Elective		3
Math Elective		3-4	Wellness Elective		1

Photography

Photography (AAS and Certificate)

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

On Campus Course Sequence
Photography AAS

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
CSCI 101 Intro to Computers			BOTE 108 Bus Math or Math Elect	3-4	
Or BOTE 218 Desktop Publishing	3		PHOT 193 Photography Pract II	1	
PHOT 150 Digital Darkroom	3		PHOT 240 Outdoor Photography	3	
PHOT 180 Photography I	3		or PHOT 296 Study Abroad		
PHOT 190 Prin of Lighting	3		PHOT 285 Conceptual Photo	3	
Elective	3		PHOT 287 Documentary Photo	3	
ENGL 110 College Comp I		3	Elective	3	
PHOT 210 Intermediate Photography		3	Wellness Elective	1	
PHOT 232 Advertising Photography		3	BOTE 210 Bus Comm or BADM Elective		3
PHOT 234 Portrait Photography		3	BUSN 170 Entrepreneurship		3
PHOT 192 Photography Practicum I		1	PHOT 289 Photography Portfolio		3
Fine Arts/Hum/Social Sci Elective		3	PHOT 292 Photography Pract III		1
			Math/Science/Technology Elective		3-4

Photography Certificate

Fall		Spring	
PHOT 150 Digital Darkroom	3	PHOT 193 Photography Practicum II	1
PHOT 180 Photography I	3	PHOT 210 Intermediate Photography	3
PHOT 192 Photography Practicum I	1	PHOT 289 Photography Portfolio	3
PHOT 290 Principles of Lighting	3	Elective (choose from list)	3
Elective (choose from list)	3	Elective (choose from list)	3

Photography 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)
PHOT 287 – Documentary Photography – (3CR)
PHOT 296 – Study Abroad: Outdoor Photo – (3CR)

Online Course Sequence
Photography AAS

Freshman Year	Fall	Spring	Sophomore Year	Fall	Spring
CSCI 101 Intro to Computers	3		BOTE 108 Bus Math or Math Elect	3-4	
Or BOTE 218 Desktop Publishing			PHOT 240 Outdoor Photography	3	
PHOT 150 Digital Darkroom	3		or PHOT 296 Study Abroad		
PHOT 180 Photography I	3		PHOT 285 Conceptual Photo	3	
PHOT 190 Prin of Lighting	3		PHOT 287 Documentary Photo	3	
Elective	3		Elective	3	
ENGL 110 College Comp I		3	Wellness Elective	1	
PHOT 210 Intermediate Photography		3	BOTE 210 Bus Comm or BADM Elective		3
PHOT 232 Advertising Photography		3	BUSN 170 Entrepreneurship		3
PHOT 234 Portrait Photography		3	PHOT 289 Photography Portfolio		3
PHOT 192 Photography Practicum I		1	PHOT 293 Photography Pract IV		3
Fine Arts/Hum/Social Sci Elective		3	Math/Science/Technology Elective		3-4

Photography Certificate

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

Photo Elective Courses

PHOT 232 – Advertising Photography - (3 CR)
PHOT 234 – Portrait Photography – (3 CR)
PHOT 240 – Outdoor Photography – (3 CR)
PHOT 285 – Conceptual Photography – (3CR)
PHOT 287 – Documentary Photography – (3CR)
PHOT 296 – Study Abroad: Outdoor Photo – (3CR)

Technical Studies AAS

THIS PROGRAM IS OFFERED ONLINE.

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

Technical Studies Certificate

THIS PROGRAM IS OFFERED ONLINE.

Fall		Spring	
UNIV 105 First Year Experience	1	CARS 105 Job Search	1
Elective	3	Technical Elective	3
Elective	3	Technical Elective	3
Technical Elective	3	XXXX 297 Co-op Education	2
Technical Elective	3		

Course Descriptions

ACADEMIC SKILLS (ASC)

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

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

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

ASC 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.

ASC 94 Beginning Algebra (3CR) Fall, Spring; Pre: None
This course includes the properties of numbers, fundamental operations, factoring, fractions, exponents, radicals and equations.

ACCOUNTING (ACCT)

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

ACCT 201 Elements of Accounting II (3CR) Spring; Pre: ACCT 200

A continuation of ACCT 200 with emphasis on partnerships, corporations, and management accounting. Includes lab work using a computerized accounting system.

ACCT 212 Payroll Accounting (3CR) Fall; Pre/Co: ACCT 200

Introduction to the study of payroll, property, and sales taxes.

ACCT 215 Business in the Legal Environment (3CR) Fall, Spring; Pre: None

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

ACCT 260 Accounting Information Systems (2CR) Spring; Pre: ACCT 200

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

ACCT 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 (AGRI)

AGRI 150 Agriculture Orientation (2CR) Fall; Pre: None

Seminar class that will discuss opportunities and issues in agriculture.

AGRICULTURAL ECONOMICS (AGEC)

AGEC 141 Intro to Agriculture Business (3CR) Fall; Pre: None

This course is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment with the agribusiness industry.

AGEC 240 Holistic Management (2CR) Spring; Pre: None

Comparison of scientific and holistic though models as applied to personal organizational and biological problem solving and goal setting.

AGEC 242 Intro to Agricultural Management (3CR) Fall; Pre: None

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

AGEC 244 Agricultural Marketing (3CR) Spring; Pre: None

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

AGEC 246 Agricultural Finance (3CR) Spring; Pre: None

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

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

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

AGEC 275 Applied Agricultural Law (2CR) Spring; Pre: None

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

ALLIED HEALTH (AH)

AH 110 Basic Caregiving (3CR) Fall; Pre: None

This course provided students with the knowledge and skills necessary to provide safe and effective care to clients. Students will be introduced to the fundamental roles and responsibilities of caregivers. Students will learn about the legal and ethical issues of providing care and will develop skills necessary to ensure effective communication with members of the care team and the client.

AH 134 Medical Disorders (3CR) Fall, Spring; Pre: None

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

AH 136 Clinical Procedures (3CR) Fall, Spring; Pre: 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) Fall, Spring; Pre/Co: AH 171, AH 134

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

AH 138 Medical Coding I (3CR) Fall; Pre/Co: AH 171, AH 134

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

AH 139 Basic Diagnosis Coding (3CR) Fall, Spring; 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) Fall, Spring; Pre: AH 138, AH 139

This course gives students the opportunity to analyze medical case studies and code medical records using both CPT and ICD-10 coding methods.

AH 143 Intermediate Coding II (3CR) Fall, Spring; Pre: AH 142

This course gives students the opportunity to analyze medical case studies and code medical records using both CPT and ICD-10 coding methods.

AH 171 Medical Terminology (3CR) Fall, Spring; Pre: None

Study of prefixes, suffixes, and root words of medical terms. Emphasis on building a working medical vocabulary based on body systems by studying the meaning, pronunciation and spelling of medical terms. The anatomy and physiology of each body system is included in this course.

AH 222 Medical Transcription I (3CR) Fall, Spring; Pre: AH 134, AH 171; Pre/Co: PHRM 215

This course is an introduction to basic medical transcription through the process of transcribing medical dictation and completing related assignments. Transcription skills emphasizing correct use of grammar, punctuation and spelling are studied. Basic transcription practice that includes a variety of dictated medical reports is also

included. An emphasis on AHDI (Association for Healthcare Documentation Integrity) style and format is included.

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

AH 257 ECG/EKG Interpretation (2CR) Spring; Pre/Co: AH 136, AH 266 Spring 2022
This course is designed for students who want to learn the basic ECG skills of measuring, recognizing, and interpreting simple cardiac rhythms. Topics include correct leas placement, troubleshooting poor tracings, recognition, and measurement of various EKG waves.

AH 258 Practical Skills Lab (2CR) Spring; Pre/Co: AH 134, AH 171 Spring 2022
Students will see, practice, and perform demonstrations of basic medical assistant skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the medical assisting process and critical thinking skills to organize and provide safe and effective client care under the direct supervision of a licensed professional.

AH 259 CCMA Exam Prep (1CR) Spring; Pre/Co: AH 134, AH 171 Spring 2022
This course is designed to aid the student in studying for a medical assisting credentialing exam. It is focused on all the general, administrative, and clinical topis from the medical assisting curriculum.

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

AH 287 Computer Applications in Health Care (3CR) Fall, Spring; Pre: AH 171
This course is designed to be a practical, hands-on introduction to the electronic health record (EHR). Students will learn to become proficient in the EHR software before they encounter it in their workplace. The student will gain a thorough knowledge of both the terminology of the EHR systems and the practical uses of similar systems in a healthcare setting.

ANIMAL SCIENCE (ANSC)

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

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

ANSC 220 Livestock Production (3CR) Spring; Pre: None

General production and management of major meat animal species. Topics include production systems, feeding, facilities, health, economics, and marketing.

ANSC 260 Introduction to Equine Science (3CR) Spring; Pre: None

Review of evolution, historical roles of the horse, breeds, and the modern day western equine industry. Topics include introduction to equine anatomy, physiology, selection, nutrition, health care, and general management.

ART (ART)

ART 110 Introduction to 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 182 Art with a Smartphone (3CR) Spring; Pre: None

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

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

A survey of Western art from Paleolithic to the Renaissance.

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

A survey of Western art from Renaissance to the present.

BIOLOGY (BIOL)

BIOL 111 Concepts of Biology (4CR) Fall; Pre: None

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, Spring; 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) Fall, 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 150H General Biology I Honors (1CR) Fall; Pre: None

This course is an in-depth study of cellular processes of living organisms.

BIOL 151 General Biology II (4CR) Spring; Pre: BIOL 150 or Instructor Approval

This course is the second semester of a two-semester sequenced study of the fundamental topics of biology. Study of the unity and diversity of life with topics in botany, zoology, evolution, and ecology. The course will relate organism structure and

function to the environment and evolutionary processes. Botany involves the review of photosynthesis, phylogenetic classifications of plants and structure and function of higher plants. Zoology encompasses the classification of all invertebrates and vertebrates with detailed examination of their structures, functions, and ecology. Basic evolutionary processes will be defined and evaluated. This course is the second semester of a two-semester sequenced study of the fundamental topics of biology, with emphasis on organismal biology.

BIOL 151H General Biology II Honors (1CR) Fall; Pre: None
This course is an in-depth study of the relationship between living organisms and their environment through the lens of zoological or botanical evolution, genetics, and structure and function.

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

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

BIOL 220 Anatomy and Physiology I (4CR) Fall, Spring; Pre: None
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) Fall, 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.

BOTANY (BOT)

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

BUSINESS (BUSN)

BUSN 170 Entrepreneurship (3CR) Fall, Spring; Pre: None

A hands-on learning experience for people interested in starting their own business. History and aspects of small business will be explored. Actual development of a business plan will be covered.

BUSINESS ADMINISTRATION (BADM)

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

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

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

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

BADM 202 Principles of Management (3CR) Fall, Spring; Pre: None

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

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

This course includes a brief history of advertising and then focuses on the shift from the conventional methods of advertising to the more widely recognized approach of implementing an integrated marketing communications strategy.

BADM 213 Public Relations (3CR) Fall, Spring; Pre: None

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, Spring; 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, Spring; Pre: None

This course provides the student with an introduction to the basic principles, concepts, and theories of selling, and their application to the actual sales presentation. Special attention is given to the sales process and both verbal and non-verbal communication techniques.

BADM 260 Principles of Retailing (3CR) Fall, Spring; Pre: None

This is a practical course designed to introduce students to retail operations and management. The evolution of retailing and its present role in the marketing system as well as the impact of various trends upon retail institutions are examined. Other major

areas covered include: the determination of a target market, site selection and store design, store organization, merchandising, pricing, staffing, and training employees, store pro- motion, customer service and control of store operations.

BADM 289 Advertising Campaigns (3CR) Spring; Pre: BADM 201, BADM 210

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

BUSINESS, OFFICE & TECHNOLOGY ED (BOTE)

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

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

BOTE 147 Word Processing (3CR) Fall, Spring; Pre: Keyboarding skill

Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing and merging are also practiced.

BOTE 152 Keyboarding II (3CR) Fall, Spring; Pre: None

Development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports and tables from straight copy, rough drafts and unarranged material.

BOTE 209 Office Management (3CR) Fall; Pre: None

Introduction of office management concepts and technology, including office facilities development, office systems, human relations, office ethics and etiquette, and various administrative duties and responsibilities. The systematic control of manual and electronic business records, records life cycle, equipment, and supplies are also studied in this course.

BOTE 210 Business Communications (3CR) Fall, Spring; Pre: ASC 087 or ENGL 110 or Instructor Approval

Study of oral and written communication in business settings. Includes exploration of nonverbal and group communication, listening and research skills, cross-cultural communication, job search techniques, ethics, technology, and preparation of business correspondence.

BOTE 217 Records Management (3CR) Fall, Spring; Pre: None

Study of the systematic control of business records through manual and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed. Materials presented conform to ARMA.

BOTE 218 Desktop Publishing (3CR) Fall, Spring; Pre: None

Software application course providing students with skills in electronic layout, editing and production of documents.

BOTE 247 Spreadsheet Applications (3CR) Spring; Pre: None

Intermediate and advanced use of application software for creation of spreadsheets, graphs, slide shows, databases, and macros. Integration with other software applications is also reviewed.

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; Pre/Co: ASC 93

The topics covered will be measurement, ionic and covalent compounds, chemical calculations, state of matter, energy, solutions, reactions, and chemical bonding. This course is designed for non-science major and students in the nursing programs.

CHEM 116 Introduction to Organic and Biochemistry (4CR) Spring; Pre: CHEM 115 or CHEM 121

The topics covered will be properties and reactions of basic hydrocarbons, the fundamental groups derived from them, and major biochemical compounds necessary for living organisms.

CHEM 121 General Chemistry I (4CR) Fall; Pre/Co: Math 103 or Appropriate Math Placement Test Score

The topics covered will be matter, measurement, atoms, ions, molecules, reactions, stoichiometry, thermos-chemistry, bonding, molecular geometry, periodicity, and gases.

CHEM 122 General Chemistry II (4CR) Spring; Pre: CHEM 121 and MATH 103

The topics covered will be intermolecular forces, liquids, solids, kinetics, equilibrium, acids and bases, solution chemistry, precipitation, thermodynamics, and electrochemistry.

CHEM 241 Organic Chemistry I (5CR) Fall; Pre: CHEM 116 and CHEM 122

The topics covered will be the descriptive and mechanistic chemistry of carbon containing compounds — their occurrence, properties, nomenclature, stereochemistry, structure, synthesis, and reactions.

CHEM 242 Organic Chemistry II (5CR) Spring; Pre: CHEM 241

The topics covered will be descriptive and mechanistic chemistry of functionalized derivatives of carbon containing compounds.

COMMUNICATION (COMM)

COMM 110 Fundamentals of Public Speaking (3CR) Fall, Spring; Pre: None

The theory and practice of public speaking with emphasis on content, organization, language, delivery, and critical evaluation of messages.

COMM 212 Interpersonal Communication (3CR) Spring; Pre: None

This course introduces fundamental concepts of communication before individuals explore aspects of self-expression and relationship communication.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 104 Microcomputer Database (3CR) Fall; Pre: None

Acquaints students with database design including data entry, storage, and retrieval.

CIS 115 Internet (3CR) Spring; Pre: None

Students in this course learn Boolean and other advanced methods of using search engines to look for information utilizing the Internet and the World Wide Web. Additionally, they investigate the history and recent developments of the Internet and web. The course also provides opportunities to explore other popular web-based technologies.

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

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

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

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

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

CIS 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, con-figuring 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 Server Environment and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required to administer and support the Microsoft Windows operating system in a network environment.

CIS 216 Implementing MS Server Network (3CR) Spring; Pre: None

The course is intended to provide information about and working with Microsoft Exchange Server 2007. It will contain a pedagogical approach to assist in preparing for the MS Certification Exam 70-236: Microsoft Exchange Server 2007 Configuration.

CIS 217 MS Exchange Server (3CR) Fall; Pre: None

The course is intended to provide information about and working with Microsoft Exchange Server 2007. It will contain a pedagogical approach to assist in preparing for the MS Certification Exam 70-236: Microsoft Exchange Server 2007 Configuration.

CIS 218 Planning Network Infrastructure (3CR) Spring; Pre: None

Active Directory will be discussed in this course and will allow the students to participate in projects dealing with configuring the system. The use of 2008 server will provide the users with knowledge of services such as Domain Name Service, Certificate Services, Active Directory Rights Management Services, and others. The goal will be to prepare the students for the 70-640 exams.

CIS 229 Information Systems Management (3CR) Fall; Pre: None

Introduction to managing information systems including user support issues and careers in business environments.

CIS 232 Graphics Design (3CR) Fall; Pre: CSCI 101 or equivalent computer knowledge

Students will learn how to edit photos and how to design composite images using Adobe Photoshop.

CIS 233 Vector Graphics and Web Animation (3CR) Spring; Pre: CSCI 101 or equivalent computer knowledge

Students will learn how to design vector graphics for animation, presentation, applications, and web sites.

CIS 235 Digital Video Basics (3CR) Fall; Pre: None

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

CIS 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 275 Collaborative Technology (3CR) Spring; Pre: CIS 229

This course explores collaboration within an organization, including establishment and maintenance of a collaborative culture, virtual team development and member roles, collaborative communication, and collaborative tools and technology.

CIS 281 Project Management (3CR) Spring; Pre: None

Explains project management techniques used to effectively manage information technology projects with appropriate software.

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

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 255 Cybercrime (3CR) Fall; 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.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

DMS 201 Ultrasound Foundation Concepts (3CR) Spring; Pre: AH 171, BIOL 220, AH 231
This course is designed to provide the student with basic introductory knowledge of diagnostic medical sonography. Physical principles, instrumentation, equipment operation and patient procedural preparation concepts are presented as an introduction into ultrasound including medical applications. Student will also be introduced to common sonographic terminology, OSHA safety regulations, infection control, disease transmission, ergonomic optimization to reduce Work Related Musculoskeletal Disorders (WRMSDs) and CDC's standard precaution guidelines. This course is completed during the first week of the DMS program.

DMS 211 Ultrasound Physics and Instrumentation I (3CR) Spring; Co: DMS 201
Students will be introduced to the principles of ultrasound physics and instrumentation. Emphasis will be placed on parameter of sound waves, interaction of sound and media, transducers, artifacts, safety, and quality assurance. Students will also become familiar with metric units, sound beams, types of resolution, display modes and scan converters.

DMS 212 Ultrasound Physics and Instrumentation (2CR) Spring (ALL DMS Classes PG 97) Ultrasound Physics and Instrumentation II - This course is a continuation of the principles of ultrasound physics and instrumentation. Emphasis will be placed on characteristics of sound waves, interaction of sound in soft tissue, transducers, artifacts, safety, and quality assurance. Student will also become familiar with metric units, sound beam profiles, Doppler techniques, optimization of images, bioeffects and ultrasound system components.

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

DMS 221L Abdominal Ultrasound I Lab (1CR) Spring; Co: DMS 201, DMS 211, DMS 221
This course is a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy. This course is integrated with DMS 221, the didactic study of the anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: aorta, IVC, celiac trunk, SMA, gastrointestinal organs, abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles.

DMS 222 Abdominal Ultrasound II (2CR) Spring; Co: DMS 201, DMS 211, DMS 221, DMS 222L
This course is a continuation study of the anatomy, physiology, pathology, and pathophysiology of the upper abdominal cavity, peritoneal cavity to include aorta, IVC, celiac trunk, SMA, gastrointestinal organs, abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles. The course is integrated with DMS 222L, a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 222L Abdominal Ultrasound II Lab (1CR) Spring; Co: DMS 201, DMS 211, DMS 222
This course is a hands-on sonographic scanning lab, the continuation study of the anatomy, physiology, pathology, and pathophysiology of the upper abdominal cavity, peritoneal cavity to include the aorta, IVC, celiac trunk, SMA, gastrointestinal organs, abdominal wall, peritoneum, and diaphragm as visualized by sonography, including the application of Doppler principles. This course is integrated with DMS-222, that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic

protocols and image optimization of the abdomen. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 223 Abdominal Ultrasound III (2CR) Fall: Pre: DMS-222, DMS-222L Co: DMS-223L, DMS-241, DMS-212

This course is a continuation study of the anatomy, physiology, pathology, and pathophysiology of superficial tissue to include thyroid, scrotum, prostate, breast, and ultrasound guided interventional techniques of these tissues.

DMS 223L Abdominal Ultrasound III Lab (1CR) Fall

This course is a hands-on sonographic scanning lab and the continuation in the study of the anatomy, physiology, pathology and pathophysiology of human anatomy, specifically superficial tissue as visualized by sonography.

DMS 224 Abdominal Ultrasound IV (2CR) Spring; Pre: DMS-223, DMS-223L, Co: DMS-224L, DMS-251, DMS-232, DMS-232L, and DMS-284

This course is a continuation study of anatomy, physiology, pathology, and pathophysiology of superficial tissue to include abdominal wall and cavities, gastrointestinal tract, neonatal brain, spine, hip, and musculoskeletal sonography.

DMS 231 OB/GYN I (2CR) Spring; Co: DMS 211, DMS 221, DMS 222, DMS 231L

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

DMS 231L OB/GYN I Lab (1CR) Spring; Co: DMS 201, DMS 211, DMS 231L

This course is a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the female pelvic organs, including first trimester pregnancy and fetal development. Color and spectral Doppler applications will also be applied to the appropriate anatomy. This course is integrated with DMS-231.

DMS 232 OB/GYN II (3CR) Spring; Pre: DMS-231 and DMS-231L, Co: DMS-232L, DMS-224, DMS-224L, DMS-251, DMS-283

This course is the study of the anatomy, physiology, pathology and pathophysiology of the organs and structures of the fetus as visualized by sonography, including the evaluation of abnormalities, fetal growth assessment, high risk obstetrics and post-partum complications. The course is integrated with DMS-232L, a hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the fetal growth and development. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 232L OB/GYN Ultrasound II Lab (1CR) Spring

This course is the hands-on sonographic scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the organs and structures of the fetus as visualized by sonography. This course is integrated with DMS-232, the sonographic techniques for the evaluation of abnormalities, fetal growth assessment, high risk obstetrics, and post-partum

complications. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 233 OB/GYN III (2CR) Fall; Pre: DMS-232 and DMS-232L, Co: DMS-223, DMS-223L, DMS-241, DMS-241L, DMS-284

This course is the continued study of the anatomy, physiology, pathology, and pathophysiology of the organs and structures of the fetus through the second and third trimester, as visualized by sonography. The didactic study topics will include the evaluation of abnormalities, fetal growth assessment, high risk obstetrics, and post-partum complications. This course is integrated with DMS 233L, a hands-on sonography scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the fetal growth and development. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 233L OB/GYN III Lab (1CR) Fall; Pre: DMS-232 and DMS-232L, Co: DMS-223, DMS-223L, DMS-241, DMS-241L, DMS-284

This course is the hands-on sonography scanning lab that focuses on the knowledge, skills, and techniques for acquisition of appropriate sonographic protocols and image optimization of the organs and structures of the fetus as visualized by sonography. This course is integrated with DMS 233, the sonographic techniques for the evaluation of abnormalities, fetal growth assessment, high risk obstetrics, and post-partum complications. Color and spectral Doppler applications will also be applied to the appropriate anatomy.

DMS 241 Vascular I (1CR) Fall

This course is the study of the anatomy, normal findings, and technical principles of ultrasound utilization of the hemodynamic considerations for assessment of cerebrovascular, peripheral, and abdominal visceral imaging.

DMS 241L Abdominal Ultrasound III Lab (1CR) Fall

This course is a hands-on sonographic scanning lab of the anatomy, normal findings, and technical principles of ultrasound utilization of the hemodynamic considerations for assessment of cerebrovascular, peripheral, and abdominal visceral imaging.

DMS 242 Vascular II (2CR) Spring

This course is designed to focus on the knowledge, skills, and techniques for acquisition of appropriate images of peripheral vascular structures in the human body. Students will be introduced to the anatomy, normal findings, and technical principles of the ultrasound utilization in the hemodynamic considerations for assessment or peripheral vascular imaging. It is integrated with DMS 242 Vascular II Lab.

DMS 242L Vascular II Lab (1CR) Spring

This course is designed to focus on the knowledge, skills, and techniques for acquisition of appropriate images of peripheral vascular structures in the human body. Students will be introduced to the anatomy, normal findings, and technical principles of the ultrasound utilization in the hemodynamic considerations for assessment or peripheral vascular imaging. It is integrated with DMS 242 Vascular II.

DMS 250 Comprehensive Review (3CR) Spring

This course is designed to serve as a comprehensive review on the didactic course work of the sonography program. It is completed during the fourth semester in preparation to write the general sonography certification examination. Emphasis is on knowledge, practice standards, and skills necessary to provide quality care as an entry level sonographer.

DMS 251 Patient Care (1CR) Summer

This course is the study of patient assessment and administration of care as necessary to provide safe, high quality patient care while patients are in the sonography department.

DMS 28l Clinical Practicum I (3CR) Spring; Co: DMS 201, DMS 211, DMS 221, DMS 221L, DMS 222, DMS 222L, DMS 231, DMS 231L

This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography lab. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 282 Clinical Practicum II (3CR) Spring

This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography lab. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 283 Clinical Practicum III (4CR) Summer

This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography patient care clinic. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 284 Clinical Practicum IV (4CR) Fall

This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography patient care clinic. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

DMS 285 Clinical Practicum V (4CR) Summer

This course is a supervised clinical observation and clinical hands-on sonography rotation in a general sonography patient care clinic. Emphasis is placed on the professional interaction and performance of sonographic procedures dealing with the patient.

EARLY CHILDHOOD (EC)

EC 209 Learning Environment for Children (3CR) Spring; Pre: None

This course examines methods for creating and maintaining environments that emphasize safety, promote wellness, and encourage exploration and learning. Topics include hazard assessment, safety education, responding to injuries and emergencies, sanitation, meal planning, health education, organizing the environment, and utilizing appropriate materials, plans, and routines.

EC 210 Introduction to Early Childhood Education (3CR) Fall; Pre: None

This course provides comprehensive coverage of early childhood professions, the field's historical, philosophical, and social foundations, and the conditions that affect programs for children. In addition, the course examines stages of development and current childcare topics and issues.

EC 211 Observation, Assessment, and Interpretation Techniques (3CR) Spring; Pre/Co: EC 210

This course emphasizes the importance of skillful observation when planning appropriate activities and experiences for children. In addition, the course explores the use of informal and formal assessment strategies to plan and individualize activities and lessons and the use of assessments for determining the ability level of children.

EC 213 Language & Literacy in ECE (3CR) Fall; Pre: None

This course is designed to teach students major content areas of early literacy development, instructional strategies, and appropriate early experiences that support

early literacy development in preschool children. Emphasis is placed on speaking and listening, as well as reading and writing. Upon completion of the course, students will be able to select, plan, implement, and evaluate appropriate early literacy experiences.

EC 222 Administration & Leadership in ECE (3CR) Spring; Pre: None

This course examines methods for creating, analyzing, and administering effective programs including financial management, licensing requirements, staff supervision, enrollment procedures, health and safety issues, and publicity procedures. Students learn to communicate effectively with parents about their children. The NAEYC Code of Ethics and accreditation criteria from professional, state, and national organizations are reviewed. Childcare standards are used to develop a philosophy for childcare and to define program goals.

EC 233 Pre-K Methods & Materials (3CR) Spring; Pre: None

This course focuses on the physical and cognitive development of children, the promotion of literacy, and the utilization of creative experiences in childcare settings. Topics include developmental needs of children, age-appropriate activities, cognitive theory, and brain research; creative environments, language arts, music/movement, art, and aesthetic experiences. Students will evaluate, plan, and implement activities that focus on children's needs and interests.

EC 236 Social/Emotional Development & Guidance (3CR) Fall, Spring; Pre: None This course involves the study of classroom management, motivation, building self-esteem, positive discipline strategies, and social and emotional development in children. Topics include approaches to guiding children's behavior, managing the environment, rules and limits, problem behaviors, appreciating oneself and others, dealing with separation, providing appropriate support for children, preventing child abuse, promoting success with appropriate materials and activities, interacting through play, and developing friendships. Students develop a personal philosophy of child guidance.

EC 238 Home, School & Communication Relations (3CR) Spring: Pre: EC 210

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

ECONOMICS (ECON)

ECON 201 Principles of Microeconomics (3CR) Fall, Spring; Pre: None

This course studies the nature, method, and scope of economic analysis, economic scarcity, resources, specialization of labor; supply-demand analysis, production and cost analysis, product and resource market structures; distribution of income; international trade.

ECON 202 Principles of Macroeconomics (3CR) Fall, Spring; Pre: None

This course studies aggregate income and employment analysis, business cycles, unemployment, inflation and economic growth, fiscal policy, money and monetary policy, ' U.S. and world economies.

EDUCATION (EDUC)

EDUC 101 Introduction to Para education (1CR) Fall, Spring; Pre: None

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

EDUC 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, Spring; Pre/Co: 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 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 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) Fall, Spring; Pre: ENGL 110 Introduction to the process and techniques for creating workplace writing. Letters, memos, formal and informal reports, and instructions. Introduction to the rhetoric of workplace writing.

ENGL 211 Introduction to Creative Writing (3CR) Fall, Spring; Pre: ENGL 110
Guided practice of writing skills related to the imaginative uses of language.

ENGL 220 Introduction to Literature (3CR) Fall, Spring; Pre: None
This is a course which includes reading and discussion of representative examples of poetry, drama, and fiction, with emphasis on the use of common literary terminology.

ENGL 221 Introduction to Drama (3CR) Fall; Pre: None
Reading and discussion of representative dramatic works from ancient Greek times to the present.

ENGL 225 Introduction to Film (3CR) Fall; Pre: None
A general introduction to film studies, including analysis of narrative and stylistic elements of films.

ENGL 236 Women and Literature (3CR) Fall, Spring; Pre: None
The study of literary texts by and about women including gender roles as a literary theme.

ENGL 238 Children's Literature (3CR) Fall, Spring; Pre: None
The study of texts suitable for reading by elementary-aged school children with emphasis on the analysis of literary characteristics which determine age-appropriateness.

ENGL 242 World Literature II (3CR) Spring; Pre: None
Continuing survey of the western European tradition, including representative text from the Renaissance through the modern world.

ENGL 261 American Literature I (3CR) Fall; Pre: None
A survey of major works and writers in American Literature from the British Colonial Period through the Civil War.

ENGL 262 American Literature II (3CR) Fall; Pre: None
A survey of major works and writers in American Literature from the Civil War to the present.

ENGL 278 Alternative Literature (3CR) Fall, Spring; Pre: None
This course examines literary works in genres frequently judged "outside" the literary canon, such as science fiction, detective stories, ethnic, and beat literature and focuses on the literary qualities they with "high" literature.

ENVIRONMENTAL TECHNOLOGY (ENVT)

ENVT 105 Surveying (1CR) Spring; Pre: None

Basic methods in the use of surveying instruments for obtaining field data and valid measurement.

ENVT 110 Introduction to GPS (2CR) Spring; Pre: None

This course provides an overview of geographic positioning systems (GPS), including theory, implementation and operations of GPS data gathering systems.

ENVT 255 Introduction to GIS (4CR) Spring; Pre: ENVT 110

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

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

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

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

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

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) Fall; Pre: None

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

FORS 255 Urban Trees and Shrubs (4CR) Fall; Pre: None

A study of nomenclature, identification, and landscape characteristics of native and introduced deciduous and evergreen woody plants.

FORS 260 Parks and Urban Greenspaces (3CR) Fall; Pre: None

Students will explore the benefits of parks and innovative ways to incorporate parks and greenspace into cities. Such as building trails on abandoned train tracks, establishing community gardens, removing parking, and adding rooftop gardens.

FORS 263 Urban Forest Management (3 CR) Spring; Pre: None

Students will learn the principles of effective urban forest management including planning, cultural practices, organization, financial management and regulations affecting the management of urban trees.

FORS 265 Arboricultural Practices (3CR) Fall; Pre: None

Students will learn about the different types of climbing equipment and how it is used for pruning and tree removal. They will also be introduced to industry safety and quality standards, as well as how to recognize potential hazards and how to use these skills to create a safe work environment.

FORS 273 Arboriculture (3CR) Fall; 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) Spring; 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) Spring; Pre: None

Students will learn how to make effective pruning cuts and how trees respond to them. They will learn which tools are used and the proper timing for different pruning methods. The concept of structural pruning will be discussed, as well as how to prune shrubs, roots and storm-damaged trees.

FORS 290 Capstone: Urban Forestry (1CR) Spring; Pre: Instructor Approval

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.

GEOLOGY (GEOL)

GEOL 105 Physical Geology (4CR) Fall, 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.

GEOL 108 Earth and Planetary Science (4CR) Fall; Pre: None

An introduction to the Physical Geology of the Earth and Astronomy. The Physical Geology aspect focuses on the composition and structure of the Earth as well as the internal and superficial processes that work to shape the Earth and its geological history. The introduction to Astronomy includes an examination of the Earth's moon, the planets and minor bodies in our solar system, the sun and the universe beyond our solar system.

GERONTOLOGY (GERO)

GERO 130 Introduction to Human Services (2CR) Fall; Pre: None

This course provides an introduction to helping professions, including the various roles, functions, values, and personal attributes needed to function effectively in these careers. Included will be the history, practice settings, career opportunities, and philosophical concepts related to working with vulnerable populations.

GERO 240 Administering Medications (3CR) Spring; Pre: NURS 100

This class trains individuals who have a current registration as a Certified Nurse Aide to administer routine, regularly scheduled medication in an employment setting in which a licensed nurse is regularly scheduled and in a setting in which a licensed nurse is not regularly schedule.

GERO 256 Development of Social Welfare (3CR) Spring; Pre: None

This course covers the history, value, political and economic conditions which influence the development and provision of social welfare services.

GERO 285 Home Health Financial Management (1CR) Fall, Spring; Pre: None

This course covers financial practices for individuals providing home health care services. Topics include maintaining records of services and expenses, setting fees, billing, Medicaid, IRS reporting, financial statements, budgeting, insurance, retirement planning, etc.

HEALTH, PHYSICAL EDUCATION, RECREATION (HPER)

HPER 100 Concepts of Wellness and Fitness (2CR) Fall, and Spring; Pre: None

This course is designed to teach the role of physical activity in maintaining adequate health and improving health and wellness. It is designed to incorporate ideas through lectures and activity. The class is intended for students of all ages, teaches facts about exercise, and improving quality of life.

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

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

HPER 101 Activity – Downhill Skiing/Snowboarding (.5CR) Spring; Pre: None

This course will include learning and participating in recreational skiing and/ or snowboarding. This course will be taught at Bottineau Winter Park from mid-January to mid-March.

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

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

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

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

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

This course will include such recreational games as indoor racquet sports and other common games played for recreation.

HPER 101 Activity – Martial Arts (1CR) Spring; Pre: None

This course is a study of Martial Science. Taijutsu means "body technique" and is a term used to refer to the body dynamics or body mechanics of a self-defense technique. It is used to refer to the entire technique itself. Taijutsu can be divided into dakentaijutsu, or striking techniques, and jutaijutsu, grappling techniques. Martial Science is the study of these techniques and the principals and dynamics that make them work.

HPER 101 Activity – Running (.5CR) Fall, Spring; Pre: None

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

HPER 101 Activity – Walking (.5CR) Fall, Spring; Pre: None

The purpose of this class is to assist the student in the improvement of their cardiovascular fitness through walking.

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

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

HPER 110 Sports Officiating – Fall (1CR) Fall; Pre: None

This course will acquaint students with the rules, qualifications, ethics, techniques, conduct, proper signals, and appearance in officiating various sports. Students earning credit in the class and passing the appropriate rules test will become apprentice officials in that sport.

HPER 150 Varsity Athletics – Freshman (1CR) Fall; Pre: None
HPER 151 Varsity Athletics – Freshman (1CR) Spring; Pre: None

This course requires first year active participation in a varsity sport. The varsity sports for which students may register during the fall semester are volleyball, hockey, and basketball. Students in varsity sports may register for hockey, baseball, basketball, and fast-pitch softball during the spring semester.

HPER 205 Physical Education for Elementary Children (2CR) Spring; Pre: None

A study of the elementary school physical education program with emphasis on the content, purposes, and techniques of an elementary program. Students will observe and critique elementary physical education classes as well as develop and instruct an elementary physical education unit.

HPER 207 Prevention and Care of Injuries (2CR) Spring; Pre: HPER 210 or Instructor Approval

This course will acquaint the student with the field of athletic training, its attendant administrative problems and the type of scientific knowledge and duties necessary for instituting a program of injury management. It will include information on the cause of injury, the basis for training and conditioning and injury prevention, the psychogenetic and metabolic factors in sports, bandaging techniques, first aid operational and organizational procedures related to staff relationships, legal implications, budgeting, record keeping and insurance.

HPER 208 Introduction to Physical Education (2CR) Spring; Pre: None

The nature and scope of physical education and sports by means of a critical examination of sports, play, exercise, coaching, and social issues dealing with sports.

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

First aid basics, CPR and AED instruction with hands-on practice in accordance with the American Heart Association guidelines. Certification cards for Heartsaver first aid and CPR/AED will be issued upon successful completion of the course.

HPER 213 Taping and Bracing (2CR) Fall, Spring; Pre: None

Taping and Bracing will focus on the stabilizing procedures used to assist in the healing process of athletic injuries. A hands-on approach will be used throughout the course.

HPER 217 Personal and Community Health (3CR) Fall; Pre: None

A course designed to acquaint the student with those principles and practices which will ensure the maintenance of conditions necessary for wholesome personal and community living. Economic, social, and legal aspects of health preservation and disease prevention will be emphasized.

HPER 220 Emergency Medical Technician (4CR) Fall; Pre: None
HPER 221 Emergency Medical Technician (4CR) Spring; Pre: HPER 220

The Emergency Medical Technician-Basic course follows the current national standard curriculum. This course will include the necessary lecture and practical skills required to prepare the student for emergency care at the basic life support level. The modules include preparation of the EMT-B; airway; medical and trauma assessment; medical and behavioral emergencies; obstetrics and gynecology; infants and children; trauma; ambulance operations; triage; hazardous materials; environmental emergencies. Upon successful completion of the course, the student will be eligible to take the state and national written and practical examination.

HPER 224 Intramural Sports Administration – Fall (2CR) Fall; Pre: None
HPER 225 Intramural Sports Administration-Spring (2CR) Spring; Pre: None

This course will include theories of intramural sports management, tournament development and activities planning. Students will benefit from hands-on experience by managing the fall/spring intramural season.

HPER 250 Varsity Athletics – Sophomore (1CR) Fall; Pre: None
HPER 251 Varsity Athletics – Sophomore (1CR) Spring; Pre: None

The students involved will be in their second year of active participation in a varsity sport. The varsity sports for which students may register during the fall semester are volley- ball, hockey, and basketball. Students in a varsity sport may register for hockey, baseball, basketball, and fast-pitch softball during 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, Spring; Pre: None
A survey of North Dakota history.

HIST 224 American Studies 1 (3CR); Spring; Pre: None

American Studies is an interdisciplinary seminar class in the culture of the United States. Subjects vary from year to year and will be topical focusing on either a specific era or theme in American history.

HORTICULTURE (HORT)

HORT 121 Introduction to Aquaponics (2CR); Online; Pre: None

Course provides an overview of aquaponics and its history, five different plant growth subsystems, fish and plant species, fish and plant health, and environmental control methods.

HORT 122 Production Aquaponics (1CR) Online; Pre: HORT 121

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

HORT 123 Introduction to Hydroponics (2CR); Online; Pre: None

This course provides an overview of hydroponics, its history, six different plant growth subsystems and environment control methods. Students will also be familiarized with fundamental plant processes and how they play a role in basic hydroponic cultural practices.

HORT 136 Residential Landscape Design (3CR); Fall; Pre: None This course is an introduction to basic landscape design principles utilized on typical residential sites. Emphasis is placed on tool and equipment use and identification, drawing and drafting skills, site evaluations, and plant placement.

HORT 151 Introduction to Plants and Pests (1CR); Online; Pre: None

This course is an introduction to basic soil science, plant anatomy and physiology, diseases, and pests as it pertains to agricultural and ornamental plants. Students will learn basic plant growth, organization, function, adaptations, and reproduction along with basic soil composition and how it affects plant growth and health.

HORT 152 Integrated Pest Management (2CR); Online; Pre: None

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

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

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

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

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

HORT 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) Fall, Spring; Pre: None

Production and physiological principles involved in growing fruit and vegetable crops will be discussed. Emphasis will be placed on plants suitable for marketing at roadside and farmers' markets.

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

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

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

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

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

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

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

Good Agricultural Practices (GAP) prevents the public from illness and protects farm businesses from the economic consequences of food contamination. Sanitary operational practices are necessary for the production of safe, wholesome vegetables. This course will discuss strategies that can be put in place to reduce the risk of microbial contamination on the farm.

HORT 249 Greenhouse Operations (4CR) Spring; Pre: None

Course will focus on the development, organization, infrastructure, and operation of production greenhouses while examining different greenhouse structures. Production techniques such as watering, fertilizing, growth regulators, and insect and disease identification and control will be covered.

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

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

HORT 281 Floral Retail and Management (2CR) Online; Pre: HORT 177 Floral Design I

This course deals with owning and operation of a retail flower shop. Objectives are to make students aware of business challenges and to help develop a marketing prospective that meets consumer demands today.

HORT 282 Garden Planning (2CR) Spring; Pre: None

Garden Planning will explore the history of gardens and provide students with a background in types of gardens. Students will gain experience in measuring plots, using color in the garden, choosing proper plants for the site and proper spacing of plants. Students

will be required to design a formal and informal style garden for a residential site and a formal and informal garden for a public garden.

HORT 296 Field Studies-Horticulture (1 to 3CR) Fall, Spring, Summer; Pre: Departmental Consent

An intensive examination of a research topic in horticulture. The subject of investigation is designed to meet the specific needs of individual students on an independent study basis.

HORT 298 Horticulture Practicum Fall (2CR) Fall; Pre: None

Course provides students with hands-on experiences within the different aspects of the Horticulture Industry that happen primarily during the Fall. Students will apply concepts discussed in the various Horticulture courses offered in the Horticulture Program. Students will work directly with production, daily operations, and management in greenhouse technology, Specialty crops, hydroponics, aquaponics, pest management and herbaceous landscape. Course study will be based on common activities performed during the Fall season.

HORT 298 Horticulture Practicum Spring (2CR) Spring; Pre: None

Course provides students with hands-on experiences within the different aspects of the Horticulture Industry that happen primarily during the Spring. Students will apply concepts discussed in the various Horticulture courses offered in the Horticulture Program. Students will work directly with production, daily operations, and management in greenhouse technology, Specialty crops, hydroponics, aquaponics, pest management and herbaceous landscape. Course study will be based on common activities performed during the Spring season.

HORT 298 Horticulture Practicum Summer (2CR) Summer; Pre: None

Course provides students with hands-on experiences within the different aspects of the Horticulture Industry that happen primarily during the summer season. Students will apply concepts discussed in the various Horticulture courses offered in the Horticulture Program. Students will work directly with production, daily operations, and management in greenhouse technology, Specialty crops, hydroponics, aquaponics, pest management and herbaceous landscape. Course study will be based on common activities performed during the Summer season.

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 national 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.

HUMANITITES (HUM)

HUM 101 Introduction to Humanities I (3CR) Fall, Spring; Pre: None

This course examines the importance of human relations and professional development. Students are given 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.

HUM 102 Introduction to Humanities II (3CR) Fall, Spring; Pre: None

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

HUMAN RESOURCE MANAGEMENT (HRM)

HRM 100 Human Relations and Organizations (3CR) Fall; Pre: None

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

HRM 120 Introduction to Human Resource Management (3CR) Fall; Pre: None

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

HRM 140 Employment Life Cycle (3CR) Fall, Spring; Pre: None

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

HRM 160 Compensation Administration (3CR) Fall, Spring; Pre: None

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

HRM 170 Employment Training and Development (3CR) Spring; Pre: None

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

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

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

HRM 210 Employee and Labor Relations (3CR) Spring; Pre: None

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

HRM 230 Employment Policy Administration (3CR) Spring; Pre: None

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

HRM 270 Human Resource Portfolio and Information Systems (3CR) Spring; Pre: None

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

HRM 280 Human Resource Management and Emerging Issues (3CR) Spring; Pre: None

This course covers risk management in human resources and introduces basic risk management concepts to avoid or mitigate potential liabilities in an organization. Topics

include legal compliance, crisis management, employment and discrimination issues, and emerging issues in human resources through case studies and application.

HRM 297 Coop Education

An internship is required of most AAS and, in some cases, certificate programs. This is 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 work experience: the faculty advisor supervises the students; the students are required to compete 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.

MATHEMATICS (MATH)

MATH 102 Intermediate Algebra (4CR) Fall, Spring; Pre: ASC 94 or appropriate Math Placement Score

This course includes the study of properties of the real number system; variable, polynomial, rational, and radical expressions; factoring; and general and linear equations. This class does not satisfy college graduation requirements for math. This class does not satisfy any general education category.

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) Fall, Spring; Pre: ASC 93 with a grade of C or higher, or appropriate Math Placement Test Score

Systems of linear equations and inequalities, matrices, linear programming, mathematics of Finance, elementary probability, and descriptive statistics.

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

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

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

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

MATH 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) Fall, Spring; Pre: ASC 93 or Appropriate Math Placement Test Score

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

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

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

MATH 266 Introduction to Differential Equations (3CR) Spring; Pre: MATH 265 Solution of elementary equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications.

MATH 277 Math for Elementary Teachers I (3CR) Fall, Spring; Pre: MATH 103 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) Fall, Spring; Pre: MATH 277

Understand and apply mathematical concepts to the solution of problems. Mathematical content includes topics in geometry, measurement, algebra, graphing, functions, statistics, and probability.

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 judgment, informatics, ethical and professional, health promotion and disease prevention concepts. Gain an understanding of the role of the practical nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence-based information in their practice.

NURS 121 Practical Nursing I (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

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

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

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 judgment, therapeutic communication, and the nursing process as a framework for providing and managing nursing care to diverse individuals along the health-illness continuum.

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

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

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

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

NURS 228 Alterations in Health II (4 CR) Spring; Pre: NURS 224 to 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 judgment, leadership and delegation while prioritizing and providing safe, effective, and culturally sensitive client care for individuals experiencing complex alterations in health. Analyze ethical health care, quality improvement processes and effective work practices within the health care system.

NURS 229 Health Promotion and Psychosocial Nursing (2 CR) Spring; Pre: NURS 224 to 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 health care team while making evidence-based decisions to improve the safety and quality of client care.

NURS 237 Clinical Applications II (5 CR) Spring; Pre: NURS 224 to 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 judgments. Quality improvement practices related to national safety goals are examined. Students will be challenged with a precepted activity during the latter part of this course.

NURS 259 RN Role Transition (1CR) Spring; Pre: Admission to ADN program
Examine the process of identifying and obtaining a position as a registered nurse. Explore the legislative process and reflect on the art and science of nursing. Investigate what it takes to prepare for and be successful in passing the NCLEX RN® examination. Be part of developing an evidence-based research question, use technology to prepare a portfolio, and reflect on what it means to be accountable and responsible in the role of the RN.

NUTRITION (NUTR)

NUTR 240 Principles of Nutrition (3CR) Fall, Spring; Pre: None
Course content includes the science and application of nutrition, nutrition interventions in chronic and acute illness, promoting health and wellness throughout the life span, and national nutrition concerns.

PHARMACY (PHRM)

PHRM 215 Introduction to Pharmacology (3CR) Fall, Spring; Pre: None
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, Spring; Pre: None
In this course, students will learn basic digital darkroom techniques and digital workflow. Students will be introduced to processing digital image files using post production software including Adobe Photoshop, Bridge, Camera Raw, and Light room. Techniques students will learn include workflow, retouching, image correction, color correction, and image manipulation.

PHOT 180 Photography I (3CR) Fall, Spring; Pre: None
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, Spring; Pre/Co: PHOT 180

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

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

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

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

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

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

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

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

This class covers the basics in product photography for advertising and marketing. In this course, students will learn all aspects of commercial product photography including lighting, equipment, locations, techniques, 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) Fall, Spring; Pre: PHOT 180, PHOT 190, PHOT 150

In this course, students will learn all aspects of commercial portrait photography including lighting, equipment, locations, posing, techniques, 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, Spring; Pre: PHOT 180, PHOT 150 or instructor approval

In this course, students will learn all aspects of outdoor photography including lighting, equipment, locations, techniques, 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) Fall, Spring; Pre: PHOT 180, PHOT 190, PHOT 150

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

beyond the technical aspects of photography and into the realm of creative and intellectual image making.

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

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

PHOT 289 Photography Portfolio (3CR) Fall, Spring; Pre: Instructor Approval

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

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

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

PHOTO 293 - Photography Practicum IV (3CR) Fall, Spring; Pre: PHOT 180, PHOT 190, PHOT 150

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

PHOTO 296 -Study Abroad: Outdoor Photography (3CR) Pre: PHOT 180, PHOT 150 or Instructor Approval

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

PHYSICS (PHYS)

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

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

PHYS 211 College Physics I (4CR) Fall; Pre: MATH 103

The non-calculus physics course sequence recommended for pre-medical and pre-professional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics includes lab.

PHYS 212 College Physics II (4CR) Spring; Pre: PHYS 211

The non-calculus general physics course sequence recommended for pre-medical and pre-professional students. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics, includes lab.

PHYS 251 University Physics I (5CR) Fall; Pre: MATH 165

The general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat, and thermodynamics. Includes lab.

PHYS 252 University Physics II (5CR) Spring; Pre: PHYS 251

The general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics, includes lab.

PLANT SCIENCE (PLSC)

PLSC 110 World Food Crops (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 251 Intro to Industrial Hemp Production (2CR); Spring; Pre: None

This course will provide history and serves as introduction to the botany, agronomy, and end-use potential of industrial hemp. Agricultural production of industrial hemp for food, fiber, and CBD (cannabidiol) production will be the main focus of the course.

PLSC 252 Industrial Hemp Production (2CR); Spring; Pre: PLSC 251

This course provides students with knowledge and skills in agricultural production of industrial hemp for food, fiber, and CBD (cannabidoid). Seed to plant material processing production will be the main focus of the course.

PLSC 253 Hemp Regulations (1CR); Spring; Pre: None

The Hemp Regulations Course provides students with the latest background in state and federal compliance and regulations to hem production. This course will walk the student through the steps needed for completion and compliance with the state licensing agency.

PLSC 255 Plant Disease Management (3CR); Spring; Pre: None

Plant Disease Management is an introductory course to plant pathology. Students will learn which organisms cause plant diseases, the plants response, and how these diseases can be treated or prevented.

PLSC 261 Hemp Production Practicum (2CR); Spring; Pre: None

This practicum is designed to help an individual develop skills to produce industrial hemp using environmentally safe methods. The course provides students with hands on experiences within the different aspects of the hemp industry that occur primarily during the spring. Students will work directly with reproduction of hemp plants, daily greenhouse operations, and management of young hemp plants.

PLSC 262 Hemp Production Practicum (2CR); Summer; Pre: None

This practicum is designed to help an individual develop skills to produce industrial hemp using environmentally safe methods. The course provides students with hands on experiences within the different aspects of the hemp industry that occur primarily during the summer. Students will work directly with production, field and high tunnel operations, and integrated pest management. Monitoring of cannabinoid levels in trial plots will often be a major activity later in the summer months.

PLSC 263 Hemp Production Practicum (2CR); Fall; Pre: None

This practicum is designed to help an individual develop skills to produce industrial hemp using environmentally safe methods. The course provides students with hands on experiences within the different aspects of the hemp industry that occur primarily during the fall. Students will work directly with production, daily operations, and management in the hemp industry. Other activities include hemp harvesting, curing, cleaning, and processing.

PLSC 268 Plant Propagation (2CR) Spring; Pre: None

Students learn the principles and practices of seed propagation and of vegetative propagation methods including cuttings, layering, division, grafting, budding and micro propagation.

POLITICAL SCIENCE (POLS)

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

Principles of American government, political behavior, and institutions.

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

Concepts, theories, and issues in international relations.

PSYCHOLOGY (PSYC)

PSYC 111 Introduction to Psychology (3CR) Fall, Spring; Pre: None

This course involves the scientific study of behavior and mental processes. It is a basic prerequisite to most other psychology classes.

PSYC 250 Developmental Psychology (3CR) Fall, Spring; Pre: PSYC 111

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

PSYC 270 Abnormal Psychology (3CR) Fall, Spring; Pre: PSYC 111

A survey of the classification, symptoms, and etiology of psychological disorders. This class focuses on the entire range and scope of human behavior, including theoretical, etiological, epidemiological, and phenomenological approaches to mental illness. It is in-

tended that the student increases their understanding of psychopathology in general and learn more about basic psychological disorders. The course will also explore the aspects of social consequences and treatment options offered in the past and at the current time.

PSYC 280 Introduction to Health Psychology (3CR) Fall, Spring; Pre: PSYC 111
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 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 211 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; Pre: None
Orientation to historical and philosophical background of the recreation and leisure movement, recreation organizations, and professional development.

RLS 210 Environmental Education (3 CR) Fall; Pre: None
An introduction to the fields of environmental education including nature education, outdoor education, and conservation education. Philosophies and methodologies appropriate for a basic understanding of environmental education.

RLS 212 Principles of Interpretation (3 CR) Spring; Pre: None
A study of interpretive program preparation and physical site planning for interpretive services. Focus on principles and methods to interpret natural and cultural history in parks and other outdoor settings.

RLS 215 Recreation Areas & Facilities (3 CR); Fall, Spring; Pre: None
Design, operation, and maintenance of recreation areas and facilities.

RLS 222 Recreation Program Planning (3 CR) Fall & Spring Odd Years; Pre: None Development of programming skills for recreation programs in various settings, i.e., public, non-profit, and private, with emphasis on planning, implementation, and evaluation.

RLS 271 Fundamentals of Recreation and Resource Management (3 CR) Spring Even Years; Pre: None
An overview of the use of natural environments as formal and informal settings for leisure and recreation involvement and the interrelationship among people, the environment and leisure. Focuses on the principles of managing outdoor recreation sites and visitor systems where the natural environment provides the dominant attraction.

RLS 280 Community & Commercial Recreation (3 CR) Spring Even Years; Pre: None A study of the various forms of commercial recreation, businesses and facilities providing recreational opportunities.

RLS 285 Natural Resource Law (3 CR) Spring Odd Years; Pre: None
The course will provide a basic overview of the laws concerned with the environment and human activities, focusing on conservation and land use. Areas of specific concentration include the Endangered Species Act, National Environmental Policy Act, Antiquities Act, Migratory Bird and Conservation Act and the consequences of activities such as timber harvesting, grazing, recreation, and wilderness preservation. In addition to gaining knowledge of federal environmental laws, students will also gain an understanding of why the laws are necessary and how to apply the laws to real life situations.

RLS 286 Recreation Administration (3 CR); Fall, Spring; Pre: None
Development of understanding of and ability to utilize leadership and group facilitation strategies to enhance and evaluate recreation and leisure experiences. Examination of theories and principles of administration in recreation.

RLS 288 Accessibility and Public Policy in Leisure Services (3 CR); Fall, Spring; Pre: None
This course will introduce students to the concept of programmatic and physical accessibility in parks, recreation, and leisure services. This course will also discuss the American with Disabilities Act (ADA), The Rehabilitation Act of 1973 Section 504 and other laws that apply to parks and recreation and leisure services. The course will explore the history and value of accessibility for individual with disabilities and the responsibilities of the agency providing services.

RLS 290 Introduction to Inclusive Recreation (3 CR) Fall; Pre: None
Concepts, methods, and settings involving recreation services as applied to groups that may need adaptations, i.e., physically, emotionally, or intellectually challenged persons, and the elderly.

SOCIOLOGY (SOC)

SOC 110 Introduction to Sociology (3CR); Fall, Spring; Pre: None
This course is an introductory analysis of the nature of society; the interrelationships of its component groups and the process whereby society persists in change.

SOC 251 Gerontology (3CR); Fall, Spring; Pre: None
This course includes the analysis of aging within the context of the life cycle with emphasis on the major concerns of the elderly and social policies, especially Social Security, and health care, which have an impact on the lives of the elderly.

SOIL SCIENCE (SOIL)

SOIL 210 Introduction to Soil Science (3CR); Fall, Spring; Pre: None
The physical, chemical, and biological properties of soils as they are related to use, conservation and plant growth in rural and urban environments will be discussed.

SOIL 222 Soil Fertility and Fertilizers (3CR) Pre: None
Introduction to basic principles of soil science and the study of soil properties such as physical, chemical, and biological and how each relates to the crop production resources and the environment.

SPECIAL EDUCATION (SPED)

SPED 101 Introduction to Developmental Disabilities (3 CR); Fall; Pre: None
This course examines the diverse forms of developmental disabilities (DD), legal and ethical factors when working in the DD profession, common philosophies of service to individuals with DD, and developing/planning a team when providing service to individuals with DD.

SPED 110 Introduction to Exceptional Children (3 CR); Spring; Pre: None The course introduces and examines exceptionalities of learning with a focus on understanding current social and educational responsibilities.

THEATRE (THEA)

THEA 201 Theatre Practicum (1CR) Fall, Spring; Pre: None
Participation in various activities of theatrical production. This course may be repeated.

TOURISM (TOUR)

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

UNMANNED AIRCRAFT SYSTEMS (UAS)

UAS 101 Introduction to UAS Operations (3CR) Pre: None
This course explores the history, designs, regulations, and economics of small Unmanned Aircraft Systems (sUAS). Students will explore common uses of sUAS's such as precision agriculture, public safety, communications, aerial filming, resource management, and research. Legal and environmental considerations will be discussed was well as the business opportunities and growth areas. The course will also examine future applications of sUAS operations, with an emphasis on commercial and public applications.

UAS 102 Basic UAS Flight Training (1CR) Pre: Pre/Co-requisite: UAS 101
The course provides hand-on training in pre-flight, post-flight, pilot in command (PIC) responsibilities, spotter responsibilities, and hazard avoidance. Students will gain an understanding of spatial orientation and become proficient in basic sUAS operations such as ascent, descent, altitude hold, and directional change. Student 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 proficient in basic operations and maneuvers.

UAS 107 Commercial UAS Operations (2CR) Pre: None
This course gives students the knowledge needed to earn a Commercial UAS Certificate as outlined in Chapter 14 CFR Part 107 of the Federal Aviation Administration regulations. Topics such as weather, airspace, on and off airport operations, emergency procedures and human factors will be explored in detail.

UAS 210 UAS Applications in Agriculture (2CR) Pre: None
This course explores the use of small Unmanned Aircraft Systems (sUAS) in precision agriculture. Crop monitoring, crop scouting, yield assessments, weather damage, and precision crop spraying will be investigated. sUAS software and agricultural image

processing will also be examined. Legal and environmental considerations will be reviewed as it pertains to safe and ethical use of sUAS in precision agriculture.

UNIVERSITY STUDIES (UNIV)

UNIV 101 Leadership through Service I (1CR) Fall, Spring; Pre: None UNIV 102 Leadership through Service II (1CR) Spring: Pre: None

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service, and/or work experience. Individual and Group meetings are held to monitor each student's assigned activities. Students will be introduced 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, Spring; Pre: None

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

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

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

UNIV 120 College Success (1CR); Fall; Pre: None

This course is intended to prepare students for the academic and social rigors of college life. In this course students will learn to develop effective academic skills by focusing on goal setting, time management, note-taking, communication, critical thinking, and problem-solving skills. Guest speakers will introduce students to campus services such as library and research, transportation, health and wellness, disability services, and other services critical to achieving college success.

UNIV 121 Life Skills (1CR); Fall, Spring; Pre: None

This course is intended to prepare individuals for the roles and responsibilities of independent living. Individualized segments will be based on the students' needs, and could focus on areas such as safety, housing, transportation and cooking, laundry, grocery shopping and setting appointments, budgeting and financial management, and other independent living skills as needed or required.

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 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 40 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.

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
Corey Gorder ....Athletic Director
Kayla O'Toole ....Director of Distance Education & Academic
                                                    Support Services

Faculty

Initial year of employment is indicated in parentheses.

Aberle, Lynsey (2018); Farm Business Management
 B.S. North Dakota State University

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

Armstrong, Rodney (2014); Farm Business Management
 B.S. North Dakota State University

Baade, Paige (2018); Nursing
 B.S.N. Presentation College

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

Belgarde, Penny (2017) (2016); Passport/Minot Site Coordinator/Business
 B.S. Education Minot State University

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

Burbidge, Linda (2019); Agriculture
 Ph.D. Kansas State University; M.S. North Dakota State University

Burke, Nicole (2017); Nursing
 B.S.N. Valparaiso University

Chisholm, Tracy (2013) Mathematics
 M.A.T.M. Minot State University; B.S. Minot State University

Culbreth, Laurie (2019); English
 Ph.D. Florida State University; M.S. Troy State University

Datta, Shubham (2016); Wildlife
Ph.D. South Dakota State University

DeCrans, Tara (2020); Nursing
B.S.N. University of Mary

Feast, Natalie (2019); Nursing
M.S.N. University of Phoenix; B.S.N. Minot State University

Green, Janelle (2019); Biology
M.S. University of Nebraska at Kearney; B.S. Mayville State University; B.S.Ed.   Mayville State University

Haut, Jessica (2019); Mathematics
B.S Valley City State University

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

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

Lorenz, Chelsey (2019); Nursing
M.S.N. University of North Dakota; B.S.N. Minot State University

Moss, Zahra (2019); Social Science/Art
Ph.D. University of Arizona; M.S. University of Nebraska Lincoln

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

Pfennig, Becky (2014); Nursing
B.S.N. University of Mary Administration and Faculty

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

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

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

Valella, Roberta (2020); Nursing
B.S.N. Minot State University

Williams, Erin (2013); Nursing
 B.S. Medcenter One College of Nursing; A.S. Minot State University-Bottineau

Faculty Emeriti

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

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

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

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

Lura, Charles "Chuck" (1980-2018); Professor Emeritus
 Ph.D. North Dakota State University; B.S. and M.S. South Dakota State University

Porter, Mike (1999-2019); Professor Emeritus
M.A. North Dakota State University; B.S. Valley City State University

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

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

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

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