DCB

2024-2025 CATALOG

DAKOTA COLLEGE AT
BOTTINEAU

DAKOTACOLLEGE.EDU

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Introduction

The 2024-2025 Catalog

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

Disclaimer

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

Non-Discrimination Statement

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

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

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

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

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

Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor

Chicago, IL 60604
Telephone: 312-730-1560
OCR.Chicago@ed.gov

Equal Opportunity

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

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

Title IX Compliance

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

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

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

College Majors/Programs of Study

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

Program Area	Certificate of Completion	Certificate	AAS	AS	AA
AGRICULTURE					
Agriculture Management & Tech		X	X		
HORTICULTURE					
Unmanned Aircraft Systems	X				
BUSINESS					
Advertising & Marketing		X	X		
Accounting Technology		X	X		
Bookkeeping		X			
Human Resource Management		X	X		
Information Management – Administrative Assistant			X		
Reception Services		X			
Small Business Management		X	X		
COMPUTER TECHNOLOGY					
Information Tech-Computerized Office Management			X		
Information Technology			X		
Information Technology-Webmaster			X		

Program Area	Certificate of Completion	Certificate	AAS	AS	AA
Information Technology-Web Design		X			
EDUCATION & HUMAN SERVICES					
Child Development Associate		X			
Paraprofessional Education-Early Childhood			X		
Paraprofessional Education – K-12			X		
Paraprofessional Education		X			
HEALTH PROFESSIONS					
Dental Hygiene			X		
Dental Assisting		X	X		
Diagnostic Medical Sonography			X		
Medical Coding		X			
Medical Assistant		X	X		
Medical Administrative Assistant			X		
Paramedic Technology		X	X		
Practical Nurse (LPN)			X		
Associate Degree Nurse (RN)			X		
NATURAL RESOURCES					
Environmental Tech-Natural Resource Management			X		
Recreation Management		X	X		
Urban Forest Management		X	X		
Wildlife & Fisheries Technology			X		
PHOTOGRAPHY					
Photography		X	X		
TECHNICAL STUDIES					
Technical Studies		X	X		
LIBERAL ARTS/TRANSFER					
*Transfer/Pre-Professional College Studies		X		X	X

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

- Accounting
- Agriculture
- Biology
- Business Administration
- Business Education
- Chemistry
- Computer Info Systems
- Early Childhood Education
- Economics
- Elementary Education
- English
- Finance (Business)
- Health Professions
- History

- Human Services
- Liberal Arts
- Marketing & Management
- Mathematics
- Natural Resource Management
- Pharmacy
- Physical Education
- Pre-Engineering
- Psychology
- Secondary Education
- Social Science
- Special Education
- Veterinary Science
- Wildlife Management

Dakota College at Bottineau in Brief

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

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

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

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

FOUNDED: 1906

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

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

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

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

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

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

SCHOOL NICKNAME: Lumberjacks

Academic Calendar 2024-2025

Fall Semester 2024

Date	Event
August 23-24	Residence halls open

Date	Event
August 26	Classes begin at 4:00 PM
August 27	First day of full classes
September 2	Labor Day; campus closed
September 4	Last day to add a class, classes dropped by this date appear on the transcript
September 11	Tuition/fee payment deadline
October 21	Midterm grades due
October 21-25	Pre-registration for Spring 2025
November 11	Veteran's Day; campus closed
November 15	Last day to withdraw/drop with record
November 27-29	Thanksgiving vacation
December 16-20	Final exams
December 23	Final grades are due by Noon

Spring Semester 2025

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

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

A Message from the Dean

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

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

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

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

Best wishes,

Carmen M. Simone

History and Mission of Dakota College at Bottineau

History

A referendum in 1894 stated that a School of Forestry be in Bottineau, North Dakota, to provide, in addition to forestry, comprehensive junior college curriculums. The North Dakota Century Code identified a special niche for the college by mandating it to offer programs in agriculture, forestry, and horticulture. Since then, the college not only has expanded its natural resource programming, but it has also added programs in numerous other areas that serve the need of its constituents — most notably in Allied Health and the online delivery of instruction.

The relationship between the School of Forestry and North Dakota State University was first established in 1969 when the Board of Higher Education approved the "administrative attachment" of the two institutions. The School of Forestry became known as North Dakota State University-Bottineau Branch and Institute of Forestry at that time. In 1987, the name was modified to North Dakota State University-Bottineau.

In April of 1996, the North Dakota State Board of Higher Education affiliated the

College with Minot State University, and the name of the school was changed to Minot State University-Bottineau Campus. This realignment continues to be productive and has resulted in many collaborative efforts.

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

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

Institutional Mission

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

Vision

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

Values

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

Campus Focus: "Nature, Technology and Beyond" Defined

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

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

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

Graduate Profile

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

Notification of Rights Under FERPA

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

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

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

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

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

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

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

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

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

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

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

Directory Information

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

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

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

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

Negative Consequences of Opting Out

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

Faculty Emeriti

*Aarhus, David (1968-1996); Life Science

*Arntzen, Neil (1956-1985); Social Science

Aufforth, Al (1974-2012); Wildlife

*Beith, Shirley (1957-1989); Business

*Bender, Clarence "Gene" (2000-2010); Chemistry

*Cushing, Wendal (1964-1987); Life Science

*Faa, Myron (1982-2004); Business

Johnson, Lester "Red" (1966-1995); Chemistry

*Knudson, Walter (1949-1984); Live Science

Leno, M. John (1972-2006); Social Science

Lindquist, Gordon (1972-2004); Music

*Milligan, Edward (1948-1972); Social Science

*Molberg, John (1946-1972); Forestry

*Parks, O.A. (1950-1976); Business

*Rehfuss, Bettey (1977-2013); Mathematics

Severson, Marjorie (1969-1995); Business

*Thompson, Don (1974-2011); Social Science

Waller, Glen (1961-1984); Physical Science

*Woods, Jack (1969-1999); Mathematics

Lura, Charles "Chuck" (1980-2018); Botany

Porter, Mike (1999-2019); Arts & Humanities

*Deceased

Admission

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

Admission of First-Year Students

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

1. A completed application for admission and housing form, if applicable.
2. A $35 application fee. This fee is not refundable.
3. An official high school transcript as proof of high school graduation.
4. An official transcript of high school equivalency examinations authorized as high school equivalency in the state in which it is earned may be accepted in lieu of high school transcript.
5. Evidence of immunization against measles, mumps, rubella and, if under 21 years old, meningococcal disease. The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps and rubella vaccine, no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting documentation of titers proving immunity, c) documentation of immunity, under subsection 2 in SBHE policy 506.1, means evidence for meningococcal disease can be proven by means of evidence of at least one dose of meningococcal conjugate vaccine at age 16 or older for students age 21 and younger. In accordance with NDUS Policy 506.1, students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from this policy. Campuses shall grant additional exemptions upon application to and approval by the authorized institution official, under established campus procedures, when: (a) immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified by a licensed physician; (b) the student has had one immunization and agrees to have a second one no less than one month later; or (c) the student's beliefs preclude participation in an immunization program. In addition, Dakota College also exempts benefited employees from the policy as well as students enrolled in college credit in high school courses.
6. Applicants may elect to submit scores from the American College Test (ACT) or Scholastic Aptitude test (SAT). They will be used for advisement and placement purposes.
7. Criminal background checks are required for the following programs: Nursing, Medical Assistant, Paramedic Technology, Caregiver Services, Diagnostic Medical Sonography, Dental Assisting, Dental Hygiene, Child Development Associate, and Paraprofessional Education.
8. These admission requirements are to be met by the first date of enrollment. Students whose admission requirements are not fully satisfied will not be able to register until all admission requirements are met.

High School Diploma/GED Validation Policy

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

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

- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "whiteout" type corrections have been made

Should any of the above exist, Dakota College will conduct additional research to include:

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

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

Admission of Transfer Students

A transfer applicant is one who has attended one or more postsecondary institutions following high school graduation. Transfer applicants who are seeking admission to Dakota College must submit the following material:

1. A completed application for admission and housing form, if applicable.
2. $35 application fee. This fee is not refundable.
3. An official transcript of all previous college work. No part of previous college record may be disregarded. Violation of this regulation will be considered a serious offense and may result in the student's dismissal. Transfer applicants who have completed less than 24 semester or 36 quarter hours of transferable credit must also submit an official high school transcript and may elect to submit the results from the American College Test (ACT) or Scholastic Aptitude Test (SAT). Students academically suspended from other institutions of higher education ordinarily will not be permitted to enroll at Dakota College at Bottineau until one year has elapsed since their suspension or until the suspending institution would reinstate them. However, exceptions to this regulation may be made on an individual basis. Prospective applicants who wish to enroll at the college before their period of suspension has elapsed should contact the Student Services Office. The admission of transfer credit is based on work which is comparable to that at Dakota College or of such a nature as to prepare students to continue in an equivalent program at the college. Other courses will be evaluated regarding their applicability to the student's major area.
4. Evidence of immunization against measles, mumps, rubella and, if under 21 years old, meningococcal disease. The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps and rubella vaccine, no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting documentation of titers proving immunity, c)documentation of immunity, under subsection 2 in SBHE policy 506.1, means evidence for meningococcal disease can be proven by means of evidence of at least one dose of meningococcal conjugate vaccine at age 16 or older for students age 21 and younger. Benefited employees are also exempt from this policy. In accordance with NDUS Policy 506.1, students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from this policy. Campuses shall grant additional exemptions upon application to and approval by the authorized institution official, under established campus procedures, when: (a) immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified by a licensed physician; (b) the student has had one immunization and agrees to have a second one no less than one month later; or (c) the student's beliefs preclude participation in an immunization program. In addition, Dakota College also exempts benefited employees from the policy as well as students enrolled in college credit in high school courses.
5. Criminal background checks are required for the following programs: Nursing, Medical Assistant, Paramedic Technology, Diagnostic Medical Sonography, Dental Assisting, Dental Hygiene, Child Development Associate, and Paraprofessional Education. These admission requirements are to be met by the first date of enrollment. Students whose admission requirements are not fully satisfied will not be able to register until all admission requirements are met.

Online Application

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

[Apply for Admission](#)

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

Continuing Enrollment

Students who have completed a program and wish to return to Dakota College to enroll in another program without a break in enrollment must complete the continuing enrollment form. The continuing enrollment form can be found on the Dakota College website [here](#).

Readmission of Former Students

Former students who intend to return to the college should notify the Student Services Office at least 30 days before the expected date of re-enrollment. If they haven't attended Dakota College for one year, they must complete a new application for admission form. Readmission of former students who leave the institution and have attended any other institution of higher learning between the time they left and the term they wish to be readmitted is based on the student's entire academic record.

Admission of Part-Time Students

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

Admission of International Students

Dakota College is authorized to accept international students. There is specific documentation that international students must provide to be considered for acceptance. International transcripts and credentials need to be evaluated before they are used for admission purposes. Such an evaluation is the sole responsibility of the applicant, and it must be performed by the Foreign Credentials Service of America (FCSA), a member of the National Association of Credential Evaluation Services (NACES), or the Association of International Credential Evaluators (AICE). All documentation must be translated into English and be received by the admissions office.

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

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

College Credit in High School

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

Registration

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

At the time of registration, follow these steps:

1. Each student, with the assistance and approval of an advisor, prepares a schedule of classes and completes the necessary forms.

2. Students register online using Campus Connection
3. The student pays the appropriate tuition and fees at the Business Office at the assigned time. Students whose fees have not been paid are not considered to be officially enrolled.

Orientation

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

Student Email Policy

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

Summary of Costs

Payment of Fees

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

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

Charges and Expenses

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

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

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

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

** North Dakota/Minnesota Reciprocity Program
*** Contiguous States Program
**** Western Undergraduate Exchange Program
***** Midwestern Student Exchange Program

Tuition and Fees for Part-time

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

State of Residency	Per Credit Hour Charge
North Dakota	$224.68
Minnesota	$224.68
South Dakota, Montana	$224.68

Summary of Costs

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

Room (Double occupancy)

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

Board

All students who reside in a residence hall must purchase a board contract. Both meal plans allow students to dine Monday through Sunday each week.

No deductions are made for absence during the week or holidays.

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

Special Fees

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

Application Fee

Fee	Cost
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

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

Summary of Costs

Fee	Cost
Parking Registration Fee A nonrefundable fee charged to any student parking a vehicle on campus	$40.00

Academic Fees

Fee	Cost
Diagnostic Medical Sonography program fee per semester	$500.00
Paramedic Technology Program fee per semester	$500.00
Nursing Program fee per semester	$500.00
Dental programs fee per semester	$500.00

Nursing Fee

Fee	Cost
Assessed to students registered for NURS 122, NURS 124	$480.00*
Assessed to students registered for NURS 277, NURS 237	$743.00*

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

Books and Supplies

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

Miscellaneous Expenses

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

Transportation Expenses

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

Calculating College Costs

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

Refunds of Tuition and Fees

Course Drops (withdraw from some, but not all classes; remain enrolled):

Any student who drops a class within 8.999% of the calendar days for a class shall receive a 100% refund of tuition and fees for the credit hours dropped below 12 credits. There is no refund if the student has 12 or more credits (units) after dropping. After 8.999% of the calendar days of a class, or proportionate period of a term, no refund shall be made for a class which is dropped. However, classes of the same or fewer credits (units) may be substituted for the dropped class at no additional tuition and fee charge. If adding classes results in an increase in credit (unit) hours or if an added class requires a special course fee, the institution shall charge the student for the additional credits (units) and any special course fee.

Official Withdrawal (withdraw from all classes; no longer enrolled):

Official withdrawal is the process used by students when they drop all coursework in a semester by completing the Cancel/Withdraw to Zero eForm located in Campus Connection. Refunds of tuition and fees can be estimated by using the following information:

- 100% refund through 8.999% of the class length
- 75% refund from 9.00% through 34.999% of the class length
- 50% refund from 35.00% through 59.999% of the class length
- 0% refund from 60.00 % through 100% of the class length

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

Resident/Nonresident Tuition

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

Minnesota Tuition Reciprocity

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

Contiguous States Tuition Policy

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

Western Undergraduate Exchange States Tuition Policy

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

Midwestern Student Exchange Program Tuition Policy

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

Tuition Incentive Program

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

Student Services and Campus Life

Financial Aid at Dakota College at Bottineau

Dakota College, through federal financial aid programs and local resources, attempts to provide adequate financial assistance to students who demonstrate a legitimate financial need. The Free Application for Federal Student Aid (FAFSA) must be completed by all students requesting assistance from Dakota College. The application is available online at *studentaid.gov*.

Students interested in applying for financial aid should go to: https://www.dakotacollege.edu/admissions-financial-aid/apply-financial-aid. Students should contact the Financial Aid Office for questions.

Applying for Aid
All students are urged to apply for aid!

Applicants must:

1. Complete the Free Application for Federal Student Aid (FAFSA). The application is available electronically at *studentaid.gov*. Dakota College's code is 002995.
2. Respond immediately to any request for additional information needed by the Financial Aid Office.

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

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

Financial Aid Programs Available

Programs requiring the FAFSA application for determination of eligibility are:

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

Aid Programs Requiring Additional Applications:
1. **Federal Parent Loan for Undergraduate Students (FPLUS)** - Parents may be able to borrow low-interest educational monies for their children to attend college. Repayment begins 60 days following the disbursement.

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

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

Financial Aid Offers

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

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

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

Satisfactory Academic Progress

Requirements

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

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

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

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

Appeal Procedures

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

Frequency and Means of Payment for Students Who Receive Financial Aid

Dakota College uses financial aid crediting to disburse financial aid to students each semester. Students must be registered for classes before aid can be disbursed.

Students who accept employment under Federal Work Study or part-time work will be paid by check/EFT twice a month. New hire paperwork must be completed before a paycheck is processed. Hours worked will be tracked by punches in and out of the HRMS system.

Federal Stafford Student Loans are electronically transmitted and credited to the student's account for disbursement.

Refund and Repayment Policy Statement

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

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

Student Housing and Food Services

Student housing facilities at Dakota College include three residence halls: Mead Hall (men only), Gross Hall (women only), and Milligan Hall (co-ed). All students residing in campus housing are required to purchase a meal plan contract.

College Residence Halls

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

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

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

Payment and Refund/Room and Board

Students residing in the residence halls sign a contract which is in effect for the entire academic year. Students make payment on a semester basis. Students vacating their assigned room before the end of the contract term can be held responsible for the entire charges of the contract period.

Students whose registration is cancelled for any reason are required to vacate their rooms immediately. Only enrolled students may occupy residence hall rooms. Before the 60% point of an enrollment period, room and board will be refunded on an instructional week pro rata basis. If a student uses the residence hall or food service one day into an instructional week, this will constitute an entire instructional week and the student will be charged accordingly. Refunds are made only after a student has properly checked out of the residence halls and has returned their room keys. After the 60% point of an enrollment period, there will be no refund of the room fee; board refunds will be made on a pro rata basis to the end of the term.

Bookstore

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

The Library

The library is located on the first floor of Thatcher Hall. In addition to leisure reading areas, the library provides the students with computer access, printing, and study areas including separate cubicles for quiet study of group work. The physical book collection numbers more than 15,000 items; in addition, the library has access to multiple subject database collections to provide students with the most up-to-date information.

The Dakota College Library is a member of the Online Dakota Information Network (ODIN). This computerized state-wide database allows instant access to holdings of more than 70 North Dakota libraries including public, college, school, and special libraries. The library also houses Tutoring Services, The Writing Center and Disability Services. The primary purpose of the Dakota College Library is to support the mission of the institution. The library provides services and resources necessary to meet the education and informational needs of the Dakota College community, as well as the needs of Bottineau and the surrounding communities.

Health Service

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

Counseling Service

Dakota College at Bottineau provides the opportunity to students, part-time and full-time, the ability to reach out for free Mental Health Services. These services are provided within a timely manner and can be utilized throughout the entirety of a student's time at DCB. Services are primarily provided in Molberg Room #6, also known as DCB's Relaxation Room. This space provides students with a quiet peaceful place to relax and find their inner momentum to continue on in their journey. DCB Mental Health Services Team is comprised of Corey Gorder, MS, LPCC and Hannah Hoffert, MS. Their offices can be found in Thatcher Hall, Hannah's office is located near the elevator on the first floor.

International Health Insurance

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

Student Responsibility in Academic Advising

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

Academic advisors are assigned based on the student's selected degree and subplan.

Students are responsible to do the following:

- Clarify personal values, abilities, interests, and goals.
- Contact and make appointments with advisors at least twice per semester when required or in need of assistance. If it is not possible to keep a scheduled appointment, the advisee must notify their advisor.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Inform advisor of academic progress and meet with advisor before making schedule changes that may affect academic progress.
- Prepare for advising sessions and bring appropriate resources and materials.
- Follow through on actions identified during each advising session.

- Strive to meet a minimum GPA of 2.5. If GPA falls below 2.0 or midterm grades are a C or below, advisees must meet more frequently with advisor to develop a plan of action.
- Check email account daily and respond promptly to all messages including emails, texts and phone calls from academic advisor.
- Participate in tutorial services as recommended.
- Request re-assignment to a different advisor when there is a conflict or program change.
- Accept final responsibility for all decisions.

Student Conduct

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

Student Senate

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

Student Center

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

Varsity Athletics

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

Intramural Athletics

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

Eligibility/Representing Dakota College

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

Military Students

Dakota College offers many benefits to provide a seamless college education, regardless of location. The following is a listing of benefits pertaining to military students, spouses, and veterans:

- Credit for Basic Training
- CLEP Exams
- Reduced Tuition (selected courses)
- Online Programs
- Online Advising
- VA Education Benefits
- Tuition Assistance

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

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility (COE).

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

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

Academic Information

Full-Time Student

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

Part-Time Student

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

Non-Degree Student

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

Freshman/Sophomore

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

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

Auditor

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

Prior Learning

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

Student Responsibilities

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

Program Advisor Responsibilities

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

Degree Credit Quick View

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

First Year Experience

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

Student Placement into College Courses

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

The Unit of Credit

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

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

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

Grades

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

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

Grade Point Average and Points

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

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

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

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

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

Credit by Exam

Advanced Placement (AP) and College Level Examination

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

Internship

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

Incomplete Work

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

Course Repetition

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

Course Cancellation

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

Academic Forgiveness

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

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

Grade Appeals

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

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

Final Exams

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

Student Request for Change in Final Examination Schedule

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

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

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

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

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

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

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

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

Midterm Deficiencies and Final Grades

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

Dean's List and Honor Roll

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

Honors Program

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

Honors Program Objectives

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

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

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

Graduation Requirements

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

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

Digital Literacy Requirements

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

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

Academic Residence and Time-Limit Requirements

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

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

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

Graduation Honors

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

Responsibility for Satisfying Requirements

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

Course/Unit Load Limitations

Permission must be obtained to enroll for more than 18 semester hours.
A maximum course load of 22 semester hours can be approved by the academic advisor to students who meet the following requirements:

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

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

Transfer of Credit to Dakota College

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

Transfer of Credit from Dakota College

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

Transfer Credit Appeal Policy

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

Military Credit

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

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

Transcripts

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

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

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

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

Change in Curriculum

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

Changes in Registration

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

Administrative Withdrawal for Non-Attendance

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

Refunds for Students Who Are Withdrawn

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

Book Returns for Administrative Withdraws

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

Appeals Process for Administratively Withdrawn Students

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

Withdrawal from College

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

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

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

Academic Progress

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

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

Academic Probation

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

Academic Suspension

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

Continued Probation

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

Readmission After Suspension

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

Affiliate Programs

Minot Degree Programs

Minot State University

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

- Advertising and Marketing (AAS) (Certificate)
- Medical Administrative Assistant (AAS)
- Medical Assistant (AAS) (Certificate)
- Paraprofessional Education Early Childhood (AAS)
- Paraprofessional Education K-12 (AAS)
- Paraprofessional Education (Certificate)
- Passport Program
  This program is a unique collaborative program offered by Dakota College and MSU. The program is available to students who are not eligible for full admission at MSU but want to attend college, pursue a four-year degree, and remain in the Minot area. Qualified applicants can enroll in the Passport Program where they would become Dakota College students located on the MSU campus. After completion of the Passport Program, students will then transition to MSU as fully admitted students. Passport Program students need a minimum of 24 transferable credits to transition to MSU and are eligible to earn a Certificate of College Studies degree from Dakota College.
- Reception Services (Certificate)
- Small Business Management (AAS) (Certificate)
- Technical Studies (AAS) (Certificate)

Dakota College Downtown
- Dental Assisting (AAS) (Certificate)
- Information Technology (AAS)
- Information Management – Web Design (Certificate)
- Information Technology – Web Master (AAS)

Trinity West
- Associate Degree Nursing (AAS)
- Practical Nursing (Certificate)

Trinity Medical Arts
- Diagnostic Medical Sonography (AAS)

Trinity Riverside
- Paramedic Technology (AAS) – Trinity Campus

Admission

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

Financial Aid

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

Housing/Food Services

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

For more information contact:

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

Valley City State University

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

- Associate Degree Nurse (ADN)
- Practical Nursing (Certificate)

Admission

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

Financial Aid

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

Housing/Food Services

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

Development Foundation

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

The purpose of the Foundation is to promote support from Alumni and friends of Dakota College to achieve specific goals:

- To provide scholarship and general development funding that will significantly benefit students and the college.
- To provide support for faculty and staff development.
- To provide funds to assist the Alumni Association in its support of the College.
- To assist the Logroller organization in its support of collegiate athletics.
- To preserve the college's past heritage, while advancing with the future.

Mission

The Dakota College at Bottineau Foundation and its Board of Directors empower the college through program support, community engagement, and the promotion of endowments. Committed to scholarship, they provide financial and program development support to students, faculty, and staff, ensuring academic achievement and lifelong learning. By efficiently managing funds, the Foundation dedicates resources to student support and campus development, helping everyone achieve their full potential.

Farm Management Education Program

The mission of the North Dakota Farm and Ranch Business Management Association is "To provide lifelong learning opportunities in economic and financial management for adults involved in the farming and ranching business." The farm/ranch business management program is designed to provide education to farm/ranch families to help them better understand the financial aspects of their farm business. The purpose of the program is to assist students in meeting their business and personal goals. This is best accomplished with quality records and sound business decisions. A detailed, computerized business analysis is completed annually for the farm/ranch business. All individual financial information is kept confidential. All student analyses data will be summarized and used to produce and publish local, regional, and state average reports for benchmarking purposes. Topics covered may include the following:

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

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

For more information: Home | Nd Farm Management E

Academic Center for Excellence (ACE)

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

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

Career Services

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

Community Education Program

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

Disability Support Services

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

Distance Education

Interactive Video Network

The North Dakota Interactive Video Network (IVN) is a statewide videoconferencing communication tool providing synchronous distance education opportunities throughout the state. Dakota College both sends and receives courses, meetings, workshops, interviews, and professional development seminars. IVN students take

Dakota College courses and programs at participating North Dakota colleges and high schools. In addition, students from the Bottineau area can enroll in a wide range of classes offered by other North Dakota University System institutions and attend classes on the Dakota College campus. For more information on IVN programs and classes, contact the Instructional Technology Coordinator, 701-228-5601.

Online Programs

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

THE FOLLOWING DEGREE PROGRAMS ARE AVAILABLE IN AN ONLINE FORMAT:

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

Affiliate Programs

Associate Degree	Certificate
Recreation Management	Recreation Management
Small Business Management	Small Business Management
Urban Forestry Management	Urban Forestry Management
Technical Studies	Technical Studies

North Dakota State Board of Higher Education

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

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

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

Academic Curricula

Transfer Curricula

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

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

Transfer to Other Colleges

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

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

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

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

General Education Philosophy

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

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

Nature

Identifies the interrelationships between humans and their environment

Technology

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

And Beyond

Communicates effectively Employs the principles of wellness Demonstrates knowledge of social structures

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

North Dakota University System GERTA

(General Education Requirement Transfer Agreement)

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

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

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

1. English Composition (ND: ENGL)

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
ENGL 120	College Composition II	3.0
ENGL 125	Introduction to Professional Writing	3.0

2. Speech (ND: COMM)

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0

3. Fine Arts (ND: COMM)

Course Code	Title	Credits
ART 110	Introduction to the Visual Arts	3.0
ART 210	Art History I	3.0
ART 211	Art History II	3.0
ART 182	Art with a Smartphone	3.0
PHOT 180	Photography I	3.0

4. Humanities (ND: HUM)

Course Code	Title	Credits
ART 110	Introduction to the Visual Arts	3.0
ART 210	Art History I	3.0
ART 211	Art History II	3.0
ENGL 211	Introduction to Creative Writing	3.0
ENGL 220	Introduction to Literature	3.0
ENGL 221	Introduction to Drama	3.0
ENGL 224	Introduction to Fiction	3.0
ENGL 225	Introduction to Film	3.0
ENGL 236	Women and Literature	3.0
ENGL 238	Children's Literature	3.0
ENGL 242	World Literature II	3.0
ENGL 251	British Literature I	3.0
ENGL 252	British Literature II	3.0
ENGL 261	American Literature I	3.0
ENGL 262	American Literature II	3.0
ENGL 278	Altertnative Literature	3.0
HUM 101	Introduction to Humanities I	3.0
HUM 102	Introduction to Humanities II	3.0
THEA 201	Theatre Practicum	3.0
WS 110	Introduction to Women's Studies	3.0
FREN 101	First Year French I	4.0
FREN 102	First Year French II	4.0

5. History (ND: History)

Course Code	Title	Credits
HIST 103	United States History to 1877	3.0

HIST 104	United States Hisotry Since 1877	3.0
HIST 220	North Dakota History	3.0
HIST 211	World Civilizations to 1500	3.0
HIST 224	American Studies 1	3.0

6. Social Science (ND: SS)

Course Code	Title	Credits
ECON 201	Principles of Microeconomics	3.0
ECON 202	Principles of Macroeconomics	3.0
PSYC 111	Introduction to Psychology	3.0
PSYC 250	Developmental Psychology	3.0
PSYC 270	Abnormal Psychology	3.0
PSYC 280	Introduction to Health Psychology	3.0
SOC 110	Introduction to Sociology	3.0
SOC 251	Gerontology	3.0

7. Laboratory (ND:LABSC)

Course Code	Title	Credits
BIOL 111	Concepts of Biology	4.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
BIOL 121	Intro to Fish and Wildlife	4.0
BIOL 122	Wildlife and Fisheries Techniques	4.0
BIOL 124	Environmental Science	4.0
BIOL 150	General Biology I	4.0
BIOL 151	General Biology II	4.0
BIOL 170	General Zoology	4.0
BIOL 202	Microbiology	4.0
BIOL 211	Botany I	4.0
BIOL 220	Anatomy and Physiology I	4.0
BIOL 221	Anatomy and Physiology II	4.0
BIOL 230	Ecology	4.0
CHEM 115	Introductory Chemstry	4.0
CHEM 116	Introduction to Organic and Biochemistry	4.0
CHEM 122	General Chemistry II	4.0
CHEM 241	Organic Chemistry I	4.0
CHEM 242	Organic Chemistry II	4.0
GEOL 105	Physical Geology	4.0
PHYS 120	Fundamentals of Physics	4.0
PHYS 211	College Physics I	4.0
PHYS 212	College Physics II	4.0

PHYS 251	University Physics I	5.0
PHYS 252	University Physics II	5.0

8. Mathematics (ND:MATH)

Course Code	Title	Credits
MATH 103	College Algebra	4.0
MATH 104	Finite Math	4.0
MATH 105	Trigonometry	4.0
MATH 107	Precalculus	4.0
MATH 110	Mathematics in Society	3.0
MATH 165	Calculus I	4.0
MATH 166	Calculus II	4.0
MATH 210	Elementary Statistics	4.0

9. Computer Science (ND:COMPSC)

Course Code	Title	Credits
CSCI 101	Introduction to Computers	3.0
CIS 123	Technology for Personal Development	3.0
CSCI 289	Social Implications of Computer Technology	3.0

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

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
	ENGL 120 or ENGL 125	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Sub-Total Credits	**9.0**

Fine Arts & Humanities

Any Course marked ND: FA, ND:HUM

Academic Curricula

Course Code	Title	Credits
	Fine Arts/Humanities Electives	
	Sub-Total Credits	**6.0**

Social Science

Any Course marked ND: HIST or ND: SS

Course Code	Title	Credits
	Social Science Electives	
	Sub-Total Credits	**6.0**

Math, Science & Technology

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)

Course Code	Title	Credits
	Math/Science/Technology Elective	
	Sub-Total Credits	**18.0**

Wellness

Course Code	Title	Credits
	HPER 100 or HPER Activity	2.0
	Sub-Total Credits	**2.0**

First Year Experience

Required of all new first-year students

Course Code	Title	Credits
UNIV 105	First Year Experience	1.0
	Sub-Total Credits	**1.0**

Digital Literacy Requirement

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

Additional Academic Courses

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

Associate of Arts

Communications

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
	ENGL 120 or ENGL 125	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Sub-Total Credits	**9.0**

Fine Arts & Humanities

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

Course Code	Title	Credits
	Fine Arts/Humanities Electives	
	Sub-Total Credits	**9.0**

Social Science

Any course marked ND: HIST or ND: SS

Course Code	Title	Credits
	Social Science Electives	
	Sub-Total Credits	**12.0**

Math, Science & Technology

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

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

Course Code	Title	Credits
	Math/Science/Technology Elective	
	Sub-Total Credits	**9.0**

Wellness

Course Code	Title	Credits
	HPER 100 or HPER Activity	2.0
	Sub-Total Credits	**2.0**

First Year Experience

Required of all new first-year students

Course Code	Title	Credits

Academic Curricula

UNIV 105	First Year Experience	1.0
	Sub-Total Credits	**1.0**

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.

Career/Technical Curricula

Agriculture

- Agriculture Management & Technology (AAS & Certificate)
- Small Unmanned Aircraft Systems (Certificate)
- Horticulture
- Industrial Hemp Production (AAS & Certificate)

Business

- Advertising & Marketing (AAS & Certificate)
- Accounting Technology (AAS)
- Administrative Assistant (AAS)
- Bookkeeping (Certificate)
- Human Resource Management (AAS & Certificate)
- Reception Services (Certificate)
- Small Business Management (AAS & Certificate)

Computer Technology

- Computerized Office Management (AAS)
- Information Technology (AAS)
- Information Technology – WebMaster (AAS)
- Information Technology – WebDesign (Certificate)

Education & Human Development

- Child Development Associate (Certificate)
- Paraprofessional Education – Early Childhood (AAS)
- Paraprofessional Education – K-12 (AAS)
- Paraprofessional Education (Certificate)

Health Professions

- Paramedic Technology (AAS & Certificate)
- Dental Assisting (AAS & Certificate)
- Medical Assistant (AAS & Certificate)
- Medical Administrative Assistant (AAS)
- Medical Coding (Certificate)
- Diagnostic Medical Sonography (AAS)
- Practical Nursing – LPN (Certificate)
- Associate Degree Nurse – RN (AAS)

Natural Resources

- Recreation Management (AAS & Certificate)
- Urban Forest Management (AAS & Certificate)
- Wildlife & Fisheries Technology

Photography

- Photography (AAS & Certificate)

Technical Education

- Technical Studies (AAS & Certificate)

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

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

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

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

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

General Education - AAS Degree

Students who graduate with an Associate of Applied Science Degree must earn 16 credits in general education.

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

English or Communications

3 Credits (choose from the following)

English

Course Code	Title	Credits
ENGL 110	College Composition I	3.0

Speech

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
	Sub-Total Credits	**3.0**

Fine Arts/Humanities/History/Social Science

3 Credits (choose from the following)

Career/Technical Curricula

Fine Arts

Course Code	Title	Credits
ART 182	Art with a Smartphone	3.0
PHOT 180	Photography I	3.0

Humanities

Course Code	Title	Credits
ART 110	Introduction to the Visual Arts	3.0
ART 210	Art History I	3.0
ART 211	Art History II	3.0
ENGL 211	Introduction to Creative Writing	3.0
ENGL 220	Introduction to Literature	3.0
ENGL 221	Introduction to Drama	3.0
ENGL 225	Introduction to Film	3.0
ENGL 236	Women and Literature	3.0
ENGL 238	Children's Literature	3.0
ENGL 242	World Literature II	3.0
ENGL 251	British Literature I	3.0
ENGL 252	British Literature II	3.0
ENGL 261	American Literature I	3.0
ENGL 262	American Literature II	3.0
ENGL 278	Alterative Literature	3.0
HUM 101	Introduction to Humanities I	3.0
HUM 102	Introduction to Humanities II	3.0
THEA 201	Theatre Practicum	3.0
WS 110	Introduction to Women's Studies	3.0

History

Course Code	Title	Credits
HIST 103	United States History to 1877	3.0
HIST 104	United States Hisotry Since 1877	3.0
HIST 211	World Civilizations to 1500	3.0
HIST 212	World Civilizations Since 1500	3.0
HIST 220	North Dakota History	3.0
HIST 224	American Studies 1	3.0
HIST 225	American Studies II	3.0

Social Science

Course Code	Title	Credits

COMM 212	Interpersonal Communication	3.0
ECON 201	Principles of Microeconomics	3.0
ECON 202	Principles of Macroeconomics	3.0
PSYC 111	Introduction to Psychology	3.0
PSYC 250	Developmental Psychology	3.0
PSYC 280	Introduction to Health Psychology	3.0
SOC 110	Introduction to Sociology	3.0
SOC 115	Social Problems	3.0
SOC 220	The Family	3.0
SOC 251	Gerontology	3.0
	Sub-Total Credits	**3.0**

Mathematics/Science/Technology

9 Credits

Must include a mathematics course and a technology course (choose from the following)

Mathematics

Course Code	Title	Credits
BOTE 108	Business Mathematics	3.0
MATH 103	College Algebra	4.0
MATH 104	Finite Math	4.0
MATH 105	Trigonometry	4.0
MATH 107	Precalculus	4.0
MATH 110	Mathematics in Society	3.0
MATH 165	Calculus I	4.0
MATH 166	Calculus II	4.0
MATH 210	Elementary Statistics	4.0

Science

Course Code	Title	Credits
BIOL 111	Concepts of Biology	4.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
BIOL 121	Intro to Fish and Wildlife	4.0
BIOL 122	Wildlife and Fisheries Techniques	4.0
BIOL 124	Environmental Science	4.0
BIOL 150	General Biology I	4.0
BIOL 151	General Biology II	4.0
BIOL 170	General Zoology	4.0
BIOL 202	Microbiology	4.0
BIOL 211	Botany I	4.0

Career/Technical Curricula

BIOL 220	Anatomy and Physiology I	4.0
BIOL 221	Anatomy and Physiology II	4.0
BIOL 230	Ecology	4.0
CHEM 115	Introductory Chemstry	4.0
CHEM 116	Introduction to Organic and Biochemistry	4.0
CHEM 122	General Chemistry II	4.0
CHEM 241	Organic Chemistry I	4.0
CHEM 242	Organic Chemistry II	4.0
GEOL 105	Physical Geology	4.0
PHYS 120	Fundamentals of Physics	4.0
PHYS 211	College Physics I	4.0
PHYS 212	College Physics II	4.0
PHYS 212	College Physics II	4.0
PHYS 251	University Physics I	5.0
PHYS 252	University Physics II	5.0

Computer Science

Course Code	Title	Credits
BOTE 147	Word Processing	3.0
BOTE 218	Desktop Publishing	3.0
BOTE 247	Spreadsheet Applications	3.0
CIS 104	Microcomputer Database	3.0
CIS 115	Internet	3.0
CIS 164	Networking Fundamentals I	3.0
CIS 123	Technology for Personal Development	3.0
CSCI 101	Introduction to Computers	3.0
CSCI 289	Social Implications of Computer Technology	3.0
	Sub-Total Credits	**9.0**

Wellness

1 Credit (choose from the following)

Course Code	Title	Credits
HPER 100	Concepts of Wellness and Fitness	2.0
	Any HPER Physical Education Activity Class	1.0
	Sub-Total Credits	**3.0**

Degrees

Liberal Arts

Liberal Arts

Degree Type
Associate in Arts

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

First Year Experience

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

Digital Literacy Requirement

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

Communication

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
	ENGL 120 or ENGL 125	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Sub-Total Credits	**9.0**

Fine Arts/Humanities

Elective credits in this area are to be chosen from The ND:FA and ND:HUM categories.

Course Code	Title	Credits
	Fine Arts/Humanities Electives	
	Sub-Total Credits	**9.0**

Social Science Electives

Elective credits in this area are to be chosen from the ND:HIST and ND:SS.

Course Code	Title	Credits
	Social Science Electives	
	Sub-Total Credits	**12.0**

Math/Science/Technology

Elective credits in this area are to be chosen from the ND:LABSC, ND:MATTH and ND:COMPSC categories. The choices must include MATH 103 (or above), at least two lab sciences and a technology.

Course Code	Title	Credits
	Math/Science/Technology Elective	
	Sub-Total Credits	**9.0**

Wellness

Course Code	Title	Credits
	HPER 100 or HPER Activity	2.0
	Sub-Total Credits	**2.0**

Additional Academic Courses

Credits in this area are to be chosen in consultation with the student's advisor.

	Sub-Total Credits	**19.0**

	Total Credits	**60**

Liberal Arts (Business Administration)

Degree Type
Associate in Arts

Program Manager:
Keri Keith, Professor
701-228-5624
keri.keith@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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Digital Literacy Requirement

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Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
ECON 201	Principles of Microeconomics	3.0
	Math Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Technology Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
ECON 202	Principles of Macroeconomics	3.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	3.0-4.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0-16**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
ACCT 215	Business in the Legal Environment	3.0
BADM 201	Principles of Marketing	3.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**14.0**

Liberal Arts

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
COMM 110	Fundamentals of Public Speaking	3.0
BADM 202	Principles of Management	3.0
BOTE 247	Spreadsheet Applications	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

	Total Credits	60-61

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Early Childhood Education)

Degree Type
Associate in Arts

Program Manager:
Erika Hamilton, Instructor
701-228-5472
erika.hamilton@dakotacollege.edu

Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Liberal Arts

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
EC 210	Introduction to Early Childhood Education	3.0
	ND: Math Course	4.0
SPED 101	Introduction to Developmental Disabilities	3.0
EDUC 101	Introduction to Para Education	1.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
EC 211	Observation, Assessment, and Interpretation Techniques	3.0
EC 233	Pre-K Methods & Materials	3.0
	HPER 100 or HPER Activity	2.0
	Social Science Electives	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**17.0**

Sophomore Year

Fall

Course Code	Title	Credits
EC 236	Social/Emotional Development & Guidance	3.0
PSYC 111	Introduction to Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	4.0
	Sub-Total Credits	**13.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
EC 238	Home, School & Communication Relations	3.0
ENGL 238	Children's Literature	3.0
PSYC 250	Developmental Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

	Total Credits	62

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Economics)

Degree Type
Associate in Arts

Program Manager:
Dr. Linda Burbidge, Instructor
701-228-5442
linda.burbidge@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
ECON 201	Principles of Microeconomics	3.0
	Math Elective	4.0

Liberal Arts

	Social Science Electives	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**18.0**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
ECON 202	Principles of Macroeconomics	3.0
MATH 210	Elementary Statistics	4.0
	Fine Arts/Humanities Elective	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
COMM 110	Fundamentals of Public Speaking	3.0
MATH 165	Calculus I	4.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
MATH 166	Calculus II	4.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**13.0**

Consult with program advisors for recommended electives.

	Total Credits	**64**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (English)

Degree Type
Associate in Arts

Program Manager:
Dr. Gary Albrightson, Professor
701-228-5602
gary.albrightson@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
ENGL 221	Introduction to Drama	3.0
ENGL 261	American Literature I	3.0
	Lab Science Elective	4.0
	Wellness Elective	1.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
ENGL 220	Introduction to Literature	3.0
ENGL 211	Introduction to Creative Writing	3.0

Liberal Arts

ENGL 238	Children's Literature	3.0
HIST 104	United States Hisotry Since 1877	3.0
	Math 103 or higher	3.0-4.0
	Sub-Total Credits	**15.0-16**

Sophomore Year

Fall

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
ENGL 225	Introduction to Film	3.0
ENGL 262	American Literature II	3.0
	Social Science Electives	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
ENGL 242	World Literature II	3.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Consult with program advisors for recommended electives.

	Total Credits	**63-64**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (History)

Degree Type
Associate in Arts

Liberal Arts

Program Manager:
Dr. Zahra Moss, Instructor
701-228-5445
zahra.moss@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
HIST 103	United States History to 1877	3.0
	Math Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
HIST 104	United States Hisotry Since 1877	3.0
	HIST Electives	3.0-6.0
	Lab Science Elective	4.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0-17**

Sophomore Year

Fall

Course Code	Title	Credits
HIST 211	World Civilizations to 1500	3.0
PSYC 111	Introduction to Psychology	3.0
	HIST Electives	3.0-6.0
	Fine Arts/Humanities Elective	3.0
CSCI 101	Introduction to Computers	3.0
	Sub-Total Credits	**15.0-18**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
ECON 202	Principles of Macroeconomics	3.0
HIST 212	World Civilizations Since 1500	3.0
HIST 224	American Studies 1	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

	Total Credits	**58-64**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the [general education requirements](#). The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Human Services)

Degree Type
Associate in Arts

Program Manager:
Misty Lindgren, Director for Academic Affairs
701-228-5476
misty.lindgren@dakotacollege.edu

Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
GERO 130	Introduction to Human Services	2.0
	Math Elective	4.0
NURS 100	Nurse Assistant Training	3.0
SPED 101	Introduction to Developmental Disabilities	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
HPER 210	First Aid/CPR	1.0
SOC 251	Gerontology	3.0
	Fine Arts/Humanities Elective	3.0
	Technology Elective	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
GERO 256	Development of Social Welfare	3.0
PSYC 111	Introduction to Psychology	3.0
RLS 290	Introduction to Inclusive Recreation	3.0
	Fine Arts/Humanities Elective	3.0

Liberal Arts

	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**18.0**

Spring

Course Code	Title	Credits
BOTE 210	Business Communications	3.0
HRM 100	Human Relations and Organizations	3.0
PSYC 250	Developmental Psychology	3.0
SOC 110	Introduction to Sociology	3.0
	Lab Science Elective	4.0
	Sub-Total Credits	**16.0**

Consult with program advisors for recommended electives.

	Total Credits	**64**

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Liberal Arts (Psychology)

Degree Type
Associate in Arts

Program Manager:
Dr. Lexi Kvasnicka-Gates, Professor
701-228-5475
lexi.kvasnicka@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
	Math Elective	4.0
PSYC 111	Introduction to Psychology	3.0
	Lab Science Elective	4.0
	Sub-Total Credits	**14.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	PSYC Elective	3.0-6.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**14.0-17**

Sophomore Year

Fall

Course Code	Title	Credits
SOC 110	Introduction to Sociology	3.0
	PSYC Elective	3.0-6.0
	Fine Arts/Humanities Elective	3.0
	Technology Elective	3.0
	Sub-Total Credits	**12.0-15**

Spring

Course Code	Title	Credits
PSYC 250	Developmental Psychology	3.0
PSYC 270	Abnormal Psychology	3.0
	PSYC Elective	3.0-6.0
	PSYC Elective	3.0-6.0

	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**15.0-21**

Consult with program advisors for recommended electives.

Total Credits	**60**

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Liberal Arts (Social Science)

Degree Type
Associate in Arts

Program Manager:
Dr. Lexi Kvasnicka-Gates, Professor
701-228-5475
lexi.kvasnicka@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

First Year Experience

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Digital Literacy Requirement

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Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
HIST 103	United States History to 1877	3.0

Liberal Arts

MATH 103	College Algebra	4.0
	Lab Science Elective	4.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
HIST 104	United States Hisotry Since 1877	3.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	4.0
	Technology Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**17.0**

Sophomore Year

Fall

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
HIST 211	World Civilizations to 1500	3.0
SOC 110	Introduction to Sociology	3.0
	Fine Arts/Humanities Elective	3.0
	Electives	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ECON 202	Principles of Macroeconomics	3.0
HIST 212	World Civilizations Since 1500	3.0
PSYC 111	Introduction to Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

	Total Credits	**62**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts

Degree Type
Associate in Science

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

First Year Experience
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Digital Literacy Requirement
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Communication

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
	ENGL 120 or ENGL 125	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Sub-Total Credits	**9.0**

Fine Arts/Humanities

Elective credits in this area are to be chosen from The ND:FA and ND:HUM categories.

Course Code	Title	Credits
	Fine Arts/Humanities Electives	
	Sub-Total Credits	**6.0**

Social Science Electives

Elective credits in this area are to be chosen from the ND:HIST and ND:SS.

Course Code	Title	Credits

	Social Science Electives	
	Sub-Total Credits	**6.0**

Math/Science/Technology

Elective credits in this area are to be chosen from the ND:LABSC, ND:MATTH and ND:COMPSC categories. The choices must include MATH 103 (or above), at least two lab sciences and a technology.

Course Code	Title	Credits
	Math/Science/Technology Elective	
	Sub-Total Credits	**18.0**

Wellness

Course Code	Title	Credits
	HPER 100 or HPER Activity	2.0
	Sub-Total Credits	**2.0**

Additional Academic Courses

Credits in this area are to be chosen in consultation with the student's advisor.

	Sub-Total Credits	19.0

	Total Credits	**60**

Liberal Arts (Accounting)

Degree Type
Associate in Science

Program Manager:
Misty Lindgren, Director for Academic Affairs
701-228-5476
misty.lindgren@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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

Liberal Arts

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
ECON 201	Principles of Microeconomics	3.0
	Math Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
BOTE 210	Business Communications	3.0
ECON 202	Principles of Macroeconomics	3.0
	Lab Science Elective	4.0
	Technology Elective	3.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
ACCT 215	Business in the Legal Environment	3.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	3.0
	Sub-Total Credits	**12.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
ACCT 201	Elements of Accounting II	3.0
ACCT 260	Accounting Information Systems	2.0

Liberal Arts

BADM 202	Principles of Management	3.0
BOTE 247	Spreadsheet Applications	3.0
MATH 210	Elementary Statistics	4.0
	Sub-Total Credits	**18.0**

Consult with program advisors for recommended electives.

	Total Credits	**61**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the [general education requirements](). The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Agriculture)

Degree Type
Associate in Science

Program Manager:
Raquel Dugan-Dibble, Instructor
701-228-5481
r.dugandibble@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0

Liberal Arts

BIOL 150	General Biology I	4.0
	Math Elective	4.0
	Wellness Elective	2.0
	Sub-Total Credits	**13.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
CSCI 101	Introduction to Computers	3.0
	AG Elective	7.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
	Math/Science/Technology Elective	3.0
	Social Science Electives	3.0
	AG Elective	6.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
	Math/Science/Technology Elective	3.0
	Social Science Electives	3.0
	AG Elective	6.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

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.

	Total Credits	**59**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Biology)

Degree Type
Associate in Science

Program Manager:
Chad Chapman, Instructor
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Program Advisor:
Jacob Pommerer
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jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
MATH 103	College Algebra	4.0
	Sub-Total Credits	**11.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
CHEM 122	General Chemistry II	4.0
BIOL 151	General Biology II	4.0
MATH 105	Trigonometry	4.0
CSCI 101	Introduction to Computers	3.0

Liberal Arts

	Sub-Total Credits	18.0

Sophomore Year

Fall

Course Code	Title	Credits
BIOL 170	General Zoology	4.0
	Lab Science Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Wellness Elective	2.0
	Sub-Total Credits	16.0

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	BIOL Elective	3.0
	Sub-Total Credits	12.0

Consult with program advisors for recommended electives.

	Total Credits	57

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. *The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.*

Liberal Arts (Business Education)

Degree Type
Associate in Science

Program Manager:
Erika Hamilton, Instructor
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Program Advisor:
Lynn Bristol
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
ECON 201	Principles of Microeconomics	3.0
	Math Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Technology Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
ECON 202	Principles of Macroeconomics	3.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	4.0
	Math/Science/Technology Elective	3.0-4.0
	Sub-Total Credits	**16.0-17**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
ACCT 215	Business in the Legal Environment	3.0
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
	Lab Science Elective	4.0
	Wellness Elective	2.0

Liberal Arts

	Sub-Total Credits	15.0

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
BOTE 247	Spreadsheet Applications	3.0
COMM 110	Fundamentals of Public Speaking	3.0
PSYC 111	Introduction to Psychology	3.0
EDUC 260	Educational Psychology	3.0
	Sub-Total Credits	15.0

Consult with program advisors for recommended electives.

(EDUC 260 for MiSU Transfer Students)

	Total Credits	62-63

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Chemistry)

Degree Type
Associate in Science

Program Manager:
Dr. Neysha Tirado-Class
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Program Advisor:
Jacob Pommerer
701-228-5678
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
CSCI 101	Introduction to Computers	3.0
CHEM 121	General Chemistry I	4.0
	MATH 105 or MATH 107	3.0-4.0
	Sub-Total Credits	**17.0-18**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
CHEM 122	General Chemistry II	4.0
MATH 165	Calculus I	4.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**17.0**

Sophomore Year

Fall

Course Code	Title	Credits
CHEM 241	Organic Chemistry I	4.0
COMM 110	Fundamentals of Public Speaking	3.0
PHYS 251	University Physics I	5.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
CHEM 242	Organic Chemistry II	4.0
PHYS 252	University Physics II	5.0

	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**13.0**

Consult with program advisors for recommended electives.

** [MATH 166](#) *Calculus II recommended.*

	Total Credits	**63-64**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the [general education requirements](#). The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Computer Information Systems)

Degree Type
Associate in Science

Program Manager:
Trisha Nelson, Instructor
701-858-3313
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Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0

Liberal Arts

Course Code	Title	Credits
CIS 212	MS Operating System Client	3.0
CSCI 101	Introduction to Computers	3.0
	CSCI 160 or Programming Language	3.0
	Math Elective	4.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
	CSCI 161 or Programming Language	3.0
MATH 210	Elementary Statistics	4.0
	Lab Science Elective	4.0
	Sub-Total Credits	**14.0**

Sophomore Year

Fall

Course Code	Title	Credits
ECON 201	Principles of Microeconomics	3.0
MATH 165	Calculus I	4.0
	Lab Science Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
CIS 147	Principles of Information Security	3.0
COMM 110	Fundamentals of Public Speaking	3.0
ECON 202	Principles of Macroeconomics	3.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Consult with program advisors for recommended electives.

	Total Credits	61

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the <u>general education requirements</u>. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Elementary Education)

Degree Type
Associate in Science

Program Manager:
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701-228-5472
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Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
EDUC 101	Introduction to Para Education	1.0
	Math Elective	4.0
	Lab Science Elective	4.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits

Liberal Arts

ENGL 120	College Composition II	3.0
SPED 110	Introduction to Exceptional Children	3.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
MATH 277	Math for Elementary Teachers	3.0
PSYC 111	Introduction to Psychology	3.0
	CHEM or PHYS Lab Science Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
ENGL 238	Children's Literature	3.0
EDUC 260	Educational Psychology	3.0
PSYC 250	Developmental Psychology	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

	Total Credits	**61**

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Liberal Arts (Finance)

Degree Type
Associate in Science

Program Manager:
Misty Lindgren, Director for Academic Affairs
701-228-5476
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Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
	Math Elective	4.0
	Lab Science Elective	4.0
	Wellness Elective	2.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BOTE 247	Spreadsheet Applications	3.0
	ENGL 120 or ENGL 125	3.0
MATH 210	Elementary Statistics	4.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	4.0
	Sub-Total Credits	**17.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 215	Business in the Legal Environment	3.0
ACCT 200	Elements of Accounting I	3.0
COMM 110	Fundamentals of Public Speaking	3.0
ECON 201	Principles of Microeconomics	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
BADM 202	Principles of Management	3.0
BOTE 210	Business Communications	3.0
ECON 202	Principles of Macroeconomics	3.0
	FIN Elective	2.0
	Sub-Total Credits	**14.0**

Consult with program advisors for recommended electives.

	Total Credits	62

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Health Professions)

Degree Type
Associate in Science

Program Manager:
Paige Baade, Dean for Nursing & Health Professions
701-228-5444
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Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
	Math Elective	4.0
BIOL 150	General Biology I	4.0
	Sub-Total Credits	**11.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
BIOL 151	General Biology II	4.0
CHEM 122	General Chemistry II	4.0
CSCI 101	Introduction to Computers	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
BIOL 220	Anatomy and Physiology I	4.0
PSYC 111	Introduction to Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	HP Elective	3.0-4.0
	Sub-Total Credits	**13.0-14**

Spring

Course Code	Title	Credits
BIOL 221	Anatomy and Physiology II	4.0
COMM 110	Fundamentals of Public Speaking	3.0
PSYC 250	Developmental Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	HP Elective	3.0-4.0
	Sub-Total Credits	**16.0-17**

Consult with program advisors for recommended electives.

	Total Credits	56-58

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the [general education requirements](). The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Marketing & Management)

Degree Type
Associate in Science

Program Manager:
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Program Advisor:
Lynn Bristol
701-228-5469
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BADM 201	Principles of Marketing	3.0
	Math Elective	4.0
	Lab Science Elective	4.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
BADM 202	Principles of Management	3.0
	Social Science Electives	3.0
	Technology Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**13.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 215	Business in the Legal Environment	3.0
BADM 210	Advertising I	3.0
BADM 214	Entertainment Marketing	3.0
BADM 240	Sales	3.0
ECON 201	Principles of Microeconomics	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**18.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
ECON 202	Principles of Macroeconomics	3.0
	Fine Arts/Humanities Elective	3.0
	Math/Science/Technology Elective	3.0-4.0
	Lab Science Elective	4.0
	Sub-Total Credits	**16.0-17**

Consult with program advisors for recommended electives.

	Total Credits	62-63

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Mathematics)

Degree Type
Associate in Science

Program Manager:
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Program Advisor:
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0

Liberal Arts

	Math Elective	4.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
	MATH 105 or MATH 107	3.0-4.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0-15**

Sophomore Year

Fall

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
MATH 165	Calculus I	4.0
	Fine Arts/Humanities Elective	3.0
	Technology Elective	3.0
	Sub-Total Credits	**13.0**

Spring

Course Code	Title	Credits
MATH 166	Calculus II	4.0
MATH 210	Elementary Statistics	4.0
PSYC 111	Introduction to Psychology	3.0
	MATH Elective	4.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**18.0**

Consult with program advisors for recommended electives.

	Total Credits	**60-61**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Natural Resource Management)

Degree Type
Associate in Science

Program Manager:
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Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
CSCI 101	Introduction to Computers	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	NSM Elective	3.0-4.0
	Wellness Elective	1.0
	Sub-Total Credits	**17.0-18**

Spring

Liberal Arts

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
BIOL 151	General Biology II	4.0
	Math Elective	4.0
	Fine Arts/Humanities Elective	3.0
	NSM Elective	3.0-4.0
	Sub-Total Credits	**17.0-18**

Sophomore Year

Fall

Course Code	Title	Credits
CHEM 121	General Chemistry I	4.0
BIOL 121	Intro to Fish and Wildlife	4.0
BIOL 211	Botany I	4.0
	NSM Elective	3.0-4.0
	Social Science Electives	3.0
	Sub-Total Credits	**18.0-19**

Spring

Course Code	Title	Credits
GEOL 105	Physical Geology	4.0
	NSM Elective	3.0-4.0
	Social Science Electives	3.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0-15**

Consult with program advisors for recommended electives.

	Total Credits	66-70

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Pharmacy)

Degree Type
Associate in Science

Liberal Arts

Program Manager:
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Program Advisor:
Jacob Pommerer
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
CHEM 121	General Chemistry I	4.0
ECON 201	Principles of Microeconomics	3.0
	MATH 105 or MATH 107	3.0-4.0
	Sub-Total Credits	**17.0-18**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
BIOL 151	General Biology II	4.0
CHEM 122	General Chemistry II	4.0
CSCI 101	Introduction to Computers	3.0
MATH 165	Calculus I	4.0
	Sub-Total Credits	**18.0**

Sophomore Year

Fall

Course Code	Title	Credits
BIOL 220	Anatomy and Physiology I	4.0
PHYS 211	College Physics I	4.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BIOL 202	Microbiology	4.0
BIOL 221	Anatomy and Physiology II	4.0
COMM 110	Fundamentals of Public Speaking	3.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0**

Consult with program advisors for recommended electives.

	Total Credits	**65-66**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Physical Education)

Degree Type
Associate in Science

Program Manager:
Travis Rybchinski, Instructor
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Program Advisor:
Jacob Pommerer
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
HPER 217	Personal and Community Health	3.0
	Math Elective	4.0
SOC 110	Introduction to Sociology	3.0
	Technology Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Fine Arts/Humanities Elective	3.0
	Lab Science Elective	4.0
	Wellness Elective	2.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
BIOL 111	Concepts of Biology	4.0
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
HPER 210	First Aid/CPR	1.0
NUTR 240	Principles of Nutrition	3.0
PSYC 111	Introduction to Psychology	3.0

Liberal Arts

	Sub-Total Credits	14.0

Spring

Course Code	Title	Credits
EDUC 260	Educational Psychology	3.0
HPER 207	Prevention and Care of Injuries	2.0
HPER 208	Introduction to Physical Education	2.0
PSYC 250	Developmental Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	Math/Science/Technology Elective	3.0-4.0
	Sub-Total Credits	**16.0-17**

Consult with program advisors for recommended electives.

	Total Credits	61-62

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Pre-Engineering)

Degree Type
Associate in Science

Program Advisor:
Misty Lindgren
701-228-5476
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Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CHEM 121	General Chemistry I	4.0
CSCI 101	Introduction to Computers	3.0
MATH 165	Calculus I	4.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
CHEM 122	General Chemistry II	4.0
MATH 166	Calculus II	4.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**17.0**

Sophomore Year

Fall

Course Code	Title	Credits
PHYS 251	University Physics I	5.0
	Pre-Engineering Major Study Area	4.0-5.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**13.0-14**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
PHYS 252	University Physics II	5.0
	Pre-Engineering Major Study Area	4.0-5.0

	Wellness Elective	1.0
	Sub-Total Credits	**13.0-14**

Consult with program advisors for recommended electives.

** If the math placement test score does not qualify the student for placement in MATH 165 *Calculus I the following sequence of math classes will need to be taken to qualify for MATH 165 Calculus I.* MATH 103 *College Algebra – "C" grade or better in* ASC 94 *or appropriate math placement score* MATH 105 *Trigonometry – Spring – "C" grade or better in MATH 103 or appropriate math placement score. MATH 165 Calculus I – Offered in fall – "C" grade or better in Math 105 or appropriate math placement score.*

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

	Total Credits	**61**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. *The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.*

Liberal Arts (Secondary Education)

Degree Type
Associate in Science

Program Manager:
Erika Hamilton, Instructor
701-228-5472
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Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
EDUC 101	Introduction to Para Education	1.0
	Math Elective	4.0
	Lab Science Elective	4.0
	Wellness Elective	2.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
SPED 110	Introduction to Exceptional Children	3.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	General Education Elective	3.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
PSYC 111	Introduction to Psychology	3.0
	Fine Arts/Humanities Elective	3.0
	Math/Science/Technology Elective	3.0-4.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0-16**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
PSYC 250	Developmental Psychology	3.0
	EDUC Elective	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**12.0**

Consult with program advisors for recommended electives.

	Total Credits	60-61

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the [general education requirements](#). The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Special Education)

Degree Type
Associate in Science

Program Manager:
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Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

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

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
EDUC 101	Introduction to Para Education	1.0
	Math Elective	4.0

Liberal Arts

SPED 101	Introduction to Developmental Disabilities	3.0
	Wellness Elective	2.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
ENGL 120	College Composition II	3.0
EDUC 220	Classroom Management	3.0
SPED 110	Introduction to Exceptional Children	3.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
MATH 277	Math for Elementary Teachers	3.0
PSYC 111	Introduction to Psychology	3.0
	BIOL Elective	4.0
	Social Science Electives	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
ENGL 238	Children's Literature	3.0
	PSYC 250 or PSYC 270	3.0
	Fine Arts/Humanities Elective	3.0
	Math/Science/Technology Elective	4.0
	Sub-Total Credits	**16.0**

Consult with program advisors for recommended electives.

	Total Credits	**64**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Veterinary Science)

Degree Type
Associate in Science

Program Manager:
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701-228-5472
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Program Advisor:
Jacob Pommerer
701-228-5678
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First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
CHEM 121	General Chemistry I	4.0
	Wellness Elective	1.0
	Sub-Total Credits	**12.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0

BIOL 151	General Biology II	4.0
CHEM 122	General Chemistry II	4.0
CSCI 101	Introduction to Computers	3.0
	MATH 105 or MATH 107	3.0-4.0
	Sub-Total Credits	**17.0-18**

Sophomore Year

Fall

Course Code	Title	Credits
	CHEM 241 or CHEM 116	4.0-5.0
ECON 201	Principles of Microeconomics	3.0
PHYS 211	College Physics I	4.0
	Fine Arts/Humanities Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0-16**

Spring

Course Code	Title	Credits
BIOL 202	Microbiology	4.0
COMM 110	Fundamentals of Public Speaking	3.0
MATH 210	Elementary Statistics	4.0
	Fine Arts/Humanities Elective	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**17.0**

Consult with program advisors for recommended electives.

	Total Credits	**61-63**

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Liberal Arts (Wildlife Management)

Degree Type
Associate in Science

Liberal Arts

Program Manager:
Chad Chapman, Instructor
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Program Advisor:
Jacob Pommerer
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jacob.r.pommerer@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
BIOL 121	Intro to Fish and Wildlife	4.0
	Fine Arts/Humanities Elective	3.0
	Technology Elective	3.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
	ENGL 120 or ENGL 125	3.0
BIOL 151	General Biology II	4.0
BIOL 122	Wildlife and Fisheries Techniques	4.0
	Math 103 or higher	3.0-4.0
	Wellness Elective	1.0
	Sub-Total Credits	**15.0-16**

Sophomore Year

Fall

Course Code	Title	Credits
BIOL 211	Botany I	4.0
BIOL 230	Ecology	4.0
CHEM 121	General Chemistry I	4.0
	Social Science Electives	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BIOL 170	General Zoology	4.0
CHEM 122	General Chemistry II	4.0
COMM 110	Fundamentals of Public Speaking	3.0
	Social Science Electives	3.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**17.0**

Consult with program advisors for recommended electives.

	Total Credits	65-66

Students enrolled in an Associate of Science or Associate of Arts program must satisfy the general education requirements. The curriculum outline is a suggested course sequence or schedule of study that prepares students to transfer. Therefore, the transcript of graduates will list only AA or AS and not the area of study. Coursework may be modified with the advisor's consent regarding the requirements of a student's intended transfer college.

Certificate in College Studies

Degree Type
Certificate

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)

Course Code	Title	Credits
ENGL 110	College Composition I	3.0

Liberal Arts

Course Code	Title	Credits
COMM 110	Fundamentals of Public Speaking	3.0
	Sub-Total Credits	**3.0**

Fine Arts & Humanities or Social Science (6 credits)

Course Code	Title	Credits
ART 110	Introduction to the Visual Arts	3.0
ART 210	Art History I	3.0
ART 211	Art History II	3.0
COMM 212	Interpersonal Communication	3.0
PHOT 180	Photography I	3.0
ENGL 211	Introduction to Creative Writing	3.0
ENGL 220	Introduction to Literature	3.0
ENGL 221	Introduction to Drama	3.0
ENGL 225	Introduction to Film	3.0
ENGL 236	Women and Literature	3.0
ENGL 238	Children's Literature	3.0
ENGL 242	World Literature II	3.0
ENGL 251	British Literature I	3.0
ENGL 252	British Literature II	3.0
ENGL 261	American Literature I	3.0
ENGL 262	American Literature II	3.0
ENGL 278	Altertnative Literature	3.0
HUM 101	Introduction to Humanities I	3.0
HUM 102	Introduction to Humanities II	3.0
THEA 201	Theatre Practicum	3.0
HIST 211	World Civilizations to 1500	3.0
HIST 212	World Civilizations Since 1500	3.0
HIST 103	United States History to 1877	3.0
HIST 104	United States Hisotry Since 1877	3.0
HIST 220	North Dakota History	3.0
HIST 224	American Studies 1	3.0
ECON 201	Principles of Microeconomics	3.0
ECON 202	Principles of Macroeconomics	3.0
PSYC 111	Introduction to Psychology	3.0
PSYC 250	Developmental Psychology	3.0
PSYC 270	Abnormal Psychology	3.0
PSYC 280	Introduction to Health Psychology	3.0
SOC 110	Introduction to Sociology	3.0
WS 110	Introduction to Women's Studies	3.0
	Sub-Total Credits	**6.0**

Liberal Arts

Math/Science/Technology (2 courses) (7 credits)

	Sub-Total Credits	7.0

MATH, SCIENCE, or TECHNOLOGY (both courses cannot be from the same section)

Must include two of the following three: 1) CSCI/CIS or 2) MATH or 3) Lab Science course

MATH

Must take 2 courses from the following sections:

Course Code	Title	Credits
MATH 103	College Algebra	4.0
MATH 104	Finite Math	4.0
MATH 105	Trigonometry	4.0
MATH 107	Precalculus	4.0
MATH 165	Calculus I	4.0
MATH 210	Elementary Statistics	4.0

Science

Course Code	Title	Credits
BIOL 202	Microbiology	4.0
BIOL 111	Concepts of Biology	4.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
BIOL 124	Environmental Science	4.0
BIOL 150	General Biology I	4.0
BIOL 220	Anatomy and Physiology I	4.0
CHEM 115	Introductory Chemstry	4.0
BIOL 122	Wildlife and Fisheries Techniques	4.0
GEOL 105	Physical Geology	4.0
PHYS 120	Fundamentals of Physics	4.0
PHYS 211	College Physics I	4.0
PHYS 251	University Physics I	5.0

Technology

Course Code	Title	Credits
CSCI 101	Introduction to Computers	3.0
CSCI 289	Social Implications of Computer Technology	3.0
CIS 123	Technology for Personal Development	3.0

Wellness (1 credit)

Liberal Arts

Course Code	Title	Credits
HPER 100	Concepts of Wellness and Fitness	2.0
	HPER 101 Activity Course	1.0
	Sub-Total Credits	**1.0**

Required Course (1 credit)

Course Code	Title	Credits
UNIV 105	First Year Experience	1.0
	Sub-Total Credits	**1.0**

Area of Interest (6 credits)

Courses in this category are chosen in consultation with an advisor.

	Sub-Total Credits	**6.0**

	Total Credits	**24**

Agriculture

Agriculture Management & Technology AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau

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

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

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

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

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

First Year Experience

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

Digital Literacy Requirement

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

Agriculture

Freshman Year

Fall

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
	AGEC 141 or AGEC 242	3.0
AGRI 150	Agriculture Orientation	2.0
PLSC 110	World Food Crops	3.0
	AMT Elective	3.0
	Sub-Total Credits	**14.0**

Spring

Course Code	Title	Credits
SOIL 210	Introduction to Soil Science	3.0
CSCI 101	Introduction to Computers	3.0
	Wellness Elective	1.0
	AMT Elective	3.0
	Sub-Total Credits	**10.0**

Summer

Course Code	Title	Credits
	AGRI 196 & 296 or AGRI 297	6.0
	Sub-Total Credits	**6.0**

Sophomore Year

Fall

Course Code	Title	Credits
HPER 210	First Aid/CPR	1.0
	Math Elective	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	AMT Elective	3.0
	Elective	6.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
AGEC 275	Applied Agricultural Law	2.0
	Elective	6.0
	AMT Electives	6.0

	Sub-Total Credits	14.0

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

	Total Credits	60

Horticulture AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau

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

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.

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.

First Year Experience

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

Digital Literacy Requirement

All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses

outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

Freshman Year

Fall

Course Code	Title	Credits
	CSCI 101 or CSCI 289	3.0
PLSC 210	Horticulture Science	4.0
UNIV 101	Leadership Through Service	1.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Math Elective	3.0
	Wellness Elective	0.5
	Sub-Total Credits	**14.5**

Spring

Course Code	Title	Credits
AGEC 141	Introduction to Agribusiness Management	3.0
HORT 249	Greenhouse Operations	4.0
	HORT or PLSC Electives	5.0
	Internship or Practicum	2.0
	Communication Electives	3.0
	Math/Science/Technology Elective	3.0
	Wellness Elective	0.5
	Sub-Total Credits	**20.5**

Sophomore Year

Fall

Course Code	Title	Credits
HORT 151	Introduction to Plants and Pests (Online)	1.0
PLSC 110	World Food Crops	3.0
SOIL 210	Introduction to Soil Science	3.0
	HORT or PLSC Electives	5.0
	Co-op Education or Practicum	2.0
	Math/Science/Technology Elective	3.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits

PLSC 268	Plant Propagation	2.0
	Internship or Practicum	2.0
	BUSN or BADM Elective	3.0
	Electives	6.0
	Sub-Total Credits	**13.0**

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

	Total Credits	**65**

Consult with program advisor for electives.

Agriculture Management & Technology Certificate

Degree Type
Certificate
Available Locations
Bottineau

Program Manager:
Michelle Cauley, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

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

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

Fall

Course Code	Title	Credits
HPER 210	First Aid/CPR	1.0
	AMT Electives	6.0
	Electives	5.0
	Sub-Total Credits	**12.0**

Spring

Course Code	Title	Credits
	Internship or Practicum	3.0

	AMT Electives	6.0
	Electives	3.0
	Sub-Total Credits	**12.0**

Electives can be from the following: AGEC, AGRI, ANSC, ENVT, FORS, FWLD, HORT, PLSC, RNG, SOIL, UAS.

Electives without AMT can be from any department

	Total Credits	**24**

Horticulture Certificate

Degree Type
Certificate
Available Locations
Bottineau

Program Manager:
Michelle Cauley, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

Freshman Year

Fall

Course Code	Title	Credits
PLSC 210	Horticulture Science	4.0
	Internship or Practicum	2.0
	Electives	5.0
	Sub-Total Credits	**11.0**

Spring

Course Code	Title	Credits
	Internship or Practicum	3.0
	HORT or PLSC Electives	10.0
	Sub-Total Credits	**13.0**

	Total Credits	**24**

Consult with program advisor for electives.

Small Unmanned Aircraft Systems Certificate

Degree Type
Certificate
Available Locations
Bottineau

Program Manager:
Linda Burbidge
701-228-5442
linda.burbidge@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

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

Fall

Course Code	Title	Credits
UAS 101	Introduction to UAS Operations	3.0
UAS 102	Basic UAS Flight Training	1.0
	UAS 2XX Any 200 Level UAS Course	1.0-2.0
	Sub-Total Credits	**5.0-6**

UAS 2XX Any 200 Level UAS Course: Courses still in development.

Spring

Course Code	Title	Credits
UAS 107	Commercial UAS Operations	2.0
UAS 210	UAS Applications in Agriculture	2.0
	Sub-Total Credits	**4.0**

	Total Credits	**9-10**

Business

Accounting Technology AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:

Misty Lindgren, Director for Academic Affairs
701-228-5476
misty.lindgren@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
BOTE 108	Business Mathematics	3.0

Business

BOTE 147	Word Processing	3.0
	Business or Technology Elective	3.0
ENGL 110	College Composition I	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
ACCT 260	Accounting Information Systems	2.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0
	Business or Technology Elective	3.0
UNIV 102	Leadership Through Service	1.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 212	Payroll Accounting	3.0
BOTE 209	Office Management	3.0
CIS 104	Microcomputer Database	3.0
COMM 110	Fundamentals of Public Speaking	3.0
ECON 201	Principles of Microeconomics	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ACCT 215	Business in the Legal Environment	3.0
XXXX 294	Independent Study or Directed Study	1.0-3.0
ACCT 297	Internship	1.0-6.0
BOTE 217	Records Management	3.0
	Wellness Elective	1.0
ECON 202	Principles of Macroeconomics	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for electives.

	Total Credits	**60**

Advertising and Marketing AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Keri Keith, Professor
701-228-5624
keri.keith@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BADM 201	Principles of Marketing	3.0
BADM 210	Advertising I	3.0
CSCI 101	Introduction to Computers	3.0

Business

UNIV 101	Leadership Through Service	1.0
	Electives	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
BOTE 210	Business Communications	3.0
COMM 110	Fundamentals of Public Speaking	3.0
UNIV 102	Leadership Through Service	1.0
	Math/Science/Technology Elective	3.0-4.0
	Social Science Electives	3.0
	Sub-Total Credits	**16.0-17**

Sophomore Year

Fall

Course Code	Title	Credits
BADM 214	Entertainment Marketing	3.0
BADM 240	Sales	3.0
BADM 260	Principles of Retailing	3.0
BOTE 108	Business Mathematics	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**13.0**

Spring

Course Code	Title	Credits
ACCT 215	Business in the Legal Environment	3.0
BADM 213	Public Relations	3.0
BADM 289	Advertising Campaigns	3.0
BADM 297	Internship	1.0-6.0
BUSN 170	Entrepreneurship	3.0
	Electives	3.0
	Sub-Total Credits	**16.0**

Consult with program advisors for electives.

	Total Credits	**61-62**

Human Resource Management AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Deidre Pugh, Instructor
701-228-5621
deidre.pugh@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
BOTE 108	Business Mathematics	3.0
CSCI 101	Introduction to Computers	3.0
HRM 120	Introduction to Human Resource Management	3.0

	Social Science Electives	3.0
UNIV 105	First Year Experience	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BADM 120	Intro to Business	3.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0
HRM 140	Employment Life Cycle	3.0
HRM 170	Employment Training and Development	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
BOTE 209	Office Management	3.0
BOTE 217	Records Management	3.0
HRM 160	Compensation Administration	3.0
HRM 200	Benefits Administration	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
HRM 210	Employee and Labor Relations	3.0
HRM 230	Employment Policy Administration	3.0
HRM 270	Human Resource Portfolio and Information Systems	3.0
HRM 280	Human Resource Management and Emerging Issues	3.0
HRM 297	Internship	1.0-6.0
	Sub-Total Credits	**15.0**

Consult with program advisors for electives.

	Total Credits	**62**

Information Management – Administrative Assistant AAS

Business

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Erika Hamilton, Instructor
701-228-5472
erika.hamilton@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BADM 120	Intro to Business	3.0
BOTE 147	Word Processing	3.0
HRM 100	Human Relations and Organizations	3.0
	Business or Technology Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BOTE 108	Business Mathematics	3.0
BOTE 210	Business Communications	3.0
BOTE 217	Records Management	3.0
CIS 248	Digital Media	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
BOTE 209	Office Management	3.0
BOTE 218	Desktop Publishing	3.0
CIS 104	Microcomputer Database	3.0
COMM 110	Fundamentals of Public Speaking	3.0
UNIV 102	Leadership Through Service	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BOTE 247	Spreadsheet Applications	3.0
BOTE 297	Internship	1.0-6.0
CIS 147	Principles of Information Security	3.0
CIS 229	Information System Management	3.0
	Business or Technology Elective	3.0
	Sub-Total Credits	**15.0**

Consult with program advisors for electives.

	Total Credits	62

Small Business Management AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:

Keri Keith, Professor

701-228-5624

keri.keith@dakotacollege.edu

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BADM 201	Principles of Marketing	3.0
BADM 210	Advertising I	3.0
BADM 240	Sales	3.0
ECON 201	Principles of Microeconomics	3.0
UNIV 101	Leadership Through Service	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
BADM 213	Public Relations	3.0
COMM 110	Fundamentals of Public Speaking	3.0

CSCI 101	Introduction to Computers	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
ACCT 215	Business in the Legal Environment	3.0
BADM 260	Principles of Retailing	3.0
BOTE 108	Business Mathematics	3.0
UNIV 102	Leadership Through Service	1.0
	Technology Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
BADM 297	Internship	1.0-6.0
BOTE 210	Business Communications	3.0
BUSN 170	Entrepreneurship	3.0
ECON 202	Principles of Macroeconomics	3.0
	Math/Science/Technology Elective	3.0-4.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0-20**

Consult with program advisors for electives.

	Total Credits	**61-67**

Advertising and Marketing Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Keri Keith, Professor
701-228-5624
keri.keith@dakotacollege.edu

Business

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

Fall

Course Code	Title	Credits
BADM 201	Principles of Marketing	3.0
BADM 210	Advertising I	3.0
BADM 240	Sales	3.0
BADM 260	Principles of Retailing	3.0
	Business Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
BADM 213	Public Relations	3.0
BADM 297	Internship	1.0-6.0
BOTE 210	Business Communications	3.0
BUSN 170	Entrepreneurship	3.0
	Social Science Electives	3.0
	Sub-Total Credits	**16.0**

	Total Credits	**31**

Consult with program advisor for electives.

Bookkeeping Certificate

Degree Type

Certificate

Available Locations

Bottineau,

Minot,

Online

Program Manager:

Misty Lindgren, Director for Academic Affairs

701-228-5476

misty.lindgren@dakotacollege.edu

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

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

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
ACCT 215	Business in the Legal Environment	3.0
BOTE 108	Business Mathematics	3.0
BOTE 217	Records Management	3.0
CIS 104	Microcomputer Database	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
ACCT 260	Accounting Information Systems	2.0
XXXX 294	Independent Study or Directed Study	1.0-3.0
BOTE 209	Office Management	3.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0
	Sub-Total Credits	**15.0-17**

	Total Credits	30-32

Human Resource Management Certificate

Degree Type

Certificate

Available Locations

Bottineau,

Minot,

Online

Business

Program Manager:

Deidre Pugh, Instructor

701-228-5621

deidre.pugh@dakotacollege.edu

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

Fall

Course Code	Title	Credits
BOTE 209	Office Management	3.0
BOTE 217	Records Management	3.0
HRM 120	Introduction to Human Resource Management	3.0
HRM 140	Employment Life Cycle	3.0
	HRM 160 or HRM 200	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BADM 120	Intro to Business	3.0
HRM 170	Employment Training and Development	3.0
HRM 230	Employment Policy Administration	3.0
	HRM 270 or HRM 210	3.0
HRM 297	Internship	1.0-6.0
	Sub-Total Credits	**14.0**

	Total Credits	**29**

Reception Services Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot,
Online

Program Manager:

Misty Lindgren, Director for Academic Affairs

701-228-5476

misty.lindgren@dakotacollege.edu

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

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

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BADM 120	Intro to Business	3.0
BOTE 147	Word Processing	3.0
BOTE 209	Office Management	3.0
	Business or Technology Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BOTE 210	Business Communications	3.0
BOTE 217	Records Management	3.0
BOTE 247	Spreadsheet Applications	3.0
HRM 100	Human Relations and Organizations	3.0
	Business or Technology Elective	3.0
	Sub-Total Credits	**15.0**

	Total Credits	**30**

Small Business Management Certificate

Degree Type

Certificate

Available Locations

Bottineau,

Minot,

Online

Program Manager:

Keri Keith, Professor

701-228-5624

keri.keith@dakotacollege.edu

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

Course Code	Title	Credits
	BADM 201, 202, 210, or 260	3.0
	BADM 201, 202, 210, or 260	3.0
BOTE 108	Business Mathematics	3.0
BUSN 170	Entrepreneurship	3.0
	Sub-Total Credits	**12.0**

	Total Credits	**12**

Computer Technology

Information Technology AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot

Program Manager:
Trisha Nelson, Instructor
701-858-3313
trisha.nelson@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0

	Sub-Total Credits	15.0

Spring

Course Code	Title	Credits
CIS 147	Principles of Information Security	3.0
	ENGL 120 or ENGL 125	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	Sub-Total Credits	15.0

Sophomore Year

Fall

Course Code	Title	Credits
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	Math Elective	3.0
	Electives	3.0
	Sub-Total Credits	15.0

Spring

Course Code	Title	Credits
	CIS 297 or CIS 281	3.0
	UNIV 102 or CARS 105	1.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	14.0

Consult with program advisors for electives.

	Total Credits	59

Information Technology – Computerized Office Management AAS

Degree Type
Associate of Applied Science
Available Locations

Computer Technology

Bottineau

Program Manager:
Trisha Nelson, Instructor
701-858-3313
trisha.nelson@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BOTE 152	Keyboarding II	3.0
CIS 128	Microcomputer Hardware I	3.0
CSCI 101	Introduction to Computers	3.0
	CIS/CSCI Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BOTE 147	Word Processing	3.0
BOTE 218	Desktop Publishing	3.0
CIS 129	Microcomputer Hardware II	3.0

Computer Technology

CIS 147	Principles of Information Security	3.0
	UNIV 102 or CARS 105	1.0
	CIS/CSCI Elective	3.0
	Sub-Total Credits	**16.0**

Sophomore Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
BOTE 108	Business Mathematics	3.0
CIS 104	Microcomputer Database	3.0
CIS 212	MS Operating System Client	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BOTE 209	Office Management	3.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0
	CIS 297 or CIS 281	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Consult with program advisors for electives.

	Total Credits	**62**

Information Technology – Webmaster AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot

Program Manager:
Trisha Nelson, Instructor
701-858-3313
trisha.nelson@dakotacollege.edu

Program Advisor:

Lynn Bristol

701-228-5469

lynn.bristol@dakotacollege.edu

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
CIS 180	Creating Web Pages	3.0
CIS 211	Website Plan & Design	3.0
CIS 232	Graphics Design	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
BOTE 218	Desktop Publishing	3.0
CIS 147	Principles of Information Security	3.0
CIS 181	Creating Web Pages II	3.0
CIS 233	Vector Graphics and Web Animation	3.0
ENGL 125	Introduction to Professional Writing	3.0
	Lab Science Elective	4.0
	Social Science Electives	3.0
	Sub-Total Credits	**22.0**

Sophomore Year

Fall

Course Code	Title	Credits
CIS 164	Networking Fundamentals I	3.0
CIS 188	Application Design	3.0
CIS 235	Digital Video Basics	3.0
COMM 110	Fundamentals of Public Speaking	3.0
	Math Elective	4.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
CIS 248	Digital Media	3.0
	CIS 297 or CIS 281	3.0
	CIS/CSCI Elective	3.0
	UNIV 102 or CARS 105	1.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0**

Consult with program advisors for electives.

	Total Credits	67

Cybersecurity Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot

Program Manager:
Trisha Nelson, Instructor
701-858-3313
trisha.nelson@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

Computer Technology

Fall

Course Code	Title	Credits
CIS 141	Introduction to Cybersecurity	3.0
CIS 147	Principles of Information Security	3.0
CIS 241	Introduction to Digital Forensics	3.0
CIS 261	Cybersecurity and Ethics	3.0
	Sub-Total Credits	12.0

	Total Credits	12

Information Technology – WebDesign Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot

Program Manager:
Trisha Nelson, Instructor
701-858-3313
trisha.nelson@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
CSCI 101	Introduction to Computers	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	Sub-Total Credits	12.0

Spring

Course Code	Title	Credits
CIS 147	Principles of Information Security	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0
	CIS/CSCI Elective	3.0

	Sub-Total Credits	**12.0**
	Total Credits	**24**

Education & Human Development

Paraprofessional Education Early Childhood AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online,
Valley City

Program Manager:
Erika Hamilton, Instructor
701-228-5472
erika.hamilton@dakotacollege.edu

Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
CSCI 101	Introduction to Computers	3.0
EC 210	Introduction to Early Childhood Education	3.0
EDUC 101	Introduction to Para Education	1.0

Education & Human Development

SPED 101	Introduction to Developmental Disabilities	3.0
	Math Elective	3.0-4.0
	Sub-Total Credits	**16.0-17**

Spring

Course Code	Title	Credits
EC 211	Observation, Assessment, and Interpretation Techniques	3.0
EC 233	Pre-K Methods & Materials	3.0
SPED 110	Introduction to Exceptional Children	3.0
	HPER 100 or HPER Activity	1.0-2.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**13.0-14**

Sophomore Year

Fall

Course Code	Title	Credits
	ACCT/BADM/BOTE/SS Elective	3.0
EC 213	Language & Literacy in ECE	3.0
EC 236	Social/Emotional Development & Guidance	3.0
PSYC 111	Introduction to Psychology	3.0
UNIV 101	Leadership Through Service	1.0
	Fine Arts/Humanities Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
	ACCT/BADM/BOTE/SS Elective	3.0
CARS 105	Job Search	1.0
EC 222	Administration & Leadership in ECE	3.0
EC 238	Home, School & Communication Relations	3.0
EDUC 297	Internship	1.0-6.0
	Lab Science Elective	4.0
PSYC 250	Developmental Psychology	3.0
	Sub-Total Credits	**18.0-21.0**

	Total Credits	**63-68**

Consult with program advisor for electives.

Paraprofessional Education K-12 AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online,
Valley City

Program Manager:
Erika Hamilton, Instructor
701-228-5472
erika.hamilton@dakotacollege.edu

Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits

Education & Human Development

	ENGL 110 or COMM 110	3.0
CSCI 101	Introduction to Computers	3.0
EDUC 101	Introduction to Para Education	1.0
SPED 101	Introduction to Developmental Disabilities	3.0
	EC/EDUC/SOC SCI Elective	3.0
	HPER 100 or HPER Activity	1.0-2.0
	Sub-Total Credits	**14.0-15**

Spring

Course Code	Title	Credits
	Math Elective	3.0-4.0
EDUC 220	Classroom Management	3.0
SPED 110	Introduction to Exceptional Children	3.0
UNIV 101	Leadership Through Service	1.0
	Fine Arts/Humanities Elective	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**16.0-17**

Sophomore Year

Fall

Course Code	Title	Credits
EC 236	Social/Emotional Development & Guidance	3.0
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
MATH 277	Math for Elementary Teachers	3.0
PSYC 111	Introduction to Psychology	3.0
	Lab Science Elective	4.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
CARS 105	Job Search	1.0
EDUC 260	Educational Psychology	3.0
EDUC 297	Internship	1.0-6.0
ENGL 238	Children's Literature	3.0
PSYC 250	Developmental Psychology	3.0
	Lab Science Elective	4.0
	Sub-Total Credits	**15.0**

	Total Credits	61-63

Consult with program advisor for electives.

Child Development Associate Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Online

Program Manager:
Erika Hamilton, Instructor
701-228-5472
erika.hamilton@dakotacollege.edu

Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

Fall

Course Code	Title	Credits
	ACCT 200 or BOTE/CSCI Elective	3.0
EC 210	Introduction to Early Childhood Education	3.0
EC 236	Social/Emotional Development & Guidance	3.0
NUTR 240	Principles of Nutrition	3.0
SPED 101	Introduction to Developmental Disabilities	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ACCT 260	Accounting Information Systems	2.0
EC 209	Learning Environment for Children	3.0
EC 211	Observation, Assessment, and Interpretation Techniques	3.0
EC 222	Administration & Leadership in ECE	3.0
	EC 233 or EC 238	3.0
	EDUC 297 or EC/SPED Elective	2.0
	Sub-Total Credits	**16.0**

	Total Credits	31

Consult with program advisor for electives.

Paraprofessional Education Certificate

Degree Type
Certificate

Available Locations
Bottineau,
Minot,
Online,
Valley City

Program Manager:
Erika Hamilton, Instructor
701-228-5472
erika.hamilton@dakotacollege.edu

Program Advisor:
Melissa Brudwick
701-228-5668
melissa.k.fulsebakke@dakotacollege.edu

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:

Course Code	Title	Credits
EDUC 101	Introduction to Para Education	1.0
EDUC 250	Introduction to Education	2.0
EDUC 298	Introduction to Educational Practicum	1.0
ENGL 238	Children's Literature	3.0
HRM 100	Human Relations and Organizations	3.0
MATH 277	Math for Elementary Teachers	3.0
PSYC 250	Developmental Psychology	3.0
	Sub-Total Credits	**16.0**

	Total Credits	16

Health Professions

Associate Degree Nurse (AAS)

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Valley City

Program Manager:
Paige Baade, Dean for Nursing & Health Professions
701-228-5444
paige.baade@dakotacollege.edu

Program Advisor:
Paige Baade, Dean for Nursing & Health Professions
701-228-5444
paige.baade@dakotacollege.edu

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

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

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

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

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

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

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

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

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in the 42 credit course requirements as defined in the PN curriculum or successful completion of the LRSC Paramedic to Nurse Bridge Program with a minimum GPA of 2.75 in the 9 credit course requirements as defined in the Paramedic to Nurse Bridge Curriculum. The student must maintain an overall GPA of 2.5 in either program.
2. An application dated no later than March 5th of the year the student will be entering the 2nd year of the program.
3. ATI PN Comprehensive Predictor report showing an individual composite score which equals a predicted probability of passing the NCLEX-PN of 92%. Students achieving a score of less than 92% predicted probability on the first attempt will be required to retake the predictor after remediating on the topics they failed. Applicants will be allowed two (2) attempts to pass the NCLEX-PN Predictor per application process. A

student may be considered for admission after a successful retake, however, the internal student (current Dakota Nursing Program student) failing the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.

4. Positive recommendations from nursing administration and nursing faculty.

CHECKLIST FOR INTERNAL ADN APPLICANTS

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

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

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

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

PREPARATION AND REQUIREMENTS FOR THE ADVANCE STANDING ASSOCIATE DEGREE PROGRAM:

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

1. Applicant is:
   a. A graduate from a state board approved PN program from an accredited college and current LPN with an active, unencumbered license to practice as a Licensed Practical Nurse in the United States of America. OR
   b. A graduate from a state board approved paramedic program and a current paramedic, of at least two years' experience, with an active, unencumbered, license to practice   as a paramedic in the United States of America AND have completed the LRSC   Paramedic to Nurse Bridge Program.
2. Minimum GPA of 2.75 in all prerequisite courses (including prior practical nursing classes) and an overall minimum GPA of 2.5
3. Admission to the college of choice as well as completion of a formal application to the Dakota Associate Degree Nursing Program. **Admission to the college does not guarantee admission to the ADN program.** Application forms for admission to the Dakota ADN Program may be obtained on the Dakota Nursing Program website at www.dakotanursing.org beginning December 1st with application due on or before March 5th.
4. Pass a preadmission examination — ATI Comprehensive PN Comprehensive Predictor report showing an individual composite score which equals a predicted probability of passing the NCLEX-PN of 92%. Students achieving a score of less than 92% predicted probability on the first attempt will be required to wait 30 days until retaking the predictor after remediating on the topics they failed. Comprehensive PN Predictor scores are valid for up to one (1) year prior to March 5th of the year of application. Applicants will be allowed two (2) attempts to pass the NCLEX-PN Predictor per application process. Contact the nursing coordinator or testing center at your local campus to schedule your test date on or before the application period. A student may be considered for admission after a successful retake, however, the internal student (current Dakota Nursing Program student) failing the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.
5. Currently enrolled (if competitive) or satisfactory completion with a "C" or better in each of the following courses:
   - All required nursing courses from an approved Practical Nursing Program
   - ENGL 110 Composition I
   - PSYC 111 Introduction to Psychology
   - BIOL 220 Anatomy and Physiology I with lab
   - BIOL 221 Anatomy and Physiology II with lab
   - PHRM 215 Introduction to Pharmacology (must have been completed within 7 years of ADN admission).
   - PSYC 250 Developmental Psychology
6. A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements must be met prior to consideration for admission.

Minimum TOEFL Scores for Admission to the Dakota Nursing Program

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

Minimum Cumulative Score of:

- 86 Combined

AND Minimum Individual Scores of:

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

Test Preparation and Registration

a. Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at https://www.ets.org/toefl. Applicants may register for the TOEFL iBT by Internet, telephone (1-800-468-6335) or mail.
b. Request official TOEFL iBT scores to be sent to:
   - Bismarck State College – Enter Institution DI Code: 6041
   - Dakota College – Enter Institution DI 3398
   - Lake Region State College – Enter Institution DI Code: 6163
   - Williston State College – Enter Institution DI Code: 6905
c. Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.
d. The cost of any/all required testing is the sole responsibility of the applicant.
e. Applicants are allowed two (2) attempts at the TOEFL exam with a minimum of 4 weeks (28 days) between attempts per application period.

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

- 115

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

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

Test Preparation and Registration

a. Complete the registration process at https://englishtest.duolingo.com/applicants
b. Request score be sent to your college. (BSC, DCB, LRSC, WSC)
c. Only official score reports will be accepted. DET scores are valid for two years from the test date.
d. The cost of any/all required testing is the sole responsibility of the applicant.
e. Applicants are allowed two (2) attempts at the DET with a minimum of 30 days between attempts per application period.

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

Reference:

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

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

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

1. Complete an application for admission to your local college (Dakota College)
2. Complete the electronic application for the Dakota Nursing Program with a current, valid, unencumbered United States LPN license number for verification.
3. Provide copy of current CPR certification for BLS Provider
4. Pass a preadmission examination (ATI Comprehensive PN Predictor).
5. If required by English as a second language (ESL) applicant, TOEFL exam results.
6. Provide 2 professional references.

*All applicants will be invited to an interview if they meet all requirements and will be notified by July 30th.

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

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

First Year Experience

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

Digital Literacy Requirement

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

Associate Degree Nurse Curriculum

Fall Semester

Course Code	Title	Credits
NURS 224	Professional Role Development	2.0
NURS 225	Alterations in Health I	3.0
NURS 226	Maternal Child Nursing	3.0
NURS 227	Clinical Applications I	4.0
BIOL 202	Microbiology	4.0
	Sub-Total Credits	**16.0**

Spring Semester

Course Code	Title	Credits

NURS 228	Alterations in Health II	4.0
NURS 229	Health Promotion and Psychosocial Nursing	2.0
NURS 237	Clinical Applications II	5.0
NURS 259	RN Role Transition	1.0
NURS 259	RN Role Transition	1.0
	Communication Electives	3.0
	Sub-Total Credits	**16.0**

	Total Credits	**32**

Dental Assisting AAS

Degree Type
Associate of Applied Science
Available Locations
Minot

Program Manager:
Annie Capener, Instructor
701-858-3184
annie.capener@dakotacollege.edu

Program Advisor:
Rikki Hill, Instructor
701-858-3183
ricki.hoffman@dakotacollege.edu

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

Preparation and Requirements – Admission to Dental Assisting Program

1. High School Diploma or GED Certificate
   a. High School GPA of 2.5 or greater. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA and must be a 2.0 or greater.
2. Students must be 18 years of age by December 31st of the year they start the program.
3. Application and admission to DCB is required before applying to the Dental Assisting Program. There are two application processes – First to the college and then to the dental assisting program.
4. Proof of Math and English Placement Scores. (See DCB Placement Scores)
5. Current CPR Certification for American Red Cross Healthcare Provider or American Heart Association Basic Life Support (BLS) Provider – must include a hands-on component. Students must remain current throughout the program.
6. Proof of dental practice observations. (4 hours each in two separate practices)
7. Proof of Math Skill Readiness.
   Student must have completed at minimum:
   The developmental math course (ASC 94 or other pre-requisite math course that would qualify a student to take Math 103) with a grade of Satisfactory or "C" or a higher-level math course (such as MATH 103 College Algebra) or Equivalent scores for ACT/PLAN/SAT/COMPASS and/or Accuplacer taken within the last two years.

8. Proof of Academic Readiness, TEAS:
   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 or greater. Any applicant scoring below this number will not be accepted. The best score achieved, of two attempts, may be submitted.
      iii. TEAS scores are valid for up to two (2) years prior to May 15th of the year of application.
      iv. It is to your advantage to double check the other parts of your application to make sure you are qualified in the other areas before you attempt the TEAS exam.
      v. It is recommended that you use the study materials on the TEAS website to score well on the exam. As noted above you may repeat the TEAS to better your chance of admission.
9. For any required college courses completed prior to admission, the grade in that course must be a 2.0 (C) or higher, and Dental Assisting GPA for all completed required Dental Assisting courses must be 2.0 or higher.
   a. BIOL 115 Concepts of Anatomy & Physiology **or** BIOL 220 Anatomy and Physiology I and BIOL 221 Anatomy & Physiology II (must be taken within the last 7 years)
   b. COMM 110 Fundamentals of Public Speaking
   c. DENT 116 Dental Anatomy (must be taken within last 7 years)
10. Guidelines for approval include:
    a. High School GPA of 2.5 or greater **or**
    b. If a student has completed 12 credit of college level classes, the college GPA will be considered instead of the HS GPA and must be a 2.0 or greater.
    c. No required course may have a grade lower than 2.0 (C).
    d. If a student repeats a required science course or previous Dental Assisting course, a grade of 2.0 (C) or higher **must be obtained in the first repeat**. An appeal process may be sought if the student has failed science courses more than 2 times.
    e. Observation in two different dental practices prior to applying to the Dental Assisting program.
11. A certain level of English proficiency is necessary for academic success in Dental Assisting as well as for client safety. In addition to general college English proficiency requirements, all applicants born outside of the United States or Canada and applicants for whom English id not their native language (including international and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the DCB Dental Assisting Program. These requirements must be met prior to consideration for admission.

    Minimum TOEFL Scores for Admission to the DCB Dental Assisting Program

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

    Minimum Cumulative Score of:

    86 Combined

    AND minimum individual scores of:

    26 in Speaking

    20 in Writing

    20 in Reading

    20 in Listening

    Test Preparation and Registration
    a. Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at https://www.ets.org/toefl. Applicants may register for the TOEFL iBT by internet, telephone (1-800-468-6335) or mail.
       1. Request official TOEFL iBT scores to be sent to:
    b. DCB College at Bottineau – Enter Institution DI 3398.
    c. Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.
    d. The cost of any/all required testing is the sole responsibility of the applicant.
    e. Applicants are allowed two (2) attempts at the TOEFL exam with a minimum of 4 weeks (28 days) between attempts per application period.

       Dental Assisting students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Students are encouraged to consult the Dental Assisting advisor before submitting the

Dental Assisting program application. This gives the opportunity to discuss requirements and to arrange to either take the TOEFL exam if applicable or seek assistance to be successful on the TOEFL exam in the future.

Reference:

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

12. Laptop Computer

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

13. Transportation

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

Checklist for the Dental Assisting Program

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

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

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

Required immunizations once you are admitted to the DCB Dental Assisting Program.

Documentation will be due by July 15 (*unless specified).

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

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

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

First Year Experience

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

Digital Literacy Requirement

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

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

Course Code	Title	Credits
	BIOL 115 or BIOL 220 and BIOL 221	4.0
COMM 110	Fundamentals of Public Speaking	3.0
DENT 116	Dental Anatomy	2.0
UNIV 105	First Year Experience	1.0

Semester 1

Fall

Course Code	Title	Credits
DENT 117	Introduction to Infection Control, Immunology & Medical Emergencies in the Dental Practice	2.0
DENT 118	Biomaterials	3.0
DENT 119	Dental Radiology Lecture	3.0
DAST 122	DA Radiology Lab I	1.0
DAST 124	Clinical Assisting I	5.0
DAST 144	Biodental Science	2.0
	Sub-Total Credits	**16.0**

Semester 2

Spring

Course Code	Title	Credits
DENT 121	Dental Ethics & Jurisprudence	1.0
DAST 123	DA Radiology Lab II	1.0
DAST 125	Clinical Assisting II	4.0
DAST 126	Dental Practice Management	2.0
DAST 128	Advanced Functions	4.0
DAST 129	Dental Specialties	1.0
DAST 149	Clinical Affiliation I	1.0
	Sub-Total Credits	**14.0**

Semester 3

Summer

Course Code	Title	Credits
DAST 150	Clinical Affiliation II	5.0
	Sub-Total Credits	**5.0**

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

Course Code	Title	Credits
BIOL 202	Microbiology	4.0
	Math Elective	3.0-4.0
PSYC 111	Introduction to Psychology	3.0
	Technology Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0-15**

Consult with program advisors for electives.

	Total Credits	49-50

Diagnostic Medical Sonography AAS

Degree Type
Associate of Applied Science
Available Locations
Minot

Program Manager:
Amy Hofmann, Instructor
701-857-5620
amy.hofmann@dakotacollege.edu

Program Advisor:
Amy Hofmann, Instructor
701-857-5620
amy.hofmann@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

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

Course Code	Title	Credits
AH 171	Medical Terminology	3.0
BIOL 220	Anatomy and Physiology I	4.0
AH 231	Healthcare Law and Ethics	3.0

General Education (Can be completed before or during program)

Course Code	Title	Credits
BIOL 221	Anatomy and Physiology II	4.0
PHYS 120	Fundamentals of Physics	4.0
	ENGL 110 or COMM 110	3.0
MATH 103	College Algebra	4.0
CSCI 101	Introduction to Computers	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**22.0**

Semester 1

Course Code	Title	Credits
DMS 201	Ultrasound foundation Concepts	3.0
DMS 221	Abdominal Ultrasound I	2.0
DMS 221L	Abdominal Ultrasound I Lab	1.0
DMS 231	OB/GYN Ultrasound I	2.0
DMS 231L	OB/GYN Aultrasound I Lab	1.0
DMS 281	Clinical Practicum	3.0
	Sub-Total Credits	**12.0**

Required Dental Hygiene Courses (64 credits)

DMS 281 (256 hours)

Semester 2

Course Code	Title	Credits
DMS 222	Abdominal Ultrasound II	3.0
DMS 222L	Abdominal Ultrasound II Lab	1.0

Health Professions

Course Code	Title	Credits
DMS 232	OB/GYN Ultrasound II	1.0
DMS 232L	OB/GYN Ultrasound II Lab	1.0
DMS 211	Ultrasound Physics and Instrumentation I	2.0
DMS 282	Clinical Practicum II	3.0
	Sub-Total Credits	**11.0**

DMS 282 (288 hours)

Semester 3

Course Code	Title	Credits
DMS 251	Patient Care	1.0
DMS 212	Ultrasound Physics and Instrumentation II	2.0
DMS 283	Clinical Practicum III	4.0
	Sub-Total Credits	**7.0**

DMS 283 (384 hours)

Semester 4

Course Code	Title	Credits
DMS 223	Abdominal Ultrasound III	2.0
DMS 223L	Abdominal Ultrasound III Lab	1.0
DMS 233	OB/GYN Ultrasound III	2.0
DMS 233L	OB/GYN Ultrasound III Lab	2.0
DMS 241	Vascular Ultrasound I	2.0
DMS 241L	Vascular Ultrasound I Lab	1.0
DMS 284	Clinical Practicum IV	4.0
	Sub-Total Credits	**14.0**

DMS 284 (448 hours)

Semester 5

Course Code	Title	Credits
DMS 224	Abdominial Ultrasound IV	2.0
DMS 242	Vascular Ultrasound II	2.0
DMS 242L	Vascular Ultrasound II Lab	1.0
DMS 250	Comprehensive Review	3.0
DMS 285	Clinical Practicum V	4.0
	Sub-Total Credits	**12.0**

	Total Credits	**78**

DMS 285 (360 hours)

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

Medical Administrative Assistant AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

Program Advisor:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
AH 134	Medical Disorders	3.0
AH 171	Medical Terminology	3.0
BIOL 115	Concepts of Anatomy and Physiology	4.0

Health Professions

CSCI 101	Introduction to Computers	3.0
	Math Elective	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
AH 231	Healthcare Law and Ethics	3.0
BADM 202	Principles of Management	3.0
COMM 110	Fundamentals of Public Speaking	3.0
PHRM 215	Introduction to Pharmacology	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
AH 138	Medical Coding I	3.0
AH 139	Medical Coding II	3.0
AH 287	Computer Applications in Health Care	3.0
ACCT 200	Elements of Accounting I	3.0
ENGL 110	College Composition I	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
AH 137	Clinical Specialties	2.0
AH 222	Medical Transcription	3.0
BOTE 209	Office Management	3.0
BOTE 210	Business Communications	3.0
AH 297	Internship	1.0-6.0
	Sub-Total Credits	**15.0**

Consult with program advisor for electives.

	Total Credits	62

Medical Assistant - Pre-Nursing AAS

Degree Type
Associate of Applied Science

Available Locations
Bottineau,
Minot,
Online,
Valley City

Program Manager:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

Program Advisor:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
AH 134	Medical Disorders	3.0
AH 171	Medical Terminology	3.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
CSCI 101	Introduction to Computers	3.0
PSYC 111	Introduction to Psychology	3.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
AH 136	Clinical Procedures	3.0
AH 231	Healthcare Law and Ethics	3.0
AH 266	Laboratory Tests & Diagnostic Procedures	2.0
	ENGL 110 or COMM 110	3.0
PSYC 250	Developmental Psychology	3.0
	Wellness Elective	1.0-2.0
	Sub-Total Credits	**15.0-16**

Sophomore Year

Fall

Course Code	Title	Credits
AH 287	Computer Applications in Health Care	3.0
BOTE 209	Office Management	3.0
NUTR 240	Principles of Nutrition	3.0
	Math Elective	3.0
	Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
AH 137	Clinical Specialties	2.0
AH 257	ECG/EKG Interpretation	2.0
AH 258	Practical Skills Lab	2.0
AH 259	CCMA Exam Prep	1.0
PHRM 215	Introduction to Pharmacology	3.0
AH 297	Internship	1.0-6.0
	Sub-Total Credits	**14.0**

Consult with program advisor for electives.

AH 297 *Core Course that require a C or Higher **Immunization requirements.*

	Total Credits	60-61

Paramedic Technology AAS

Degree Type
Associate of Applied Science
Available Locations

Bottineau,
Minot

Program Manager:
Mary Jund, Instructor
701-858-6308
mary.jund@dakotacollege.edu

Program Advisor:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

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

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

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

First Year Experience

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

Digital Literacy Requirement

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

Semester 1

Summer

Health Professions

Course Code	Title	Credits
AH 171	Medical Terminology	3.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
EMS 208	Introduction to Emergency Pre-Hospital	1.0
EMS 210	Pre-Hospital Pharmacology	2.0
EMS 214	Pre-Hospital Patient Assessment	3.0
EMS 275	Introducction to Clinical Experience	2.0
	Sub-Total Credits	**15.0**

Semester 2

Fall

Course Code	Title	Credits
EMS 215	Airway/Ventilatory Management	2.0
EMS 218	Respiratory Emergencies	2.0
EMS 220	Cardiac Emergencies	5.0
EMS 224	Special Considerations	2.0
EMS 240	Hospital Clinical	4.0
EMS 276	Field Clinical I	2.0
	Sub-Total Credits	**17.0**

Semester 3

Spring

Course Code	Title	Credits
EMS 216	Trauma Management	2.0
EMS 222	Medical Emergencies	3.0
EMS 235	EMS Operations	2.0
EMS 250	Hospital Clinical II	4.0
EMS 277	Field Clinical II	4.0
	Sub-Total Credits	**15.0**

Semester 4

Summer

Course Code	Title	Credits
EMS 297	Internship	1.0-6.0
	Sub-Total Credits	**5.0**

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.

Course Code	Title	Credits
	Communication Electives	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Math Elective	3.0
	Technology Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**13.0**

Consult with program advisor for electives.

	Total Credits	**65**

Dental Assisting Certificate

Degree Type
Certificate
Available Locations
Minot

Program Manager:
Annie Capener, Instructor
701-858-3184
annie.capener@dakotacollege.edu

Program Advisor:
Rikki Hill, Instructor
701-858-3183
ricki.hoffman@dakotacollege.edu

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

Course Code	Title	Credits
	BIOL 115 or BIOL 220 and BIOL 221	4.0
COMM 110	Fundamentals of Public Speaking	3.0
DENT 116	Dental Anatomy	2.0
UNIV 105	First Year Experience	1.0
	Sub-Total Credits	**10.0**

Semester 1

Fall

Course Code	Title	Credits
DENT 117	Introduction to Infection Control, Immunology & Medical Emergencies in the Dental Practice	2.0
DENT 118	Biomaterials	3.0
DENT 119	Dental Radiology Lecture	3.0

Course Code	Title	Credits
DAST 122	DA Radiology Lab I	1.0
DAST 124	Clinical Assisting I	5.0
DAST 144	Biodental Science	2.0
	Sub-Total Credits	**16.0**

Semester 2

Spring

Course Code	Title	Credits
DENT 121	Dental Ethics & Jurisprudence	1.0
DAST 123	DA Radiology Lab II	1.0
DAST 125	Clinical Assisting II	4.0
DAST 126	Dental Practice Management	2.0
DAST 128	Advanced Functions	4.0
DAST 129	Dental Specialties	1.0
DAST 149	Clinical Affiliation I	1.0
	Sub-Total Credits	**14.0**

Semester 3

Summer

Course Code	Title	Credits
DAST 150	Clinical Affiliation II	5.0
	Sub-Total Credits	**5.0**

	Total Credits	**45**

Medical Assistant Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot,
Online,
Valley City

Program Manager:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

Program Advisor:

Health Professions

Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

Fall

Course Code	Title	Credits
AH 134	Medical Disorders	3.0
AH 136	Clinical Procedures	3.0
AH 171	Medical Terminology	3.0
AH 231	Healthcare Law and Ethics	3.0
AH 287	Computer Applications in Health Care	3.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
	Sub-Total Credits	**19.0**

Spring

Course Code	Title	Credits
AH 137	Clinical Specialties	2.0
AH 257	ECG/EKG Interpretation	2.0
AH 258	Practical Skills Lab	2.0
AH 259	CCMA Exam Prep	1.0
AH 266	Laboratory Tests & Diagnostic Procedures	2.0
BOTE 209	Office Management	3.0
PHRM 215	Introduction to Pharmacology	3.0
AH 297	Internship	1.0-6.0
	Sub-Total Credits	**19.0**

BIOL 115/*PHRM 215****Offered on campus through IVN and Online*

AH 297****Immunization requirements*

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

	Total Credits	38

Medical Coding Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Online

Health Professions

Program Manager:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

Program Advisor:
Heidi Hauf, Instructor
701-228-5453
heidi.hauf@dakotacollege.edu

Fall

Course Code	Title	Credits
AH 134	Medical Disorders	3.0
AH 138	Medical Coding I	3.0
AH 139	Medical Coding II	3.0
AH 171	Medical Terminology	3.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
	Sub-Total Credits	**16.0**

Spring

Course Code	Title	Credits
AH 142	Intermediate Coding I	3.0
AH 143	Intermediate Coding II	3.0
AH 231	Healthcare Law and Ethics	3.0
AH 287	Computer Applications in Health Care	3.0
PHRM 215	Introduction to Pharmacology	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**18.0**

BIOL 115/*PHRM 215***Offered on campus through IVN and Online*

	Total Credits	34

Paramedic Technology Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot

Program Manager:
Mary Jund, Instructor

Health Professions

701-858-6308
mary.jund@dakotacollege.edu

Program Advisor:

Heidi Hauf, Instructor

701-228-5453

heidi.hauf@dakotacollege.edu

Semester 1

Summer

Course Code	Title	Credits
AH 171	Medical Terminology	3.0
BIOL 115	Concepts of Anatomy and Physiology	4.0
EMS 208	Introduction to Emergency Pre-Hospital	1.0
EMS 210	Pre-Hospital Pharmacology	2.0
EMS 214	Pre-Hospital Patient Assessment	3.0
EMS 275	Introducction to Clinical Experience	2.0
	Sub-Total Credits	**15.0**

Semester 2

Fall

Course Code	Title	Credits
EMS 215	Airway/Ventilatory Management	2.0
EMS 218	Respiratory Emergencies	2.0
EMS 220	Cardiac Emergencies	5.0
EMS 224	Special Considerations	2.0
EMS 240	Hospital Clinical	4.0
EMS 276	Field Clinical I	2.0
	Sub-Total Credits	**17.0**

Semester 3

Spring

Course Code	Title	Credits
EMS 216	Trauma Management	2.0
EMS 222	Medical Emergencies	3.0
EMS 235	EMS Operations	2.0
EMS 250	Hospital Clinical II	4.0
EMS 277	Field Clinical II	4.0
	Sub-Total Credits	**15.0**

Semester 4

Summer

Course Code	Title	Credits
EMS 297	Internship	1.0-6.0
	Sub-Total Credits	**5.0**

	Total Credits	**52**

Practical Nursing Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Minot,
Valley City

Program Manager:
Paige Baade, Dean for Nursing & Health Professions
701-228-5444
paige.baade@dakotacollege.edu

Program Advisor:
Paige Baade, Dean for Nursing & Health Professions
701-228-5444
paige.baade@dakotacollege.edu

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

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

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

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

Preparation and requirements – Admission to Practical Nurse Program

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

1. High School Diploma or GED Certificate

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 94 or other prerequisite math course that would qualify a student to take MATH 103) with a grade of Satisfactory or "C" or a higher-level math course (such as MATH 103 College Algebra) **or**

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

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

6. Proof of Academic Readiness:

a. All applicants are required to complete the most current Assessment Technologies Institute (ATI), standardized **Test of Essential Academic Skills (TEAS)** prior to application deadlines.

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

ii. A minimum TEAS composite score must be 45.0% or higher. Any applicant scoring below this level will not be accepted. The best score achieved, of two attempts, may be submitted. Last year the average TEAS score for all admitted applicants was within the Proficient level.

iii. TEAS scores are valid for up to two (2) years prior to March 5th of the year of application.

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

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

b. ACT composite score of 19, **or**

i. ACT/COMPASS/ASSET/Accuplacer/SAT test(s) with an equivalent score, **or**

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

7. Guidelines for approval include:

   a. High School GPA of 2.5 or greater **or**
   b. If a student has completed 12 credits of college level classes, the college GPA will be considered instead of the HS GPA. Nursing GPA for any completed required nursing program courses must be 2.75 or higher.
   c. Overall cumulative GPA for all college courses completed must be 2.5 or higher.
   d. No required course may have a grade lower than 2.0 (C).
   e. If a student repeats a required science course or previous nursing course, a grade of 2.0 (C) or higher **must be obtained in the first repeat (A & P I and II, Microbiology)**. An appeal process may be sought if the student has failed science courses more than 2 times.
   f. Critical courses completed more than 7 years prior to program application must be repeated: Anatomy and Physiology II, Developmental Psychology, and Introduction to Pharmacology.
   g. Experience working in a health care environment is encouraged before making an application to the nursing program. For example, Nursing Assistant (CNA), Emergency Medical Technician (EMT), Medical Assistant, Direct Support Professional (DSP), etc.

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

Minimum TOEFL Scores for Admission to the Dakota Nursing Program

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

Minimum Cumulative Score of:

- 86 Combined

AND Minimum Individual Scores of:

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

Test Preparation and Registration

   a. Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at https://www.ets.org/toefl. Applicants may register for the TOEFL iBT by Internet, telephone (1-800-468-6335) or mail.
   b. Request official TOEFL iBT scores to be sent to:
      ◦ Bismarck State College — Enter Institution DI Code: 6041
      ◦ Dakota College — Enter Institution DI 3398
      ◦ Lake Region State College — Enter Institution DI Code: 6163
      ◦ Williston State College — Enter Institution DI Code: 6905
   c. Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.
   d. The cost of any/all required testing is the sole responsibility of the applicant.
   e. Applicants are allowed two (2) attempts at the TOEFL exam with a minimum of 4 weeks (28 days) between attempts per application period.

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

- 115

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

- Literacy (Reading)

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

Test Preparation and Registration

a. Complete the registration process at https://englishtest.duolingo.com/applicants
b. Request score be sent to your college. (BSC, DCB, LRSC, WSC)
c. Only official score reports will be accepted. DET scores are valid for two years from the test date.
d. The cost of any/all required testing is the sole responsibility of the applicant.
e. Applicants are allowed two (2) attempts at the DET with a minimum of 30 days between attempts per application period.

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

Reference:

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

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

CHECKLIST FOR THE PRACTICAL NURSE PROGRAM

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

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

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

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

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

<div align="center">

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.

</div>

Practical Nursing Curriculum

Fall Semester

Course Code	Title	Credits
BIOL 220	Anatomy and Physiology I	4.0
NURS 120	Foundations of Nursing	2.0
NURS 121	Practical Nursing I	4.0
NURS 122	Clinical Practice II	3.0
PSYC 111	Introduction to Psychology	3.0
	Sub-Total Credits	**16.0**

Spring Semester

Course Code	Title	Credits
BIOL 221	Anatomy and Physiology II	4.0
NURS 124	Clinical Practice II	3.0
NURS 127	Practical Nursing II: Introduction to Medical Surgical Nursing	2.0
NURS 145	Introduction to Maternal Child Nursing	2.0
PHRM 215	Introduction to Pharmacology	3.0
	ENGL 110 or PSYC 250	3.0
	Sub-Total Credits	**17.0**

Electives can be from the following: AGEC, AGRI, ANSC, ENVT, FORS, FWLD, HORT, PLSC, RNG, SOIL, UAS.

Electives without AMT can be from any department

Summer Semester

Course Code	Title	Credits
NURS 129	Practical Nursing III	3.0
NURS 126	Clinical Practice III	3.0
	ENGL 110 or PSYC 250	3.0
	Sub-Total Credits	**9.0**

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.

	Total Credits	**42**

Natural Resources

Natural Resource Management AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau

Program Manager:
Michelle Cauley, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
BIOL 150	General Biology I	4.0
CSCI 101	Introduction to Computers	3.0
ENVT 110	Introduction to GPS	2.0
BIOL 121	Intro to Fish and Wildlife	4.0
	Sub-Total Credits	**16.0**

Natural Resources

Spring

Course Code	Title	Credits
	Math 103 or higher	4.0
BIOL 151	General Biology II	4.0
BIOL 122	Wildlife and Fisheries Techniques	4.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
	CHEM 121 or CHEM 115	3.0
BIOL 211	Botany I	4.0
	Natural Resource Management Major Area	3.0
	Natural Resource Management Major Area	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**14.0**

Spring

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
ENVT 297	Internship	1.0-6.0
GEOL 105	Physical Geology	4.0
	Natural Resource Management Major Area	3.0
FORS 263	Urban Forest Management	3.0
	Sub-Total Credits	**16.0**

	Total Credits	61

Major Study Area: Must be chosen from the following: BIOL, CHEM, FORS, ENVT, RLS, RNG, SOIL

Consult with program advisor for electives.

Recreation Management AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Online

Program Manager:

Michelle Cauley, Instructor

701-228-5498

michelle.cauley@dakotacollege.edu

Program Advisor:

Jacob Pommerer

701-228-5678

jacob.r.pommerer@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Core Courses

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
BIOL 124	Environmental Science	4.0
CSCI 101	Introduction to Computers	3.0
HPER 100	Concepts of Wellness and Fitness	2.0
	Math Elective	3.0-4.0
	SOC 110 or PSYC 111	3.0
RLS 110	Foundations of Recreation	3.0
RLS 215	Recreation Areas & Facilities	3.0
RLS 222	Recreation Program Planning	3.0
RLS 286	Recreation Administration	3.0
RLS 288	Accessibility and Public Policy in Leisure Services	3.0
	Sub-Total Credits	**33.0-34**

Outdoor Recreation/Park Management Focus

Natural Resources

Course Code	Title	Credits
HRM 100	Human Relations and Organizations	3.0
RLS 210	Environmental Education	3.0
RLS 212	Principles of Interpretation	3.0
RLS 271	Fundamentals of Recreation and Resource Management	3.0
RLS 285	Natural Resource Law	3.0
RLS 297	Internship	2.0-4.0
TOUR 212	Principles of Tournism	3.0
	Electives	6.0-7.0
	Sub-Total Credits	**26.0-29**

Commercial Recreation/Tourism Focus

Course Code	Title	Credits
HRM 100	Human Relations and Organizations	3.0
RLS 271	Fundamentals of Recreation and Resource Management	3.0
RLS 280	Community & Commercial Recreation	3.0
RLS 290	Introduction to Inclusive Recreation	3.0
RLS 297	Internship	2.0-4.0
TOUR 212	Principles of Tournism	3.0
	Electives	8.0-15.0
	Sub-Total Credits	**25.0-34**

	Total Credits	**55-64**

Consult with program advisor for electives.

Urban Forest Management AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Online

Program Manager:
Michelle Cauley, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
	BOTE 108 or College Algebra or higher	3.0-4.0
FORS 255	Urban Trees and Shrubs	4.0
FORS 273	Arboriculture I	3.0
	Technology Elective	3.0
	Sub-Total Credits	**13.0-14**

Spring

Course Code	Title	Credits
SOIL 210	Introduction to Soil Science	3.0
PLSC 255	Plant Disease Management	3.0
	Math/Science/Technology Elective	3.0-4.0
	Sub-Total Credits	**9.0-10**

Summer

Course Code	Title	Credits
	Electives	6.0
FORS 275	Arboriculture II	3.0
	Sub-Total Credits	**9.0**

Sophomore Year

Fall

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
FORS 250	Diseases of Trees & Shrubs	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**9.0**

Spring

Course Code	Title	Credits
	Wellness Elective	1.0-2.0
FORS 263	Urban Forest Management	3.0
FORS 280	Principles of Pruning	3.0
FORS 260	Parks and Urban Greenspaces	3.0
	Sub-Total Credits	**10.0-11**

Summer

Course Code	Title	Credits
FORS 297	Internship	1.0-6.0
	Electives	6.0
FORS 265	Arboriculture Practices	3.0
	Sub-Total Credits	**10.0**

	Total Credits	60-63
	Total Credits	**60-63**

Wildlife and Fisheries Technology AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau

Program Manager:
Chad Chapman, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5472
chad.chapman@dakotacollege.edu

This program prepares students to assist wildlife and fisheries management personnel as technicians studying the distribution, abundance, habits, life hist... 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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
BIOL 150	General Biology I	4.0
BIOL 121	Intro to Fish and Wildlife	4.0
CSCI 101	Introduction to Computers	3.0
ENGL 110	College Composition I	3.0
ENVT 110	Introduction to GPS	2.0
	Sub-Total Credits	**19.0**

Spring

Course Code	Title	Credits
BIOL 122	Wildlife and Fisheries Techniques	4.0
BIOL 151	General Biology II	4.0
CHEM 115	Introductory Chemstry	4.0
ENVT 255	Introduction to GIS	4.0
	Math Elective	3.0-4.0
	Sub-Total Credits	**19.0-20**

Sophomore Year

Fall

Course Code	Title	Credits

Natural Resources

Course Code	Title	Credits
BIOL 170	General Zoology	4.0
BIOL 211	Botany I	4.0
BIOL 230	Ecology	4.0
SOIL 210	Introduction to Soil Science	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
CARS 105	Job Search	1.0
BIOL 296	Field Studis	1.0-3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Elective	3.0
	Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**12.0-14**

	Total Credits	**65-68**

Recreation Management Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Online

Program Manager:
Michelle Cauley, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

Required Courses

Course Code	Title	Credits
RLS 110	Foundations of Recreation	3.0
RLS 215	Recreation Areas & Facilities	3.0
RLS 222	Recreation Program Planning	3.0
RLS 286	Recreation Administration	3.0
	Sub-Total Credits	**12.0**

Choose 1 course from the following:

Course Code	Title	Credits
RLS 210	Environmental Education	3.0
RLS 212	Principles of Interpretation	3.0
RLS 271	Fundamentals of Recreation and Resource Management	3.0
RLS 280	Community & Commercial Recreation	3.0
RLS 285	Natural Resource Law	3.0
RLS 288	Accessibility and Public Policy in Leisure Services	3.0
RLS 290	Introduction to Inclusive Recreation	3.0
TOUR 212	Principles of Tournism	3.0
	Sub-Total Credits	**3.0**

	Total Credits	**15**

Urban Forest Management Certificate

Degree Type
Certificate
Available Locations
Bottineau,
Online

Program Manager:
Michelle Cauley, Instructor
701-228-5498
michelle.cauley@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

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

Course Code	Title	Credits
FORS 255	Urban Trees and Shrubs	4.0
FORS 273	Arboriculture I	3.0
SOIL 210	Introduction to Soil Science	3.0
	Sub-Total Credits	**10.0**

Natural Resources

Spring

Course Code	Title	Credits
FORS 260	Parks and Urban Greenspaces	3.0
FORS 280	Principles of Pruning	3.0
FORS 263	Urban Forest Management	3.0
PLSC 255	Plant Disease Management	3.0
	Sub-Total Credits	**12.0**

Summer

Course Code	Title	Credits
FORS 250	Diseases of Trees & Shrubs	3.0
FORS 265	Arboriculture Practices	3.0
FORS 275	Arboriculture II	3.0
	Sub-Total Credits	**9.0**

	Total Credits	**31**

Photography

Photography AAS

Degree Type
Associate of Applied Science
Available Locations
Online

Program Manager:
Clint Saunders
clint.saunders@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

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.

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
	BOTE 218 or CSCI 101	3.0
PHOT 150	The Digital Darkroom	3.0
PHOT 180	Photography I	3.0
PHOT 190	Principles of Lighting	3.0
	Elective	3.0
	Sub-Total Credits	**15.0**

Spring

Course Code	Title	Credits
ENGL 110	College Composition I	3.0
PHOT 210	Intermediate Photography	3.0
PHOT 232	Advertising Photography	3.0
PHOT 234	Portrait Photography	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Sub-Total Credits	**15.0**

Sophomore Year

Fall

Course Code	Title	Credits
	BOTE 108 or Math Elective	3.0-4.0
PHOT 240	Outdoor Photography	3.0
PHOT 285	Photography Concepts	3.0
PHOT 287	Documentary Photography	3.0
	Elective	3.0
	Wellness Elective	1.0
	Sub-Total Credits	**16.0-17**

Spring

Course Code	Title	Credits
	BOTE 210 or BADM ELECTIVE	3.0
PHOT 289	Photography Portfolio	3.0
PHOT 293	Photography Practicum IV	3.0
	Any BADM or BUSN Course	3.0
	Math/Science/Technology Elective	3.0-4.0
	Sub-Total Credits	**15.0-16**

	Total Credits	**61-63**

Photography Certificate

Degree Type
Certificate

Available Locations
Online

Program Manager:
Clint Saunders
clint.saunders@dakotacollege.edu

Photography

Program Advisor:

Jacob Pommerer

701-228-5678

jacob.r.pommerer@dakotacollege.edu

Fall

Course Code	Title	Credits
PHOT 150	The Digital Darkroom	3.0
PHOT 180	Photography I	3.0
PHOT 190	Principles of Lighting	3.0
	Photography Certificate Electives	3.0
	Sub-Total Credits	**12.0**

Spring

Course Code	Title	Credits
PHOT 210	Intermediate Photography	3.0
PHOT 289	Photography Portfolio	3.0
PHOT 293	Photography Practicum IV	3.0
	Photography Certificate Electives	3.0
	Photography Certificate Electives	3.0
	Sub-Total Credits	**15.0**

	Total Credits	**27**

Technical Studies

Technical Studies AAS

Degree Type
Associate of Applied Science
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Laura Halvorson
701-228-5680
laura.halvorson@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

First Year Experience

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

Digital Literacy Requirement

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

Freshman Year

Fall

Course Code	Title	Credits
	CSCI 101 or BOTE 152	3.0
	Technology Elective	3.0
	Fine Arts/Humanities/Social Science Elective	3.0
	Elective	3.0
	Sub-Total Credits	**12.0**

Technical Studies

Spring

Course Code	Title	Credits
CARS 105	Job Search	1.0
	ENGL 110 or COMM 110	3.0
UNIV 101	Leadership Through Service	1.0
	Technical Studies Elective	3.0
	Technical Studies Elective	3.0
	Wellness Elective	1.0
	Elective	1.0-3.0
	Sub-Total Credits	**13.0-15**

Sophomore Year

Fall

Course Code	Title	Credits
	Math Elective	3.0
	Technical Studies Elective	3.0
	Technical Studies Elective	3.0
	Elective	3.0
	Elective	3.0
	XXXX 297 Internship	2.0
	Sub-Total Credits	**17.0**

Spring

Course Code	Title	Credits
	Math/Science/Technology Elective	3.0-4.0
	Technical Studies Elective	3.0
	Technical Studies Elective	3.0
	Elective	3.0
	Elective	3.0
	XXXX 297 Internship	2.0
	Sub-Total Credits	**17.0-18**

	Total Credits	59-62

Consult with program advisor for electives.

Technical Studies Certificate

Degree Type

Technical Studies

Certificate
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Laura Halvorson
701-228-5680
laura.halvorson@dakotacollege.edu

Program Advisor:
Jacob Pommerer
701-228-5678
jacob.r.pommerer@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

Fall

Course Code	Title	Credits
UNIV 105	First Year Experience	1.0
	Elective	3.0
	Elective	3.0
	Technical Studies Elective	3.0
	Technical Studies Elective	3.0
	Sub-Total Credits	**13.0**

Spring

Course Code	Title	Credits
CARS 105	Job Search	1.0
	Technical Studies Elective	3.0
	Technical Studies Elective	3.0
	XXXX 297 Internship	2.0
	Sub-Total Credits	**9.0**

	Total Credits	22

Consult with program advisor for electives.

Courses

Academic Skills

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

ASC 87: College Writing Prep

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.

Credits	3.0
Semester Offered	Fall, Spring

ASC 88: Composition Lab

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.

Credits	1.0
Corequisites	
ENGL 110	
Semester Offered	Fall, Spring

ASC 94: Beginning Algebra

This course helps to develop fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include solving linear equations, linear graphing, exponents and polynomial operations, factoring, rational expressions and equations, and roots. Credit earned does not count towards any degree, nor does it transfer. Placement is according to placement scores or on a voluntary basis.

Credits	4.0
Semester Offered	Fall, Spring

ASC 98: Math Lab

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

Credits	1.0
Corequisites	
MATH 103 or MATH 104	
Semester Offered	Fall, Spring

Accounting

ACCT 200: Elements of Accounting I

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.

Credits	3.0
Semester Offered	Fall

ACCT 201: Elements of Accounting II

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

Credits	3.0
Prerequisites	
ACCT 200	
Semester Offered	Spring

ACCT 212: Payroll Accounting

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

Credits	3.0
Prerequisites	
ACCT 200	
Semester Offered	Fall

ACCT 215: Business in the Legal Environment

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

Credits	3.0
Semester Offered	Fall, Spring

ACCT 260: Accounting Information Systems

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.

Credits	2.0
Prerequisites	
ACCT 200	
Semester Offered	Spring

ACCT 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Agriculture

AGRI 150: Agriculture Orientation

Seminar class that will discuss opportunities and issues in agriculture.

Credits	2.0
Semester Offered	Fall

AGRI 196 : Field Studies I: Agriculture Management and Technology

Students will work with the instructor prior to determine a comprehensive capstone project which will tie in the skills learned in courses applicable to their farm business. The project should be of interest to the student and be able to be completed over the duration of the late spring/summer. This project could encompass a variety of topics applicable to agricultural production or agricultural business and will be conducted on the student's home farm or farm employer (with proper approval).

Credits	2.0
Semester Offered	Spring

AGRI 255: Entrepeneurship in Agriculture

Develop skills and knowledge needed to analyze business opportunities in agriculture.

Credits	3.0
Semester Offered	Fall

AGRI 296: Field Studies II: Agriculture Management and Technology

Students will complete a comprehensive capstone project which will tie in the skills learned in courses applicable to their farm business. The project will be launched and completed over the duration of the late spring/summer. This project could encompass a variety of topics applicable to agricultural production or agricultural business and will be conducted on the student's home farm or farm employer (with proper approval). The instructor will approve the project prior to the onset in AGRI 196.

Credits	4.0
Prerequisites	
AGRI 196 Instructor Approval 2.0 GPA	
Semester Offered	Summer

AGRI 297: Internship

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

Credits	1.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

PLSC 251: Introduction Ind Hemp Farming

This course will provide history and serves as an introduction to the botany, agronomy, and end-use potential of industrial hemp. Agricultural production of industrial hemp for food, fiber, and CBD (cannabidiol) production will be the main focus of the course.

Credits	2.0
Semester Offered	Spring

PLSC 252: Industrial Hemp Production

This course provides students with knowledge and skills in agricultural production of industrial hemp for food, fiber, and CBD (cannabinoid). Seed to plant material processing production will be the main focus of the course.

Credits	2.0
Prerequisites	
PLSC 251	
Semester Offered	Spring

PLSC 253: Hemp Regulations

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.

Credits	1.0
Semester Offered	Spring

Agriculture Economics

AGEC 141: Introduction to Agribusiness Management

This is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment in the agricultural sector. Topics include marketing, production, risk, financial management, and human resource management in agribusiness firms. Particular attention is given to the application of economic principles to the management of marketing and farm supply firms.

Credits	3.0
Semester Offered	Fall

AGEC 240: Holistic Management

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

Credits	3.0
Semester Offered	Spring

AGEC 242: Introduction to Agricultural Management

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

Credits	3.0
Semester Offered	Fall

AGEC 244: Introduction to Agricultural Marketing

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.

Credits	3.0
Semester Offered	Spring

AGEC 246: Introduction to Agricultural Finance

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.

Credits	3.0
Semester Offered	Spring

AGEC 250: Agribusiness Sales

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.

Credits	3.0
Semester Offered	Fall

AGEC 275: Applied Agricultural Law

Study of laws affecting agriculture and agribusiness including property ownership, financial relations, and environmental regulation

Credits	2.0
Semester Offered	Spring

AGEC 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Allied Health

AH 134: Medical Disorders

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.

Credits	3.0
Semester Offered	Fall, Spring

AH 136: Clinical Procedures

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.

Credits	3.0
Prerequisites	
AH 134, AH 171	
Corequisites	
AH 134, AH 171	
Semester Offered	**Fall, Spring**

AH 137: Clinical Specialties

Knowledge in the clinical specialty area giving basic understanding of terminology, exams, diagnostic testing, and procedures in these areas. Knowledge and procedures related to specialty areas in the clinical setting including geriatrics, OB-GYN, male reproductive system, pediatrics, general body systems, minor surgery, rehabilitation, emergencies, and cardiology.

Credits	2.0
Prerequisites	
AH 134, AH171	
Corequisites	
AH 134, AH171	
Semester Offered	**Fall, Spring**

AH 138: Medical Coding I

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

Credits	3.0
Prerequisites	
AH 134, AH171	
Corequisites	
AH 134, AH171	
Semester Offered	**Fall**

Courses

AH 139: Medical Coding II

This course teaches the basic skills needed for medical coding. An overview of ICD-9-CM coding and reimbursements issues.

Credits	3.0
Prerequisites	
AH 134, AH171	
Corequisites	
AH 134, AH171	
Semester Offered	Spring

AH 142: Intermediate Coding I

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

Credits	3.0
Prerequisites	
AH 138, AH 139	
Semester Offered	Fall, Spring

AH 143: Intermediate Coding II

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

Credits	3.0
Prerequisites	
AH 142	
Semester Offered	Fall, Spring

AH 171: Medical Terminology

Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems.

Credits	3.0
Semester Offered	Fall, Spring

AH 222: Medical Transcription

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.

Credits	3.0
Prerequisites	
AH 134, AH 171, PHRM 215	
Corequisites	
PHRM 215	
Semester Offered	Fall, Spring

AH 231: Healthcare Law and Ethics

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.

Credits	3.0
Semester Offered	Fall, Spring

AH 257: ECG/EKG Interpretation

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.

Credits	2.0
Prerequisites	
AH 137	
Corequisites	
AH 137	
Semester Offered	Spring

AH 258: Practical Skills Lab

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.

Credits	2.0
Prerequisites	
AH 136	
Semester Offered	Spring

AH 259: CCMA Exam Prep

This course is designed to aid the student in studying for a medical assisting credentialing exam. It is focused on all the general, administrative, and clinical topics from the medical assisting curriculum.

Credits	1.0
Prerequisites	
AH 297 or Instructor Approval	
Corequisites	
AH 297 or Instructor Approval	
Semester Offered	Spring

AH 266: Laboratory Tests & Diagnostic Procedures

A comprehensive study of laboratory tests and procedures by body system; radiology procedures; pathology procedures.

Credits	2.0
Prerequisites	
AH 171, AH 134	
Semester Offered	Fall, Spring

AH 287: Computer Applications in Health Care

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.

Credits	3.0
Prerequisites	
AH 171	
Semester Offered	Fall, Spring

AH 297: Internship

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

Credits	**1.0-6.0**
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	**Fall, Spring**

Animal Science

ANSC 114: Introduction to Animal Science

General principles of the livestock industry and relationships to humankind.

Credits	**3.0**
Semester Offered	**Fall**

ANSC 123: Feeds and Feeding

Principles of feeding livestock including digestive systems, nutrient requirements, nutrient characteristics, and sources utilized in the formulation of balanced rations.

Credits	**3.0**
Semester Offered	**Spring**

ANSC 160: Equine Nutrition

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.

Credits	**2.0**
Semester Offered	**Fall**

ANSC 220: Livestock Production

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

Credits	**3.0**
Semester Offered	**Spring**

ANSC 242: Introduction to Meat Processing

Introduction to the meat processing industry, livestock meat primal and cuts, and meat grading. This course will expose students to principles and procedures of meat processing, fabrication, and cleaning.

Credits	2.0
Semester Offered	Spring

ANSC 260: Introduction to Equine Science

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.

Credits	3.0
Semester Offered	Spring

Art

ART 110: Introduction to the Visual Arts

Study and analysis of artistic methods and meaning in the Visual Arts.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

ART 182: Art with a Smartphone

The course will focus on the technical aspects and creative opportunities using smartphone cameras and post-production apps while learning aesthetics, composition, lighting, and other basic principles of design when creating two-dimensional art.

Credits	3.0
Semester Offered	Spring

ART 210: Art History I

A survey of western art from Paleolithic to the Renaissance

Credits	3.0
Semester Offered	Fall
General Education Area	(ND: HUM)

ART 211: Art History II

A survey of Western art from Renaissance to the present.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: HUM)

Biology

BIOL 111: Concepts of Biology

Concepts of Biology is an introductory level, non-majors transferable class. It is designed to meet the requirements of a Lab Science.

Credits	4.0
Semester Offered	Fall
General Education Area	(ND: LABSC)

BIOL 115: Concepts of Anatomy and Physiology

A one-semester course that integrates the structure and function of the human body. The course includes a lab.

Credits	4.0
Semester Offered	Fall, Spring
General Education Area	(ND: LABSC)

BIOL 121: Intro to Fish and Wildlife

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

Credits	4.0
Semester Offered	Fall
General Education Area	(ND: LABSC)

BIOL 122: Wildlife and Fisheries Techniques

Provide a basic understanding of the biological principles involved in wildlife management, upland game, waterfowl, big game, and non—game.

Credits	4.0
Semester Offered	Spring
General Education Area	(ND: LABSC)

Courses

BIOL 124: Environmental Science

Relation of humans to their environment.

Credits	4.0
Semester Offered	Fall
General Education Area	(ND: LABSC)

BIOL 150: General Biology I

A two-semester sequenced study of the fundamental topics of biology, with an emphasis on cellular biology.

Credits	4.0
Semester Offered	Fall
General Education Area	(ND: LABSC)

BIOL 150H: General Biology I Honors

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

Credits	1.0
Semester Offered	Fall

BIOL 151: General Biology II

A two-semester sequenced study of the fundamental topics of biology, with an emphasis on organismal biology.

Credits	4.0
Prerequisites	
BIOL 151 or Instructor Approval	
Semester Offered	Spring
General Education Area	(ND: LABSC)

BIOL 151H: General Biology II Honors

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.

Credits	4.0
Semester Offered	Fall

BIOL 170: General Zoology

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.

Credits	4.0
Prerequisites	
BIOL 150	
Semester Offered	**Fall**
General Education Area	**(ND: LABSC)**

BIOL 202: Microbiology

A general survey on the characteristics and importance of microorganisms. Including the morphology and physiology of selected microbes including bacteria, viruses, protists, invertebrates, and fungi. With emphasis on the identification, control of microbes, their relationship to human health and disease.

Credits	4.0
Prerequisites	
BIOL 150 or Instructor Approval	
Semester Offered	**Fall, Spring**
General Education Area	**(ND: LABSC)**

BIOL 211: Botany I

A general botany course covering plant evolutionary history, form, structure, and physiology. Lectures focus on plant diversity through time and general knowledge of plant function with emphasis placed on North Dakota plants. Labs emphasize cells, tissues, phyla, physiology of plants, and classification.

Credits	4.0
Prerequisites	
BIOL 150 BIOL 151 or Instructor Approval	
Semester Offered	**Spring**
General Education Area	**(ND: LABSC)**

BIOL 220: Anatomy and Physiology I

Study of structure and function of the human body.

Credits	4.0
Semester Offered	Fall, Spring
General Education Area	(ND: LABSC)

BIOL 221: Anatomy and Physiology II

Study of structure and function of the human body.

Credits	4.0
Prerequisites	
BIOL 220	
Semester Offered	Fall, Spring
General Education Area	(ND: LABSC)

BIOL 230: Ecology

A study of terrestrial and aquatic succession from communities through biomes. Basic concepts of the interrelationships of grassland, desert, arctic and marine environments.

Credits	4.0
Prerequisites	
BIOL 150 or Instructor Approval	
Semester Offered	Fall
General Education Area	(ND: LABSC)

BIOL 243: Ornithology

A study of the identification, life history, physiology, migration, and ecology of birds. The course includes frequent field trips for practice in the recognition of species common to North Dakota.

Credits	4.0
Prerequisites	
BIOL 151	
Semester Offered	Spring

BIOL 260: Fish and Wildlife Law

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

Credits	3.0
Semester Offered	Spring

BIOL 296: Field Studis

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.

Credits	1.0-3.0
Prerequisites	
Departmental Consent	
Semester Offered	Fall, Spring

BIOL 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Business

BOTE 108: Business Mathematics

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

Credits	3.0
Semester Offered	Fall, Spring

BOTE 147: Word Processing

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.

Credits	3.0
Prerequisites	
Keyboarding Skills	
Semester Offered	Fall, Spring

BOTE 152: Keyboarding II

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.

Credits	3.0
Semester Offered	Fall, Spring

BOTE 209: Office Management

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.

Credits	3.0
Semester Offered	Fall

BOTE 210: Business Communications

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.

Credits	3.0
Prerequisites	
ASC087, ENGL 110 or Instructor Approval	
Semester Offered	Fall, Spring

BOTE 217: Records Management

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.

Credits	3.0
Semester Offered	Fall, Spring

BOTE 218: Desktop Publishing

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

Credits	3.0
Semester Offered	Fall, Spring

BOTE 247: Spreadsheet Applications

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

Credits	3.0
Semester Offered	Spring

BUSN 170: Entrepreneurship

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.

Credits	3.0
Semester Offered	Fall, Spring

Business Administration

BADM 120: Intro to Business

Acquaints the student with the American Capitalist model, as well as the systems used by other countries. This course will also provide an overview of all business-related activities.

Credits	3.0
Semester Offered	Fall

BADM 201: Principles of Marketing

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.

Credits	3.0
Semester Offered	Fall

Courses

BADM 202: Principles of Management

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.

Credits	3.0
Semester Offered	Fall, Spring

BADM 210: Advertising I

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.

Credits	3.0
Semester Offered	Fall, Spring

BADM 213: Public Relations

Basic public relations; both external and internal. The why, what, how of public relations and marketing as it relates to business; with special emphasis placed on crisis management.

Credits	3.0
Semester Offered	Fall, Spring

BADM 214: Entertainment Marketing

The course is designed to include an exploration of the effective marketing and promotion of sports, entertainment, travel, and tourism products. Discussion topics include promotion, endorsements, sales, campaigns, and marketing.

Credits	3.0
Semester Offered	Fall, Spring

BADM 240: Sales

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.

Credits	3.0
Semester Offered	Fall, Spring

BADM 260: Principles of Retailing

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.

Credits	3.0
Semester Offered	Fall, Spring

BADM 289: Advertising Campaigns

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

Credits	3.0
Prerequisites	
BADM 201, BADM 210	
Semester Offered	Spring

BADM 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

BOTE 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval, 2.0 GPA	
Semester Offered	Fall, Spring

CIS 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Corequisites	
None	
Semester Offered	**Fall, Spring**

CSCI 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	**Fall, Spring**

Career Studies

CARS 102: Career Exploration

The student will learn to conceptualize how the 'world of work' is related to them. The students will also gain knowledge about their chosen area of interest by utilizing self-assessment, informational interviews, and market research.

Credits	2.0
Semester Offered	**Fall, Spring**

CARS 105: Job Search

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.

Credits	1.0
Semester Offered	**Fall, Spring**

Chemistry

CHEM 115: Introductory Chemstry

An introductory level course designed to be the first semester of the General, Organic and Biochemistry sequence, introducing fundamental concepts in chemistry. This course introduces topics of measurement, atomic theory, chemical bonding, ionic and covalent compounds, naming, shape, intermolecular forces, states of matter, stoichiometric relationships, solutions, reaction rates, equilibria, and acid-base chemistry. Includes a laboratory section.

Credits	4.0
Prerequisites	
ASC 94	
Corequisites	
ASC 94	
Semester Offered	Fall
General Education Area	(ND: LABSC)

CHEM 116: Introduction to Organic and Biochemistry

An introductory level course designed to be the second semester of the General, Organic and Biochemistry sequence, introducing organic chemistry and biochemistry. This course includes topics on functional groups, nomenclature, organic reactions, proteins, enzymatic action, carbohydrates, lipids, nucleic acids, and metabolism. Includes a laboratory section.

Credits	4.0
Prerequisites	
CHEM 115 or CHEM 121	
Semester Offered	Spring
General Education Area	(ND: LABSC)

CHEM 121: General Chemistry I

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

Credits	4.0
Prerequisites	
MATH 103 or Appropriate Math Placement Test Score.	
Corequisites	
MATH 103 or Appropriate Math Placement Test Score.	
Semester Offered	Fall

CHEM 122: General Chemistry II

A beginning chemistry course designed to be the second semester of the two-semester general chemistry sequence. This course covers topics of physical states, solutions, reaction rates and mechanisms, chemical equilibrium, acid-base chemistry, thermodynamics, and electrochemistry. Includes a laboratory section.

Credits	4.0
Prerequisites	
CHEM 121	
Semester Offered	Spring
General Education Area	(ND: LABSC)

CHEM 241: Organic Chemistry I

An upper-level course designed to be the first semester of a two-semester sequence covering organic chemistry. This course covers topics of organic structure and bonding, nomenclature, stereochemistry, functional groups, reactivity, and spectroscopy. Includes a laboratory section.

Credits	4.0
Prerequisites	
CHEM 116, CHEM 122	
Semester Offered	Fall
General Education Area	(ND: LABSC)

CHEM 242: Organic Chemistry II

An upper-level course designed to be the second semester of a two-semester sequence covering organic chemistry. This course continues the study of organic structure and bonding, nomenclature, stereochemistry, functional groups, reactivity, and spectroscopy. Includes a laboratory section.

Credits	4.0
Prerequisites	
CHEM 241	
Semester Offered	Spring
General Education Area	(ND: LABSC)

Communication

COMM 110: Fundamentals of Public Speaking

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

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: COMM)

COMM 212: Interpersonal Communication

Introduces fundamental concepts of communication between individuals. Explores aspects of self-expression and relationship communication.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: SS)

Computer Information Systems

CIS 104: Microcomputer Database

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

Credits	3.0
Semester Offered	Fall

CIS 115: Internet

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.

Credits	3.0
Semester Offered	Spring

CIS 123: Technology for Personal Development

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.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: COMPSC)

CIS 128: Microcomputer Hardware I

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.

Credits	3.0
Semester Offered	Spring

CIS 129: Microcomputer Hardware II

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 willl earn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

Credits	3.0
Semester Offered	Spring

CIS 141: Introduction to Cybersecurity

This course will introduce concepts related to cyber security. Students will learn safe practices which can be deployed to secure computer systems. Students will gain an understanding of different tools which can be used to defend attacks on computer systems. Special emphasis will be given to systems and applications that non-CS majors will likely encounter in daily life. In addition to lecture classes, security lab exercises will be conducted to perform hands-on experiments on safe security practices.

Credits	3.0
Semester Offered	Fall

CIS 147: Principles of Information Security

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.

Credits	3.0
Semester Offered	Spring

CIS 164: Networking Fundamentals I

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

Credits	3.0
Semester Offered	Fall

CIS 165: Networking Fundamentals II

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

Credits	3.0
Prerequisites	
CIS 164	
Semester Offered	Spring

CIS 180: Creating Web Pages

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.

Credits	3.0
Semester Offered	Fall

CIS 181: Creating Web Pages II

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

Credits	3.0
Prerequisites	
CIS 180	
Semester Offered	Fall

CIS 188: Application Design

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

Credits	3.0
Semester Offered	Fall

Courses

CIS 211: Website Plan & Design

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

Credits	3.0
Prerequisites	
[CIS 180](#)	
Semester Offered	Spring

CIS 212: MS Operating System Client

The course helps learners to gain the knowledge and skills to install, configure, customize, optimize, and troubleshoot the Microsoft Windows operating system in a stand-alone and network environment.

Credits	3.0
Semester Offered	Fall

CIS 215: Implementing MS Server Environment

This course introduces the learner to the Microsoft Windows Server 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.

Credits	3.0
Semester Offered	Fall

CIS 216: Implementing MS Server Network

This course is for professionals who will be responsible for configuring, managing, and troubleshooting a network infrastructure that uses the Microsoft Windows Server products. These tasks include implementing routing, implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Windows Internet Name Service (WINS, implementing a network access infrastructure by configuring the connections for remote access clients.

Credits	3.0
Semester Offered	Spring

CIS 217: MS Echange Server

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.

Credits	3.0
Semester Offered	Fall

CIS 218: Panning Nework Infrastructure

This course is for professionals who will be responsible for installing, configuring, managing, and supporting the primary networking services in the Microsoft Windows Server operating system. These core networking services include Domain Name System (DNS), Windows Internet Naming Service (WINS), Routing and Remote Access Service (RRAS) and Network security technologies.

Credits	3.0
Semester Offered	Spring

CIS 229: Information System Management

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

Credits	3.0
Semester Offered	Fall

CIS 232: Graphics Design

Students will learn how to design graphics and page layouts using Adobe Photoshop.

Credits	3.0
Prerequisites	
CSCI 101 or equivalent computer knowledge	
Semester Offered	Fall

CIS 233: Vector Graphics and Web Animation

Students will learn how to design vector graphics for animation, presentations, applications, and Web sites using Macromedia Flash.

Credits	3.0
Prerequisites	
CSCI 101 or equivalent computer knowledge	
Semester Offered	Spring

CIS 235: Digital Video Basics

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.

Credits	3.0
Semester Offered	Fall

CIS 241: Introduction to Digital Forensics

This course introduces the principles that are essential to the management of digital investigation, providing a framework that includes technical, legal, and managerial issues. Students will examine the mission of digital investigations from the various perspectives of the public and private sectors, including digital forensics in support of activities ranging from internal corporate investigations, responses to information security incidents, and policy auditing to third-party investigations, criminal investigations, and anti-terrorism informational gathering – and discussing the imperatives of each. As relevant, the impact of international and cultural issues, as well as geopolitics will be an essential part of class discussion. The capacity to make decisions based on organizational and personal values with which to pursue organization goals will be explored.

Credits	3.0
Semester Offered	Fall

CIS 248: Digital Media

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.

Credits	3.0
Semester Offered	Spring

CIS 261: Cybersecurity and Ethics

This course presents the student with issues of law and ethics in cyberspace. Topics covered include government regulation of online behavior, constitutional considerations concerning free speech and content controls, intellectual property, hacking, and the ethics of internet behavior. This course will explore the laws governing security issues involving Foreign, Federal, State, and Tribal case law and statutes governing the Internet.

Credits	3.0
Semester Offered	Spring

CIS 267: Intermediate Networking

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.

Credits	3.0
Prerequisites	
CIS 165	
Semester Offered	Fall

Courses

CIS 268: Intermediate Networking

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. In addition, the student will prepare for taking the CCNA Exam. This is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) certification.

Credits	3.0
Prerequisites	
CIS 267	
Semester Offered	Spring

CIS 269: Enterprise Systems

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

Credits	3.0
Semester Offered	Spring

CIS 275: Collaborative Technology

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.

Credits	3.0
Semester Offered	Spring

CIS 281: Project Management

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

Credits	3.0
Semester Offered	Spring

Computer Science

CSCI 101: Introduction to Computers

General hardware and software issues such as: terminology, environments. Applications such as: word processing, spreadsheets, databases, Internet usage.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: COMPSC)

Courses

CSCI 122: Beginning BASIC/Visual BASIC

Introduction to programming in the BASIC/Visual BASIC language

Credits	3.0
Semester Offered	Fall

CSCI 124: Beginning C++/Bisual C++

Introduction to programming in the C++/Visual C++ language.

Credits	3.0
Semester Offered	Fall

CSCI 160: Computer Science

An introduction to computer science including problem solving, algorithm development and structured programming in a high-level language. Emphasis on design, coding, testing and documentation of programs using accepted standards of style.

Credits	3.0
Semester Offered	Fall

CSCI 161: Computer Science II

Advanced concepts in computer science including data structures, algorithm analysis, standard problems such as searching and sorting and memory management issues.

Credits	3.0
Prerequisites	
CSCI 160	
Semester Offered	Spring

CSCI 289: Social Implications of Computer Technology

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.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: COMPSC)

Dental

DENT 116: Dental Anatomy

This course provides the fundamental study of the primary, mixed and permanent dentition, including the morphology, function, and nomenclature. Eruption and exfoliation patterns and Angle's classification of malocclusion will also be topics of study.

Credits	2.0
Semester Offered	Fall

DENT 117: Introduction to Infection Control, Immunology & Medical Emergencies in the Dental Practice

This course will introduce the student to the health and safety considerations for basic infection control and the disease process, including infectious diseases and disease transmission. Topics include occupational safety, personal protection, exposure control, infection control, sterilization and disinfection techniques, bloodborne pathogens standards and hazard and waste disposal as defined by governmental agencies such as OSHA, CDC, and EPA. This course will also study the prevention and treatment of common medical emergencies experienced in the dental office.

Credits	2.0
Prerequisites	
DENT 116	
Semester Offered	Fall

DENT 118: Biomaterials

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

Credits	3.0
Prerequisites	
DENT 116 and Acceptance into the Dental Assisting or Dental Hygiene Program	
Corequisites	
DENT 117	
Semester Offered	Fall

Courses

DENT 119: Dental Radiology Lecture

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

Credits	3.0
Prerequisites	
DENT 116 and Acceptance into the Dental Assisting or Dental Hygiene Program	
Corequisites	
DAST 122	
Semester Offered	**Fall**

DENT 121: Dental Ethics & Jurisprudence

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

Credits	1.0
Prerequisites	
Acceptance into the Dental Assisting or Dental Hygiene Program	
Corequisites	
DAST 126	
Semester Offered	**Spring**

Dental Assisting

DAST 122: DA Radiology Lab I

Dental Assisting students will be introduced to techniques for exposing digital intra-oral full mouth series and extra-oral dental radiographs on manikins. The student will learn how to evaluate these images for diagnostic quality using the Criteria for Radiographic Acceptability. The students will also learn the process for exporting radiographs to other dental healthcare providers. Students will document radiology services on electronic dental software.

Credits	1.0
Prerequisites	
DENT 116 and Acceptance into the dental assting program	
Corequisites	
DENT 119	
Semester Offered	**Fall**

DAST 123: DA Radiology Lab II

This course is a continuation of DAST 122 Dental Assisting Radiology Lab I. Dental Assisting students will refine their skills in intraoral radiology by exposing diagnostic intraoral and extraoral digital images on manikins and patients. The student will also study radiographic interpretation basics. Appropriate infection control techniques and radiation safety precautions required in a dental setting will be implemented.

Credits	1.0
Prerequisites	
DENT 116, DENT 119, DAST 122	
Semester Offered	Spring

DAST 124: Clinical Assisting I

This course provides information on the history of dentistry, members of the dental healthcare team and their roles in the practice of dentistry. The student will be performing the CDC Standards of Infection Control in Dental Settings while learning chairside skills such as taking and recording medical and dental histories, dental charting, and the use of the air-water syringe and oral evacuation devices. Students will identify dental hand and rotary instruments and practice instrument transfer. Students will demonstrate proficiency in chairside ergonomics and oral hygiene instruction.

Credits	5.0
Prerequisites	
DENT 116 and Accpepted into the Dental Assisting Program	
Corequisites	
DENT 117	
Semester Offered	Fall

DAST 125: Clinical Assisting II

This course is a continuation of DAST 124 Clinical Assisting I. This course will provide the student with increased knowledge and clinical skills to perform the major responsibilities of a chairside dental assistant in general and specialty dental practices. The management of special needs patients, and nutrition and dental health will also be studied.

Credits	4.0
Prerequisites	
DENT 116, DENT 117, DENT 118, DAST 124, DAST 144	
Corequisites	
DAST 128	
Semester Offered	Spring

Courses

DAST 126: Dental Practice Management

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

Credits	2.0
Prerequisites	
DAST 124	
Semester Offered	Spring

DAST 128: Advanced Functions

The student will gain an advanced level of skills and knowledge to provide intra-oral patient care procedures, beyond traditional dental assisting duties. Procedures emphasized will be those legally allowed by the North Dakota State Board of Dentistry for Registered Dental Assistants. The course includes didactic, laboratory and clinical instruction. The student will perform procedures according to specific criteria using typodonts or patients. Infection control, safety and standard precautions will be applied.

Credits	4.0
Prerequisites	
DENT 116, DENT 117, DENT 188, DAST 124, Acceptance into the Dental Assisting Program	
Corequisites	
DAST 125	
Semester Offered	Spring

DAST 129: Dental Specialties

This course will provide dental assisting students the opportunity to observe the dental assistant's role in specialty dental practices, such as Endodontics, Periodontics, Orthodontics, Pedodontics, Prosthodontics and Oral Surgery. Students will become familiar with terminology, specific needs of the patients, tray setups and procedures unique to each specialty.

Credits	1.0
Prerequisites	
DAST 124, DENT 117	
Corequisites	
DAST 125, DAST 128	
Semester Offered	Spring

DAST 144: Biodental Science

This course provides an overview of the biological sciences and how it relates to dentistry. The student will become familiar with the following subjects: Oral histology and embryology, head and neck anatomy, landmarks of the face, oral pathology, microbiology, and pharmacology.

Credits	2.0
Prerequisites	
Acceptance into the Dental Assisting Program	
Corequisites	
Acceptance into the Dental Assisting Program	
Semester Offered	Fall

DAST 149: Clinical Affiliation I

This course focuses on the practice of clinical skills and expanded functions of a dental assistant. Students will intern one day per week, (8 hours per day), for eight weeks under the supervision of a dentist. Students will utilize their entry-level and mid-level dental assisting skills as appropriate. Faculty will define expectations, discuss progress, and evaluate experiences using feedback provided from the student mentor in the dental practice.

Credits	1.0
Prerequisites	
DENT 119, DAST 122, DAST 124, DENT 188 and Accpetance into the Dental Assisting Program	
Corequisites	
DAST 125, DAST 128, DAST 123	
Semester Offered	Spring

DAST 150: Clinical Affiliation II

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

Credits	5.0
Prerequisites	
Successful completion of all required Dental Assisting Program courses	
Semester Offered	Summer

Diagnostic Medical Sonography

DMS 201: Ultrasound foundation Concepts

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

Credits	3.0
Prerequisites	
General Post Secondary Courses	

DMS 211: Ultrasound Physics and Instrumentation I

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.

Credits	2.0
Prerequisites	
DMS 201	
Semester Offered	Spring

DMS 212: Ultrasound Physics and Instrumentation II

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.

Credits	2.0
Prerequisites	
DMS 211	
Semester Offered	Spring

DMS 221: Abdominal Ultrasound I

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.

Credits	2.0
Prerequisites	
DMS 201	
Corequisites	
DMS 221L, DMS 211	
Semester Offered	Spring

DMS 221L: Abdominal Ultrasound I Lab

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.

Credits	1.0
Prerequisites	
DMS 201	
Corequisites	
DMS 211, DMS 221	
Semester Offered	Spring

Courses

DMS 222: Abdominal Ultrasound II

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.

Credits	3.0
Prerequisites	
DMS 201, DMS 221	
Corequisites	
DMS 222L, DMS 211	
Semester Offered	Spring

DMS 222L: Abdominal Ultrasound II Lab

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

Credits	1.0
Prerequisites	
DMS 201	
Corequisites	
DMS 211, DMS 222	
Semester Offered	Spring

DMS 223: Abdominal Ultrasound III

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.

Credits	2.0
Prerequisites	
DMS 222, DMS 222L	
Corequisites	
DMS 223L, DMS 241, DMS 212	
Semester Offered	Fall

DMS 223L: Abdominal Ultrasound III Lab

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.

Credits	1.0
Prerequisites	
DMS 222, DMS 222L	
Corequisites	
DMS 212, DMS 241	
Semester Offered	**Fall**

DMS 224: Abdominial Ultrasound IV

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.

Credits	2.0
Prerequisites	
DMS 223, DMS 223L	
Corequisites	
DDMS 224L, DMS 251, DMS 232, DMS 232L, DMS 284	
Semester Offered	**Spring**

DMS 231: OB/GYN Ultrasound I

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.

Credits	2.0
Prerequisites	
DMS 221, DMS 222	
Corequisites	
DMS 231L, DMS 211	
Semester Offered	**Spring**

DMS 231L: OB/GYN Aultrasound I Lab

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.

Credits	1.0
Prerequisites	
DMS 201	
Corequisites	
DMS 211, DMS 231	
Semester Offered	Spring

DMS 232: OB/GYN Ultrasound II

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

Credits	1.0
Prerequisites	
DMS 231, DMS 231L	
Corequisites	
DMS 232L, DMS 224, DMS 224L, DMS 251, DMS 283	
Semester Offered	Spring

DMS 232L: OB/GYN Ultrasound II Lab

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.

Credits	1.0
Prerequisites	
DMS 231, DMS 231L	
Corequisites	
DMS 232, DMS 224, DMS 224L, DMS 251, DMS 283	
Semester Offered	Spring

Courses

DMS 233: OB/GYN Ultrasound III

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

Credits	2.0
Prerequisites	
DMS 232, DMS 232L	
Corequisites	
DMS 223, DMS 223L, DMS 241, DMS 241L, DMS 284	
Semester Offered	Fall

DMS 233L: OB/GYN Ultrasound III Lab

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

Credits	2.0
Prerequisites	
DMS 232, DMS 232L	
Corequisites	
DMS 223, DMS 223L, DMS 241, DMS 241L, DMS 284	
Semester Offered	Fall

DMS 241: Vascular Ultrasound I

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.

Credits	2.0
Prerequisites	
DMS 211	
Corequisites	
DMS 241L, DMS 212	
Semester Offered	Fall

Courses

DMS 241L: Vascular Ultrasound I Lab

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.

Credits	1.0
Prerequisites	
DMS 211	
Corequisites	
DMS 241, DMS 212	
Semester Offered	Fall

DMS 242: Vascular Ultrasound II

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.

Credits	2.0
Prerequisites	
DMS 241, DMS 241L, DMS 242L	
Corequisites	
DMS 241, DMS 241L, DMS 242L	
Semester Offered	Spring

DMS 242L: Vascular Ultrasound II Lab

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.

Credits	1.0
Prerequisites	
DMS 241, DMS 241L, DMS 242L	
Corequisites	
DMS 241, DMS 241L, DMS 242L	
Semester Offered	Spring

Courses

DMS 250: Comprehensive Review

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.

Credits	3.0
Corequisites	
DMS 242, DMS 242L, DMS 284	
Semester Offered	Spring

DMS 251: Patient Care

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.

Credits	1.0
Prerequisites	
DMS 201	
Corequisites	
DMS 224, DMS 224L, DMS 232, DMS 232L, DMS 284	
Semester Offered	Summer

DMS 281: Clinical Practicum

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.

Credits	3.0
Semester Offered	Spring

DMS 282: Clinical Practicum II

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.

Credits	3.0
Prerequisites	
DMS 281	
Corequisites	
DMS 212, DMS 223, DMS 223L, DMS 241, DMS 241L	
Semester Offered	Spring

Courses

DMS 283: Clinical Practicum III

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.

Credits	4.0
Prerequisites	
DMS 282	
Corequisites	
DMS 224, DMS 224L, DMS 232, DMS 232L, DMS 251	
Semester Offered	Summer

DMS 284: Clinical Practicum IV

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.

Credits	4.0
Prerequisites	
DMS 283, DMS 242, DMS 242L, DMS 250	
Corequisites	
DMS 283, DMS 242, DMS 242L, DMS 250	
Semester Offered	Fall

DMS 285: Clinical Practicum V

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.

Credits	4.0
Prerequisites	
DMS 285	
Semester Offered	Summer

Early Childhood Education

EC 209: Learning Environment for Children

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.

Credits	3.0
Semester Offered	Spring

EC 210: Introduction to Early Childhood Education

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.

Credits	3.0
Semester Offered	Fall

EC 211: Observation, Assessment, and Interpretation Techniques

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.

Credits	3.0
Prerequisites	
EC 210	
Corequisites	
EC 210	
Semester Offered	Spring

EC 213: Language & Literacy in ECE

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.

Credits	3.0
Semester Offered	Fall

Courses

EC 222: Administration & Leadership in ECE

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.

Credits	3.0
Semester Offered	Spring

EC 233: Pre-K Methods & Materials

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.

Credits	3.0
Semester Offered	Spring

EC 236: Social/Emotional Development & Guidance

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.

Credits	3.0
Semester Offered	Fall, Spring

EC 238: Home, School & Communication Relations

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.

Credits	3.0
Prerequisites	
EC 210	
Semester Offered	Spring

Economics

ECON 201: Principles of Microeconomics

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.

Credits	**3.0**
Semester Offered	**Fall, Spring**
General Education Area	**(ND: SS)**

ECON 202: Principles of Macroeconomics

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.

Credits	**3.0**
Semester Offered	**Fall, Spring**
General Education Area	**(ND: SS)**

Education

EDUC 101: Introduction to Para Education

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.

Credits	**1.0**
Semester Offered	**Fall, Spring**

EDUC 220: Classroom Management

This course is an introduction to K-6 classroom management techniques for the paraeducator. Topics include physical space, behavioral norms, safety, time management, managing student work, and managing other special classroom needs.

Credits	**3.0**
Semester Offered	**Fall, Spring**

EDUC 250: Introduction to Education

A study of teachings as a profession including the historical, philosophical, social, and psychological foundations of education.

Credits	**2.0**
Semester Offered	**Fall**

EDUC 260: Educational Psychology

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.

Credits	3.0
Semester Offered	Spring

EDUC 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

EDUC 298: Introduction to Educational Practicum

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

Credits	1.0
Prerequisites	
EDUC 250	
Corequisites	
EDUC 250	
Semester Offered	Fall, Spring

Emergency Medical Services

EMS 208: Introduction to Emergency Pre-Hospital

This is an introductory course for paramedic students. It will build on the knowledge gained during the student's EMT-Basic education and experiences as well as introducing the student to the expanded role of the Paramedic. Topics include roles and responsibilities, EMS systems, the well-being of the paramedic, illness and injury prevention, medical/legal issues, ethics, general principles of pathophysiology, therapeutic communications, and life span development.

Credits	1.0
Semester Offered	Summer

Courses

EMS 210: Pre-Hospital Pharmacology

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

Credits	2.0
Prerequisites	
EMS 208	
Corequisites	
EMS 208	
Semester Offered	Summer

EMS 214: Pre-Hospital Patient Assessment

This course introduces the paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation.

Credits	3.0
Prerequisites	
EMS 208	
Corequisites	
EMS 208	
Semester Offered	Summer

EMS 215: Airway/Ventilatory Management

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.

Credits	2.0
Prerequisites	
EMS 208	
Corequisites	
EMS 208	
Semester Offered	Fall

Courses

EMS 216: Trauma Management

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.

Credits	2.0
Prerequisites	
EMS 214	
Corequisites	
EMS 214	
Semester Offered	Spring

EMS 218: Respiratory Emergencies

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.

Credits	2.0
Prerequisites	
EMS 215	
Corequisites	
EMS 215	
Semester Offered	Fall

EMS 220: Cardiac Emergencies

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.

Credits	5.0
Prerequisites	
EMS 214	
Corequisites	
EMS 214	
Semester Offered	Fall

EMS 222: Medical Emergencies

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.

Credits	**3.0**
Prerequisites	
EMS 214	
Corequisites	
EMS 214	
Semester Offered	Spring

EMS 224: Special Considerations

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.

Credits	**2.0**
Prerequisites	
EMS 214	
Corequisites	
EMS 214	
Semester Offered	Fall

EMS 235: EMS Operations

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.

Credits	**2.0**
Prerequisites	
EMS 208	
Corequisites	
EMS 208	
Semester Offered	Spring

Courses

EMS 240: Hospital Clinical

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.

Credits	4.0
Prerequisites	
EMS 275	
Corequisites	
EMS 275	
Semester Offered	**Fall**

EMS 250: Hospital Clinical II

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.

Credits	4.0
Prerequisites	
EMS 275, EMS 240	
Corequisites	
EMS 275, EMS 240	
Semester Offered	**Spring**

EMS 275: Introducction to Clinical Experience

This course is designed to introduce the paramedic student to BLS and ALS prehospital operations. The student will become familiar with basic ambulance operations, equipment and how an EMS system works. The student will also become familiar with procedures and care provided by paramedics in the field and function as the team leader on BLS calls. The student will function under the direction of a preceptor. The student will input patient contact information into the FISDAP Internet data collection system.

Credits	2.0
Prerequisites	
EMS 208	
Corequisites	
EMS 208	
Semester Offered	**Summer**

EMS 276: Field Clinical I

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.

Credits	2.0
Prerequisites	
EMS 275	
Corequisites	
EMS 275	
Semester Offered	Fall

EMS 277: Field Clinical II

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.

Credits	4.0
Prerequisites	
EMS 275, EMS 276	
Corequisites	
EMS 275, EMS 276	
Semester Offered	Spring

EMS 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

English

ENGL 110: College Composition I

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

Credits	3.0
Prerequisites	
Appropriate English placement test score or ASC 87 with a grade of C or higher.	
Semester Offered	Fall, Spring
General Education Area	(ND: ENGL)

ENGL 120: College Composition II

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

Credits	3.0
Prerequisites	
ENGL 110	
Semester Offered	Fall, Spring
General Education Area	(ND: ENGL)

ENGL 125: Introduction to Professional Writing

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.

Credits	3.0
Prerequisites	
ENGL 110	
Semester Offered	Fall, Spring
General Education Area	(ND: ENGL)

Courses

ENGL 211: Introduction to Creative Writing

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

Credits	3.0
Prerequisites	
ENGL 110	
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

ENGL 220: Introduction to Literature

Reading and discussion of representative examples of poetry, drama, and fiction, with emphasis on the use of common literary terminology.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

ENGL 221: Introduction to Drama

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

Credits	3.0
Semester Offered	Fall
General Education Area	(ND: HUM)

ENGL 222: Introduction to Poetry

An examination of poetic forms including the uses of figurative language and the techniques of rhythm and meter.

Credits	3.0
Prerequisites	
ENGL 120	
Semester Offered	Fall

ENGL 224: Introduction to Fiction

The study of representative short stories and novels and their historical and literary backgrounds.

Credits	3.0
Prerequisites	
[ENGL 110](#)	
Semester Offered	Spring
General Education Area	(ND: HUM)

ENGL 225: Introduction to Film

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

Credits	3.0
Semester Offered	Fall
General Education Area	(ND: HUM)

ENGL 236: Women and Literature

The study of literary texts by and about women including gender roles as a literary theme.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

ENGL 238: Children's Literature

The study of texts suitable for reading by elementary-aged school children with emphasis on the analysis of literary characteristics which determine age-appropriateness.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

ENGL 242: World Literature II

Continuing survey of the western European tradition, including representative text from the Renaissance through the modern world.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: HUM)

ENGL 251: British Literature I

A survey of major works and writers in British Literature from the Anglo-Saxon Period through the Eighteenth Century.

Credits	**3.0**
Semester Offered	**Fall**
General Education Area	**(ND: HUM)**

ENGL 252: British Literature II

A survey of major works and writers in British Literature from the Romantic Age to the present.

Credits	**3.0**
Semester Offered	**Fall**
General Education Area	**(ND: HUM)**

ENGL 261: American Literature I

A survey of major works and writers in American Literature from the British Colonial Period through the Civil War.

Credits	**3.0**
Semester Offered	**Fall**
General Education Area	**(ND: HUM)**

ENGL 262: American Literature II

A survey of major works and writers in American Literature from the Civil War to the present.

Credits	**3.0**
Semester Offered	**Fall**
General Education Area	**(ND: HUM)**

ENGL 278: Altertnative Literature

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 share with "high" literature.

Credits	**3.0**
Semester Offered	**Fall, Spring**
General Education Area	**(ND: HUM)**

Environmental Technology

ENVT 105: Surveying

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

Credits	1.0
Semester Offered	Spring

ENVT 110: Introduction to GPS

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

Credits	2.0
Semester Offered	Spring

ENVT 255: Introduction to GIS

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).

Credits	4.0
Prerequisites	
ENVT 110	
Semester Offered	Spring

ENVT 270: Water Resource Management

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.

Credits	4.0
Semester Offered	Fall

ENVT 296: Capstone: Environmental Technology

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

Credits	1.0
Prerequisites	
Instructor Approval and Sophmore Standing	
Semester Offered	Spring

ENVT 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Forestry

FORS 250: Diseases of Trees & Shrubs

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.

Credits	3.0
Semester Offered	Fall

FORS 255: Urban Trees and Shrubs

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

Credits	4.0
Semester Offered	Fall

FORS 260: Parks and Urban Greenspaces

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.

Credits	3.0
Semester Offered	Fall

FORS 263: Urban Forest Management

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.

Credits	3.0
Semester Offered	Spring

FORS 265: Arboriculture Practices

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.

Credits	3.0
Semester Offered	Fall

FORS 273: Arboriculture I

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.

Credits	3.0
Semester Offered	Fall

FORS 275: Arboriculture II

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.

Credits	3.0
Semester Offered	Spring

FORS 280: Principles of Pruning

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.

Credits	3.0
Semester Offered	Spring

FORS 290: Capstone: Urban Forestry

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.

Credits	1.0
Semester Offered	Spring

FORS 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

French

FREN 101: First Year French I

This course seeks to develop a student's ability to speak, write and comprehend functional French.

Credits	4.0
Semester Offered	Fall
General Education Area	(ND: HUM)

FREN 102: First Year French II

A continuation of FREN 101.

Credits	4.0
Prerequisites	
FREN 101	
Semester Offered	Spring
General Education Area	(ND: HUM)

Geology

GEOL 100: Earth Science

A lecture and laboratory course which surveys topics in geology, oceanography, meteorology, and astronomy. Through field experiences and labs, students will focus on the cycles and processes that shape the earth and our universe. This class meets the requirements for a general education science, especially appropriate as a science for educator's course.

Credits	4.0
Semester Offered	Fall

GEOL 105: Physical Geology

A lecture and laboratory study of the Earth as a physical body; its structure, composition, and the geologic processes acting on and within the Earth.

Credits	**4.0**
Semester Offered	**Fall, Spring**
General Education Area	**(ND: LABSC)**

Gerontology

GERO 130: Introduction to Human Services

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.

Credits	**2.0**
Semester Offered	**Fall**

GERO 240: Administering Medications

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

Credits	**3.0**
Prerequisites	
[NURS 100](#)	
Semester Offered	**Spring**

GERO 256: Development of Social Welfare

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

Credits	**3.0**
Semester Offered	**Spring**

GERO 285: Home Health Financial Management

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.

Credits	**1.0**
Semester Offered	**Fall, Spring**

GERO 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Health, Physical Education, and Recreation

HPER 100: Concepts of Wellness and Fitness

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.

Credits	2.0
Semester Offered	Fall, Spring

HPER 101: Activity - Canoeing

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

Credits	0.5
Semester Offered	Fall

HPER 101: Activity - Downhill Skiing/Snowboarding

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.

Credits	0.5
Semester Offered	Spring

HPER 101: Activity - Ice Fishing

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.

Credits	0.5
Semester Offered	Spring

Courses

HPER 101: Activity - Golf

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

Credits	0.5
Semester Offered	Spring

HPER 101: Activity - Leisure Activities

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

Credits	0.5
Semester Offered	Spring

HPER 101: Activity - Martial Arts

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.

Credits	1.0
Semester Offered	Spring

HPER 101: Activity - Running

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.

Credits	0.5
Semester Offered	Fall, Spring

HPER 101: Activity - Weight Training

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

Credits	0.5
Semester Offered	Fall

HPER 110: Sports Officiating

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.

Credits	1.0
Semester Offered	Fall

Courses

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HPER 150: Varsity Athletics - Freshman

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

Credits	1.0
Semester Offered	Fall

HPER 151: Varsity Athletics - Freshman

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

Credits	1.0
Semester Offered	Spring

HPER 205: Physical Education for Elementary Children

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.

Credits	2.0
Semester Offered	Spring

HPER 207: Prevention and Care of Injuries

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.

Credits	2.0
Prerequisites	
HPER 210 or Instructor Approval	
Semester Offered	Spring

HPER 208: Introduction to Physical Education

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.

Credits	2.0
Semester Offered	Spring

Courses

HPER 210: First Aid/CPR

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

Credits	1.0
Semester Offered	Fall, Spring

HPER 213: Taping and Bracing

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.

Credits	2.0
Semester Offered	Fall, Spring

HPER 217: Personal and Community Health

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.

Credits	3.0
Semester Offered	Fall

HPER 220: Emergency Medical Technicial

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.

Credits	4.0
Semester Offered	Fall

HPER 221: Emergency Medical Technicial

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.

Credits	4.0
Prerequisites	
HPER 220	
Semester Offered	Spring

Courses

HPER 224: Intramural Sports Administration

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.

Credits	2.0
Semester Offered	Fall

HPER 225: Intramural Sports Administration

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.

Credits	1.0
Semester Offered	Spring

HPER 250: Varsity Athletics - Sophomore

The students involved will be in their second year of active participation in a varsity sport. The varsity sports for which students may register during the fall semester are volleyball, hockey, and basketball. Students in a varsity sport may register for hockey, baseball, basketball, and fast-pitch softball during the spring semester.

Credits	1.0
Semester Offered	Fall

HPER 251: Varsity Athletics - Sophomore

The students involved will be in their second year of active participation in a varsity sport. The varsity sports for which students may register during the fall semester are volleyball, hockey, and basketball. Students in a varsity sport may register for hockey, baseball, basketball, and fast-pitch softball during the spring semester.

Credits	1.0
Semester Offered	Spring

HPER 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

History

HIST 103: United States History to 1877

A survey of United States history to 1877.

Credits	3.0
Semester Offered	Fall
General Education Area	(ND: HIST)

HIST 104: United States Hisotry Since 1877

A survey of United States history since 1877.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: HIST)

HIST 211: World Civilizations to 1500

An introductory survey of world civilizations to 1500

Credits	3.0
Semester Offered	Fall
General Education Area	(ND: HIST)

HIST 212: World Civilizations Since 1500

An introductory survey of world civilizations since 1500.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: HIST)

HIST 220: North Dakota History

A survey of North Dakota history.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HIST)

HIST 224: American Studies 1

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.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: HIST)

HIST 225: American Studies II

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

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: HIST)

Horticulture

HORT 121: Introduction to Aquaponics (Online)

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.

Credits	2.0
Semester Offered	TBA

HORT 122: Production Aquaponics (Online)

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

Credits	1.0
Prerequisites	
HORT 121	
Semester Offered	TBA

HORT 123: Introduction to Hydroponics (Online)

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.

Credits	2.0
Semester Offered	TBA

HORT 136: Residential Landscape Design

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.

Credits	3.0
Semester Offered	Fall

HORT 151: Introduction to Plants and Pests (Online)

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.

Credits	1.0
Semester Offered	TBA

HORT 152: Integrated Pest Management (Online)

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.

Credits	2.0
Semester Offered	TBA

HORT 175: Foliage Plant ID

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.

Credits	2.0
Semester Offered	Fall

HORT 176: Cacti and Succulent ID

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.

Credits	2.0
Semester Offered	Fall

Courses

HORT 181: Specialty Food Crops

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.

Credits	2.0
Semester Offered	Fall, Spring

HORT 182: Specialty Crop Farming

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.

Credits	3.0
Semester Offered	Fall

HORT 221: Aquaponics Management I

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.

Credits	3.0
Prerequisites	
HORT 122	
Semester Offered	Fall, Spring

HORT 222: Aquaponics Management II

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.

Credits	2.0
Prerequisites	
HORT 221	
Semester Offered	Spring

HORT 243: Good Agricultural Practices

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.

Credits	1.0
Semester Offered	Fall, Spring

HORT 249: Greenhouse Operations

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.

Credits	4.0
Semester Offered	Spring

HORT 262: Specialty Crop Marketing (Online)

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

Credits	1.0
Semester Offered	TBA

HORT 281: Floral Retail and Management (Online)

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.

Credits	2.0
Prerequisites	
HORT 177	
Semester Offered	TBA

HORT 282: Garden Planning

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.

Credits	2.0
Semester Offered	Spring

HORT 296: Field Studies - Horticulture

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.

Credits	1.0-3.0
Prerequisites	
Departmental Consent	
Semester Offered	Fall, Spring, Summer

HORT 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

HORT 298: Horticulture Practicum

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

Credits	2.0
Semester Offered	Fall

Human Resource Management

HRM 100: Human Relations and Organizations

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.

Credits	3.0
Semester Offered	Fall

HRM 120: Introduction to Human Resource Management

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.

Credits	3.0
Semester Offered	Fall

HRM 140: Employment Life Cycle

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.

Credits	3.0
Semester Offered	Fall, Spring

Courses

HRM 160: Compensation Administration

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.

Credits	3.0
Semester Offered	Fall, Spring

HRM 170: Employment Training and Development

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.

Credits	3.0
Semester Offered	Spring

HRM 200: Benefits Administration

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

Credits	3.0
Semester Offered	Fall

HRM 210: Employee and Labor Relations

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.

Credits	3.0
Semester Offered	Spring

HRM 230: Employment Policy Administration

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.

Credits	3.0
Semester Offered	Spring

HRM 270: Human Resource Portfolio and Information Systems

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.

Credits	3.0
Semester Offered	Spring

HRM 280: Human Resource Management and Emerging Issues

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.

Credits	3.0
Semester Offered	Spring

HRM 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Humanities

HUM 101: Introduction to Humanities I

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

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

HUM 102: Introduction to Humanities II

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

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

Independent Study

XXXX 294: Independent Study or Directed Study

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

Credits	1.0-3.0
Prerequisites	
Departmental Approval	
Semester Offered	Fall, Spring

XXXX 294: Undergraduate Research

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.

Credits	1.0-3.0
Prerequisites	
Departmental Approval	
Semester Offered	Fall, Spring

Mathematics

MATH 103: College Algebra

Relations and functions, equations and inequalities, complex numbers; polynomial, rational, exponential, and logarithmic functions and systems of equations.

Credits	4.0
Prerequisites	
ASC 94 with a grade of C or higher, or appropriate Math Placement Test Score	
Semester Offered	Fall, Spring
General Education Area	(ND: MATH)

MATH 104: Finite Math

This course addresses areas that have application in the economic, behavioral, social, and life sciences. Topics include linear modeling, systems of linear equations and inequalities; matrix operations; linear programming; mathematics of finance; combinatorics, probability, and expected value; and descriptive statistics. Appropriate use of mathematical technology will be integrated throughout the course.

Credits	4.0
Prerequisites	
ASC 94 with a grade of C or higher, or appropriate Math Placement Test Score	
Semester Offered	Fall, Spring
General Education Area	(ND: MATH)

MATH 105: Trigonometry

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

Credits	4.0
Prerequisites	
MATH 103 or Appropriate Math Placement Test Scores	
Semester Offered	Spring
General Education Area	(ND: MATH)

MATH 107: Precalculus

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

Credits	4.0
Prerequisites	
MATH 103 or Appropriate Math Placement Test Scores	
Semester Offered	Fall, Spring
General Education Area	(ND: MATH)

MATH 110: Mathematics in Society

This course covers a broad range of mathematics that a person would encounter in their daily life. Topics include: statistical interpretation, data visualization, probability, growth models, finance, politics and voting, logic and sets, and the intersection of mathematics and the arts. Throughout, appropriate use of mathematical technology will be emphasized.

Credits	3.0
Prerequisites	
ASC 94 with a grade of C or higher, or appropriate Math Placement Test Score	
Semester Offered	Fall, Spring
General Education Area	(ND: MATH)

MATH 165: Calculus I

Limits, continuity, differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus, and applications.

Credits	4.0
Prerequisites	
MATH 105 or MATH 107, appropriate Math Placement Test Score, or instructor approval	
Semester Offered	Fall
General Education Area	(ND: MATH)

MATH 166: Calculus II

Applications and techniques of integration, polar equations, parametric equations, sequences and series, power series and applications.

Credits	4.0
Prerequisites	
MATH 165	
Semester Offered	Fall
General Education Area	(ND: MATH)

MATH 210: Elementary Statistics

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

Credits	4.0
Prerequisites	
ASC 94 or Appropriate Math Placement Test Score	
Semester Offered	**Fall, Spring**
General Education Area	**(ND: MATH)**

MATH 265: Calculus III

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

Credits	4.0
Prerequisites	
MATH 166	
Semester Offered	**Spring**

MATH 266: Introduction to Differential Equations

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

Credits	4.0
Prerequisites	
MATH 265	
Semester Offered	**Spring**

MATH 277: Math for Elementary Teachers

A mathematics content course for prospective elementary school teachers. Topics include problem solving, numeration systems, real numbers, and elementary number theory. Calculators, computers, and manipulatives are used in the course.

Credits	3.0
Prerequisites	
MATH 103	
Semester Offered	**Fall, Spring**

MATH 278: Mathematics for Elementary Teachers II

A mathematics content course for prospective elementary school teachers that integrates the understanding of content and development of processes. Topics include real numbers, algebraic thinking, functions, probability, statistics/data analysis, geometry, and linear measure (unit analysis).

Credits	2.0
Prerequisites	
MATH 277	
Semester Offered	Fall, Spring

Nursing

NURS 100: Nurse Assistant Training

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.

Credits	3.0
Semester Offered	Fall, Spring

NURS 120: Foundations of Nursing

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.

Credits	2.0
Corequisites	
NURS 121, NURS 122	
Semester Offered	Fall

NURS 121: Practical Nursing I

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

Credits	4.0
Corequisites	
NURS 120, NURS 122	
Semester Offered	Fall

NURS 122: Clinical Practice II

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.

Credits	3.0
Corequisites	
NURS 120, NURS 121	
Semester Offered	Fall

NURS 124: Clinical Practice II

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.

Credits	3.0
Prerequisites	
NURS 120, NURS 121, NURS 122	
Corequisites	
NURS 127, PHRM 215	
Semester Offered	Spring

NURS 126: Clinical Practice III

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.

Credits	3.0
Prerequisites	
NURS 120 to NURS 124, PHRM 215	
Corequisites	
NURS 129	
Semester Offered	Summer

NURS 127: Practical Nursing II: Introduction to Medical Surgical Nursing

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.

Credits	2.0
Prerequisites	
NURS 120, **NURS 121**, **NURS 122**	
Corequisites	
NURS 124, **PHRM 215**	
Semester Offered	Spring

NURS 129: Practical Nursing III

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.

Credits	3.0
Prerequisites	
NURS 120 to **NURS 124**, **PHRM 215**	
Corequisites	
NURS 126	
Semester Offered	Summer

NURS 145: Introduction to Maternal Child Nursing

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.

Credits	2.0
Prerequisites	
NURS 120, **NURS 121**, **NURS 122**	
Semester Offered	Spring

NURS 224: Professional Role Development

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

Credits	2.0
Prerequisites	
Admission to ADN Program	
Corequisites	
NURS 225, **NURS 226**, **NURS 227**, NCLEX Review	
Semester Offered	**Fall**

NURS 225: Alterations in Health I

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.

Credits	3.0
Prerequisites	
Admission to ADN Program	
Corequisites	
NURS 224, **NURS 225**, **NURS 226**, NCLEX Review	
Semester Offered	**Fall**

NURS 226: Maternal Child Nursing

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.

Credits	3.0
Prerequisites	
Admission to ADN Program	
Corequisites	
NURS 224, **NURS 225**, **NURS 227**, NCLEX Review	
Semester Offered	**Fall**

NURS 227: Clinical Applications I

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.

Credits	4.0
Prerequisites	
Admission to ADN Program	
Corequisites	
NURS 224, NURS 225, NURS 226, NCLEX Review	
Semester Offered	**Fall**

NURS 228: Alterations in Health II

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.

Credits	4.0
Prerequisites	
NURS 224 to NURS 227, BIOL 202, NCLEX Review	
Corequisites	
NURS 229, NURS 237, Elective, NCLEX Review	
Semester Offered	**Spring**

NURS 229: Health Promotion and Psychosocial Nursing

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.

Credits	2.0
Prerequisites	
NURS 224 to NURS 227, NCLEX Review	
Corequisites	
NURS 228, NURS 237, Elective, NCLEX Review	
Semester Offered	**Spring**

NURS 237: Clinical Applications II

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.

Credits	5.0
Prerequisites	
NURS 224 to NURS 227, NCLEX Review	
Corequisites	
NURS 228, NURS 229, Elective, NCLEX Review	
Semester Offered	Spring

NURS 259: RN Role Transition

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

Credits	1.0
Prerequisites	
Admission to ADN Program	
Semester Offered	Spring

Nutrition

NUTR 240: Principles of Nutrition

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.

Credits	3.0
Semester Offered	Fall, Spring

Office & Technology Education

BOTE 108: Business Mathematics

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

Credits	3.0
Semester Offered	Fall, Spring

Courses

BOTE 147: Word Processing

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.

Credits	3.0
Prerequisites	
Keyboarding Skills	
Semester Offered	Fall, Spring

BOTE 152: Keyboarding II

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.

Credits	3.0
Semester Offered	Fall, Spring

BOTE 209: Office Management

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.

Credits	3.0
Semester Offered	Fall

BOTE 210: Business Communications

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.

Credits	3.0
Prerequisites	
ASC087, ENGL 110 or Instructor Approval	
Semester Offered	Fall, Spring

BOTE 217: Records Management

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.

Credits	3.0
Semester Offered	Fall, Spring

BOTE 218: Desktop Publishing

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

Credits	3.0
Semester Offered	Fall, Spring

BOTE 247: Spreadsheet Applications

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

Credits	3.0
Semester Offered	Spring

Pharmacy

PHRM 215: Introduction to Pharmacology

A fundamental discussion of the scope of pharmacology, including terminology used. Drug laws, dosage forms and patient variabilities that affect drug usage will be covered. Important drugs used in practice will be studied including basic principles, therapeutic uses, and adverse effects.

Credits	3.0
Semester Offered	Fall, Spring

Photography

PHOT 150: The Digital Darkroom

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

Credits	3.0
Semester Offered	Fall, Spring

PHOT 180: Photography I

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

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: FA)

PHOT 190: Principles of Lighting

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.

Credits	**3.0**
Prerequisites	
[PHOT 180](#)	
Corequisites	
[PHOT 180](#)	
Semester Offered	**Fall, Spring**

PHOT 192: Photography Practicum I

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.

Credits	**1.0**
Prerequisites	
[PHOT 180](#), [PHOT 150](#)	
Corequisites	
[PHOT 180](#), [PHOT 150](#)	
Semester Offered	**Fall**

PHOT 193: Photography Practicum II

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.

Credits	**1.0**
Prerequisites	
[PHOT 150](#), [PHOT 180](#), [PHOT 190](#)	
Corequisites	
[PHOT 150](#), [PHOT 180](#), [PHOT 190](#)	
Semester Offered	**Spring**

PHOT 210: Intermediate Photography

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.

Credits	3.0
Prerequisites	
PHOT 150, PHOT 180	
Corequisites	
PHOT 150, PHOT 180	
Semester Offered	**Fall, Spring**

PHOT 232: Advertising Photography

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

Credits	3.0
Prerequisites	
PHOT 180, PHOT 190, PHOT 150	
Semester Offered	**Fall, Spring**

PHOT 234: Portrait Photography

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

Credits	3.0
Prerequisites	
PHOT 180, PHOTE 190, PHOT 150	
Semester Offered	**Fall, Spring**

Courses

PHOT 240: Outdoor Photography

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

Credits	3.0
Prerequisites	
PHOT 180, PHOT 150 or instructor approval	
Semester Offered	Fall, Spring

PHOT 285: Photography Concepts

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.

Credits	3.0
Prerequisites	
PHOT 180, PHOT 190, PHOT 150	
Semester Offered	Fall, Spring

PHOT 287: Documentary Photography

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.

Credits	3.0
Prerequisites	
PHOT 180, PHOT 190, PHOT 150	
Semester Offered	Fall, Spring

PHOT 289: Photography Portfolio

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.

Credits	3.0
Prerequisites	
Instructor Approval	
Semester Offered	Fall, Spring

PHOT 292: Photography Practicum III

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.

Credits	3.0
Prerequisites	
PHOT 180, PHOT 190, PHOT 150	
Semester Offered	**Fall**

PHOT 293: Photography Practicum IV

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.

Credits	3.0
Prerequisites	
PHOT 180, PHOT 190, PHOT 150	
Semester Offered	**Fall, Spring**

PHOT 296: Study Abroad: Outdoor Photography

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.

Credits	3.0
Prerequisites	
PHOT 180, PHOT 150 **or Instructor Approval**	
Semester Offered	**TBA**

Physics

PHYS 120: Fundamentals of Physics

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

Credits	4.0
Prerequisites	
High School Algebra	
Semester Offered	Spring
General Education Area	(ND: LABSC)

PHYS 211: College Physics I

The non-calculus physics course sequence recommended for pre-medical and preprofessional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics includes lab.

Credits	4.0
Prerequisites	
MATH 103	
Semester Offered	Fall
General Education Area	(ND: LABSC)

PHYS 212: College Physics II

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.

Credits	4.0
Prerequisites	
PHYS 211	
Semester Offered	Spring
General Education Area	(ND: LABSC)

PHYS 251: University Physics I

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.

Credits	5.0
Prerequisites	
MATH 165	
Semester Offered	Fall
General Education Area	(ND: LABSC)

PHYS 252: University Physics II

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.

Credits	5.0
Prerequisites	
PHYS 251	
Semester Offered	Spring
General Education Area	(ND: LABSC)

Plant Science

PLSC 110: World Food Crops

Scientific principles of crop growth, worldwide production, management alternatives, and processing for domestic and international consumption. Course includes a lab component.

Credits	3.0
Semester Offered	Fall

PLSC 210: Horticulture Science

Principles of plant classification, structure, function, growth, propagation, culture, and use of horticultural crops. Covers vegetable and fruit production in the home garden, growing flowers and planting flower beds, and landscaping principles and materials.

Credits	4.0
Semester Offered	Fall

PLSC 223: Introduction to Weed Science

Introduction of a basic knowledge of weeds, herbicide groups, the use of pesticides, economic and environmental considerations, personal safety, modes of action and terminology.

Credits	3.0
Semester Offered	Spring

PLSC 225: Principles of Crop Production

Principles of field crop production with emphasis on relationships of crops to their climate and production considerations as a means of managing resources and the environment.

Credits	3.0
Semester Offered	Spring

PLSC 235: Field Scouting Techniques

The purpose of this course is to provide students the skills necessary for proper pest identification and crop scouting techniques. Information such as crop growth and development, pest life cycles, damage symptoms and economic thresholds will be covered. Communications skills and presentation techniques will also be emphasized.

Credits	1.0
Semester Offered	Spring

PLSC 255: Plant Disease Management

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.

Credits	3.0
Semester Offered	Spring

PLSC 261: Hemp Production Practicum

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.

Credits	2.0
Semester Offered	Spring

PLSC 262: Hemp Production Practicum

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.

Credits	2.0
Semester Offered	Summer

PLSC 263: Hemp Production Practicum

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.

Credits	2.0
Semester Offered	Fall

PLSC 268: Plant Propagation

Students learn the principles and practices of seed propagation and of asexual propagation--cuttings, layering division, specialized structures, grafting, budding and micropropagation.

Credits	2.0
Semester Offered	Spring

PLSC 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Psychology

PSYC 111: Introduction to Psychology

This course involves the scientific study of behavior and mental processes. It is a basic prerequisite to most other psychology classes.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: SS)

PSYC 250: Developmental Psychology

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.

Credits	3.0
Prerequisites	
PSYC 111	
Semester Offered	Fall, Spring
General Education Area	(ND: SS)

PSYC 270: Abnormal Psychology

A survey of the classification, symptoms, and etiology of psychological disorders. This class focuses on the entire range and scope of human behavior, including theoretical, etiological, epidemiological, and phenomenological approaches to mental illness. It is intended that the student increases their understanding of psychopathology in general and learn more about basic psychological disorders. The course will also explore the aspects of social consequences and treatment options offered in the past and at the current time.

Credits	3.0
Prerequisites	
PSYC 111	
Semester Offered	Fall, Spring
General Education Area	(ND: SS)

PSYC 280: Introduction to Health Psychology

Describes the interaction of psychology and health, including the ways in which thoughts, emotions, and behavior influence one's health.

Credits	3.0
Prerequisites	
PSYC 111	
Semester Offered	Fall, Spring
General Education Area	(ND: SS)

Range Science

RNG 225: Introduction to Natural Resources

This course explores the history, ecological, and social foundations of the conservation movement regarding natural resources at a state, national, and global levels. A wide range of perspectives is presented to help students develop a personal philosophy towards natural resources. Topics covered will include resource management of soil, water, forests, wetlands, coasts, wildlife, and food systems. The course also explores jobs in the Natural Resources world and offers opportunities to investigate career paths. Introduction to scientific theories and their relation to natural resources and agriculture. Influence of these theories on current perspectives toward the environment.

Credits	3.0
Semester Offered	Fall

RNG 236: Introduction to Range Management

Principles of range management, range evaluation, and range improvement.

Credits	4.0
Prerequisites	
BIOL 150, BIOL 211 or Instructor Approval	
Semester Offered	Fall

Recreation and Leisure Services

RLS 110: Foundations of Recreation

This course explores the history, ecological, and social foundations of the conservation movement regarding natural resources at a state, national, and global levels. A wide range of perspectives is presented to help students develop a personal philosophy towards natural resources. Topics covered will include resource management of soil, water, forests, wetlands, coasts, wildlife, and food systems. The course also explores jobs in the Natural Resources world and offers opportunities to investigate career paths. Introduction to scientific theories and their relation to natural resources and agriculture. Influence of these theories on current perspectives toward the environment.

Credits	3.0
Semester Offered	Fall

Courses

RLS 210: Environmental Education

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.

Credits	3.0
Semester Offered	Fall

RLS 212: Principles of Interpretation

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.

Credits	3.0
Semester Offered	Spring

RLS 215: Recreation Areas & Facilities

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

Credits	3.0
Semester Offered	Fall, Spring

RLS 222: Recreation Program Planning

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

Credits	3.0
Semester Offered	Fall & Spring Odd Years

RLS 271: Fundamentals of Recreation and Resource Management

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.

Credits	3.0
Semester Offered	Spring Even Years

RLS 280: Community & Commercial Recreation

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

Credits	3.0
Semester Offered	Spring Even Years

Courses

RLS 285: Natural Resource Law

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.

Credits	3.0
Semester Offered	Spring Odd Years

RLS 286: Recreation Administration

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.

Credits	3.0
Semester Offered	Fall, Spring

RLS 288: Accessibility and Public Policy in Leisure Services

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.

Credits	3.0
Semester Offered	Fall, Spring

RLS 290: Introduction to Inclusive Recreation

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.

Credits	3.0
Semester Offered	Fall

RLS 297: Internship

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

Credits	2.0-4.0
Prerequisites	
Instructor Approval 2.0 GPA	
Semester Offered	Fall, Spring

Sociology

SOC 110: Introduction to Sociology

An introductory analysis of the nature of society, the interrelationship of its component groups and the process whereby society persists and changes.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: SS)

SOC 115: Social Problems

A sociological analysis of major social problems.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: SS)

SOC 220: The Family

The social institution of the family will be analyzed by the sociological perspective. Analyzation and evaluation of the factors (courtship, marriage, child-parent relationships, divorce) that create, maintain, or change social problems in our society will be a focus. We will study and learn about the contemporary American family by considering social class, ethnic background, and diverse family situations.

Credits	3.0
Semester Offered	Spring
General Education Area	(ND: SS)

SOC 251: Gerontology

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.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: SS)

Soil Science

SOIL 210: Introduction to Soil Science

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.

Credits	3.0
Semester Offered	Fall, Spring

SOIL 222: Soil Fertility and Fertilizers

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.

Credits	3.0
Semester Offered	Spring

Special Education

SPED 101: Introduction to Developmental Disabilities

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.

Credits	3.0
Semester Offered	Fall

SPED 110: Introduction to Exceptional Children

The course introduces and examines exceptionalities of learning with a focus on understanding current social and educational responsibilities.

Credits	3.0
Semester Offered	Spring

Special Topics

XXXX 199: Special Topics or Reading Course

This course will generally involve experience with a practical career-oriented topic and is intended to provide flexibility in the career-technical programs.

Credits	1.0-3.0
Prerequisites	
Curriculum committee Consent & Departemental Approval	
Semester Offered	Fall, Spring

XXXX 299: Special Topics or Reading Course

This course will generally involve experience with a practical career-oriented topic and is intended to provide flexibility in the career-technical programs.

Credits	1.0-3.0
Prerequisites	
Curriculum committee Consent & Departemental Approval	
Semester Offered	Fall, Spring

Theatre

THEA 201: Theatre Practicum

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

Credits	3.0
Semester Offered	Fall even years
General Education Area	(ND: HUM)

Tourism

TOUR 212: Principles of Tournism

Overview of tourism including historical issues and current trends, travel behavior, tourism planning and policy, tourism impacts and tourism promotion.

Credits	3.0
Semester Offered	Fall even years

University Studies

UNIV 101: Leadership Through Service

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

Credits	1.0
Semester Offered	Fall, Spring

UNIV 102: Leadership Through Service

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

Credits	1.0
Semester Offered	Spring

UNIV 105: First Year Experience

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.

Credits	1.0
Semester Offered	Fall, Spring

UNIV 110: College Study Skills

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.

Credits	1.0
Semester Offered	Fall, Spring

UNIV 120: College Success

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.

Credits	1.0
Semester Offered	Fall

UNIV 121: Life Skills

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.

Credits	1.0
Semester Offered	Fall, Spring

Unmanned Aircraft Systems

UAS 101: Introduction to UAS Operations

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.

Credits	3.0
Semester Offered	Fall

UAS 102: Basic UAS Flight Training

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

Credits	1.0
Prerequisites	
UAS 101	
Corequisites	
UAS 101	
Semester Offered	Fall

UAS 107: Commercial UAS Operations

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.

Credits	2.0
Semester Offered	Spring

UAS 210: UAS Applications in Agriculture

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.

Credits	2.0
Semester Offered	Spring

UAS 297: Internship

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

Credits	1.0-6.0
Prerequisites	
Instructor Approval 2.0 GPA	
Corequisites	
None	
Semester Offered	Fall, Spring

Women's Studies

WS 110: Introduction to Women's Studies

Exploration of a range of social, domestic, and global issues related to women; development of a feminist framework for thinking and writing about women.

Credits	3.0
Semester Offered	Fall, Spring
General Education Area	(ND: HUM)

Faculty

Lynsey Aberle

Degree
B.S.
Position
Instructor
Department
Farm Management
Year Hired
2018
Bio
https://www.dakotacollege.edu/about/directory/Lynsey-Aberle

Dr. Gary Albrightson

Degree
Ph.D.
Position
Professor
Department
Arts & Humanities
Year Hired
2003
Bio
https://www.dakotacollege.edu/about/directory/Gary-Albrightson

Paige Baade

Degree
B.S.N
Position
Assistant Dean
Department
Nursing & Health Professions
Year Hired
2018
Bio
https://www.dakotacollege.edu/about/directory/Paige-Baade

Dr. Linda Burbidge

Degree
Ph.D.
Position
Instructor
Department
Agriculture
Year Hired
2019
Bio
https://www.dakotacollege.edu/faculty-and-staff/directory/Linda-Burbidge

Annie Capener

Degree
M.B.A.
Position
Instructor
Department
Dental
Year Hired
2024

Michelle Cauley

Degree
M.S.
Position
Instructor
Department
Natural Resources
Year Hired
2023
Bio
https://www.dakotacollege.edu/about/directory/Michelle-Cauley

Chad Chapman

Degree
M.S.
Position
Instructor
Department
Biology
Year Hired
2024
Bio
https://www.dakotacollege.edu/about/directory/Chad-Chapman

Tracy Chisholm

Degree
M.A.T.M.
Position
Professor
Department
Mathematics
Year Hired
2013
Bio
https://www.dakotacollege.edu/about/directory/Tracy-Chisholm

Cody Clemenson

Degree
B.S.
Position
Clay Target Coach/Instructor
Department
Athletics/Natural Resources
Year Hired
2020
Bio
https://www.dakotacollege.edu/about/directory/Cody-Clemenson

Tara DeCrans

Degree
RN
Position
Assistant Professor
Department
Nursing
Year Hired
2020
Bio
https://www.dakotacollege.edu/about/directory/Tara-Decrans

Raquel Dugan-Dibble

Degree
B.S.
Position
Instructor
Department
Agriculture
Year Hired
2022
Bio
https://www.dakotacollege.edu/about/directory/Raquel-Dugan-Dibble

Carolyn Espe

Degree

M.S.N.

Position

Instructor

Department

Nursing

Year Hired

2023

Bio

https://www.dakotacollege.edu/about/directory/Carolyn-Espe

Jaquelyn Gibbon

Degree

M.S.N.

Position

Instructor

Department

Nursing

Year Hired

2023

Bio

https://www.dakotacollege.edu/about/directory/Jackie-Gibbon

Corey Gorder

Position

Associate Dean for Student Affairs

Bio

https://www.dakotacollege.edu/about/directory/Corey-Gorder

Trisha Haman

Degree

B.A.

Position

Instructor

Department

Information Technology

Year Hired

2017

Bio

https://www.dakotacollege.edu/about/directory/Trisha-Haman

Erika Hamilton

Degree
Ed.S.
Position
Instructor
Department
Education
Year Hired
2024
Bio
https://www.dakotacollege.edu/about/directory/Erika-Hamilton

Heidi Hauf

Degree
B.S.
Position
Instructor
Department
Allied Health
Year Hired
2024
Bio
https://www.dakotacollege.edu/about/directory/Heidi-Hauf

Ricki Hill

Degree
B.A.
Position
Instructor
Department
Dental
Year Hired
2023

Susan Indvik

Degree
M.S.N.
Position
Instructor
Department
Nursing
Year Hired
2024
Bio
https://www.dakotacollege.edu/about/directory/Susan-Indvik

Scott Johnson

Degree

M.A.T.M.

Position

Professor

Department

Mathematics

Year Hired

1999

Bio

https://www.dakotacollege.edu/about/directory/Scott-Johnson

Duane Kabanuk

Degree

B.S.

Position

Instructor

Department

Farm Management

Year Hired

2023

Bio

https://www.dakotacollege.edu/about/directory/Duane-Kabanuk

Keri Keith

Degree

M.A.

Position

Professor

Department

Advertising & Marketing

Year Hired

2008

Bio

https://www.dakotacollege.edu/about/directory/Keri-Keith

Dr. Lexi Kvasnicka-Gates

Degree

Ph.D.

Position

Professor

Department

Social Science

Year Hired

2011

Bio

https://www.dakotacollege.edu/about/directory/Lexi-Kvasnicka-Gates

Mark LaCroix

Degree
B.S.
Position
Head Men's Baseball Coach
Department
Athletics
Year Hired
2018
Bio
https://www.dakotacollege.edu/about/directory/Mark-Lacroix

Jason Lindgren

Degree
M.B.A.
Position
Head Women's Softball Coach
Department
Athletics
Year Hired
2023
Bio
https://www.dakotacollege.edu/about/directory/Jason-Lindgren

Reed Loucks

Degree
B.S.
Position
Head Women's Hockey Coach
Department
Athletics/Physical Education
Year Hired
2020
Bio
https://www.dakotacollege.edu/about/directory/Reed-Loucks

Spenser Luther

Degree
M.A.
Position
Instructor
Department
Arts & Humanities
Year Hired
2024
Bio
https://www.dakotacollege.edu/about/directory/Spenser-Luther

Dr. Zahra Moss

Degree
Ph.D.
Position
Instructor
Department
Social Science/Art
Year Hired
2019
Bio
https://www.dakotacollege.edu/about/directory/Zahra-Moss

Chris Nero

Position
Associate Dean for Administrative Services
Bio
https://www.dakotacollege.edu/about/directory/Christopher-Nero

Kayla O'Toole

Position
Associate Dean for Academic Affairs
Bio

Becky Pfenning

Degree
B.S.N.
Position
Instructor
Department
Nursing
Year Hired
2014
Bio
https://www.dakotacollege.edu/about/directory/Becky-Pfennig

Deidre Pugh

Degree
M.A.
Position
Instructor
Department
Social Science
Year Hired
2023
Bio
https://www.dakotacollege.edu/about/directory/Deidre-Pugh

Valerie Rivera

Degree

M.B.I.

Position

Instructor

Department

Physical Education

Year Hired

2020

Bio

https://www.dakotacollege.edu/about/directory/Deidre-Pugh

Larry Roberts

Degree

B.A.

Position

Head Women's Basketball Coach

Department

Athletics/Physical Education

Year Hired

2022

Bio

https://www.dakotacollege.edu/about/directory/Larry-Roberts

Travis Rybchinski

Degree

B.A.

Position

Head Men's Hockey Coach

Department

Athletics/Physical Education

Year Hired

2001

Bio

https://www.dakotacollege.edu/about/directory/Travis-Rybchinski

Carolyn Rygg

Degree

B.S.

Position

Athletic Director

Department

Athletics

Year Hired

2018

Bio

https://www.dakotacollege.edu/about/directory/Carolyn-Rygg

Dr. Steven Shirley

Position

Campus President

Dr. Carmen Simone

Position

Campus Dean

Bio

https://www.dakotacollege.edu/faculty-and-staff/directory/Carmen-Simone

Karl Sorby

Degree

M.S.

Position

Head Men's Basketball Coach

Department

Athletics

Year Hired

2021

Bio

https://www.dakotacollege.edu/about/directory/Karl-Sorby

Morgan Stutrud

Degree

Master of Agribusiness

Position

Instructor

Department

Farm Business Management

Year Hired

2021

Bio

https://www.dakotacollege.edu/about/directory/Morgan-Stutrud

Dr. Neysha Tirado-Class

Degree

Ph.D.

Position

Instructor

Department

Science

Year Hired

2024

Bio

https://www.dakotacollege.edu/about/directory/Neysha-Tirado-Class-1

Kristy Torpey

Degree

B.S.N.

Position

Instructor

Department

Nursing

Year Hired

2024

Bio

https://www.dakotacollege.edu/about/directory/Kristy-Torpey

Roberta Valella

Degree

B.S.N.

Position

Instructor

Department

Nursing

Year Hired

2020

Bio

https://www.dakotacollege.edu/about/directory/Roberta-Valella