

# NDSCS Online Courses

## Spring 2009 (3-20-09)

**NDSCS reserves the right to cancel a course when the minimum enrollment of 10 students is not met.**

For additional information about online programs and courses, co/prerequisites, course descriptions, technical requirements, or college services, go to <http://ndscsonline.org> or call the Distance Education Office at 1-800-342-4325, ext 3-2347.

**Software Requirements:** Microsoft Word software is needed to complete and submit assignments for your online classes. Courses requiring additional software are marked, and the explanation of each code is listed at the end of the class listing.

**Science Labs Not Online:** The science labs are not online and will meet on the NDSCS campus on dates listed. Students must attend all dates to complete the lab as there are no make-up sessions for most classes. Lab manuals may be ordered from the NDSCS Bookstore.

**Entry-Level Requirements:** All NDSCS students must meet the NDSCS Entry-Level Requirements which are listed on our web page at <http://www.ndscs.edu/steffectiveness/placementguide.jsp>. Minimum ACT or COMPASS test scores are required for English and Math classes. Contact Distance Education if you need help finding a COMPASS test site near you.

**Tutoring:** 24/7 online tutoring services are available for online students in certain subject areas.

**FULL-SEMESTER COURSES** (Credits are in parentheses)  
**The following courses begin January 13 and end May 15, unless otherwise noted. Class numbers needed for registration are included.**

ACCT 201 Elements of Accounting II (4) ①  
 Class #14737, C Schreiber  
*Prerequisite: ACCT 200*

ARCT 101 Architectural Drafting I (5) ②③  
 Class #16889, J Gorder  
 \$25 Additional Class Fee  
*Prerequisites: ARCT 140 and CAD 120 or instructor approval*

ARCT 133 Residential Methods and Materials (3) ②  
 Class #16891, P Scheerz

ARCT 134 Structural Wood Design (2) ②  
 Class #16895, J Bang  
*Prerequisite: ARCT 133*

ARCT 140 Construction Blueprint Reading (2) ②  
 Class #16897, P Lekang

ARCT 202 Architectural Drafting IV (4) ④  
 Class #16898, J Bang  
 \$25 Additional Class Fee  
*Prerequisite: ARCT 201 or instructor approval*

ARCT 212 Architectural Presentation Techniques (3) ②  
 Class #16899, W Steiner  
 \$10 Additional Class Fee  
*Prerequisite: ARCT 101*

ARCT 223 Renovation and Design (3) ②③  
 Class #16902, L Hauck  
 \$10 Additional Class Fee  
*Prerequisites: ARCT 102, ARCT 133 and ARCT 144*

ARCT 234 Structural Steel Detailing I (3)  
 Class #16903, P Lekang  
*Prerequisites: ARCT 134, CAD 120 and MATH 132*

ARCT 241 Construction Estimating II (3) ②  
 Class #16904, S Mehrer  
 \$10 Additional Class Fee  
*Prerequisite: ARCT 144*

ASC 82 Effective Reading (3)  
 Class #15792, J Roos

ASC 84 Critical Reading (2)  
 Class #15793, J Roos

ASC 87 College Writing Prep (3)  
 Class #15794, S Hagelstrom

ASC 88 Composition Lab (1)  
 Class #15795, S Hagelstrom

ASC 92 Beginning Algebra (3)  
 Class #15796, L Dettmann

BADM 250 eManagement (3)  
 Class #14755, G Anderson

~~BADM 255 eTailoring (3)  
 Class #14756, D Pederson~~

BADM 274 Project Management (3)  
 Class #14902, Staff

BADM 281 Organizational Behavior (3)  
 Class #14759, Ann Smith

~~BIOF 102 Fundamentals of Alternative Energy and the Environment II (3)  
 Class #16858, S King~~

BIOL 115 Human Structure and Function (3)  
 Class #15797, C Armour  
*Corequisite: BIOL 115L*

~~BIOL 124 Environmental Science (3)  
 Class #15201, S King  
 Corequisite: BIOL 124L~~

<del>BIOL 124L</del> Environmental Science Lab (1) Class #15798, S King Corequisite: BIOL 124 <i>Lab meets on campus on Thursdays, 8:00-9:50 a.m. from January 12-May 15 in Haverty Hall, Room 236.</i>	CIS 181	Creating Web Pages II (3) 7 Class #15651, B Schillinger <i>Prerequisite: CIS 180</i>	
BIOL 213	General Pathology (3) Class #15799, K Gyolai	CIS 220	Operating Systems (UNIX) (3) Class #15661, B Hendrickson
BIOL 221	Anatomy and Physiology II (3) Class #16760, A Carley <i>Prerequisite: BIOL 220, Corequisite: BIOL 221L</i>	CIS 233	Vector Graphics and Web Animation (3) 8 Class #19771, B Schillinger
BIOL 221L	Anatomy and Physiology II Lab (1) Class #16761, C Leopold Corequisite: BIOL 221 <i>Lab meets on campus on Saturdays, 8:30 a.m.-6:00 p.m. in Haverty Hall, Room 236 - January 31, February 28, and April 4. Storm make-up lab date: April 25</i>	COMM 110	Fundamentals of Public Speaking (3) Class #16765, J Kaler <i>Students need access to video recorder to videotape speeches</i>
BOTE 108	Business Math (3) Class #14831, C Johnson	CSCI 102	Fundamentals of CyberLaw (3) Class #15681, J Watne
BOTE 142	Office Procedures II (3) Class #14769, C Johnson	CSCI 116	Business Use of Computers (3-4) 6 Class #15684, C Schwantz
BOTE 171	Medical Terminology (4) Class #16762, M Armitage	CSCI 133	Database Concepts I (SQL) (3) Class #15686, J Watne <i>Prerequisite: CSCI 160</i>
BOTE 217	Records Management (3) 2 Class #14772, G Matejcek	CSCI 135	Web Programming (XML) (3) Class #15687, Bonnie Schillinger <i>Prerequisite: CIS 180</i>
BOTE 223	Applied Medical Transcription II (4) Class #16763, P Fedje <i>Prerequisites: BOTE 220 and BOTE 221</i>	<del>CSCI 172</del> Intermediate Visual Basic (3) Class #15689, B Hendrickson <i>Prerequisite: CSCI 122</i>	
BOTE 277	Medical Office Procedures (4) Class #16764, G Young	CSCI 230	Web Database I (ASP/PHP) (3) Class #15691, J Watne
BUSN 120	Fundamentals of Business (3) Class #14762, A Smith	CSCI 333	Database Concepts I (SQL) (3) Class #15686, J Watne <i>Prerequisite: CSCI 160</i>
BUSN 170	Entrepreneurship (3) Class #14764, G Anderson \$25 Additional Class Fee	CT 113	Introduction to Civil Design Applications (3) Class #16906, L Hauck <i>Prerequisite: CAD 120</i>
CAD 120	Introduction to AutoCAD (3) 2 Class #16905, R Stach \$15 Additional Class Fee Latest AutoCAD software will accompany textbook for this course.	ECON 105	Elements of Economics (3) Class #16766, J Gladfelter
CIS 101	Computer Literacy (2) 6 Class #15648, P Hall	ENGL 105	Technical Communications (3) Class #16767, F Johnson
CIS 101	Computer Literacy (2) 6 Class #20087, P Hall (12 week class February 17- May 15)	ENGL 110	College Composition I (3) Class #16768, W King <i>Students must meet entry-level placement requirements</i>
CIS 105	Microcomputer Spreadsheet (Excel) (3) 1 Class #15649, C Schwantz	ENGL 120	College Composition II (3) Class #16769, S Priebe <i>Prerequisite: ENGL 110</i>
CIS 180	Creating Web Pages I (3) Class #15650, B Schillinger	ENGL 125	Introduction to Professional Writing (3) Class #16770, W King
		HIST 102	Western Civilization II (3) Class #16771, D Wesolick
		HIT 181	Health Information Systems (4) 6 Class #16772, J Schmitt

	<i>Prerequisites: HIT 176 and CSCI 116</i>		
HIT 281	Legal Aspects of Health Information (2) ⑥ Class #16773, J Schmitt <i>Prerequisite: HIT 176</i> (First 12 weeks -- January 13-April 17)	NURS 249	PN Leadership (1) Class #15015, K Weigel <i>Prerequisite: Currently licensed practical nurse. BIOL 220/220L and BIOL 221/221L. Pre/Corequisite: MICR 202/202L</i>
HIT 285	Reimbursement Methodologies (3) ⑥ Class #16774, K Rice <i>Prerequisites: HIT 176, HIT 184, and HIT 185</i> (First 12 weeks -- January 13-April 17)	NUTR 240	Principles of Nutrition (and Diet Therapy) (3) Class #16788, V Berg
HIT 286	Intermediate Diagnosis Coding (ICD) (3) ⑥ Class #16775, G Young <i>Prerequisites: HIT 176, HIT 184, and HIT 185</i> <i>Corequisites: BIOL 213 and HIT 288</i> (First 12 weeks -- January 13-April 17)	PHIL 210	Ethics (3) Class #16789, M Ahlsten
HIT 288	Intermediate Procedure Coding (CPT/ICD) (3) ⑥ Class #16776, J Truempler <i>Prerequisites: HIT 176, HIT 184, and HIT 185</i> <i>Corequisites: BIOL 213 and HIT 286</i>	PHIL 213	Societal and Ethical Implications of Technology (3) Class #14956, M Ahlsten
HPER 100	Concepts of Fitness and Wellness (2) Class #15433, J Passa	PHRM 100	Basic Pharmacology for Allied Health (2) Class #14996, R Shaw
HPER 210	First Aid and CPR (2) ⑨ Class #15613, F Mastel <i>A student who possesses a current and approved First Aid and CPR certification may request that it replace a First Aid and CPR class. To determine eligibility, contact the NDSCS Office of Enrollment Services.</i>	PHRM 111	Pharmacy Records and Inventory Management (2) Class #16793, L Straus/K Strandberg <i>Prerequisites: PHRM 101 and PHRM 102</i>
MATH 103	College Algebra (3) ① Class #16777, B Hagelstrom <i>Prerequisite: MATH 102, placement test, or instructor approval</i>	PHRM 125	Pharmacology for Pharmacy Technicians (3) Class #16802, M Plencner <i>Pre/Corequisites: BIOL 115, BOTE 171, PHRM 101 and PHRM 102</i>
MICR 202	Introductory Microbiology (3) Class #16778, A Carley <i>Prerequisite: BIOL 111 or BIOL 220</i>	PHRM 131	Pharmacy Internship – Community Based (3) Class #15004, B Lacher <i>Prerequisites: Successful completion of all core curriculum courses with a grade of 'C' or better. This class is not taught online. Students pay tuition based upon state of residency.</i>
MICR 202L	Introductory Microbiology Lab (1) Class #16779, C Brown <i>Pre/Corequisite: MICR 202</i> <i>Lab meets on campus in Haverly Hall, Room 233, on Fridays 4:00-8:00 p.m. and Saturdays 9:00 a.m.-1:00 p.m. on February 13-14, March 6-7, and March 27-28. Storm make-up lab date May 1-2.</i>	PHRM 141	Pharmacy Internship – Hospital Based (3) Class #15005, B Lacher <i>Prerequisites: Successful completion of all courses with a grade of 'C' or better. This class is not taught online. Students pay tuition based upon state of residency.</i>
NANO 102	Fundamentals of Nanoscience II (3) Class #16784, K Jean <i>Prerequisite: Grade of "C" or better in NANO 101</i>	PSYC 100	Human Relations in Organizations (2) Class #16803, S Washburn
NANO 197	Industry Internship Experience I (1) Class #16785, K Jean <i>Prerequisite: Grade of "C" or better in NANO 101, CHEM 115, and BIOL 150</i>	PSYC 111	Introduction to Psychology (3) Class #16804, S Washburn
NURS 247	Expanded Maternal Child (2) Class #15014, J Rudisel <i>Pre/Corequisites: Satisfactory completion of BIOL 220/220L, BIOL 221/221L, and MICR 202/202L</i>	PSYC 250	Developmental Psychology (3) Class #16805, S Washburn
		PSYC 261	Psychology of Adjustment (3) Class #16806, S Washburn
		PSYC 270	Abnormal Psychology (3) Class #16807, M Durnam <i>Prerequisite: Three credits in Psychology</i>
		SOC 110	Introduction to Sociology (3) Class #16808, K Wolf
		SOC 115	Social Problems (3) Class #16809, C Loe

## HALF SEMESTER COURSES

The following courses run the first half of spring semester (January 13–March 13):

- BOTE 146 Word Processing I (2) ⑤  
Class #16810, A Offerdahl
- BOTE 172 Medical Terminology III (2)  
Class #16811, J Truempler  
*Prerequisite: BOTE 171*
- CT 131 Soil Testing (3) ②  
Class #16908, B Fuder  
*Students are required to attend a one week lab over spring break (March 16-20) from 8:00 a.m.-5:00 p.m. M-F.*
- CT 142 Construction Safety for Civil Technicians (1)  
Class #16907, A Medenwaldt
- HIT 184 Basic ICD-9-CM Coding (3) ⑥  
Class #16812, K Rice  
*Prerequisites: BOTE 171 and BIOL 115*  
*Pre/Corequisite: PHRM 100*
- HPER 210 First Aid and CPR (2)  
(Course not offered online this half semester)  
*A student who possesses a current and approved First Aid and CPR certification may request that it replace a First Aid and CPR class. To determine eligibility, contact the NDSCS Office of Enrollment Services.*
- MATH 132 Technical Algebra I (2)  
Class #16909, N Bartnick

The following courses run the second half of spring semester (March 23 - May 15):

- BOTE 147 Word Processing (2) ⑤  
Class #16813, A Offerdahl  
*Prerequisite: BOTE 146*
- CT 121 Plane Surveying (4)  
Class #22363, J Jelinek  
\$20 Additional Class Fee  
*NOTE: This class also has an on-campus component. Students will meet on campus May 26-29, beginning at 8:00 a.m. May 26.*
- CT 131 Soil Testing (3) ②  
Class #24581, B Fuder  
*Students are required to attend a one week lab on campus from 8:00 a.m.-5:00 p.m. M-F May 18-22*
- CT 192 Surveying Fundamentals (2)  
Class #24634, J Jelinek  
\$20 Additional Class Fee  
*NOTE: This class also has an on-campus component. Students will meet on campus May 26-28, beginning at 8:00 a.m. May 26.*
- HIT 185 Basic CPT Coding (3) ⑥  
Class #16814, J Truempler  
*Prerequisites: BOTE 171 and BIOL 115*  
*Pre/Corequisite: PHRM 100*

- HIT 297 Professional Practice II (3)  
Class #20817, J Lame’  
(Course is not offered online)  
*Prerequisite: All HIT prefix courses; advisor approval to register is required.*
- HPER 100 Concepts of Fitness and Wellness (2)  
Class #15431, J Passa
- MATH 136 Technical Trigonometry (2)  
Class #16910, S Mehrer  
*Prerequisite: MATH 132*

### Software Requirements Key:

**NOTE: All classes need Microsoft Word.**

- ① Microsoft Excel required. NOTE: CIS 105 requires Excel 2007. MATH 103 recommends Excel 2003 and requires TI-83, TI-83+, or TI-84 graphing calculator.
- ② Microsoft Office 2003 or newer and Windows XP.
- ③ AutoCAD 2006 or newer with 2D capability.
- ④ Architectural Desktop 2005, 2006, 2007 or Architecture 2008.
- ⑤ Microsoft Word 2007
- ⑥ Microsoft Office Professional 2007 required.  
(Students in CSCI 116 will get a six-month version with the textbook. Students in CIS 101 need Microsoft Office 2007.)
- ⑦ Dreamweaver CS3 and Adobe Photoshop CS3.
- ⑧ Adobe Flash CS3.
- ⑨ Access to a CPR mannequin and video.

**Computer Note:** Students must have a Windows-based computer for our online classes. The ExamGuard software used for the online testing environment and the foot pedal and CD-ROM used for Medical Transcription classes are not compatible with MAC computers.

**Internet Speed Recommendation:** We recommend students get high speed Internet service if it is available in their area. Dial-up services are much slower and more restrictive in bandwidth so videos and other multi-media are not able to be played properly. If you are unable to get high speed service, you may need to find another location in your community to view the media components.

### Applying for NDSCS Admission and Registering for Online Courses...

Instructions can be found at <http://ndscsonline.org> by clicking “Apply and Register.” New NDSCS students will need to pay a one-time application fee of \$35. If you are a returning NDSCS student and have had a break in your NDSCS enrollment for one semester or more, complete the Admission Re-Application Form and send it to Enrollment Services to reactivate your NDSCS student record. Please allow at least two weeks to complete the application process.

A current email address is required for online classes and must be included with your application. NOTE: Effective fall 2008, all students are required to use an NDSCS email account to access electronic bills. Once your Application for Admission is completed, you may activate your email account. See instructions on the NDSCS Online Web site in the “Apply and Register” section.

### **Tuition and Fees...**

North Dakota State College of Science charges one flat rate of \$176 per credit hour for online classes, whether you are in-state or out-of-state. This rate is subject to change without notice. Tuition and fees exclude books, supplies, course fees and program fees. Textbooks may be purchased by calling the NDSCS Bookstore at 1-800-342-4325, ext 3-2239 or email Coleen.Thoe@ndscs.edu. NOTE: Courses listed that are not offered online will be charged based upon state of residency.

### **ONLINE OPTIONS AND ADVISORS**

#### Administrative Assistant

Geralyn Matejcek (701) 671-2124  
[geralyn.matejcek@ndscs.edu](mailto:geralyn.matejcek@ndscs.edu)

#### Administrative Office Management (3<sup>rd</sup> Year Option)

Geralyn Matejcek (701) 671-2124  
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#### Architectural Drafting and Estimating Technology

Paul Lekang (701) 671-2592  
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#### Civil Engineering and Surveying Technology

Brian Fuder (701) 671-2345  
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#### eBusiness

Greg Anderson (701) 671-2172  
[greg.anderson@ndscs.edu](mailto:greg.anderson@ndscs.edu)

#### Health Information Technician

Jennifer Lame' (701) 899-0892  
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#### Medical Administrative Assistant

Jennifer Lame' (701) 899-0892  
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#### Medical Coding

Jennifer Lame' (701) 899-0892  
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#### Medical Transcription

Jennifer Lame' (701) 899-0892  
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#### Paraeducation

Wade King (701) 671-2317  
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#### Pharmacy Technician

Barbara Lacher (701) 671-2114  
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#### Technical Studies

Dennis Broderick (701) 671-2263  
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Dick Graham (701) 671-2257  
[dick.graham@ndscs.edu](mailto:dick.graham@ndscs.edu)

#### Web Design/Web Developer

Bonnie Schillinger (701) 671-2496  
[bonnie.schillinger@ndscs.edu](mailto:bonnie.schillinger@ndscs.edu)

North Dakota State College of Science 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, sex, disability, age, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer.

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