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For updated information, visit NDSCS.edu
HISTORY OF NDSCS

In 1903, NDSCS was provided for in the Constitution of the State of North Dakota and began actual operation, making it one of the oldest public two-year colleges in the United States.

In 1905, the Arts and Science Division was the first division to be organized, and the Business Division began operation shortly after.

In 1922, the first trade and technical programs were offered, and since that time, NDSCS has become widely accepted by employers from across the United States.

Since 1922, NDSCS has followed the basic principles of the Babcock Plan and the North Dakota Plan. The original plan of four interacting curriculum divisions was the result of a survey conducted in 1921 by Dean Earl J. Babcock of the School of Mines of the University of North Dakota. In 1922, the North Dakota State College of Science was named the central trade and technical institution for the state of North Dakota. Under the North Dakota Plan, all trade-technical training in the state for many years was centralized in this institution — a method which proved very satisfactory in a state with sparse population and where agriculture continues to be the primary industry.

In 1987, North Dakota State School of Science changed its name to North Dakota State College of Science, and converted from the quarter system to the semester system in 1992 as part of a North Dakota University System initiative.

In 1997, NDSCS established the Skills and Technology Training Center (STTC) as a regional workforce training center located in Fargo.

In 2002, The North Dakota State Board of Higher Education officially recognized NDSCS as a Centennial College.

In 2005, NDSCS expands the Welding Technology program to NDSCS-Fargo. NDSCS kicks off the Center for Nanoscience Technology at NDSCS-Fargo.

In 2007, a $1.5 million renovation began on the Earl “Skip” Bute Alumni Stadium and Frank Vertin Field.

In 2008, NDSCS and West Fargo Public Schools join together to offer the Early College Program which allows 11th and 12th grade students to take college classes and earn credit toward an associate’s degree while in high school.

In 2009, Wilbur A. Lunday, an NDSCS alumnus, and his wife Betty, both deceased, donated more than $10 million to the college. NDSCS launches the first Give Kids a Smile Day and, along with several area dentists, provided $11,000 in free dental services to 50 qualifying area children. In January, NDSCS announced the journey worker track program that offers college credit for completed federally-approved apprenticeship training. NDSCS launches social media initiatives including Facebook and Twitter.

In July 2010, a $5.7 million renovation of Horton Hall was completed. The building, originally constructed in 1927 for $65,000, is LEED certified.

In 2012, in April a $10.5 million Bisek Hall diesel building expansion project breaks ground, and in May a $9 million renovation begins on Forkner and Riley Halls.

2013 - In July, the $9 million renovation of both Forkner and Riley halls was completed, and in September the $10.5 million Bisek Hall diesel expansion project was finalized. We also said goodbye to two historical buildings on campus – Hektner and Birch halls. In November, the $6.7 renovation of Old Main began. The NDSCS Ambassadors was developed, a new student group that serves as a resource for NDSCS and the Wahpeton community.

For more than 100 years, NDSCS has provided a wide range of education for thousands of students who, upon graduation, become available to meet business, professional and industrial needs. Today, we continue our mission as a comprehensive college encompassing liberal arts transfer programs, career and technical education and workforce training.

ACCREDITATIONS

The North Dakota State College of Science is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago IL 60604-1413; phone, 312-263-0456 or 1-800-621-7440; fax, 312-263-7462.

NDSCS also holds the following accreditations by program or academic emphasis:

- **Academic Services Center – National Association of Developmental Education (NADE), 170 Kinnelon Road, Ste. 33, Kinnelon, NJ 07405, Phone: 877-233-9455**
- **Auto Body Repair and Refinishing Technology – National Automotive Technicians Education Foundation, Inc. (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175, Phone: 703-669-6650**
- **Automotive Technology – National Automotive Technicians Education Foundation, Inc. (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175, Phone: 703-669-6650**
- **Dental Hygiene and Dental Assisting – Accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave., Chicago, IL 60611-2678, Phone: 312-440-4653**
- **Diesel Technology – Associated Equipment Distributors, Inc., 600 22nd Street, Suite 220, Oak Brook, IL 60523, Phone: 630-574-0650**
- **Health Information Technician/Medical Coding – Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), in cooperation with American Health Information Management Association (AHIMA), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5809, Phone: 312-233-1100**
- **Occupational Therapy Assistant – Accredited by Accreditation Council of Occupational Therapy Education (ACOTE), % Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane Suite 200, Bethesda, MD 20814-3449, Phone: 301-652-6611**
- **Paramedic (EMT) Technology - Commission on Accreditation of Allied Health Education (CAAHEP), 1361 Park Street, Clearwater, FL 33756, Phone: 727-212-2354**
- **Pharmacy Technician – American Society of Health-System Pharmacists, 7272 Wisconsin Ave., Bethesda, MD 20814, Phone: 301-652-6611**
- **Practical Nursing – Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: 404-975-5020**
- **Associate in Science in Nursing (Registered Nursing) and Practical Nursing programs have full approval by the North Dakota Board of Nursing, 919 South 7th St., Suite 504, Bismarck, ND 58504, Phone: 701-328-9777**
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law which was passed in 1974. The law protects the privacy of student educational records and provides rights to students for access to and amendment of those records. FERPA applies to any higher education institutions receiving federal funds administered by the Department of Education (DOE).

FERPA also affords students certain rights with respect to their educational records. Students have the right to:

- be informed about their educational records;
- inspect their educational records;
- request an amendment to their educational records;
- challenge the accuracy of their educational records;
- prevent unauthorized disclosure of their educational records;
- complain to DOE about a violation of FERPA; and
- waive these rights in writing.

Under FERPA, some information in a student's record is considered public (directory information) and may be released without the student’s written permission. This information includes: (a) name (all names on record); (b) address (all addresses on record); (c) e-mail address (all electronic addresses on record); (d) phone number (all phone numbers on record); (e) height, weight and photos of athletic team members; (f) date and place of birth; (g) major field of study (all declared majors); (h) class level; (i) dates of attendance; (j) enrollment status (full-time or part-time); (k) names of previous institutions attended; (l) participation in officially recognized activities and sports; (m) honors/awards received; (n) degree earned (all degrees earned); (o) date degree earned (dates of all degrees earned); (p) photographic, video or electronic images of students taken and maintained by the institution.

Everything else is generally considered to be confidential.

Students have the right to restrict the release directory information. When a student chooses to restrict the release of information, that information will not be released to any source, including publications such as telephone directories or other institutional publications. To restrict information please contact Enrollment Services in Haverty Hall 101.

NDSCS may receive many inquiries for “directory information” from a variety of sources including, but not limited to prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, media, parents, friends and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items. NDSCS has no responsibility to contact students for subsequent permission to release directory information after it is restricted. NDSCS will honor student requests to withhold directory information until the student specifically and officially requests the lift of these restrictions.

Educational records are those records which are directly related to a student and maintained by this institution or by a party acting for this institution. These records include any information from which students can be individually identified, and have not been previously defined as public directory information.

Under the laws of FERPA, NDSCS may not disclose information about current or former students nor permit inspection of their educational records without the expressed, written consent of the student.

Deceased students’ records will also be protected under NDUS Policy 1912. Records of deceased students may be released or disclosed only at the request of a parent, personal representative, or other qualified representative of the student’s estate, or pursuant to a court order or subpoena.

Current and former students will be permitted to inspect and review their own educational records, to the exclusion of their parents and/or guardians. This applies to all students enrolled at NDSCS, regardless of age.

Specific exemptions do apply to the release of educational records. These exemptions include the situations that follow. Parents of students who are dependents, as defined under tax code, must be permitted to inspect and review the educational records of the student.

Educational records must be disclosed pursuant to lawfully issued subpoenas or court orders. Educational records may be disclosed if knowledge of personal information contained in these education records is, in fact, deemed necessary by institutional personnel to protect the health or safety of the student or other person.

Upon request, NDSCS discloses education records without consent to officials of another NDUS institution in which a student seeks or intends to enroll.

See the Academic and College Policies and Procedures section of this catalog for additional information regarding the Grievance/Appeal Procedures.
# 2015-2016 ACADEMIC CALENDAR

## FALL SEMESTER 2015

### August
- 19: Fall Opening Meeting for Faculty and Staff
- 23: NDSCS-Wahpeton New Student Orientation
- 24: Classes Begin at 4 p.m.
- 25: First Full Day of Classes
- 28: 1st 8-weeks Final Day to Add a Class
- 28: 1st 8-weeks Final Day to Drop a Class without Transcript Record*

### September
- 1: Student Advising Day (No classes 1-5 p.m.)
- 2: Full Semester Final Day to Add a Class
- 2: Full Semester Final Day to Drop a Class without Transcript Record*
- 7: Holiday – Labor Day (No classes/offices closed)

### October
- 2: Homecoming Pep Rally (No classes 11 a.m.-1 p.m.)
- 2: 1st 8-weeks Final Day to Drop a Class*
- 6: Assessment Day (No classes 8 a.m.-12 noon)
- 16: 1st 8-Week Session Ends
- 19: 2nd 8-Week Session Begins
- 21: 1st 8-Week Final Grades Must Be Entered By 9 a.m.
- 22: 2nd 8-weeks Final Day to Add a Class
- 23: 2nd 8-weeks Final Day to Drop a Class without Transcript Record*

### November
- 2-6: Registration Begins for Spring and Summer Semesters
- 6: Faculty Professional Development Day (No classes)
- 11: Holiday – Veterans’ Day (No classes/offices closed)
- 13: Full Semester Final Day to Drop a Class*
- 13: Full Semester Final Day to Withdraw from all Classes
- 26: Holiday – Thanksgiving (No classes/offices closed)
- 27: Holiday – Day after Thanksgiving (No classes/offices open)
- 27: 2nd 8-weeks Final Day to Drop a Class*

### December
- 14-18: Final Exams
- 22: Final Grades Must Be Entered By 9 a.m.
- 24: Holiday (Offices closed at Noon)
- 25: Holiday (Offices closed)

## SUMMER SEMESTER 2016

### June
- 6: Summer Semester Registration and Testing
- 7: Classes Begin
- 9: 1st 4-weeks Final Day to Add a Class
- 9: 1st 4-weeks Final Day to Drop a Class without Transcript Record*
- 13: Full Semester Final Day to Add a Class
- 13: Full Semester Final Day to Drop a Class without Transcript Record*
- 24: 1st 4-weeks Final Day to Drop a Class*

### July
- 1: 1st 4-week Session Ends
- 4: Holiday (No classes/offices closed)
- 5: Classes Resume
- 5: 2nd 4-week Session Begins
- 7: 2nd 4-weeks Final Day to Add a Class
- 7: 2nd 4-weeks Final Day to Drop a Class without Transcript Record*
- 15: Full Semester Final Day to Drop a Class*
- 15: Full Semester Final to Withdraw from all Classes
- 22: 2nd 4-weeks Final Day to Drop a Class*
- 28-29: Summer Semester Final Exams
- 29: Summer Session Ends

### August
- 5: Final Grades Must Be Entered By 9 a.m.

## SPRING SEMESTER 2016

### January
- 1: Holiday - New Years Day (Offices closed)
- 11: NDSCS-Wahpeton New Student Orientation Activities
- 11: Classes Begin at 4 p.m.
- 12: First Full Day of Classes
- 15: 1st 8-weeks Final Day to Add a Class
- 15: 1st 8-weeks Final Day to Drop a Class without Transcript Record*
- 18: Holiday – Martin Luther King (No classes/offices closed)
- 21: Full Semester Final Day to Add a Class
- 21: Full Semester Final Day to Drop Class without Transcript Record*

### February
- 15: Holiday – President’s Day (No classes/offices closed)
- 19: 1st 8-weeks Final Day to Drop a Class*

### March
- 4: 1st 8-Week Session Ends
- 7: 2nd 8-Week Session Begins
- 9: 1st 8-Week Final Grades Must Be Entered By 9 a.m.
- 11: 2nd 8-weeks Final Day to Add a Class
- 11: 2nd 8-weeks Final Day to Drop a Class without Transcript Record*
- 14-18: Spring Break (No classes/offices open)
- 25: Holiday Begins (No classes/offices closed)
- 28: Holiday Break (No classes/offices open)
- 29: Classes Resume

### April
- 4-7: Registration Begins for Fall Semester
- 8: Full Semester Final Day to Drop a Class*
- 8: Full Semester Final Day to Withdraw from all Classes
- 22: 2nd 8-weeks Final Day to Drop a Class*

### May
- 5: Agawasie Day (No classes 12-7 p.m.)
- 9-13: Final Exams
- 13: Graduation (3 p.m.)
- 16-17: Academic Departmental Work Days
- 18: Final Grades Must Be Entered By 9 a.m.
- 30: Holiday - Memorial Day (Offices closed)

### June
- 6: Summer Semester Registration and Testing
- 7: Classes Begin
- 9: 1st 4-weeks Final Day to Add a Class
- 9: 1st 4-weeks Final Day to Drop a Class without Transcript Record*
- 13: Full Semester Final Day to Add a Class
- 13: Full Semester Final Day to Drop a Class without Transcript Record*
- 24: 1st 4-weeks Final Day to Drop a Class*

*This date does not reflect the last day to drop a class for a 100% refund. For information regarding refund dates, please go to www.NDSCS.edu/Refund.*
Mission Statement

The North Dakota State College of Science is a comprehensive, associate degree-granting college founded on a tradition of quality and integrity. We deliver learner-focused education through a unique and evolving collegiate experience. Using innovative delivery strategies, NDSCS anticipates and responds to statewide and regional needs by providing access to occupational/technical programs, transfer programs and workforce training.

Vision Statement

To enrich people’s lives through responsive lifelong learning in a dynamic educational and technological environment.

Values

The North Dakota State College of Science acts in accordance with a set of shared values that complement the college’s vision and mission statement.

The people of NDSCS – students, employees, alumni and friends – hold learning, integrity, flexibility and excellence in the highest regard. These values are intended to foster an environment conducive to lifelong learning and to encourage behaviors that fulfill the college’s mission and meet the needs of its students.

As members of the NDSCS community, we are stewards for many constituents – students, parents and citizens. They have entrusted us with their resources and their aspirations, and we respond with personal attention, professional conduct and vibrant enthusiasm for our vocation. Each of us contributes to the success of the college, its students and its alumni. Our shared values embrace our decisions and our daily actions.

Our Values

Learning: We engage the campus community in a lifelong learning environment inside and outside the classroom.

Integrity: We work with others and conduct ourselves in a respectful, ethical, honest and trusting manner.

Flexibility: We consider ideas from all sources and adapt to the needs of our patrons.

Excellence: We deliver superior programs and services that distinguish the college from its peers.

Strategic Goals

The North Dakota State College of Science will use a culture of continuous improvement that advances, supports and rewards successful learning by students, faculty and staff as it addresses the following goals:

1. Enhance student learning and success
2. Meet the workforce and educational needs of the Fargo/West Fargo region
3. Utilize technology to enhance the student’s collegiate experience
4. Develop stronger relationships with K-12 partners with a focus on the southeast region
5. Secure external resources

Quality Pledge

It is the commitment of the North Dakota State College of Science to provide quality instruction and service, consistent with the highest standards of education.

We will provide precise, prompt and courteous service to our students, to the employers who hire them, to one another and to all we serve.

Program Guarantee

North Dakota State College of Science offers education and training designed to enable students to acquire the entry-level vocational/technical competencies necessary to enter the workforce. NDSCS stands behind the training provided and will guarantee to provide at least six additional credits of retraining under the following conditions:

- Your employer certifies that you lack the target job competencies normally expected of an entry-level employee who has graduated from your vocational/technical program, or
- You have not secured employment within six months following graduation.

To be eligible for retraining, you must have graduated from a technical certificate program, technical diploma program, or associate in science or associate in applied science degree program. In addition, you must have registered for services provided through the NDSCS Student Success and Career Services office and actively pursued employment in your occupational field or a related field. This guarantee does not imply that you will pass any licensing or qualifying examination for a particular occupation. Other guidelines also may apply. For more information on the NDSCS Guaranteed Retraining Policy, contact the Student Success and Career Services office at 1-800-342-4325.

Assessment of Student Learning

Assessment of student academic achievement is an accreditation requirement of the Higher Learning Commission. Student learning outcomes have been established for general education and for each program of study. They reflect what the student should know, think or be able to do at the successful conclusion of the program of study. Data is collected for each outcome and is analyzed by faculty to determine to what extent each outcome is being achieved. The goal is to continuously improve student learning. Assessment data will assist in determining the extent to which students are attaining the technical, transfer and general education objectives throughout the curriculum, as well as success in utilizing those skills after graduation. Advisory committees assist departments in keeping their plans of study current by identifying skills students will need to be successfully employed and to stay current in their field. It is the intent of NDSCS that all students will participate in planned assessment activities appropriate to their programs of study.
ADMISSION INFORMATION

Admission Requirements and Procedures

First Year or Freshman Student
You are a new student if you have not attended a post-secondary institution since completing high school and you are planning to be degree seeking and/or applying for financial aid. Also, you would be considered a new student if you enrolled in college level coursework prior to graduating from high school. Complete the application form found at www.NDSCS.edu/Apply. Refer to admission procedures for completing your admission/registration requirements.

Early Entry Student
A student who is still in high school and is pursuing college courses during the summer, or simultaneously with high school, is considered an early entry student. Complete the application form found at www.NDSCS.edu/Apply. Refer to admission procedures for completing your admission/registration requirements. Visit with your high school official before beginning this process.

Home Educated Student
A student who has been home educated must submit:
- a) a high school diploma and a transcript listing classes completed, performance or grade with a key in each class in grades nine through twelve, which must be verified by the parent or other instructor; or
- b) a state’s equivalent of a high school diploma.

Transfer Student
You are a transfer student if you have attended one or more postsecondary institutions after high school graduation other than NDSCS. **If you have earned college credit(s) while in high school, you are considered a new student and are required to send in coursework from ALL colleges.

Returning Student
If you have previously applied for admission or taken classes at NDSCS, you are a returning student. Complete the re-application form found at www.NDSCS.edu/Apply. Any returning student who was placed on academic warning, probation or suspension should refer to the Academic Warning, Probation, Suspension and Re-Admission Policy in the NDSCS Catalog or online at www.NDSCS.edu/Catalog. Applicants will be contacted by the Enrollment Services office for further instruction. Refer to admission procedures for completing your admission/registration requirements.

International Student
Admission Requirements for International Students:
1. International Application for Admission; Official Transcripts (Secondary and Postsecondary) must be evaluated by an approved evaluation service; Documented proof of immunity to measles, mumps, and rubella (2 doses of MMR vaccine), Tuberculosis Screening may also be applicable. TOEFL test for those whose native language is not English. For a complete listing of all requirements please refer to our website www.NDSCS.edu/International-Students.
2. All documents submitted must be official, translated into English and certified as to their authenticity and accuracy. The I-20 Immigration Form will not be issued by North Dakota State College of Science until the admissions file is complete.

Permanent Resident/Refugee/Non-native English Speaking Student
Admission Requirements for Permanent Residents, Refugees and Non-Native English Speaking Students:
1. Refer to admission procedures for completing your admission/registration requirements.
3. Non-Native English speaking students are required to demonstrate proficiency in the English language. Applicants can demonstrate this by meeting any of the requirements outlined in NDSU Procedures 402.9 Admission Procedures - New Applicants with International coursework found at ndus.edu/makers/procedures/ndus.

Non-degree Seeking Student
A non-degree or transient student is any student who has not met the necessary admission requirements, is not pursuing a degree or vocational program or is wishing to enroll in a limited number of credits (12) at NDSCS. Non-degree/transient students are not eligible to receive financial aid. Complete the application form found at www.NDSCS.edu/Apply. Refer to Step 1 and 2 of admission procedures.

Admission Procedures
Step 1. Complete the application for admission - Complete the application form found at www.NDSCS.edu/Apply.
Step 2. Submit $35 non-refundable application fee.
Step 3. Submit high school and/or college transcripts or GED test scores.

Current high school student:
- Submit an official high school transcript/GED test scores. An in-progress high school transcript is required prior to attending any registration sessions. A high school transcript with final grades and graduation date is required upon completion of high school, or
- Official GED test scores, or other authorized high school equivalencies.
- High school students currently taking college coursework, including dual credit, PSEO, etc., need to request an official in-progress college transcript(s). Final official, college transcript(s) will be required once all course work has been completed.

Current college student attending a college/university:
- Submit an official final high school transcript, GED or authorized high school equivalent.
- Submit official, in-progress college transcript(s).
- Submit official, final college transcript(s) after grades/graduation details have been posted from ALL colleges previously attended (include college credits earned while in high school).
- Submit official final high school transcript/GED test scores.

Returning students:
- Submit official, final college transcript(s) for ALL colleges if you have attended other institutions after leaving NDSCS and other official documents, if not previously submitted.

NDSCS does not accept faxed or emailed transcripts.

Step 4. Submit test scores:
Associate in Applied Science, Diploma or Certificate Program Applicants
If you are applying for an associate in applied science, diploma or certificate program, you will need to obtain minimum entrance scores in order to meet the program admission requirements for your selected program. Approved exams include the ACT, SAT
and Compass. For more information including the required scores for your selected program, visit www.NDSCS.edu/Academics.

Liberal Arts/Transfer Applicants
If you are applying for an associate in arts, Liberal Arts/Transfer program, you must submit an ACT or SAT score unless:
- You are 25 years of age or older
- You have 24 or more credits transferable into a degree program

Step 5. Submit Proof of Immunization.
Submit medical records with proof of two MMR immunizations (measles, mumps and rubella) and proof of meningitis immunization. Go to www.NDSCS.edu/Immunizations for more information.

Selective and Limited Admission Programs
Admission to a number of academic programs is selective and/or limited. Admission to the college does not guarantee entrance to a specific program. For a complete list of programs and admission criteria visit www.NDSCS.edu/Requirements.

Criminal Background Check Requirements
1. Beginning July 1, 2008, all applications, including common application, reapplication and continuing application, will include the following questions:
   a) Have you ever pled guilty to or no contest or been convicted of any felony? Yes/No
   b) Within the past 10 years, have you pled guilty to or no contest or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? Yes/No
   c) Are you currently required to register as a sex offender in any state? Yes/No
   d) Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years (“Dismissed for disciplinary reasons” means a permanent separation from an institution due to conduct or behavior. “Suspended for disciplinary reasons” means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.) Yes/No

2. All applications are received in Enrollment Services. Those students who indicate “yes” to any of the above, will receive a letter stating that the applicant must provide NDSCS with a criminal history record including any pending adult charges. If sanctions were imposed, an official copy of letter(s) or documents which indicate the nature of the sanctions imposed and which confirm the completion of all sanctions imposed is required.

3. All documentation (criminal history checks and letters or documentations) must be received 30 days prior to the start of the term for the applicant to be considered for admission. The documentation will be retained for 30 working days after the beginning of the semester, at which time the record will be shredded by an NDSCS employee. If a student does not choose to attend after being admitted, and then wishes to be reconsidered for admission for a following term, the applicant must resubmit a current criminal history check and letters or documentation.

4. A committee chaired by the director of financial aid, will be established to determine if a student will be admitted to NDSCS and/or determine if any conditions will be imposed. The committee will consist of the college judicial officer and/or associate vice president for academic and student affairs, a member from enrollment services, director of residence life, mental health program coordinator, a member from campus police and a member from human resources. Participation of over 50 percent of the membership is required to meet quorum. The chair will vote only if a tie decision occurs.

5. If the student is admitted, an addendum to the letter of admission will be sent to the student and placed in the student’s admission file. The addendum will note conditions under which the student will be admitted, and the student will be required to meet with the college judicial officer and/or associate vice president for academic and student affairs by a scheduled date.

6. If the student is not admitted, the student will be informed via letter.

7. A student who is denied admission, or chooses to appeal the conditions under which admission is allowed, may appeal by providing a written statement to the vice president for academic and student affairs within five working days of receiving the committee’s decision. The student may appeal the vice president’s decision within 10 working days to the NDSCS president. The president’s decision is final.

8. Copies of the student’s criminal history check and letters or documentation cannot be shared with other non-NDSCS agencies, offices or departments, and the criminal history check and letters or documentation will be maintained in a file separate from the official student file until it is destroyed.

9. A number of curriculums require various types of criminal background checks. Please check with the NDSCS Admissions office for further information.

English and Mathematics Course Placement
Placement of students in courses that most closely match their abilities results in a greater likelihood that these students will be successful in pursuing and completing their programs. All students are required to follow English and mathematics placement recommendations based on standardized test scores. Students under the age of 25 must present ACT scores and students age 25 and over will complete Compass placement testing.

Students will be placed in the appropriate college English composition course according to their ACT English and reading test scores, and students will be placed in the appropriate mathematics course according to their ACT mathematics test scores. Students must take the Compass placement test if ACT test scores are not available on the date of registration. Students may elect to take the Compass placement test to challenge their course placement. If there is a difference between the ACT and Compass placement, the best scores will be used.

Financial Obligation Agreement
Prior to registering each semester, students will need to complete a Financial Obligation Agreement (FOA) through CampusConnection. By completing the FOA, the student acknowledges that they are aware of the financial responsibilities associated with enrolling for classes at the institution(s) they will be registering at. For more information, go to: www.NDSCS.edu/CC-Help or contact the Business Affairs office.

Full-time or Part-time Status
A full-time student is one who enrolls for 12 or more semester credits during fall or spring term. The normal load for full-time students is 12 to 18 semester credits, depending on the program, not including activity credit. Students must have special permission to enroll in excess of 20 credit hours except where more than 20 hours are required in a specific curriculum. A student desiring to have 12 or more semester credits recorded in a given semester will be considered a full-time student. A full-time student cannot, by taking

For updated information, visit NDSCS.edu
examinations for credit, cause a reduction of status to a part-time student. A part-time student is one who enrolls for less than 12 semester credits during fall or spring term. A full-time student for summer term is one who enrolls in six or more semester credits. Since the summer is the equivalent of half a regular semester, a reasonable student load is no more than nine semester credits.

**Academic Advisement**

Upon enrollment, each student at NDSCS is assigned an academic advisor in his or her instructional area.

The primary purposes of the academic advising program are to:

- Assist students in the development of meaningful education and career plans, which are compatible with their life goals;
- Help students accept responsibility for their own education;
- Aid students’ professional development by providing guidance in curricular and professional choices; and
- Provide accurate information about NDSCS policies, procedures, resources and programs.

An academic requirements report is available in your CampusConnection – Degree Progress/Graduation to assist you in meeting your program requirements. The ultimate responsibility for making informed decisions about life goals and educational plans rests with the individual student. An academic advisor assists by helping to identify and assess alternatives and consequences of decisions.

**Student Responsibilities**

- Clarify personal values, interests, abilities and career goals. For assistance in the process of career exploration and planning, students should schedule an appointment with a division academic counselor.
- Become knowledgeable and adhere to NDSCS policies, procedures and curriculum requirements.
- Make an appointment and meet with the academic advisor during each registration period for schedule planning purposes and at other times as needed or required by college policy.
- Prepare for advising sessions and bring appropriate resources and materials.
- Follow through on actions identified during each advising session.
- Notify academic advisor and course instructors of difficulties in completing course work and seek their assistance in resolving issues.
- Be diligent in attending class and meeting class objectives and assignments.
- If special academic accommodations are needed due to a documented disability, students must inform their advisors and course instructors in order to receive assistance. To receive assistance, students must document their disability with the Accessibility Support office located in the Academic Services Center and request assistance. Students who have a disability are strongly encouraged to contact the Academic Services Center to inquire about available services.
- Accept final responsibility for all decisions.

**Advisor Responsibilities**

Although students have the primary responsibility for planning their programs, an academic advisor’s responsibilities include:

- Helping students define education and career goals;
- Providing accurate information about NDSCS policies, resources and programs;
- Helping students select courses for degree requirements;
- Assisting students who are academically at risk;
- Offering advice;
- Encouraging student involvement;
- Making referrals to campus support services; and
- Maintaining confidentiality standards.

Together, the student and advisor can make well-informed decisions to ensure a student’s success at NDSCS.

**Servicemembers Opportunity Colleges (SOC)**

NDSCS is a member of the SOC Degree Network System.

NDSCS and SOC have developed an articulated degree plan for MOS 68Q Pharmacy Specialists to complete online (from NDSCS) for an Associate in Applied Science degree in Pharmacy Technician. A soldier meeting the requirements set forth in the degree plan and upon transcript review and approval will have classes waived which are equivalent to their MOS Pharmacy training.

Soldiers in other MOS areas may also take classes toward an NDSCS program, online or on the NDSCS campus. For additional information, call 800-342-4325 ext. 3-2189 or 701-671-2189.

**SOC Degree Network System**

NDSCS is a member of the SOC Degree Network System (DNS), a subgroup of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. As a member of the DNS we have agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion.

NDSCS is approved for membership in SOCAD at the associate degree level. SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR) and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System-2 and -4 Handbooks to view associate and bachelor’s degree programs, location offerings and college information. An electronic version of the handbook can be found at www.soc.aascu.org and on the SOCAD, SOCNAV, SOCMAR and SOCCOAST home pages.
TUITION AND FEES

2015-16 Estimated Average Costs

NDSCS is on the semester system. This means the student will pay major expenses at the beginning of each semester – September, January and June.

Students pay tuition and mandatory fees at the following rates:
- North Dakota resident, $151.04 per credit
- Minnesota resident with reciprocity, $165.77 per credit
- South Dakota, Montana, Saskatchewan and Manitoba residents, $181.72 per credit
- MSEP3 or WUE2 resident, $212.40 per credit
- Other Non-Residents and Other Canadian Providences, $355.99 per credit
- Online and other distance education students, $190.00 per credit
- NDSCS-Fargo students, $190.00 per credit

The following information highlights estimated average on-campus direct costs, based on 16 credits per semester. For current tuition, fees, housing and dining plan costs, please contact Business Affairs or check the NDSCS website at www.NDSCS.edu.

On-Campus with Meal Plan

Residents of all states and countries will be charged in-state tuition if living on-campus with meal plan of 160 meals or greater

<table>
<thead>
<tr>
<th>Residency</th>
<th>Tuition/ Fees*</th>
<th>Room/Board**</th>
<th>Books/ Supplies</th>
<th>Personal***</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>All States/ Countries</td>
<td>$4,571</td>
<td>$6,030</td>
<td>$1,000</td>
<td>$3,339</td>
<td>$14,940</td>
</tr>
</tbody>
</table>

Off-Campus or On-Campus without Meal Plan

<table>
<thead>
<tr>
<th>Residency</th>
<th>North Dakota</th>
<th>³Border States/ Provinces</th>
<th>MN with Reciprocity</th>
<th>²WUE &amp; ³MSEP States</th>
<th>Other States and Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees*</td>
<td>$4,571</td>
<td>$5,553</td>
<td>$5,042</td>
<td>$6,535</td>
<td>$11,129</td>
</tr>
<tr>
<td>Room/Board**</td>
<td>$6,030</td>
<td>$6,030</td>
<td>$6,030</td>
<td>$6,030</td>
<td>$6,030</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Personal***</td>
<td>$3,339</td>
<td>$3,337</td>
<td>$3,338</td>
<td>$3,335</td>
<td>$3,331</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$14,940</td>
<td>$15,920</td>
<td>$15,410</td>
<td>$16,900</td>
<td>$21,490</td>
</tr>
</tbody>
</table>

At Home (living with parents)

<table>
<thead>
<tr>
<th>Residency</th>
<th>North Dakota</th>
<th>South Dakota</th>
<th>MN with Reciprocity</th>
<th>³MSEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees*</td>
<td>$4,571</td>
<td>$5,553</td>
<td>$5,042</td>
<td>$6,535</td>
</tr>
<tr>
<td>Room/Board</td>
<td>$3,015</td>
<td>$3,015</td>
<td>$3,015</td>
<td>$3,015</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Personal***</td>
<td>$3,334</td>
<td>$3,332</td>
<td>$3,333</td>
<td>$3,330</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$11,920</td>
<td>$12,900</td>
<td>$12,390</td>
<td>$13,880</td>
</tr>
</tbody>
</table>

* The average amount for fees is $644 for all states. The remainder is tuition for an average of 16 credits per semester.

³ Border States and Provinces: Manitoba, Montana, Saskatchewan, South Dakota
³ MSEP States: Illinois, Indiana, Kansas, Michigan, Minnesota without reciprocity, Missouri, Nebraska, Wisconsin

** Room/board amount is the average between a double room ($2,558) and double suite ($3,182) cost with a 225 meal plan ($3,160). All rates are for two semesters.

Out-of-state Discount for Living on Campus

NDSCS offers out-of-state students a substantial discount on their tuition when they live on campus and subscribe to a 160 Dining Plan or larger from Dining Services. Under this plan, students from other states and countries pay the same tuition rate as North Dakota residents.

For more information about the out-of-state tuition discount, contact the Business Affairs office.

Additional Costs by Program

Students in a number of academic programs should plan for additional expenses as part of their education. These added expenses include professional-quality tools and equipment such as laptop computers, required supplies such as uniforms and special books. Many departments also carry a program fee and special course fees that help offset instructional costs specific to that academic discipline.

Students enrolled in the following programs should add the corresponding amounts to their estimated expenses. The (1) indicates the first year of a program, and a (2) indicates the second year.

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture (1)</td>
<td>$352</td>
</tr>
<tr>
<td>Architectural Drafting and Estimating Technology (1)</td>
<td>$1,675</td>
</tr>
<tr>
<td>Associate in Science in Nursing (1)</td>
<td>$1,950</td>
</tr>
<tr>
<td>Auto Body Repair and Refinishing Technology (1)</td>
<td>$4,160</td>
</tr>
<tr>
<td>Auto Body Repair and Refinishing Technology (2)</td>
<td>$1,035</td>
</tr>
<tr>
<td>Automotive and Diesel Master Technician</td>
<td>$240</td>
</tr>
<tr>
<td>Automotive Technology (1)</td>
<td>$6,712</td>
</tr>
<tr>
<td>Automotive Technology (2)</td>
<td>$960</td>
</tr>
<tr>
<td>Building Construction Technology (1)</td>
<td>$1,441</td>
</tr>
<tr>
<td>Caterpillar Dealer Service Technician (1)</td>
<td>$5,898</td>
</tr>
<tr>
<td>Construction Management Technology (1)</td>
<td>$1,550</td>
</tr>
<tr>
<td>Culinary Arts (1)</td>
<td>$1,248</td>
</tr>
<tr>
<td>Culinary Arts (2)</td>
<td>$1,040</td>
</tr>
<tr>
<td>Dental Assisting (1)</td>
<td>$1,098</td>
</tr>
<tr>
<td>Dental Assisting (2)</td>
<td>$500</td>
</tr>
<tr>
<td>Dental Hygiene (1)</td>
<td>$2,854</td>
</tr>
<tr>
<td>Dental Hygiene (2)</td>
<td>$2,075</td>
</tr>
<tr>
<td>Diesel Technology (1)</td>
<td>$6,388</td>
</tr>
<tr>
<td>Diesel Technology (2)</td>
<td>$700</td>
</tr>
</tbody>
</table>

For updated information, visit NDSCS.edu
On-campus students enrolled in online courses:
Additional $25 per credit

Special course fees are recommended by the various departments and approved by their respective deans. They also are subject to change without further notice. Please see the course fees section in this catalog for a full listing of course fees.

Special Course Fees
A number of NDSCS classes assess special course fees to offset the cost of specific materials or technology needs. This is a list of special course fees for the 2015-2016 academic year. These fees are subject to change without further notice. Updated lists of course fees are available from individual departments or Business Affairs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Purpose/use of fee</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOD 101</td>
<td>Repair supplies</td>
<td>$100</td>
</tr>
<tr>
<td>ABOD 102</td>
<td>Lab supplies/Mask fit test</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 103</td>
<td>Lab supplies</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 104</td>
<td>Lab supplies/custom painting supplies</td>
<td>$75</td>
</tr>
<tr>
<td>ABOD 120</td>
<td>Rod/gas/steel</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 200</td>
<td>Lab fee</td>
<td>$45</td>
</tr>
<tr>
<td>ABOD 201</td>
<td>Lab supplies</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 202</td>
<td>Lab supplies</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 203</td>
<td>Repair/paint supplies</td>
<td>$100</td>
</tr>
<tr>
<td>ABOD 204</td>
<td>Lab supplies</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 205</td>
<td>Lab supplies</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 206</td>
<td>Lab supplies</td>
<td>$50</td>
</tr>
<tr>
<td>ABOD 251</td>
<td>Supplies</td>
<td>$40</td>
</tr>
<tr>
<td>ABOD 252</td>
<td>Supplies</td>
<td>$40</td>
</tr>
<tr>
<td>ABOD 253</td>
<td>Supplies</td>
<td>$40</td>
</tr>
<tr>
<td>ABOD 254</td>
<td>Supplies</td>
<td>$40</td>
</tr>
<tr>
<td>ABOD 261</td>
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</tr>
<tr>
<td>ABOD 262</td>
<td>Supplies</td>
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</tr>
<tr>
<td>ABOD 263</td>
<td>Supplies</td>
<td>$20</td>
</tr>
<tr>
<td>ABOD 264</td>
<td>Supplies</td>
<td>$20</td>
</tr>
<tr>
<td>ACCT 118</td>
<td>Special fees</td>
<td>$30</td>
</tr>
<tr>
<td>AGEC 145</td>
<td>Software</td>
<td>$40</td>
</tr>
<tr>
<td>AGEC 244</td>
<td>Special fees</td>
<td>$20</td>
</tr>
<tr>
<td>AGRI 275</td>
<td>Software upgrades</td>
<td>$20</td>
</tr>
<tr>
<td>ANSC 116</td>
<td>ANSC fee</td>
<td>$20</td>
</tr>
<tr>
<td>ANSC 118</td>
<td>ANSC fee</td>
<td>$20</td>
</tr>
<tr>
<td>ANSC 192</td>
<td>ANSC fee</td>
<td>TBD</td>
</tr>
<tr>
<td>ANSC 220</td>
<td>ANSC fee</td>
<td>$20</td>
</tr>
<tr>
<td>ANSC 292</td>
<td>ANSC fee</td>
<td>TBD</td>
</tr>
<tr>
<td>AFCT 101</td>
<td>Plotting/printing expenses</td>
<td>$25</td>
</tr>
<tr>
<td>AFCT 102</td>
<td>Plotting/printing expenses</td>
<td>$25</td>
</tr>
<tr>
<td>AFCT 110</td>
<td>Technical manual and tool usage</td>
<td>$15</td>
</tr>
<tr>
<td>AFCT 110</td>
<td>Online technical manual and tool usage</td>
<td>$15</td>
</tr>
<tr>
<td>AFCT 121</td>
<td>Plotting/printing expenses</td>
<td>$15</td>
</tr>
<tr>
<td>AFCT 134</td>
<td>Handouts</td>
<td>$10</td>
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<td>Computer and software</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>usage</td>
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</tr>
<tr>
<td>MAT 125</td>
<td>Lab manual fee</td>
<td>$3</td>
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</tr>
<tr>
<td>MATL 111</td>
<td>Supplies, tool steel,</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATL 112</td>
<td>Supplies, tool steel,</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATL 213</td>
<td>Supplies, tool steel,</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATL 214</td>
<td>Supplies, tool steel,</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATL 299</td>
<td>Special topics</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>MFGT 101</td>
<td>Supplies</td>
<td>$120</td>
<td></td>
</tr>
<tr>
<td>MFGT 110</td>
<td>Supplies</td>
<td>$60</td>
<td></td>
</tr>
<tr>
<td>MFGT 120</td>
<td>Welding gas, supplies</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>MFGT 121</td>
<td>Welding gas, supplies</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>MFGT 123</td>
<td>Supplies</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>MFGT 124</td>
<td>Supplies, mechanical parts</td>
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<td></td>
</tr>
<tr>
<td>MFGT 208</td>
<td>Supplies</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>MICR 202L</td>
<td>Lab supplies</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>NANO 207</td>
<td>NDSCS-Fargo - materials</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>NANO 208</td>
<td>NDSCS-Fargo - materials</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>NANO 209</td>
<td>NDSCS-Fargo - materials</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>NANO 210</td>
<td>NDSCS-Fargo - materials</td>
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<td></td>
</tr>
<tr>
<td>NANO 211</td>
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<td>$60</td>
<td></td>
</tr>
<tr>
<td>NANO 212</td>
<td>NDSCS-Fargo - materials</td>
<td>$60</td>
<td></td>
</tr>
<tr>
<td>NANO 297</td>
<td>NDSCS-Fargo - materials</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>NANO 297B</td>
<td>NDSCS-Fargo - materials</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>NANO 299</td>
<td>NDSCS-Fargo - materials</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>NURS 101</td>
<td>Linen fee, lab kit,</td>
<td>$205</td>
<td></td>
</tr>
<tr>
<td></td>
<td>background check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 101</td>
<td>NDSCS-Fargo - Nursing fee</td>
<td>$100/credit &amp; $185</td>
<td></td>
</tr>
<tr>
<td></td>
<td>linen/fee/lab kit/background</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 102</td>
<td>NDSCS-Fargo - Nursing fee</td>
<td>$100/credit &amp; $130</td>
<td></td>
</tr>
<tr>
<td></td>
<td>lab kit/background check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 231</td>
<td>NDSCS-Fargo - Nursing fee</td>
<td>$100/credit</td>
<td></td>
</tr>
<tr>
<td>NURS 232</td>
<td>NDSCS-Fargo - Nursing fee</td>
<td>$100/credit</td>
<td></td>
</tr>
<tr>
<td>NURS 233</td>
<td>NDSCS-Fargo - Nursing fee</td>
<td>$100/credit &amp; $60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>lab kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 233</td>
<td>Lab kit/background check</td>
<td>$105</td>
<td></td>
</tr>
<tr>
<td>NURS 245</td>
<td>Pinning/ATI exam fee</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>NURS 245</td>
<td>NDSCS-Fargo - Nursing fee</td>
<td>$100/credit &amp; $100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>pinning/ATI exam fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 246</td>
<td>NDSCS-Fargo - Nursing</td>
<td>$100/credit &amp; $45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>periodicals/background</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>check renewal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 248L</td>
<td>Lab/Sim kit</td>
<td>$70</td>
<td></td>
</tr>
<tr>
<td>NURS 248L</td>
<td>Hybrid fee</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>
Residency for Tuition Purposes

1. NDCC Section 15-10-19.1 governs determination of residency for tuition purposes. Pursuant to section 15-10-19.1, a resident student for tuition purposes means:

   a) A person whose custodial parent, guardian, or parents have been a legal resident of North Dakota for 12 months immediately prior to the beginning of the academic term;

   b) A person 18 years of age or older who has been a legal resident of North Dakota for 12 months immediately prior to the beginning of the academic term;

   c) A person who graduated from a North Dakota high school;

   d) A full-time active duty member of the armed forces or a member of a North Dakota national guard unit;

   e) A spouse or a dependent of a full-time active duty member of the armed forces or a member of a North Dakota national guard unit;

   f) A spouse or dependent of an employee of any institution of higher education in the state;

   g) The spouse of any person who is a resident for tuition purposes;

   h) Any other person who was a legal resident of this state for at least three consecutive years within six years prior to the beginning of the academic term; or

   i) A child, spouse, widow or widower of a veteran as defined in NDCC section 37-01-40 who was killed in action or died from wounds or other service-connected causes, was totally disabled as a result of service-connected cause, died from service-connected disabilities, was a prisoner of war or was declared missing in action.

   2. Definitions.

      a) “Dependent” means only a person claimed as a dependent on the most recent federal tax return.

      b) “Member of the armed forces” means only full-time active duty members of the armed forces, and not national guard or reserve members.

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### Fees (per semester)

The following departments carry a program fee each semester that helps offset instructional costs specific to that academic discipline. These fees are also included in the Additional Costs by Program amounts.

<table>
<thead>
<tr>
<th>Department</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>$150</td>
</tr>
<tr>
<td>AS Nursing</td>
<td>$250</td>
</tr>
<tr>
<td>Auto Body Refinishing and Repair</td>
<td>$200</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>$200</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>$50</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>$250</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>$250</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>$250</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>$150</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>$200</td>
</tr>
<tr>
<td>Health Information</td>
<td>$50</td>
</tr>
<tr>
<td>Land Surveying and Civil Engineering</td>
<td>$150</td>
</tr>
<tr>
<td>Mechatronics Technology</td>
<td>$150</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$100</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$150</td>
</tr>
<tr>
<td>Powersports Technology</td>
<td>$100</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$250</td>
</tr>
<tr>
<td>Precision Machining Technology</td>
<td>$250</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>$200</td>
</tr>
</tbody>
</table>

---

### Additional Costs by Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding Technology</td>
<td>$100/credit</td>
</tr>
<tr>
<td>Precision Machining Technology</td>
<td>$100/credit</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$100</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>$200</td>
</tr>
<tr>
<td>Land Surveying and Civil Engineering</td>
<td>$150</td>
</tr>
<tr>
<td>Mechatronics Technology</td>
<td>$150</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$100</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$150</td>
</tr>
<tr>
<td>Powersports Technology</td>
<td>$100</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$250</td>
</tr>
<tr>
<td>Precision Machining Technology</td>
<td>$250</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>$200</td>
</tr>
</tbody>
</table>
c) “Spouse” means both parties to a marriage recognized by the state of North Dakota including those subject to an order of legal separation, but not divorced persons.

3. NDCC Section 54-01-26 governs determination of legal residency. Legal residence must be based on an actual physical residence in North Dakota plus an intent to consider this state as a home and legal residence for a substantial period of time. Physical presence in the state for only the special or temporary purpose of attending an institution of higher education, without any assumption of the general responsibilities of legal residency, does not qualify one for legal residency. Nevertheless, a student attending a North Dakota institution of higher education is not precluded from proving legal residency simply because that is the student’s primary or exclusive pursuit for a period of time. It is not necessary to show gainful employment or an off-campus residency to prove legal residency, although they may be helpful; what is more important is a showing that some of the significant responsibilities or rights of legal residency enumerated in subsection 4 have been assumed or exercised, or even more importantly, that they have not been countered during a period of legal residency claimed in North Dakota by express acts indicating a legal residency in another state. Generally, because making false statements in a residency application is a crime, an applicant’s signature is sufficient guarantee that information in the application is accurate. However, university system employees may, at their discretion, require additional documentation.

4. Legal residence in the State of North Dakota includes, but is not necessarily limited to the following responsibilities and rights:
   a) To vote in general or special elections in the State after 30 days of residence in the precinct (and assuming U.S. citizenship). See NDCC Section 16-01-03;
   b) To obtain a North Dakota driver’s license before operating any motor vehicle in this State after more than 60 days of residency. See NDCC Section 39-06-02;
   c) To obtain a North Dakota license for any motor vehicle owned or operated after beginning residency in this State. See NDCC Section 39-04-18;
   d) To file a North Dakota resident’s income tax return with the State Tax Department reporting any income derived from within this State. See NDCC Sections 57-38-11-(10) and 57-38-31;
   e) To obtain a North Dakota resident game or fishing license after 6 months of residency in the State. See NDCC Sections 20.1-01-02(4) and 20.1-03-05.

5. Given the academic tradition of recess or vacation periods for holidays, between terms and during the summer, a student’s visits to other states during these periods are not indicative of a lack of legal residency in North Dakota; in fact, NDCC Section 54-01-26 expressly allows absences for “special or temporary purposes.” A student’s return from North Dakota to a former state of residence for a period of several months (such as an entire summer), however, when combined with the abandonment of a place of residency in this State indicates abandonment of legal residency in North Dakota. Proof of either the retention of a place of residence in North Dakota during the absence (e.g., by rent receipts), or of a special or temporary purpose for the absence, is required in the event of such a prolonged absence. For example, participation in an internship experience or an exchange program in a state of origin that was an acceptable part of the student’s academic program at a North Dakota institution of higher education is considered a special or temporary purpose.

   a) To qualify as a North Dakota resident, international students who are not refugees must have an Alien Registration Receipt Card (Green Card) proving permanent residency or immigrant status and must meet all other North Dakota residency requirements for tuition purposes.
   b) Refugees holding I-94 visas bearing endorsement by the Immigration and Naturalization Service and showing they have been paroled indefinitely, or have been granted indefinite voluntary departure or conditional entry, shall be treated as residents of the United States when applying for North Dakota residency for tuition purposes. In all other respects they must meet the requirements of NDCC Section 15-10-19.1. Time spent in North Dakota prior to being granted I-94 status shall not be counted towards the one year requirement for residency status for in state tuition.

Non-Resident Students Seeking Resident Status

Non-resident students seeking to declare residence for tuition fee purposes must file such a request with the Enrollment Services office. Students must apply for residency change within 30 days of the first class of the semester. If student applies for residency after the first 30 days of the semester and before the 60th day of the semester, a student can petition to have residency reviewed by notifying the director of admissions and records. After the 60th day of the semester, no reviews/appeals will be considered.

Reciprocity for Minnesota Residents

Action by the Minnesota and North Dakota legislatures allows residents of either state to attend state-supported institutions of higher education and have most of the non-resident tuition waived. Approval by the authorized agency of the student’s home state is required. Minnesota residents may obtain the Application for Reciprocity form by accessing the website www.mheso.state.mn.us. Students can print an approved letter and retain it for their records.

Reciprocity is granted to a student for a one-year period ending each July and is automatically granted for the remaining years unless the student drops out for a 12-month period. In that case, the student would have to re-apply.

NOTE: Reciprocity applications are not required of students who have graduated from Minnesota high schools within the same calendar year that they are entering NDSCS.

Payment of Fees

The student’s current balance is available 24 hours a day by going to www.NDSCS.edu and selecting CampusConnection then Student Center. Payments may be made and financial aid refund checks can be picked up during the Wildcat Payment and Refund Days, which are held in conjunction with the semester payment due date. All tuition, fees, bookstore charges, and room and board charges are due in full on or before the 12th day of the semester. All billing notifications are sent electronically to the student’s NDSCS email address. Since students can make changes that affect their balance up to and after the 12th day, electronic statement notifications will not be sent prior to this due date.

Registration may be cancelled if payment is not received by the 12th semester day unless signed arrangements have previously been made with the Business Affairs office. All financial aid files must be complete and accepted prior to the 12th semester day in order for the funds to be considered towards the student’s balance. Students will not be allowed to enroll in subsequent semesters and transcripts will not be released until all financial obligations to the college have been paid in full.

Outstanding Bills

If the student does not pay in full by the semester due dates, a late fee may be assessed for each month that the charges are past due (per section 830.1 of the SBHE Policy manual).

If acceptable arrangements are not made with the Business Affairs office regarding an outstanding bill, the account may eventually be forwarded to a collection agency. Costs incurred in the collection
process will be the responsibility of the student. The unsatisfied obligation may also be reported to a credit bureau.

For additional information go to the Paying for College section at www.NDSCS.edu.

**Refunding of Tuition and Fees**
(per SBHE Policy 830.2-Refund Policy)

**Refunds for total withdrawals**

A total withdrawal occurs when all classes are dropped during the period of enrollment. The applicable refund percentage is based on the calendar date of when the Division Dean’s office receives and approves the completed withdrawal paperwork from the student.

<table>
<thead>
<tr>
<th>Percent of Enrollment Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed (actual calendar day including weekends)</td>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>0-8.999%</td>
<td>100%</td>
</tr>
<tr>
<td>9.000-34.999%</td>
<td>75%</td>
</tr>
<tr>
<td>35.000-59.999%</td>
<td>50%</td>
</tr>
<tr>
<td>60.000-100.000%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Refunds for dropping individual classes**

A class that is dropped prior to the completion of 9 percent of the period of enrollment shall receive a 100 percent refund of tuition and fees for the number of credits attributable to the dropped class. After the completion of 9 percent of the period of enrollment for a class, no refund shall be given for tuition and fees for a dropped class.
Financial Aid

NDSCS is a state-supported college. This state support covers a very significant portion of all instructional costs to the student and is the largest form of financial support. To help students pay their costs for tuition and fees, room, board, books and supplies, students and/or parents receive financial aid. Approximately 94 percent of NDSCS students receive some type of financial aid. Four different types of financial aid are offered: (1) grants, (2) loans, (3) employment and (4) scholarships.

Students attending NDSCS must apply for admission to be considered for financial aid. All aid applicants are expected to submit the Free Application for Federal Student Assistance (FAFSA). To be considered for the maximum number of financial aid sources, the FAFSA should be submitted by April 1 to meet the priority deadline date of April 15. Students are encouraged to complete the FAFSA online at www.FAFSA.ed.gov. Once application is made, please allow 6-8 weeks for processing. Official financial aid awards are emailed to students in June.

More information, policies and applications on financial aid can be found under the Paying for College section at www.NDSCS.edu.

Dropping Out of College and Repaying Financial Aid

The federal government requires all colleges and universities to monitor the academic progress of all students, whether or not they receive federal aid. This involves more than maintaining the quality standard of a minimum GPA of 1.75 after the first year, or a 2.0 by the end of the second year. It also involves monitoring the quantity standard set to insure students are completing the academic work at an acceptable pace. Students on financial aid should be careful about dropping classes. At minimum, a student should complete at least 67 percent of the course work assigned during an academic year.

To drop a class or drop out of college, the first step is to stop at the respective Dean’s office in the Tech Center. If it is not possible to stop in at the Dean’s office, it is important to contact the office via phone or in writing. A withdrawal notice will be issued, requiring a number of signatures from across campus notifying the respective offices of the student’s intent to leave school. Failure to follow this formal process easily can result in serious consequences to the student in the form of receiving all “F” grades on your permanent record for the work not completed. This also may result in unnecessary cost to you in other ways, such as not having certain costs credited on a timely basis.

For all students receiving U.S. Department of Education Title IV funds — Federal Pell grants, SEOG grants, State Incentive grants, Federal Stafford, Perkins or PLUS funds — the federal government has detailed policies on the return of these funds. The policy as summarized here only relates to students completely dropping out of college (dropping all classes not yet completed). A withdrawal date first must be established. For NDSCS, that date is considered to be the day NDSCS learns about the withdrawal by the student and/or the parent of the student, provided that date is still during the term. If the term is over and if the Enrollment Services office has not been informed of a drop date by the student and/or parent, the Enrollment Services office has the option of using the midpoint of the term or the last date of actual class attendance, as researched by contacting instructors.

It does not normally enter into the formal return of funds calculations. After determining the drop date for those students completely dropping out of college, one of the next steps is to determine what fraction of the term the student attended. For example, if the term included 120 calendar days, and the student withdrew during the 60th day of the term, 50 percent of the term would be considered to have been earned, and the remaining 50 percent would have to be returned. Likewise, if one dropped on the 30th day of a 120-day term, the student would have earned 25 percent of the aid, and the rest would have to be returned. After the 60 percent point in time of the semester, or after 72 days if the term had 120 calendar days, no return of Title IV funds is required. Therefore, the aid is returned to the federal programs based on the percent of unearned aid.

The responsibility for returning the unearned aid is shared by both the college and the student. Both aid that was disbursed and aid that could have been disbursed, are included. The college must return its portion first. The student’s account is charged for it, and the respective Title IV account is credited for the same amount. Therefore, the student may end up with an amount due to the college. Of course, in most cases, NDSCS would first have credited a student’s account for the charges involved. (The actual refund percentages on these charges will be covered later.) That credit on an account may be enough to satisfy the required return of the unearned aid. The college’s share of the unearned and/or earned aid is computed using the same percentage process already covered above. For example, if a student attended 25 percent of the term, NDSCS would consider he or she earned 25 percent of the institutional charges and would return up to 75 percent towards the student’s unearned financial aid amount. Again, this goes through 60 percent of the term.

After the college takes care of its share of the financial aid repayment, the student is responsible for the rest. If the aid program is a loan, the amount due from the student is considered to be repaid later when the loan is repaid. If the aid program is a grant, the amount due is reduced by 50 percent. The college will inform the student of any amount still due and arrangements must be made for payment.

Gainful Employment

Gainful employment provides students and consumers with the information they need to make good education choices. Providing an eligible program of training to prepare students for gainful employment in a recognized occupation is one of the criteria an institution must meet to qualify to award federal financial aid in postsecondary vocational education.

Please visit www.NDSCS.edu/Gainful-Employment to view our gainful employment data.
Classification of Students

A full-time student carries 12 or more semester credits. A part-time student carries fewer than 12 semester credits. Students who have earned fewer than 30 semester credits either in transfer or on campus are classified as freshmen.

Semester System

- NDSCS operates under the semester system with two 16-week semesters and a summer session.
- Fall and spring term schedules provide specific information regarding the term calendar; course offerings, fees and meeting times; final exam schedule; guidelines for changes in registration; and instructions for using CampusConnection, the online registration system.
- A summer session schedule provides specific information regarding the summer term calendar; course offerings, fees and meeting times; enrollment procedures; and instructions for using CampusConnection.

Unit of Credit

A unit of credit is three hours of student instruction and learning, which may be represented by:

- one class hour per week for lecture, discussion, seminar, or workshop, or a combination thereof, and two hours of preparation outside of class;
- two class hours per week for laboratory, shop, or field experience, or a combination thereof, and one hour of preparation outside of class; or
- three class hours per week for laboratory, shop, internship, supervised occupational work experience, or other comparable field experience, or a combination thereof.

Advanced Standing

NDSCS recognizes off-campus learning experiences and translates these experiences into college credit where appropriate. Application for advanced standing should be made to the director of admissions and records. Advanced standing may be obtained through the following methods:

Credits received at other recognized educational institutions

Credits earned at regionally accredited colleges are accepted in transfer. Courses will be applied to program requirements as appropriate. An official, final transcript from the institution(s) attended must be presented.

NDSCS will transcript all coursework from regionally accredited colleges and universities including equivalent for international institutions previously attended. The student’s grade point average at NDSCS is an institutional grade point average for all residential credits only.

Transfer students must meet assessment criteria unless previous college records indicate satisfactory completion of first-year college English and math courses.

Credit by articulation agreement

Students enrolled in secondary schools that have an articulation agreement with NDSCS may utilize the processes to receive college credit. The grade earned may be recorded on the transcript as an articulated course with either a satisfactory or a letter grade. Articulation agreements provide an opportunity for post-secondary credit based on competencies acquired while in high school. For further information, contact Enrollment Services.

Students scoring satisfactorily on the subject examinations of the College-Level Examinations Program (CLEP) may receive college credit as adopted according to SBHE Policy 403.7 (3)(c).

Military service experiences

Admitted enrolled students who have earned additional or college level work for credit in a United States Armed Forces Institute program may request their scores be presented to the Enrollment Services office. The credit will be evaluated by the director of admissions and records using the Guide to the Evaluation of Educational Experiences in the Armed Services. Credit will be allowed only for those courses equivalent to those offered at NDSCS. Credits may also be earned from military experience and/or through challenge exams with departmental approval. The Enrollment Services office will be responsible for credit entry.

No cost is assessed for this service.

Credit for Life and Work Experience

Credit for Prior Learning Program

This program is designed to offer the adult learner an opportunity to apply learning earned through life and work experiences toward graduation. Individuals may receive college credit for prior learning experiences from a variety of work, military, volunteer, and other activities. These non-college activities must be evaluated to determine if college credit may be granted. The process requires students to enroll in the ASC 180 Prior Learning Assessment portfolio course. For specific questions, contact an academic counselor.

Credit for Apprenticeship Training

Individuals who have completed a United States Department of Labor (USDOL) approved apprenticeship training program of at least 6000 hours, including a minimum of 400 related study hours, qualify for advanced standing in the Technical Studies-Journeyworker Track program. This flexible program provides students the opportunity to earn an Associate in Applied Science degree by receiving 32 college credits for their apprenticeship training and completing 32 additional general education, technical or business credits. Students will work with an advisor to design their own plan of study based on their personal career goals. For further information, see the Technical Studies – Journeyworker information in the curriculum section of this catalog and contact the Technologies and Services Division Dean’s office by calling 1-800-342-4325, ext. 3-2257.

Credit for Life and Work Experience

A student may seek credit by challenging a course if available by department. Students intending to challenge courses are strongly encouraged to do so the semester prior to when the class would normally be taken. Students may not challenge a course in which they are actively enrolled or have completed previously. The course challenge fee is 50 percent of the regular tuition charge, must be paid in advance of taking the challenge exam, and is nonrefundable. Students challenging online classes will be charged an additional online access fee.

Successful challenge grades must be a “C” or better and will be posted to the student’s transcript as test credits. Students should be aware that challenge grades may not be accepted in transfer by some other colleges. Unsuccessful challenges are not recorded.

Application forms and the complete Challenge Exam Policy and Procedure are available in each Division Dean’s office.

For updated information, visit NDSCS.edu
**Transfer of NDSCS Credit**

Transfer of credits is always determined by the institution to which the student plans to transfer. Students planning to transfer should take the Liberal Arts transfer curriculum plan, which consists of courses most commonly required for preparation to another college or university. For specific bachelor’s degree requirements, students should consult the catalog of the campus to which they intend to transfer.

**Excess Load**

To enroll for more than 20 credits during any semester, a student must have a grade-point average of 3.0 or better and file a request for excess load at the appropriate dean’s office, except where more than 20 hours are required in a specific curriculum.

A request for excess load must be approved by both the student’s advisor and the division dean.

**Library Resources**

The Mildred Johnson Library enhances learning and success for providing information services, which support both academic goals and lifelong learning for students, staff, and community members. In this modern age the library seeks to serve the students in all venues from brick and mortar to online and distant students. The resources consist of the tried and true books, magazines, academic journals, newspapers and numerous computer and technological resources. Patrons have access to global resources. We also have conference rooms for group collaborations, meetings, and projects and a plethora of engaging tools.

Additional information is available in the Student Services section of this catalog at www.NDSCS.edu/Library or by calling the Library Service Desk at 1-800-343-4325, Ext. 3-2618 or direct at 701-671-2618.

**Final Examination Policy**

End-of-term examinations are held according to the published examination schedule. If a student has more than two exams scheduled the same day, the student may contact his or her instructor(s) to establish a mutually acceptable time to reschedule one or more of the exams.

**Grading System**

A letter grade is used to indicate the quality of a student’s work in a course. Grade points are assigned for each letter grade so a grade-point average can be calculated. The system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>Au</td>
<td>Audit</td>
<td>0.5</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>3.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>1.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.5</td>
</tr>
<tr>
<td>WV</td>
<td>Waive</td>
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</tr>
<tr>
<td>X</td>
<td>In Progress</td>
<td>0.5</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>0.0</td>
</tr>
</tbody>
</table>

- The grade of “Incomplete” must be removed no later than the end of the mid-term examination week in the next college term, excluding the summer sessions. If the “Incomplete” is not removed by this time, it will automatically be changed to “F” or “U” by the Enrollment Services office.

- The grade of “Incomplete” is given at the instructor’s discretion and is dependent on missing work and attendance.

- The summer session is not considered in determining the time allowed for make-up of “I” grades.

- It is the student’s responsibility to see that “I” grades are made up.

- The term “Withdrew” is to be used when a student officially drops a course.

**Satisfactory/Unsatisfactory**

Students must perform a minimum of average work (at the discretion of the instructor) in order to receive a “Satisfactory.” Anything less is considered “Unsatisfactory.”

**Semester Grades**

Grades are available to students as soon as possible after the close of a semester. Grades will be available to the student via the NDSCS website, the CampusConnection link. Students making a 3.5 GPA or higher and completing at least 12 credits with letter grades will be listed on the President’s Honor Roll for the semester. Courses with S/U grades do not count in academic standing. Students making less than a 2.0 GPA may be placed on academic warning, probation or suspension.

**Grade Transcripts**

Students may request their official transcript through the National Student Clearinghouse which can be found at www.getmytranscript.com or through their CampusConnection account. Students will be charged a fee to have a transcript sent.

**Grade Change**

In the event a grade is recorded incorrectly, a change must be made by the instructor no later than the conclusion of the semester immediately following the semester in which the grade was issued, excluding the summer sessions.

**Repeating Courses**

When a course in which a student has previously received a grade is repeated, both grades show on the permanent record, but only the last grade received is used in the grade-point average.

**Dropping or Adding Courses/Changing Curriculums**

Students desiring to drop or add classes or change curriculums are strongly advised to seek the approval of the division dean, advisor and the instructor. Appropriate forms are available in the Division Dean’s offices.

Students should review the current academic calendar for specific drop and add dates.

A grade of “F” will be recorded for any course not formally dropped.

A change in registration may affect your tuition charges and/or your financial aid. In order to fulfill financial aid requirements, a student must successfully complete 67 percent of the attempted courses. Check with the Enrollment Services office for any changes resulting in a change of schedule or dropping to the status of part-time student.

Information regarding refunding of tuition and fees for withdrawing from college or dropping individual classes may be found in the tuition and fees section of this catalog.
Auditing Courses

A student may wish to take a course for no credit. This is completed by auditing the course. A student who wishes to enroll in a course as an “audit” must seek prior consent from the instructor. To earn an audit, the student is not required to complete daily assignments or take examinations; however, is expected to maintain satisfactory attendance in order to have an “AU” recorded on the transcript. While a student cannot fail an audit course, an instructor may file a “W” (withdrawn) for non-attendance. A student may not later establish credit in an audited course by taking a special examination; the course must be repeated in residence to earn credits. Additionally, auditing a course will not be used to satisfy a prerequisite for another course. A course initially registered as an audit will be charged 50 percent of tuition, plus applicable fees.

A student may drop a graded course and add it as an audit. This must be completed by the last day to drop a course for the period of enrollment attributable to the course. If this change is completed after the first 8.99 percent of an 8-week or 16-week course, there will be no refund.

Financial aid is not awarded for audited course work for either a full or part-time status.

Academic Warning, Probation, Suspension and Reinstatement Policy

The academic warning, probation and suspension policy is designed to give a student every possible opportunity to be successful in a college program.

The student is expected to maintain the following cumulative grade-point average:

<table>
<thead>
<tr>
<th>GPA Units</th>
<th>Institutional GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-16</td>
<td>1.50</td>
</tr>
<tr>
<td>17-33</td>
<td>1.75</td>
</tr>
<tr>
<td>34-50</td>
<td>1.85</td>
</tr>
<tr>
<td>51+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Warning

Failure to maintain the indicated grade point average will result in the student being placed on academic warning. Students and their advisors are notified in writing that the quality of the student’s work has fallen below acceptable standards and should this unsatisfactory condition continue during the subsequent semester, the student may be placed on academic probation.

Academic Probation

After one semester on academic warning, students may be placed on academic probation if their cumulative grade-point averages are not within the limits previously stated.

If the student achieves at least a 2.0 GPA during the subsequent semester(s) of enrollment but still does not achieve the required cumulative grade point average, he/she continues on probation until that requirement is satisfied. (Summer session is equivalent to one semester.)

Any student who is on academic probation and transfers from one department or division to another will continue to be on probation in the new program until the probationary terms are met.

Academic Suspension

Students who fail to achieve at least a 2.0 grade point average for each of the subsequent semesters while on probation will be placed on academic suspension. Students who are suspended will not be readmitted until a lapse of one regular semester (fall or spring) has occurred. Suspended students are not eligible to attend summer school.

Students who choose to appeal their academic suspension may do so by following the Academic Reinstatement Process listed below.

If a reinstatement is granted and the student does not meet the required GPA the semester they are reinstated, the student will be suspended for one academic year with no appeals.

Note: All students placed on academic warning, academic probation, continued on probation or reinstated on suspension will be contacted by a Student Success staff member.

Academic Reinstatement Process

A student, who is notified they are on academic suspension, may appeal the suspension by completing the Appeal for Academic Reinstatement Form and filing it with the Enrollment Services office by the Wednesday prior to the start of the next regular semester. Appeals received after the required submission date will only be considered if significant extenuating circumstances exist. Students appealing their suspension must provide supporting documentation explaining the compelling circumstances they wish to have considered. Examples of compelling evidence may include: documented medical conditions, death of a family member, divorce and/or dependent support issues, legal problems and other extenuating circumstances that have affected the student’s ability to meet required academic standards. This form is available through the Records office, Haverty Hall, Room 101 or by calling 701-671-2202.

The director of admissions and records or other designated academic official will gather the appeal request and academic information from the student. The Academic Review Committee will review provided documentation, meet with the student and make a decision to lift the suspension or uphold the suspension.

If the suspension is not lifted, the student may advance a written appeal to the vice president for academic and student affairs within five working days of the response. The vice president shall assemble the necessary documents and input for the decision to be made. The vice president shall inform the student and other required staff members within two working days.

The student may appeal the vice president’s decision to the president of the college within ten calendar days. If the student chooses to appeal to the vice president for academic and student affairs and/or president, the student is allowed to register and attend classes pending a decision of the committee. The student is responsible for any charges (tuition, fees, housing, dining services, tools, etc.) incurred during the review process. In addition, the student must follow the rights and responsibilities of NDSCS and the policies and procedures of the division and department.

Upon reinstatement, a student will be contacted by a Student Success staff member. If academically reinstated due to suspension and the student does not meet the required GPA the semester they are reinstated, the student will be suspended for one academic year. The student will not be granted a second appeal.

All students have the right to present an appeal in accordance to the steps outlined in this policy and are assured freedom from discrimination, coercion, restraint or reprisal in presenting appeal.

Student Eligibility to Participate in Activities

1. To participate in music or drama, a student must meet established NDSCS standards of academic progress. Eligibility for participation in intercollegiate athletics is established by the National Junior College Athletic Association.

2. Only regular, full-time students not on probation (academic or disciplinary) are permitted to participate in extracurricular activities other than intramural or residence hall programs. Extracurricular activities are organized college-related student activities outside the regular curriculum requirements, in which students participate voluntarily.
3. Any student who files for an elective position or applies for an appointed position must meet the requirements stated in the foregoing item at the time of filing or applying and must have the intention of being enrolled and on campus during the entire period of the elected or appointed term for which he or she has filed or applied.

4. A student must have a 2.0 GPA in the semester preceding election or appointment and must have a cumulative average of 2.0 to hold any of the following positions:
   a) Chair of any all-college event;
   b) Homecoming Queen, Campus Sweetheart or similar honor;
   c) Campus Activities Board;
   d) Editor or staff member of a publication;
   e) President of an organization; or
   f) Member of a Faculty-Student Standing Committee.

5. Should a student fail to maintain a 2.0 GPA for any given semester, he or she shall immediately forfeit the right to any position held as listed in the preceding paragraph.

Absences

Students are required to regularly attend all classes and shops for which they are scheduled. In general, absences are excused only when due to illness or official representation of the college. For more detailed information concerning this matter, the student should consult the general regulations which will be found in the NDSCS Guide to Student Rights and Responsibilities or department policies. For more information see Attendance Policy in the Academic and College Policies and Procedures section of the NDSCS Catalog.

Withdrawing from College

A student who desires to withdraw from college must originate a request and obtain a withdrawal slip from the division academic counselor before the last day to withdraw from college. Dates are available in the Academic Calendar online or in the Student Planner. Students planning to withdraw from college should contact the Financial Aid office.

Petition for Graduation

Graduation procedures are as follows:

1. Formal application for graduation should be made by the candidates prior to the semester during which they expect to complete requirements for graduation.

2. Petition for Graduation forms may be obtained at the Enrollment Services office, dean’s office or on the NDSCS website www.NDSCS.edu/Graduation.

3. The award will be sent to the graduate.

4. Students are requested to participate in graduation exercises in order to have their degrees, diplomas or certificates conferred.

Graduation Requirements

Students enrolled at the North Dakota State College of Science become candidates for a graduation award when it is determined they have or will have successfully completed the requirements for graduation.

All program requirements must be completed as outlined in the official NDSCS Catalog for the year in which the applicant matriculated. Any exceptions to this requirement must have written approval of the division dean.

If the NDSCS graduation requirements change during a student’s period of enrollment at NDSCS, the following will apply.

1. Students who are enrolled continuously will follow the graduation requirements in effect at the time of their initial enrollment.

2. Students who are not enrolled as a continuous student will follow the graduation requirements in effect during the academic year they reinitiate enrollment.

3. At least 16 of the final 24 credits of the curriculum must be taken through NDSCS.

The applicant’s record must show an institutional grade-point average of at least 2.0 for all work completed that applies to the curriculum from which the applicant is graduating.

Students returning to NDSCS to complete a program that they were previously enrolled in will follow the guidelines of the program when they re-enroll. Additional documentation may be required for proof of current skills, employment and certifications.

If a student in a vocational program possesses a current and approved First Aid and CPR certification, a waiver of HPER 210 First Aid/CPR may be requested. To determine eligibility, contact the NDSCS Enrollment Services office. This will be a waiver of the course requirement only and no credits will be awarded. Students must still earn the minimum credits required for graduation for an associate degree, diploma or certificate.

Courses or credits that are waived by NDSCS are an institutional waiver only and may not be recognized at other colleges.

All students who have completed 90 days or more of active military service are excused from the wellness requirements. These requirements will be waived. Proof of military service must be filed in the Enrollment Services office to waive the requirement.

The requirements for graduation are as follows:

Associate in Arts Degree

The Associate in Arts degree is conferred upon recommendation of the faculty and satisfactory completion of the following requirements:

1. The student must have completed a curriculum with a minimum of 64 credits, or more, if specified in the specific curriculum, with a minimum cumulative GPA of 2.0 (C) or higher.

2. The student must have completed the following minimum general education requirements:
   a) six credits in ND:ENGL
   b) three credits in ND:COMM
   c) six credits in ND:HUM or ND:HIST (must have courses from two prefixes)
   d) 13 credits in ND:MATH, ND:LABSC, ND:COMPSC or ND:SCI
      i. All students must complete one lab science (ND:LABSC), one mathematics course (ND:MATH) and one ND:COMPSC
   e) eight credits in ND:SS (must have courses from two prefixes)
   f) two credits in wellness
   g) remaining credits will emphasize arts, humanities and social sciences
   h) attendance at designated campus and/or community activities that support the general education learning outcomes
   i) GERTA requirements, 36 credits

In planning a program to meet these requirements, a student upon advisor approval, may substitute general education courses in order to meet requirements of the institution to which the student plans to transfer.

Associate in Science Degree

The Associate in Science degree is conferred on recommendation of the faculty upon satisfactory completion of the following requirements:

1. The student must have completed a curriculum with a minimum of 64 credits, or more, if specified in the specific curriculum, with a minimum cumulative GPA of 2.0 (C) or better.
2. The student must have completed the following minimum general education requirements:
   a) six credits in ND:ENGL
   b) three credits in ND:COMM
   c) six credits in ND:HUM or ND:HIST (must have courses from two prefixes)
   d) 13 credits in ND:MATH, ND:LABSC, ND:COMPSC or ND:SCI
      i. All students must complete one lab science (ND:LABSC), one mathematics course (ND:MATH) and one ND:COMPSC
   e) eight credits in ND:SS (must have courses from two prefixes)
   f) two credits in wellness
   g) remaining credits will emphasize business, science and/or mathematics transfer courses
   h) attendance at designated campus and/or community activities that support the general education learning outcomes
   i) GERTA requirements, 36 credits

In planning a program to meet these requirements, a student, upon advisory approval, may substitute general education courses in order to meet requirements of the institution to which the student plans to transfer.

**Associate in Applied Science Degree**

The Associate in Applied Science degree is conferred upon recommendation of the faculty and satisfactory completion of the following requirements:

1. The student must have completed a curriculum with a minimum of 64 credits, or more, if specified in the specific curriculum, with a minimum cumulative 2.0 (C) GPA or higher.

2. The student must complete the following minimum general education requirements:
   a) six credits in English and/or speech communication (with a minimum of 3 credits in English composition)
   b) three credits in mathematics and/or science
   c) four credits in social and behavioral sciences, humanities, history and/or computer
   d) two credits in wellness
   e) three elective credits in general education, and
   f) attendance at designated campus and/or community activities that support the general education learning outcomes

Total General Education requirements, 18 credits.

**Associate in Science in Nursing Degree**

The Associate in Science in Nursing Degree is conferred upon recommendation of the faculty upon satisfactory completion of the following requirements:

1. The student must have completed the specified curriculum with a minimum of 72 credits, with a minimum cumulative grade-point average of 2.0 (C) or better, and completed all required program courses with a “C” or higher grade.

2. The student must have completed the following minimum general education requirements:
   a) six credits in ND:ENGL
   b) three credits in ND:COMM
   c) six credits in ND:HUM or ND:HIST (must have courses from two prefixes)
   d) 13 credits in ND:MATH, ND:LABSC, ND:COMPSC or ND:SCI.
      All students must complete one lab science (ND:LABSC), one mathematics course (ND:MATH) and one ND:COMPSC
   e) eight credits in ND:SS (must have courses from two prefixes)
   f) two credits in wellness
   g) remaining credits will emphasize nursing
   h) attendance at designated campus and/or community activities that support the general education learning outcomes
   i) GERTA requirements, 43 credits

**Diploma**

The diploma is conferred upon recommendation of the faculty and satisfactory completion of the following requirements:

1. The student must have completed a curriculum with a minimum of 37 credits, or more if specified in the specific curriculum, with a minimum cumulative GPA of 2.0 (C) or higher.

2. The student must have completed the following minimum general education requirements:
   a) three credits in English
   b) three credits in mathematics and/or science
   c) four credits in social and behavioral sciences, humanities, history and/or computer
   d) one credit in wellness
   e) one elective credit in general education
   f) attendance at designated campus and/or community activities that support the general education learning outcomes

Total General Education requirements, 12 credits.

**Certificate**

A certificate is awarded to qualified students who successfully complete an approved program of study of one year or less. If a program is two academic semesters in length, it cannot exceed 36 credits. If a summer semester is included, a maximum of eight additional credits may be required.

1. The student must have completed a curriculum with a minimum of 16 credits with a minimum cumulative GPA of 2.0 (C) or higher.

2. The student must have completed the following minimum general education requirements:
   a) three credits of general education in certificate programs of 16-23 credits, or
   b) five credits of general education in at least two disciplines for programs of 24-36 credits or more, and
   c) attendance at designated campus and/or community activities that support the general education learning outcomes

Total General Education requirements, three or five credits as indicated above.

Certificate programs of 24 credits or greater must also have general education student outcomes embedded in the curriculum.

**Certificate of Completion**

A certificate of completion is awarded to qualified students who successfully complete an approved program of 15 credits or less, or an approved non-credit course of study. There are no general education requirements.

NOTE: See the General Education and GERTA Course Matrix for a list of courses accepted in the various disciplines.

**Posthumous Degree Award Procedure**

The North Dakota State College of Science may award degrees posthumously under the following conditions:

1. A request must be received on behalf of the deceased student;
2. The student must have been in good academic standing with the institution at the time of death;
3. The student must have satisfied the institution’s requirements for earned credits in residence;
4. The student must have substantially completed the degree requirements as determined by the institution.
General Education Outcomes

Definition
General education is defined as a set of educational experiences that forms a core of common knowledge, skills and attitudes fundamental to all curriculums of substantial length (24 credits or more).

The NDSCS general education component is offered to address the following needs:

1. The employment market requires technically competent graduates who communicate effectively, practice teamwork skills and adapt to changing situations.
2. Today's dynamic society requires skills which will foster continuing formal and informal education and lifelong learning.
3. Personal growth requires exposure to diverse culture and value systems, expansion of critical thinking and development of personal life management skills.

Philosophy
The goal of general education at NDSCS is to assist students in meeting the above needs. To meet this goal, students are provided with a variety of credit and non-credit educational experiences, both inside and outside the classroom.

Involvement of students in campus and/or community life is a part of the general education philosophy of the college. There exists a wide spectrum of extracurricular campus-life situations in which all students are urged to actively participate. Research tells us that students who are involved in campus activities are more satisfied with their college experience and more likely to complete their college goals. Examples of activities NDSCS provides include instrumental and vocal musical experiences and more likely to complete their college goals. Examples of activities NDSCS provides include instrumental and vocal musical groups, intramural and intercollegiate athletic programs, social events, student clubs, lectures, lyceums, dramatic productions, residence hall/apartment living and student government.

Objectives
- To develop skills necessary for creative problem-solving, critical thinking and analysis of values.
- To develop communication skills necessary for effective listening, speaking, reading and writing.
- To strengthen students' interpersonal and personal life management skills.
- To prepare students with skills and attitudes necessary for the pursuit of lifelong learning in a changing society.
- To provide opportunities for cultural enrichment and a developing awareness of a culturally diverse society.
- To provide a campus environment that promotes a lifestyle of mental and physical wellness.

Student Learning Outcomes
1. Communication: Students will demonstrate effective communication skills.
2. Information Technology: Students will be able to utilize information using existing technologies.
3. Social and Cultural Awareness: Students will gain knowledge of diverse cultures and value systems.
4. Wellness: Students will gain skills in mental and physical wellness and leisure activities.
5. Problem-Solving/Critical Thinking: Students will be able to use reasoning skills to analyze and solve applied problems.

General Education Transfer Agreement (GERTA)

General education courses in the areas of communications, arts and humanities, social sciences, mathematics, science and technology taken at any North Dakota University System institution or any other participating colleges/universities count upon transfer toward the general education requirements at all NDUS institutions in one of the following two ways:

1. If the general education coursework includes courses from each of these areas totaling at least 36 semester credits and completes 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.

2. In all other cases the general education courses from the indicated areas are applicable to an appropriate general education requirement of the institution to which they are transferred. In these cases the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred.

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

NDSCS GERTA Requirements
The following NDSCS requirements have been approved by the North Dakota University System for the purposes of meeting general education requirements for transfer to other NDUS institutions:

1. Communication (nine credits: six credits English and three credits communications): Any course marked ND:ENGL may apply to the six credits English requirement. Any course marked ND:COMM may apply to the speech requirement.

2. Humanities/history (six credits): From two different prefixes within the categories marked ND:HU or ND:HI.

3. Social and behavioral sciences (eight credits): From two or more prefixes within the category marked ND:SS.

4. Math, science and computer information systems (13 credits): Any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI. All students must complete one lab science (ND:LABSC) course, one mathematics (ND:MATH) course and one CIS (ND:COMPSC) course.

NOTE: NDSCS also has a wellness requirement. Please consult specific transfer degree programs for more information.

The NDSCS courses listed in the GERTA column in the General Education and GERTA Course Matrix have been approved by NDUS to meet general education requirements in certain categories.

Liberal Arts Transfer Program Purposes

Within the Liberal Arts transfer curriculum plans, students can choose from numerous emphases areas and receive an associate in science or associate in arts degree in Liberal Arts.

Depending on the emphasis selected, students will receive either an associate in science or associate in arts degree upon completion of the required curriculum.

The purposes of the Liberal Arts transfer curriculum plans are:

1. To provide two-year programs of general education for students who will transfer to a senior college or university.
2. To provide courses that meet established professional, accrediting, NDUS standards for two-year colleges.

3. To provide two-year programs for those students who are undecided about their choice of a career.

4. To provide general education courses for personal enrichment.

Curriculums for each emphasis are presented in the Academic Program section of the NDSCS Catalog.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>GERTA (NDUS)</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AA/AS</td>
<td>AAS/Dipl./Cert.</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 105 Technical Communications</td>
<td>3</td>
<td>ND:ENGL</td>
<td>X</td>
</tr>
<tr>
<td>ENGL 110 College Composition I</td>
<td>3</td>
<td>ND:ENGL</td>
<td>X</td>
</tr>
<tr>
<td>ENGL 120 College Composition II</td>
<td>3</td>
<td>ND:ENGL</td>
<td>X</td>
</tr>
<tr>
<td>ENGL 125 Introduction to Professional Writing</td>
<td>3</td>
<td>ND:ENGL</td>
<td>X</td>
</tr>
<tr>
<td><strong>COMMUNICATION</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>COMM 110 Fundamentals of Public Speaking</td>
<td>3</td>
<td>ND:COMM</td>
<td>X</td>
</tr>
<tr>
<td>COMM 212 Interpersonal Communication</td>
<td>3</td>
<td></td>
<td>X</td>
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**SOCIAL AND BEHAVIORAL SCIENCES**

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*HPER 210 may be used to fulfill the Wellness requirement for AAS, Diploma or Certificate programs.

Rev. 6/8/15
ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

The North Dakota State College of Science is committed to the principle that the affairs of the college shall be conducted in an orderly fashion to ensure the well-being of students and other constituent groups in pursuit of learning and academic achievement. This section contains complete and/or introductory statements for key policies and procedures necessary for the administration of learning and academic programming. It also contains information on where to locate complete and/or other relevant policies and procedures.

The NDSCS Guide to Student Rights and Responsibilities is a comprehensive guide to many of the official academic and college policies and procedures related to student rights and responsibilities of importance to NDSCS students, faculty, staff and administrators. Please refer to it for complete copies of these policies and procedures. It also includes procedures for addressing student sanctions, judicial actions and student complaint, appeal and grievance issues.

Copies of the NDSCS Guide to Student Rights and Responsibilities are available at the Customer Service Desk located in the Student Center and Residential Life office in Riley Hall, the Enrollment Services office in Haverty Hall and the Academic Dean’s offices. It is also posted on the NDSCS website at www.NDSCS.edu/Student-Rights.

The NDSCS Policy and Procedures Crosswalk located at the end of this section is provided as a reference guide to assist in locating key policies and procedures found in the NDSCS Guide to Student Rights and Responsibilities, the NDSCS Catalog and other campus publications.

College Code of Conduct Policies and Standards for Students

The North Dakota State College of Science is committed to the principle that the affairs of the college shall be conducted in an orderly fashion. Accordingly, NDSCS expects each student will abide by civil laws and college regulations. In order to be an effective citizen, every student has the responsibility to observe and maintain a code of personal behavior and social relationships which will contribute to his or her own welfare, educational experience and to the total educational effectiveness of the college. Rules and regulations exist so that persons living and working together may pursue individual goals effectively.

The following guidelines exemplify acceptable conduct for students attending NDSCS:

• Appearance. Personal cleanliness is expected at all times;
• Attitude. Students should develop a positive attitude regarding college life and educational objectives;
• Attendance. Attendance at scheduled classes, college events and extracurricular activities is a vital part of educational development; and
• Application. Good moral values, integrity, dependability and other high standards of conduct should be applied to daily living patterns in order to become a worthy and respected student at NDSCS and a citizen of the community.

Basic Regulations of Conduct

The policies and standards for students at the North Dakota State College of Science are considered to be a minimal code of behavior for students whose individual and collective goal is the pursuit of excellence in their chosen areas. NDSCS believes most students are rational, intelligent beings with an adult concept of the law who can conduct their daily lives within the spirit as well as the letter of the law.

The following conduct, being incompatible with the purposes of an academic community, is prohibited for all NDSCS students and shall constitute cause for discipline and may lead to disciplinary sanctions:

1. The use of, or threat to use, force or violence or verbally or physically threatening, abusive, intimidating, or harassing behavior, except when lawfully permissible.
2. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the college premises.
3. The intentional disruption of operations of the college, including but not limited to classes, convocations, housing facilities, lectures, meetings, recruiting interviews and social events, on or off the premises.
4. Any act prohibited by local, state or federal law that occurs on or off college premises that may have a negative impact on the campus community.
5. Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of or on the premises occupied by the college.
6. Furnishing false or misleading information to any college official, on admission, registration, student ID or any other forms, or altering college records.
7. Making an accusation, that is intentionally false or is made with reckless disregard for the truth, against any member of the college community.
8. The repeated use of obscene or abusive language in a classroom, meeting room, or public area of the college where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the subject matter.
9. Failure to discharge a just financial obligation to the college.
10. Failure to possess a valid student ID card.
11. Possession of keys to a college building by unauthorized persons. Duplication of keys issued to a student is prohibited.
12. Any act of unlawful discrimination based on race, creed, color, national origin, religion, sex, disability, age, sexual orientation or status with regard to marriage or public assistance or any act of retaliation against any person who has made a complaint about such discrimination.
13. Disorderly, lewd or indecent conduct.
14. Any act of harassment or bullying whether verbal, physical or of a sexual nature that has the effect of creating an intimidating, offensive or hostile environment.
15. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results or assisting others to do the same.
16. Willfully destroying, damaging, tampering with, altering, stealing, misappropriating or using without permission any college program or file.
17. Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the college community, a student organization, a sports team, an academic association or other group engaged in by an individual that intentionally or recklessly endangers another individual.
18. The illegal use or possession of intoxicating liquors, alcoholic beverages, alcohol containers, and non-prescribed drugs.
19. Failure to conform to any applicable Board of Higher Education or institution policies or directives; or conduct that interferes with efficient administration of the college.

For updated information, visit NDSCS.edu 29
20. Willful incitement of persons to commit any of the acts herein prohibited.

It is assumed any student who enrolls at NDSCS is aware of the above expectations and responsibilities, and he or she will always abide by those realistic standards of achievement and citizenship that are conducive to self-growth and to the growth of the college.

Additional regulations, policies, and procedures are included in the NDSCS Guide to Student Rights and Responsibilities. All new and current students should become well acquainted with the regulations regarding student academic and behavioral codes of conduct at NDSCS.

**Disciplinary Sanctions**

Individual students who are found in violation of NDSCS policy may be subject to one or more of the sanctions, dependent upon the severity of the offense and the existence or absence of prior violations.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the Disciplinary Sanctions and College Judicial Committee Processes and Procedures.

**Student Alcohol/Drug Policy**

The North Dakota State College of Science in accordance with North Dakota State Board of Higher Education Policy 918, prohibits the possession, sale, dispensation, display, possession of alcoholic containers, empty or full, use or consumption of alcoholic beverages and/or drugs (including marijuana) upon land or in buildings owned by the Board or its institutions. The exceptions to this policy are (1) if the NDSCS president gives written permission prior to an event or (2) a physician prescribes medication for specific individual use, subject to North Dakota Law.

Students may also be subject to on campus sanctions for off campus alcohol/drug related behavior.

Parents or guardians of students under the age of 21 may be contacted by an NDSCS administrator following alcohol and/or other drug related policy violations.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the NDSCS Student Alcohol/Drug Policy and sanctions, and www.NDSCS.edu/Alcohol-Drug/Policies for more information.

**Tobacco Free Campus Policy**

NDSCS prohibits the use of tobacco on campus property at all times. This prohibition includes indoors, outdoors, college vehicles and/or personal vehicles while on campus. This policy applies to all employees, students and visitors.

Tobacco usage includes all tobacco products, including but not limited to: cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, snuff, smokeless pouches and other forms of loose-leaf tobacco.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the NDSCS Tobacco Free Campus Policy and sanctions.

**Weapon Policy**

The NDSCS Police Department offers free, secured storage for hunting weapons to students and employees who possess a valid hunting license or weapons used for participation in academic courses offered for credit and are actively registered in an academic course requiring such weapon.

1. Ammunition will not be stored.

2. Only legal hunting weapons (Defined by the North Dakota Century Code) or weapons used for participation in academic programs offered for credit are eligible for storage.

3. Individuals must contact the NDSCS Police Department at least one hour in advance to arrange the release of their weapon.

4. The NDSCS Police Department will publish a fall and spring semester schedule for this service.

The campus judicial officer or their designee will determine student sanctions for violations of this policy that may include fines, eviction from NDSCS housing, suspension, expulsion, or other actions.

Possession of an unauthorized weapon in or on college property, including personal vehicles will result in disciplinary action up to and including expulsion (student) or termination (employee).

Concealed weapons permits are not valid on NDSCS property or at sanctioned events.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the NDSCS Weapon Policy and sanctions.

**Diversity Statement and Policy**

The campus community consists of students, faculty, staff and administrators. It is our belief that all community members have a responsibility, individually and collectively, to create a positive living environment that is respectful, supportive and inclusive of all people. All community members must share in the commitment to provide equal opportunity for all individuals regardless of, and including but not limited to age, race, national origin, mental or physical ability, physical appearance, gender, sexual orientation, disabilities, religious affiliation and economic or perceived social status.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the Diversity Statement and Policy.

**Harassment**

The North Dakota State College of Science prohibits harassment based on gender, race, color, religion, national origin, age, disability, sexual orientation or protected activity (such as reporting alleged harassment or providing information related to a grievance).

Harassment (based on an individual’s membership in one or more of the groups identified above) is defined, for purposes of this statement, as unwelcome verbal or physical behavior which has the intent or effect of unreasonably interfering with the individual’s employment or academic endeavors or creating a hostile, intimidating or offensive environment. Harassment may include (but is not limited to) jokes, derogatory comments, pictures and/or direct physical advances.

**Student Sexual Harassment Policy and Procedures**

North Dakota State College of Sciences strives to create a campus community free from interpersonal abuse including sexual misconduct. NDSCS commits its resources to the following threefold process: 1) to provide crisis intervention for victims, 2) to provide a disciplinary response for alleged offenders, and 3) to educate and promote discussion on interpersonal abuse and violence.

Please visit www.NDSCS.edu/Title9 to review more information regarding sexual misconduct, prevention and reporting and to view the full policy regarding sexual misconduct and Title IX compliance.

**Sexual Assault Policy**

North Dakota State College of Science is committed to creating a campus community free from interpersonal abuse, including sexual assault. NDSCS pledges its resources to the following two-fold process:
1. to provide crisis intervention and judicial response for alleged victims and alleged offenders; and
2. to educate and promote discussion on interpersonal abuse and violence.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the Sexual Assault Policy.

**Attendance Policy**

**General**

Regular attendance, promptness and participation in classes, laboratories and/or shops is expected of each student.

If a student must be absent for an extenuating circumstance, such must be communicated to the instructor(s). Individual departments and/or instructors may develop attendance policies to meet specific program or course needs. Refer to the NDSCS Catalog, student handbook and/or course syllabi for specific requirements.

It is the responsibility of the instructor to enforce the attendance policy as specified in the course syllabi, student handbook and/or NDSCS Catalog. The instructor shall refer to the department chair and/or Division Dean’s office any case of absenteeism that might require special attention.

An online student who does not submit class work for 10 consecutive calendar days may be dropped from the course. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, an administrative drop will be enacted.

The following action may be taken regarding irregular attendance:

1. Administrative drop from a course or program;
2. Course grade may be lowered;
3. Termination of financial aid assistance;
4. Cancellation of registration;
5. Restriction from extra-curricular activities; or
6. Any other judgments deemed necessary.

**Attendance Policy for Technologies and Services Division**

Attendance is critical to success in college, just as it is to future success at work. NDSCS wants students to succeed, and past experience has dictated that chances of success are best when a student makes every effort to attend class.

Attendance is especially critical in technology programs at NDSCS because learning environments are specialized. Because of the special equipment and facilities needed to provide students with a quality education, it is often impossible to make up work missed due to absences from class.

Therefore, the Technologies and Services Division has instituted a division attendance policy that applies to all courses offered by the division. The policy is as follows:

1. Any student absent more than 10 percent of a course’s total contact hours automatically will have one letter grade deducted from his or her current grade;
2. Any student absent more than 14 percent of a course’s total contact hours will have an additional letter grade deducted from his or her current course grade; or
3. Any student absent more than 18 percent of a course’s total contact hours will be dropped from the course if that rate is reached before the last day to drop classes. If the 18 percent absence rate is reached after the drop date, the student will receive an “F.”

Excused absences are allowed only for the following circumstances:

a) Serious illness verified by a doctor’s statement or the campus nurse;
b) Participation in school-sponsored activities which are documented on official college field trip forms;
c) Mandatory military duty (verified by the campus Veteran Certifying Official); or
d) Verified family emergencies (verified by the division academic counselor).

Inclement weather does not affect classes being canceled, but still provides hazardous driving conditions for commuters in certain areas, will be dealt with on a case-by-case basis.

Individual departments within the division have the option to impose stricter attendance policies than the above. The division policy sets a minimum standard for the departments to follow or adjust; or As always, students are to be referred to an academic counselor after three consecutive absences.

Students receiving sanctions as a result of this policy can file a written appeal with an academic counselor. The appeal will be reviewed by the student’s advisor, the appropriate department chair (or his or her designee), the academic counselor and the division dean.

**North Dakota University System Computer and Network Usage Policy**

NDSCS computing and networking resources are provided to support the academic, instructional, outreach and administrative objectives of the college. These resources are provided to accomplish tasks related to the individual’s role within the North Dakota University System. Authorized users are: (1) current faculty, staff and students of NDSCS and the North Dakota University System; and (2) other individuals or organizations specifically authorized by NDSCS or the North Dakota University System.

Use of campus technology services for political purposes is prohibited (see section 39-01-04 of the ND Century Code). Use for private gain is prohibited. Other personal use not related to job duties or academic pursuits is prohibited, unless such use is incidental to job duties or limited in time and scope, and such use does not: (1) interfere with NDSCS or University System operation of information technologies or electronic mail services; (2) burden NDSCS or the University System with incremental costs; or (3) interfere with the user’s obligations to NDSCS or the University System.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the North Dakota University System Computer and Network Usage Policy and related sanctions.

**Consumer Information**

The U.S. Department of Education has mandated that schools must provide currently enrolled students and/or prospective students a list of the information that must be disclosed with instructions for obtaining the full disclosure. The list must be provided annually. The schools are required to list all information that must be disclosed, briefly describe the disclosure information, and explain how students may obtain the disclosure information. Schools must promptly make the information available to any student upon request.

Please see the NDSCS Guide to Student Rights and Responsibilities for a complete copy of the NDSCS statement regarding the disclosure of U.S. Department of Education mandated Consumer Information.
Student Complaints and Grievances

General

A complaint or grievance exists when an enrolled student is dissatisfied with a decision or an aspect of his or her college experience over which the student has no control and on which remedial action is desired. A grievance may also include an apparent violation of equal opportunity laws, regulations, fair grading practices or behavioral concerns.

If a student feels unfairly treated, or has a complaint, the student shall first discuss it with the faculty member, department chair, staff member, director, student within the area or with the person with whom the perceived unfair treatment occurred. It may be a case of misunderstanding which can be resolved by thorough discussion.

Resolving Student Complaints or Grievances

Initially, the student, or complainant, who is considering submitting a complaint or grievance, should attempt to resolve the concern directly with the appropriate department chair, supervisor, faculty member, staff member or student. If the complainant is not satisfied, or is unwilling to address the issue at the individual or departmental level, the complainant should contact the dean’s or associate vice president’s office with administrative responsibility for the department or individual involved. These individuals may be able to provide assistance in resolving the issue in an informal manner at the individual or department level. If informal resolution is not successful or is deemed unrealistic, the dean will inform the complainant of the formal grievance process. As requested by the student, the dean’s offices will provide the complainant with information needed to initiate and complete this process.

Filing a Student Grievance

Step 1. Students wishing to file a formal grievance shall do so to the dean with administrative responsibility for the department or individual involved by submitting the grievance in writing using the student complaint form, or other document approved by the dean. The grievance shall be submitted within five working days of the departmental decision or determination by the dean that informal resolution is not possible.

Step 2. The dean, either alone or in consultation with appropriate faculty, staff and students, will initiate the resolution process by investigating the complaint. An alternate resolution or decision will be reached by the dean within 10 working days of receipt of the grievance and communicated to the complainant in writing. If there is no appeal, the decision of the dean is final.

Filing an appeal

If the complainant is not satisfied with the resolution or decision, a written appeal may be submitted to the vice president for academic and student affairs within five working days of the dean’s decision. The appeal must reasonably establish that

1. the established procedures were not properly followed; or
2. an adequate opportunity to present evidence was not allowed; or
3. the evidence was not substantial enough to justify the decision or resolution.

The vice president shall assemble a Student Grievance Committee within 10 working days of receipt of the written appeal. The Student Grievance Committee shall be composed of two students designated by the Student Senate, two faculty members designated by the Faculty Senate and the vice president for academic and student affairs. A prejudiced member may be removed or may voluntarily withdraw from the committee if the situation warrants such action.

The vice president shall inform the complainant and Student Grievance Committee of the specific time and place of the meeting. The committee shall review the written appeal provided by the complainant and the record made by the dean, and reach a decision based upon these documents. The committee may, in its sole discretion, receive additional testimony or other evidence and make that information part of its record. Upon reaching a decision, the vice president shall, if possible, orally communicate the committee’s decision to the student followed by a written statement within two days. If there is no appeal, the decision of the Student Grievance Committee is final. The complainant may appeal the decision within 10 working days to the president.

All students have the right to present grievances in accordance to the steps outlined in this policy and are assured freedom from discrimination, coercion, restraint or reprisal in presenting grievances.

All references to working days shall be actual days that college offices are open.

Distance Learning Student Complaints and Grievances Process for Out-of-State Students

The North Dakota State College of Science desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students residing outside of the State of North Dakota while attending NDSCS who desire to resolve a grievance should follow the college’s Student Complaints and Grievances procedure as found in the NDSCS Guide to Student Rights and Responsibilities and the NDSCS Catalog. However, if an issue cannot be resolved internally, you may file a complaint with your state. The Student Grievance Contact Information for Individual States provides phone numbers, emails and/or links to state education agencies. North Dakota State College of Science is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Complaints to the North Dakota University System Office

The North Dakota State Board of Higher Education has delegated to North Dakota University System (NDUS) college and university officials authority and responsibility to resolve student and other complaints. Absent applicable law or policy establishing another remedy, the first step in resolving student or other complaints or grievances is to attempt to resolve the matter directly with the administration of the involved institution under established institution complaint or grievance procedures. Every NDUS institution is required to establish, publish, and enforce policies related to redress of complaints and grievances. With limited exceptions, a student or other person who contacts the NDUS office regarding complaints regarding NDUS institutions will be referred to college or university officials responsible for resolving those matters.

With the exception of reporting fraud, waste or abuse as noted in NDUS Procedure 513, the NDUS does not review anonymous complaints or matters that are or have been in litigation. Further, matters concerning an individual’s grades or examination results are the prerogative of the college/university faculty.

Please see NDUS Procedure 513 at www.ndus.edu/makers/procedures/ndus for a complete copy of this information.
NDSCS POLICY AND PROCEDURES CROSSWALK

There are additional NDSCS policies and procedures that pertain to students and are too numerous to include in this guide. Students may find information relevant to these policies and procedures at the locations noted below. NDSCS students are responsible for fully understanding and following the content of NDSCS policies and procedures.

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For updated information, visit NDSCS.edu
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DISTANCE EDUCATION

General Information

Distance Education at NDSCS utilizes technology and innovative delivery methods to reach students who are unable, for whatever reason, to make use of the complete college environment on the Wahpeton campus. Distance Education students tend to be those who are place-bound, older than average or looking at new career options. NDSCS serves their needs through internet-based programming, classes taught via interactive video network (IVN) and courses taught at NDSCS-Fargo and other sites in the region.

NDSCS-Fargo

NDSCS-Fargo* is where businesses, college and high school students get ahead. Our customized and open-enrollment training programs make employees more efficient, effective and productive. NDSCS students can earn certificates and associate’s degrees in multiple disciplines, from practical nursing to welding. For high school students, we provide a lead-in to a successful college career through advanced high school and college-level courses.

NDSCS provides on-site delivery of the following academic options at NDSCS-Fargo:

- Advanced Emergency Medical Technician (AEMT) (certificate)** (Pending Final Approval)
- Business Management – Business Pro Curriculum Options
  - Sales (certificate)
  - Management/Supervision (certificate)
  - Entrepreneurship (certificate)
  - Finance (certificate)
- Community Paramedic (certificate)** (Pending Final Approval)
- Dialysis Technician (certificate) (Pending Final Approval)
- Emergency Medical Technician (certificate)**
- Business Management – General Business Management (A.A.S. degree)
- Information Technology Support (certificate)
- Information Systems Administrator (A.A.S. degree)
- IT Forensics (certificate)
- Liberal Arts (A.A. degree)
- Liberal Arts – Criminal Justice - Transfer (A.A. degree)
- Microelectronics Technology (A.A.S. degree)
- Mobile Application Developer (certificate)
- Nanoscience Technology (A.A.S. degree)
- Paramedic Technology (certificate, A.A.S. degree)**
- Practical Nursing (A.A.S. degree)
- Technical Studies (certificate, diploma and A.A.S. degree)
- Web Design (certificate)
- Web Developer (A.A.S. degree)
- Welding Technology (certificate, A.A.S. degree)

NDSCS-Fargo also offers the Pathway Program, which is a collaborative program between North Dakota State University and North Dakota State College of Science that prepares students for the academic rigors of college-level coursework. Students not fully admitted to NDSU may be invited to participate in the Pathway Program. This program is structured so students can enroll in academic readiness courses and a limited number of general education classes at NDSU and NDSCS-Fargo, located adjacent to the NDSU campus. Pathway students have access to all student services and activities at NDSU. Please contact the Admissions office at NDSU for additional information.

*NDSCS-Fargo is located at 1305 19th Avenue North in Fargo, just north of the FargoDome and one mile east of Hector International Airport and Interstate 29. This classroom facility includes a test center, computer labs, science labs and general classrooms. NDSCS-Fargo does not provide the option for housing or food contracts. The NDSCS-Fargo telephone number is 701-231-6900. More information can be found at www.NDSCS.edu.

**NDSCS partners with Sanford Health EMS Education/ F-M Ambulance Service to offer Paramedic (EMT) Technology degrees. Both certificate and A.A.S. degrees are available.

See the Academic Programs section of the NDSCS Catalog for more information on NDSCS-Fargo based academic options.

Online Options

NDSCS offers several academic emphases that can be completed entirely by internet-based delivery.

- Architectural Drafting and Estimating Technology (A.A.S. degree)
- Business Management – Business Technology Management (A.A.S. degree) (third-year option)
- Health Information Technician (A.A.S. degree)
- Health Information – Medical Coding (certificate)
- Information and Communications Technology – Mobile Application Developer (certificate)
- Information and Communications Technology – Web Design (certificate)
- Information and Communications Technology – Web Developer (A.A.S. degree)
- Liberal Arts (A.A. degree)
- Pharmacy Technician (certificate, A.A.S. degree) (some classes have face-to-face components)
- Technical Studies (certificate, diploma, A.A.S. degree)

For more information on these academic options, please see the NDSCS Catalog or visit the website at www.NDSCS.edu.

For additional information about online programs and courses, co-/prerequisites, course descriptions, technical requirements or college services, visit www.NDSCS.edu or call the Distance Education office at 1-800-342-4325, ext. 3-2347.

Registering for Online Courses

Registration can be completed entirely online by logging into CampusConnection at www.NDSCS.edu. Students having any problems registering should call the Distance Education office at 1-800-342-4325, ext. 3-2347.

Tuition and Fees for Online Courses

Rates for online courses are slightly different than tuition and fees assessed on campus. NDSCS charges one flat rate of $190 per credit hour (for the 2015-2016 academic year). This online rate applies to both in-state and out-of-state students. Books and supplies, which vary by course, are not included in the per-credit rate. Additional course and program fees may also apply.

Buying Textbooks

Most online courses use at least one textbook and some courses use additional resources which may require an access code. The required books may be purchased by calling the NDSCS Bookstore at 1-800-342-4325, ext. 3-2239, or going to www.NDSCSBookstore.com.
Attendance Policy

See the Policies and Procedures section of the NDSCS Catalog.

State Authorization for Out-of-State Students

State authorization requirements vary from state to state. To determine if NDSCS is authorized to offer courses in a particular state, please go to www.NDSCS.edu/Online and click on Out-of-state Students.

Early Entry (Dual Credit)

In 1997, the North Dakota Legislature passed a law allowing high school juniors and seniors to take college classes for both college and high school credit simultaneously. In 2009, this was expanded to include tenth grade high school students. Early Entry (Dual Credit) provides high school students with a more challenging curriculum option and the ability to earn both high school and college credit for a course completed while a high school student. Early Entry (Dual Credit) students can complete courses on their high school campus, on the NDSCS Wahpeton campus, NDSCS-Fargo, online or through ITV/IVN classes. Early Entry (Dual Credit) classes are coordinated through the Distance Education office.

Early College Program

The Early College Program is a unique approach, based on the principle that academic rigor, combined with the opportunity to save time and money, is a powerful motivator for certain students to work hard and meet serious intellectual challenges. The Early College Program blends high school and college in a rigorous yet supportive program, compressing the time it takes to complete the first two years of college. Students receive both high school and college credit for the early college courses completed in grades 10, 11 and 12. Courses can be taught by the high school faculty, college faculty, via face to face, ITV/IVN or online. Students who participate in the Early College Program will get a “jump start” on their college education.

Institutional Registration in Other States

Selected states may require registration by various government entities within their state. Such states often require disclosure of the status within their state. Following is a required statement by the State of MN: “North Dakota State College of Science is a public institution registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.”
General Information
The College Outreach Division includes the departments of Related Study and TrainND. The division provides apprenticeship correspondent study and incumbent worker training, enhancing business and individual performance and productivity.
College Outreach Division
North Dakota State College of Science
800 North Sixth Street
Wahpeton, ND 58076-0002
1-800-342-4325, ext. 3-2206 or 701-671-2206
www.NDSCS.edu

Related Study Program
The primary purpose of the related study program is to offer related study courses by the correspondence method to the “isolated” indentured apprentices and the “on-the-job” trainees who are not able to attend classroom training sessions because: travel distance is too great; no classes for their trade are offered at a time when they could attend; or no classes are available. Contact College Outreach for more information.

NDSCS-Fargo
NDSCS-Fargo has multiple roles regarding credit and non-credit offerings. Their role as related to non-credit is primarily dedicated to existing employees, helping businesses prepare employees for today’s high paced technological workplace. Through state-of-the-art facilities, experienced trainers and high quality training materials, NDSCS-Fargo is committed to helping businesses achieve their training goals. Contact College Outreach for more information.
NDSCS-Fargo
Skills and Technology Training Center
1305 19th Avenue North
Fargo, ND 58102
701-231-6915

* Also linked from www.NDSCS.edu and www.trainND.com

TrainND Southeast
As part of the North Dakota Workforce Training System, TrainND Southeast is committed to providing businesses and industries in our 15-county area with the most competitive workforce in the nation. This goal is accomplished through customized training, state-of-the-art facilities or enrolling employees in our workshops, seminars and classes. Tailored or customized employee training is available at the awareness level, skill building level and mastery level. Types of training available include: computer, technical, employee development and organization training.
The primary office is located within College Outreach at NDSCS with regional offices in Fargo, N.D., at NDSCS-Fargo and Oakes. Workforce Training can be reached through the NDSCS website, www.NDSCS.edu/Training will provide comprehensive contact information for the entire statewide system. Contact College Outreach for more information.
The North Dakota Workforce Training System provides responsive, accessible and flexible delivery of innovative world-class employee training.
STUDENT SERVICES

Library Resources

The vision of the library staff is to assist our customers in fulfilling their potential in an atmosphere of excellence through the continuously evolving collections of information and services of the library. All members of the NDSCS communities are welcome to use both the extensive collections of in-house resources as well as the online resources and services. Library cards are provided free to the NDSCS community, for fee to local community members and complementary to a selection of local colleges. Complete information is available at www.NDSCS.edu/Library or by calling the Service Desk at 1-800-342-4325, Ext. 3-2618 or direct, 701-671-2618.

In-house Resources

- Librarians and Library Staff – Assistance is available to guide students in locating materials, answering questions, assisting with research and otherwise supporting academic work. The library is open every day but Saturday and help is available by phone and email. Staff will help anyone use the resources from home as well as in the building.
- Physical Collection – Using our connections to the Online Dakota Information Network (ODIN), patrons can search for over 120,000 library books, periodicals and audio-visual materials. All are welcome to use any materials by coming to the library and those eligible for a library card may take home materials for outside use.
- Reserve Materials – Some materials may be placed for in-library use only; the faculty member who makes these arrangements determines by whom and when such materials can be used.
- InterLibrary Loan – Library staff can arrange to borrow books and obtain copies of periodical articles from other libraries. Ask at the Service Desk for details.
- Computers, printers, copiers, fax machine and scanner are available in the library. Copier and fax machine have a small charge for use.
- The college network is available through wireless access to the college community who bring in their laptop computers.
- Group and study rooms – Available on a first come, first served basis; all are provided with TVs and DVD/VHS players. A conference room may be reserved.

Online Resources

- Library Databases – Access to thousands of articles from magazines, journals and newspapers are provided free of charge through the Mildred Johnson Library and ND State Library purchases of databases. Online access is provided throughout campus and also to anyone who can use an Internet browser on any computer by using their library barcode and password on the Student ID or Mildred Johnson library card.
- Films On Demand – Access to an extensive collection of films and videos is available through streaming to a computer. Passwords are provided to the college community either from an instructor or from library staff. A library card is required to obtain the password.
- NDSCSLibrary2Go – This newest service from Overdrive provides downloads to audiobooks and ebooks on a checkout basis. A library card is required.
- Research Guides – Our Research Guides provide connections to materials related to several different programs on campus, the research process and other helps that a student may use to improve their skills in writing papers and projects.

Library Services

- Instruction – Class sessions may be set up by instructors for particular areas of their curriculum. A library staff member works with the instructor for a session, which will support the research problem that the class is developing or may give a general session on library services that are available.
- Distance Learning – All materials in the Mildred Johnson Library are intended for use by all students, whether in person or by remote access. Students may request mail delivery of many materials and access is available to the online resources from any Internet browser. Set-up of the library card and account are required in advance.
- Reference and Research Assistance – Staff members will work with any individual to provide assistance in locating the correct materials or the answers to their questions, although extensive research must be carried out by the individual. Phone, email and face-to-face assistance are possible.

Student Success Center

The Student Success Center is a one-stop place for students to go for assistance or concerns with a variety of academic resources to support our students as they work to achieve their academic goals.

Accessibility Services

Accessibility Services office provides access to accommodations based on a student’s documented disability. Individuals with physical disabilities, hearing or visual impairments, speech or language impairments, learning disabilities (i.e. dyslexia, ADD/ADHD) or other health-related impairments may be eligible for accommodations.

To receive services, a student with a disability must contact the accessibility support office coordinator to:
- Self-disclose his or her disability;
- Fill out the Application for Services and Release of Information forms;
- Provide appropriate documentation regarding his or her disability; and
- Request services and/or accommodations.

The accessibility coordinator will determine eligibility for accommodations and send an eligibility notice to students. If a student with a disability visits campus prior to enrolling, contact the accessibility coordinator to schedule an appointment. The accessibility services coordinator works with the Academic Services Center, counseling services, housing, dining services and instructors to ensure equal access to academic programs and student life.

Academic Guidance and Support

- Provide guidance in choosing a major and/or career path
- Help with planning a class schedule and course registration
- Provide current information about course requirements (prerequisites, assessment exams, and deadlines)
- Follow-up and support students needing/requesting assistance or are struggling academically
- Refer students to additional campus and community services

Career Services

- Assistance with creating connections with employers
- Annual Career Fair (for all NDSCS students, 200+ employers visit campus)
- Help with job search skills (mock interviews, resume writing, etc.)
Tutoring requests are not guaranteed and are based on student availability and individual or small group study sessions. Free tutoring is available to all NDSCS students. Tutoring is located in Room 147A. Requests can be made for areas not currently offered by contacting the tutoring coordinator at 701-671-2443. Students wishing to gain employment as a tutor should contact the academic support coordinator at 701-231-6925. Students wishing to gain employment as a tutor should contact the academic support coordinator at 701-671-2258.

The ASC courses are designed to develop skills in the above areas. Students will be placed in these required courses based on Compass and/or ACT or other approved placement scores. These ASC courses are designed to develop language and speaking skills. Students will be placed in these courses based on need and placement scores.

An orientation session for new and transfer students is required at the beginning of the first semester so that students may become acquainted with services and programs at NDSCS. Information about the required orientation activities, specific to your program and/or delivery method, will be sent prior to the first semester you are enrolled. This is an addition to orientation activities that were conducted during the new student registration process.

The following services are offered at the test center: Proctored testing for on campus, off campus and online students; Compass Placement testing; ACT, SAT, GED, DAT and WorkKeys testing.

Tutoring requests are not guaranteed and are based on student availability and individual or small group study sessions. Tutoring requests are not guaranteed and are based on student availability and individual or small group study sessions. Tutoring is located in the Student Success Center in Old Main. Requests can be made for areas not currently offered by contacting the academic support coordinator at 701-671-2443. Students wishing to gain employment as a tutor should contact the academic support coordinator.

Tutoring is located in Room 147A. Requests can be made for areas not currently offered by contacting the tutoring coordinator at 701-231-6925. Students wishing to gain employment as a tutor should contact the tutoring coordinator.

Online Tutoring

SMARTTHINKING provides live, web-based tutoring in a variety of subjects. This service supplements our existing academic support services by offering real-time online tutoring and homework help for core courses and skills up to 24 hours a day, seven days a week. Students can access SMARTTHINKING through their NDSCS online account.

TutorND offers FREE online tutoring and academic resources. NDSCS students can get help from a tutor in major subjects like math, science, social studies, English or even assistance with their job search. This service can be accessed using your Student ID card after it has been activated by the NDSCS Library circulation desk in Wahpeton. Online or Fargo students may obtain a library card from the Library by sending a request to ndscs.library@ndscs.edu or calling 701-671-2611.

Veterans Assistance

- Complete VA Benefit Certification process
- Provide tuition assistance information

Students are encouraged to participate in campus activities outside the classroom. Such participation develops personal qualities in a way that cannot be accomplished in the classroom. Activities are of such a variety that every student should be able to select an activity or two that has appeal. A list of clubs and organizations can be found at www.NDSCS.edu/Clubs.

Athletics

- Intercollegiate Athletics – Intercollegiate athletic competition for women includes volleyball, softball and basketball. Intercollegiate competition for men includes football and basketball. An assortment of facilities are available for both indoor and outdoor competition.
- Intramurals – The intramural program for men and women offers competition in basketball, softball, flag football, volleyball, weightlifting, broomball and racquetball.
- Open Gym – The Clair T. Blikre Activities Center offers students many hours of free play and open recreation. Several hours each day are set aside for this purpose. Activities include swimming, racquetball, jogging, weightlifting, basketball and volleyball.

Clubs and Organizations

- Social Life – Social life includes movies, dances, seasonal activities, plays, educational speakers, concerts, organization events, department clubs and various other special events. To create a new club, contact Student Senate for a petition to organize.
- Student Government – The governing student body is the Student Senate, composed of elected representatives from each division. The Student Senate is the voice of the student body in campus affairs and regulates selected student activities.
- Campus Activities Board – Campus activities are selected, organized and funded by the Campus Activities Board, composed of students. These students work collaboratively with other departments and represent the institution. Any student can be elected to the Campus Activities Board. The board accepts new members each semester, as needed. For information about joining, call 701-671-2185.
- Student Ambassadors – Serving as a resource and familiar contact for visitors are the NDSCS Student Ambassadors. These students represent various academic areas at NDSCS. For more information about NDSCS Student Ambassadors call 701-671-2258.
- Media Squad – Spreading the word about campus events, important information and sometimes even the zaniest of useless knowledge is the NDSCS Media Squad informers. These students are often the faces you see sharing messages that are posted to the NDSCS Student Life facebook page found at www.facebook.com/NDSCSSstudentLife. For more information about the Media Squad, please call 701-671-2109.
Spiritual Organizations
- Churches – Churches of various denominations are represented in Wahpeton and Breckenridge. All students are welcome to attend the denominations of their choice.
- Faith Focused On-campus Clubs – There are a variety of faith-focused clubs on campus which include Campus Crusade for Christ and Fellowship of Christian Athletes.

Fine Arts
- Concert Band – Students interested in instrumental music may join the Wildcat Stage Band and the Concert Band. From Concert Band, they may participate in pep band, marching band and various ensembles. Students may join during either the fall or spring semesters. NDSCS has many school instruments that can be borrowed. Credit is awarded.
- Concert Choir – Students interested in vocal music may join the Concert Choir and the Wildcat Singers. Various vocal ensembles perform for school functions throughout the year. Students may join during either semester. Credit is awarded.
- Dramatics – Students wishing to participate in dramatics may join the drama club. Credit is awarded in dramatics.

Community
- Volunteer Internship Course (PSYC 290 and 291) NDSCS students have the opportunity to volunteer in agencies, organizations, healthcare facilities, and/or educational institutions to gain experience in civic duty, volunteerism, and the assistance of those in need. Students may also volunteer at a career-related site to evaluate and validate their vocational choice. The internship site may be in the Wahpeton-Breckenridge area, or in another community of the student's choice. All NDSCS students are eligible to participate and receive academic credit. Contact the Social and Behavioral Sciences Department Chair at 701-671-2370 for more information.
- Service Learning Opportunities – For a full list of regularly updated opportunities in the area to serve the community, visit the “Volunteer Opportunities” page under the Current Students section on the website.

Campus Activities Facilities
Music, Drama and Alumni – Ella Stern and Harry Stern Cultural Center Facilities The privately-funded Ella Stern and Harry Stern Cultural Center has been designed specifically for the practice, performance and enjoyment of the fine arts. As a part of the full collegiate atmosphere, these music and drama facilities are centrally located on the campus. The 35,000-square-foot building features a 500-seat, semi-circular open theater auditorium using the latest sound and lighting technology. Public performances of college and community music and drama events often draw large audiences from the campus and community.

Athletic and Recreation Facilities – Clair T. Blikre Activities Center (BAC) The Clair T. Blikre Activities Center houses the Ed Werre Arena, home for men’s and women’s basketball teams and women’s volleyball. Other facilities include an auxiliary gym, dance studio, weight room and wellness center, classrooms, swimming pool, two racquetball courts and an indoor eight-lane track.
Staff offices for intramural, varsity athletics and physical education are also located in the building. Located adjacent to the Blikre Activities Center is the Gayle Miller softball complex and the Frank Verlin football complex along with recreation athletic facilities offering a lighted football field, eight softball diamonds and four practice football fields.
Recreation and intramural athletics are among the most popular activities for students. Varsity athletic teams compete within the National Junior College Athletic Association and qualify for national tournaments through NJCAA Region XIII competition.

Campus Living Facilities
Campus living is available at the NDSCS-Wahpeton campus. NDSCS has six traditional residence halls that offer a variety of supportive and engaging living environments.
The campus apartments and townhomes include options for family, roommates and single student living. Students must meet specific eligibility requirements to live in the campus apartments. Students who transition from renting with a roommate to renting as a single, will assume responsibility for the full rental rate.
Please visit www.NDSCS.edu/ResidenceLife for photos, videos, rates and a detailed list of amenities for each hall and apartment complex.

Campus Community Facilities
Student Center
The Student Center is the community center for NDSCS, hosting the major portion of social activities and numerous recreational activities, in addition to student government and organizations. The facility includes the Student Life/Customer Service Desk, reception and lounge areas, a snack bar, cafeteria, convenience store, a computer lab, TV lounge, meeting rooms, a game room including pool tables, The Alley (a student sponsored venue), NDSCS Campus Police, the Bookstore, a mailbox area and vending machines.

Bookstore
The Bookstore, located on the Wahpeton campus, carries much of what you need for college. They carry textbooks, tools, office supplies, software and a full line of NDSCS gear for you and your family. Textbooks, clothing and gift items may be ordered online at NDSCSBookstore.com. Textbook reservations are available online through the Bookstore website or by phone. Pick-up or mail out services are available.

NDSCS-Fargo students should visit with their advisor or the NDSCS-Fargo programs coordinator about getting books from the Bookstore. There is free delivery of books to Fargo at the beginning of each semester and free pickup for buyback at the end of each semester. Please visit www.NDSCSBookstore.com for more information.

Customer Service Desk
The Customer Service Desk serves as the campus switchboard and information center. Students can seek services such as scanning and faxing. They can check here for lost and found items. The customer service desk also serves as a resource for general information questions for students.

Dining Services – Flickertail Dining Room and Campus Connection
Located in the Student Center on the Wahpeton campus, Dining Services operates two locations: the Flickertail Dining Room (contract dining plane) and the Campus Connection (a quick service-restaurant and convenience store).
Dining Services provides a wide variety of food products and services at an economical cost. The facilities are completely self-funded with the income remaining within NDSCS. Additional information may be found at www.NDSCS.edu/Dining.
NDSCS-Fargo is served by the Wildgrounds Coffee Shop.
Information Technology Services (ITS) Service Desk

The walk-up ITS Service Desk is located in the Student Center Computer Lab near the bookstore in the north end of the building. The Service Desk provides assistance with passwords, email, Internet access and computer viruses. Students can also call the Service Desk at 701-671-3333 (3-3333 on campus).

Mail Center

The Mail Center is located in the Student Center. All full-time students living on the Wahpeton campus are required to have a campus Post Office box. This box may be used to receive personal mail and packages as well as college notices. A Post Office box is assigned when a student enrolls.

The Mail Center also offers UPS, Fed Ex and Spee-Dee.

Student Life

The Student Life office is contained within the Customer Service Desk office and serves as the organizational hub of Student Government and activities.

Campus Parking – NDSCS Campus

Students may park vehicles on campus as long as they observe parking rules, speed limits and other traffic regulations. Students are required to register vehicles with the NDSCS Police Department and obtain a parking permit for a fee. All vehicles must have a parking permit to park in any lots and streets on campus. Parking rules and permit information can be found on the NDSCS website at www.NDSCS.edu/Parking. All questions relating to vehicles and parking should be directed to NDSCS police at 701-671-2233.

Community Child Care Options

- Child Care Aware of North Dakota: www.ndchildcare.org
- Richland County Social Services - will provide a list of licensed providers in Richland County including phone numbers and addresses
- Wilkin County Social Services - will provide a list of licensed providers in Wilkin County including phone numbers and addresses
- Wahpeton Daily News - classifieds

On-Campus Living Policy

Students who have transferred in or completed fewer than 30 credits are REQUIRED to live on campus and purchase a qualifying dining plan (160, 225 or 300) unless the student:

- is 21 years of age or older;
- will be enrolled in nine or fewer credit hours during both the fall and spring semesters of the academic year;
- lives with a parent or legal guardian within a 50 mile radius of NDSCS;
- is married or has primary custody of a minor child; or
- has other extenuating circumstances, reviewed on a case-by-case basis.

A request for exemption from the on-campus living policy can be made by completing an Exemption Request form found at www.NDSCS.edu/ResidenceLife. Appropriate supporting documentation must be attached.
## Academic Program Matrix

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<td>Robotics, Automation and Mechatronics Technology</td>
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</tbody>
</table>

X = degree or award
* = emphasis areas
Animal Science

Contact Information
Craig Zimprich, assistant professor
craig.a.zimprich@ndscs.edu
701-671-2249
Tech Center 45

The Agriculture Department mission statement is to "provide a foundation for an entrepreneurial agricultural spirit."

Its philosophy statement is: "The Agriculture Department provides education for the present and future by incorporating leadership and career development, best management practices in crop and livestock production, mechanics, technology, natural resources, problem solving, internships and communication through a diverse program."

Students who enroll in the Animal Science option in the Agriculture Department can choose between careers in diversified crop and livestock production, sales of livestock feed and supplies, and employment in a livestock operation. Students will find many challenging courses. These may include: Livestock Production, Feeds and Feeding, Livestock Health Management, Range Management and advanced production and nutrition courses. Hands-on application of learner outcomes will be used whenever possible.

Students will complete an internship relative to their chosen career goal during the summer between their first and second year of instruction.

Green technology is threaded through program outcomes which involve economic, ecological and environmental decision making. Examples include instruction in integrated pest management, precision application of production inputs, soil and water conservation applications, conservation tillage practices, crop rotation strategies, manure management plans, rotational grazing systems, understanding the nitrogen and carbon cycles and crop and livestock diversification.

Admission Requirements*
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are mathematics, physical science, biology, agricultural education, computer science and English. Courses that develop communication skills are important.

Required minimum placement scores:
  - ACT Reading – 15 or COMPASS Reading – 70
  - ACT English – 16 or COMPASS Writing – 38
  - Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Agriculture department chair at 701-671-2602 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Agriculture with an emphasis in Animal Science.

Course Code | Course Title | Credits
--- | --- | ---
AGEC 141 | Introduction to Agribusiness Management (1 Credit/Sem.) | 2
AGEC 242 | Introduction to Agricultural Management | 3
AGEC 244 | Introduction to Agricultural Marketing | 3
ANSC 114 | Introduction to Animal Science | 3
ANSC 116 | Animal Reproduction | 3
ANSC 118 | Livestock Health Management | 3
ANSC 123 | Feeds and Feeding | 3
ANSC 220 | Livestock Production | 3
ANSC 223 | Large Ruminant Nutrition | 3
ANSC 252 | Large Ruminant Production | 3
ANSC 238 | Introduction to Range Management | 2
AGRI 191 | First Year Seminar | 1
AGRI 291 | Second Year Seminar | 1
AGRI 197 | Internship | 3
AGRI 297 | Internship | 1

Related/General Education Courses
AGRI 135 | Applied Mathematics | 2
ENGL 110 | College Composition I | 3
English/Communication elective (choose one) | 3
ENGL 105 | Technical Communications | 3
ENGL 120 | College Composition II | 3
ENGL 125 | Introduction to Professional Writing | 3
COMM 110 | Fundamentals of Public Speaking | 3
FYE 101 | Science of Success | 1
HPER 210 | First Aid and CPR | 2
PLSC 110 | World Food Crops | 3
SOIL 210 | Introduction to Soil Science | 3
Other electives (with advisor approval) | 11
Social and Behavioral Science electives | 4
ECON, HIST, POLS, PSYC, SOC, GEOG or CIS/CSCI electives | 4

Total Required Credits | 69

Revised: June 2015
Crop Production Sales and Technology

The Agriculture Department mission statement is to “provide a foundation for an entrepreneurial agricultural spirit.”

Its philosophy statement is: “The Agriculture Department provides education for the present and future by incorporating leadership and career development, best management practices in crop and livestock production, mechanics, technology, natural resources, problem solving, internships and communication through a diverse program.”

The Crop Production Sales and Technology curriculum is designed to provide instruction in crop production, soils, marketing, field crop scouting and business management. Cutting edge agricultural technology is infused into this curriculum wherever possible.

Students enrolled in this option will complete a 400-hour paid internship at a career related training facility during the summer between their first and second year of instruction.

Students graduating in Crop Production Sales and Technology are prepared to find employment in seed sales, fertilizer sales, plant protection, crop consulting or other agronomic careers. The regional employment outlook continues to be very positive for graduates.

Green technology is threaded through program outcomes which involve economic, ecological and environmental decision making. Examples include instruction in integrated pest management, precision application of production inputs, soil and water conservation applications, conservation tillage practices, crop rotation strategies, manure management plans, rotational grazing systems, understanding the nitrogen and carbon cycles, and crop and livestock diversification.

Admission Requirements*

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are mathematics, physical science, biology, agricultural education, computer science, and English. Courses that develop communication skills are important.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 70
- ACT English – 16 or COMPASS Writing – 38
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Agriculture department chair at 701-671-2602 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Agriculture with an emphasis in Crop Production.
The Agriculture Department mission statement is to “provide a foundation for an entrepreneurial agricultural spirit.”

Its philosophy statement is: “The Agriculture Department provides education for the present and future by incorporating leadership and career development, best management practices in crop and livestock production, mechanics, technology, natural resources, problem solving, internships and communication through a diverse program.”

The Farm Management curriculum is designed to provide the student returning to the family farm or entering a career in production agriculture with the management and production skills necessary to be successful.

This curriculum focuses on farm management, record keeping and other agricultural topics such as precision agriculture, ag marketing, crop production, computerized records and soil fertility.

Courses will incorporate up to date technology enabling students to acquire the skills necessary to manage and operate today's farms. Students will keep records on their farms while completing their internship with home visits from instructors.

Classes conclude in mid-April each year so students are out of school for spring work both years. The majority of the program credits will transfer for students who decide to continue their studies for a bachelor's degree.

Green technology is threaded through program outcomes, which involve economic, ecological and environmental decision-making. Examples include instruction in integrated pest management, precision application of production inputs, soil and water conservation applications, conservation tillage practices, crop rotation strategies, manure management plans, rotational grazing systems, understanding the nitrogen and carbon cycles, and crop and livestock diversification.

Admission Requirements*
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are mathematics, physical science, biology, agricultural education, computer sciences and English. Courses that develop communication skills are important.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 70
- ACT English – 16 or COMPASS Writing – 38
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Agriculture department chair at 701-671-2602 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Agriculture with an emphasis in Farm Management.

**Contact Information**
Sheldon Schmiess, assistant professor
sheldon.schmiess@ndscs.edu
701-671-2273
Tech Center 44

**Delivery Methods**
Face-to-Face: Wahpeton

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<td>AGEC 242</td>
<td>Introduction to Agricultural Management</td>
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<td>AGEC 244</td>
<td>Introduction to Agricultural Marketing</td>
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<td>AGEC 246</td>
<td>Introduction to Agricultural Finance</td>
<td>3</td>
</tr>
<tr>
<td>AGEC 248</td>
<td>Introduction to Risk Management and Insurance</td>
<td>3</td>
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<tr>
<td>AGRI 110</td>
<td>Rural Safety</td>
<td>2</td>
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<td>AGRI 191</td>
<td>First Year Seminar</td>
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<td>AGRI 291</td>
<td>Second Year Seminar</td>
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<tr>
<td>AGEC 247</td>
<td>Ag Land Resource &amp; Acquisition</td>
<td>2</td>
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<td>AGRI 197</td>
<td>Internship</td>
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<td>AGRI 297</td>
<td>Internship</td>
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<tr>
<td>PLSC 225</td>
<td>Principles of Crop Production</td>
<td>3</td>
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<tr>
<td>SOIL 222</td>
<td>Soil Fertility and Fertilizers</td>
<td>3</td>
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<tr>
<td>Animal Science elective</td>
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<tr>
<td>Other electives (with advisor approval)</td>
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**Related/General Education Courses**
- AGRI 135 Applied Mathematics 2
- ECAL 132 Agricultural Wiring 2
- ENGL 110 College Composition I 3
- FYE 101 Science of Success 1
- HP10 210 First Aid and CPR 2
- MFGT 120 Basic Welding I 1
- MFGT 121 Basic Welding II 1
- PLSC 110 World Food Crops 3
- SOIL 210 Introduction to Soil Science 3
- English/Communication elective (choose one) 3
- ENGL 105 Technical Communications
- ENGL 120 College Composition II
- ENGL 125 Introduction to Professional Writing
- COMM 110 Fundamentals of Public Speaking
- Social and Behavioral Science electives 4
- ECON, HIST, POLS, PSYC, SOC, GEOG or CIS/CSCI electives

**Total Required Credits** 69

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Revised: June 2015

**NORTH DAKOTA STATE COLLEGE OF SCIENCE**

ndscs.edu
The Agriculture Department mission statement is to “provide a foundation for an entrepreneurial agricultural spirit.”

Its philosophy statement is: “The Agriculture Department provides education for the present and future by incorporating leadership and career development, best management practices in crop and livestock production, mechanics, technology, natural resources, problem solving, internships and communication through a diverse program.”

The Ranch Management curriculum is designed to provide the student returning to the ranch or diversified livestock operation with the management and production skills necessary to be successful.

This curriculum focuses on ranch management, record keeping and other agricultural topics such as livestock production, feeds and feeding, livestock health, management, crop production, and computerized records.

Courses will incorporate up-to-date technology enabling students to acquire the skills necessary to manage and operate today’s farms and ranches. Students will keep records on their farms while completing their internship with home visits from instructors.

Classes conclude in mid-April each year so students are out of school for spring work both years. The majority of the program credits will transfer for students who decide to continue their studies for a bachelor's degree.

Green technology is threaded through program outcomes, which involve economic, ecological and environmental decision-making. Examples include instruction in integrated pest management, precision application of production inputs, soil and water conservation applications, conservation tillage practices, crop rotation strategies, manure management plans, rotational grazing systems, understanding the nitrogen and carbon cycles, and crop and livestock diversification.

Admission Requirements*

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are mathematics, physical science, biology, agricultural education, computer sciences and English. Courses that develop communication skills are important.

Required minimum placement scores:

- ACT Reading – 15 or COMPASS Reading – 70
- ACT English – 16 or COMPASS Writing – 38
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Agriculture department chair at 701-671-2602 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Agriculture with an emphasis in Ranch Management.
Architectural Drafting and Estimating Technology

Contact Information
Lisa Hauck, program coordinator
lisa.a.hauck@ndscs.edu
701-671-2339
Horton Hall 237

Delivery Methods
Face-to-Face: Wahpeton
Online: All Classes
Combination

Course Code | Course Title | Credits
--- | --- | ---
ARCT 101 | Architectural Drafting I | 3
ARCT 102 | Architectural Drafting II | 5
ARCT 110 | Graphic Communications | 3
ARCT 121 | Building Information Modeling | 2
ARCT 133 | Residential Methods and Materials | 3
ARCT 134 | Structural Wood Design | 2
ARCT 144 | Construction Estimating I | 3
ARCT 201 | Architectural Drafting III | 4
ARCT 202 | Architectural Drafting IV | 4
ARCT 212 | Architectural Presentation Techniques | 3
ARCT 223 | Renovation and Design | 3
ARCT 231 | Commercial Methods and Materials | 2
ARCT 234 | Structural Steel Detailing I | 3
ARCT 241 | Construction Estimating II | 3
ARCT 242 | Construction Estimating III | 3
ARCT 120 | AutoCAD for Architecture or CAD 120 | 3

Admission Requirements

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Construction and Design Technology department chair at 701-671-2116 for strategies to meet the admission requirements.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE

ndscs.edu
Auto Body Repair and Refinishing Technology (Certificate)

The Auto Body Repair and Refinishing Technology curriculum is designed to provide students with the education and training to enter the collision repair industry. The comprehensive program enables students to gain entry-level employment and with additional field experience, they can enjoy lifetime employment in this lucrative industry. Most graduates start in collision repair shops; however, graduates find opportunities in related fields such as equipment and material representatives, insurance adjusters, industry technical trainers and shop managers.

I-CAR, an industry non-profit national training organization, estimates the collision industry is short 50,000 technicians in the United States at this time, providing a wonderful opportunity for graduates.

Students are trained hands-on with the latest equipment found in the industry. All learning takes place primarily on live customer projects, with some classroom activities. Often students will bring their own vehicles to repair adding to their overall experience.

The program is NATEF Certified and accredited through PPG Partners in Education™, an exclusive partnership that assures high standards for curriculum and faculty training.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Auto Body department chair at 701-671-2163 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate in Auto Body and Refinishing Technology.
Auto Body Repair and Refinishing Technology

Contact Information
James Erdahl, department chair
james.erdahl@ndscs.edu
701-671-2163
Ballweber Hall 207

Delivery Methods
Face-to-Face: Wahpeton

The Auto Body Repair and Refinishing Technology curriculum is designed to provide students with the education and training to enter the collision repair industry. The comprehensive program enables students to gain entry-level employment and with additional field experience, they can enjoy lifetime employment in this lucrative industry. Most graduates start in collision repair shops; however, graduates find opportunities in related fields such as equipment and material representatives, insurance adjusters, industry technical trainers and shop managers.

I-CAR, an industry non-profit national training organization, estimates the collision industry is short 50,000 technicians in the United States at this time, providing a wonderful opportunity for graduates. There are usually four employers to each available graduate each year.

Students are trained hands-on with the latest equipment found in the industry. This includes computer estimating, computer measuring systems, computer paint mixing, wheel alignment, refinishing, spot repair and custom painting. All learning takes place primarily on live customer projects, with some classroom activities. Often students will bring their own vehicles to repair adding to their overall experience.

The program is NATEF Certified and accredited through PPG Partners in Education™, an exclusive partnership that assures high standards for curriculum and faculty training.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Auto Body department chair at 701-671-2163 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a diploma or Associate in Applied Science degree in Auto Body and Refinishing Technology.

Course Code | Course Title | Credits
--- | --- | ---
ABOD 101 | Basic Auto Body Repair Techniques Lab | 4
ABOD 102 | Basic Auto Body Production Lab I | 4
ABOD 103 | Basic Auto Body Production Lab II | 4
ABOD 104 | Basic Auto Body Production Lab III | 4
ABOD 113 | Basic Auto Body Repair Techniques I | 2
ABOD 115 | Basic Auto Body Repair Techniques II | 2
ABOD 116 | Refinishing Equipment/Plastic Repair | 2
ABOD 117 | Refinishing Materials | 2
ABOD 120 | Applied Welding | 3
ABOD 200 | Mechanical/Electrical Components | 3
ABOD 201 | Wheel Alignment and Measuring Systems | 2
ABOD 202 | Frame/Body and Structural Repairs | 2
ABOD 203 | Advanced Damage Analysis Lab I | 8
ABOD 204 | Estimating and Job Costing | 2
ABOD 205 | Aftermarket Accessories and Body Shop Planning | 2
ABOD 206 | Advanced Damage Analysis Lab II | 8

Related/General Education Courses for Diploma

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<tr>
<td>ENGL 101</td>
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<td>or ENGL 110</td>
<td>College Composition I (3)</td>
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<td>Mathematics and/or Science</td>
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<td>Social and Behavioral Sciences, Humanities, History and/or Computer</td>
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<td>Wellness elective</td>
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<tr>
<td>General Education (elective)</td>
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<tr>
<td>FYE 101</td>
<td>Science of Success</td>
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Total Required Credits for Diploma | 67

A student must complete all required Auto Body courses and all general education courses as listed above.

Related/General Education Courses for Associate in Applied Science

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<td>English/Communication elective (choose one)</td>
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<td>ENGL 105</td>
<td>Technical Communications</td>
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<td>ENGL 120</td>
<td>College Composition II</td>
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<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
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<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
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<td>Mathematics and/or Science</td>
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<tr>
<td>Social and Behavioral Sciences, Humanities, History and/or Computer</td>
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</tr>
<tr>
<td>Wellness electives</td>
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<tr>
<td>General Education (electives)</td>
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<tr>
<td>FYE 101</td>
<td>Science of Success</td>
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Total Required Credits for Associate in Applied Science | 73

A student must complete all required Auto Body courses and all general education courses as listed above.

Revised: June 2015
The Automotive Technology curriculum prepares students for employment in the vast and broad automotive technology industry.

Students are provided with experiences emphasizing diagnostic and repair skills with extensive shop time. Students test, diagnose, adjust and repair automotive systems including automatic transmissions, brakes, driveability, electrical and electronics, engine repair, heating and air conditioning, suspension and steering, and manual drivetrain and axles. Students' abilities in communications, human relations and other aspects of general education are also enhanced through coursework.

Graduates gain employment as automotive repair technicians in automotive dealerships, independent automotive shops or automotive service centers. Graduates may choose to specialize in automatic transmissions, brakes, driveability, electrical and electronics, engine repair, heating and air conditioning, suspension and steering, or manual drivetrain and axles. Many graduates have advanced from automotive repair technicians to team leaders, service writers, service managers, owners and automotive vocational teachers.

Students interested in pursuing additional education may return for advanced automotive classes or return for one additional year and earn a second major, Auto and Diesel Master Technician. Students interested in pursuing an advanced degree will find the Associate in Applied Science degree in Automotive Technology provides transition options to four-year colleges and universities in related fields.

Going Green: With growing concern about environmental pollution, the automotive industry has responded by developing alternative drive and fuel systems such as electric, hybrid. Automotive Technicians will have to know of these systems to be a viable employee in this field.

The program is master certified by the National Institute for Automotive Service Excellence (ASE).

NOTE: This program requires a laptop computer. For further information please contact Peter Mandt at 701-671-2442.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
ACT Reading – 15 or COMPASS Reading – 61
ACT English – 15 or COMPASS Writing – 26
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Automotive Technology department chair at 701-671-2544 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded a diploma or Associate in Applied Science degree in Automotive Technology.

Course Code  Course Title  Credits
Diploma and Associate in Applied Science
AUTO 103  Power Trains/Brakes  3
AUTO 143  Steering, Suspension, and Wheel Alignment  3
AUTO 165  Automotive Electrical and Electronics  5
AUTO 188  Drivability Procedures I  5
AUTO 206  Chassis Repair/Body Electrical Theory  3
AUTO 207  Chassis Repair/Body Electrical Lab  4
AUTO 216  Engine Repair Theory  3
AUTO 217  Engine Repair Lab  4
AUTO 226  Automatic Transmission/Transaxles Theory  3
AUTO 227  Automatic Transmission/Transaxles Lab  4
AUTO 265  Light Duty Diesel  2
AUTO 268  Drivability Procedures Theory  3
AUTO 267  Drivability Procedures Lab  4
MFGT 110  Industrial Shop Practices  2
TECH 109  Air Conditioning  2

Related/General Education Courses

Diploma
FYE 101  Science of Success  1
ENGL 110  College Composition I  3
CIS 101  Computer Literacy  2
PSYC 100  Human Relations in Organizations  2
MATH 120  Basic Mathematics I  2
MATH 123  Basic Mathematics II  2
Wellness Elective  1

Associate in Applied Science
FYE 101  Science of Success  1
ENGL 110  College Composition I  3
English/Communication elective (choose one)  3
ENGL 105  Technical Communications  3
ENGL 120  College Composition II  3
ENGL 125  Introduction to Professional Writing  1
COMM 110  Fundamentals of Public Speaking  1
CIS 101  Computer Literacy  2
PSYC 100  Human Relations in Organizations  2
MATH 120  Basic Mathematics I  2
MATH 123  Basic Mathematics II  2
MATH 125  Basic Mathematics III  2
Wellness electives  2
AUTO 297  Cooperative Education - 324 hours  2
Total Required Credits for Diploma  63

Total Required Credits for Associate in Applied Science  71

Specialty Options: (Fifth Semester)
AUTO 209  Advanced Chassis Repair and Body Electrical  4-8
AUTO 219  Advanced Engine Rebuilding  4-8
AUTO 229  Advanced Automatic Transmissions/Automatic Transaxles  4-8
AUTO 289  Electronics and Computer Systems  4-8

NOTE: Students may enter this program at the beginning of any semester. A student may be able to start in the middle of a semester; for information please contact the Automotive Department.
Automotive Alignment and Brake Technician

The Automotive Alignment and Brake Technician option provides students with opportunities to enter the vast automotive repair field as an alignment and brake technician. Graduates may choose to work in an automotive dealership, independent automotive shop, car manufacturer or automotive service center.

Students are provided with experiences emphasizing diagnostic and repair skills with extensive shop time. Students test, diagnose, adjust and repair automotive systems including brakes, electrical and electronics, heating and air conditioning, suspension and steering, and manual drive train and axles.

Graduates gain employment as automotive repair technicians in automotive dealerships, independent automotive shops, or national automotive service centers.

While students are fully employable upon completion of this program, some students continue their education by returning for the complete automotive technology program.

The program is master certified by the National Institute for Automotive Service Excellence.

NOTE: This program requires a laptop computer. For further information please contact Peter Mandt at 701-671-2442.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Automotive Technology department chair at 701-671-2544 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate in Automotive Technology with an emphasis in Automotive Alignment and Brake Technician.
Automotive Technology

Automotive Engine Technician

Contact Information
Luke Kasowski, department chair
luke.kasowski@ndscs.edu
701-671-2544
Schuett Hall 130

Delivery Methods
Face-to-Face: Wahpeton

The Automotive Engine Technician option is designed to provide students with opportunities to enter the vast automotive repair field as an automotive engine technician. Graduates work in automotive dealerships, independent automotive shops or automotive service centers.

Students are provided with experiences emphasizing diagnostic and repair skills with extensive shop time. Students test, diagnose, adjust and repair automotive systems including electrical and electronics, perform engine repair, as well as practice the fundamentals in fuel delivery, tune-up and welding.

While students are fully employable upon completion of this program, some may wish to continue their education by returning for the complete automotive technology program.

The program is master certified by the National Institute for Automotive Service Excellence.

NOTE: This program requires a laptop computer. For further information please contact Peter Mandt at 701-671-2442.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
ACT Reading – 15 or COMPASS Reading – 61
ACT English – 15 or COMPASS Writing – 26
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Automotive Technology department chair at 701-671-2544 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate in Automotive Technology with an emphasis in Automotive Engine Technician.
**Automotive Technology**

### Automotive Transmission and Driveline Technician

#### Contact Information
Luke Kasowski, department chair  
luke.kasowski@ndscs.edu  
701-671-2544  
Schuett Hall 130

The Automotive Transmission and Driveline Technician curriculum prepares students for employment as Automotive Transmission and Driveline Technicians. Students are provided with experiences emphasizing diagnostic and repair skills with extensive shop time. Students test, diagnose, adjust and repair automotive systems including brakes, basic electronics, suspension and steering, manual drivetrain and axles, and automatic transmissions. Students’ abilities in communications and other aspects of general education also will be enhanced through coursework.

Graduates work as automotive transmission and driveline technicians in automotive dealerships, independent automotive shops or automotive service centers.

While students are fully employable upon completion of this program, some may wish to continue their education by returning for the complete automotive technology program.

The program is master certified by the National Institute for Automotive Service Excellence.

NOTE: This program requires a laptop computer. For further information please contact Peter Mandt at 701-671-2442.

#### Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61  
- ACT English – 15 or COMPASS Writing – 26  
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Automotive Technology department chair at 701-671-2544 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

### Award

Upon successful completion of the required courses, students will be awarded a certificate in Automotive Technology with an emphasis in Automotive Transmission and Driveline Technician.

---

#### Course Code Course Title Credits
AUTO 103 Power Trains/Brakes 3  
AUTO 143 Steering, Suspension, and Wheel Alignment 3  
AUTO 165 Automotive Electrical and Electronics 5  
AUTO 206 Chassis Repair/Body Electrical Theory 3  
AUTO 207 Chassis Repair/Body Electrical Lab 4  
AUTO 226 Automatic Transmission/Transaxle Theory 3  
AUTO 227 Automatic Transmission/Transaxle Lab 4  
MFGT 110 Industrial Shop Practices 2  
TECH 109 Air Conditioning 2

#### Related/General Education Courses
- ENGL 105 Technical Communications 3  
- MATH 120 Basic Mathematics I 2  
- FYE 101 Science of Success 1

**Total Required Credits** 35

#### Specialty Options:
- AUTO 209 Advanced Chassis Repair/Body Electrical 4-8  
- AUTO 229 Advanced Automatic Transmission/ Automatic Transaxle 4-8

NOTE: Students may enter this program at the beginning of any semester. This certificate will take at least three semesters to complete.
Diesel Technology

Automotive and Diesel Master Technician

Contact Information
Terry Marohl, department chair
terry.marohl@ndscs.edu
701-671-2308
Bisek Hall 111

This is a third-year option developed for students who complete Diesel Technology and want to continue their education and increase their technical and mechanical skills. The dual major will strengthen the marketability of students for employment in diesel, automotive and related fields of business and industry. This curriculum is for students who complete Diesel Technology and then go to Automotive Technology.

The Automotive and Diesel Master Technician program prepares students for employment in the vast and broad diesel and automotive industry. Students are provided with experiences emphasizing diagnostic and repair skills with extensive shop time. Students test, diagnose, adjust and repair all types of drivetrains, engines, hydraulic systems, steering and suspension systems. Students’ abilities in communications, human relations, and other aspects of general education also are enhanced through coursework.

Green technology is addressed through changes in emission standards and alternative fuels that will continue to advance changes in this industry.

This practical education will allow graduates to work in dealerships, independent shops or national service centers. Graduates work as automotive technicians, truck technicians, tractor technicians, heavy equipment technicians and other related jobs. Many graduates have advanced from technicians to team leaders, service writers, service managers, owners and vocational teachers.

Students interested in pursuing an advanced degree will find the Associate in Applied Science degree in Automotive Technology provides transfer options to four-year colleges and universities in related fields.

The Automotive Technology program is master certified by the National Institute for Automotive Service Excellence.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
Or transfer equivalencies will apply as appropriate

Applicants must also have a minimum score of 70% on the Differential Aptitude Test (DAT). For information on the DAT exam, contact the Diesel Technology Department at 701-671-2330.

Applicants not meeting the above requirements are encouraged to visit with the Diesel Technology Department at 701-671-2330 or the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Automotive and Diesel Master Technician.

Course Code Course Title Credits
DTEC 109 Air Conditioning for Diesel Technology 2
DTEC 115 Introduction to Light and Medium Duty Engines 4
DTEC 125 Introduction to Heavy Duty Drive Systems 4
DTEC 155 Electricity for Diesel Technology 4
DTEC 164 Introduction to Mobile Hydraulics 4
DTEC 185 Diesel Fuel Injection Systems 4
DTEC 215 Heavy Duty Diesel Engines 7
DTEC 225 Heavy Duty Drive Systems 7
DTEC 255 Heavy Duty Chassis Electrical Systems 7
DTEC 265 Mobile Hydraulic Systems Diagnostics and Repair 7
DTEC 297 Cooperative Education 2
MFGT 110 Industrial Shop Practices 2

Related/General Education Courses
CIS 101 Computer Literacy 2
ENGL 110 College Composition I 3
ENGL 105 Technical Communications 3
ENGL 120 College Composition II 3
ENGL 125 Introduction to Professional Writing 3
COMM 110 Fundamentals of Public Speaking 3
Wellness elective(s) 2
MATH 120 Basic Mathematics I 2
MATH 123 Basic Mathematics II 2
MATH 125 Basic Mathematics III 2
PSYC 100 Human Relations in Organizations 2
FYE 101 Science of Success 1

Automotive Technology (Minor)
Specific Program Courses
AUTO 206 Chassis Repair/Body Electrical Theory 3
AUTO 207 Chassis Repair/Body Electrical Lab 4
AUTO 216 Engine Repair Theory 3
AUTO 217 Engine Repair Lab 4
AUTO 226 Automotive Transmission/Transaxle Theory 3
AUTO 227 Automotive Transmission/Transaxle Lab 4
AUTO 286 Driveability Procedures Theory 3
AUTO 287 Driveability Procedures Lab 4

Total Required Credits 101

Students in this emphasis will complete the Diesel curriculum prior to taking Automotive Technology.

Revised: June 2015

For updated information, visit NDSCS.edu
Building Construction Technology

Contact Information
Randy Stach, department chair
randy.stach@ndscs.edu
701-671-2116
Horton Hall 240

The Building Construction Technology curriculum prepares students with skills to work in many areas of the construction industry. The program is a unique blend of education and hands-on training that will allow graduates to work for builders, general contractors and subcontractors in residential, industrial and commercial construction. Students develop the skills, knowledge and attitudes necessary to function on the construction site with the potential to advance into supervisory positions within the building industry.

The program provides students with realistic classroom and laboratory experiences emphasizing: wood frame, steel frame, concrete construction, steel erection, assembly of pre-engineered metal building systems, equipment operation, construction safety, interior finishing, print reading and project supervision. In addition, students take courses in communications, human relations, technical mathematics, and computers to help provide them career-advancing skills.

Green and/or sustainable construction is specifically covered in multiple courses with an emphasis on energy efficient buildings and sustainable building materials.

While students are fully employable upon completion of this program, some may wish to continue their education by returning for an additional year and earn a second major in Construction Management Technology.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Construction and Design Technology department chair at 701-671-2116 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Building Construction Technology.

Revised: June 2015

Building Construction Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 140</td>
<td>Residential Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>ARCT 144</td>
<td>Construction Estimating I</td>
<td>3</td>
</tr>
<tr>
<td>BCT 102</td>
<td>Core Curriculum</td>
<td>2</td>
</tr>
<tr>
<td>BCT 110</td>
<td>Concrete and Sitework</td>
<td>4</td>
</tr>
<tr>
<td>BCT 111</td>
<td>Concrete Theory</td>
<td>2</td>
</tr>
<tr>
<td>BCT 115</td>
<td>Introduction to Light</td>
<td></td>
</tr>
<tr>
<td>BCT 130</td>
<td>Commercial Construction</td>
<td>2</td>
</tr>
<tr>
<td>BCT 220</td>
<td>Project Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BCT 222</td>
<td>Construction Safety</td>
<td>2</td>
</tr>
<tr>
<td>BCT 224</td>
<td>Building Layout</td>
<td>2</td>
</tr>
<tr>
<td>BCT 230</td>
<td>Interior Finishing for Light</td>
<td>7</td>
</tr>
<tr>
<td>BCT 233</td>
<td>Carpentry Framing and Finishing</td>
<td>3</td>
</tr>
<tr>
<td>BCT 240</td>
<td>Commercial Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 120</td>
<td>Basic Welding I</td>
<td>1</td>
</tr>
<tr>
<td>BCT 297</td>
<td>Cooperative Education</td>
<td>2</td>
</tr>
</tbody>
</table>

Related/General Education Courses
- ENGL 110 College Composition I 3
- English/Communication elective (choose one) 3
- ENGL 105 Technical Communications
- ENGL 120 College Composition II
- ENGL 125 Introduction to Professional Writing
- COMM 110 Fundamentals of Public Speaking
- HPER 210 First Aid and CPR 2
- MATH 130 Technical Mathematics 2
- MATH 132 Technical Algebra I 2
- MATH 136 Technical Trigonometry 2
- FYE 101 Science of Success 1
- Social and Behavioral Science electives 4
- ECON, HIST, POLS, PSYC, SOC, GEOG or CIS/CSCI electives. (NOTE: Maximum of two CIS/CSCI credits may be used for this category).

Total Required Credits 74
Business Technology Management

This option is designed as a third-year option for students who have previously completed a technical degree program (Auto Body, Machine Tooling, Plumbing, Welding, etc.). It provides a range of business knowledge and experiences that will integrate well with the skills students have already achieved, preparing them to take on supervisory roles in their employment. Additionally, this option can develop skills needed to own, operate and expand your own business. Students will learn to recognize and act on opportunities to develop an entrepreneurial mindset. The Business Management core taught at NDSCS focuses student learning in the following areas:

- Business Law
- Communication Skills
- Customer Relations
- Economics
- Emotional Intelligence
- Entrepreneurship
- Financial Analysis
- Human Resource Management
- Information Management
- Marketing
- Operations
- Professional Development
- Strategic Management

A faculty advisor will assist students in the development of an appropriate program to meet his/her career goals. Employment opportunities are unlimited, depending upon the individuals’ strengths and interests.

In addition to having earned an Associate in Applied Science (A.A.S.) degree, the following courses are required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 118</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 215</td>
<td>Business in the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>BADM 201</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BADM 202</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 240</td>
<td>Sales</td>
<td>3</td>
</tr>
<tr>
<td>BADM 281</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BADM 282</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 120</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 170</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
</tbody>
</table>

Related/General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTE 108</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credits 36
(in addition to previously earned A.A.S. degree)

Admission Requirements*

The student must have earned an Associate in Applied Science (A.A.S.) degree from an accredited institution.

Required minimum placement scores:
- ACT Reading – 15; ACT English – 15; ACT Math – 15; Or
- COMPASS Reading – 61; COMPASS Writing – 26; COMPASS Pre-Alg. – 44

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the BADM department chair at 701-671-2172 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in Business Technology Management.
Careers in business management are considered backbone careers. Business management is the type of degree that can benefit nearly every career choice a person can make, as most employment will be found through a business enterprise. Earning a degree in business management prepares you for management positions and career paths within companies so that you can move up the corporate ladder. Additionally, a business management degree can give you the skills you need to own, operate and expand your own business. There are many different paths you can take with a business management degree, because this degree allows you to choose a niche or specialty.

The General Business Management core taught at NDSCS focuses student learning in the following areas:

- Business Law
- Communication Skills
- Customer Relations
- Economics
- Emotional Intelligence
- Entrepreneurship
- Financial Analysis
- Human Resource Management
- Information Management
- Marketing
- Operations
- Professional Development
- Strategic Management

Beyond the core focus, the Business Management option will develop additional skills in the areas of Financial Analysis and Financial Information Management. These skills will prepare students for either career sustaining or specialist careers in a variety of business occupations. Embedded in the program, students will learn to recognize and act on opportunities to develop an entrepreneurial mindset.

A faculty advisor will assist students in the development of an appropriate program to meet his/her career goals. Employment opportunities are unlimited, depending upon the individuals’ strengths and interests.

Admission Requirements
The applicants must be high school graduates or equivalent. Work experience and marketing or general business courses are helpful.

Required minimum placement scores:
- ACT Reading – 15; ACT English – 15; ACT Math – 15; Or
- COMPASS Reading – 61; COMPASS Writing – 26; COMPASS Pre-Alg. – 44
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the BADM department chair at 701-671-2172 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in General Business Management.

Revised: June 2015

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.
Marketing Management

Contact Information
Greg Anderson, department chair
greg.anderson@ndscs.edu
701-671-2172
Horton Hall 233

Delivery Methods
- Face-to-Face: Wahpeton
- Face-to-Face: Fargo
- Online: All Classes

Careers in business management are considered backbone careers. Business management is the type of degree that can benefit nearly every career choice a person can make as most employment will be found through a business enterprise. Earning a degree in business management prepares you for management positions and career paths within companies so that you can move up the corporate ladder. Additionally, a business management degree can give you the skills you need to own, operate and expand your own business. There are many different paths you can take with a business management degree, because this degree allows you to choose a niche or specialty.

The Marketing Management core taught at NDSCS focuses student learning in the following areas:
- Business Law
- Communication Skills
- Customer Relations
- Economics
- Emotional Intelligence
- Entrepreneurship
- Financial Analysis
- Human Resource Management
- Information Management
- Marketing
- Operations
- Professional Development
- Strategic Management

Beyond the core focus, the Marketing Management option will develop additional skills in the areas of promotion, selling and marketing information management. These skills will prepare students for either career-sustaining or specialist careers in a variety of business occupations. Embedded in the program, students will learn to recognize and act on opportunities to develop an entrepreneurial mindset.

A faculty advisor will assist students in the development of an appropriate program to meet his/her career goals. Employment opportunities are unlimited, depending upon the individuals’ strengths and interests.

Admission Requirements*

The applicants must be high school graduates or equivalent. Work experience and marketing or general business courses are helpful.

Required minimum placement scores:
- ACT Reading – 15; ACT English – 15; ACT Math – 15; Or
- COMPASS Reading – 61; COMPASS Writing – 26; COMPASS Pre-Alg. – 44
Or transfer equivalencies will apply as appropriate

Course Code | Course Title                      | Credits |
------------|-----------------------------------|---------|
BADM 103    | *Leadership Techniques            | 1       |
BADM 201    | Principles of Marketing           | 3       |
BADM 202    | Principles of Management          | 3       |
BADM 217    | Promotion and Advertising         | 3       |
BADM 230    | Marketing Information Analysis    | 3       |
BADM 234    | Customer Service                  | 1       |
BADM 240    | Sales                             | 3       |
BADM 244    | Sales Seminar                     | 3       |
BADM 251    | Personal Finance                  | 3       |
BADM 281    | Organizational Behavior           | 3       |
BADM 282    | Human Resource Management         | 3       |
BADM 283    | Career Seminar                    | 3       |
BUSN 120    | Fundamentals of Business          | 3       |
BUSN 170    | Entrepreneurship                  | 3       |
BUSN 282    | *Professional Development         | 1       |

Related/General Education Courses

ACCT 102    | Fundamentals of Accounting        | 3       |
ACCT 118    | Applied Accounting                | 3       |
ACCT 215    | Business in the Legal Environment | 3       |
CIS 101     | Computer Literacy                 | 2       |
COMM 110    | Fundamentals of Public Speaking   | 3       |
ENGL 110    | College Composition I             | 3       |
ENGL 125    | Introduction to Professional Writing | 3 |  
or ENGL 120 | College Composition II (3)       |         |
FYE 101     | Science of Success                | 1       |
Wellness elective(s) | 2       |
BOTE 108    | Business Mathematics              | 3       |
or MATH 103 | College Algebra (3)               |         |
Electives   | 3       |

Choose 3 credits from the courses listed below.
- BUSN 297 | Internship/Coop (1-5)            |
- BUSN 254 | Financial Statement Analysis (3) |
- PHIL 210 | Ethics (3)                       |
- ECON 105 | Elements of Economics (3)        |
or ECON 201 | Principles of Microeconomics (3) |
or ECON 202 | Principles of Macroeconomics (3) |
- PSYC 111 | Introduction to Psychology (3)   |
- SOC 110  | Introduction to Sociology (3)    |

Total Required Credits | 68

* Includes membership in Collegiate DECA.

Online completion may require modification of courses. Consult advisor for changes.

* Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in Marketing Management.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE

For updated information, visit NDSCS.edu
Contact Information
Ann Smith, assistant professor
ann.smith@ndscs.edu
701-671-2302
Horton Hall 229

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

Restaurant Management

This option is designed as a third-year option for students completing the Culinary Arts program. It provides a range of business knowledge and experiences that will integrate well with the skills students have already achieved, preparing them to take on supervisory roles in their employment. Additionally, this option can develop skills needed to own, operate and expand your own business. Students will learn to recognize and act on opportunities to develop an entrepreneurial mindset.

The Business Management core taught at NDSCS focuses student learning in the following areas:
- Business Law
- Communication Skills
- Customer Relations
- Economics
- Emotional Intelligence
- Entrepreneurship
- Financial Analysis
- Human Resource Management
- Information Management
- Marketing
- Operations
- Professional Development
- Strategic Management

Employment growth in this occupation will be as fast as the average of all occupations. Multiple job openings will also be created as a large number of managers reach their age of retirement or take transfers for other reasons. Since the food preparation industry is only slightly affected by the economy, the occupation offers good job security for candidates.

A faculty advisor will assist students in the development of an appropriate program to meet his/her career goals. Employment opportunities are unlimited, depending upon the individuals’ strengths and interests.

In addition to having earned an Associate in Applied Science (A.A.S.) degree in Culinary Arts, the following courses are required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 215</td>
<td>Business in the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>BADM 103</td>
<td>*Leadership Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BADM 201</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BADM 217</td>
<td>Promotion and Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BADM 234</td>
<td>Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>BADM 251</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 282</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 291</td>
<td>Career Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 120</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 170</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 282</td>
<td>*Professional Development</td>
<td>1</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ECON 105</td>
<td>Elements of Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201</td>
<td>Principles of Microeconomics (3)</td>
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<tr>
<td>or ECON 202</td>
<td>Principles of Macroeconomics (3)</td>
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</tr>
<tr>
<td>Electives</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Choose 3 credits from the courses listed below.</td>
<td></td>
</tr>
<tr>
<td>BADM 202</td>
<td>Principles of Management (3)</td>
<td></td>
</tr>
<tr>
<td>BADM 230</td>
<td>Marketing Information Analysis (3)</td>
<td></td>
</tr>
<tr>
<td>BADM 240</td>
<td>Sales (3)</td>
<td></td>
</tr>
<tr>
<td>BADM 244</td>
<td>Sales Seminar (3)</td>
<td></td>
</tr>
<tr>
<td>BADM 281</td>
<td>Organizational Behavior (3)</td>
<td></td>
</tr>
<tr>
<td>BUSN 254</td>
<td>Financial Statement Analysis (3)</td>
<td></td>
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<tr>
<td>Total Required Credits</td>
<td></td>
<td>36</td>
</tr>
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</table>

(in addition to previously earned A.A.S. degree in Culinary Arts)

* Includes membership in Collegiate DECA.

Admission Requirements*
This course of study is designed as a third-year option. Applicants for this program must have completed an Associate in Applied Science degree in Culinary Arts.

Required minimum placement scores:
- ACT Reading – 15; ACT English – 15; ACT Math – 15; Or
- COMPASS Reading – 61; COMPASS Writing – 26; COMPASS Pre-Alg. – 44
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the BADM department chair at 701-671-2172 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in Restaurant Management.

Revised: June 2015
Business Management

• Business Pro Curriculum Options

These four certificate options are delivered as part of a Business Management curriculum option commonly called the “Business Pro Series” which is offered through NDSCS-Fargo. It consists of four independent plans of study in the areas of Entrepreneurship, Finance, Management/Supervision and Sales. Students may choose to complete any of these individual plans of study to earn a certificate in Business Management with an emphasis in that respective area. If students’ progress through all four plans of study satisfactorily, they will need only to complete two credits of wellness electives to earn an Associate in Applied Science degree in Business Management with an emphasis in Marketing Management.

Designed to meet the needs of an adult population, this program is delivered in a hybrid, or blending of, face-to-face and online learning. Meeting evenings once a week and focusing on one class at a time, this cohort style of learning incorporates interaction and networking while still allowing a learner to balance educational goals with a full-time work or family schedule.

As stand-alone certificates, these classes may provide learners with the opportunity to learn and/or enhance their selling and communication skills; to discover their entrepreneurial abilities; to understand their role as a manager/supervisor; or to provide the knowledge needed to analyze the financial workings of an organization. These skills, combined with real-world experience and the numerous leadership opportunities that will be available, will enable the learner to develop into a valuable asset in the business community.

Admission Requirements*

The applicants must be high school graduates or equivalent. Work experience in marketing or general business courses is helpful.

Required minimum placement scores:
- ACT Reading – 15; ACT English – 15; ACT Math – 15; Or
- COMPASS Reading – 61; COMPASS Writing – 26; COMPASS Pre-Alg. – 44
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the BADM department chair at 701-671-2172 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses for the Entrepreneurship plan, students will be awarded a certificate in Business Management with an emphasis in Entrepreneurship.

Upon successful completion of the required courses for the Finance plan, students will be awarded a certificate in Business Management with an emphasis in Finance.

Upon successful completion of the required courses for the Management/Supervision plan, students will be awarded a certificate in Business Management with an emphasis in Management/Supervision.

Award Cont’d

Upon successful completion of the required courses for the Sales plan, students will be awarded a certificate in Business Management with an emphasis in Sales.

Upon successful completion of the required courses for the four plans of study and two credits of wellness electives, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in Marketing Management.

Revised: June 2015
Caterpillar Dealer Service Technician

Contact Information
Rick Hand, program coordinator
rick.hand@ndscs.edu
701-671-2101 Bisek Hall 1152

Delivery Methods
Face-to-Face: Wahpeton

The Caterpillar Dealer Service Technician program is designed to develop technically competent entry-level service technicians for Caterpillar dealerships regionally and throughout the world.

Students receive up-to-date technical training on Caterpillar equipment and systems through a combination of classroom instruction, hands-on laboratory instruction, and an internship at the participating Caterpillar dealer. Work experience at the dealership is structured to relate to the most recent classroom/lab subjects covered at NDSCS.

Green technology is addressed through changes in emission standards and alternative fuels that will continue to advance changes in this industry.

The Caterpillar Dealer Service Technician program takes five semesters, or approximately 20 months, to complete. The five semesters are divided into 9 terms, each approximately eight weeks in length. Students complete the first, third, fifth, seventh, and ninth terms on campus and the second, fourth, sixth, and eighth terms at a sponsoring Caterpillar dealership.

The Caterpillar Dealer Service Technician program is accredited by the AED Foundation.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements. Special requirements include securing a Caterpillar dealership sponsor.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Diesel Technology Department at 701-671-2330 or the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Caterpillar Dealer Service Technician.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCAT 110</td>
<td>Caterpillar Engine Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>DCAT 111</td>
<td>Introduction to Caterpillar Service</td>
<td>2</td>
</tr>
<tr>
<td>DCAT 112</td>
<td>Fundamentals of Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 113</td>
<td>Caterpillar Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 114</td>
<td>Fundamentals of Electricity</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 115</td>
<td>Air Conditioning Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 116</td>
<td>Fundamentals of Transmission and Torque Converters</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 117</td>
<td>Machine Hydraulic Systems</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 150</td>
<td>Internship I</td>
<td>2</td>
</tr>
<tr>
<td>DCAT 151</td>
<td>Internship II</td>
<td>2</td>
</tr>
<tr>
<td>DCAT 200</td>
<td>Undercarriage/Final Drives</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 201</td>
<td>Machine Electronic Systems</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 202</td>
<td>Engine Performance</td>
<td>2</td>
</tr>
<tr>
<td>DCAT 203</td>
<td>Diagnostic Testing</td>
<td>2</td>
</tr>
<tr>
<td>DCAT 204</td>
<td>Machine Specific Systems</td>
<td>3</td>
</tr>
<tr>
<td>DCAT 250</td>
<td>Internship III</td>
<td>6</td>
</tr>
<tr>
<td>DCAT 251</td>
<td>Internship IV</td>
<td>6</td>
</tr>
<tr>
<td>MFGT 110</td>
<td>Industrial Shop Practices</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>2</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Basic Mathematics I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Basic Mathematics II</td>
<td>2</td>
</tr>
<tr>
<td>MATH 125</td>
<td>Basic Mathematics III</td>
<td>2</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>Social and Behavioral Science electives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ECON, HIST, POLS, PSYC, SOC, GEOG or CIS/CSCI electives</td>
<td>Maximum of two CIS/CSCI credits may be used for this category</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Credits 74

Revised: June 2015
Construction Management Technology

Contact Information
Randy Stach, department chair
randy.stach@ndscs.edu
701-671-2116
Horton Hall 240

Delivery Methods
Face-to-Face: Wahpeton
Some Classes
Available Online

This program is designed to provide individuals with the knowledge and skills needed in the construction management field. Classroom and laboratory experiences emphasize commercial, residential and civil related construction. While students are fully employable upon completion of this program, the Associate in Applied Science degree in Construction Management Technology also provides transfer options to four-year colleges and universities in construction management related fields.

Students will take classes in the areas of construction materials and methods, print reading, safety, scheduling, specifications and project management and supervision as well as hands-on classes regarding construction methods, estimating, surveying, material testing and drafting. Students will also take required classes in written and oral communications, math, business, computer sciences and social sciences.

The construction industry has a high demand for individuals with an education in construction management both regionally and nationally. The Construction Management Technology program will prepare students for a career in construction as a construction manager, project manager, project engineer, field engineer, job site superintendent, estimator, scheduler, quality control and many other managerial positions whose duties and responsibilities ensure that construction projects are completed on-time, within budget, to the desired quality, and safely.

Green and/or sustainable construction is specifically covered in multiple courses. Leadership in Energy and Environmental Design (LEED) certification is covered extensively. Green/sustainable construction is also discussed across the rest of the curriculum.

NOTE: This program requires the purchase of a notebook computer. The cost will be approximately $950.00. For further information, contact Randy Stach at 701-671-2116.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Construction and Design Technology department chair at 701-671-2116 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Construction Management Technology.

Course Code | Course Title | Credits
--- | --- | ---
ARCT 110 | Graphic Communications | 3
ARCT 134 | Structural Wood Design | 2
ARCT 144 | Construction Estimating I | 3
ARCT 231 | Commercial Methods and Materials | 2
ARCT 241 | Construction Estimating II | 3
ARCT 242 | Construction Estimating III | 3
BCT 220 | Project Supervision | 3
BCT 222 | Construction Safety | 2
BCT 240 | Commercial Print Reading | 3
CMT 130 | Green Building Fundamentals | 2
CMT 251 | Construction Documents and Specifications | 3
CMT 252 | Project Management | 3
CMT 253 | Construction Scheduling | 3
CMT 297 | Cooperative Education | 2
CT 132 | Materials Testing/Quality Control | 4
Survey elective (choose one) | | 2
CMT 120 | Surveying Fundamentals | 3
BCT 224 | Building Layout | 3
Residential Materials elective (choose one) | | 3
BCT 133 | Carpentry Fundamentals | 3
ARCT 133 | Residential Methods and Materials | 3

Business/Technical electives (5 credit minimum)
- ACCT 200 | Elements of Accounting I | (4)
- BADM 202 | Principles of Management | (3)
- BADM 281 | Organizational Behavior | (3)
- BADM 282 | Human Resource Management | (3)
- BUSN 120 | Fundamentals of Business | (3)
- CAD 120 | Introduction to AutoCAD | (3)
- CMT 121 | Plane Surveying | (2)
- CMT 234 | Asphalt Technology | (1)
- CMT 265 | Residential Project Experience | (1)
- CT 232 | Water Management Technology | (4)

Related/General Education Courses
- COMM 110 | Fundamentals of Public Speaking | 3
- CSCI 116 | Business Use of Computers | 3
- ENGL 110 | College Composition I | 3
- English/Communication elective (choose one) | 3
- ENGL 105 | Technical Communications | 3
- ENGL 120 | College Composition II | 3
- ENGL 125 | Introduction to Professional Writing | 3
- FYE 101 | Science of Success | 1
- HPER 210 | First Aid and CPR | 2
- MATH 130 | Technical Mathematics | 2
- MATH 132 | Technical Algebra I | 2
- MATH 136 | Technical Trigonometry | 2
- PSYC 100 | Human Relations in Organizations | 2

Total Required Credits | 74

Revised: June 2015
Culinary Arts

Chef Training and Management Technology

Contact Information
Mary Uhren, program coordinator
mary.uhren@ndscs.edu
701-671-2842
Student Center 129

Delivery Methods
Face-to-Face: Wahpeton

The Culinary Arts curriculum provides students with a broad range of study that enables them to be employed in a large variety of occupations within the food service and hospitality industry. Students learn quality food preparation, service techniques, organizational skills, and are exposed to all aspects of the industry. A significant portion of the program is devoted to laboratory work where students spend time preparing standardized recipes for entrees, soups, garde manger/pantry items, meat, poultry, seafood, bakery and dessert items. An emphasis is placed on classical cuisine and production of cuisine for formal dining rooms, as well as items for less formal establishments.

In addition to preparation courses, the core program provides training in sanitation, nutrition, menu planning, cost control, purchasing and inventory control, management and supervision. General education and related courses that develop human relation skills, communication skills, business skills and mathematics are offered to provide a well-rounded educational experience. A cooperative work experience must be completed successfully by all students prior to graduation.

The chef performs many functions in the food service industry, including food preparation, planning, control, supervision and a variety of other tasks that coincide with the total control of the kitchen in the commercial food world. The industry and program requires professional attitudes, actions, appearance and dress along with the ability to work as part of a team and communicate well with others. Tact, courtesy and a pleasant personality are important, as are keen senses of taste and smell.

Employment opportunities
Employment potential in the hospitality food preparation industry remains high. According to the United States Bureau of Labor Statistics, the North Dakota Hospitality Association, and our Culinary Arts Advisory Committee, there is an extreme shortage for trained individuals throughout the entire industry as chefs, cooks, bakers and managers. Graduates commonly take employment in hotel restaurants, franchise restaurants, clubs, bakeries, catering operations, delis, retirement communities and institutional food service facilities such as hospitals, nursing homes, public schools and colleges.

Admission Requirements*
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this curriculum are food preparation courses, accounting, business math, economics and computer literacy.

Required minimum placement scores:
- ACT Reading – 15; ACT English – 15; ACT Math – 15; Or
- COMPASS Reading – 70; COMPASS Writing – 36; COMPASS Pre-Alg. – 44
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Culinary Arts program coordinator at 701-671-2842 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Course Code   Course Title                      Credits
CULA 101 Food Preparation Laboratory       8
CULA 102 Food Preparation Laboratory       9
CULA 110 Sanitation and Safety             2
CULA 119 Culinary Nutrition                2
CULA 120 Menu Planning                     2
CULA 121 Food Cost and Portion Control     2
CULA 201 Principles of Baking and Specialty Desserts 9
CULA 202 Short Order Cookery               2
CULA 203 Gourmet Foods/Catering/Banquet Services 8
CULA 220 Dining Room Service               1
CULA 221 Principles of Restaurant Management 2
CULA 222 Restaurant Service and Production 2
CULA 297 Cooperative Education             2

Related/General Education Courses for Diploma

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 240</td>
<td>Sales</td>
<td>3</td>
</tr>
<tr>
<td>BOTE 108</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>HPER 210</td>
<td>First Aid and CPR</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Human Relations in Organizations</td>
<td>2</td>
</tr>
<tr>
<td>General Education elective</td>
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</tr>
</tbody>
</table>

Total Required Credits for Diploma 68

Related/General Education Courses for Associate Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 118</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BOTE 108</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 116</td>
<td>Business Use of Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 120</td>
<td>College Composition II (3)</td>
<td></td>
</tr>
<tr>
<td>or ENGL 125</td>
<td>Introduction to Professional Writing (3)</td>
<td></td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>HPER 210</td>
<td>First Aid and CPR</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Human Relations in Organizations</td>
<td>2</td>
</tr>
<tr>
<td>General Education elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Credits for Associate 74

*To take place at an approved job site during the summer following the first year.

NOTE: The hospitality industry utilizes items that contain alcohol to flavor and flame food products that will be served to customers. These items include wine, flavored liquors and spirits. The Culinary Arts department, in an attempt to offer experiences and products that are as close to the work environment as possible, utilize the same type of products in the preparation and service of food items prepared in the laboratory.

Award
Upon successful completion of the required courses, students will be awarded a diploma or an Associate in Applied Science degree in Culinary Arts with an emphasis in Chef Training and Management Technology.

Revised: June 2015
Dental Assisting (AAS degree)

Contact Information
Chanel Malone, program coordinator
chanel.malone@ndscs.edu
701-671-2367
Mayme Green Allied Health Center 213P

Delivery Methods
Face to Face: Wahpeton
Online: Some Classes

The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. The Dental Assistant performs a wide range of tasks requiring both interpersonal and technical skills. Depending on each state’s regulations, some specific tasks Dental Assistants may perform are:

- assisting the dentist during a variety of procedures and direct patient care;
- helping patients feel comfortable before, during and after treatment;
- taking patient’s medical history and vital signs;
- exposing and developing dental radiographs (X-rays);
- teaching patients appropriate oral hygiene strategies to maintain oral health;
- taking impressions of patient’s teeth for study models;
- applying preventive agents such as fluoride or pit and fissure sealants;
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment;
- performing office management tasks such as scheduling appointments, answering the telephone, billing, ordering and computer use;
- providing other expanded duties according to state regulations.

Career Opportunities
- solo and group dental practices;
- general or specialty practices such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontics, periodontics, prosthodontics and pediatric dentistry; and
- sales and marketing of dental products.

The Dental Assisting program includes curriculum content in general studies, biodental sciences, dental sciences, clinical sciences and clinical practice. Students receive more than 300 hours of on-the-job training in community and regional dental offices in addition to courses taken on campus. Students will be required to cover all expenses associated with affiliation and internship assignments. Criminal background checks and specific immunizations may be required by some clinical sites.

The Dental Assisting program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678.

A certificate in Dental Assisting is also available. Please see separate fact sheet for additional information.

Admission Requirements*

High school preparation should include biology, chemistry and algebra.

Program selection is based on completion of prerequisites and academic performance.

The following criteria must be complete by March 1 prior to entry into the Dental Assisting program. Applicants that apply after the March 1 deadline can complete the admission requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

1. High school diploma or GED.
2. Satisfaction of the following: Minimum of 2.0 high school GPA and ACT minimum composite of 17; OR twelve college semester credits with a minimum GPA of 2.0.
3. 8 hours of chairside dental assisting observation. Fax to 701-671-3412.
4. Points are awarded for grades in high school biology, algebra and chemistry and college anatomy and microbiology will also be considered.
5. Complete a Basic Entrance Test. Email alliedhealthcareers@ndscs.edu or call 701-671-2984 to schedule a day/time.

Applicants with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

Curriculum Requirements
A grade of “C” or above must be achieved in all DAST and DHYG courses in order to advance in the program.

Additional Information
The program is a limited enrollment program. Applicants will be selected on a point system. Once program capacity is reached, an alternate list will be established based on points. It is recommended that applicants stay in close contact with the program as they complete their admission requirements. Visit our website at www.ndscs.edu/dental for additional information or email the program at ndscs.dental@ndscs.edu or call 701-671-2333.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses (“C” or higher), students will be awarded an Associate in Applied Science degree in Dental Assisting. Graduates will meet requirements to become registered within the state and eligible to take the Dental Assisting National Board.
Dental Assisting

Dental Assisting (Certificate)

Contact Information
Chanel Malone, program coordinator
chanel.malone@ndscs.edu
701-671-2367

Delivery Methods
Face to Face: Wahpeton
Online: Some Classes

The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. The Dental Assistant performs a wide range of tasks requiring both interpersonal and technical skills. Depending on each state’s regulations, some specific tasks Dental Assistants may perform are:

- assisting the dentist during a variety of procedures and direct patient care;
- helping patients feel comfortable before, during and after treatment;
- taking patient’s medical history and taking vital signs;
- exposing and developing dental radiographs (X-rays);
- teaching patients appropriate oral hygiene strategies to maintain oral health;
- applying preventive agents such as fluoride or pit and fissure sealants;
- exposing and developing dental radiographs (X-rays);
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment;
- performing office management tasks such as scheduling appointments, answering the telephone, billing, ordering and computer use;
- providing other expanded duties according to state regulations.

Career Opportunities
- solo and group dental practices;
- general or specialty practices such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontics, periodontics, prosthodontics and pediatric dentistry; and
- sales and marketing of dental products.

The Dental Assisting program includes curriculum content in general studies, biological sciences, dental sciences, clinical sciences and clinical practice. Students receive more than 300 hours of on-the-job training in community and regional dental offices in addition to courses taken on campus. Students will be required to cover all expenses associated with affiliation and internship assignments. Criminal background checks and specific immunizations may be required by some clinical sites.

The Dental Assisting program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678.

The program adheres to the NDSCS Equal Opportunity Policy as stated in the NDSCS Catalog. Dental Assisting Program Competencies, Program Goals, and Essential Functions are available on the website at www.ndscs.edu.

Admission Requirements*
High school preparation should include biology, chemistry and algebra. Program selection is based on completion of prerequisites and academic performance. The following criteria must be complete by March 1 prior to entry into the Dental Assisting program. Applicants that apply after the March 1 deadline can complete the admission requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

1. High school diploma or GED.
2. Satisfaction of the following: Minimum of 2.0 high school GPA and ACT minimum composite of 17; OR twelve college semester credits with a minimum GPA of 2.0.
3. 8 hours of chairside dental assisting observation. Fax to 701-671-3412.
4. Points are awarded for grades in high school biology, algebra and chemistry and college anatomy and microbiology will also be considered.
5. Complete a Basic Entrance Test. Contact the program by emailing alliedhealthcareers@ndscs.edu or 701-671-2084 to schedule a daytime.

Admission Requirements*  
High school preparation should include biology, chemistry and algebra. Program selection is based on completion of prerequisites and academic performance. The following criteria must be complete by March 1 prior to entry into the Dental Assisting program. Applicants that apply after the March 1 deadline can complete the admission requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

1. High school diploma or GED.
2. Satisfactory high school GPA and ACT minimum composite of 17; OR twelve college semester credits with a minimum GPA of 2.0.
3. 8 hours of chairside dental assisting observation. Fax to 701-671-3412.
4. Points are awarded for grades in high school biology, algebra and chemistry and college anatomy and microbiology will also be considered.
5. Complete a Basic Entrance Test. Contact the program by emailing alliedhealthcareers@ndscs.edu or 701-671-2084 to schedule a daytime.

Admission Requirements*
High school preparation should include biology, chemistry and algebra. Program selection is based on completion of prerequisites and academic performance. The following criteria must be complete by March 1 prior to entry into the Dental Assisting program. Applicants that apply after the March 1 deadline can complete the admission requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

1. High school diploma or GED.
2. Satisfactory high school GPA and ACT minimum composite of 17; OR twelve college semester credits with a minimum GPA of 2.0.
3. 8 hours of chairside dental assisting observation. Fax to 701-671-3412.
4. Points are awarded for grades in high school biology, algebra and chemistry and college anatomy and microbiology will also be considered.
5. Complete a Basic Entrance Test. Contact the program by emailing alliedhealthcareers@ndscs.edu or 701-671-2084 to schedule a daytime.

Applications with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

A current CPR credential (Health Care Provider or Professional Rescuer) eye exam and specific immunizations are required upon acceptance.

An Associate in Applied Science degree in Dental Assisting is also available. Please see separate fact sheet for additional information.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Curriculum Requirements
A grade of “C” or above must be achieved in all DAST and DHYG courses in order to advance in the program.

NDSCS

NORTH DAKOTA STATE COLLEGE OF SCIENCE

66 North Dakota State College of Science

Revised: May 2015
Dental Hygiene

Contact Information
Kathryn Dockter, department chair
kathryn.m.dockter@ndscs.edu
701-671-2334
Mayme Green Allied Health Center 103B

The Dental Hygiene program is designed to prepare students as professionals in the discipline of dental hygiene. The dental hygienist, a licensed member of the dental health team, provides dental health education, promotes and encourages the preventive aspects of dental care, removes stains and deposits from teeth, exposes and processes dental radiographs, administers local anesthesia, provides many other patient treatment procedures and assumes other responsibilities in the dental office.

Career Opportunities
Dental hygienists are typically employed in general dental practices or specialty practices. Dental hygienists also can apply their skills and knowledge in other career activities including public health, corporate dental representative, dental office management and dental hygiene education depending on the level of education and experience they have achieved.

Dental Hygiene Curriculum
The Dental Hygiene program consists of classroom, laboratory and clinical experiences emphasizing skill development, self-assessment and professionalism offered over five continuous semesters. The majority of the clinical experience is in the NDSCS dental clinic. Students are also assigned to off-campus affiliation sites to enhance their dental hygiene education. Students must provide their own transportation to off-campus affiliation sites. Criminal background checks and finger printing may be required by affiliation sites.

The program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678

The program adheres to the NDSCS Equal Opportunity Policy as stated in the NDSCS Catalog. Dental Hygiene Program Competencies, Program Goals, and Essential Functions are available on the website at www.ndscs.edu.

Admission Requirements*
Applicants will be admitted to the program following a selection process. The following requirements must be met by March 1 to be considered for selection. Applicants that apply after the March 1 deadline can complete the admission requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

1. Complete the NDSCS Application for Admission, Re-application or Change of Program. Forms at www.ndscs.edu.
2. Submit to Enrollment Services your official high school transcript, official college transcript(s) and ACT minimum composite of 19; OR twelve college semester credits with a minimum GPA of 2.50.
3. Submit to Dental Hygiene Program (fax 701-671-3412):
   a. Documentation of 8 observation hours of a dental hygienist.
   b. Copy of final fall semester transcript from current college attending (including NDSCS).
4. Complete a Basic Entrance Test. Contact by the program by email alliedhealthcareers@ndscs.edu or phone 701-671-2984 to schedule a time.
5. Complete pre-requisite courses by January 1: Introductory Chemistry (CHEM 115 and 115L), Anatomy and Physiology I (Biol 220 and 220L) and College Composition I (ENGL 110). Complete pre-requisite course by May 15: Anatomy and Physiology II (Biol 221 and 221L) with a "C" or higher.
6. Bonus admission points will also be awarded for: Introduction to Organic and Biochemistry (CHEM 116 and 116L), Elementary Statistics (MATH 210) and taking pre-requisite courses at NDSCS.

Applicants with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

Course Code Course Title Credits
DHYG 101 Pre-Clinic 1
DHYG 101L Pre-Clinic Lab 3
DHYG 102 Clinic I 1
DHYG 102L Clinic I Lab 4
DHYG 103 Clinic II 1
DHYG 103L Clinic II Lab 3
DHYG 110 Oral Anatomy 2
DHYG 112 Oral Embryology and Histology 3
DHYG 114 Dental Radiology 2
DHYG 145 Periodontics I 1
DHYG 201 Clinic III Lecture 1
DHYG 201L Clinic III Lab 4
DHYG 202 Clinic IV 1
DHYG 202L Clinic IV Lab 4
DHYG 209 Head and Neck Anatomy 1
DHYG 210 Local Anesthesia 1
DHYG 212 Oral Pathology 1
DHYG 220 Community Dental Health 2
DHYG 242 Dental Materials 3
DHYG 243 Dental Jurisprudence 1
DHYG 245 Periodontics II 1
PHRM 201 Dental Pharmacology 2

Related/General Education Courses
Biol 213 General Pathology 3
CHEM 116 Intro to Organic and Biochemistry 3
CHEM 116L Intro to Organic and Biochemistry Lab 1
CIS 101 Computer Literacy 2
COMM 110 Fundamentals of Public Speaking 3
FYE 101 Science of Success 1
ENGL 120 College Composition II 3
MICR 202 Introductory Microbiology 3
MICR 202L Introductory Microbiology Lab 1
NUTR 240 Principles of Nutrition (and Diet Therapy) 3
PSYC 111 Introduction to Psychology 3
SOC 110 Introduction to Sociology 3

Total Required Credits 71

The program is a limited enrollment program. Applicants will be selected on a point system. Once program capacity is reached, an alternate list will be established based on points. It is recommended that applicants stay in close contact with the program as they complete their admission requirements email ndscs.dental@ndscs.edu or call 701-671-2333.

Specific immunizations, CPR certification (Healthcare Provider or Professional Rescuer), and documentation of a recent eye exam will be required. Visit our website for additional information at www.ndscs.edu/dental

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon program completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Dental Hygiene.

Licensure requirements for dental hygienists include successful completion of the Dental Hygiene National Board Examination and a regional clinical examination, i.e. CRDTS, WREB. Individual states have additional licensure requirements. A criminal background check will be required.

Revised: May 2015

For updated information, visit NDSCS.edu

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Dialysis Technician – pending approval

Contact Information
Jan Rudisel, program coordinator
Janice.rudisel@ndscs.edu
701-231-6926
NDSCS- Fargo 190C

This program is available to high school graduates or transfer students who are interested in pursuing a career as a Dialysis Technician. The curriculum is two semesters in length and awards a certificate in Dialysis Technician. Although the Bureau of Labor Statistics does not give specific numbers for dialysis technicians, it does report that all medical laboratory technicians will have a projected employment growth of 30 percent between the years of 2012 and 2022. The rate is above average when compared to other occupations. The graduate has an excellent opportunity for immediate entry into the health profession.

In most dialysis facilities, dialysis technicians perform dialysis treatments under the supervision of a registered nurse. Duties include pretreatment assessment, cannulation, initiation of treatment, treatment monitoring, discontinuation of treatment, and post-treatment assessment. Dialysis technicians have excellent job opportunities which include employment in hospitals, clinics and free standing dialysis centers.

Instructional process
The two semesters of the program consist of classroom, laboratory and clinical instruction at the college and at outpatient dialysis centers. The capstone course consists of 240 hours of clinical at an outpatient dialysis center.

A completed criminal background check will be required for the program. A previous conviction may affect clinical rotations and registry at the North Dakota State Board of Nursing. The applicant must visit with the program coordinator if this issue applies.

This program requires a newer model personal computer capable of completing the assignments required by the Dialysis Technician program (Windows 7 Operating System or newer). Contact program for more information.

Equal opportunity policy
The NDSCS Dialysis Technician Program adheres to the NDSCS college equal opportunity policy as stated in the NDSCS Catalog.

Admission Requirements**
Applicants will be admitted to the program on a first come first selected basis once the following requirements are submitted:

1. Complete the NDSCS Application Process for Admission. Refer to the NDSCS website at www.ndscs.edu/admissions for details.
2. Submit a high school and/or college transcript or G.E.D.
3. Submit official ACT results to Enrollment Services with a minimum score of 16 in English and 18 in reading OR submit a Compass Placement test with a minimum score of 38 in writing and 80 in reading OR submit an official college transcript with ENGL 105 (or higher) completed with a "C" or higher. To schedule a Compass Placement test call 701-231-6919.
4. Applicants with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

The following requirements will also have to be submitted to the Dialysis Technician Program prior to beginning classes:
- documented evidence of measles, mumps, rubella vaccination or rubella titer
- documentation of three hepatitis B immunizations or a waiver
- documentation of varicella immunization or documented proof of immunity
- documentation of Tdap vaccination within the last ten years

Additional immunizations will be required once program begins.

**Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses ("C" or higher), students will be awarded a certificate of completion and be eligible for the Certified Clinical Hemodialysis Technician (CCHT) Examination.

Revised: June 2015
The Case IH program is designed to develop technically competent, professional service technicians for participating Case IH dealerships.

This program combines state-of-the-art, on-campus training with internships at a sponsoring Case IH dealership. Students receive technical training on Case IH equipment and related products through a combination of classroom instruction and hands-on laboratory experiences. Classroom and laboratory instruction at NDSCS covers the basics of each subject plus the latest developments in Case IH agricultural equipment. Work experience at the dealership reinforces on-campus training and exposes the student to real life shop service practices.

Green technology is addressed through changes in emission standards and alternative fuels that will continue to advance changes in this industry.

The Case IH program takes five semesters or approximately 20 months to complete. The five semesters are divided into 9 terms, each approximately eight weeks in length. Students complete the first, second, third, fifth, seventh, eighth and ninth terms on campus and the fourth and sixth terms at a participating Case IH dealership.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
ACT Reading – 15 or COMPASS Reading – 61
ACT English – 15 or COMPASS Writing – 26
Or transfer equivalencies will apply as appropriate

Applicants must also have a minimum score of 70% on the Differential Aptitude Test (DAT). For information on the DAT exam, contact the Diesel Technology Department at 701-671-2330.

Applicants not meeting the above requirements are encouraged to visit with the Diesel Technology Department at 701-671-2330 or the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

Course Code | Course Title                                  | Credits |
------------|-----------------------------------------------|---------|
DTEC 109    | Air Conditioning for Diesel Technology       | 2       |
DTEC 115    | Introduction to Light and Medium Duty Engines| 4       |
DTEC 125    | Introduction to Heavy Duty Drive Systems     | 4       |
DTEC 155    | Electricity for Diesel Technology            | 4       |
DTEC 164    | Introduction to Mobile Hydraulics            | 4       |
MFRG 110    | Industrial Shop Practices                    | 2       |
CIH 106     | Case IH Shop Service Management              | 2       |
CIH 215     | Case IH Engine Rebuild                       | 6       |
CIH 216     | Case IH Equipment Operation and Adjustment   | 4       |
CIH 225     | Case IH Powertrains                          | 4       |
CIH 255     | Case IH Electrical/Electronics               | 5       |
CIH 260     | Case IH AFS (Advanced Farming Systems)       | 3       |
CIH 265     | Case IH Hydraulic Systems Diagnostics        | 5       |
CIH 110     | Case IH Internship I                         | 4       |
CIH 210     | Case IH Internship II                        | 4       |
ENGL 110    | College Composition I                        | 3       |
ENGL 105    | English/Communication elective (choose one)  | 3       |
ENGL 120    | Technical Communications                      |         |
ENGL 125    | College Composition II                       |         |
ENGL 125    | Introduction to Professional Writing          |         |
COMM 110    | Fundamentals of Public Speaking              |         |
MATH 120    | Basic Mathematics I                           | 2       |
MATH 123    | Basic Mathematics II                          | 2       |
MATH 125    | Basic Mathematics III                         | 2       |
Wellness elective(s) |                         | 2       |
CIS 101     | Computer Literacy                            | 2       |
PSYC 100    | Human Relations in Organizations              | 2       |
FYE 101     | Science of Success                           | 1       |
Total Required Credits for Associate          | 76      |

Related/General Education Courses

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Diesel Technology with an emphasis in Case IH.
Diesel Technology

General Diesel

Contact Information
Terry Marohl, department chair
terry.marohl@ndscs.edu
701-671-2308
Bisek Hall 111

Delivery Methods
Face-to-Face: Wahpeton

The Diesel Technology program is designed to prepare students for the many employment opportunities in the diesel industry.

This unique program allows students to enter the program at the beginning of any eight-week period. This program gives students the option of earning a diploma or applied science degree. Students are given extensive training and practical experiences in servicing all types of engines, drive trains, hydraulic systems and electrical systems found on trucks, agricultural and industrial equipment.

Students enrolled in Diesel Technology learn the theory of operation along with the latest repair and diagnostic procedures available in the diesel industry. Training facilities are in excellent condition and labs are very well-equipped.

Green technology is addressed through changes in emission standards and alternative fuels that will continue to advance changes in this industry.

Students graduating from Diesel Technology are fully employable upon completion of this program. Diesel Technology graduates are employed by agricultural, industrial (truck and heavy equipment), construction equipment companies, mining industries or fleet owners. Some students may wish to continue their education by returning for an additional year and earn a minor in Automotive Technology.

Students seeking an Associate in Applied Science degree are required to complete both English 105 and 110, Math 125 and 324 hours of work experience (DTEC 297).

Admission Requirements *

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
ACT Reading – 15 or COMPASS Reading – 61
ACT English – 15 or COMPASS Writing – 26
Or transfer equivalencies will apply as appropriate

Applicants must also have a minimum score of 70% on the Differential Aptitude Test (DAT). For information on the DAT exam, contact the Diesel Technology Department at 701-671-2300.

Applicants not meeting the above requirements are encouraged to visit with the Diesel Technology Department at 701-671-2330 or the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded a diploma or an Associate in Applied Science degree in Diesel Technology – General Diesel.

Course Code  Course Title  Credits
DTEC 109  Air Conditioning for Diesel Technology  2
DTEC 115  Introduction to Light and Medium Duty Engines  4
DTEC 125  Introduction to Heavy Duty Drive Systems  4
DTEC 155  Electricity for Diesel Technology  4
DTEC 164  Introduction to Mobile Hydraulics  4
DTEC 185  Diesel Fuel Injection Systems  4
DTEC 215  Heavy Duty Diesel Engines  7
DTEC 225  Heavy Duty Drive Systems  7
DTEC 255  Heavy Duty Chassis Electrical Systems  7
DTEC 265  Mobile Hydraulic Systems Diagnostics and Repair  7
MFGT 110  Industrial Shop Practices  2

Associate in Applied Science
DTEC 109  Air Conditioning for Diesel Technology  2
DTEC 115  Introduction to Light and Medium Duty Engines  4
DTEC 125  Introduction to Heavy Duty Drive Systems  4
DTEC 155  Electricity for Diesel Technology  4
DTEC 164  Introduction to Mobile Hydraulics  4
DTEC 185  Diesel Fuel Injection Systems  4
DTEC 215  Heavy Duty Diesel Engines  7
DTEC 225  Heavy Duty Drive Systems  7
DTEC 255  Heavy Duty Chassis Electrical Systems  7
DTEC 265  Mobile Hydraulic Systems Diagnostics and Repair  7
DTEC 297  Cooperative Education  2
MFGT 110  Industrial Shop Practices  2

Related/General Education Courses
Diploma
CIS 101  Computer Literacy  2
ENGL 105  Technical Communications  3
or ENGL 110  College Composition I (3)
Wellness elective(s)  2
MATH 120  Basic Mathematics I  2
MATH 123  Basic Mathematics II  2
PSYC 100  Human Relations In Organizations  2
FYE 101  Science of Success  1

Associate in Applied Science
CIS 101  Computer Literacy  2
ENGL 110  College Composition I  3
English/Communication elective (choose one)  3
ENGL 105  Technical Communications  3
ENGL 120  College Composition II  3
ENGL 125  Introduction to Professional Writing  3
FYE 101  Science of Success  1

Total Required Credits for Diploma  66
Total Required Credits for Associate in Applied Science  73

Suggested sequence of study
All 100 course classes must be completed before advancing to the 200 course classes.

NOTE: Students may enter this program at the beginning of any semester. A student may be able to start in the middle of a semester; for information please contact the Diesel Technology Department.

Revised: June 2015
The Komatsu program is designed to develop technically competent, professional service technicians for participating Komatsu dealers regionally and throughout the world.

This program combines state-of-the-art, on-campus training with internships at a sponsoring Komatsu dealership. Students receive technical training on Komatsu equipment through a combination of classroom instruction and hands-on laboratory experiences. Classroom and laboratory instruction at NDSCS covers the basics of each subject plus the latest developments in Komatsu construction equipment. Work experience at the dealership reinforces on-campus training and exposes the student to real life shop service practices.

Green technology is addressed through changes in emission standards and alternative fuels that will continue to advance changes in this industry.

The Komatsu program takes five semesters or approximately 20 months to complete. The five semesters are divided into 9 terms, each approximately eight weeks in length. Students complete the first, second, third, fifth, seventh, and ninth terms on campus and the fourth, sixth and eighth terms at a sponsoring Komatsu dealership.

Admission Requirements:
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
ACT Reading – 15 or COMPASS Reading – 61
ACT English – 15 or COMPASS Writing – 26
Or transfer equivalencies will apply as appropriate

Applicants must also have a minimum score of 70% on the Differential Aptitude Test (DAT). For information on the DAT exam, contact the Diesel Technology Department at 701-671-2330.

Applicants not meeting the above requirements are encouraged to visit with the Diesel Technology Department at 701-671-2330 or the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Diesel Technology with an emphasis in Komatsu.
Electrical Construction

The Electrical Construction option of the Electrical Technology program is designed to give students the skills necessary for successful employment in the electrical construction industry. The core curriculum of the Electrical Technology program includes an in-depth study of electrical theory, applied math, code study and residential wiring. A substantial amount of hands-on experience is provided in our seven dedicated laboratories, which contain AutoCAD drawing, advanced electrical test equipment, electric motors, magnetic motor starters, programmable controllers, electronic devices and instrumentation. Green technology is applied in areas of lighting and design class, efficiency of motors, controlling of loads (lighting, AC, etc.) in building operation through programmable controllers (PLCs).

The Electrical Construction option adds skills in the area of commercial and industrial wiring systems, advanced code study and planning and estimating. Graduates of this option are well prepared to meet the challenges of today's modern equipment and wiring systems thanks, in part, to the faculty who collectively have over 200 years of industry and training experience.

Graduates of this option are also exempt from the mandatory classroom training required by North Dakota law (ND Century Code 43-09-11).

While students are fully employable upon completion of this associate-granting program, some elect to return for another year of training, earning the Electrical Master Technician degree (please refer to the Electrical Technology, Electrical Master Technician). Other students may wish to continue their education by returning for an additional year, combining Electrical Technology with Robotics, Automation and Mechatronics, HVAC/R, Plumbing, or business classes. Students may transfer to four-year colleges and universities for a bachelor’s degree in programs such as Construction Management or Engineering Technology.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Electrical Technology department chair at 701-671-2662 for strategies to meet the admission requirements.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Electrical Technology, Electrical Construction. This is the only program/degree in the ND University System which also qualifies most graduates for the 2,000 hours of apprenticeship credit for North Dakota, South Dakota and Minnesota.

Course Code | Course Title | Credits
--- | --- | ---
ECAL 101 | Electrical Fundamentals | 5
ECAL 102 | Electrical Fundamentals | 5
ECAL 103 | Electrical Code Study | 4
ECAL 111 | Electric Meters and Motors | 3
ECAL 133 | Electric wiring systems | 3
ECAL 137 | Electrical Drafting | 2
ECAL 201 | Alternating Current Theory | 5
ECAL 205 | Electrical Design and Lighting | 3
ECAL 211 | AC Measurements | 4
ECAL 223 | Electronic Devices | 4
ECAL 241 | Basic Motor Controls | 3
ECAL 243 | Programmable Controllers | 3

Electrical Construction Courses

ECAL 203 | Advanced Electrical Code Study | 3
ECAL 204 | Electrical Planning and Estimating | 4
ECAL 233 | Commercial Wiring Lab | 3

Related/General Education Courses

FYE 101 | Science of Success | 1
CIS 101 | Computer Literacy | 2
ENGL 110 | College Composition I | 3
English/Communication elective (choose one) | 3
ENGL 105 | Technical Communications | 2
ENGL 120 | College Composition II | 3
ENGL 125 | Introduction to Professional Writing | 3
COMM 110 | Fundamentals of Public Speaking | 3
MATH 132 | Technical Algebra I | 2
MATH 134 | Technical Algebra II | 2
MATH 136 | Technical Trigonometry | 2
HPER | Wellness electives | 2
PSYC 100 | Human Relations in Organizations | 2

Total Required Credits | 73

NOTE: This program requires an HP ProBook 650 laptop or equivalent. Please refer to the NDSCS website for specifications. The cost will be approximately $950 if purchased from NDSCS. For further information, contact Ivan Maas, Department Chair at 701-671-2662.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.
Industrial Electrical

The Industrial Electrical option of the Electrical Technology program is designed to give students the skills necessary for successful employment in the industrial sector of the electrical industry. The core curriculum of the Electrical Technology programs includes in-depth study of electrical theory, applied math, code study and residential wiring. A substantial amount of hands-on experience is provided in our seven dedicated laboratories, which contain AutoCAD drawing, advanced electrical test equipment, electric motors, magnetic motor starters, programmable controllers, electronic devices and instrumentation. Green technology is applied in areas of lighting and design class, efficiency of motors, controlling of loads (lighting, AC, etc.) in building operation through programmable controllers (PLCs).

The Industrial Electrical option adds skills in the area of automated industrial controls (robotics, pneumatics and digital electronics) as well as large motors and the electronic drives that control those motors. Graduates of this option find employment as maintenance technicians for manufacturing firms, power companies and processing plants. They also have opportunities to work as engineering technicians in the design, manufacturing and sales of electrical equipment. This flexibility in employment is made possible by the department’s eight faculty members who collectively have over 200 years of industry and training experience.

Graduates of this option are also exempt from the mandatory classroom training required by North Dakota law (ND Century Code 43-09-11).

While students are fully employable upon completion of this associate-granting program, some elect to return for another year of training, earning the Electrical Master Technician degree (please refer to the Electrical Technology, Electrical Master Technician). Other students may wish to continue their education by returning for an additional year, combining Electrical Technology with Robotics, Automation and Mechatronics, HVAC/R, Plumbing, or business classes. Students may transfer to four-year colleges and universities for a bachelor’s degree in programs such as Construction Management or Engineering Technology.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:

- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Electrical Technology department chair at 701-671-2662 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Course Code | Course Title | Credits
--- | --- | ---
ECAL 101 | Electrical Fundamentals | 5
ECAL 102 | Electrical Fundamentals | 5
ECAL 103 | Electrical Code Study | 4
ECAL 111 | Electric Meters and Motors | 3
ECAL 133 | Basic Wiring | 3
ECAL 137 | Electrical Drafting | 2
ECAL 201 | Alternating Current Theory | 5
ECAL 205 | Electrical Design and Lighting | 3
ECAL 211 | AC Measurements | 4
ECAL 223 | Electronic Devices | 4
ECAL 241 | Basic Motor Controls | 3
ECAL 243 | Programmable Controllers | 3

Industrial Courses

- ECAL 224 Automated Industrial Controls
- ECAL 242 Advanced Drives
- ELEC 253 Introduction to Instrumentation

Related/General Education Courses

- FYE 101 Science of Success
- CIS 101 Computer Literacy
- ENGL 110 College Composition I
- ENGL 105 Technical Communications
- ENGL 120 College Composition II
- ENGL 125 Introduction to Professional Writing
- COMM 110 Fundamentals of Public Speaking
- MATH 132 Technical Algebra I
- MATH 134 Technical Algebra II
- MATH 136 Technical Trigonometry
- HPER Wellness elective(s)
- PSYC 100 Human Relations in Organizations

Total Required Credits 73

NOTE: This program requires an HP ProBook 650 laptop or equivalent. Please refer to the NDSCS website for specifications. The cost will be approximately $950 if purchased from NDSCS. For further information, contact Ivan Maas, Department Chair at 701-671-2662.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Electrical Technology, Industrial Electrical. This is the only program/degree in the ND University System which also qualifies most graduates for the 2,000 hours of apprenticeship credit for North Dakota, South Dakota and Minnesota.

Revised: June, 2015
Electrical Technology

Electrical Master Technician

Contact Information
Ivan Maas, department chair
ivan.maas@ndscs.edu
701-671-2662
Barnard Hall 118

Delivery Methods
Face-to-Face: Wahpeton

The Electrical Master Technician curriculum is designed to meet the diverse needs of the construction and industrial sectors of the electrical field. This curriculum broadens the student’s perspective on the industry with training in alternative energy sources, building control systems, predictive maintenance and automation.

The Electrical Master Technician curriculum builds on the strengths of a two-year degree in Electrical Construction or Industrial Electrical in a 3rd year. It adds cutting-edge technology in medium and high voltage, instrumentation, fiber optics, structured wiring, HVAC/R and other building controls.

The successful completion of the Master Technician program exceeds the number of classroom hours required by the Electrical Boards of North Dakota, Minnesota and South Dakota, thus qualifying graduates for a full year (2,000 hours) work exemption as typically granted by those boards. The NDSCS Electrical Technology program is the only program in the North Dakota University System qualified to receive this credit for hours.

This program also exempts graduates from the mandatory classroom training required by North Dakota law (ND Century Code Section 43-09-11) for all registered electrical apprentices.

Other links of interest:
www.ndseb.com
www.electricity.state.mn.us/BOE.asp
http://dol.sd.gov/bdcomm/electric/

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
ACT Reading – 15 or COMPASS Reading – 61
ACT English – 15 or COMPASS Writing – 26
ACT Math – 17 or COMPASS Math – 21 (algebra domain)
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Electrical Technology department chair at 701-671-2662 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Electrical Technology.

NORTH DAKOTA STATE COLLEGE OF SCIENCE

Electrical Master Technician Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECAL 101</td>
<td>Electrical Fundamentals</td>
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<tr>
<td>ECAL 102</td>
<td>Electrical Fundamentals</td>
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<td>ECAL 103</td>
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<td>Programmable Controllers</td>
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Electrical Construction Courses

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<td>ECAL 203</td>
<td>Advanced Electrical Code Study</td>
<td>3</td>
</tr>
<tr>
<td>ECAL 204</td>
<td>Electrical Planning and Estimating</td>
<td>4</td>
</tr>
<tr>
<td>ECAL 233</td>
<td>Commercial Wiring Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Industrial Electrical Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAL 224</td>
<td>Automated Industrial Controls</td>
<td>5</td>
</tr>
<tr>
<td>ECAL 242</td>
<td>Advanced Drives</td>
<td>2</td>
</tr>
<tr>
<td>ELEC 253</td>
<td>Introduction to Instrumentation</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Master Technician Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAL 105</td>
<td>Electrical Safety and NFPA 70E</td>
<td>1</td>
</tr>
<tr>
<td>ECAL 237</td>
<td>House Wiring Rough-In</td>
<td>1</td>
</tr>
<tr>
<td>ECAL 238</td>
<td>House Wiring Trim-Out</td>
<td>1</td>
</tr>
<tr>
<td>ECAL 245</td>
<td>Medium and High Voltage</td>
<td>1</td>
</tr>
<tr>
<td>ECAL 246</td>
<td>Alarm, Communications and Data Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECAL 261</td>
<td>HVAC and Building Systems</td>
<td>2</td>
</tr>
<tr>
<td>ECAL 262</td>
<td>Predictive and Preventative Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>ECAL 263</td>
<td>Distributed Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 254</td>
<td>Instrumentation and Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 255</td>
<td>Process Measurement and Control Valves</td>
<td>4</td>
</tr>
<tr>
<td>MFGT 124</td>
<td>Mechanical Drives I</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 208</td>
<td>Electro/Mechanical Systems</td>
<td>2</td>
</tr>
</tbody>
</table>

Related/General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>2</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>MATH 132</td>
<td>Technical Algebra I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 134</td>
<td>Technical Algebra II</td>
<td>2</td>
</tr>
<tr>
<td>MATH 136</td>
<td>Technical Trigonometry</td>
<td>2</td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Human Relations in Organizations</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Credits 109

Updated: June 2015
Health Information Technician

Contact Information
Geralyn Matejcek, department chair
geraly.n.matejcek@ndsces.edu
701-671-2269
Mayme Green Allied Health Center 213H

Delivery Methods
Face-to-Face: Wahpeton
Online: All Classes Combination

The Health Information Technician program blends a profession in healthcare with information management. NDSCS offers North Dakota’s only health information technician program accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Health information professionals care for patients by caring for their medical data, focusing on completeness, accuracy and protection. They organize, analyze, evaluate, and report health data, complying with laws, standards, and regulations. Health information technicians apply coding classification systems to health data, which is the basis for reimbursement.

According to the Bureau of Labor Statistics, employment of health information technicians is projected to grow 22 percent from 2012 to 2022; much faster than the average for all other occupations in the United States. The nation’s conversion to electronic health records (EHRs) is driving much of the career growth.

Employment opportunities are in a variety of settings including hospitals, clinics, long-term care, behavioral health facilities, insurance, healthcare software, and auditing firms, government agencies, and other facilities outside of healthcare.

Graduates may pursue a bachelor’s degree at another institution, and obtain specialty certifications for further advancement opportunities in the profession.

Academic training includes online learning laboratories. Students will participate in two professional practice experiences. These will be a combination of onsite and virtual experiences. Whenever possible, the onsite experience is scheduled at a site in the student’s requested geographic area. Tuition and fees are assessed for these courses.

*Healthcare facilities may require the student undergo a criminal background check and drug testing, and to submit other health-related documentation prior to accepting them for a professional practice experience. A previous conviction may affect placement and the student’s ability to complete the program of study.

Delivery Options
The program is available both online and on-campus. Online students complete all courses online, while on-campus students complete HIT courses online and several of the related/general education courses in a traditional classroom.

First aid and CPR certifications may substitute for the HPER 210 course requirement.

Admission Requirements*
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are computer applications, English, anatomy and medical terminology.

Submit official ACT results to Enrollment Services with a minimum score of 18 in reading and 17 in English OR submit a Compass placement test with a minimum score of 80 in reading and 38 in writing OR submit an official college transcript with ENGL 110 completed with a "C" or higher.

Applicants must have the ability to perform the Essential Program Requirements as listed on the Health Information Program Information FAQ file on the college website www.ndscs.edu.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Course Code   Course Title                          Credits
HIT 176   Introduction to Health Information             4
HIT 180   Pathopharmacology                             3
HIT 181   Healthcare Delivery Systems                   3
HIT 184   Basic Diagnosis Coding                        3
HIT 185   Basic Procedure Coding                        3
HIT 197   Professional Practice I                      1
HIT 281   Health Law, Privacy and Ethics                 3
HIT 282   Health Information Data and Management         4
HIT 284   Healthcare Quality Management                 3
HIT 285   Reimbursement Methodologies                    3
HIT 286   Intermediate Diagnosis Coding                 3
HIT 287   Computer Applications in Healthcare            3
HIT 288   Intermediate Procedure Coding                 3
HIT 297   Professional Practice II                     2

Related/General Education Courses
BIOL 220   Anatomy and Physiology I                     3
BIOL 220L  Anatomy and Physiology I Lab                 1
BIOL 221   Anatomy and Physiology II                    3
BIOL 221L  Anatomy and Physiology II Lab                1
BOTHE 171  Medical Terminology                          4
COMM 110   Fundamentals of Public Speaking             3
CSCI 116   Business Use of Computers                     3
ENGL 110   College Composition I                       3
FYE 101    Science of Success                           1
HPER 210   First Aid and CPR                            2
PSYC 100   Human Relations in Organizations             2

Total Required Credits 67

Curriculum Requirements
A grade of "C" or above must be achieved in all courses in order to advance in the program and prior to placement in the professional practice courses. Minimum keyboarding competency of 40 words per minute and computer skills including ability to use email, upload and download files, install software and navigate the internet.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Health Information with an emphasis in Health Information Technician.

Upon completion of the program, graduates are eligible to take the national certification examination administered by the American Health Information Management Association to become a Registered Health Information Technician (RHIT).

Accreditation
The Health Information Technician Associate in Applied Science degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM.ORG).

Program Goals and Student Learning Outcomes
Published in program handbook.

Revised: June 2015
Medical Coding

Contact Information
Geralyn Matejcek, department chair
geralfy.matejcek@ndscs.edu
701-671-2269
Mayme Green Allied Health Center 213H

This option is designed to prepare the student with the necessary skills to be employed as a medical coder in coding and reimbursement. NDSCS offers North Dakota’s only medical coding certificate approved by the AHIMA Foundation’s Professional Certificate Approval Program (PCAP).

The demand for coders is extremely high, and is expected to grow with the nationwide implementation of a new classification system in 2015. Coders are employed in a variety of health care settings including hospitals, clinics, home health agencies, long-term care, insurance, consulting and auditing firms, and healthcare software companies. Coders review medical documentation, apply classifications systems to it, and assign medical codes. The codes are used for billing, research, statistics, reporting, and administrative purposes.

Coding guidelines will be studied in detail, as well as concepts in insurance and reimbursement, including the various payment systems. Students will apply knowledge of disease processes and procedural techniques to health data.

Graduates may transition into the health information technician AAS degree program option. Additional coding certifications are desirable after the graduate attains work experience, for further advancement in the profession.

Practicum
Academic training includes online learning laboratories. At the end of the program, students will participate in a practicum. These will be a combination of onsite and virtual experiences. Whenever possible, the onsite experience is scheduled at a site in the student’s requested geographic area. Tuition and fees are assessed for this course.

*Healthcare facilities may require the student undergo a criminal background check and drug testing, and to submit other health-related documentation prior to accepting them for a professional practice experience. A previous conviction may affect placement and the student’s ability to complete the program of study.

Delivery Options
The program is available both online and in a traditional campus environment. Online students complete all courses online, while on-campus students complete their HIT courses online and some of the related/general education courses in a traditional classroom.

Admission Requirements*
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are computer applications, anatomy and medical terminology.

Submit official ACT results to Enrollment Services with a minimum score of 18 in reading and 17 in English OR submit a Compass placement test with a minimum score of 80 in reading and 38 in writing OR submit an official college transcript with ENGL 110 completed with a "C" or higher.

Applicants must have the ability to perform the Essential Program Requirements as listed on the Health Information Program Information FAQ file on the college website www.ndscs.edu.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Curriculum Requirements
A grade of "C" or above must be achieved in all courses in order to advance in the program and prior to placement in the practicum course. Minimum keyboarding competency of 40 words per minute and computer skills including ability to use email, upload and download files, install software and navigate the internet.

Course Code | Course Title | Credits
---|---|---
HIT 176 | Introduction to Health Information | 4
HIT 180 | Pathophysiology | 3
HIT 184 | Basic Diagnosis Coding | 3
HIT 185 | Basic Procedure Coding | 3
HIT 285 | Reimbursement Methodologies | 3
HIT 286 | Intermediate Diagnosis Coding | 3
HIT 287 | Computer Applications in Healthcare | 3
HIT 288 | Intermediate Procedure Coding | 3
HIT 197C | Practicum | 2
*BOTE 277 | Medical Office Procedures (recommended) | 3

Related/General Education Courses
BIOL 220 | Anatomy and Physiology I | 3
BIOL 220L | Anatomy and Physiology I Lab | 1
BIOL 221 | Anatomy and Physiology II | 3
BIOL 221L | Anatomy and Physiology II Lab | 1
BOTE 171 | Medical Terminology | 4
CSCI 116 | Business Use of Computers | 3
FYE 101 | Science of Success | 1

Total Required Credits | 43 (46*)

* Recommended for students interested in pursuing outpatient coding as an area of focus.

Program Approval Statement
The North Dakota State College of Science Medical Coding program option is approved by the AHIMA Foundation’s Professional Certificate Approval Program. This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professionals. This process allows academic institutions, healthcare organizations and private companies to be acknowledged as offering an approved coding certificate program.

“Value for Students” Statement
The AHIMA Foundation’s Professional Certificate Approval Program designates:

a. Identifies specialized programs that meet established coding educational standards.
b. Stimulates improvement of educational standards through faculty development opportunities, and by involving faculty and staff in program evaluation and planning.
c. Promotes a better understanding of the goals of professional coding education.
d. Provides reasonable assurance that practitioners possess the necessary job skills upon entry into the profession.

Timeframe of Program Approval
April of 2015 to April 30, 2018 with annual interim approval during these years.

Program Goals and Student Learning Outcomes
Published in program handbook.

Award
Upon successful completion of the required courses, students will be awarded a certificate in Health Information with an emphasis in Medical Coding.

The American Health Information Management Association offers a voluntary entry-level coding certification examination, the Certified Coding Associate (CCA). The CCA credential distinguishes coders by exhibiting commitment and demonstrating coding competencies across all settings, including both hospitals and physician practices. Completion of an AHIMA-approved coding program is one of the training and recommendations listed in the AHIMA candidate guide. (www.ahima.org)

Revised: June 2015
HVAC/R

Heating, Ventilating, Air Conditioning and Refrigeration Technology

Contact Information
Jeff Kukert, department chair
jeffrey.kukert@ndscs.edu
701-671-2515
Barnard Hall 122

Delivery Methods
Face-to-Face: Wahpeton

The Heating, Ventilating, Air Conditioning, and Refrigeration (HVAC/R) Technology program provides a balance of theory and application, in keeping with the philosophy of the North Dakota State College of Science. This includes a solid foundation of the principles of heating, ventilation, air conditioning, and refrigeration combined with extensive laboratory experience.

While in the lab, students learn to test, systematically troubleshoot, repair, and maintain electrical and mechanical HVAC/R systems and components. Residential and light commercial heating, ventilating, and air conditioning along with food preservation refrigeration are the focus of the program.

Because of the continuing demand for technicians, an HVAC/R graduate can easily find employment in any state or country. The average age of an HVAC/R technician in the US according to the US Department of Labor is 55 years old. In fact, an NDSCS HVAC/R graduate statistically has multiple jobs to choose from at graduation with starting salaries averaging $37,000 per year (although most students have already found employment prior to graduation). Experienced veteran technicians command salaries averaging between $70,000 and $100,000 per year.

Career opportunities for technicians are multiplying with technological advances in the use of microcomputers for data processing and system control. The demand is also spurred by expansion in the production, storage, and marketing of food and other perishables.

The growing emphasis on energy cost and utilization also is creating a need for technicians to renovate, convert, and service existing heating and air conditioning systems. Graduates may work as service technicians, installation technicians, manufacturers, laboratory technicians, sales representatives, or designers.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Mechanical Systems Technologies department chair at 701-671-2515 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate or an Associate in Applied Science degree in HVAC/R Technology.

Course Code  Course Title  Credits
REFG 101  Refrigeration Technology  3
REFG 102  Refrigeration Technology  3
REFG 104  Refrigerants: Chemistry and Ecology  1
REFG 110  Blueprint Reading and Estimating  2
REFG 111  Fabrication Lab  2
REFG 112  Domestic and Residential Systems Lab  2
REFG 113  Refrigeration Systems Lab  2
REFG 121  Electrical Theory I  3
REFG 122  Electrical Theory II  3
REFG 123  Electrical Lab I  2
REFG 124  Electrical Lab II  2
REFG 253  Heating Equipment Theory  2
REFG 255  Heating Equipment Lab  3

Associate in Applied Science

REFG 201  Refrigeration Technology  3
REFG 202  Refrigeration Technology  3
REFG 211  Commercial Components Lab  2
REFG 212  Advanced Systems Lab  2
REFG 226  Building System Controls  3
REFG 231  Air Conditioning Design  3
REFG 232  Air Conditioning Design  3
REFG 254  Heat Pump Lab  2
REFG 256  Hydronic Heating Systems  3

Related/General Education Courses
Certificate
ENGL 105  Technical Communications  3
CIS 101  Computer Literacy  2
FYE 101  Science of Success  1

Associate in Applied Science
ENGL 110  College Composition I  3
ENGL 210  English/Communication elective (choose one)  3
ENGL 105  Technical Communications  3
ENGL 120  College Composition II  3
ENGL 125  Introduction to Professional Writing  3
COMM 110  Fundamentals of Public Speaking  3
MATH elective(s)  6
Wellness elective (HPER 210 recommended)  2
**Social and Behavioral Science electives  4
ECON, HIST, POLS, PSYC, SOC, GEOG or CIS/CSCI Electives
Recommended Social Science electives:
PSYC 100  Human Relations in Organizations  2
CIS 101  Computer Literacy  2
(NOTE: Maximum of two CIS/CSCI credits may be used for this category).
FYI 101  Science of Success  1
Total Required Credits for Certificate  36
Total Required Credits for Associate in Applied Science  73

Published: Revised: June 2015
### Information and Communications Technology

#### Information Technology Support / Information Systems Administrator

- **Contact Information**
  - John Krosheus, associate professor
  - john.krosheus@ndsks.edu
  - 701-671-2115
  - Babcock Hall 106

Because we live in a computerized and networked society, Information Systems Administrator offers a world-wide job market with a variety of locations and environments. Computers and networks are used in all types of businesses, banks, accounting firms, hospitals, manufacturing companies, insurance companies, sales companies, etc. The placement record in this program has been excellent.

For students wishing to pursue a bachelor's degree at a four-year college or university, please see the Computer Science or Management Information Systems Liberal Arts Transfer Curriculum Plans listed in the Liberal Arts section of this catalog.

#### Program purposes
1. To provide students with the knowledge of computer and network training enabling them to configure and install systems.
2. To provide students with the knowledge and skills necessary to assist management in the selection of computer hardware and software.
3. To provide students with the knowledge of computer networks enabling them to configure and install them.
4. To prepare students to pursue a third-year option in Web Design, IT Forensics or Mobile Application Developer (see additional program purposes listed under Web Design emphasis, IT Forensics emphasis or Mobile Application Developer emphasis).

#### Computing facilities
NDSCS has many computer labs. Each of these labs has current versions of software installed.

All Information and Communications Technology students are required to purchase laptop computers. These laptops give students adequate computer access to complete projects and assignments given in class.

#### Instruction
The instructors for this program have formal educational training, industry training and certifications and work experience in Information Technology. A number of topics are scheduled to each student's program allowing them to receive individual attention and hands-on computer experience.

NOTE: This program requires the purchase of a notebook computer. The cost will be approximately $1,500 with several purchase or lease options available. For further information, call the Information Technology Department at 701-671-2523.

#### Admission Requirements*

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this curriculum are mathematics, keyboarding and any computer hardware classes.

- Required minimum placement scores:
  - ACT Composite – 17 Or
  - COMPASS Reading – 79; COMPASS Writing – 76;
  - COMPASS Pre-Alg. – 71; COMPASS Algebra – 20
  - Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit the ICT department chair at 701-671-2496 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

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### Information Technology Support (Certificate)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 128</td>
<td>Hardware I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 129</td>
<td>Hardware II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Networking Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 165</td>
<td>Networking Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 191</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIS 197</td>
<td>Internship</td>
<td>1</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Microsoft Windows Operating System Client</td>
<td>3</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Operating Systems (UNIX)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 244</td>
<td>Web Server Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Credits for Certificate**: 32

### After certificate courses are completed, below are the required courses for the Information and Communications Technology A.A.S. with emphasis in Information Systems Administrator degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 180</td>
<td>HTML and CSS</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215</td>
<td>Implementing a Microsoft Windows Server Environment</td>
<td>4</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Implementing a Microsoft Windows Network Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>CIS 267</td>
<td>Intermediate Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 268</td>
<td>Intermediate Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 279</td>
<td>Security Awareness and Policy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI 160</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>ND/MATH</td>
<td>English elective(s)</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science, Humanities and History electives</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Required Credits for Associate**: 66

Students interested in a third-year option in Web Design, IT Forensics or Mobile Application Developer should refer to the Web Design/Web Developer, IT Forensics or Mobile Application Developer fact sheets.

Upon successful completion of the third-year option, students will also be awarded a certificate in Information and Communications Technology with an emphasis in Web Design or a certificate in Information and Communications Technology with an emphasis in IT Forensics or Mobile Application Developer.

#### Award

- Upon successful completion of the Information Technology Support required courses, students will be awarded a Certificate in Information and Communications Technology with an emphasis in Information Technology Support.

- Upon successful completion of the Information Technology Support and the Information Systems Administrator required courses, students will be awarded an Associate in Applied Science degree in Information and Communications Technology with an emphasis in Information Systems Administrator.

Revised: June 2015
More and more crimes are committed with the aid of computers. Whether they are used in the commission of the crime, as in email harassment or stalking, or used for keeping records of illegal activities such as gambling and embezzlement, the computer must be seized and analyzed. This program will help you learn how to provide a secure computer environment and learn techniques for collecting and analyzing IT-related evidence.

This certificate of completion provides a foundation for IT Forensics. The certificate program will provide an immediate basis for professionals employed in the high-tech industry to improve their ability to counter threats to information systems, thereby increasing their value to organizations that employ them, and ensuring computer systems under their care are protected. A peripheral objective is to provide an opportunity for new or recent graduates to acquire advanced skills in IT Forensics.

Specifically it will meet the following objectives:

- Foster a high-quality, student centered education.
- Provide students with a broad overview of the field and introduce them to recent advances and current research problems.
- Emphasize ethical, economic, social and legal impacts of IT Forensics technologies.
- Provide a foundation for the development of IT Forensics.
- Provide our students with ability to counter threats to information systems and provide appropriate "after incident" responses.

A satisfactory criminal background check will be required prior to admission into this curriculum. The applicant must visit with the department chair regarding this issue.

Admission Requirements*

The applicants must be high school graduates or equivalent. Also, students must meet the prerequisites or obtain department approval for admission into the certificate program.

A satisfactory criminal background check will be required prior to admission into this curriculum.

Required minimum placement scores:

- ACT Composite – 17 Or
- COMPASS Reading – 79; COMPASS Writing – 76;
- COMPASS Pre-Alg. – 71; COMPASS Algebra – 20
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the ICT department chair at 701-671-2496 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.
This certificate in Mobile Application Developer provides students with the specialized knowledge that is important in the development of web and mobile applications. Students will study and gain experience with the languages and frameworks that are most commonly used in developing these applications, and with the design of user interfaces and software systems. They will also learn the fundamental principles on which these topics are based, so that they will be prepared for the new technologies that are constantly being developed.

With a combination of online and on campus classes, our cutting-edge Mobile Application Developer certificate includes such topics as software design, current industry programming, languages, HTML/CSS, advanced HTML mobile, and mobile application development for handheld devices to help students start their career in mobile application development.

With heavy emphasis on programming, our Mobile Application Development certificate courses help students develop and enhance their knowledge and skills for a competitive advantage in today's job market through real-world scenarios, challenges, and tasks.

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### Admission Requirements*

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this curriculum are mathematics, accounting and keyboarding.

Required minimum placement scores:

- ACT Composite – 17 Or
- COMPASS Reading – 79; COMPASS Writing – 76;
- COMPASS Pre-Alg. – 71; COMPASS Algebra – 20

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the ICT department chair at 701-671-2496 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

### Award

Upon successful completion of the required courses, students will be awarded a certificate in Information and Communications Technology with an emphasis in Mobile Application Developer.
Web Design / Web Developer

Contact Information
Bonnie Schillinger, department chair
bonnie.schillinger@ndscs.edu
701-671-2496
Babcock Hall 102

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: Fargo
Online: All Classes
Combination

Because we live in a computerized society, Web design offers a world-wide job market with unlimited locations and diverse environments. Web sites are utilized for a variety of businesses. The World Wide Web has unveiled new opportunities for businesses creating a demand for Web designers and Web developers.

As the World Wide Web becomes a pervasive medium — just like TV, radio, film and print — and as its influence grows beyond that of earlier media, the scope of essential designing skills for the Web continues to expand. Because today’s Web involves more than HTML coding and graphic design, it is important to engage designers with a full range of skills, who can develop Web sites that bring benefits to their intended users.

Formal education and real world experience form a good basis for the development of a capable designer. This curriculum will enlarge student’s skill sets and knowledge bases which will assist in the ability to analyze, create and revise Web sites.

For students wishing to pursue a bachelor’s degree at a four-year college or university, please see the Computer Science or Management Information Systems liberal arts transfer curriculum plans listed in the Liberal Arts section of this catalog.

Computing facilities
Students in this program are required to purchase a laptop computer for classes. Wireless communication is used to keep students linked to the Internet and to other NDSCS campus computing facilities. These facilities are available seven days per week, 24 hours per day. This gives students adequate time to complete computer related projects and assignments.

Instruction
The instructors for this program have formal educational training, industry training and certifications and work experience in Information Technology. Laboratory time is scheduled into each student’s program to enable them to receive individual attention and hands-on computer experience.

NOTE: This program requires the purchase of a notebook computer. The cost will be approximately $1,500 with several purchase or lease options available. For further information, call the Information and Communications Technology Department at 701-671-2523.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this curriculum are keyboarding, Internet classes and any publication type class.

Required minimum placement scores:
ACT Composite — 17 Or
COMPASS Reading – 79; COMPASS Writing – 76;
COMPASS Pre-Alg. – 71; COMPASS Algebra – 20
Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the ICT department chair at 701-671-2496 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

Web Design (Certificate)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 110</td>
<td>Introduction to eBusiness</td>
<td>3</td>
</tr>
<tr>
<td>BOTE 108</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Networking Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 165</td>
<td>Operating Systems (UNIX)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>HTML and CSS</td>
<td>3</td>
</tr>
<tr>
<td>CIS 181</td>
<td>Web Authoring and Image Editing Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 232</td>
<td>Graphics Design</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 135</td>
<td>Web Programming (XML)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>Total Required Credits for Certificate</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

After certificate courses are completed, below are the required courses for the Information and Communications Technology A.A.S. with emphasis in Web Developer degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 233</td>
<td>Vector Graphics and Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 244</td>
<td>Web Server Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 279</td>
<td>Security Awareness and Policy</td>
<td>1</td>
</tr>
<tr>
<td>CIS 197/297</td>
<td>Internship and/or Cooperative Education</td>
<td>2-3</td>
</tr>
<tr>
<td>CSCI 102</td>
<td>Fundamentals of Cyberlaw</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 122</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 133</td>
<td>Database Concepts (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 160</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 230</td>
<td>Web Database I (ASP/PHP)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science, Political Science, Humanities and History elective(s)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Total Required Credits for Associate</td>
<td>65-66</td>
<td></td>
</tr>
</tbody>
</table>

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses for the certificate, students will be awarded a certificate in Information and Communications Technology with an emphasis in Web Design.

Upon successful completion of the required courses for the degree, students will be awarded an Associate in Applied Science degree in Information and Communications Technology with an emphasis in Web Developer.

Revised: June 2015
The John Deere Tech program is designed to develop technically competent, professional ag equipment service technicians. The John Deere Company sponsors the program and NDSCS administers and operates the program.

This unique program combines state-of-the-art, on-campus training with supervised occupational experiences at a sponsoring John Deere dealership. Students receive technical training on John Deere equipment and related products through a combination of classroom instruction and hands-on laboratory experiences. Classroom and laboratory instruction at NDSCS covers the basics of each subject plus the latest developments in John Deere’s agricultural equipment. Work experience at the dealership reinforces on-campus training and exposes the student to real life failures and repairs as they occur on the equipment.

Green technology is addressed through changes in emission standards and alternative fuels that will continue to change in this industry.

The John Deere Tech program takes six semesters, or approximately 24 months, to complete. The six semesters are divided into 10 terms, each approximately eight weeks in length. Students complete the second, third, fourth, sixth, seventh, ninth and tenth terms on campus and the first, fifth, and eighth terms at a sponsoring John Deere dealership.

### Admission Requirements:

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements. Special requirements include securing a John Deere dealership sponsor.

Required minimum placement scores:

- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants must also have a minimum score of 80% on the Differential Aptitude Test (DAT). For information on the DAT exam, contact the Diesel Technology Department at 701-671-2330.

Applicants not meeting the above requirements are encouraged to visit with the Diesel Technology Department at 701-671-2330 or the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.*

### Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in John Deere Tech.
Land Surveying and Civil Engineering Technology

**Contact Information**
Jeff Jelinek, program coordinator
Jeff.jelinek@ndscs.edu
701-671-2268
Horton Hall 242

**Delivery Methods**
Face-To-Face: Wahpeton
Online: Some classes

The Land Surveying and Civil Engineering Technology program is designed to prepare students for work as engineering and surveying technicians in construction-related industries, allowing graduates to work in a broad range of jobs such as surveying, drafting and material testing. Upon graduation, students can be employed with state, county and city engineering offices as well as private agencies such as consulting engineers, land surveyors and construction contractors. Some jobs are in fixed locations, while others require limited to extensive travel.

Students are provided with experiences emphasizing surveying, drafting and materials testing. Surveying courses give students the opportunity to learn how to operate the latest instruments used in distance and angle measurement. Surveying drawings and maps are developed using enhanced computer-aided drafting programs (CAD). Courses in soil testing, water-quality management, concrete and asphalt provide students with hands-on experience in materials testing. In addition, students take courses in communications, human relations, computers and technical mathematics, which will help provide them the skills to advance in their careers.

Green and/or sustainable construction is covered at an awareness level in the materials testing classes and the design classes.

While students are fully employable upon completion of this program, students interested in pursuing an advanced degree will find the Associate in Applied Science degree in Land Surveying and Civil Engineering Technology provides transfer options to four-year colleges and universities in related fields such as land surveying and construction management.

NOTE: This program requires the purchase of a notebook computer. The cost will be approximately $1,500. For further information, call Jeff Jelinek, Land Surveying and Civil Engineering program coordinator, at 701-671-2268.

**Admission Requirements**
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit the Technologies and Services Dean’s Office at 701-671-2244 or the Construction and Design Technology department chair at 701-671-2116 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

**Award**
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Land Surveying and Civil Engineering Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 120</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CT 111</td>
<td>Civil Plans and Specifications</td>
<td>2</td>
</tr>
<tr>
<td>CT 113</td>
<td>Introduction to Civil Design Applications</td>
<td>3</td>
</tr>
<tr>
<td>CT 121</td>
<td>Plane Surveying</td>
<td>4</td>
</tr>
<tr>
<td>CT 122</td>
<td>Advanced Surveying</td>
<td>4</td>
</tr>
<tr>
<td>CT 132</td>
<td>Material Testing/Quality Control</td>
<td>4</td>
</tr>
<tr>
<td>CT 142</td>
<td>Construction Safety for Civil Technicians</td>
<td>1</td>
</tr>
<tr>
<td>CT 211</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CT 212</td>
<td>GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>CT 214</td>
<td>Highway and Street Design</td>
<td>3</td>
</tr>
<tr>
<td>CT 215</td>
<td>Land Use Planning and Development</td>
<td>3</td>
</tr>
<tr>
<td>CT 221</td>
<td>Surveying Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CT 222</td>
<td>Advanced Surveying Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CT 223</td>
<td>Boundary Control and Legal Principles</td>
<td>3</td>
</tr>
<tr>
<td>CT 235</td>
<td>Water Resource Technology</td>
<td>3</td>
</tr>
<tr>
<td>CT 241</td>
<td>Statics and Strength of Materials</td>
<td>2</td>
</tr>
<tr>
<td>CT 243</td>
<td>Research and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CT 261</td>
<td>Machine Control and Project Layout</td>
<td>2</td>
</tr>
</tbody>
</table>

**Related/General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>2</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Technical Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>MATH 132</td>
<td>Technical Algebra I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 136</td>
<td>Technical Trigonometry</td>
<td>2</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>HPER 210</td>
<td>First Aid and CPR</td>
<td>2</td>
</tr>
<tr>
<td>ECON, HIST, POLS, PSYC, SOC, GEOG or CIS/CSCI electives</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Required Credit** 73

*Revised: June 2015*
The Agriculture Department mission statement is to "provide a foundation for an entrepreneurial agricultural spirit."

Its philosophy statement is: "The Agriculture Department provides education for the present and future by incorporating leadership and career development, best management practices in crop and livestock production, mechanics, technology, natural resources, problem solving, internships and communication through a diverse program."

The Agriculture transfer curriculum plan is designed for students who plan to continue their studies toward a bachelor's degree in agriculture from one of the area universities. Since degree requirements of various transfer institutions differ, students should consult an advisor and the catalog of the college to which they plan to transfer so they can determine specific course requirements and transfer policies. Their NDSCS agriculture advisor will assist them with the transfer process.

Students will take a mixture of agriculture and general education courses while at NDSCS that will assist them in meeting the requirements of their anticipated degree. Smaller class size enables a successful beginning towards completion of a bachelor's degree.

Green technology is threaded through program outcomes which involve economic, ecological and environmental decision making. Examples include instruction in integrated pest management, precision application of production inputs, soil and water conservation applications, conservation tillage practices, crop rotation strategies, manure management plans, rotational grazing systems, understanding the nitrogen and carbon cycles, and crop and livestock diversification.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>PLSC 110</td>
<td>World Food Crops</td>
<td>3</td>
</tr>
<tr>
<td>PLSC 225</td>
<td>Principles of Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>SOIL 210</td>
<td>Introduction to Soil Science</td>
<td>3</td>
</tr>
<tr>
<td>AGEC 242</td>
<td>Introduction to Agricultural Management</td>
<td>3</td>
</tr>
<tr>
<td>Free electives</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Humanities/History electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

From two different prefixes within the categories marked ND:HUM or ND:HIST

Math, Science and Computer Information Systems electives | 9

From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI

All students must complete one lab science course, one mathematics course and one computer science course.

Social and Behavioral Science electives | 8

From two or more prefixes within the category marked ND:SS

Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Microeconomics (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Macroeconomics (3)</td>
<td></td>
</tr>
</tbody>
</table>

Agriculture and general education electives | 15

Total Required Credits | 66

*Electives should be selected according to the needs of the student or requirements of the transfer college.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Admission Requirements

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are chemistry, algebra, advanced mathematics, biology, agricultural education, English and computer science.

Applicants may be required to complete a basic skills evaluation during the admissions process.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Biotechnology Transfer

The biotechnician has a diversified education in biology, chemistry and physics. While a few entry-level jobs are available to biotechnicians with an A.S. or B.S. degree, most often the undergraduate Biotechnology curriculum is used as a stepping-stone to a M.D., M.S. or Ph.D. degree. A biotechnician with an A.S. or B.S. degree generally performs routine tasks and analytical procedures under the supervision of the research scientist.

Students choosing this plan should consult with the Mathematics and Science Department in selecting their courses since future plans of study at a four-year college may have specific requirements. In addition, a student should contact the college or university of their choice to confirm a list of recommended courses.

Students entering Biotechnology who do not have the proper prerequisites may need additional preparatory classes.

The Biotechnology transfer curriculum plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to the Biotechnology transfer curriculum plan, other programs a student may transfer into are biology, microbiology, chemistry, biochemistry, environmental science, wildlife biology, agriculture, natural science and conservation.

Course Code | Course Title | Credits
---|---|---
BIOL 150 | General Biology I | 3
BIOL 150L | General Biology I Lab | 1
CHEM 121 | General Chemistry I | 4
CHEM 121L | General Chemistry I Lab | 1
CHEM 122 | General Chemistry II | 4
CHEM 122L | General Chemistry II Lab | 1
CHEM 241 | Organic Chemistry I | 4
CHEM 241L | Organic Chemistry I Lab | 1
CHEM 242 | Organic Chemistry II | 4
CHEM 242L | Organic Chemistry II Lab | 1
COMM 110 | Fundamentals of Public Speaking | 3
ENGL 110 | College Composition I | 3
ENGL 120 | College Composition II | 3
FYE 101 | Science of Success | 1
MATH 165 | Calculus I | 4
MICR 202 | Introductory Microbiology | 3
MICR 202L | Introductory Microbiology Lab | 1
PHYS 211 | College Physics I | 3
PHYS 211L | College Physics I Lab | 1
PHYS 212 | College Physics II | 3
PHYS 212L | College Physics II Lab | 1
Computer Information System elective | 2
Any course marked ND:COMPSC | 6
Humanities/History electives | 8
From two different prefixes within the categories marked ND:HUM or ND:HIST | 8
Social and Behavioral Science electives | 8
From two or more prefixes within the category marked ND:SS | 8
Wellness elective(s) | 2
Total Required Credits | 68

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, mathematics, physics and English. Courses that develop reading and communications skills are also recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Liberal Arts

Business Administration Transfer

Contact Information
Curt Schreiber, assistant professor
curt.schreiber@ndscs.edu
701-671-2601
Horton Hall 231

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

This Liberal Arts degree with an emphasis in Business Administration is for students intending to eventually earn a four-year degree. It is designed to provide a smooth transition into an accounting, business administration, finance, marketing, or international business baccalaureate program at a four-year college or university. The curriculum will include a blend of both general education and business courses.

A faculty advisor will assist students in the development of an appropriate program to meet his/her career goals. Employment opportunities are unlimited, depending upon the individuals’ strengths and interests.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are accounting and general business.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

Course Code | Course Title                        | Credits
-------------|------------------------------------|--------
ACCT 200     | Elements of Accounting I           | 4      
ACCT 201     | Elements of Accounting II          | 4      
COMM 110     | Fundamentals of Public Speaking    | 3      
ECON 201     | Principles of Microeconomics       | 3      
ECON 202     | Principles of Macroeconomics       | 3      
ENGL 110     | College Composition I              | 3      
ENGL 120     | College Composition II             | 3      
FYE 101      | Science of Success                 | 1      
Wellness elective(s) |                                   | 2      
PSYC 111     | Introduction to Psychology         | 3      
SOC 110      | Introduction to Sociology          | 3      
Humanities/History electives |                         | 6      

From two different prefixes within the categories marked ND:HUM or ND:HIST

Required:
PHIL 210 | Ethics (3) |
Math, Science and Computer Information Systems electives |
CSCI 116 | Business Use of Computers (3) |
MATH 103 | College Algebra (3) |
MATH 210 | Elementary Statistics (3) |
Lab Science elective (4) |

General Requirements |
ACCT 215 | Business in the Legal Environment (3) |
BADM 201 | Principles of Marketing (3) |
BADM 202 | Principles of Management (3) |
BADM 251 | Personal Finance (3) |
BUSN 120 | Fundamentals of Business (3) |

Total Required Credits 66

*Consult academic advisor in selecting electives that are most appropriate for the intended bachelor’s program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015
Chemistry Transfer

The Chemistry transfer curriculum is designed for students planning a career in chemistry or a related field that would benefit from a strong background in the physical sciences and mathematics. Successful completion of the curriculum will allow the student to transfer to a four-year chemistry program or to four-year programs in the physical sciences or engineering.

This degree plan is designed to provide students with a more accurate representation of the course sequences taken during the first two years of a four-year degree program in either chemistry or mathematics.

Students choosing this plan should consult with the Mathematics and Science Department in selecting their courses since future plans of study at a four-year college may have specific requirements. In addition, a student should contact the college or university of their choice to confirm a list of recommended courses.

Upon completion of this program, the student is awarded an Associate in Science degree, which allows transfer to most four-year colleges and universities as a junior.

This plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful course to prepare for this program are biology, chemistry, computer science, English, mathematics and physics.

Courses that develop reading and communication skills and two years of a foreign language, if available, also are recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Chiropractors are health practitioners who treat patients primarily by manual manipulation of parts of the body, especially the spinal column. This approach to health care is based upon the principle that interference with the nervous system impairs normal functions and lowers resistance to disease. Chiropractic manipulation is intended to assist the nervous system to function properly.

All chiropractic colleges require three years of undergraduate study, including courses in English, social sciences, biology, general and organic chemistry, physics, mathematics, English and humanities. The course in chiropractic college is generally an additional four years. Most offer a broad curriculum, including subjects such as physiotherapy and nutrition. In most chiropractic colleges the first two years consist of classroom and laboratory work while the last two years stress clinical work with patients. The degree awarded upon completion is Doctor of Chiropractic (D.C.).

Students entering the Chiropractic transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

The Chiropractic transfer curriculum plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to this plan, other programs a student may transfer into are biology, chemistry, chemistry health service option and natural science.

### Admission Requirements

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills and two years of a foreign language, if available, are also recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

### Award

Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 150L</td>
<td>General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 151</td>
<td>General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 151L</td>
<td>General Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>CHEM 121L</td>
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<td>CHEM 122</td>
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<tr>
<td>CHEM 122L</td>
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<td>1</td>
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<tr>
<td>CHEM 241</td>
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<td>CHEM 241L</td>
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<td>CHEM 242</td>
<td>Organic Chemistry II</td>
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<tr>
<td>CHEM 242L</td>
<td>Organic Chemistry II Lab</td>
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<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
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<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
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<tr>
<td>FYE 101</td>
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<td>1</td>
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<tr>
<td>MATH 105</td>
<td>Trigonometry</td>
<td>2</td>
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<tr>
<td>or MATH 165</td>
<td>Calculus I (4)</td>
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<tr>
<td>PHYS 211</td>
<td>College Physics I</td>
<td>1</td>
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<tr>
<td>PHYS 211L</td>
<td>College Physics I Lab</td>
<td>3</td>
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<tr>
<td>PHYS 212</td>
<td>College Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 212L</td>
<td>College Physics II Lab</td>
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<tr>
<td>Computer Information Systems elective</td>
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<tr>
<td>Humanities/History electives</td>
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<tr>
<td>From any course marked ND:COMPSC</td>
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<tr>
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<td>From two or more prefixes within the category marked ND:SS</td>
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<td>Total Required Credits</td>
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</table>

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

**Revised: June 2015**
Clinical Laboratory Science Transfer

Clinical laboratory scientists are laboratory professionals who apply scientific skills and knowledge to a variety of complex diagnostic and therapeutic procedures. Clinical Laboratory Science has increased in scope and importance in recent years. Although they are trained in all areas of laboratory work, they often specialize in an area such as blood banking, hematology, microbiology, urinalysis or nuclear medicine technology.

Preparation for a career in Clinical Laboratory Science involves three years of academic study in an undergraduate program and one year of clinical study in a professional program. Academic work will include chemistry, organic chemistry, biology, microbiology, zoology, English, physics, anatomy/physiology, statistics, psychology, social sciences, speech, mathematics and humanities.

Students entering the Clinical Laboratory Science transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes. The Mathematics and Science Department highly recommends the completion of sequential series of courses.

The Clinical Laboratory Science transfer curriculum plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to this plan, other programs a student may transfer into are biology, microbiology, chemistry, biochemistry, environmental science, wildlife biology, agriculture, natural science and conservation.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills also are recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 150</td>
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<td>CHEM 121</td>
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<td>CHEM 121L</td>
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<td>CHEM 122</td>
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<td>CHEM 242</td>
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<td>CHEM 242L</td>
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<td>COMM 110</td>
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<td>ENGL 110</td>
<td>College Composition I</td>
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<td>ENGL 120</td>
<td>College Composition II</td>
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<td>MATH 103</td>
<td>College Algebra</td>
<td>3</td>
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<td>MATH 105</td>
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<td>PHYS 211</td>
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<td>PHYS 211L</td>
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<td>PHYS 212</td>
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<td>PHYS 212L</td>
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</table>

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE

For updated information, visit NDSCS.edu
Computer Science Transfer

Contact Information
Jeff Watne, associate professor
jeffory.watne@ndscs.edu
701-671-2311
Babcock Hall 103

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: Fargo
Online: Some Classes
Combination

The Computer Science transfer curriculum plan provides articulation to professional programs in computer science. In addition, this plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

If you are creative, a logical thinker, pay attention to detail, are easily motivated, work well on your own and are capable of sound decision-making, you are an excellent candidate for working in the computer area.

Computing facilities
NDSCS has many computer labs. Each of these labs has current versions of software installed.

Information and Communications Technology students are required to purchase laptop computers. These laptops give students adequate computer access to complete projects and assignments given in class.

The software necessary for the CIS/CSCI classes in this curriculum are included with the textbooks.

Instruction and advising
The instructors for this program have formal educational training, industry training and certifications and work experience in Information Technology. The average class size is 25 students. Most of the computer information systems classes have a lab period which enables students to receive individualized attention when it is needed.

NOTE: It is required that students entering this program purchase a notebook computer. The cost will be approximately $1,500 with several purchase or lease options available. For further information, call the Information Technology Department at 701-671-2523.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this curriculum are upper level mathematics classes.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Course Code Course Title Credits
COMM 110 Fundamentals of Public Speaking 3
CIS 220 Operating Systems (UNIX) 3
CSCI 122 Visual Basic 3
CSCI 133 Database Concepts I (SQL) 3
CSCI 160 Computer Science I 4
CSCI 161 Computer Science II 4
ENGL 110 College Composition I 3
ENGL 120 College Composition II 3
Wellness elective(s) 2
MATH 165 Calculus I 4
MATH 166 Calculus II 4
CIS/CSCI or General electives* 6
FYE 101 Science of Success 1
Humanities/History electives 6
From two different prefixes within the categories marked ND:HUM or ND:HIST
Science electives 8
Any course marked ND:LABSC
Social and Behavioral Sciences 8
From two or more prefixes within the category marked ND:SS
Required:
ECON 201 Principles of Microeconomics (3)
Total Required Credits 65

*Consult academic advisor in selecting electives that are most appropriate for the intended bachelor’s program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015
### Liberal Arts

#### Criminal Justice Transfer

- **Contact Information**
  - Dr. Kelly Wolf, Instructor
  - kelly.wolf@ndscs.edu
  - 701-671-2142
  - Old Main 444

- **Delivery Methods**
  - Face-to-Face: Wahpeton
  - Online: Some Classes
  - Combination

This transfer curriculum plan is available to the student whose goal is a career in the justice system. This plan is for the student who wishes to complete the Associate in Arts degree at NDSCS, transfer directly to a four-year college or university to complete the bachelor's degree in criminal justice, and then complete the one semester Peace Officer Training (or other specific academy for their chosen area of criminal justice). The Criminal Justice transfer curriculum plan at NDSCS includes the freshman and sophomore core courses in English and humanities, math, physical sciences, social and behavioral sciences, humanities and physical education. All colleges and universities require these core courses for students seeking a bachelor's degree. An Associate in Arts degree is awarded upon completion of the program.

Individuals interested in criminal justice have several career options available to them. Among the many options are: police, detectives, county and state patrol officers, parole, probation and corrections officers. Also, many jobs are available in the federal government such as: FBI, U.S. Marshal Service, ATF, Secret Service and DEA.

The Criminal Justice transfer curriculum plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

**NOTE:** For those students interested in becoming license eligible as peace officers in the State of N.D., a collaboration agreement has been made between NDSCS and Lake Region State College (LRSC). LRSC offers Peace Officer Training (20 credits; NDSCS graduates take 17 of those credits) in Devils Lake (fall), Minot (spring), Grand Forks (summer) and Fargo (summer). Upon completion of Peace Officer Training, the student would be license eligible as a peace officer in the State of N.D. and may choose to continue their education towards a bachelor's degree at a four-year college.

### Admission Requirements

The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admission process.

### Award

Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

### Course Plan

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>United States History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>and HIST 104</td>
<td>United States History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 101</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>and HIST 102</td>
<td>Western Civilization II</td>
<td>3</td>
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<tr>
<td>Wellness elective(s)</td>
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<tr>
<td>PHIL 210</td>
<td>Ethics</td>
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<tr>
<td>Math, Science and Computer Information Systems electives</td>
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<tr>
<td>From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI</td>
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<tr>
<td>All students must complete one lab science course, one mathematics course and one computer science course.</td>
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<td>Required:</td>
<td>BIOL 115</td>
<td>Human Structure and Function (3)</td>
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<td>Human Structure and Function Lab (1)</td>
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<tr>
<td>CIS 101</td>
<td>Computer Literacy (2)</td>
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</tr>
<tr>
<td>or CSCI 101</td>
<td>Introduction to Computers (3)</td>
<td>3</td>
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<tr>
<td>MATH 210</td>
<td>Elementary Statistics (3)</td>
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<tr>
<td>Social and Behavioral Science electives*</td>
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<tr>
<td>From any course with CJ, POLS, PSYC or SOC prefixes within the category marked ND:SS</td>
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<td>Required:</td>
<td>CJ 160</td>
<td>The Legal System (4)</td>
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<td>CJ 201</td>
<td>Introduction to Criminal Justice (3)</td>
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<tr>
<td>CJ 232</td>
<td>Administration of Justice (3)</td>
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<td>CJ 297</td>
<td>Internship (1-4)</td>
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<td>POLS 115</td>
<td>American Government (3)</td>
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<td>POLS 116</td>
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<td>PSYC 111</td>
<td>Introduction to Psychology (3)</td>
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<td>SOC 115</td>
<td>Introduction to Sociology (3)</td>
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<td>SOC 115</td>
<td>Social Problems (3)</td>
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<tr>
<td>Total Required Credits</td>
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<td>65</td>
</tr>
</tbody>
</table>

Consult academic advisor in selecting electives that are most appropriate for the intended baccalaureate program.

* Suggested electives:
  - POLS 103      | Global Politics in a Multi-Cultural World (3) |
  - POLS 236      | American Constitution — Civil Liberties (3) |
  - PSYC 103      | Addictions and Alternatives (2)               |
  - PSYC 270      | Abnormal Psychology (3)                      |
  - SOC 220       | Family (3)                                   |
  - SOC 221       | Minority Relations (3)                       |

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015
Dental Transfer

Dental Transfer

Contact Information
Dr. Bill Shay, associate professor
william.shay@ndscs.edu
701-671-2341
Haverty Hall 228

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

Dentistry is a demanding profession. Academic preparation for dentistry is long and rigorous. The dental schools in the United States have no uniform requirements for pre-professional study. They do, however, recommend a bachelor’s degree and a broad, general education that includes basic science requirements and the development of skills in reading, writing and speaking. Course work must be completed in biology/zoology, general chemistry, organic chemistry, physics, mathematics and English.

Students are chosen for admission to dental school primarily on the basis of their undergraduate grades and scores on the Dental Admission Test. Most dental schools require an interview and all require recommendations. Students should keep in mind, however, that only a certain percentage of dental school applicants are accepted. Therefore, it is important to select a major that will prepare you to pursue alternative career goals for occupational flexibility.

Students entering the Dental transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

The Dental transfer curriculum plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to this plan, other programs a student may transfer into are biology, microbiology, chemistry, biochemistry, environmental science, wildlife biology, agriculture, natural science and conservation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
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</tr>
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<td>BIOL 150L</td>
<td>General Biology I Lab</td>
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<tr>
<td>BIOL 151</td>
<td>General Biology II</td>
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<td>BIOL 151L</td>
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<td>CHEM 121</td>
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<td>CHEM 260</td>
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<tr>
<td>Social and Behavioral Science electives</td>
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<td>Wellness elective(s)</td>
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</table>

Total Required Credits 66 (68)

**The University of Minnesota also requires CHEM 260 Elements of Biochemistry.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills and two years of a foreign language, if available, are also recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
This transfer curriculum plan is available to the student whose goal is a career in early childhood education, child development, family science or related fields.

Employment opportunities include parent and family life educators, extension agents, child protection service professionals, financial counselors, nursing home activity directors, credit specialists, probation agents, directors of child care licensing and hospital child life specialists.

The Early Childhood Education transfer curriculum plan at NDSCS includes the freshman and sophomore core courses in English, humanities, math, physical sciences, social and behavioral sciences, and wellness. All colleges and universities require these core courses for students seeking a bachelor's degree.

Upon completion of the program, the student is awarded an Associate in Arts degree, which allows transfer to most four-year colleges and universities as a junior.

This plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

### Admission Requirements

The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admission process.

### Award

Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

### Delivery Methods

- Face-to-Face: Wahpeton
- Online: Some Classes
- Combination

### Contact Information

Jane Krump, department chair
jane.krump@ndscs.edu
701-671-2370
Old Main 442

### Course Code Course Title Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>COMM 110</td>
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<td>Humanities/History electives</td>
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<td>MATH 103</td>
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<td>3</td>
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<td>CSCI 116</td>
<td>Business Use of Computers</td>
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<td>BIOL 111</td>
<td>Concepts of Biology</td>
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<td>BIOL 111L</td>
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</tr>
<tr>
<td>Math, Science and Computer Information Systems electives</td>
<td>From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Family</td>
<td>3</td>
</tr>
<tr>
<td>General Education electives*</td>
<td>Recommended:</td>
<td>19</td>
</tr>
<tr>
<td>EDUC 250</td>
<td>Introduction to Education (2)</td>
<td></td>
</tr>
<tr>
<td>EDUC 298</td>
<td>Pre-Professional Field Exp. (w/EDUC 250) (1)</td>
<td></td>
</tr>
<tr>
<td>HPER 210</td>
<td>First Aid and CPR (2)</td>
<td></td>
</tr>
<tr>
<td>HPER 217</td>
<td>Personal and Community Health (3)</td>
<td></td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Ethics (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 115</td>
<td>Social Problems (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 221</td>
<td>Minority Relations (3)</td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL REQUIRED CREDITS 65

*Consult academic advisor in selecting electives that are most appropriate for the intended bachelor’s program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.
Students entering the Education transfer curriculum plan at NDSCS are exposed to a wide range of courses and disciplines. Upon completion of the requirements, students are awarded the Associate in Arts degree. Students then transfer to other colleges or universities to take their education courses and to student teach.

Kindergarten, elementary and secondary school teaching requires a wide variety of skills and aptitudes, including a talent for working with children; organizational, administrative and recordkeeping abilities; research and communication skills; the power to influence, motivate and train others; patience; and creativity. Preparing students for the future workforce is the major stimulus generating the changes in education. To be prepared, students must be able to interact with others, adapt to new technology, and to think logically through problems. Teachers provide the tools and environment for their students to develop these skills.

This plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>HIST 103</td>
<td>United States History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 104</td>
<td>United States History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>POLS 115</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Political Science or History elective</td>
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<td>3</td>
</tr>
<tr>
<td>Any course marked ND:POLS or ND:HIST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 230</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 115</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>General Education electives*</td>
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<tr>
<td>English Literature</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Any ND:HUM course with the ENGL prefix</td>
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<td></td>
</tr>
<tr>
<td>Math, Science and Computer Information Systems electives</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All students must complete one lab science course, one mathematics course and one computer science course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Required Credits</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

*Consult academic advisor in selecting electives that are most appropriate for the intended bachelor's program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

<table>
<thead>
<tr>
<th>Suggested general education electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math education majors</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>MATH 165</td>
<td>4</td>
</tr>
<tr>
<td>MATH 166</td>
<td>4</td>
</tr>
<tr>
<td>MATH 265</td>
<td>4</td>
</tr>
<tr>
<td>MATH 266</td>
<td>3</td>
</tr>
<tr>
<td>HPER education majors</td>
<td></td>
</tr>
<tr>
<td>Please refer to the Health, Physical Education and Recreation transfer curriculum plan section.</td>
<td></td>
</tr>
<tr>
<td>Music education majors</td>
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<tr>
<td>Please refer to the Music transfer curriculum plan section.</td>
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<table>
<thead>
<tr>
<th>Science education majors</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 150 and 150L</td>
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</tr>
<tr>
<td>BIOL 151 and 151L</td>
<td></td>
</tr>
<tr>
<td>PHYS 211 and 211L</td>
<td></td>
</tr>
<tr>
<td>PHYS 212 and 212L</td>
<td></td>
</tr>
<tr>
<td>MATH 165</td>
<td>4</td>
</tr>
<tr>
<td>MATH 166</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 251</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 252</td>
<td>5</td>
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</table>

<table>
<thead>
<tr>
<th>Social Science education majors</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>3</td>
</tr>
<tr>
<td>HIST elective(s)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 202</td>
<td>3</td>
</tr>
<tr>
<td>POLS/HIST elective(s)</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 270</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>3</td>
</tr>
<tr>
<td>SOC 221</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary education majors</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>HPER 210</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 111 and 111L</td>
<td>3/1</td>
</tr>
<tr>
<td>Lab Science elective(s)</td>
<td>3/1</td>
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</table>

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admission process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.
Emergency Management Transfer

This transfer curriculum plan is available to the student whose goal is a career in emergency management or related fields. Emergency management addresses natural and technological disasters, and homeland security. Career opportunities are available in city, county, state and federal government, as well as voluntary organizations and private businesses.

The Emergency Management transfer plan at NDSCS includes the freshman and sophomore core courses in English, humanities, math, physical sciences, social and behavioral sciences, and wellness. All colleges and universities require these core courses for students seeking a bachelor's degree.

Upon completion of the program, the student is awarded an Associate in Arts degree, which allows transfer to most four-year colleges and universities as a junior.

This plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Admission Requirements

The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admission process.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.
Engineers are innovators who take a fresh look at science and technology in order to apply old knowledge to finding solutions to new problems. Fields in engineering are expanding rapidly to meet the needs of society and advances in sciences.

An engineering schedule is difficult due to the number of classes taken within a semester and to the problem-oriented nature of the course work. It is estimated that for an incoming freshman class at a major university, only one-fourth of those students will receive a degree in engineering. Anyone who feels intimidated by a large school definitely should consider NDSCS to start their studies. Successful completion of the curriculum will allow the student to transfer to a four-year engineering program.

Students entering the Engineering transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

The Engineering plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to engineering, other programs that a student may transfer into are chemistry, physics, astronomy, geology and mathematics.

### Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admissions process.

### Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

### Contact Information
Larry Merbach, professor  
larry.merbach@ndscs.edu  
701-671-2231  
Haverty Hall 214

### Delivery Methods
Face-to-Face: Wahpeton  
Online: Some Classes  
Combination

### Course Code | Course Title | Credits
---|---|---
CHEM 121 | General Chemistry I | 4
CHEM 121L | General Chemistry I Lab | 1
CHEM 122 | General Chemistry II | 4
CHEM 122L | General Chemistry II Lab | 1
COMM 110 | Fundamentals of Public Speaking | 3
ENGL 110 | College Composition I | 3
ENGL 120 | College Composition II | 3
*ENGR 212 | Fundamentals of Visual Communications | 3
FYE 101 | Science of Success | 1
**MATH 165 | Calculus I | 4
MATH 166 | Calculus II | 4
MATH 265 | Calculus III | 4
MATH 266 | Introduction to Differential Equations | 3
PHYS 251 | University Physics I | 4
PHYS 251L | University Physics I Lab | 1
PHYS 252 | University Physics II | 4
PHYS 252L | University Physics II Lab | 1
Computer Information Systems elective | | 2
Any course marked ND:COMPSC | | 2
Humanities/History electives | | 6
  From two different prefixes within the categories marked ND:HUM or ND:HIST  
  Recommended:  
  PHIL 210 | Ethics | (3)
  Social and Behavioral Science electives | | 8
  From two or more prefixes within the category marked ND:SS  
  Recommended:  
  ECON 201 or 202 | Microeconomics/Macroeconomics | (3)
Wellness elective | | 2
Total Required Credits | | 66

Engineering courses are offered by collaboration with University of North Dakota (UND) – Statics, Dynamics and Introduction to Engineering.

MATH 227 Applied Linear Algebra (3 credits) is recommended by both UND and NDSU as a course suited for students entering their Engineering Department.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

*Offered even years.

**What mathematic route a student takes will depend on their ACT or Compass math score.

Revised: June 2015
General Liberal Arts Transfer

This option is available to the student whose goal is a bachelor’s degree, but who may be unsure of his or her major. It includes first and second year core courses in a variety of areas including English and humanities, math, natural and physical sciences, social and behavioral sciences, computer information systems, and physical education. Most four-year colleges and universities require these core courses. Upon completion of the program, the student is awarded an Associate in Arts degree or an Associate in Science degree, which allows transfer to most four-year colleges and universities as a junior.

The General Liberal Arts transfer curriculum plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

All instructors in the Liberal Arts area have graduate-level educational training in their field of expertise. The majority of the faculty in the Arts, Science and Business Division hold Master of Arts, Master of Science or doctorate degrees. The faculty also serves as student advisors to aid students in planning programs, setting up schedules, registering for classes and ultimately deciding on a major. Career counseling is also available to help students make decisions.

Employment opportunities for the liberal arts student ultimately depend on the specialty or major the individual eventually pursues. Liberal arts provides maximum flexibility and transfer opportunities for a variety of programs and occupations. While the number of possibilities is far too numerous to list, counselors and faculty members are available to meet with students to discuss future plans, even if the student is not currently enrolled.

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree or an Associate in Science degree in Liberal Arts.

### Course Code | Course Title |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td>2</td>
</tr>
<tr>
<td>Electives* (free)</td>
<td>7</td>
</tr>
<tr>
<td>General Education electives**</td>
<td>19</td>
</tr>
<tr>
<td>Humanities/History electives</td>
<td>6</td>
</tr>
<tr>
<td>From two different prefixes within the categories marked ND:HUM or ND:HIST</td>
<td></td>
</tr>
<tr>
<td>Math, Science and Computer Information Systems electives</td>
<td>13</td>
</tr>
<tr>
<td>From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI</td>
<td></td>
</tr>
<tr>
<td>All students must complete one lab science course, one mathematics course and one computer science course.</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences electives</td>
<td>8</td>
</tr>
<tr>
<td>From two or more prefixes within the category marked ND:SS</td>
<td></td>
</tr>
<tr>
<td>Total Required Credits</td>
<td>65</td>
</tr>
</tbody>
</table>

* Consult your advisor for course selection of free electives.

** Consult academic advisor in selecting electives that are most appropriate for the intended A.A. or A.S. degree for transfer to a bachelor’s program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.
General Studies Transfer

Contact Information
Wade King, department chair
wade.king@ndscs.edu
701-671-2317
Haverty Hall 215

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: Fargo
Online: All Classes
Combination

The General Studies transfer curriculum plan is designed to allow students the flexibility to complete a course of study, which fits with his or her interests and goals in life. The General Studies plan serves students who wish to develop unique courses of study at NDSCS and is available to students who begin their studies at NDSCS as undeclared/undecided, pre-allied health, high school and dual-credit students, and part-time students not pursuing a liberal arts transfer degree.

The General Studies transfer curriculum plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

NOTE: This plan is not intended to substitute for a Liberal Arts transfer curriculum plan.

Career planning and advising
For students who are undecided on their career plans, career-counseling services are available to help identify realistic career and education goals.

Faculty and staff will serve as student advisors to aid students in planning their programs, setting up schedules, registration and ultimately deciding on a major.

Course Code | Course Title                      | Credits |
------------|----------------------------------|---------|
COMM 110    | Fundamentals of Public Speaking  | 3       |
ENGL 110    | College Composition I            | 3       |
ENGL 120    | College Composition II           | 3       |
ENGL 125    | Introduction to Professional Writing (3) | 1       |
FYE 101     | Science of Success               | 2       |
Wellness elective(s) |                      | 6       |
Humanities/History electives |                      |         |
From two different prefixes within the categories marked ND:HUM or ND:HIST | |
Math, Science and Computer Information Systems electives | 13 |
All students must complete one lab science course, one mathematics course and one computer science course. | |
Social and Behavioral Sciences electives | 8 |
From two or more prefixes within the category marked ND:SS | |
Electives* | 26 |
Total Required Credits | 65 |

*Must be 100 level or higher. Consult academic advisor for appropriate course selection.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants who are unable to meet the high school graduation requirement may apply for consideration as a “special student” and may be admitted on a probational basis. Applicants may be required to complete a basic skills evaluation during the admission process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Liberal Arts

Health, Physical Education and Recreation Transfer

Contact Information
Jane Passa, department chair
jane.passa@ndscs.edu
701-671-2445
Blikre Activity Center 190

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

This curriculum is available to the student planning to eventually major in physical education, health/recreation and perhaps, engage in the teaching, coaching or recreation fields as a career pursuit.

The Health, Physical Education and Recreation transfer curriculum plan provides transferable courses, which will eventually result in a major, or minor in the HPER field of study. In addition, the HPER plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

The instructors in this department have a wide variety of backgrounds in the field with the majority of them holding at least a master’s degree. The average class size is small enough to allow the development of comfortable staff-student relationships. Students are assigned faculty advisors to assist them in planning their programs and working out their semester schedules.

The physical education indoor and outdoor facilities are extensive and in excellent condition. These facilities are shared by the physical education, athletic and intramural programs. They are also open many hours for individual “free play” time.

The opportunities for employment in the HPER field are excellent. Students commonly take employment as physical education instructors in elementary, junior high or high schools, athletic coaches, recreational directorships (community, private, commercial, etc.), athletic trainers or health instructors.

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

Course Code Course Title Credits
COMM 110 Fundamentals of Public Speaking 3
ENGL 110 College Composition I 3
ENGL 120 College Composition II 3
FYE 101 Science of Success 1
HPER 100 Concepts of Fitness and Wellness 2
HPER 200 Introduction to Parks and Recreation 2
HPER 207 Prevention and Care of Injuries 3
HPER 208 Introduction to Physical Education 2
HPER 210 First Aid and CPR 2
HPER 217 Personal and Community Health 3
Wellness elective(s) 2
General Education electives* 12
Humanities/History electives 6
From two different prefixes within the categories marked ND:HUM or ND:HIST
Math, Science and Computer Information Systems electives 13
From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI
All students must complete one lab science course, one mathematics course and one computer science course. Required:
BIOL 220 Anatomy and Physiology I (3)
BIOL 220L Anatomy and Physiology I Lab (1)
CIS 101 Computer Literacy (2)
Social and Behavioral Science electives 8
From two or more prefixes within the category marked ND:SS Required:
PSYC 111 Introduction to Psychology (3)
PSYC 230 Educational Psychology (3)
Total Required Credits 65

* Consult academic advisor in selecting electives that are most appropriate for the intended bachelor's program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.
This curriculum is available to the student whose goal is a juris doctor (J.D.) or bachelor of law (LL.B) degree. The Law transfer curriculum plan at NDSCS includes the freshman and sophomore core courses in English and humanities, math, physical sciences, social and behavioral sciences, humanities and physical education. All colleges and universities require these core courses for students seeking a bachelor's degree. An Associate in Arts degree is awarded upon completion of the program, and the student can transfer to most four-year colleges and universities as a junior. To be accepted into law school, the student must obtain a bachelor's degree from a four-year college or university.

The Law transfer curriculum plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admission process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

Contact Information
Jeff Hart, associate professor
jeffrey.hart@ndscs.edu
701-671-2342
Old Main 435

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

Course Code   Course Title                              Credits
COMM 110     Fundamentals of Public Speaking         3
CSCI 116     Business Use of Computers               3
ENGL 110     College Composition I                  3
ENGL 120     College Composition II                 3
HIST 101     Western Civilization I                 3
HIST 102     Western Civilization II                3
FYE 101      Science of Success                     1
MATH 103     College Algebra                        3
MATH 210     Elementary Statistics                  3
PHIL 210     Ethics                                3
Wellness elective(s)                               2
General Education electives*                       7
Social and Behavioral Science electives**          24

* From any courses marked ND:SS — all law transfer curriculum plan students must complete one criminal justice, one politics and one psychology or one sociology course (in addition to the required courses).

Required:
CJ 160 The Legal System (4)
POLS 115 American Government (3)

Total Required Credits 65

* Consult academic advisor in selecting electives that are most appropriate for the intended bachelor’s program.

** Suggested electives:
CJ 201 Introduction to Criminal Justice (3)
CJ 232 Administration of Justice (3)
CJ 297 Internship (1-4)
ECON 105 Elements of Economics (3)
ECON 201 Principles of Microeconomics (3)
ECON 202 Principles of Macroeconomics (3)
POLS 103 Global Politics in a Multicultural World (3)
POLS 116 State and Local Government (3)
POLS 236 American Constitution-Civil Liberties (3)
PSYC 111 Introduction to Psychology (3)
PSYC 250 Developmental Psychology (3)
PSYC 270 Abnormal Psychology (3)
SOC 110 Introduction to Sociology (3)
SOC 115 Social Problems (3)
SOC 220 Family (3)
SOC 221 Minority Relations (3)

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.
Management Information Systems Transfer

Program purposes
The Management Information Systems transfer curriculum plan provides articulation to baccalaureate programs in management information systems. In addition, this plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Special qualifications
If you are creative, a logical thinker, pay attention to detail, are easily motivated, work well on your own, and are capable of sound decision-making, you are an excellent candidate for working in the computer area.

Computing facilities
NDSCS has many computer labs. Each of these labs has current versions of software installed.

Students in this program are required to purchase a laptop computer for classes. Wireless communication is used to keep students linked to the Internet and to other NDSCS campus computing facilities. These facilities are available seven days per week, 24 hours per day. This gives students adequate time to complete computer related projects and assignments.

Instruction and advising
The instructors for this program have formal educational training, industry training and certifications and work experience in Information Technology. The average class size is 25 students.

NOTE: It is recommended that students entering this program purchase a notebook computer. The cost will be approximately $1,500 with several purchase or lease options available. For further information, call the Information Technology Department at 701-671-2523.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this curriculum are upper level mathematics classes.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Mathematics Transfer

Contact Information
Larry Merbach, professor
larry.merbach@ndscs.edu
701-671-2231
Haverty Hall 214

The Mathematics transfer curriculum plan is specifically designed for those who are planning to obtain a bachelor’s degree in mathematics at a four-year college or university. Students who choose this plan will not be limited to just mathematics, since it will lay the foundation for many other college majors that rely on mathematics, such as actuarial science, chemistry, computer science, engineering, or physics.

Students choosing this plan should consult with the Mathematics and Science Department in selecting their lab science sequence and electives since future plans of study at a four-year college may have specific requirements. In addition, a student should contact the college or university of their choice to confirm a list of recommended courses.

One career opportunity for a person who has a bachelor’s degree in mathematics is an actuary. An actuary will assess risk using mathematical and statistical methods and is often employed by insurance and financial institutions. An actuary needs to pass a series of professional exams dealing with probability and statistics, finance and economics. Students interested in a future career as an actuary may find ACCT 200, ACCT 201, ECON 201, ECON 202 and other electives in business, economics and statistics useful.

Upon completion of this program, the student is awarded the Associate in Science degree which allows transfer to most four-year colleges and universities as a junior.

This plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful course to prepare for this program are biology, chemistry, computer science, English, mathematics and physics.

Courses that develop reading and communication skills and two years of a foreign language, if available, also are recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 160</td>
<td>Computer Science I</td>
<td>4</td>
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<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>*College Composition II</td>
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</tr>
<tr>
<td>ENGL 125</td>
<td>*Introduction to Professional Writing</td>
<td>3</td>
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<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Calculus I</td>
<td>4</td>
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<tr>
<td>MATH 166</td>
<td>Calculus II</td>
<td>4</td>
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<tr>
<td>MATH 265</td>
<td>Calculus III</td>
<td>4</td>
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<tr>
<td>MATH 266</td>
<td>Introduction to Differential Equations</td>
<td>3</td>
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<tr>
<td>**</td>
<td>General Education electives**</td>
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<tr>
<td>*</td>
<td>Humanities/History electives</td>
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</tr>
<tr>
<td>**</td>
<td>Two different prefixes within the categories marked ND:HUM or ND:HIST</td>
<td>8</td>
</tr>
<tr>
<td>**</td>
<td>From any course marked ND:LABSC</td>
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<tr>
<td>**</td>
<td>Social and Behavioral Science electives</td>
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</tr>
<tr>
<td>**</td>
<td>From two or more prefixes within the category marked ND:SS</td>
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<tr>
<td>Wellness elective(s)</td>
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<tr>
<td>Total Required Credits</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

*Either ENGL 120 or ENGL 125, but not both, may be replaced with an alternative elective with the approval of the Mathematics and Science Department.

** Consult academic advisor in selecting electives that are most appropriate for the intended bachelor’s program.

***It is recommended that students choose a second Lab Science sequence for their general electives when the intended bachelor’s program is not known or to choose appropriate electives with the prefix ECON and ACCT for those who may be interested in actuarial science.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading NDUS: General Education Transfer Agreement.

Revised: June 2015
Medical Transfer

Medicine is a demanding profession. Academic preparation for career in human medicine is among the longest and most rigorous of all professions. More than 120 accredited medical schools in the United States have no uniform requirements for pre-professional study. They do, however, recommend a bachelor’s degree and a broad, general education that includes basic science requirement and the development of skills in reading, writing and speaking. Course work must be completed in biology/zoology, general chemistry, organic chemistry, physics, mathematics and English.

Students are chosen for admission to medical school primarily on the basis of their undergraduate grades, scores on the Medical Admission Test, recommendations and an interview. You should keep in mind only a fraction of the applicants are accepted. It is, therefore, important to select a major that will prepare you to pursue alternative career goals for occupational flexibility.

Students entering the Medical transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

This plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to the Medical transfer curriculum plan, other programs a student may transfer into are biology, microbiology, chemistry, biochemistry, environmental science, wildlife biology, agriculture, natural science and conservation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 150L</td>
<td>General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 151</td>
<td>General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 151L</td>
<td>General Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>General Chemistry I</td>
<td>4</td>
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<td>CHEM 121L</td>
<td>General Chemistry I Lab</td>
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<tr>
<td>CHEM 122</td>
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<td>CHEM 122L</td>
<td>General Chemistry II Lab</td>
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<tr>
<td>CHEM 241</td>
<td>Organic Chemistry I</td>
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<td>CHEM 242</td>
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<tr>
<td>CHEM 242L</td>
<td>Organic Chemistry II Lab</td>
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<tr>
<td>or CHEM 260</td>
<td>Elements of Biochemistry (4)</td>
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</tr>
<tr>
<td>and CHEM 260L</td>
<td>Elements of Biochemistry Lab (1)</td>
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</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
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<tr>
<td>MATH 105</td>
<td>Trigonometry</td>
<td>2</td>
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<tr>
<td>or MATH 165</td>
<td>Calculus I (4)</td>
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<tr>
<td>PHYS 211</td>
<td>College Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 211L</td>
<td>College Physics I Lab</td>
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</tr>
<tr>
<td>PHYS 212</td>
<td>College Physics II</td>
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<td>PHYS 212L</td>
<td>College Physics II Lab</td>
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<td></td>
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<tr>
<td>Any course marked ND:COMPSC</td>
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<tr>
<td>Humanities/History electives</td>
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<tr>
<td>From two different prefixes within the categories marked ND:HUM or ND:HIST</td>
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<tr>
<td>Social and Behavioral Science electives</td>
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<td>From two or more prefixes within the category marked ND:SS</td>
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<td>Wellness elective(s)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total Required Credits</strong></td>
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<td></td>
</tr>
</tbody>
</table>

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading NDUS: General Education Transfer Agreement.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills and two years of a foreign language, if available, are also recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Music Transfer

The NDSCS Performing Arts Department has four purposes. It allows students to enjoy music and develop their skills by being in performing groups. It provides general education courses that transfer to colleges or universities. It provides a core curriculum for students planning a music major. Finally, it makes artistic contributions to the campus and community.

Performing groups open to most students include concert band and concert choir. From them, students can participate in marching band, pep band and various vocal ensembles. Students are provided with state-of-the-art sound equipment for the touring Wildcat Singers and Wildcat Stage Band. The Harry Stern and Ella Stern Cultural Center is one of the best auditoriums in the area. Students also may be in small performing groups or take private lessons.

Students of all abilities are welcome in the music program, whether they plan to major in music or plan to continue their enjoyment through classroom study or performance ensembles. Many school instruments are provided.

Career possibilities include instrumental and choral conductor, classroom or private teacher, disk jockey, studio technician, music critic, composer and/or performer.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are high school band and/or high school choir.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

Contact Information
Laurie Lekang, department chair
laurie.lekang@ndscs.edu
701-671-2871
Stern Cultural Center 132

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

### Course Code Course Title Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>MUSC 115</td>
<td>Concert Band (1 credit/term)</td>
<td>4</td>
</tr>
<tr>
<td>or MUSC 117</td>
<td>Concert Choir (1 credit/term) (4)</td>
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<tr>
<td>MUSC 122</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 123</td>
<td>Aural Skills I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC 124</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 125</td>
<td>Aural Skills II</td>
<td>2</td>
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<tr>
<td>MUSC 138</td>
<td>Pop-Swing Band</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 157</td>
<td>Pop-Swing Choir</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 245</td>
<td>Applied Music-Private Piano Lessons (1 credit/term)</td>
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<tr>
<td>Voice or instrumental lessons (1 credit/term)</td>
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<tr>
<td>Students may select from the following:</td>
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</tr>
<tr>
<td>MUSC 144 Voice-Private Lessons (1)</td>
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<td></td>
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<tr>
<td>MUSC 145 Applied Music-Private Instrumental Lessons (1)</td>
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<td>Humanities/History electives</td>
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<tr>
<td>From two different prefixes within the categories marked ND:HUM or ND:HIST</td>
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<td></td>
</tr>
<tr>
<td>Required:</td>
<td></td>
<td></td>
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<tr>
<td>MUSC 100 Music Appreciation (3)</td>
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</tr>
<tr>
<td>Math, Science and Computer Information Systems electives</td>
<td>13</td>
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<tr>
<td>From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI</td>
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<td></td>
</tr>
<tr>
<td>All students must complete one lab science course, one mathematics course and one computer science course.</td>
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<tr>
<td>Social and Behavioral Sciences electives</td>
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</tr>
<tr>
<td>From two or more prefixes within the category marked ND:SS</td>
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<td></td>
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<tr>
<td>General Education electives</td>
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<tr>
<td>Total Required Credits</td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE ndscs.edu
Natural Science Transfer

Contact Information
Shannon King, department chair
shannon.king@ndscs.edu
701-671-2296
Haverty Hall 213

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

The Natural Science transfer curriculum plan is designed for the individual who is considering a career in any of the life sciences. All colleges and universities require core courses such as English, social sciences, humanities and physical education, as well as a strong foundation in mathematics, chemistry and biology for students seeking a bachelor’s degree. The mathematics and science courses form the foundation for more advanced studies at the university.

To be successful in this field, you must be strongly motivated, possess high scholastic ability and have an interest in an aptitude for mathematics and the sciences. Important skills include attention to details, a strongly developed sense of curiosity and imagination, self-discipline, patience and ambition.

Students entering the Natural Science transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

The Natural Science plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Careers in the Natural Sciences are many and varied. Possible areas of specialization include biology, botany, genetics, ecology, microbiology and zoology. Many job opportunities exist in education, research and government agencies. Although some entry-level positions require only a bachelor’s degree, most jobs require one or more advanced degrees such as a master’s or Ph.D.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 150L</td>
<td>General Biology I Lab</td>
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</tr>
<tr>
<td>BIOL 151</td>
<td>General Biology II</td>
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<tr>
<td>BIOL 151L</td>
<td>General Biology II Lab</td>
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</tr>
<tr>
<td>CHEM 121</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>CHEM 121L</td>
<td>General Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 122</td>
<td>General Chemistry II</td>
<td>4</td>
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<tr>
<td>CHEM 122L</td>
<td>General Chemistry II Lab</td>
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<td>CHEM 241</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
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<td>CHEM 241L</td>
<td>Organic Chemistry I Lab</td>
<td>1</td>
</tr>
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<td>CHEM 242</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 242L</td>
<td>Organic Chemistry II Lab</td>
<td>1</td>
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<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 166</td>
<td>Calculus II</td>
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<tr>
<td>PHYS 211</td>
<td>College Physics I</td>
<td>3</td>
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<td>PHYS 211L</td>
<td>College Physics I Lab</td>
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<td>Computer Information System elective</td>
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<td>2</td>
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<tr>
<td>Any course marked ND:COMPSC</td>
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<tr>
<td>Humanities/History electives</td>
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<td>From two different prefixes within the categories marked ND:HUM or ND:HIST</td>
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<td>Social and Behavioral Science electives</td>
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<tr>
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<tr>
<td>Wellness elective(s)</td>
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<td>2</td>
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<tr>
<td>Total Required Credits</td>
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<td>68</td>
</tr>
</tbody>
</table>

PHYS 212 College Physics II and PHYS 212L College Physics II Lab are also recommended but not required for graduation.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills are also recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Revised: June 2015
The nursing transfer curriculum plan at NDSCS includes the freshman and sophomore core courses in English, math, physical sciences, social sciences, humanities and physical education. All colleges and universities require these core courses for students seeking a bachelor’s degree. An Associate in Science degree is awarded upon completion of the program. This program provides articulation to four-year bachelor’s of nursing programs.

Nurses are employed in a rapidly changing environment. More than one million women and men are currently employed as registered nurses, and the number is growing. The nursing professional may work in a variety of settings. Almost two-thirds of all professional nurses work in hospitals, while another third work in a variety of community health agencies. Opportunities also exist in private duty, education and industry.

- **Hospital nurses** form the largest group of nurses. Most are staff nurses who provide bedside nursing care and carry out medical regimens.
- **Office nurses** assist the physicians in private practice, clinics, surgery centers, emergency medical centers and health maintenance organizations (HMOs).
- **Home health nurses** provide periodic services, prescribed by a physician, to patients at home.
- **Long term care nurses** manage nursing care for residents with conditions ranging from fractures to Alzheimer’s disease.
- **Public health nurses** work in government, private agencies, clinics, schools, retirement communities and other community settings.

Students entering the nursing transfer curriculum plan, who do not have the proper prerequisites, may need additional preparatory classes.

This plan meets the Liberal Arts Program Purposes listed in the *NDSCS Catalog.*

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**Admission Requirements**

The applicants must be high school graduates or equivalent.

**Award**

Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.
Optometry Transfer

The Optometry transfer curriculum plan students generally major in an area of science. Students should keep in mind, however, not all optometric school applicants are accepted. Therefore, it is important to select a major that will prepare you to pursue alternative career goals for occupational flexibility.

The optometric schools in the United States have no uniform requirements for pre-professional study. They do, however, recommend a bachelor’s degree and a broad, general education that includes basic science requirement and the development of skills in reading, writing and speaking. Course work must be completed in biology/zoology, general chemistry, organic chemistry, physics, mathematics and English. It is also noted that most, if not all, schools require anatomy and physiology, biochemistry and microbiology. A student should contact the college or university of their choice to confirm a list of recommended courses.

Students are chosen for admission to optometric school primarily on the basis of their undergraduate grades, scores on the Optometry College Admission Test and letters of recommendation.

Students entering the Optometry transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

The Optometry plan provides preparation for the professional curriculum. This plan also meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to the Optometry transfer curriculum plan, other programs a student may transfer into are biology, microbiology, chemistry, biochemistry and natural science.

Admission Requirements

The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills and two years of a foreign language, if available, also are recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Course Code | Course Title                                      | Credits
-----------|--------------------------------------------------|--------
BIOL 150   | General Biology I                                | 3      
BIOL 150L  | General Biology I Lab                            | 1      
BIOL 151   | General Biology II                               | 3      
BIOL 151L  | General Biology II Lab                           | 1      
CHEM 121   | General Chemistry I                              | 4      
CHEM 121L  | General Chemistry I Lab                          | 1      
CHEM 122   | General Chemistry II                             | 4      
CHEM 122L  | General Chemistry II Lab                         | 1      
CHEM 241   | Organic Chemistry I                              | 4      
CHEM 241L  | Organic Chemistry I Lab                          | 1      
CHEM 242   | Organic Chemistry II                             | 4      
CHEM 242L  | Organic Chemistry II Lab                         | 1      
COMM 110   | Fundamentals of Public Speaking                  | 3      
ENGL 110   | College Composition I                            | 3      
ENGL 120   | College Composition II                           | 3      
FYE 101    | Science of Success                               | 1      
MATH 165   | Calculus I                                       | 4      
PHYS 211   | College Physics I                                | 3      
PHYS 211L  | College Physics I Lab                            | 1      
or PHYS 251 | University Physics I (4)                          |        
and PHYS 251L | University Physics I Lab (1)                   |        
PHYS 212   | College Physics II                               | 3      
PHYS 212L  | College Physics II Lab                           | 1      
or PHYS 252 | University Physics II (4)                          |        
and PHYS 252L | University Physics II Lab (1)                   |        
Computer Information System elective            | 2      
Any course marked ND:COMPSC                        |        
Humansities/History electives                     | 6      
From two different prefixes within the categories marked ND:HUM or ND:HIST |   |
Social and Behavioral Science electives           | 8      
From two or more prefixes within the category marked ND:SS | |
Wellness elective(s)                              | 2      
Total Required Credits                            | 68     

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading NDUS: General Education Transfer Agreement.
Pharmacy Transfer

Contact Information
Barb Lacher, associate professor
barbara.lacher@ndscs.edu
701-671-2114
Mayme Green Allied Health Center 213I

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

Today’s pharmacist is the most accessible health care professional, with the average American visiting a retail drug store every 13 days. The retail pharmacist is in a position to assist patients with a wide range of health issues regarding medications, disease states, treatments, preventive measures and healthy lifestyles. Surveys show that people rely on their community pharmacists for health care information and admire them for it (pharmacists have been the most widely respected professionals in national surveys for several years). Hospital/institutional pharmacists interact with physicians and other professionals regarding patients’ medication regimens and treatment plans, providing advice on drug usage, interactions, side effects and patient education. These clinical pharmacists strive for rational, effective, economical drug choice and usage in their institutions.

Students entering the Pharmacy transfer curriculum plan, who do not have the proper prerequisites, may need additional preparatory classes.

The Pharmacy transfer curriculum plan provides preparation for the four-year professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

The successful pharmacy student has good communication skills, is highly motivated, possesses scholastic ability and has an aptitude for the biological, physical and medical sciences.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 150L</td>
<td>General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220L</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 221</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 221L</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121L</td>
<td>General Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 122</td>
<td>General Chemistry II</td>
<td>4</td>
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<tr>
<td>CHEM 122L</td>
<td>General Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 241</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 241L</td>
<td>Organic Chemistry I Lab</td>
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<tr>
<td>CHEM 242</td>
<td>Organic Chemistry II</td>
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</tr>
<tr>
<td>CHEM 242L</td>
<td>Organic Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 146</td>
<td>Applied Calculus I (4)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>College Physics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Any course marked ND:COMPSC</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Humanities/History electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>From two different prefixes within the categories marked ND:HUM or ND:HIST</td>
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<td></td>
</tr>
<tr>
<td>Social and Behavioral Science electives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>From two or more prefixes within the category marked ND:SS</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Wellness elective(s)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total Required Credits</td>
<td>70</td>
<td></td>
</tr>
</tbody>
</table>

This curriculum does not fully meet all the educational requirements for the North Dakota State University College of Pharmacy. Additional courses required at NDSU include microbiology, communications and biochemistry. Students applying for other colleges of pharmacy will need to check for current entrance requirements.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, chemistry, zoology, mathematics, physics and English. Courses that develop reading and communications skills and two years of a foreign language, if available, also are recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE
Physical Science Transfer

The Physical Science transfer curriculum plan is not generally a college major in itself, but is a springboard into a variety of college majors. Possible university majors for the physical science student to consider include astronomy, chemistry, consumer food science, geology, meteorology, physics and mathematics.

Students should consult with their academic advisor in selecting free electives, as their future area of study may have additional requirements. For example, some students may need to take organic chemistry during their second year.

Students entering the Physical Science transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

This plan provides preparation for the professional curriculum and meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to the Physical Science transfer curriculum plan, other programs a student may transfer into are chemistry, physics, engineering, geology and environmental science.

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are chemistry, mathematics, physics, English and computer science. Courses that develop reading and communications skills and two years of a foreign language, if available, also are recommended. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Course Code | Course Title | Credits
---|---|---
CHEM 121 | General Chemistry I | 4
CHEM 121L | General Chemistry I Lab | 1
CHEM 122 | General Chemistry II | 4
CHEM 122L | General Chemistry II Lab | 1
COMM 110 | Fundamentals of Public Speaking | 3
ENGL 110 | College Composition I | 3
ENGL 120 | College Composition II | 3
or ENGL 125 | Introduction to Professional Writing (3)
FYE 101 | Science of Success | 1
MATH 165 | Calculus I | 4
MATH 166 | Calculus II | 4
MATH 265 | Calculus III | 4
PHYS 251 | University Physics I | 4
PHYS 251L | University Physics I Lab | 1
PHYS 252 | University Physics II | 4
PHYS 252L | University Physics II Lab | 1
Electives* | | 5
Computer Information System elective | | 2
Any course marked ND:COMPSC Humanities/History electives | | 6
From two different prefixes within the categories marked ND:HUM or ND:HIST Social and Behavioral Science electives | | 8
From two or more prefixes within the category marked ND:SS Wellness elective(s) | | 2
Total Required Credits | | 65

* Depending on ACT math score or Compass math score, a student may be required to take pre-calculus prior to starting the calculus sequence. This is to be determined through discussion with an academic advisor.

**MATH 266 Introduction to Differential Equations is recommended.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015
Psychology Transfer

Contact Information
Amanda Davison, instructor
amanda.davison@ndscs.edu
701-671-2433
Old Main 440

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

This transfer curriculum plan is available to the student, whose goal is a career in psychology or related fields, including medicine, neurosciences, business, industry, mental health and applied psychology.

The Psychology transfer curriculum plan at NDSCS includes the freshman and sophomore core courses in English, humanities, math, physical sciences, social and behavioral sciences, and wellness. All colleges and universities require these core courses for students seeking a bachelor's degree.

Upon completion of the program, the student is awarded an Associate in Arts degree, which allows transfer to most four-year colleges and universities as a junior.

This plan meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admission process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>Humanities/History electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>
|            | From two different prefixes within the categories marked ND:HUM or ND:HIST
|            | Recommended:                        |         |
|            | PHIL 210 Ethics (3)                 |         |
|            | Wellness elective(s)                |         |
|            | MATH 103 College Algebra            | 3       |
|            | MATH 210 Elementary Statistics      | 3       |
|            | BIOL 111 Concepts of Biology        | 3       |
|            | BIOL 111L Concepts of Biology Lab   | 1       |
|            | or BIOL 150 General Biology I (3)   |         |
|            | and BIOL 150L General Biology I Lab |         |
|            | CSCI 116 Business Use of Computers  | 3       |
|            | PSYC 111 Introduction to Psychology | 3       |
|            | PSYC 210 Child Development          | 3       |
|            | PSYC 250 Developmental Psychology   | 3       |
|            | PSYC 270 Abnormal Psychology        | 3       |
|            | SOC 110 Introduction to Sociology   | 3       |
|            | General Education electives*        | 19      |
|            | Recommended:                        |         |
|            | PSYC 103 Addictions and Alternatives (2) |         |
|            | PSYC 230 Educational Psychology (3) |         |
|            | PSYC 261 Psychology of Adjustment (3) |       |
|            | SOC 115 Social Problems (3)         |         |
|            | SOC 220 Family (3)                  |         |
|            | SOC 221 Minority Relations (3)      |         |
| Total Required Credits |                         | 65      |

*Consult academic advisor in selecting electives that are most appropriate for the intended bachelor's program.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015
Social Work Transfer

Contact Information
Char Schuler, assistant professor
charlotte.schuler@ndscs.edu
701-671-2364
Old Main 436

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

The Social Work transfer curriculum plan is designed to prepare students with the general education and introductory courses necessary to pursue a bachelor’s degree in Social Work. This curriculum will also provide students with the skills, knowledge and abilities necessary to advance in their profession. Students will participate in both classroom and field experiences that are intended to provide a generalist-model foundation in helping people. This program of study also has the flexibility to allow students to tailor their educational experience with the client population of their choice.

Transfer Options
Students interested in transferring to a four-year undergraduate program will find that completion of the Social Work transfer curriculum plan will provide them with a number of options. Many students have transferred successfully into accredited Social Work programs at a number of colleges and universities.

Course Code Course Title Credits
PSYC 265 Motivational Interviewing 3
SWK 255 Social Work in a Modern Society 3
SWK 256 Development of Social Welfare 3
SWK 297 Student Internship 4

Related/General Education Courses
COMM 110 Fundamentals of Public Speaking 3
ENGL 110 College Composition I 3
ENGL 120 College Composition II 3
FYE 101 Science of Success 1
PSYC 103 Addictions and Alternatives 2
PSYC 111 Introduction to Psychology 3
PSYC 250 Developmental Psychology 3
PSYC 270 Abnormal Psychology 3
PHIL 210 Ethics 3
SOC 110 Introduction to Sociology 3
SOC 221 Minority Relations 3
General Education electives 6
Suggested:
POLS 115 American Government (3)
ECON 201 Principles of Microeconomics (3)
Humanities/History elective 3
Any course marked ND:HUM or ND:HIST
Math, Science and Computer Information Systems electives 13
From any course marked ND:LABSC, ND:MATH, ND:COMPSC, ND:SCI
All students must complete one lab science course, one mathematics course and one computer science course.
Required:
BIOL 115 Human Structure and Function (3)
BIOL 115L Human Structure and Function Lab (1)
Wellness elective(s) 2
Total Required Credits 67

Admission Requirements
The applicants must be high school graduates or equivalent. Applicants may be required to complete a basic skills evaluation during the admissions process. Applicants are invited to visit the program.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Arts degree in Liberal Arts.

Revised: June 2015
Wildlife Management Transfer

Contact Information
Margaret Brady, associate instructor
margaret.brady@ndscs.edu
701-671-2119
Haverty Hall 234

Wildlife management is a career for persons that have an aptitude for science, an ability to work with the public and a love of the outdoors. Wildlife managers may do many kinds of work. They give lectures to groups; act as law enforcement officers and as conservation officers. Wildlife managers survey wildlife populations (whether resident or migratory) to estimate the abundance, variety and distribution of animals in a region and to learn whether the available food and cover will support them. Managers may establish hunting and trapping seasons.

All wildlife managers must have at least a bachelor’s degree. A master’s degree is common, and a doctoral degree is usually required for those who plan to go into wildlife research or teaching. Besides studies in the life sciences, students must take courses that will prepare them to work with the public, with researchers and with government agencies. Tact and communication skills are essential for managers because they often deal with people in their work.

Students entering the Wildlife Management transfer curriculum plan who do not have the proper prerequisites may need additional preparatory classes.

The Wildlife Management transfer curriculum plan provides articulation into a professional curriculum. This plan also meets the Liberal Arts Program Purposes listed in the NDSCS Catalog.

In addition to this plan, other programs a student may transfer into are biology, natural science, environment science and conservation.

Delivery Methods
Face-to-Face: Wahpeton
Online: Some Classes
Combination

Admission Requirements
The applicants must be high school graduates or equivalent. Helpful courses to prepare for this program are biology, computer science, keyboarding, chemistry, zoology, mathematics, physics and English. Applicants may be required to complete a basic skills evaluation during the admissions process.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Science degree in Liberal Arts.

Course Code | Course Title               | Credits
---          | --------------------------|------
BIOL 150    | General Biology I          | 3    
BIOL 150L   | General Biology I Lab      | 1    
BIOL 151    | General Biology II         | 3    
BIOL 151L   | General Biology II Lab     | 1    
CHEM 121    | General Chemistry I        | 4    
CHEM 121L   | General Chemistry I Lab    | 1    
CHEM 122    | General Chemistry II       | 4    
CHEM 122L   | General Chemistry II Lab   | 1    
CHEM 241    | Organic Chemistry I        | 4    
CHEM 241L   | Organic Chemistry I Lab    | 1    
CHEM 242    | Organic Chemistry II       | 4    
CHEM 242L   | Organic Chemistry II Lab   | 1    
COMM 110    | Fundamentals of Public Speaking | 3  
ENGL 110    | College Composition I      | 3    
ENGL 120    | College Composition II     | 3    
FYE 101     | Science of Success        | 1    
MATH 165    | Calculus I                 | 4    
PHYS 211    | College Physics I          | 3    
PHYS 211L   | College Physics I Lab      | 1    
Biology electives | To be determined through discussion with academic advisor | 4
Computer Information System elective     | 2    
Any course marked ND:COMPSC            | 1    
Humanities/History electives           | 6    
Social and Behavioral Science electives | 8    
Wellness elective(s)                   | 2    
Total Required Credits                  | 68   

MATH 166 Calculus II and/or PHYS 212 College Physics II may be required for wildlife management majors by some universities. Consult with your advisor.

This curriculum meets the North Dakota University System general education requirements as indicated in the NDSCS Catalog under the heading: NDUS General Education Transfer Agreement.

Revised: June 2015
Margaret Brady, associate instructor
margaret.brady@ndscs.edu
701-671-2119
Haverty Hall 234

Liberal Arts
The Mechanical Systems program is designed to provide the student with the basic knowledge of the plumbing code, trade skills and good work habits, and to credit the student with hours toward apprenticeship training time. The program also will offer the fundamentals of service and installation of residential and light commercial heating and air conditioning equipment. Qualified graduates will have a variety of occupational opportunities available in the HVAC/R and plumbing industries. General education and related instruction is provided so the student will have the opportunity to grow within the occupational field.

Smaller mechanical contractors may struggle to keep their employees doing just plumbing or just heating and air conditioning work. They require technicians with skills in both areas. The Associate in Applied Science in Mechanical Systems provides the training in both programs over two, nine-month periods on campus.

This curriculum involves state codes, various aspects of materials, equipment and fixtures, service and installation procedures. This requires a working knowledge of the state code, layout of water and sanitation systems in the buildings in accordance with the code. This curriculum also involves doing take-off work from blueprints; working with a variety of materials used in piping such as cast iron, plastic, copper and steel; the setting of various fixtures and proper hookups; and the service of various valves, controls, fixture items and domestic water systems. It will involve the operation, service and repair or change-out of various mechanical equipment, controls and accessories of residential and light commercial systems.

The service of mechanical equipment for heating using fossil fuels requires a knowledge of fuels, fuel-air mixtures, combustion testing and control systems. The mechanical equipment for cooling requires knowledge of refrigerants and their systems, compressor change-out, refrigerant recovery and recycling, and system clean up. The equipment studied includes gas, oil and electric heating equipment along with conventional cooling equipment and heat pumps.

Students are encouraged to take the bulk of their plumbing coursework first and then return the second year for their HVAC/R Technology coursework. Students who fail to complete all the required general education courses will be granted certificates in each respective program (Plumbing and HVAC/R Technology). Both the Plumbing and HVAC/R certificate course work offer students study in “Green” technologies, which are in increasing demand as skills in this career choice.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Mechanical Systems Technologies department chair at 701-671-2515 for strategies to meet the admission requirements.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Mechanical Systems.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Revised: June 2015

Academic Programs

NDSCS Logo

NORTH DAKOTA STATE COLLEGE OF SCIENCE

For updated information, visit NDSCS.edu
Microelectronics Technology

What Is Microelectronics Technology? The Microelectronics Technology program at NDSCS-Fargo provides the student with a broad exposure to the fundamentals of electronics. A graduate in Microelectronics Technology is lab-ready and concept proficient in analog, digital, microcontrollers, electronic communications, troubleshooting and many other aspects of electronics in order to give them the cutting edge when it comes to acquiring a challenging and rewarding career.

What Does A Microelectronic Technician Do? Day-to-day, you will find the Microelectronic Technician working in a team environment to solve a problem using the most sophisticated instruments available. Today, electronics has expanded into every type of industry imaginable. Job titles include test technicians, engineering assistants, prototype technicians, repair technicians, installation technicians and many other titles. Here is a brief list of some of the fields where Microelectronics Technicians are found: Medical Equipment Maintenance (Imaging (CAT, MRI, X-RAY), Hospital and Lab Equipment), Electronic Parts Distribution, Computers and Networking, Installation and Maintenance, Manufacturing Fields, Agriculture Electronics, Defense Industry Electronics, Avionics (Aviation Electronics), Broadcast, Cable, & Satellite Industry, Cellular, Food Processing Industry, Power Plant and Pipeline Industries.

The program is a four semester program (assuming full-time load) which starts in the fall of each year. All of the Microelectronics classes are held in Fargo only and are 100% face-to-face to provide the extensive hands-on training needed for today’s job market. The program can be completed in two academic years or longer at the discretion of the student.

Green technology is associated with new manufacturing processes that produce less waste during the production of more efficient solar cells, more efficient micro-sensors and micro-actuators produced from eco-friendly materials, electronic components on wind turbines, generators, electric and hydrogen fuel cell-based transportation and better and more efficient communication devices.

Admission Requirements*

The applicants must be high school graduates or equivalent. Tuition information and application procedures are available from the following office:

NDSCS Enrollment Services
800 Sixth Street North
Wahpeton, ND 58076
1-800-342-4325, ext. 3-2202
ndscs.admissions@ndscs.edu

Required minimum placement scores:
- ACT Reading – 16; ACT English – 15; ACT Math – 16; Or
- COMPASS Reading – 70; COMPASS Writing – 35; COMPASS Pre-Alg. – 71
Or transfer equivalencies will apply as appropriate

Course Code | Course Title | Credits
--- | --- | ---
ENGL 110 | College Composition I | 3
MATH 103 | College Algebra | 3
ELEC 100 | DC Circuit Analysis | 4
ELEC 101 | AC Circuit Analysis | 4
ELEC 140 | Semiconductor Circuit Analysis I | 4
ELEC 181 | Digital Circuits I | 4
ELEC 182 | Digital Circuits II | 4
ELEC 241 | Semiconductor Circuit Analysis II | 4
FYE 101 | Science of Success | 1
NANO 209 | Thin Films and MEMS Technology | 3
NANO 210 | Micro/Nano Fabrication | 3
Total Required Credits for Certificate | 37

In addition to the courses listed under the certificate option, the following courses are required for the diploma:

Course Code | Course Title | Credits
--- | --- | ---
Computer Information System elective | 3
Any course marked ND:COMPSC | 
ELEC 242 | Linear Electronics | 3
ELEC 248 | Microcontroller Applications | 4
ELEC 261 | Electronic Communications | 4
NANO 211 | Manufacturing Quality Assurance | 3
PHIL 213 | Societal and Ethical Implications of Technology | 3
Wellness elective(s) | 1
Total Required Credits for Diploma | 58

In addition to the courses listed under the certificate and diploma options, the following courses are required for the A.A.S. degree:

Course Code | Course Title | Credits
--- | --- | ---
NANO 101 | Fundamentals of Nanoscience I | 3
NANO 102 | Fundamentals of Nanoscience II | 3
ENGL 120 | College Composition II | 3
or ENGL 125 | Introduction to Professional Writing (3) | 
Wellness elective(s) | 1
NANO 197 | Internship Experience I | 1
Total Required Credits for A.A.S. Degree | 69

Applicants not meeting the above requirements are encouraged to visit with the Applied Science and Technologies department chair at 701-231-6923 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded a certificate, a diploma or an Associate in Applied Science degree in Microelectronics Technology.

Revised: June 2015
Nanoscience Technology

Nanoscience is an emerging technology that studies the composition, structure, properties and behavior of material at the molecular and atomic level. Research, observation, measurement and manipulation occur in the nanometer range; a nanometer is one-billionth of a meter.

Nanotechnicians work in a wide variety of industries including biomedicine/biotech, microelectronics/microfabrication (RFID), materials/coatings/polymers, agriculture production, food processing/value added agriculture, environmental analysis/ bio-remediation and energy (H-fuel cells/biomass/solar/wind).

Green technology is associated with new manufacturing processes that produce less waste, production methods for more efficient solar energy, filtration devices for water purification, coatings for materials which extend their operational life, reduce friction and wear/tear, more efficient micro-sensors and micro-actuators produced from eco-friendly materials, and electronic components.

The first two semesters may be taken at the NDSCS campus in Wahpeton or NDSCS-Fargo. Many of the classes are also available online. The following fall and spring semesters primarily consist of nanoscience classes taught at NDSCS-Fargo.

Admission Requirements
The applicants must be high school graduates or equivalent. Tuition information and application procedures are available from the following office:

NDSCS Enrollment Services
800 Sixth Street North
Wahpeton, ND 58076
1-800-342-4325, ext. 3-2202
ndscs.admissions@ndscs.edu

Required minimum placement scores:
- ACT Reading – 16; ACT English – 16; ACT Math – 18; Or
- COMPASS Reading – 70; COMPASS Writing – 38; And
- COMPASS Pre-Alg. – 100; COMPASS Algebra – 21

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Applied Science and Technologies department chair at 701-231-6923 or the Arts, Science and Business Division Dean’s Office at 701-671-2108 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.
Nursing

Practical Nursing

Contact Information
Barb Diederick, department chair
aliedhealthcareers@ndscs.edu
701-671-2967
Mayne Green Allied Health Center 213F

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: Fargo
Combination

Course Code  Course Title  Credits
NURS 101  Introduction to Nursing  5
NURS 102  Introduction to Adult Nursing  5
NURS 231  Psychiatric Mental Health Nursing  6
NURS 232  Adult Nursing  5
NURS 233  Adult Nursing Clinical  5
NURS 245  Maternal-Child Nursing  4
NURS 246  Maternal-Child Nursing Clinical  2
NURS 250  Leadership in the Long-Term Care Setting  2
NURS 251  NCLEX-PN Review  1
PHRM 205  Pharmacology for Nursing  3

Related/General Education Courses
*BIOL 220  Anatomy and Physiology I  3
*BIOL 220L  Anatomy and Physiology I Lab  1
*BIOL 221  Anatomy and Physiology II  3
*BIOL 221L  Anatomy and Physiology II Lab  1
ENGL 110  College Composition I  3
ENGL 120  College Composition II  3
FYE 101  Science of Success  1
*MICR 202  Introductory Microbiology  3
*MICR 202L  Introductory Microbiology Lab  1
NUTR 240  Principles of Nutrition (and Diet Therapy)  3
PSYC 250  Developmental Psychology  3
SOC 110  Introduction to Sociology  3

Total Required Credits  66

*This course has an expiration date of completion when transferring into the program. Check with the program.

Practical Nursing (NURS) courses must be taken in sequence. Sequencing is available on the program website at www.ndscs.edu/nursing.

Award
Upon successful completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Practical Nursing, and be eligible for the National Council Licensure Exam for Practical Nurses (NCLEX-PN).

Admission Requirements*
Applicants will be admitted to the program following a selection process which needs to be completed prior to the deadline date(s) of October 15 or April 1. Applicants that apply after the deadline(s) can complete the admission requirements, and be placed on the waiting list. If openings become available they may be selected, based on points, until the first day of class.

1. Complete the NDSCS Application Process for Admission. Refer to the NDSCS website at www.ndscs.edu/admissions for details.
2. Submit the following to the Department of Nursing:
   a. documented evidence of measles, mumps, rubella vaccination or rubella titer.
   b. documentation of three hepatitis B immunizations or a waiver.
   c. documentation of varicella immunization or documented proof of immunity.
   d. documentation of Tdap vaccination within the last ten years.
3. Submit a high school transcript (GED with a 2.0 GPA or higher. If an applicant fails to meet the high school/college GPA of a 2.0, the following requirement applies: they must complete, or in the process of completing, at least 12 general education courses from the nursing curriculum and achieve a "C" or higher to apply to the program.
4. Complete the admission assessment examination. To schedule the examination please contact the program at 701-671-2967 or email alliedhealthcareers@ndscs.edu.

5. Applicants with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

Applicants must be able to perform Essential Functions for the Nursing Student as listed on the program website at www.ndscs.edu/nursing.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Criteria for Selection
A point system is used based on the following criteria: High School GPA or GED, assessment score, most current college GPA (12 credits or more), grades in BIO 220/220L, 221/221L, MICR 202/202L and completed health requirements. It is highly recommended the applicant contact the program periodically during the selection process to assure file completion. Incomplete files will not be considered for selection.

Revised: May 2015
Nursing

Associate in Science in Nursing

• Registered Nursing

**Contact Information**
Ruth Gladen, RN program coordinator
ruth.gladen@ndscs.edu
701-671-2969 or 2981
Mayme Green Allied Health Center 213Q

**Delivery Methods**
Face to Face: Wahpeton

This program is available to AAS or AS Licensed Practical Nurses who wish to continue their nursing education and become a Registered Nurse (RN). The graduate will have an excellent opportunity for immediate employment and/or transfer to a baccalaureate program in nursing utilizing the transfer (articulation) agreements the program has with select colleges.

The course sequence for the program begins Fall Semester with NURS 255, NURS 256, and NURS 257 and continues Spring Semester with NURS 261, NURS 262 and NURS 263. *RN required general education courses may be taken at any time during the program, but must be completed within three semesters of beginning the program. It is highly recommended that students complete all general education courses prior to enrolling in the RN Program courses.

Criminal background checks will be required. A previous conviction may affect clinical rotations and a state board of nursing could deny an application for licensure as a registered nurse. A federal criminal history background check will also be required for the NCLEX-RN.

The RN Program has been granted full approval from the North Dakota Board of Nursing, 919 South 7th Street, Suite 504, Bismarck, ND 58504, 701-328-9777. The RN Program is in the process of applying to the Accreditation Commission for Education in Nursing (ACEN) for candidacy toward accreditation.

This program requires a newer model personal computer capable of completing the assignments required by the nursing program (Windows 7 Operating System or newer). Contact program for more information.

**Equal opportunity policy**
The NDSCS Department of Nursing adheres to the NDSCS Equal Opportunity Policy as stated in the NDSCS Catalog (www.ndscs.edu)

**Admission Requirements**
Applicants will be admitted to the program following a selection process. The following requirements must be met by April 15.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS, or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Be a graduate of a Board of Nursing approved Associate in Science or an Associate in Science Practical Nursing Program. Graduates of a certificate Practical Nursing Program can apply to the Certificate to AAS PN Program to obtain the degree required for application to the RN Program.
3. Hold an active and unencumbered license as a Practical Nurse (LPN).
4. Applicants who will be graduating from an approved associate degree granting Practical Nursing Program the semester prior to starting the RN Program can apply with the following provision: Applicants must pass the National Council Licensure Exam for Practical Nurses (NCLEX-PN) with proof of successful completion of the exam submitted to the RN Program no later than July 15.
5. Achieve the benchmark minimum of a “C” in all prerequisite courses required for the RN Program. A minimum cumulative GPA of 2.25 is required.
6. Complete admission assessment examinations and meet the program benchmark. Schedule your testing(s) by emailing alliedhealthcareers@ndscs.edu or calling 701-671-2984. Advisement is provided by the RN program coordinator to review admission results. The program reserves the right to change the assessments required for the selection process.
7. Submit a resume, including work history, to the RN Program.

It is highly recommended that the applicant check with the RN Program to assure all admission requirements have been received before the application deadline.

**Course Code** | **Course Title** | **Credits**
--- | --- | ---
BIOL 220 | Anatomy and Physiology I | 3
BIOL 220L | Anatomy and Physiology I Lab | 1
BIOL 221 | Anatomy and Physiology II | 3
BIOL 221L | Anatomy and Physiology II Lab | 1
ENGL 110 | College Composition I | 3
ENGL 120 | College Composition II | 3
MICR 202 | Introductory Microbiology | 3
MICR 202L | Introductory Microbiology Lab | 1
NUTR 240 | Principles of Nutrition | 3
PHIL 210 | Ethics | 3
PSYC 250 | Developmental Psychology | 3
SOC 110 | Introduction to Sociology | 3

**Total Prerequisite Credits**

- **Registered Nursing Program Courses**
  - NURS 255 | Role Transition | 1
  - NURS 256 | Life Span Nursing | 4
  - NURS 257 | Life Span Nursing Clinical | 3
  - NURS 261 | Maternal/Newborn Nursing | 2
  - NURS 262 | Community/Mental Health Nursing | 3
  - NURS 263 | Leadership | 2

- **Registered Nursing Program General Education Courses**
  - COMM 110 | Fundamentals of Public Speaking | 3
  - ND:MATH** | 3
  - ND:SS | 2
  - HUM or HIST elective (No PHIL Prefix) | 3
  - ND:COMPSC | 2

- **Total Required Program Credits**

A Compass Placement test may be required if you have not met the Math (**103 or higher) requirement.

At least 16 credits of the final 24 credits of the curriculum must be taken through NDSCS and be from the RN required courses.

**Criteria for Selection**
The class selection process will be determined by meeting a required admission benchmark score based on admission assessment examination scores, cumulative GPA of last completed semester, PN work experience, and number of RN general education courses completed. Selection order will be based on the highest total points achieved.

Specific immunizations, background check, CPR (Health Care Provider) certification, and health insurance will be a requirement prior to clinical and preceptor placements.

For additional information please contact Patti Wells, office manager, NDSCS Allied Health Careers at patti.wells@ndscs.edu or 701-671-2981. Also visit our website at www.ndscs.edu/nursing.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

**Award**
Upon successful completion of the required courses (“C” or higher), students will be awarded an Associate in Science in Nursing (RN) degree; and be eligible for the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

Revised: May 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE
ndscc.edu

For updated information, visit NDSCS.edu
Occupational Therapy Assistant

**Occupational Therapy Assistant**

Contact Information
Beth Schlepp, department chair
elizabeth.schlepp@ndscs.edu
701-671-2982
Mayme Green Allied Health Center 213G

Occupational therapy assistants are a valued team member of the healthcare setting. COTA’s assess, utilize and adapt everyday occupations to improve daily living skills, promote health and wellness, and enhance independence in the daily occupations of their clients. OT practitioners can work with clients ranging from newborn to geriatric in a variety of settings including school systems, hospitals, mental health clinics, nursing homes and rehabilitation facilities. The COTA provides intervention strategies under the supervision of a registered occupational therapist.

The program at NDSCS offers an exceptional education in a supportive learning environment. The curriculum consists of **three** semesters of academic preparation and one semester of full-time fieldwork education. Semester progression is based on meeting established benchmarks. Criminal background checks will be required upon entry to the program. A previous conviction may affect fieldwork placements. If this issue applies, the student must meet with the department chair and fieldwork coordinator. All expenses incurred during fieldwork are the responsibility of the student.

The program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. phone number 301-652-2682, www.acota.org. Graduates will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant, administered by NBCOT, 12 S. Summit Avenue, Suite 100, Gaithersburg, MD 20877-4160, phone number 301-990-7979, www.nbcot.org. When application is made, the candidate will be required to disclose any previous felony conviction, which may affect the graduate’s eligibility to sit for the exam. Upon successful completion of the exam, the candidate will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure, which is based on the results of the examination.

The OTA program adheres to the NDSCS equal opportunity policy as stated in the NDSCS Catalog.

**Admission Requirements**

Applicants will be admitted to the program according to the following selection process:

**Fall Semester (1st Tier Selection):** Students will be admitted provisionally on a first come basis until capacity is reached, so early application/registration is strongly encouraged. The following criteria must be met:

1. Complete the NDSCS Admission process and submit an official high school transcript and all official college transcript(s) to **Enrollment Services**. Refer to NDSCS website for requirements at www.ndscs.edu/admissions.
2. Submit official ACT results to **Enrollment Services** with a minimum score of 16 in English and 18 in reading OR submit a Compass Placement test with a minimum score of 38 in writing and 80 in reading OR submit an official college transcript with ENGL 110 completed with a “C” or higher. To schedule a Compass Placement test call 701-671-2256.
3. Applicants must have the ability to perform the **Essential Functions for the OTA Student** as listed on the college website www.ndscs.edu/ota.

**Spring Semester (2nd Tier Selection):** A maximum of 32 students will be granted full acceptance to the program using a point based selection process. The following criteria must be submitted to the OTA program prior to interview. Students will be notified of their status prior to the end of fall semester. Alternates will be selected, based on points, if openings become available until the first day of class.

1. Basic Entrance Exam results. Testing date/time to be announced.
2. Documentation of 20 hours of non-paid volunteer/community service or job shadow in OT.
3. Professional Development Assessment score results.
4. Departmental interview results. Date/time to be announced.
5. Current fall semester grades for in-progress OTA/general education courses (in-progress with a “C” or higher).
6. Bonus admission points will be awarded for completion (passed with a “C” or higher) of the following college level courses, as they appear on an official college transcript: BIOL 220/221L Anatomy and Physiology I, BIOL 221/221L Anatomy and Physiology II, PSYC 250 Developmental Psychology and PSYC 270 Abnormal Psychology.
7. Applicants with English as a second language may be required to complete an English language proficiency exam and meet a benchmark score. Contact the program for information about the assessment if this applies.

Specific immunizations, background check, First Aid certification, CPR (Health Care Provider) certification and health insurance will be a requirement for fieldwork placement.

For additional information contact: Patti Wells, office manager, Allied Health Careers, patti.wells@ndscs.edu
701-671-2981. Also visit our website at www.ndscs.edu/ota.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

**Award**

Upon successful completion of the required courses (“C” or higher), students will be awarded an Associate in Applied Science degree in Occupational Therapy Assistant.

**Course Code** | **Course Title** | **Credits**
--- | --- | ---
OTA 101 | Introduction to Occupational Therapy | 3
OTA 102 | Disability Awareness | 1
OTA 105 | Medical Terminology | 2
OTA 110 | Introduction to Muscle Function | 2
OTA 111 | Therapeutic Media | 1
OTA 112 | Documentation | 1
OTA 113 | Physical Disabilities I: Theory/Practice | 1
OTA 114 | Pediatrics I: Theory/Practice | 2
OTA 115 | Behavioral Health: Theory/Practice Children/Adolescents | 2
OTA 151 | Fieldwork Level I — Experience I | 1
OTA 213 | Physical Disabilities II: Theory/Practice | 2
OTA 214 | Pediatrics II: Theory/Practice | 3
OTA 215 | Behavioral Health: Theory/Practice Adults | 3
OTA 216 | Professional Issues | 2
OTA 218 | Aging | 2
OTA 219 | Community Models of OT Practice | 2
OTA 252 | Fieldwork Level I — Experience II | 1
OTA 253 | Orientation to Fieldwork Level II | 1
OTA 254 | Fieldwork Level II — Experience I | 6
OTA 255 | Fieldwork Level II — Experience II | 6
OTA 256 | Seminar | 1

**Total Required Credits**

73

*Recommended: HPER 217 Personal and Community Health or NUTR 240 Principles of Nutrition (and Diet Therapy).

**OTA courses must be taken in sequence. Sequencing of courses is available on the programs website at www.ndscs.edu/ota.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE
ndscs.edu
Emergency Medical Technician (Certificate)

NDSCS offers a program certificate in Emergency Medical Technician (EMT).

The Emergency Medical Technician (EMT) program offers career training for entry-level positions in an emergency medical setting. Those students who successfully complete the EMT coursework will be eligible to apply to take state or national certification exams.

As members of the emergency medical services system, EMTs respond to emergency calls to provide efficient and immediate care to the critically ill and injured and transport patients to appropriate medical facilities.

EMTs use communication skills in person, via radio and in writing. A solid foundation in the basic elements of emergency pre-hospital care is developed and is required to make sound judgments in critical circumstances. Duties include patient assessment, airway and ventilation management, CPR, bleeding control, bandaging and splinting, administration of certain medications and even the use of automated external defibrillators. EMTs also help with childbirth, cardiac, respiratory and endocrine emergencies, behavioral problems, extrication and lifting and moving patients under the authority of an approved medical director.

EMTs are employed by many organizations, public and private, emergency and non-emergency. These include: ambulance companies, fire departments, recreational facilities, law enforcement, hospitals, educational institutions, care centers, search and rescue squads, transfer services and others. Positions range from volunteer services to part and full-time employment.

Students who successfully complete EMT NREMT exam may choose to also pursue a certificate or an Associate in Applied Science degree in Paramedic Technology from NDSCS.

Admission Requirements*

The applicant must be turn 18 years of age within two years of completion of the EMS 110 courses. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Submit official ACT results to Enrollment Services with a minimum score of 15 in English and 15 in reading OR submit a Compass placement test with a minimum score of 26 in writing and 61 in reading. To schedule a Compass placement test call 701-671-2256.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, ("C" or higher) students will be awarded a certificate in Paramedic (EMT) Technology with an emphasis in Emergency Medical Technician.

Revised: June 2015

Academic Programs

NORTH DAKOTA STATE COLLEGE OF SCIENCE

ndsces.edu
Advanced Emergency Medical Technician (Certificate) – pending approval

NDSCS offers a program certificate in Advanced Emergency Medical Technician (AEMT).

The AEMT program offers career training for mid-level positions in a pre-hospital emergency medical setting. Those students who successfully complete the AEMT coursework will be eligible to apply to take state or national certification exams.

As members of the emergency medical services system, AEMTs respond to emergency calls to provide efficient and immediate care to the critically ill and injured and transport patients to appropriate medical facilities.

AEMTs use communication skills in person, via radio and in writing. A solid foundation in the basic elements of emergency pre-hospital care is developed and is required to make sound judgments in critical circumstances. Duties include patient assessment, airway and ventilation management, CPR, bleeding control, bandaging and splinting, administration of certain medications and even the use of automated external defibrillators. AEMTs also help with childbirth, cardiac, respiratory and endocrine emergencies, behavioral problems, extrication, lifting and moving patients and entry level advanced cares under the authority of an approved medical director.

AEMTs are employed by many organizations, public and private, emergency and non-emergency. These include: ambulance companies, fire departments, recreational facilities, law enforcement, hospitals, educational institutions, care centers, search and rescue squads, transfer services and others. Positions range from volunteer services to part and full-time employment.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the program coordinator.

Students who successfully complete AEMT NREMT exam may choose to also pursue a certificate or an Associate in Applied Science degree in Paramedic Technology from NDSCS.

Admission Requirements*

The applicant must be a high school graduate or equivalent and be 18 years of age. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Hold a current State or National Registry of Emergency Medical Technicians (NREMT) EMT certification.
3. Submit official ACT results to Enrollment Services with a minimum score of 15 in English and 15 in reading OR submit a Compass placement test with a minimum score of 26 in writing and 61 in reading. To schedule a Compass placement test call 701-671-2256.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, ("C" or higher) students will be awarded a certificate in Paramedic (EMT) Technology with an emphasis in Advanced Emergency Medical Technician.

Revised: June 2015

NDSCS offers a program certificate in Advanced Emergency Medical Technician (AEMT).

The AEMT program offers career training for mid-level positions in a pre-hospital emergency medical setting. Those students who successfully complete the AEMT coursework will be eligible to apply to take state or national certification exams.

As members of the emergency medical services system, AEMTs respond to emergency calls to provide efficient and immediate care to the critically ill and injured and transport patients to appropriate medical facilities.

AEMTs use communication skills in person, via radio and in writing. A solid foundation in the basic elements of emergency pre-hospital care is developed and is required to make sound judgments in critical circumstances. Duties include patient assessment, airway and ventilation management, CPR, bleeding control, bandaging and splinting, administration of certain medications and even the use of automated external defibrillators. AEMTs also help with childbirth, cardiac, respiratory and endocrine emergencies, behavioral problems, extrication, lifting and moving patients and entry level advanced cares under the authority of an approved medical director.

AEMTs are employed by many organizations, public and private, emergency and non-emergency. These include: ambulance companies, fire departments, recreational facilities, law enforcement, hospitals, educational institutions, care centers, search and rescue squads, transfer services and others. Positions range from volunteer services to part and full-time employment.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the program coordinator.

Students who successfully complete AEMT NREMT exam may choose to also pursue a certificate or an Associate in Applied Science degree in Paramedic Technology from NDSCS.

Admission Requirements*

The applicant must be a high school graduate or equivalent and be 18 years of age. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Hold a current State or National Registry of Emergency Medical Technicians (NREMT) EMT certification.
3. Submit official ACT results to Enrollment Services with a minimum score of 15 in English and 15 in reading OR submit a Compass placement test with a minimum score of 26 in writing and 61 in reading. To schedule a Compass placement test call 701-671-2256.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, ("C" or higher) students will be awarded a certificate in Paramedic (EMT) Technology with an emphasis in Advanced Emergency Medical Technician.

Revised: June 2015

NDSCS offers a program certificate in Advanced Emergency Medical Technician (AEMT).

The AEMT program offers career training for mid-level positions in a pre-hospital emergency medical setting. Those students who successfully complete the AEMT coursework will be eligible to apply to take state or national certification exams.

As members of the emergency medical services system, AEMTs respond to emergency calls to provide efficient and immediate care to the critically ill and injured and transport patients to appropriate medical facilities.

AEMTs use communication skills in person, via radio and in writing. A solid foundation in the basic elements of emergency pre-hospital care is developed and is required to make sound judgments in critical circumstances. Duties include patient assessment, airway and ventilation management, CPR, bleeding control, bandaging and splinting, administration of certain medications and even the use of automated external defibrillators. AEMTs also help with childbirth, cardiac, respiratory and endocrine emergencies, behavioral problems, extrication, lifting and moving patients and entry level advanced cares under the authority of an approved medical director.

AEMTs are employed by many organizations, public and private, emergency and non-emergency. These include: ambulance companies, fire departments, recreational facilities, law enforcement, hospitals, educational institutions, care centers, search and rescue squads, transfer services and others. Positions range from volunteer services to part and full-time employment.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the program coordinator.

Students who successfully complete AEMT NREMT exam may choose to also pursue a certificate or an Associate in Applied Science degree in Paramedic Technology from NDSCS.

Admission Requirements*

The applicant must be a high school graduate or equivalent and be 18 years of age. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Hold a current State or National Registry of Emergency Medical Technicians (NREMT) EMT certification.
3. Submit official ACT results to Enrollment Services with a minimum score of 15 in English and 15 in reading OR submit a Compass placement test with a minimum score of 26 in writing and 61 in reading. To schedule a Compass placement test call 701-671-2256.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, ("C" or higher) students will be awarded a certificate in Paramedic (EMT) Technology with an emphasis in Advanced Emergency Medical Technician.

Revised: June 2015

NDSCS offers a program certificate in Advanced Emergency Medical Technician (AEMT).

The AEMT program offers career training for mid-level positions in a pre-hospital emergency medical setting. Those students who successfully complete the AEMT coursework will be eligible to apply to take state or national certification exams.

As members of the emergency medical services system, AEMTs respond to emergency calls to provide efficient and immediate care to the critically ill and injured and transport patients to appropriate medical facilities.

AEMTs use communication skills in person, via radio and in writing. A solid foundation in the basic elements of emergency pre-hospital care is developed and is required to make sound judgments in critical circumstances. Duties include patient assessment, airway and ventilation management, CPR, bleeding control, bandaging and splinting, administration of certain medications and even the use of automated external defibrillators. AEMTs also help with childbirth, cardiac, respiratory and endocrine emergencies, behavioral problems, extrication, lifting and moving patients and entry level advanced cares under the authority of an approved medical director.

AEMTs are employed by many organizations, public and private, emergency and non-emergency. These include: ambulance companies, fire departments, recreational facilities, law enforcement, hospitals, educational institutions, care centers, search and rescue squads, transfer services and others. Positions range from volunteer services to part and full-time employment.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the program coordinator.

Students who successfully complete AEMT NREMT exam may choose to also pursue a certificate or an Associate in Applied Science degree in Paramedic Technology from NDSCS.

Admission Requirements*

The applicant must be a high school graduate or equivalent and be 18 years of age. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Hold a current State or National Registry of Emergency Medical Technicians (NREMT) EMT certification.
3. Submit official ACT results to Enrollment Services with a minimum score of 15 in English and 15 in reading OR submit a Compass placement test with a minimum score of 26 in writing and 61 in reading. To schedule a Compass placement test call 701-671-2256.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, ("C" or higher) students will be awarded a certificate in Paramedic (EMT) Technology with an emphasis in Advanced Emergency Medical Technician.

Revised: June 2015
Paramedic (EMT) Technology

Paramedic Technology (AAS degree)

Contact Information
Thomas Dobrzynski, program coordinator
tom.dobrzynski@sanfordhealth.org or
thomas.dobrzynski@ndscs.edu
701-364-1737 / 701-566-0481

Delivery Methods
Face-to-Face: Fargo
Hybrid: Live-video and Face-to-Face

The Paramedic Technology program is designed to prepare the student with the necessary skills to complete national certification and obtain employment as a paramedic. Paramedics primarily provide care to emergency patients in an out of hospital setting. Through proper patient assessment and medical care, the paramedic’s goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics are an essential component of the continuum of care and serve as a link to other health care professionals. Paramedics are responsible and accountable to physician medical direction.

NDSCS offers a certificate program and an Associate in Applied Science degree in Paramedic Technology and is affiliated with F-M Ambulance Service and Sanford Health EMS Education in Fargo. Courses start in the fall of each year. The program length will be three semesters including the summer semester.

Clinical and field internship experiences will be completed concurrently with the classroom schedule. Numerous hospitals and ambulance services across North Dakota, South Dakota and Minnesota are utilized. Students may need to drive various distances to clinical sites. Additional clinical sites can be added to suit student needs. Specific immunizations and a current American Heart Association Healthcare Provider CPR card will be required before the start of clinicals.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the Paramedic program coordinator.

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahp.org. Upon completion of the Certificate or Degree program, students will be eligible to take the NREMT paramedic exams.

Admission Requirements*

The applicant must be a high school graduate or equivalent and be 18 years of age. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Hold a current State or National Registry of Emergency Medical Technicians Admission
3. Submit official ACT results to Enrollment Services with a minimum score of 16 in English, 18 in reading and 21 in mathematics OR submit a Compass placement test with a minimum score of 38 in writing, 80 in reading and 49 in algebra domain OR submit an official college transcript showing the student is college level ENGL and Math ready. To schedule a Compass placement test call 701-671-2256.
4. Completion of BIOL 220 and BIOL 220L within the past five years with a “C” or higher.
5. Completion of two, 12 hour internship shifts at F-M Ambulance Service in Fargo, N.D. (Those students who currently working with an ambulance service can have their medical director send a letter of recommendation to waive this requirement).

Admission Requirements (Cont.)

6. Applicants will participate in a formal interview process with the Paramedic Program faculty to discuss the internship shifts as well as expectations of the program. Interview points will be graded on a rubric.
7. Class selection process will be determined by the completion of admission requirements and slots will be filled by order of those who have completed all requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, (“C” or higher) students will be awarded a certificate or an Associate in Applied Science degree in Paramedic Technology.

Revised: June 2015

FOR UPDATED INFORMATION, VISIT NDSCS.EDU

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For updated information, visit NDSCS.edu
Paramedic (EMT) Technology

Paramedic Technology (Certificate)

Contact Information
Thomas Dobrzynski, program coordinator
tom.dobrzynski@sandfordhealth.org or
thomas.dobrzynski@ndscs.edu
701-364-1737 / 701-566-0481

Delivery Methods
Face-to-Face: Fargo
Hybrid: Live-video and Face-to-Face

The Paramedic Technology program is designed to prepare the student with the necessary skills to complete national certification and obtain employment as a paramedic. Paramedics primarily provide care to emergency patients in an out of hospital setting. Through proper patient assessment and medical care, the paramedic’s goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics are an essential component of the continuum of care and serve as a link to other health care professionals. Paramedics are responsible and accountable to physician medical direction.

NDSCS offers a certificate program and an Associate in Applied Science degree in Paramedic Technology and is affiliated with F-M Ambulance Service and Sanford Health EMS Education in Fargo. Courses start in the fall of each year. The program length will be three semesters including the summer semester.

Clinical and field internship experiences will be completed concurrently with the classroom schedule. Numerous hospitals and ambulance services across North Dakota, South Dakota and Minnesota are utilized. Students may need to drive various distances to clinical sites. Additional clinical sites can be added to suit student needs. Specific immunizations and a current American Heart Association Healthcare Provider CPR card will be required before the start of clinicals.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the Paramedic program coordinator.

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org. Upon completion of the Certificate or Degree program, students will be eligible to take the NREMT paramedic exams.

Admission Requirements*

The applicant must be a high school graduate or equivalent and be 18 years of age. Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.

2. Hold a current State or National Registry of Emergency Medical Technicians (NREMT) EMT or AEMT certification.

3. Submit official ACT results to Enrollment Services with a minimum score of 16 in English, 18 in reading and 21 in mathematics OR submit a Compass placement test with a minimum score of 38 in writing, 80 in reading and 49 in algebra domain OR submit an official college transcript showing the student is college level ENGL and Math ready. To schedule a Compass placement test call 701-671-2256.

4. Completion of BIOL 220 and BIOL 220L within the past 5 years with a “C” or higher.

5. Completion of two, 12 hour internship shifts at F-M Ambulance Service in Fargo, N.D. (Those students who currently working with an ambulance service can have their medical director send a letter of recommendation to waive this requirement).

Admission Requirements (Cont.)

6. Applicants will participate in a formal interview process with the Paramedic Program faculty to discuss the internship shifts as well as expectations of the program. Interview points will be graded on a rubric.

7. Class selection process will be determined by the completion of admission requirements and slots will be filled by order of those who have completed all requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, (“C” or higher) students will be awarded a certificate or an Associate in Applied Science degree in Paramedic Technology.

Revised: June 2015

NORTH DAKOTA STATE COLLEGE OF SCIENCE ndscs.edu

122 North Dakota State College of Science
Community Paramedic (Certificate) – pending approval

Contact Information
Thomas Dobrzynski, program coordinator
tom.dobrzynski@sanfordhealth.org or
thomas.dobrzynski@ndscs.edu
701-364-1737 / 701-566-0481

Delivery Methods
- Face-to-Face: Fargo
- Online: Some Classes Combination
- Hybrid online lectures with weekend labs

Course Code | Course Title                                      | Credits |
-------------|---------------------------------------------------|---------|
BIOL 213    | Pathology                                         | 3       |
EMS 290     | Introduction to Community Paramedicine             | 3       |
EMS 291     | Medical Issues in Community Paramedicine           | 4       |
EMS 291L    | Medical Issues in Community Paramedicine Lab       | 1       |
EMS 292     | Community Paramedic Clinical Experience            | 2       |
PSYC 270    | Abnormal Psychology                               | 3       |

Total Required Credits for Certificate: 16

Admission Requirements*
The applicant must be a high school graduate or equivalent and be 18 years of age.
Applicants must have the ability to meet technical standards of the program and may be required to complete a basic skills evaluation during the admissions process.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
2. Hold a current State or National Registry of Emergency Medical Technicians (NREMT) paramedic certification.
3. Submit official ACT results to Enrollment Services with a minimum score of 16 in English, 18 in reading and 21 in mathematics OR submit a Compass placement test with a minimum score of 38 in writing, 80 in reading and 49 in algebra domain OR submit an official college transcript showing the student is college level ENGL and Math ready. To schedule a Compass placement test call 701-671-2256.
4. Completion of BIOL 220 and BIOL 220L within the past 5 years with a "C" or higher.
5. Letter of recommendation from a medical director.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, ("C" or higher) students will be awarded a certificate in Paramedic (EMT) Technology with an emphasis in Community Paramedic.

NDSCS offers a program certificate in Community Paramedic and is affiliated with F-M Ambulance Service and Sanford Health EMS Education in Fargo. While there currently is no accrediting body for this certificate, the Paramedic program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs.

The first semester will consist of lecture and lab courses. Clinical experiences will be completed during the second semester. The program has numerous hospital and field sites across North Dakota, South Dakota and Minnesota. Additional sites to suit students’ needs may be added if necessary. Each student will be conducting a needs assessment for their community. This assessment may affect which sites the student will attend.

During orientation, students will be required to pay for and complete a background check. A previous misdemeanor or felony can prevent a student from attending clinical sites and completing the program. If you have any concerns about your history, please contact the Paramedic program coordinator.

The Community Paramedic certificate program is designed to prepare the student with the necessary skills to obtain licensure and employment as a community paramedic. Community paramedics, known in some areas as Mobile Integrated Health Care Paramedics, act in instances where other health care providers may not be available and primarily respond to patient’s homes. Through advanced patient assessment, medical care, and engagement with other health care professionals and institutions, the community paramedic’s goal is to provide the best treatment to the patient while reducing use of emergency services. Community Paramedics are responsible and accountable to physician medical direction.

NORTH DAKOTA STATE COLLEGE OF SCIENCE
ndscs.edu

For updated information, visit NDSCS.edu
Pharmacy Technician (AAS Degree)

The Pharmacy Technician program is designed to prepare students for careers performing and managing the technical distributive functions in pharmacies and pharmacy-related industries. By doing so, pharmacy technicians allow the pharmacist to concentrate on clinical services such as patient consultation, physician intervention, drug therapy analysis and other clinical topics. The pharmacy technician performs those functions of pharmacy practice that do not require a pharmacist’s professional education or judgment.

NDSCS offers two on-campus program options — a one-year (41 academic credits) Certificate and a two-year (65 credits) Associate in Applied Science degree. Both of these include eight weeks of internship in community and institutional practice settings, which occur after all classroom requirements have been completed.

Our programs are fully accredited by the American Society of Health Systems Pharmacists and Accreditation Council for Pharmacy Education (ASHP/ACPE).

Students receive classroom, laboratory and practical experience covering community and institutional practice, sterile product preparation, manufacturing, inventory management and record-keeping, medical terminology and drug products. Students also take other courses in communications, writing, psychology and speech that will help provide them with the skills to advance in their careers. Upon completion of our program, the graduate will be eligible to become registered with the North Dakota Board of Pharmacy (which is required for employment) and are eligible for national certification.

Most pharmacies employ several technicians, and opportunities within the field are steadily increasing. Pharmacy technicians are found in community, hospital and home health care pharmacies, as well as research institutions, manufacturers and other industrial settings. Our graduates have enjoyed 100-percent job placement.

Completed application for the federal criminal background checks will be required prior to the first day of classes. A previous felony conviction, alcohol or drug related misdemeanors may affect internship placements. The applicant must visit with the department chair regarding this issue if it applies.

Admission Requirements*

1. High school graduate or G.E.D.
2. Be 18 years of age before completion of the program.
3. Complete the NDSCS admission process and submit an official high school transcript and all official college transcript(s) to Enrolment Services.
4. Minimum ACT or equivalent Compass Scores:
   - ACT Reading 18 COMPASS Reading 80
   - ACT English 17 COMPASS Writing 76
   - ACT Math 19 COMPASS Algebra 100

Specific immunizations, background check and *CPR certification (Healthcare Provider) prior to completing the didactic portion. For a list of the immunizations or clarification about CPR, please contact the program.

Students will be allowed to take PRMT 101 and PRMT 11 prior to admittance.

*Students can also complete CPR by taking HPER 210 during the program.

Contact Information
Barbara Lacher, associate professor
barbara.lacher@ndscs.edu
701-671-2114
Mayme Green Allied Health Center 213I

Delivery Methods
Face-to-Face: Wahpeton
Online: All Classes
Combination

Related/General Education Courses:
- BADM 234 Customer Service 1
- BIOL 115 Human Structure and Function 3
- BIOL 213 General Pathology 3
- BOTE 171 Medical Terminology 4
- CIS 105 Computer Literacy 2
- ENGL 110 College Composition I 3
- ENGL/COMM Elective(s) (choose one): 3
- COMM 110 Fundamentals of Public Speaking
- ENGL 105 Technical Communications 2
- ENGL 120 College Composition II 3
- ENGL 125 Introduction to Professional Writing 3
- FYE 101 Science of Success 1
- PHIL 210 Ethics 3
- PSYC 111 Introduction to Psychology 2
- Wellness Elective(s) 2
- General Education Electives (to be chosen with advisor) 12

Total Required Credits 65

(Six of the credits for both programs are experiential hours normally done during the summer semester.)

Courses with the prefix PHRM, PRMT, BIOL115, and BOTE 171 must be completed with a “C” or higher.

*PRMT 102 has a Math entrance requirement of a minimum ACT score of 19 or completion of ASC 092.

Certificate is also available. Please see separate fact sheet for additional information.

NOTE: It is recommended for applicants to have taken algebra and chemistry while in high school.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Applicants with English as a second language must complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Pharmacy Technician.

Revised: June 2015

Academic Programs

NORTH DAKOTA STATE COLLEGE OF SCIENCE

ndscs.edu
Pharmacy Technician (Certificate)

The Pharmacy Technician program is designed to prepare students for careers performing and managing the technical distributive functions in pharmacies and pharmacy-related industries. By doing so, pharmacy technicians allow the pharmacist to concentrate on clinical services such as patient consultation, physician intervention, drug therapy analysis and other clinical topics. The pharmacy technician performs those functions of pharmacy practice that do not require a pharmacist’s professional education or judgment.

NDSCS offers two on-campus program options — a one-year (41 academic credits) Certificate and a two-year (65 credits) Associate in Applied Science degree. Both of these include eight weeks of internship in community and institutional practice settings, which occur after all classroom requirements have been completed.

Our programs are fully accredited by the American Society of Health Systems Pharmacists and Accreditation Council for Pharmacy Education (ASHP/ACPE).

Students receive classroom, laboratory and practical experience covering community and institutional practice, sterile product preparation, manufacturing, inventory management and record-keeping, medical terminology and drug products. Students also take other courses in communications, writing, psychology and speech that will help provide them with the skills to advance in their careers. Upon completion of our program, the graduate will be eligible to become registered with the North Dakota Board of Pharmacy (which is required for employment) and are eligible for national certification.

Most pharmacies employ several technicians, and opportunities within the field are steadily increasing. Pharmacy technicians are found in community, hospital and home health care pharmacies, as well as research institutions, manufacturers and other industrial settings. Our graduates have enjoyed 100-percent job placement since our program’s inception in 1994.

Completed application for a federal criminal background checks will be required prior to the first day of classes. A previous felony conviction, alcohol or drug related misdemeanors may affect internship placements. The applicant must visit with the department chair regarding this issue if it applies.

Admission Requirements*  
1. High school graduate or G.E.D.  
2. Be 18 years of age before completion of the program.  
3. Complete the NDSCS admission process and submit an official high school transcript and all official college transcript(s) to Enrollment Services.  
4. Minimum ACT or equivalent Compass Scores:
   - ACT Reading 18  COMPASS Reading 80
   - ACT English 17  COMPASS Writing 76
   - ACT Math 19  COMPASS Algebra 100

Specific immunizations, background check and *CPR certification (Healthcare Provider) prior to completing the didactic portion. For a list of the immunizations or clarification about CPR, please contact the program.

Students will be allowed to take PRMT 101 and PRMT 11 prior to admittance.

*Students can also complete CPR by taking HPER 210 during the program.

Course Code Course Title Credits
PHRM 125 Pharmacology for Pharmacy Technician 3
PRMT 101 Orientation to Pharmacy Practice 1
*PRMT 102 Pharmaceutical Calculations 3
PRMT 111 Pharmacy Law and Ethics 1
PRMT 112 Pharmacy Records and Inventory Management 2
PRMT 216 IV and Sterile Product Preparation Lab 2
PRMT 217 Pharmacy Practice 3
PRMT 217L Pharmacy Practice Lab 1
PRMT 221 Chemical/Physical Pharmacy 2
PRMT 221L Chemical/Physical Pharmacy Lab 1
PRMT 231 Pharmacy Internship-Community Based 3
PRMT 241 Pharmacy Internship-Hospital Based 3

Related/General Education Courses:
BADM 234 Customer Service 1
BIOL 115 Human Structure and Function 3
BOTE 171 Medical Terminology 4
CIS 101 Computer Literacy 2
ENGL 105 Technical Communications 3
FYE 101 Science of Success 1
PSYC 100 Human Relations in Organizations 2

Total Required Credits 41 (Six of the credits for both programs are experiential hours normally done during the summer semester.)

Courses with the prefix PHRM, PRMT, BIOL115, and BOTE 171 must be completed with a “C” or higher.

*PRMT 102 has a Math entrance requirement of a minimum ACT score of 19 or completion of ASC 092.

Associate in Applied Science degree is also available. Please see separate fact sheet for additional information.

NOTE: It is recommended for applicants to have taken algebra and chemistry while in high school.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Applicants with English as a second language may be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies.

Award  
Upon successful completion of the required courses, students will be awarded a certificate in Pharmacy Technician.

Revised: June 2015

For updated information, visit NDSCS.edu
The Plumbing program at NDSCS provides theory, code and hands-on training to prepare students for work in the plumbing field. The program also provides training in blueprint reading and drafting as well as a course that focuses on workplace safety. Upon successful completion of the safety course, the students will attain the OSHA 10-hour certification card. Students participate in SkillsUSA State Skills Competition and take the SkillsUSA Competency exam.

Students will spend hours in the lab learning to work with copper, plastic and PEX piping methods and also learning the proper procedures for installing fixtures. Lab courses seek to create good work habits and to develop interpersonal skills. Design classes are included to help students advance their careers in the plumbing industry. Green technology techniques are presented to the students as they are an ever growing source of discussion regarding conservation.

Upon successful completion of the NDSCS Plumbing program, up to 2,040 schooling hours may be credited toward the apprenticeship training time.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Mechanical Systems Technologies department chair at 701-671-2515 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate in Plumbing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSYS 101</td>
<td>Safety for Mechanical Systems Technicians</td>
<td>1</td>
</tr>
<tr>
<td>MSYS 103</td>
<td>Math for Mechanical Systems Technicians</td>
<td>3</td>
</tr>
<tr>
<td>MSYS 151</td>
<td>Drafting and Sketching</td>
<td>2</td>
</tr>
<tr>
<td>PLMB 101</td>
<td>Plumbing Theory and Code</td>
<td>4</td>
</tr>
<tr>
<td>PLMB 102</td>
<td>Plumbing Theory and Code</td>
<td>4</td>
</tr>
<tr>
<td>PLMB 105</td>
<td>Core Curriculum for Plumbers</td>
<td>2</td>
</tr>
<tr>
<td>PLMB 111</td>
<td>Plumbing Lab</td>
<td>6</td>
</tr>
<tr>
<td>PLMB 112</td>
<td>Plumbing Lab</td>
<td>6</td>
</tr>
<tr>
<td>PLMB 132</td>
<td>Plumbing Drawing, Sketching and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

A student will earn a certificate in Plumbing after completing the above courses and the appropriate credits of general education courses as listed below. An Associate in Applied Science degree in Mechanical Systems may be earned by taking the additional classes listed from the HVAC/R Technology curriculum.

Related/General Education Courses
- CIS 101 Computer Literacy                           2
- ENGL 105 Technical Communications                    3
- FYE 101 Science of Success                            1

Total Required Credits: 37

Revised: June 2015
Powersports Technology

The Powersports Technology program prepares students for employment in the vast and broad recreational powersports equipment industry. This program provides learning experiences that enable the student to learn and advance on the job and grow with the occupational field. Students’ abilities in communications, human relations and other aspects of general education will be enhanced.

Students are provided with classroom and hands-on laboratory experiences emphasizing diagnostic and repair skills development. Students develop skills and abilities necessary to test, diagnose, adjust and repair various systems on all types of recreational powersports equipment.

This practical education and technical training will allow graduates to work on outdoor power equipment, snowmobiles, motorcycles, ATVs, personal watercraft, outboard, and inboard marine equipment. Graduates may choose to be employed with motorcycle, ATV, snowmobile or marine dealerships, independent repair shops, recreational equipment manufacturers, hardware or rental stores, implement dealers or marinas. Positions such as a service technician, partsman or salesman will be readily available. Many graduates go into business for themselves or advance as service, parts or sales managers, shop foremen, factory representatives and vocational technical teachers.

Career opportunities for this skilled occupation will be plentiful in any geographical region for a competent and dependable graduate. Salaries will advance rapidly as experience and knowledge of the profession grow. Students interested in pursuing an advanced degree will find the Associate in Applied Science degree in Powersports Technology provides transfer options to four-year colleges and universities in related fields.

Employers are looking for trained powersports technicians who have a working knowledge of the latest technological advances in 2- and 4-stroke engines regarding emissions reduction. As the government increases regulation of the emissions produced by powersports engines, it becomes even more important that these workers have the most up-to-date pollution control training in this field.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:

- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit the Technologies and Services Dean’s Office at 701-671-2244 or the Automotive Technologies department chair at 701-671-2544 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded a certificate, diploma or an Associate in Applied Science degree in Powersports Technology.

Course Code | Course Title | Credits
--- | --- | ---

**Certificate**
PST 101 | Outdoor Power Equipment Theory | 3
PST 102 | Snowmobile Theory I | 3
PST 103 | Snowmobile Theory II | 3
PST 104 | Motorcycle/ATV/Marine Theory | 4
PST 111 | Outdoor Power Equipment Lab | 2
PST 112 | Snowmobile Lab I | 2
PST 113 | Snowmobile Lab II | 2
PST 114 | Motorcycle/ATV/Marine Lab | 2
PST 122 | Fundamentals of Electricity | 3
MFGT 110 | Industrial Shop Practices | 2

In addition to the courses listed under the Certificate option, the following courses are required for the Diploma and the Associate in Applied Science:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PST 201</td>
<td>Motorcycle/ATV Theory II</td>
<td>3</td>
</tr>
<tr>
<td>PST 202</td>
<td>Outboard Theory II</td>
<td>3</td>
</tr>
<tr>
<td>PST 203</td>
<td>Stern Drive Theory</td>
<td>3</td>
</tr>
<tr>
<td>PST 211</td>
<td>Motorcycle/ATV Lab II</td>
<td>4</td>
</tr>
<tr>
<td>PST 212</td>
<td>Outboard Lab II</td>
<td>2</td>
</tr>
<tr>
<td>PST 213</td>
<td>Stern Drive Lab</td>
<td>2</td>
</tr>
<tr>
<td>PST 222</td>
<td>Motorcycle/ATV Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>TECH 121</td>
<td>Engine Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**Related/General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Basic Mathematics I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Basic Mathematics II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Diploma**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Basic Mathematics I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Basic Mathematics II</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Literacy</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Human Relations in Organizations</td>
<td>2</td>
</tr>
<tr>
<td>Wellness elective (HPER 210 recommended)</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Associate in Applied Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Literacy</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Human Relations in Organizations</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication elective (choose one)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
<td>2</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Basic Mathematics I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Basic Mathematics II</td>
<td>2</td>
</tr>
<tr>
<td>MATH 125</td>
<td>Basic Mathematics III</td>
<td>2</td>
</tr>
<tr>
<td>Wellness electives (HPER 210 recommended)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>PST 297</td>
<td>Cooperative Education - 324 hrs.</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Credits for Certificate** 34
**Total Required Credits for Diploma** 62
**Total Required Credits for Associate in Applied Science** 70

Revised: June 2015

For updated information, visit NDSCS.edu

NORTH DAKOTA STATE COLLEGE OF SCIENCE

.ndscs.edu

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The Precision Machining Technology curriculum is designed to provide students experience in machining as it pertains to machining, toolmaking and mold making. This program provides education and training in CNC programming, CNC set-up and operation, production machining, mold making, die making, toolmaking, automated manufacturing, human relations, communications and other aspects of general education.

Career opportunities offer a wide range of employment possibilities in the manufacturing, machining, toolmaking, mold making and production areas. Recent placement has been 98 percent.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Manufacturing Technologies department chair at 701-671-2478 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate, diploma or Associate in Applied Science degree in Precision Machining Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATL 101</td>
<td>Machine Tool Theory I</td>
<td>4</td>
</tr>
<tr>
<td>MATL 102</td>
<td>Machine Tool Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MATL 111</td>
<td>Machine Tool Lab I</td>
<td>7</td>
</tr>
<tr>
<td>MATL 112</td>
<td>Machine Tool Lab II</td>
<td>7</td>
</tr>
<tr>
<td>MFGT 137</td>
<td>Print Reading I</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 141</td>
<td>Print Reading II</td>
<td>2</td>
</tr>
<tr>
<td>MATL 101</td>
<td>Machine Tool Theory I</td>
<td>4</td>
</tr>
<tr>
<td>MATL 102</td>
<td>Machine Tool Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MATL 111</td>
<td>Machine Tool Lab I</td>
<td>7</td>
</tr>
<tr>
<td>MATL 112</td>
<td>Machine Tool Lab II</td>
<td>7</td>
</tr>
<tr>
<td>MATL 201</td>
<td>Toolmaking Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MATL 202</td>
<td>Toolmaking Theory II</td>
<td>2</td>
</tr>
<tr>
<td>MATL 205</td>
<td>CNC Theory and Operation</td>
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<tr>
<td>MATL 206</td>
<td>CNC Programming</td>
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<td>MATL 213</td>
<td>Machinist Lab I</td>
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<td>MATL 214</td>
<td>Machinist Lab II</td>
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<td>MFGT 137</td>
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<tr>
<td>MFGT 141</td>
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Related/General Education Courses

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<th>Credits</th>
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<tbody>
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<tr>
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<td>MATH 120</td>
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<tr>
<td>FYE 101</td>
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<tr>
<td>Diploma</td>
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<td>CIS 101</td>
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<tr>
<td>ENGL 105</td>
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<tr>
<td>or ENGL 110</td>
<td>College Composition I (3)</td>
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<tr>
<td>MATH 130</td>
<td>Technical Mathematics</td>
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<tr>
<td>MATH 136</td>
<td>Technical Trigonometry</td>
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<tr>
<td>Social and Behavioral Sciences elective (ECON, HIST, POLS, SOC, GEOG)</td>
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<tr>
<td>Wellness elective</td>
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<tr>
<td>FYE 101</td>
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Associate in Applied Science

<table>
<thead>
<tr>
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<tr>
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<td>Technical Mathematics</td>
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<td>MATH 132</td>
<td>Technical Algebra I</td>
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<tr>
<td>MATH 136</td>
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<td>2</td>
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<td>FYE 101</td>
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Total Required Credits for Certificate: 33
Total Required Credits for Diploma: 65
Total Required Credits for Associate in Applied Science: 71

Revised: June 2015
The Robotics, Automation and Mechatronics Technology (RAMT) program is designed to provide students with the knowledge, skills, and abilities necessary to succeed in industries utilizing robotics and automated systems.

This program combines disciplines such as electronics, networking, computers, mechanics, and fluid power utilized in manufacturing and production facilities.

Industries that hire RAMT graduates with the skill sets you will learn in this program include; manufacturing, pharmaceutical, food, energy, defense, and agriculture.

Job requirements for a RAMT technician graduating from this program may include performing installations, troubleshooting, repairing, and programming for automated systems.

A Robotics, Automation and Mechatronics Technology student will experience a combination of lecture and lab classes with knowledgeable instructors and hands-on real world applications and scenarios to prepare the student for a lifelong career.

NOTE: This program requires an HP ProBook 650 laptop or equivalent. Please refer to the NDSCS website for specifications. The cost will be approximately $950 if purchased from NDSCS. For further information, contact Shane Suko, Robotics, Automation and Mechatronics Technology program coordinator, at 701-671-2731.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 17 or COMPASS Math – 21 (algebra domain)

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Robotics, Automation and Mechatronics Technology program coordinator at 701-671-2731 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Robotics, Automation and Mechatronics Technology.

Revised: June 2015
Technical Studies

This custom-designed program allows individuals to combine elements of various disciplines in a meaningful and logical sequence that meets their career goals. The Technical Studies program addresses a recognized need for business and industry to attract highly trained workers with a variety of skills and to retain current workers. Individuals may pursue this program of study for career advancement or increase in job responsibility or salary. Students work with an advisor to identify career goals and plan a program of study.

For example, a Technical Studies program may be appropriate if a student wanted to combine certain elements of a Business Management curriculum with parts of an Information and Communications Technology program. Another illustration of a Technical Studies program might include a program of study that consists of parts of Electrical Technology, HVAC/R Technology and Plumbing.

Green technology could be a large part of a student's customized program. In today's market that includes "smart" buildings, sustainable building materials, alternative fuels and changing technology, students may choose to customize plans that help them gain entry into a variety of new and emerging fields.

Students enrolled in this program may earn Credit for Prior Learning for previous occupational experience.

Students may choose to build a program that will allow them to earn a certificate, a diploma, or an associate degree. The objective of the individual, the occupational experience, and the needs of the work place will be considered in selecting courses.

For more information, contact the Student Success Center at 1-800-342-4325, ext. 3-2257 or NDSCS-Fargo at 701-231-6901, ext. 3-2784.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean's Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a certificate, diploma or an Associate in Applied Science degree in Technical Studies.
Journeyworker Track

Contact Information
Student Success Center
701-671-2257
Old Main

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: Fargo
Online: All classes
Combination

The Technical Studies – Journeyworker Track program is designed to allow advanced standing to individuals who have completed a USDOL or federally approved apprenticeship training program of at least 6000 hours (including a minimum of 400 related study hours). It is a flexible program providing students the opportunity to earn an Associate in Applied Science degree by combining their previous apprenticeship training with college credit course work. Students will work with an advisor to design their own plan of study based on their personal career goals. The completion of this program will help students develop the skills and abilities needed for advancement in their current profession.

Green technology could be a large part of a student’s customized program. In today’s market that includes “smart” buildings, sustainable building materials, alternative fuels and changing technology, students may choose to customize plans that help them gain entry into a variety of new and emerging fields.

Individuals who are currently employed and are not able to relocate will find many of their courses are available in an online format or offered by NDSCS at a distant site. Availability of classes is limited by the student’s own plan of study.

For further information contact Russ Karlgaard, coordinator of NDSCS Related Studies Program at 1-800-342-4325 ext. 3-2177.

To plan your course of study contact Mindy Tayer, NDSCS academic counselor at 1-800-342-4325 ext. 3-2257.

Students who wish to continue their education will find there are transfer options to four-year colleges and universities. For more information, see the academic counselor.

Admission Requirements*

The applicants must be high school graduates or equivalent. To receive advanced standing, they must provide official documentation of a completed USDOL or federally approved apprenticeship training program of at least 6000 hours (including a minimum of 400 related study hours). Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
  - ACT Reading – 15 or COMPASS Reading – 61
  - ACT English – 15 or COMPASS Writing – 26
  - Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Technical Studies.
Welding Technology Certificate

The Welding Technology curriculum is designed to provide students experience in welding as it pertains to assembly, manufacturing, energy and construction.

This program provides education and training in welding and cutting processes, robotics, print reading, metallurgy, and other aspects of general education.

Career opportunities offer a wide range of entry level employment possibilities in the manufacturing, steel construction, mining, energy and other areas of the welding industry.

The NDSCS Welding program is an American Welding Society SENSE certified facility. AWS Level I certification is available in the certificate program.

The NDSCS Welding program is an educational partner with Weld-Ed, the National Center for Welding Education and Training.

Admission Requirements*

The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 13 or COMPASS Math – 44 (pre-algebra domain)
- Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Manufacturing Technologies department chair at 701-671-2478 for strategies to meet the admission requirements.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award

Upon successful completion of the required courses, students will be awarded a certificate in Welding Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFGT 101</td>
<td>Robotics I</td>
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<td>MFGT 123</td>
<td>Fabrication Methods I</td>
<td>2</td>
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<tr>
<td>MFGT 135</td>
<td>Basic Metallurgy</td>
<td>2</td>
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<tr>
<td>MFGT 137</td>
<td>Print Reading I</td>
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<td>WELD 151</td>
<td>Welding Theory I</td>
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<td>WELD 152</td>
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<td>WELD 153</td>
<td>Welding Lab I</td>
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<td>WELD 154</td>
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</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
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</table>

Total Required Credits for Certificate: 31

Revised: June 2015
Welding Technology

Welding Technology Diploma or Associate Degree

Contact Information
Joel Johnson, program coordinator
joel.johnson@ndscs.edu
701-671-2170
Trade Tech II - 106

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: Fargo

The Welding Technology curriculum is designed to provide students advanced experience in welding as it pertains to assembly, manufacturing, energy and construction.

This program provides education and training in advanced welding and cutting processes, robotics, computer numerical control operations, inspection, print reading, fabrication, pipe and plate welding, math, communications and other aspects of general education.

Career opportunities as a Welding technician offer a wide range of employment possibilities in the manufacturing, steel construction, mining, energy and welding inspection. A diploma or Associate in Applied Science degree will provide higher level employment opportunities in the welding industry.

The NDSCS Welding program is an American Welding Society SENSE certified facility. AWS Level I and Level II certification is available.

The NDSCS Welding program is an educational partner with Weld-Ed, the National Center for Welding Education and Training.

Admission Requirements*
The applicants must be high school graduates or equivalent. Students considered for acceptance must complete all admission requirements.

Required minimum placement scores:
- ACT Reading – 15 or COMPASS Reading – 61
- ACT English – 15 or COMPASS Writing – 26
- ACT Math – 13 or COMPASS Math – 44 (pre-algebra domain)

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the Technologies and Services Dean’s Office at 701-671-2244 or the Manufacturing Technologies department chair at 701-671-2478 for strategies to meet the admission requirements.

**Additional Admission Requirements**
The Diploma and Associate in Applied Science Degree 2nd year option in Welding Technology is a limited enrollment program. Applicants will be selected on a point system. The following criteria are used to rank students for selection.

1. Completion of the Welding certificate program or substantial progress toward completion of the certificate program.
2. Cumulative NDSCS GPA from fall semester plus midterm assessment of the spring semester in the certificate program.
3. Successful completion of all certificate program core welding and manufacturing courses with a “C” or higher.

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

Award
Upon successful completion of the required courses, students will be awarded a diploma or Associate in Applied Science degree in Welding Technology.

Course Code  Course Title  Diplomas and Associate in Applied Science  Credits

| MFGT 101 | Robotics I | 2 |
| MFGT 123 | Fabrication Methods I | 2 |
| MFGT 135 | Basic Metallurgy | 2 |
| MFGT 137 | Print Reading I | 2 |
| MFGT 140 | Fabrication Methods II | 2 |
| MFGT 141 | Print Reading II | 2 |
| WELD 151 | Welding Theory I | 3 |
| WELD 152 | Welding Theory II | 3 |
| WELD 153 | Welding Lab I | 5 |
| WELD 154 | Welding Lab II | 5 |
| WELD 201 | Welding Theory III | 4 |
| WELD 202 | Welding Theory IV | 4 |
| WELD 211 | Welding Lab III | 7 |
| WELD 212 | Welding Lab IV/Pipe/Plate | 7 |
| -WELD 213 | Welding Lab IV/Fabrication (7) |

Related/General Education Courses

Diploma

| CIS 101 | Computer Literacy | 2 |
| ENGL 105 | Technical Communications | 3 |
| or ENGL 110 | College Composition I (3) |
| MATH 130 | Technical Mathematics | 2 |
| MATH 132 | Technical Algebra I | 2 |
| Social and Behavioral Sciences elective | 2 |
| (ECON, HIST, POLS, PSYC, SOC, GEOG) | 2 |
| Wellness electives | 1 |
| FYE 101 | Science of Success | 1 |

Associate in Applied Science

| CIS 101 | Computer Literacy | 2 |
| ENGL 110 | College Composition I | 3 |
| English/Communication elective (choose one) | 3 |
| ENGL 105 | Technical Communications | |
| ENGL 120 | College Composition II | |
| ENGL 125 | Introduction to Professional Writing | |
| COMM 110 | Fundamentals of Public Speaking | |
| MATH 130 | Technical Mathematics | 2 |
| MATH 132 | Technical Algebra I | 2 |
| MATH 136 | Technical Trigonometry | 2 |
| Social and Behavioral Sciences elective | 2 |
| (ECON, HIST, POLS, PSYC, SOC, GEOG) | 2 |
| Wellness electives | 2 |
| FYE 101 | Science of Success | 1 |

Total Required Credits for Diploma 63

Total Required Credits for Associate in Applied Science 69

Revised: June 2015

For updated information, visit NDSCS.edu
COURSE DESCRIPTIONS

(ABOD) AUTO BODY REPAIR AND REFINISHING TECHNOLOGY

ABOD 101 Basic Auto Body Repair Techniques Lab (4 credits)
This is a laboratory course covering the basic fundamentals of auto body repair. Emphasis is placed on learning the basic repair methods stressing quality of repair. Laboratory tasks are performed on donated salvage vehicles. Tasks are assigned according to the NATEF task list. (F)

ABOD 102 Basic Auto Body Production Lab I (4)
ABOD 102 applies basic procedures learned in ABOD 101 to production-type vehicles. Using NATEF task lists, the student will take vehicle from damaged state through the initial priming stage. Prerequisite: ABOD 101 and ABOD 113. (F)

ABOD 103 Basic Auto Body Production Lab II (4)
This is a continuation of ABOD 102. The procedures learned in ABOD 101, 102, 103, 113, 115, 116 and 120 will be applied to production vehicles. The student will take a vehicle from primer to refinish and perform final detailing to produce a satisfied customer. Prerequisites: ABOD 102 and ABOD 115. (S)

ABOD 104 Basic Auto Body Production Lab III (4)
This is a continuation of ABOD 103. The procedures learned in ABOD 101, 102, 103, 113, 115, 116 and 120 will be applied to production vehicles. The students will take a vehicle from primer to refinish and perform final detailing to produce a satisfied customer. Prerequisites: ABOD 103 and ABOD 116. (S)

ABOD 113 Basic Auto Body Repair Techniques I (2)
This is a lecture and demonstration course covering the basic fundamentals of auto body repair. Emphasis is placed on learning the basic repair methods, stressing the quality of the repair. (F)

ABOD 115 Basic Auto Body Repair Techniques II (2)
This is a lecture and demonstration course covering the basic fundamentals of auto body repair. Emphasis is placed on learning the basic repair methods, stressing the quality of the repair. Prerequisites: ABOD 101 and ABOD 113. (F)

ABOD 116 Refinishing Equipment/Plastic Repair (2)
This is a lecture course covering the basic equipment of auto body repair and plastic repair. Emphasis is placed on learning the basic uses and maintenance of the repair equipment. Tasks are assigned according to the NATEF task list. Prerequisites: ABOD 102 and ABOD 115. (S)

ABOD 117 Refinishing Materials (2)
This is a lecture course covering the materials used in auto body repair. Emphasis is placed on learning the refinish materials used in auto body repair and the application methods safely. Tasks are assigned according to the NATEF task list. Prerequisites: ABOD 103 and ABOD 116. (S)

ABOD 120 Applied Welding (3)
This course covers basic welding instruction for students enrolled in the Auto Body curriculum. Major emphasis is placed on gas metal arc welding (GMAW), using wire metal inert gas (MIG) welders on sheet-metal gauges used on modern unibody automobiles. Introduction to oxy-acetylene welding and cutting procedures also is covered. (F)

ABOD 200 Mechanical/Electrical Components (3)
This course is a practical introduction to electrical and electronic systems, brake systems, air conditioning systems, cooling systems, drive train, fuel, intake and exhaust systems, and restraint systems. Major emphasis is the utilization of lecture, discussion and demonstrations to the production lab on customer production projects. HP-1 items are tracked on progress charts and the ASE-NATEF task list. (S)

ABOD 201 Wheel Alignment and Measuring Systems (2)
This theory/lab course covers tasks necessary to diagnose, repair and replace suspension and frame parts on today's high-tech vehicles. Prerequisites: All ABOD 100-level courses. (F)

ABOD 202 Frame/Body and Structural Repairs (2)
This theory/lab course covers tasks necessary to repair and replace frame, unibody and structural parts on today's vehicles. Chainless anchoring, magna racks and floor pulling equipment will be used in this course. Prerequisites: ABOD 201 and ABOD 203. (F)

ABOD 203 Advanced Damage Analysis Lab I (8)
This lab course will provide the student practical application in advanced repair methods. This will include frame, body, suspension, glass, refinishing, and related procedures. Prerequisites: ABOD 100-level courses. (F)

ABOD 204 Estimating and Job Costing (2)
This theory/lab course covers school and shop safety rules, shop equipment, work habits and proper ethics, estimating vehicles involved in a collision to get an accurate repair cost and job costing each vehicle to show a profit or loss. Prerequisites: ABOD 201, ABOD 202, and ABOD 203. (S)

ABOD 205 Aftermarket Accessories and Body Shop Planning (2)
This course covers the use and installation of aftermarket automotive accessories, as well as graphic design, layout and installation. Students will also learn the importance of a properly designed collision repair facility and its importance in the production of the repair facility. The students will design and lay out a working body shop. Prerequisites: ABOD 201, ABOD 202, and ABOD 203. (S)

ABOD 206 Advanced Damage Analysis Lab II (8)
This lab course will continue to provide the student practical application in advanced repair methods. This will include frame, body, suspension, glass, refinishing, and related procedures. Prerequisites: ABOD 201, ABOD 202, and ABOD 203. (S)

ABOD 251 Auto Trim/Upholstery Theory (2)
A lecture, discussion, demonstration and practical applications course in automotive and related auto trim and upholstery techniques. Students receive training in basic upholstering processes including sewing machine operation, maintenance and repair; measuring, marking and cutting covering materials; seat re-upholstering; trim panel making and covering, headliner recovering; carpet installation; vinyl top installation; convertible top replacement; window tinting and various other auto trim procedures. (By arrangement)

ABOD 252 Sheet Metal Fabrication Theory (2)
A lecture, discussion, demonstration and practical applications course involving fabrication of repair and replacement body panels using shears, brakes, slip rollers, bead rollers, shrinkers, stretchers, mallets with sheet bags, English wheels and common body hand tools. (By arrangement)

ABOD 253 MIG/TIG Specialty Welding (2)
A lecture, discussion, demonstration and practical applications course involving Metal Inert Gas (MIG) and Tungsten Inert Gas (TIG) welding techniques to fabricate and repair light to medium gauge steel, aluminum, and stainless steel used in the specialty vehicle industries. Hammer welding using an Oxygen/Acetylene gas torch will be covered. (By arrangement)
ABOD 254  Custom Painting/Vinyl Graphics Theory (2)  
A lecture, discussion, demonstration and practical applications course exploring the artistic side of automotive painting, special effects, and graphic design, using common refinish products and equipment as well as air brushing, pinstriping, special effect finishes, graphic designs and vinyl plotters in creating rolling works of art.  
(By arrangement)

ABOD 261  Basic Auto Body Specialty Lab I (4)  
A practical application of basic auto body and specialty skills in the repair, restoration, customizing and building of special interest vehicles. Students develop skills of fabrication using basic and specialized tools and equipment. Learned tasks are performed on live production vehicles. Students also visit restoration/custom/hot rod/street rod shops to gain insight into the specialty vehicle industries.  
(By arrangement)

ABOD 262  Basic Auto Body Specialty Lab II (4)  
A continuation of ABOD 261. Students continue to develop skills in the repair, restoration, customizing and building of live production vehicles.  
(By arrangement)

ABOD 263  Advanced Auto Body Specialty Lab I (4)  
A practical application of all skills required to repair, restore, customize and build specialty vehicles. Specialties of auto trim/ upholstery, sheet metal fabrication, MIG/TIG welding, and custom painting are incorporated on live production projects. Students also visit restoration/custom/hot rod/street rod shops to gain insight into the specialty vehicle industries.  
(By arrangement)

ABOD 264  Advanced Auto Body Specialty Lab II (4)  
A continuation of ABOD 263. Students continue to develop advanced specialty skills on live production projects.  
(By arrangement)

ABOD X92  Experimental Course (1-9)  
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

ABOD 297  Cooperative Education (1-5)  
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

ABOD 299  Special Topics (1-9)  
A course designed to meet special departmental needs.

(ACCT) ACCOUNTING

ACCT 102  Fundamentals of Accounting (3 credits)  
This course is designed for non-accounting majors. Coverage includes elements of the financial statements and the full accounting cycle.  
(F/F-Online)

ACCT 118  Applied Accounting (3)  
This course is designed for non-accounting majors and has a special emphasis on the applications of accounting software. The course introduces students to the accounting cycle, basic accounting policies and procedures, and exposes students to accounting software applications. QuickBooks Pro is used to give students direct experience with setting up and working with accounting software.  
(S/S-Online)

ACCT 200  Elements of Accounting I (4)  
This course is a study of financial accounting concepts. Topics include the reporting of current and fixed assets, current liabilities, income and expense recognition, and the financial statements.  
(F/F-Online)

ACCT 201  Elements of Accounting II (4)  
The emphasis of this course is on managerial and financial accounting issues. Topics include the reporting of long-term liabilities and investments; the accounting for corporations, partnerships and LLCs; the statement of cash flows; and the use of accounting information for analysis and decision making.  
Prerequisite: ACCT 200.  
(S/S-Online)

ACCT 215  Business in the Legal Environment (3)  
(Previously BUSN 230/231)  
The legal environment of business, governmental regulation, contracts and property. The study of the legal and regulatory environment in which business firms operate. Topics include contract, environmental, criminal, tort law, business ethics and social issues.  
(F/F-Online)

ACCT 231  Income Tax Procedures (3)  
A study of federal income tax laws and regulations. Includes the preparation of forms 1040A, 1040, and supplementary income reporting from sole proprietorships, farming, rental, capital gains, partnerships, and corporations.  
(As needed)

ACCT X92  Experimental Course (1-9)  
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

ACCT 299  Special Topics (1-9)  
A course designed to meet special departmental needs.

(AGEC) AG ECONOMICS

AGEC 141  Introduction to Agribusiness Management (1 credit)  
This is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment with the agribusiness industry.  
(F, S)

AGEC 145  Farm Records (3)  
This is a basic course in farm balance sheets, accounts, inventories, enterprise and production records, and various other financial records. The course also includes, but is not limited to, crop and feed check, monthly inventory, and family living expenses. The course will cover paper-based as well as computerized farm recordkeeping systems.  
(F, S)

AGEC 231  Professional Selling Skills (3)  
AGEC 231 explores some of the human elements of agribusiness. It is designed for students studying agriculture who plan a professional career in agribusiness. The course is also highly practical for students outside of agriculture who are interested in pursuing a career in professional selling. It recognizes the wide diversity of backgrounds, interest areas and problems young professionals are likely to face as they begin their careers. The approach taken in this class is highly pragmatic and attempts to give the student more than a glimpse of a wide array of concepts of human behavior and professional selling techniques.  
(S)

AGEC 236  Sales Presentation Techniques (2)  
This course focuses on pre-sales planning, sales presentations; both face to face and electronic, and sales follow up techniques. Communication skills and product research will be emphasized. Students will plan, prepare, and conduct a sales meeting. Computer generated sales tools will be created and sales presentations will be video recorded for peer review.  
(S)

AGEC 242  Introduction to Agricultural Management (3)  
Farm or agribusiness management concepts, measuring management performance, developing and improving management skills such as managing risk, managing income taxes, farm business analysis, controlling and using land, human resource management, and machinery management.  
(F, S)
AGEC 244 Introduction to Agricultural Marketing (3)
A 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. (F)

AGEC 245 Commodity Market Analysis (3)
Addresses advanced commodity market concepts and tools. Includes the study and application of fundamental and technical analysis of the grain and livestock markets. Prerequisite: AGEC 244 (S)

AGEC 246 Introduction to Agricultural Finance (3)
Introduction to agricultural finance provides background in farm and agribusiness credit use and evaluation. Discussion of specific financial conditions on farms and in agribusiness. (S)

AGEC 247 Agricultural Land Resource Acquisition (2)
The study and application of management and financial considerations involved with renting and purchasing farmland. (S)

AGEC 248 Introduction to Risk Management and Insurance (3)
This course presents principles of loss control, insurance, and financial risk management, as they apply to current farm operations. Basic concepts of financial risk management, crop insurance, property, liability, and disability insurance, life and health insurance, and functional and financial operations of insurers will be examined. Primary emphasis is placed on applying risk management principles to farm operations in order to manage risk exposure and improve financial security and profitability. (S)

AGEC X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.
See also Agriculture (AGRI), Animal Science (ANSC), Plant Science (PLSC) and Soil Science (SOIL)

(AGRI) AGRICULTURE

AGRI 110 Rural Safety (2 credits)
Agriculture is one of the most hazardous industries in the nation. Farming is one of the few industries in which the families (who often share the work and live on the premises) are also at risk for fatal and nonfatal injuries. This class is designed to address the many safety concerns and issues that face modern farm workers and their families. (F)

AGRI 135 Applied Math (2)
This course will include a review of mathematics including fractions, decimals, percentages and basic algebra. The course will emphasize problem-solving in agriculture applications using spreadsheet software. (F)

AGRI 191 First Year Seminar (1)
This course is designed as a forum for presentations on a variety of agriculture topics and to strengthen communication skills including the use of professional speaking skills, demonstrating professional etiquette, and challenging critical thinking skills through questioning presenters. (S)

AGRI 241 Farm Management Education (1-6)
Farm Management Education is designed as a practical study of the farming business for farm families currently engaged in managing their farms or ranches.

AGRI 242 Advanced Farm Management Education (1-4)
This course continues the application of farm management principles for decision-making. Prerequisite: AGRI 241 or department approval.

AGRI 275 Introduction to Precision Agriculture (3)
This course is designed to introduce the student to precision production agriculture. Students will receive hands-on experience using hand-held global positioning systems and a vehicle equipped with a differentially corrected global positioning system. Students will use software that collects, analyzes and creates maps which can be used in agronomic decision-making. (F)

AGRI 291 Second Year Seminar (1)
This course will hone your abilities to present current agricultural topics in a professional manner to a large group of your peers. Furthermore, you will practice your professional etiquette during presentations, challenge your critical thinking skills through questioning presenters and increase your knowledge of current agricultural topics. (S)

AGRI X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

AGRI 197/297 Internship (Agriculture Department) (1-9)
Provides opportunities to explore career interests and develop professional skills through work experiences. Under supervision of the employer and the instructor while receiving credit. May be repeated. (F, S, Su)

AGRI 299 Special Topics (1-9)
A course designed to meet special departmental needs.
See also Ag Economics (AGEC), Animal Science (ANSC), Plant Science (PLSC) and Soil Science (SOIL)

(ANSC) ANIMAL SCIENCE

ANSC 114 Introduction to Animal Sciences (3 credits)
General principles of the livestock industry and relationship to mankind. (F, S)

ANSC 116 Animal Reproduction (3)
This course will investigate the anatomy, physiology and endocrinology of animal reproduction and the techniques for the control and manipulation of reproductive processes. (S)

ANSC 118 Livestock Health Management (3)
This introduction to infectious diseases affecting livestock provides students with an introduction to infectious diseases and details the animal husbandry practices influencing the host-pathogen interactions. (Alternating – S)

ANSC 123 Feeds and Feeding (3)
Principles of feeding livestock including digestive systems, nutrient requirements, nutrient characteristics and sources utilized in the formulation of balanced rations. (F)

ANSC 220 Livestock Production (3)
Livestock production is intended to cover the general production and management of livestock species in North Dakota. Emphasis will be placed on beef, dairy, swine and sheep. Specific topics will include: production systems, genetics and breeding systems, herd health, nutrition, reproduction and waste management. (S)

ANSC 223 Large Ruminant Nutrition (3)
Large ruminant nutrition will explore the parts and functions of the ruminant digestive system. Nutritional requirements for various production phases of beef and dairy cattle will be discussed. Feedstuff value in the ruminant digestive system will be taught. (Alternating – S)

ANSC 236 Introduction to Range Management (2)
Principles of range management which include plant identification, range evaluation and range improvement. (S)
ANSC 252  Large Ruminant Production (3)
Large ruminant production will explore common production practices of beef and dairy in the upper Midwest. A focus of the class will be making production decisions based on profitability and efficiency. (S)

ANSC 260  Introduction to Equine Studies (3)
A review of evolution, historical roles of the horse, breeds, and the modern day equine industry. Introduction to anatomy, physiology, selection, nutrition, health care, and stable design and management. A lab component will accompany this course. (F)

ANSC X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

See also Ag Economics (AGEC), Agriculture (AGRI), Plant Science (PLSC) and Soil Science (SOIL)

(ARCT) ARCHITECTURAL DRAFTING AND ESTIMATING TECHNOLOGY

ARCT 101  Architectural Drafting I (3 credits)
This course is a beginning Architectural Drafting course and will cover basic drafting skills as applied to residential drafting concepts. These concepts include sketching, interior planning, exterior style, blueprint reading and code interpretation. The students will learn the step-by-step process for designing and laying out a set of working drawings for a residential home. (F, O)

ARCT 102  Architectural Drafting II (5)
This course is a continuation of residential construction. Students will draw a complete set of working drawings for a two-story house. Stair sections, framing plans, truss construction and a study of kitchen layouts and elevations are included. Prerequisite: ARCT 101. (S, O)

ARCT 110  Graphic Communications (3)
This course is an introduction to print reading, sketching, and manual drafting. The course will cover the proper use of tools and equipment, freehand lettering techniques, technical drafting skills, sketching, orthographic projection, and isometric drawing in addition to a basic understanding of residential print reading. After completion of this course, the student will have the necessary requirements to enter into studies in Architectural Drafting and Estimating or the Construction Management Technology program. (F, O)

ARCT 120  AutoCAD for Architecture (3)
This course is an introduction to the operation and application of computer-aided drafting utilizing AutoCAD 2012 software. Drawing and editing commands are studied and utilized in final projects. (F)

ARCT 121  Building Information Modeling (2)
This course is an introduction to Building Information Modeling (BIM). We will specifically be using the latest version of the Autodesk Revit Architecture software. We will use the BIM software in conjunction with Residential Design and create a virtual model. (S)

ARCT 133  Residential Methods and Materials (3)
This course is an introduction to residential methods of construction and the terminology and use of residential building materials. This course will also introduce basic mechanical and electrical equipment, their functions and space requirements as they relate to residential construction. Students may visit job sites to examine the latest methods of residential construction. (F, O)

ARCT 134  Structural Wood Design (2)
A course to introduce the sizing of structural members used in light wood frame building construction. A working knowledge of building codes and sizing terminology is emphasized. Prerequisite: ARCT 133. (S, O)

ARCT 144  Construction Estimating I (3)
This course is an introduction to residential material and labor estimating. The basic principles of construction estimating are covered. Material lists, calculations and costs are made for several different houses and pole type construction. Prerequisite: ARCT 133 or BCT 133. (S, O)

ARCT 201  Architectural Drafting III (4)
This course involves the development of a partial set of working drawings for a two story eight-plex apartment building. Students will use REVIT Architecture software to develop all of their project drawings. Prerequisite: ARCT 102 and ARCT 121. (F, O)

ARCT 202  Architectural Drafting IV (4)
This course includes an extensive introduction to pre-engineered metal buildings and a more in-depth coverage to light commercial conventional buildings. Students will use REVIT Architecture software to develop all of their project drawings. Prerequisite: ARCT 201. (S, O)

ARCT 212  Commercial Methods and Materials (2)
This course is a study of commercial building construction. Students will write a research report on specific construction materials as assigned. This course also introduces basic mechanical and electrical equipment, their functions and space requirements as they relate to commercial construction. Students may visit job sites to examine the latest methods of commercial construction. Prerequisite: ARCT 133. (F, S, O)

ARCT 223  Commercial Estimating I (3)
This course is an introduction to estimating procedures. Several light commercial and multi-family buildings will be estimated. Labor costs will be included with several of the projects. The study of material and labor estimating is also covered. Prerequisite: ARCT 241. (F, O)

ARCT 241  Construction Estimating II (3)
This course covers manual and computer-assisted takeoff procedures for material and labor on commercial buildings. Students will become familiar with contracting and bidding procedures. Students will also be introduced to using an estimating digitizer to do take-offs. Prerequisites: ARCT 144 and ARCT 241. (S, O)
<table>
<thead>
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<td>ARCT 297</td>
<td>Cooperative Education (1-5)</td>
<td>Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.</td>
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<td>ARCT 299</td>
<td>Special Topics (1-15)</td>
<td>A course designed to meet special departmental needs.</td>
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(ASC) ACADEMIC SERVICES CENTER

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<tr>
<td>ASC 060</td>
<td>English Language and Grammar Skills (1-2 credits)</td>
<td>This course teaches grammar, punctuation, mechanics, spelling, and vocabulary based on individual needs. Emphasis is on grammar and usage in sentence structure. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)</td>
</tr>
<tr>
<td>ASC 062</td>
<td>Medical Vocabulary (1-2)</td>
<td>Presents medical vocabulary as an introduction or supplement to curricular studies. Emphasis on meaning, structural analysis, pronunciation and spelling. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S)</td>
</tr>
<tr>
<td>ASC 067</td>
<td>English as a Second Language (1-2)</td>
<td>Helps students who speak English as a second language to communicate more effectively in daily life. Areas of concentration include speaking, listening, reading, and writing. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)</td>
</tr>
<tr>
<td>ASC 070</td>
<td>Computer Prep (1)</td>
<td>Introduces students to personal computer use. Includes fundamentals of computer systems and basic application of software programs. Prepares students for college computer courses. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)</td>
</tr>
<tr>
<td>ASC 071</td>
<td>Introduction to Keyboarding (1)</td>
<td>Offers students with no computer experience the opportunity to practice keyboarding and word processing skills. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)</td>
</tr>
<tr>
<td>ASC 075</td>
<td>College Study Skills (1)</td>
<td>Provides an overview of basic study skills. Includes outlining, note taking, underlining, effective textbook reading and test taking. Also discussed are self-motivational techniques and general study tips. Learning and listening strategies, memory techniques, time management, and cooperative learning are also discussed and practiced. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)</td>
</tr>
<tr>
<td>ASC 082</td>
<td>Effective Reading (3)</td>
<td>Provides strategies to improve reading efficiency by building vocabulary and improving basic reading, writing, and study skills. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 083</td>
<td>Speed Reading (1-2)</td>
<td>Designed to improve reading efficiency by the use of computerized programs and lessons to increase reading rate, while still maintaining good comprehension, and developing greater flexibility of reading speed. (F, S, Su)</td>
</tr>
<tr>
<td>ASC 084</td>
<td>Critical Reading (2)</td>
<td>Develops critical reading comprehension and thinking skills through interpretation of selected reading materials. Includes distinguishing between fact and opinion, drawing inferences and conclusions, analyzing the organization of material, and seeing relationships. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 086</td>
<td>College Writing Prep I (2)</td>
<td>This is a writing course designed to help students gain the skills of paragraphing and essay writing. Through conferencing, the instructor and student identify and prioritize writing problems. This course is designed for students to complete College Writing Prep II. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 087</td>
<td>College Writing Prep II (2)</td>
<td>This course is a writing course designed to help students gain the skills of paragraphing and essay writing. Through conferencing, the instructor and student identify and prioritize writing problems. This course offers a transition to entry-level English composition courses. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 088</td>
<td>Composition Lab (1)</td>
<td>Provides supplemental and developmental instruction for students currently enrolled in an English 110 course. Instruction in grammar and essay writing is based on student need with time allowed for the English course assignments. This course may be repeated when additional English courses are taken. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 089</td>
<td>Math Companion Lab (1)</td>
<td>To provide supplemental and developmental instruction for students taking any mathematics course. This course is taken the same semester as the required math course. Instruction based on student need with time allowed for application to math course assignments. This course may be repeated when taking another math course. This course may be required due to Compass test results and the course placement policy. (F, S)</td>
</tr>
<tr>
<td>ASC 090</td>
<td>Math Prep (2)</td>
<td>This course improves basic math computational skills: addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Includes a study of percents and application of percents. This course may be required due to Compass test results and the course placement policy. (F, S, Su)</td>
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<tr>
<td>ASC 091</td>
<td>Algebra Prep I (2)</td>
<td>This course will examine real numbers, fundamental operations, variables, equations and applications. Course may not transfer. Prerequisite: ACT math score of 13-15, appropriate Compass score, or successful completion of ASC 090. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 092</td>
<td>Algebra Prep II (2)</td>
<td>This course will examine systems of linear equations and their applications, rules of exponents, scientific notation, polynomials, and radicals. Course may not transfer. Prerequisite: ACT-MATH score of 16-18, appropriate Compass score, or successful completion of ASC 091. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 093</td>
<td>Algebra Prep III (2)</td>
<td>This course will examine the real number system, factoring, quadratic equations, rational expressions, and functions. Course may not transfer. Prerequisite: ACT math score of 19-20, appropriate Compass score, or successful completion of ASC 092. (F, S, Su, O)</td>
</tr>
<tr>
<td>ASC 095</td>
<td>Pre-Trigonometry (1)</td>
<td>Teaches students how to solve for unknowns of a triangle using trigonometry functions and Law of Sines and Cosines. Discusses polar/rectangular coordinates and graphing. Upon recommendations of the instructor, this course may be repeated for additional credit. (F, S)</td>
</tr>
<tr>
<td>ASC 096</td>
<td>Pre-Chemistry (1-2)</td>
<td>Teaches elements, AMU, scientific notation, metrics, unit conversions, moles, chemical equations and reactions. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S)</td>
</tr>
</tbody>
</table>
ASC 097  Pre-Anatomy (1-2)
Introduces fundamental concepts involved in the various systems of the human body using a variety of instructional materials. The class can be taken as an introduction or a supplement to Human Structure and Function (BIOL 115). (F, S)

ASC 099  Special Topics (1-9)
A course designed to meet special departmental needs. Upon recommendation of the instructor, this course may be repeated for additional credit.

ASC 180  Prior Learning Assessment (1)
This course is designed for the adult learner to assemble their knowledge from work experiences, leisure, independent study, etc. into a portfolio for faculty evaluation of potential college academic credits. (O)

ASC 293  Peer Tutor (1-3)
Offers successful students the opportunity to tutor individuals or groups in areas of instruction in a supervised setting. ASC materials available for support. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)

ASC 293A  Peer Assistant (1-3)
Trains students who want to share their college success with others needing academic goal-setting support or note taking assistance. Required attendance at training sessions and at weekly individualized meetings with assigned students. Upon recommendation of the instructor, this course may be repeated for additional credit. (F, S, Su)

(AUTO) AUTOMOTIVE TECHNOLOGY

AUTO 103  Power Trains/Brakes (3 credits)
A lecture, demonstration, and performance type course covering brakes, drivshafts, differentials, clutches, standard transmissions and transaxles. Included in the course is the study of operation, construction differences, and repair procedures and use of special tools. This is a half semester course. (F, S)

AUTO 133  Power Trains I (1)
An applied automotive course intended for the student who is interested in pursuing a career in automotive technology or related fields. This course is a lecture, demonstration, and performance course that covers the basic mechanical principles and fundamentals of operation, disassembly, and adjustment procedures of the following components: manual transmissions, transaxles, clutches, drivshafts, u-joints, half shafts and CV joints. (F, S)

AUTO 134  Power Trains II (1)
An applied automotive course intended for the student who is interested in pursuing a career in automotive technology or related fields. This course is a lecture, demonstration, and performance course that covers the basic mechanical principles and fundamentals of operation, disassembly, and adjustment procedures of the following components: differentials, transfer cases, and automatic transmissions. (F, S)

AUTO 143  Steering, Suspension and Wheel Alignment (3)
A lecture, demonstration, and performance type course covering steering gears, power steering pumps, steering linkage, suspension systems, two and four wheel alignment, and wheel balance. Included in the course is the study of the operation, construction differences, diagnosing, and repair procedures of the steering, suspension and wheel alignment systems. This is a half semester course. (F, S)

AUTO 155  Brakes I (1)
An applied automotive course intended for the student who is interested in pursuing a career in automotive technology or related fields. This course is a lecture, demonstration, and performance course that covers the principles of operation, disassembly, and adjustment procedures of the following components: brake system hydraulics, boost systems, drum and disc brake systems. (F, S)

AUTO 161  Automotive Electronic Systems (2)
This is a lecture, demonstration, and performance type of course which covers the principles of electricity as it applies to electrical circuits along with wire schematic reading, and component and connector locations to locate and find electrical faults. This includes the study of Ohms Law, Snap-On Multi-meter and Ethos certification. (F, S)

AUTO 163  Automotive Charging and Starting (3)
This is a lecture, demonstration, and performance type of course which covers the principles of electricity and applies it to electrical circuits, batteries, starters, and alternators. It will include Ohm's Law, schematic reading, test instruments, starter testing and repair, alternator testing and repair and learning electrical fundamentals as well as troubleshooting starter and alternator electrical problems. (F, S)

AUTO 165  Automotive Electrical and Electronics (5)
This is a lecture, demonstration, and performance type of course which covers the principles of electricity as it applies to electrical circuits, schematics, batteries, starters, and alternators. This includes the study of Ohm's Law, Multi-meter functions and faults found in electrical circuits along with many hands on practices, and Multi-meter certification. This is a half semester course. (F, S)

AUTO 166  Driveability Procedures I (5)
A lecture, demonstration and performance type course covering the basics of engine diagnosis in the areas of engine condition, fuel delivery, ignition systems, emission control and scan tool diagnostic procedures to include hands-on training in all of these areas. This will also include industry-based training and operations of Snap On scan tools. This is a half semester course. Prerequisites: AUTO 165. (F, S)

AUTO 206  Chassis Repair/Body Electrical Theory (3)
A lecture and discussion class covering the operation, diagnosing, servicing of the chassis mechanical and electrical system. The systems covered will be anti-lock braking, four-wheel alignment, supplemental restraints, 4WD and AWD, automatic climate control, anti-theft systems, cruise control and other chassis related systems. The course will begin with a review of fundamentals of the systems mentioned and lead to how the system operates on the vehicle. This is a half semester course. Prerequisites: AUTO 103, AUTO 143, AUTO 165 and TECH 109. (F, S)

AUTO 207  Chassis Repair/Body Electrical Lab (4)
A production lab class where the student works on customer owned vehicles. The students are in charge of writing repair orders, diagnosing vehicle problems, repair of the vehicle and figuring labor time of the individual labor charges for the services they performed. Lab work will be performed on the following units: brakes, alignment suspension and steering, electrical accessories, instrumentation, air conditioning, standard transmissions/transaxles, clutches, differentials, and many other areas which pertain to the chassis. This is a half semester course. Prerequisites: AUTO 103, AUTO 143, AUTO 165 and TECH 109. (F, S)

AUTO 209  Advanced Chassis Repair and Body Electrical (4-8)
A production lab class where the student works on customer owned vehicles. The students are in charge of writing repair orders, diagnosing vehicle problems, repair of the vehicle and figuring labor time of the individual labor charges for the services they performed. Lab work will be performed on the following units: brakes, alignment suspension and steering, electrical accessories, instrumentation, air conditioning, standard transmissions/transaxles, clutches, differentials, and many other areas which pertain to the chassis. Prerequisites: AUTO 103, AUTO 165, AUTO 143, AUTO 206 and AUTO 207. Must be arranged with Automotive Department chairman. (F, S)
AUTO 216  Engine Repair Theory (3)
The theory of engine rebuilding. Topics covered are: proper removal, installation, cleaning, valve grinding, cylinder head servicing, engine bearings, hydraulic lifters, camshaft servicing, cooling, oiling systems and engine noises. This is a half semester course. Prerequisites: MFGT 110, AUTO 165, and AUTO 188. (F, S)

AUTO 217  Engine Repair Lab (4)
This course involves production work on automobiles that are brought into the shop for engine work. Students perform all types of engine work using the latest rebuilding equipment. They also determine engine noises and repairs to follow. This is a half-semester course. Prerequisites: MFGT 110, AUTO 165 and AUTO 188. (F, S)

AUTO 219  Advanced Engine Rebuilding (4-8)
An advanced course in engine rebuilding including complete cylinder head service, camshaft degreasing and other related areas. This is a half-semester course. Must be arranged with Automotive Department chairman. (F, S)

AUTO 226  Automatic Transmission/Transaxles Theory (3)
A lecture, discussion class covering the operational principles of automatic transmissions, automatic transaxles and hybrid transmissions. A study of fluid couplings, torque converters, planetary gears systems, hydraulic and electronic controls, oil circuits, valve body assemblies, linkage and band adjustments, pressure checks, and hydraulic, electronic, and mechanical diagnostic procedures for transmission failures. This is a half semester course. (F, S)

AUTO 227  Automatic Transmission/Transaxles Lab (4)
A lab course where automatic transmissions/transaxles are disassembled, inspected, assembled and adjusted according to manufacturers/industry procedures and specifications, then checked on an automatic transmission dynamometer. Students will apply their knowledge by diagnosing, servicing, removing and installing transmissions/transaxles. This is a half semester course. (F, S)

AUTO 229  Advanced Automatic Transmissions/ Automatic Transaxles (4-8)
An advanced course in automatic transmission/transaxles service, including overhaul procedures, and hydraulic and electrical diagnosis procedures. Computer controlled shifting and clutches will be diagnosed using volt/ohmmeters and scan tools. Diagnosis and repair will be performed on current models. This is a half-semester course. Must be arranged with Automotive Department chairman. (F, S)

AUTO 285  Light Duty Diesel (2)
A lecture, discussion class covering the operational principles of the light duty diesel vehicles used in the passenger vehicle market. A study of diesel fuels, fuel delivery systems, diesel fuel injectors, exhaust emissions systems, air delivery, and diagnostic checks, using scan tools and fuel pressure test equipment to diagnose system failures. (F, S)

AUTO 286  Driveability Procedures Theory (3)
This course covers the operation and testing of the following: emission controls, and ignition systems and fuel systems on domestic and foreign passenger vehicles. The student will be instructed in using diagnostic equipment to test various vehicles. The student will also be instructed using ShopKey Pro. This is a half semester course. Prerequisites: AUTO 165 and AUTO 188. (F, S)

AUTO 287  Driveability Procedures Lab (4)
This is a lab course where the student will diagnose and perform repairs to customer vehicles with driveability problems. Students will use scan tools, digital multi-meters, battery testers, lab scopes and other test equipment to diagnose problems found in electrical systems. The student will repair vehicles according to manufacturer's procedures and specifications. This is a half semester course. Prerequisites: AUTO 165 and AUTO 188. (F, S)

AUTO 289  Electronic and Computer Systems (4-8)
An advanced automotive electronics course emphasizing the diagnosis and repair of the computerized systems currently found in the automotive industry. The course offers extensive training in the various electronic ignitions, fuel injection, emission, electronic instrumentation and other electronic control devices now being used by most automobile manufacturers. Students will be working on a wide variety of current model automobiles. This is a half-semester course. Must be arranged with Automotive Department chairman. Prerequisites: AUTO 165, AUTO 188, AUTO 286 and AUTO 287.

AUTO X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

AUTO 297  Cooperative Education (1-5)
Cooperative education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

AUTO 299  Special Topics (1-8)
A course designed to meet special departmental needs.

(BADM) BUSINESS ADMINISTRATION AND MANAGEMENT

BADM 103  Leadership Techniques (1 credit)
This course provides students with the opportunity to develop or hone their leadership skills through the Collegiate DECA, a national organization of college students preparing for a variety of career areas. Activities promoted by DECA integrate with and enhance the student’s college curriculum. Students will participate in leadership activities and conferences. Membership in Collegiate DECA is a requirement. (S)

BADM 110  Introduction to eBusiness (3)
This is a study of e-commerce which provides a foundation for understanding the e-marketing environment and presents planning considerations that contribute to effective e-marketing operations. Practical strategies for building a Website with its own unique qualities that will attract visitors and turn them into customers. (O)

BADM 201  Principles of Marketing (3)
This course is an overview of marketing and distribution and all activities that direct the flow of goods from producer to consumer. The course focuses on the components of the marketing mix — product, price, place, and promotion — and examines the consideration that needs to be made to effectively implement a marketing plan. The student will take learned knowledge and translate it into a marketing plan for an existing or fictitious business. (F, O)

BADM 202  Principles of Management (3)
This course is a study of the management activities of planning, organizing, directing, and controlling. Various internal and external factors which affect business will be explored, including how marketing and management decisions can contribute to the overall success of a business venture. (S, O)

BADM 203  Leadership Techniques (2)
This course is a continuation of BADM 103, which provides students with the opportunity to develop or hone their leadership skills through the Collegiate DECA organization. Collegiate DECA is a national organization of college students preparing for a variety of career areas, with specific emphasis on the areas of marketing, management, merchandising and entrepreneurship. Activities promoted by Collegiate DECA integrate with and enhance the student’s college curriculum. There is a focus on service learning and on the responsibility of today’s business leaders. Students will need to participate in leadership activities and conferences throughout the school year. Membership in Collegiate DECA is a requirement and this organization is the vehicle used to enable students to put into action the skills they have acquired. Prerequisite: BADM 103 and BUSN 282. (As needed)
BADM 205 Supervisory Management (3)
Introduction to management theory and applications intended to increase supervisory effectiveness. Topics include planning, leading, organizing, controlling, coordinating and decision-making at the supervisory level. (As needed)

BADM 217 Promotion and Advertising I (3)
This is a study of the integrative role of the use of promotion to inform, persuade or remind consumers of the business or organization. This includes a discussion on how to utilize the elements of promotion (advertising, publicity, sales promotion, personal selling) in a coordinated way to meet organizational objectives. Students will develop and present an advertising/promotional campaign for a product or business as a culminating course activity. (F, O)

BADM 223 Quality as an Organizational Strategy (3)
This is an overview of the history and evolution of thought in total quality improvement. Trends in this field and management’s role in planning for quality are presented. Processes and concepts that yield data are also included. This course is designed as an overview that provides a basis for understanding a particular organization’s approach to total quality improvement. (As needed)

BADM 230 Marketing Information Analysis (3)
This course will present students with the fundamentals of marketing research for understanding the role of research in managerial strategic planning, defining the problem, designing research instruments, and analyzing data to make the proper recommendations. (S/S-Online)

BADM 234 Customer Service (1)
Students will learn how to build a loyal, long-term customer relationship by meeting the needs and wants of customers, handling difficult customers with tact and skill, respecting diversity, and providing superior customer service in person, online, and via telephone in a variety of customer service environments. (F-Online)

BADM 235 eMarketing (3)
This course is an overview of marketing and all activities that direct the flow of goods from producer to consumer. The course focuses on the components of the marketing mix – product, price, place, and promotion – and examines the considerations that need to be made to effectively implement a marketing plan. Students will take learned knowledge and translate it into a marketing plan for an existing or fictitious business. (As needed)

BADM 240 Sales (3)
A basic course in the principles and psychology of selling with an emphasis on techniques and human relations in the selling situation. The steps of a sale including feature-benefit analysis, handling objections, and closing the sale are included. Students participate in exploring product knowledge, understanding and analyzing the consumer, and investigating the competition using experiential exercises. (F, S, O)

BADM 241 Sales Management (3)
Professional sales management integrates sales and marketing management. Emphasis is on relationship selling, which seeks to establish long-run partnerships with customers based on trust, quality and mutual respect. More attention is given to industrial sales than to consumer sales, selling products and services to businesses. This includes planning and organizing the sales force, estimating the potential and selecting, training and motivating and leading the sales force, as well as consideration of controlling and evaluating sales performance. Prerequisite: BADM 240. (As needed)

BADM 244 Sales Seminar (3)
This course is designed to address the direct, industrial and professional salesperson’s approach to problem-solving and understanding the buyer’s needs and communicating that understanding to the buyer. The student will develop an awareness of the selling process toward mutual satisfaction for both the seller and buyer of goods and/or services. (S, O)

BADM 250 eManagement (3)
This course provides an introduction to the basic roles, practices, and techniques of managers in modern business. Students learn essential managerial skills in organizing, staffing, and leading, emphasizing the electronic presence. (As needed)

BADM 251 Personal Finance (2-3)
Personal Finance studies the economic management of personal finances. The course provides an overview of various decision-making concepts, tools and practical knowledge to assist the student in effective management of personal financial affairs. Topics include: budgeting, borrowing, career choices, consumer credit, financial statements, insurance, real estate, retirement planning, tax planning, transportation, savings and investing. (S-Online)

BADM 260 Principles of Retailing (3)
A comprehensive presentation of retailing principles and practices in the development of world-wide retailing and the organization of retail institutions. Topics include target marketing, competition analysis, location and layout design. (As needed)

BADM 262 Retail Management (3)
A strategy oriented study of retail management. An overview of retailing from a mid-management level. Topics include managing growth and diversification, store location, trade area analysis, merchandise strategy and performance, effective pricing, inventory valuation, customer communication and managing retail service. (As needed)

BADM 272 Process Improvement (3)
This course is based on the Plan-Do-Check-Act (PDCA) Cycle and is supported with a set of tools. It attempts to provide information in the improvement of processes in a less technical fashion than designed experiments. In cases where experiments are not necessary, simpler tools may provide enough process information to indicate process improvement. This course uses process flowcharts and variance analysis tools to identify complexity and non-value-added steps, and seek to eliminate, reduce, combine, or simplify the main three areas of irrationality, inconsistency, and waste. (As needed)

BADM 275 Scientific Methods I (3)
This course introduces students to team problem-solving methods and provides an introduction to tools for problem-solving. When problems arise in a process within an organization, students will learn to analyze the situation to solve the problem rather than treat the symptoms of the problem. During this course, the Seven Planning and Management Tools as well as the Plan-Do-Check-Act (PDCA) Cycle will be applied during activities and exercises. (As needed)

BADM 276 Scientific Methods II (3)
This course is actually a two-part course that builds off of the foundation of scientific methodology set in Scientific Methods I. First, a use of Statistical Process Control (SPC) measures in problem-solving are required of students in exercises. Second, a look at Hoshin Planning allows students the opportunity to use strategic planning and identify action for development of plans in organizations. Prerequisite: Scientific Methods I. (As needed)

BADM 281 Organizational Behavior (3)
Organizational Behavior is a study that investigates the impact that individuals, groups, and structure have on behavior within an organization, and then applies that knowledge to make organizations work more effectively. The course will focus on how managers can improve productivity, reduce absenteeism and turnover, and increase employee citizenship and job satisfaction. (S, O)

BADM 282 Human Resource Management (3)
A course that is a survey of human resource management, including job analysis, recruitment, selection, performance appraisal, compensation, training and labor relations. The impact of environmental influences, such as legislation, court decisions and unions on human resource activities are addressed. (F, O)
BADM 291 Career Seminar (3)
The student has the opportunity to participate in various projects and activities to demonstrate and perhaps improve his/her competency level in regard to desired student outcomes of the Business Management program. Activities will consist of a number of topics utilizing team interactions, role-playing, problem identification, problem-solving, creative thinking, decision-making, verbal and written communications and other personal and professional development exercises necessary for successful employment in business. (S, O)

BADM X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

BADM 297 Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

BADM 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(BCT) BUILDING CONSTRUCTION TECHNOLOGY

BCT 102 Core Curriculum (2 credits)
Core Curriculum from the National Center for Construction Education and Research (NCCER), consists of eight modules which are: “Basic Safety,” “Construction Math,” “Hand Tools,” “Power Tools,” “Blueprints,” “Basic Rigging,” “Communication Skills” and “Employability Skills.” This course is a prerequisite for all NCCER “Craft Level Training,” (regardless of the craft). (F)

BCT 110 Concrete and Sitework (4)
This course is an introduction to the techniques of forming, placing, and finishing concrete. Students will gain experience and knowledge of footings, walls, and flat work as well as the tools used in the concrete construction industry. The course is conducted during the first eight weeks of the fall semester and is primarily lab. The students actually prep the sub-grade, construct the form-work, install the reinforcement, place and finish the concrete, strip and clean the forms, and backfill the work site as required. Skill steer operation as well as the use of other construction equipment is incorporated into this hands-on training experience. (F)

BCT 111 Concrete Theory (2)
This course gives the students an understanding of proper procedures and techniques for placing, finishing, jointing, curing, and protection of concrete flatwork. It prepares them to successfully complete the American Concrete Institute (ACI) Examination which is administered by a representative from the North Dakota Concrete Council at the conclusion of the course. Successful completion of this examination gives them a certification as “ACI Concrete Flatwork Technician,” an industry recognized accomplishment. (F)

BCT 115 Introduction to Light Commercial Construction (2)
This course is an introduction to framing techniques to include constructing a floor system, framing of walls, constructing and installing rafters, applying sheathing, installing windows and doors, installing siding and soffits, and installing shingles. Both wood and metal is used in the construction of garden sheds and other utility type structures. The students use blueprints to construct these projects and work in small groups of three or four. This course is primarily lab. (F)

BCT 130 Wood Frame Construction (7)
This course is primarily laboratory focused consisting of framing techniques to include constructing a floor system, applying tongue and groove subflooring, framing of walls, applying sheathing, placing rafters, sheathing the roof, applying house wrap, installing windows and doors, installing soffits, installing siding accessories and siding, and installing shingles. The students use blueprints to frame a house and are offered the opportunity to act as the foreman for different phases of the construction. (S)

BCT 133 Carpentry Fundamentals (3)
Carpentry fundamentals from the National Center for Construction Education and Research (NCCER), consists of ten modules: “Orientation to the Trade,” “Building Materials, Fasteners, and Adhesives,” “Hand and Power Tools,” “Reading Plans and Elevations,” “Floor Systems,” “Wall and Ceiling Framing,” “Roof Framing,” “Introduction to Concrete and Reinforcing Materials,” “Windows and Exterior Doors” and “Basic Stair Layout.” (F)

BCT 140 Residential Print Reading (2)
A study of residential and light commercial construction prints. Emphasis is placed on the basic understanding and interpretation of line work, symbols and details commonly shown in residential construction.

BCT 210 Light Commercial Construction (7)
This course provides experience and knowledge of how to work with commercial construction materials. Methods of constructing pre-engineered structures, and steel construction including commercial floor, roof, and interior wall systems will be taught. Equipment usage and safety will be emphasized. (S)

BCT 220 Project Supervision (3)
This course will be a study in construction job site responsibilities such as supervision, coordination, scheduling, conflict resolution and interpretation of construction documents. The emphasis will be on site management. Prerequisite: BCT 210 or department approval. (S, O)

BCT 222 Construction Safety (2)
This course is designed to parallel the 29CFR1926 OSHA Construction Industry Regulations and to conform to the National Center for Construction Education and Research (NCCER). The course covers both the compliance as well as best practices in the construction industry as they pertain to safety. Upon completion of this course students will receive a “30 Hour OSHA Safety Card” and a “Certificate of Completion” from the NCCER. Attendance at each of the 30 hour sessions is mandatory. Note: Students successfully completing this course online will not receive the above listed certifications, but will instead receive an OSHA Campus wallet card which will expire in three years. (S, O)

BCT 224 Building Layout (2)
This course provides the knowledge and skills required to accurately layout a building site. It provides hands-on experience with the combination of lecture and lab. (F)

BCT 230 Interior Finishing for Light Commercial Construction (7)
This course provides experience and knowledge of the skills and techniques to perform in the field of finish carpentry. Methods of laying out and installing drywall, millwork, cabinets and finish hardware will be emphasized. (S)

BCT 233 Carpentry Framing and Finishing (3)
Carpentry framing and finishing from the National Center for Construction Education and Research (NCCER), consists of twelve modules which are: “Commercial Drawings,” “Roofing Applications,” “Thermal and Moisture Protection,” “Exterior Finishing,” “Cold-Formed Steel Framing,” “Drywall Installation,” “Drywall Finishing,” “Doors and Door Hardware,” “Suspended Ceilings,” “Window, Door, Floor, and Ceiling Trim,” “Cabinet Installation” and “Cabinet Fabrication.” (S)
BCT 240  Commercial Print Reading (3)
This course will present and reinforce concepts regarding elements commonly found in commercial structures. Included are types of construction, specifications, site work, structural steel construction, reinforced concrete construction, mechanical and electrical systems and finish construction found on commercial projects. Students will become familiar with terms and symbols that are commonly used in commercial blueprints. (F, O)

BCT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

BCT 297  Cooperative Education (1-5)
Cooperative education offers students the opportunity to integrate career and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

BCT 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(BIOF) BIO-FUELS

BIOF 101  Fundamentals of Alternative Energy and the Environment I (3 credits)
This course is an overview of the alternative methods of energy production currently available for use and those that are nearing implementation in the near future. The course is designed to expose students to the spectrum of energy production methods other than petroleum based, the methods used to make the energy, the science behind each energy method, the environmental impact of their use, and the economics of their implementation. Topics covered include bio-fuels, biomass, solar, wind, hydrogen fuel cells, geothermal, gasification, nuclear and hydroelectric. (O)

BIOF 102  Fundamentals ofAlternative Energy and the Environment II (3 credits)
This course explores the relationship between humans and their environment. Topics covered include: agricultural, industrial, and urban pollution; waste management and treatment; greenhouse effect and global warming; natural resource consumption/management and population growth; conventional and alternative energy sources, nuclear energy; and effects of natural disasters. Emphasis is placed on understanding current environmental issues from a scientific standpoint. Cross reference with BIOL 124. (O)

BIOF 201  Fundamentals of Bio-fuels Production (3)
This is a lab/lecture course designed to expose students to the spectrum of bio-fuels currently or soon to be in use, the production methods used to make the bio-fuels, the science behind the production methods, and the laboratory instrumentation, practices and applications utilized in research and industry settings involved in bio-fuels production. BIOF 201 is designed to: 1) discuss the methods of production, utilization, economics and environmental impact of starch/corn based and lignocellulosic based ethanol; waste oil, seed based and algae based bio-diesel; bio-mass conversion to syngas, liquid fuels and other products; 2) expose students to a broad range of industry standard laboratory equipment, bioreactors/fermentators, techniques and processes basic to industrial manufacturing of bio-fuels; 3) develop a basic understanding of theory behind, applications of and procedures utilized in the proper use of the technologies; and 4) develop minimum levels of competency in the proper operation and maintenance of equipment. Prerequisites: BIOF 101, CHEM 116. (F)

BIOF 220  Pilot Plant Operation and Advance Process Control (3)
This course is a lab/lecture course designed to train students in the safe operation of a pilot plant size ethanol fermentation system. Emphasis is placed on the process control system, its calibration, operation and safety aspects associated with production of ethanol using a corn based dry mill process and with chemical analysis, characterization of the product, and quality assurance/quality control of ethanol production. Students will be able to: 1) discuss the different methods of production of ethanol from starch and cellulose based starting materials and outline the specific steps involved with each, 2) safely operate a pilot plant size fermentation system from processing of the raw materials to production of the product to chemical analysis and quality control of final product, 3) program, calibrate and maintain various types of sensors/actuators/transducers involved in the process control system of the pilot plant fermenter, 4) disassemble, clean and sterilize, and reassemble those parts of the pilot plant that require routine cleaning and maintenance, 5) analyze and interpret process data from the fermenter while adjusting the system to maximize production efficiency, and 6) develop minimum levels of competency in the proper operation and maintenance of the equipment. Prerequisites: ELEC 254, ELEC 255, BIOF 201. Corequisite: NANO 211. (S)

BIOF X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

(BIOL) BIOLOGY

BIOL 111  Concepts of Biology (3 credits)
Concepts of Biology is an introductory level non-majors transferable class that focuses on basic science literacy including the topics of cellular and molecular biology, genetics, evolution, taxonomy and environmental biology. Corequisite: BIOL 111L. (F-Fargo, S-Wahpeton) ND:LABSC

BIOL 111L  Concepts of Biology Lab (1)
Concepts of Biology Lab is an introductory level non-majors transferable class that focuses on basic science literacy including the topics of cellular and molecular biology, genetics, evolution, taxonomy and environmental biology. Corequisite: BIOL 111. (F-Fargo, S-Wahpeton) ND:LABSC

BIOL 115  Human Structure and Function (3)
A one-semester course that integrates the structure and function of the human body and is an introduction to basic chemistry, the cell, tissues and all major organ systems. Corequisite: BIOL 115L. (F, S, O) ND:LABSC

BIOL 115L  Human Structure and Function Lab (1)
A one-semester course that integrates the structure and function of the human body. This course is a hands-on experience utilizing a variety of learning tools and is an introduction to basic chemistry, the cell, tissues and all major organ systems. Corequisite: BIOL 115. (F-S, ND:LABSC

BIOL 124  Environmental Science (3)
This course explores the relationship between humans and their environment. Emphasis is placed on understanding current environmental issues from a scientific standpoint. Topics explored in the course include climate change, energy, natural resource consumption/management, pollution, population growth, sustainability, and waste management. Corequisite: BIOL 124L. (F-Wahpeton, S-Fargo, Su-Online) (Cross Reference BIOF 102) ND:LABSC
BIOL 124L Environmental Science Lab (1)
This course explores the relationship between humans and their environment. Emphasis is placed on understanding current environmental issues from a scientific standpoint. Laboratory activities will address: climate change, energy, natural resource consumption/management, pollution, population growth, sustainability, and waste management. Corequisite: BIOL 124. (F-Wahpeton, S-Fargo, Su-Online) ND:LABSC

BIOL 150 General Biology I (3)
The first semester of a two-semester sequenced study of the fundamental topics of biology with an emphasis on cellular biology. Corequisite: BIOL 150L. (F, O) ND:LABSC

BIOL 150L General Biology I Lab (1)
A laboratory course to be taken in conjunction with BIOL 150. Course focus is on biomolecules, cell structure, metabolism and membrane transport. Corequisite: BIOL 150. (F) ND:LABSC

BIOL 151 General Biology II (3)
The second semester of a two semester sequenced study of the fundamental topics of biology, with an emphasis on organismal biology. The course is designed for science majors and focuses on evolution, taxonomy, and ecology. Prerequisites: BIOL 150 and BIOL 150L. Corequisite: BIOL 151L. (S) ND:LABSC

BIOL 151L General Biology II Lab (1)
The second semester of a two semester sequenced study of the fundamental topics of biology, with an emphasis on organismal biology. The course is designed for science majors and utilizes a variety of learning tools to study evolution, taxonomy, and ecology. Prerequisites: Biology 150 and Biology 150L. Corequisite: BIOL 151. (S) ND:LABSC

BIOL 170 General Zoology (3)
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, concludes the course. Three one-hour lectures per week. Prerequisite: BIOL 150 or BIOL 151 or consent of instructor. Corequisite: BIOL 170L. (S, even years) ND:LABSC

BIOL 170L General Zoology Lab (1)
A laboratory course to be taken in conjunction with BIOL 170. The structure and function of representatives of all major animal groups will be examined. Dissection and use of the microscope will be emphasized. The course will include a field trip to local terrestrial and aquatic habitats. One three-hour lab per week. Corequisite: BIOL 170. ND:LABSC

BIOL 213 General Pathology (3)
A general overview of the disease process and the mechanisms by which the human body copes with disease. Also a survey of the more common diseases affecting various body systems. Prerequisite: BIOL 115 or Corequisite: BIOL 221 or approval of instructor. (S, O)

BIOL 220 Anatomy and Physiology I (3)
The first semester in the study of structure and function of the human body as an integrated whole. Corequisite: BIOL 220L. (F, S, Su, O) ND:LABSC

BIOL 220L Anatomy and Physiology I Lab (1)
A self-directed laboratory study of structure and functions of the human body that examines the general plan of body cells, tissues, and the skeletal, muscular, and nervous systems. This course emphasizes actual “hands-on” learning utilizing a variety of learning tools. This is the first semester of a two-semester course. Corequisite: BIOL 220. (F, S, Su, O) ND:LABSC

BIOL 221 Anatomy and Physiology II (3)
The second semester in the study of structure and function of the human body as an integrated whole. Prerequisite: BIOL 220. Corequisite: BIOL 221L. (F, S, Su, O) ND:LABSC

BIOL 221L Anatomy and Physiology II Lab (1)
A self-directed laboratory study of structure and functions of the human body that includes the anatomy and physiology of the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems. This course emphasizes actual “hands-on” learning utilizing a variety of learning tools. This is the second semester of a two-semester course. Corequisite: BIOL 221. (F, S, O) ND:LABSC

BIOX 92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

BIOL 299 Special Topics (1-9)
A course designed to meet special departmental needs.

See also Microbiology (MICR)

(BIOT) BIOTECHNOLOGY

BIOT 101 Introduction to Biotechnology I (3 credits)
This course is the first part of a two course sequence designed to serve as an introduction to the field of biotechnology, its historical development, its current and future status and the technologies used to achieve the progress to date. All aspects of biotechnology’s impacts on our society are explored including the agriculture, medical, food science, pharmaceutical and environmental segments. The course covers the science behind the developments, the ethical challenges and societal implications associated with the past, current and future developments. Specific focus is given to developing a foundational understanding of the vocabulary and basic science associated with this field along with an appreciation for the extent the biotechnology field plays in the US and world economies. (O)

BIOT 102 Introduction to Biotechnology II (3)
This course is the second part of a two course sequence designed to serve as an introduction to the field of biotechnology, its historical development, its current and future status and the technologies used to achieve the progress to date. All aspects of biotechnology’s impacts on our society are explored including the agriculture, medical, food science, pharmaceutical and environmental segments. The course covers the science behind the developments, the ethical challenges and societal implications associated with the past, current and future developments. Specific focus is given to developing a foundational understanding of the vocabulary and basic science associated with this field along with an appreciation for the extent the biotechnology field plays in the US and world economies. Prerequisite: BIOT 101. (O)

BIOT 210 Biotechnology Methods I (3)
This course is the first semester of a two semester sequence of courses designed to train laboratory technicians in the fundamental technologies, procedures and processes utilized within the biotechnology industry. This course will emphasize technical skills development, record keeping and communication skills, compliance with federal regulations and conformity to cGMP/cGLP standards. The course will meet for one hour of lecture and four hours of lab each week. Additional lab time may be required for completion of certain units. Prerequisite: NANO 205. (O)

BIOT 220 Biotechnology Methods II (3)
This course is the second semester of a two semester sequence of courses designed to train laboratory technicians in the fundamental technologies, procedures and processes utilized within the biotechnology industry. This course will emphasize technical skills development, record keeping and communication skills, compliance with federal regulations and conformity to cGMP/cGLP standards. The course will meet for one hour of lecture and four hours of lab each week. Additional lab time may be required for completion of certain units. Prerequisite: BIOT 210. (O)
BIOT 230  Fundamentals of Bioprocessing (3)
This course is designed to train laboratory technicians in the fundamental technologies, procedures and processes utilized within the biotechnology industry in the manufacturing/bioprocessing of biologically derived products. The course will emphasize the basic science, cellular metabolism and growth techniques used in the industry, specific examples of bioprocessed products currently on the market, compliance with federal regulations and conformity to cGMP/cGLP standards. Prerequisite: BIOT 210, BIOT 220. (O)

BIOT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

BIOT 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(BOTE) BUSINESS, OFFICE AND TECHNOLOGY EDUCATION

BOTE 108  Business Mathematics (3 credits)
Review of mathematical fundamentals with emphasis on business applications and problem-solving. The fundamentals of the four basic operations involving whole numbers, fractions and decimal numbers and proceeding into business computations involving bank records, payroll, simple and compound interest, percentages, promissory notes, markups, purchasing, selling, present value and annuities. Note: This course may not be used with MATH 123 to fulfill mathematics requirements for the associate of applied science degree. (F, S, O)

BOTE 171  Medical Terminology (4)
Study of prefixes, suffixes and root words of medical terminology and their meaning, spelling and pronunciation. Emphasis on building a working medical vocabulary based on body systems. Study of the location, functions, and terminology of the organs of the various systems of the body. Web-based instruction. (F, S, Su, O)

BOTE 277  Medical Office Procedures (3)
Explore the concepts, processes and procedures encountered in the physician office management setting, including professionalism, interpersonal skills, ethics and the law, managing the office environment, health records, billing and coding procedures, and financial and practice management. Application of concepts using technology. Web-based instruction. (F, O)

BOTE X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

BOTE 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(BUSN) BUSINESS MANAGEMENT

BUSN 120  Fundamentals of Business (3 credits)
An introduction to the basic principles of business organizations and enterprises in society which provide a function for personal business and entrepreneurial decision-making. Beneficial for individuals as employees or entrepreneurs. Explores the American business system, ownership forms, labor management relations, banking and finance, risk management, the legal environment and the government's role in business. (F/F-Online)

BUSN 140  Insurance (3)
Introduces the student to the theory of insurance risk, hazards and perils and how companies are formed. The concept of self-insurance and the law of large numbers. All basic insurance lines are covered. (As needed)

BUSN 170  Entrepreneurship (3)
This is an introductory course focusing on understanding the characteristics and role of the entrepreneur in the free-market economy. Students will develop an awareness of the opportunities for business ownership and develop some of the skills needed to effectively run a business. A capstone project will allow students to develop a business plan for a venture of their choosing. (S/S-Online)

BUSN 250  Principles of Real Estate (3)
General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, ethics, and state license law. (As needed)

BUSN 253  Banking (3)
A study of banking principles including banking terminology, documents, check processing, deposit functions, loan processing, investments and bank accounting systems. Bank services, customer relations and the bank's role in the community also are included. (As needed)

BUSN 254  Financial Statement Analysis (3)
A course that interprets and analyzes accounting data and the financial statements with the use of Microsoft Excel. Topics include ratio analysis, budgeting and forecasting, time value of money, and capital budgeting. Prerequisite: CIS 101 or CSCI 116. (S)

BUSN 282  Professional Development (1)
This course will address professional skills which are necessary for students in their future role as both employees and supervisors. It aims to stimulate enthusiasm, interest and preparations for interpersonal skills and leadership development. Membership in Collegiate DECA is a requirement and this organization is the vehicle used to enable students to put into action the skills they have acquired. There will be an overnight excursion to attend a leadership conference. (F)

BUSN 297  Internship (2)
The development of business skills through work experience. A required total of 180 hours of supervised work at an approved business organization. Students will perform tasks as established in a training agreement between the business and the college. Two total semester credits required (by arrangement 2 credits per semester). (F, S, Su as arranged)

BUSN X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

BUSN 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(CAD) COMPUTER AIDED DRAFTING

CAD 120  Introduction to AutoCAD (3 credits)
This course is an introduction to the operation and application of computer-aided drafting utilizing the latest version of AutoCAD software. Drawing and editing commands are studied and utilized in a final project along with layers, dimensioning and text styles. (F, S, O)

CAD X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

CAD 299  Special Topics (1-9)
A course designed to meet special departmental needs.
(CHEM) CHEMISTRY

CHEM 115  Introductory Chemistry (3 credits)
Introductory chemistry is a one-semester course designed to be an introduction to fundamental concepts used in general chemistry. The course topics include measurement, atomic theory, chemical bonding, ionic and covalent compounds, naming, shape, intermolecular forces, states of matter, solutions, reaction rates, equilibrium and acid-base chemistry. Prerequisite: ASC 092 and/or ASC 093 or equivalency exam. (F) ND:LABSC

CHEM 115L  Introductory Chemistry Laboratory (1)
CHEM 115L is the laboratory component of CHEM 115. It is designed to provide hands-on experience with the concepts discussed in the lecture portion, and to provide an introduction to standard practices in the chemistry laboratory, such as safety, techniques and documentation of experimental work. Corequisite: CHEM 115. (F) ND:LABSC

CHEM 116  Introduction to Organic and Biochemistry (3)
This course is a one-semester course designed to be an introduction to organic chemistry and biochemistry. The course topics include alkanes, alkenes, alkynes, aromatics, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, amides, carbohydrates, lipids, amino acids, proteins, nucleic acids, enzymes and metabolism. Prerequisite: CHEM 115. (S) ND:LABSC

CHEM 116L  Introduction to Organic and Biochemistry Laboratory (1)
CHEM 116L is the laboratory component of CHEM 116. It is designed to provide hands-on experience with the concepts discussed in the lecture portion, and to provide an introduction to standard practices in the organic and biochemistry laboratory, such as safety, techniques and documentation of experimental work. Corequisite: CHEM 116L. Corequisite: CHEM 116. (S) ND:LABSC

CHEM 121  General Chemistry I (4)
This course is the first semester of a two-semester sequence in general chemistry. General Chemistry I is focused on the fundamental concepts of chemistry, such as measurement, matter, molecules, ions, chemical equations, ideal gases, atomic structure, ionic and covalent bonding, periodicity and molecular geometry. Corequisite: MATH 103 or department approval. (F) ND:LABSC

CHEM 121L  General Chemistry I Laboratory (1)
CHEM 121L is the laboratory component of CHEM 121. It is designed to provide hands-on experience with the concepts discussed in the lecture portion, and to provide an introduction to standard laboratory practices, such as safety, techniques and documentation of experimental work. Corequisite: CHEM 121L. Corequisite: CHEM 121L. (F) ND:LABSC

CHEM 122  General Chemistry II (4)
This course is the second semester of a two-semester sequence in general chemistry. General Chemistry II involves the applications of the first semester topics toward the study of intermolecular forces, solutions, reaction rates, equilibrium, solubility and complex ions, acids and bases, thermodynamics, electrochemistry and nuclear chemistry. Prerequisite: CHEM 121. (S) ND:LABSC

CHEM 122L  General Chemistry II Laboratory (1)
CHEM 122L is the laboratory component of CHEM 122. It is designed to provide hands-on experience with the concepts discussed in the lecture portion, and to provide additional experience with standard laboratory practices, such as safety, techniques and documentation of experimental work. Prerequisite: CHEM 121L. Corequisite: CHEM 122L. Corequisite: CHEM 122L. (S) ND:LABSC

CHEM 241  Organic Chemistry I (4)
This course is the first semester of a two-semester sequence in organic chemistry intended for students in the sciences and pre-professional programs. Organic Chemistry I is focused on the study of structure and properties of organic compounds, with an emphasis on structure and bonding, nomenclature, stereochemistry, reactions, mechanisms and synthesis. Prerequisite: CHEM 121 and 122. (F) ND:LABSC

CHEM 241L  Organic Chemistry I Laboratory (1)
CHEM 241L is the laboratory component of CHEM 241. It is designed to provide hands-on experience with the concepts discussed in the lecture portion, and to provide an introduction to standard practices in the organic laboratory, such as safety, techniques, reactions, product analysis and documentation of experimental work. Prerequisites: CHEM 121L and 122L. Corequisite: CHEM 241L. (F) ND:LABSC

CHEM 242  Organic Chemistry II (4)
This course is the second semester of a two-semester sequence in organic chemistry intended for students in the sciences and pre-professional programs. Organic Chemistry II is further focused on the relationship of reactivity of organic compounds, with an emphasis on reactions, synthesis, mechanisms and spectroscopic methods. Prerequisite: CHEM 241. (S) ND:LABSC

CHEM 242L  Organic Chemistry II Laboratory (1)
CHEM 242L is the laboratory component of CHEM 242L. It is designed to provide hands-on experience with the concepts discussed in the lecture portion, and to provide further experience with standard practices in the organic laboratory, such as safety, techniques, reactions, multi-step syntheses, product analysis and documentation of experimental work. Corequisite: CHEM 242L. Prerequisite: CHEM 241L. (S) ND:LABSC

CHEM 260  Elements of Biochemistry (4)
This course is a one-semester course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

CHEM 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(CIH) Case IH

CIH 106  Case IH Shop Service Management (2 credits)
This course covers operational policies followed by the dealership service department. Included will be discussion on shop service management, publications, tech manuals, ASIST (Technical Information Reference Tool) and eTIM (Electronic Technical Information Manual).

CIH 110  Case IH Internship I (4)
The student will receive on-the-job experience at a Case IH dealership. This will consist of performing basic repair procedures in the service department. This internship will occur the fourth 8-weeks of the first year. (S)

CIH 210  Case IH Internship II (4)
The student will receive on-the-job experience at a Case IH dealership. This will consist of performing basic repair procedures in the service department. This internship will occur the first 8-weeks of the second year. (F)

CIH 215  Case IH Engine Rebuild (6)
A theory and lab course covering Case IH engine operating principles, cylinder and piston service, valve service, crankshaft and bearing service, lubrication systems, rebuilding procedures, measurement fundamentals and basic engine troubleshooting. Prerequisite: DTEC 115. (F)
CIH 216  Case IH Equipment Operation and Adjustments (4)
This course will cover the operation, adjustments and repair of Case IH harvesting and planting equipment. Equipment inspections and calibration is included in this course. Students may operate and make field adjustments to this equipment for optimum performance, conditions permitting. (Su)

CIH 225  Case IH Power Trains (4)
A lab/lecture course covering the power train systems used in Case IH equipment. Mechanical shift, power shift and CVT transmissions will be covered in this course. Students will disassemble, reassemble, adjust and test these components found on Case IH equipment. (Su)

CIH 255  Case IH Electrical/Electronics Diagnostics (5)
This course involves the understanding of electrical sensors, actuators, and computer operation which is applied to Case IH equipment. Techniques of circuit diagnostics will be demonstrated and practiced using the electrical diagnostic manual, DVOM, test light, and special manufactures tools. Electrical work will involve the Case IH equipment which utilizes electronics to control mechanical operation. The student will perform hands-on testing, computer diagnostics, and calibration of various Case IH components and equipment.

CIH 260  Case IH Advanced Farming Systems (3)
A lab/lecture course designed to introduce the student to the Case IH Advanced Farming Systems (AFS). Basic GPS equipment guidance systems, operation and diagnostics will be utilized. Types of GPS signals and their applications currently used by Case IH Accuguide systems will be covered. AFS display setup and applications used on current Case IH equipment will be performed.

CIH 265  Case IH Hydraulics Systems (5)
A lab/lecture course covering the diagnostics, service and repair of the hydraulic functions on Case IH agricultural and mobile equipment. Open-center, closed-center and load sensing systems are covered as well as steering, hydrostatic drives and hydraulic functions of Case IH equipment.

CIH X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

CIH 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(CIS) COMPUTER INFORMATION SYSTEMS

CIS 101  Computer Literacy (2 credits)
This course is designed to provide non-Computer Science majors with an introductory-level course in computer usage that prepares them for contemporary work environments. It is a hands-on lab-based course intended to introduce the student to the Windows operating system, word processing, spreadsheet processing, PowerPoint presentations and Cloud Computing. (Credit awarded for CIS 101 or CSCI 116, not both.) (F, S, Su, O) ND:COMPSC

CIS 105  Microcomputer Spreadsheet (Excel) (3)
This course is designed to teach the use of spreadsheet software and the types of applications adaptable to this software. (O)

CIS 128  Hardware I (3)
This course covers the fundamentals of computer hardware and software. This course helps students prepare for the CompTIA A+ Essentials exam (220-701), which covers the fundamentals of computer technology, networking, and security, and validates the communication skills and professionalism required of all entry-level IT professionals. Students who complete this course will be able to describe the internal components of the computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the internet and share resources in a networked environment. Topics included are laptops and portable devices, wireless connectivity, security, safety and environmental issues, and communication skills. Hands-on activities are essential items of the course. Virtual learning tools are integrated into the course. (F)

CIS 129  Hardware II (3)
This course covers the advanced concepts of computer hardware and software. It is designed to build on the knowledge and skills attained in CIS 128. This course helps students prepare for the CompTIA A+ Practical Application exam (220-702). It implements more of a hands-on orientation and scenarios in which troubleshooting and tools must be applied to resolve problems. Prerequisite: CIS 128. (S)

CIS 164  Networking Fundamentals I (4)
Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced and discussed. Drives the learning of the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations will be covered. By the end of the course students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (F, O)

CIS 165  Networking Fundamentals II (4)
Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. (S)

CIS 166  Windows Support (3)
In this course the student will develop skills to support Windows including setup, configuration, customization, optimization, network integration, administration, troubleshooting, messaging and other support issues. (As needed)

CIS 180  HTML and CSS (3)
This course will introduce students to HTML, XHTML and CSS. The students will learn how to write HTML code. The student will be able to identify and apply various codes and styles when creating a Web page. This will include writing HTML and CSS code for color, links, images, alignment, text styles, tables, forms, formatting values, frames, and adding multimedia content such as sound and video files. Correct design aspects will be used along with learning about planning a Website, typography, promoting and maintaining a Website, and ways to attract visitors to your site. (F, S, Su, O)

CIS 181  Web Authoring and Image Editing Software (3)
This course will introduce students to graphic editing, animation and Web authoring software. Students will learn how to utilize these software packages to create and edit images, design Web pages and Websites. The student will be able to identify and apply various tools associated with each software when creating a Web page. The students will employ various styles to design and create Web pages including layers, image maps, animation, frames and tables. In addition, students will utilize tools in various software packages to assist in developing Web pages with color, links, images, alignment, text styles, tables, forms, formatting, and frames. Prerequisite: CIS 180. (S, Su, O)
CIS 182  HTML Mobile (3)
This course provides students with the concepts of HTML and CSS to create responsive websites that respond to any screen size. Students use media queries to support different viewports, utilize fluid layouts, and learn how to address cross-browsers responsive challenges such as menus and resolution displays. Students will use HTML, CSS, JavaScript and other tools to focus on performance and responsiveness for any viewport. (S)

CIS 188  Application Design (3)
This course provides an introduction to the field of human-computer interaction (HCI). Students will learn practical principles and guidelines needed to develop high quality interface designs—one 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. (F, S)

CIS 191  First Year Seminar (1)
This course provides students with the knowledge and opportunity to create an online portfolio where they can showcase their education and skills to obtain employment in their field of study. Students use tools in an online portfolio environment to create a product that includes their resume, documentation of their employment and education history, along with references. The goal is to create a usable and easily accessible platform for students to demonstrate their employability skills to prospective employers. (S)

CIS 197  Internship (1-3)
The internship is an on-campus experience for the student. The student will work right out of the Information Technology department with IT support staff. Prerequisite: First-year core classes. (F, S, Su)

CIS 212  Microsoft Windows Operating System Client (3)
The purpose of this course is to offer all the critical information students need to successfully move into a role as an IT professional and support Windows Client OS in a business environment. Many hands-on exercises are included which allow students to practice skills as they are learned. (F)

CIS 215  Implementing a Microsoft Windows Server Environment (4)
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows Server to create file, print, Web and terminal servers. (F, O)

CIS 216  Implementing a Microsoft Windows Network Infrastructure (4)
This course teaches students, through lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs, the skills and knowledge necessary to configure, manage, and troubleshoot a Windows network infrastructure. (S)

CIS 220  Operating Systems (UNIX) (3)
This course will focus on the Linux operating system. Students will learn how to use basic Linus command-line commands as well as various Linux graphical user interfaces. Students will also work with and learn basic system administration for Linux. (F, S, O)

CIS 232  Graphics Design (3)
The students will explore and learn the concepts and skills behind a comprehensive vector-draw software application. They will learn how to apply smart design principles to multimedia products such as dynamic graphics, animation, and Websites. Students will create everything from simple graphics, icons, and text to complex and multi-layered illustrations, all of which can be used within a page layout, in a multimedia presentation or on the Web. (F, O)

CIS 233  Vector Graphics and Web Animation (3)
This course will introduce students to a development tool that allows them to create interactive experiences, often by using animation. Students will create complex animations for the Web, use drawing tools and tools for creating interactive controls such as navigation buttons and menus. Students will also learn how to incorporate sounds and video into an application and use the software's publishing capabilities to create Websites and Web-based applications, such as games. Students will also utilize specific tools in this software package such as ActionScript, behaviors and components. (S, O)

CIS 234  Networking (Windows NT) (4)
This class will teach students how to configure, customize, integrate and troubleshoot Microsoft Windows NT operating systems in a single domain environment, focusing on implementing intranets and using Microsoft technology. (As needed)

CIS 235  Digital Video Basics (3)
This course will introduce students to a digital video editing application. 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. Students 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. (S, O)

CIS 241  IT Forensics I (4)
This course introduces the student to the fundamental concepts of digital forensics. Labs using primarily open source, free software and a variety of hardware reinforce the concepts discussed in classroom instruction. This class is primarily a hands-on experience. (F)

CIS 242  IT Forensics II (4)
This course teaches the student to apply the concepts of digital forensics. Labs using primarily open source, free software and a variety of hardware reinforce the concepts discussed in classroom instruction. This class is primarily a hands-on experience. The student will create a digital forensics workstation and will apply digital forensic analysis techniques to process and analyze digital evidence. (S)

CIS 244  Web Server Management (3)
This course provides the student with an introduction to the basics of a Web server management role. The textbook covers installation, configuration and administration of Web servers. The student will be exposed to topics for both Linux and a Microsoft Windows server environment. They will work with Microsoft Windows Server and/or Red Hat Linux, Internet Information Services (IIS), Apache Web server, Microsoft SQL Server, MySQL, Microsoft Exchange Server, sendmail and more. (Assumes students have a basic background in networking.) (S, O)

CIS 267  Intermediate Networking I (4)
Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of the course students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Prerequisites: CIS 164, CIS 165. (F)

CIS 268  Intermediate Networking II (4)
Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Prerequisites: CIS 164, CIS 165, CIS 267. (S)
CIS 279  Security Awareness and Policy (1)
This course is intended to provide a basic survey of the importance of Information Technology security awareness and data confidentiality. This security awareness-training course walks users through every aspect of Information Security in a broad, easy to understand way. It explains to the user the value of securing data, both for themselves and the organization. The class will introduce legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity, to include HIPAA and Gramm Leach Billey act. This course will introduce basic concepts of risk management, security policies, common threats and countermeasures. Best practices in access control and password policies will also be covered. (F, O)

CIS 280  Fundamentals of Network Security I (4)
Introduction to Network Security course focusing on the overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; secure router design, installation; configuration and maintenance; AAA implementation using routers; Intrusion Detection implementation using routers; and Virtual Private Networks implementation using routers. (F)

CIS 281  Fundamentals of Network Security II (4)
Introduction to Network Security course focusing on the overall security processes with particular emphasis on hands-on skills in the following areas: firewall design, installation, configuration and maintenance; AAA implementation using firewalls; Intrusion Detection implementation using firewalls; and Virtual Private Networks implementation using firewalls. Prerequisite: CIS 280. (S)

CIS 282  Computer System Security (4)
This course introduces the basics of network security. The student will be introduced to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. Prerequisite: CIS 164. (F)

CIS 283  Computer System Security Advanced (4)
Designed to provide participants with an in-depth understanding of the various methods used for attacking networks and computer systems. Students will learn the concepts, principles and techniques, including applied exercises, for attacking and disabling a network. These methodologies are intended to provide insight into the use of detection strategies and countermeasures needed to properly secure network servers, hardware and clients. Prerequisite: CIS 282. (S)

CIS 284  Managing Network Security (4)
Increases the scope and depth of the skills and knowledge acquired in Network Security Fundamentals by focusing on the advanced capabilities of network defense strategies including Virtual Private Networks, Host Intrusion Detection Systems and Network Intrusion Detection Systems. Students will learn the evolution and current best practices of applying these technologies, which are universally deployed in networks of all sizes. (S)

CIS 290  Network Security Design (Capstone) (4)
This course affords the network security specialist the opportunity to conduct a vulnerability analysis upon a network in order to practice or refine the attack methodologies with the hacker tools and techniques to which the student was exposed during the various program courses. The student must demonstrate the ability to design, plan and execute a vulnerability analysis against an organization network. The student must prepare a written report of the security design, attack methodology, tools and techniques. (S)

CIS X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

CIS 297  Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

CIS 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(CJ) CRIMINAL JUSTICE

CJ 160  The Legal System (4 credits)
Function and ethics of the legal assistant in the law office and legal system. An introduction to the federal and state court systems, personnel in the legal field, and the historical development and nature of the law. (S)

CJ 201  Introduction to Criminal Justice (3)
Examination of the criminal justice system and process including crime, law-making, criminality, prosecution, police, courts, and corrections. (F) ND:SS

CJ 232  Administration of Justice (3)
For criminal justice students or laymen; designed to broaden the understanding of the student concerning the various agencies involved in the administration of criminal law. Emphasis is placed upon the more important law-enforcement functions and interrelationships from arrest to executive pardon. (S)

CJ 297  Internship (1-4)
Cooperative education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study. (F, S)

(CMT) CONSTRUCTION MANAGEMENT TECHNOLOGY

CMT 120  Surveying Fundamentals (2 credits)
This course covers the instruction and practice in the use of surveying instruments and equipment. Types of surveys, units of measure, elementary leveling, field notes, and benchmarks are covered. (F)

CMT 121  Plane Surveying (2)
This course is a continuation of CMT 120. The course will cover the instruction and practice in the use of surveying instruments and equipment. Types of surveys, field notes, benchmarks, traversing with transit or total stations, traverse calculations, bearing calculations, remote elevations and distances are covered. (S)

CMT 130  Green Building Fundamentals (2)
This course is designed to cover the fundamental understanding of sustainable construction practices and your role in the Green Environment. We will be taking a look at ways to preserve the environment, save energy, and make good choices regarding the health of the planet. Through the introduction of new construction practices and products, you will see how the greening of America has already taken root. (S)

CMT 234  Asphalt Technology (1)
This course covers the origin, refining process, and properties of asphalt cement along with its uses as a cementing material in modern day street and highway paving projects. (F)
CMT 251 Construction Documents and Specifications (3)
This course is designed to cover the fundamental understanding of construction contracts and specifications. Various contract delivery methods and an understanding of contract language will be studied. Navigating and interpreting construction specifications will be another focus in the course. Students will utilize actual specifications from several construction projects in the learning process. The course will primarily cover the 16 divisions of the CSI Master Format and an introduction the new CSI Format of 49 divisions. (S, O)

CMT 252 Project Management (3)
This course focuses on the processes and tasks required for successful management of construction projects. Students will gain a thorough understanding of all aspects of project coordination and contract administration. Topics will include record keeping and documentation, contract interpretation, submittals, meeting minutes, change orders, pay requests, quality control, claims and disputes. Ethics as it relates to project management and customer relations will also be discussed. Prerequisite: BCT 220. (S, O)

CMT 253 Construction Scheduling (3)
Students will study the importance of planning and scheduling in construction. This course will provide students with the fundamental skills necessary to plan and schedule the entire construction process. Students will work with several scheduling techniques commonly used in the construction industry and incorporate the use of scheduling software to schedule projects for a timely and economically successful completion. Prerequisite: BCT 220. (S, O)

CMT 265 Residential Project Experience (1)
This course provides students with the opportunity to be on a team that competes in the National Association of Home Builder’s Residential Construction Management Competition. The event gives students the opportunity to apply skills learned in the classroom to a real construction company by completing a management project/proposal. Proposals are submitted to a group of construction company executives who act as judges. During the International Builder’s Show, students defend their proposals to the judges in front of an audience. All students must be a member of the Home Builder’s Association in order to enroll in the course. (F)

CMT 297 Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

CMT 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(COMM) COMMUNICATION

COMM 110 Fundamentals of Public Speaking (3 credits)
The theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages. (F, S, Su, O) ND:COMM

COMM 212 Interpersonal Communication (3)
This is a class about the joys and challenges of romantic, platonic, family, and work relationships. Interpersonal communication studies the theory and practice of communication skills affecting day-to-day interactions with other people. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, and developing and maintaining personal/professional relationships. This course is designed to develop insights and skills to help maximize success and minimize failures in interpersonal interactions. Developing sensitivity to our behavior choices and their consequences and enlarging our repertoire of interpersonal communication skills are the desired outcomes for this course. (F, S, Su)

COMM 216 Intercultural Communication (3)
This course provides an introduction to communication between people from different cultures. Course content focuses on the application of theory and research to intercultural communication. (F, S, Su)

COMM X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

COMM 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(COOP) COOPERATIVE EDUCATION

COOP 197 Cooperative Education (1-5 credits)
Cooperative Education provides you the opportunity to explore career interests and develop professional skills through work experiences that are designed to unite career, social and personal growth in your education. This program requires supervision of the employer and program coordinator.

COOP 297 Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

(CSCI) COMPUTER SCIENCE

CSCI 101 Introduction to Computers (3 credits)
General hardware and software issues such as terminology and environments. Applications such as: word processing, spreadsheets, databases and Internet usage. An introduction to the subject of Computer Information Systems including computer personnel, hardware and software. Students will be required to identify the various units of a computer and their functions; compare computer systems; utilize various number systems; research current issues surrounding computers and their use; examine the elements of computer program planning and coding; and be knowledgeable in the variety of programming languages available. Word processing, spreadsheet and database software packages will be used to familiarize the student with computer concepts and usage. (F, S) ND:COMPSC

CSCI 102 Fundamentals of CyberLaw (3)
This course addresses issues which have arisen as a result of the explosive growth of the Internet and World Wide Web. It covers the following topics: copyright and trademark issues, defamation, privacy, liability, electronic contracts, tax issues and the ethics of the Internet. (S, O)

CSCI 116 Business Use of Computers (3-4)
3 credits – This course is designed to teach the use of Microsoft Office in the business environment covering the most critical topics of Windows and Microsoft Office, to include Word, Excel, Access and PowerPoint, along with Cloud Computing. Students will be able to apply technology skills to enhance both their personal and professional lives. Additional topics include email basics and use of the Internet. No prior computer experience is assumed.

4 credits – This course adds on to the 3 credit version by reflecting upon the role various forms of electronic and digital technology can play in today’s information age. Students will integrate the Office applications and be introduced to additional technologies including Pivot Tables, OneNote and sharing documents in their Cloud Storage. (Credit awarded for CIS 101 or CSCI 116, not both.) (F, S, Su, O) ND:COMPSC
CSCI 122 Visual Basic (3)
Introduction to programming in the BASIC/Visual BASIC Language. The concepts of object-oriented programming will be integrated into all programming assignments. These concepts include the design and construction of a Windows program using Visual BASIC tools and creating graphics, text and data within the Windows environment. (F, Su, O) ND:COMPSC

CSCI 125 Beginning COBOL (II) (3)
An introduction to programming in the COBOL language using structured design and top-down testing. Business-oriented projects will involve input and output files, printed reports with headings and page breaks, arithmetic operations including packed decimal fields, and decision and looping statements. Students must write appropriate program documentation and adhere to rigid programming standards. (F, O) ND:COMPSC

CSCI 133 Database Concepts I (SQL) (3)
This course provides students with an introduction to database concepts. The students will use the select statement to query databases and produce the correct outcomes. Students will use functions, join multiple tables and create sub-queries. (F, O)

CSCI 134 Database Design and Management (3)
This course focuses on the steps used for designing a relational database. Students will design and implement a relational database. (F, S)

CSCI 135 Web Programming (XML) (3)
This course will introduce students to JavaScript, Extensible Markup Language (XML), and Principles of Web design. The students will learn about using JavaScript to affect the appearance and characteristics of a Web page. JavaScript allows you to create dynamic content and make the Web page interactive. The student will also be able to identify and apply various scripting languages such as HTML, Cascading Style Sheets (CSS), JavaScript, XML, and XSL Style Sheets. Students will also learn to author Web pages utilizing principles of Web design. The students will learn how to apply CSS rules and properties to enhance tables, forms, frames, images, colors, etc. Prerequisite: CIS 180. (S, O)

CSCI 160 Computer Science I (4)
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. An introductory course in applying structured computer programming logic and concepts. A structured, systematic approach will be used in program development including problem analysis, structured logic design, program coding, program testing, debugging and documenting. An object-oriented language will be used for programming projects. Concepts of programming will include screen generation, keyboard and file input, data validation of input data, arithmetic formulas and functions, logical operations, and design and production of organized output. (F, S, O) ND:COMPSC

CSCI 161 Computer Science II (Java) (4)
Advanced concepts in computer science including data structures, algorithm analysis, standard problems such as searching and sorting and memory management issues. A continuation of CSCI 160. Programming concepts to be demonstrated and utilized within programs include: using output screens with menus, various looping structures, file input and output, writing and utilizing functions, using arrays, multidimensional arrays, structures and data types, and searching and sorting using array data structures. Program efficiency and debugging techniques will be included. Prerequisite: CSCI 160. (F, S, O) ND:COMPSC

CSCI 162 Mobile Application Capstone (3)
This course uses concepts learned in CSCI 160 and CSCI 161 to develop web applications suitable for use by today’s mobile users. It is meant to be a capstone type course. (S)

CSCI 172 Intermediate Visual Basic (3)
This course is a continuation of CSCI 122 Visual BASIC. The class teaches students how to access sequential files and random access files. It teaches students how to use database management systems, set up menus and create reports. It also teaches students how to set up and use variable arrays and create a Web page with Visual BASIC. Prerequisite: CSCI 122. (S, O)

CSCI 175 Intermediate COBOL (II) (4)
An intermediate-level programming in the COBOL language as a continuation of CSCI 125. Students will be introduced to systems analysis and design concepts. Control breaks, multi-level array processing, sorting, sequential file maintenance and sub-programs will be covered. Prerequisite: CSCI 125. (S, O)

CSCI 183 Database Concepts II (SQL) (3)
Continuation of CSCI 133. The students will design databases, create and modify the tables, create views, create stored procedures and create cursors. Prerequisite: CSCI 133. (S, O)

CSCI 230 Web Database I (ASP/PHP) (3)
This course teaches beginning and intermediate students the fundamentals of Web applications. This includes the concepts and theories of creating and building Web applications. Students will learn about database planning, designing and programming. To practice and demonstrate their learning of Web application fundamentals, students will create programs using PHP. (F, O)

CSCI 231 Web Database II (ColdFusion) (3)
This course introduces the student to concepts of creating dynamic Websites by using ColdFusion Markup Language. The students will learn how to extract information from databases to provide current information about products and services. They will also learn how to add and change database records based on user selections, keep information up-to-date, and enhance their Web-based skills. (Prior knowledge base: Internet, HTML, Microsoft Access 2000, Netscape Navigator or Internet Explorer, and relational database concepts.) (S)

CSCI 263 Computer Science III (Java) (3)
This course is a continuation of CSCI 160 and CSCI 161. Programming concepts to be demonstrated and utilized within Java programs include: Graphics, Class Inheritance, Java Swing components, Layout Managers, Exception Handling, File input/output and Multithread animation. Prerequisites: CSCI 160, CSCI 161. (F, O)

CSCI 290 Programming Capstone (4)
This course is a summative course. Students taking this class will be required to combine skills gained from previous CIS/CSCI classes. This class will require the student to use the following languages and tools: SQL, Visual Basic.NET, ASP.NET, Java and HTML. Prerequisites: CSCI 160/161, CSCI 122/172, CSCI 133/183. (S)

CSCI 297 Internship (3-5)
The development of computer skills through work experience (440 hours of work in a computer center environment). Prerequisite: Department approval. (F, S, Su)

CSCI X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

CSCI 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(CT) CIVIL ENGINEERING AND SURVEYING TECHNOLOGY

CT 111 Civil Plans and Specifications (2 credits)
This course is an introduction to basic fundamentals of civil engineering and surveying. Emphasis is placed on familiarization, reading and understanding highway/heavy plans, specifications and contracts. Basic freehand lettering and manual drafting techniques and daily journaling are also introduced. (S)
CT 113 Introduction to Civil Design Applications (3)
This course is a continuation of CAD 120 along with an introduction to AutoDesk Land Desktop. The major focus is placed on commands required to complete a working set of drawings utilizing Autodesk Land Enabled Map 2005 and Land Desktop software. Emphasis is placed on practical use of the critical commands covered in CAD 120 as well as more complex commands (such as dimensioning, blocks/attributes, symbol libraries, attribute extractions, an introduction to paper space and others). A basic introduction to AutoDesk Land Desktop will be integrated in this program. (S, O)

CT 121 Plane Surveying (4)
Instruction and practice in the use of surveying instruments and equipment. Types of surveys, units of measure, elementary leveling, transit problems, field notes and benchmarks are included. Survey transverse and triangulation calculations and adjustments including map plotting, latitudes and departures, open and closed traverses, error analysis, intersecting between points, and intersection of lines are also covered. Equipment utilized will be automatic levels, transits and total stations. (F, O)

CT 122 Advanced Surveying (4)
A study of advanced survey traverse and triangulation calculations and adjustments including: error analysis, subdivision of sections, contouring, route locations, grade determinations, earthwork measurements, map plotting, intersecting between points and intersection of lines. Students also perform field work in mapping property corner searches, offsets, construction location and grade staking. Equipment utilized will be total stations and data collectors. Prerequisites: CT 121 and MATH 136. (S, O)

CT 132 Materials Testing/Quality Control (4)
This course covers the actual hands-on performance of laboratory and field tests on soils and aggregates used for the construction of civil engineering highway/heavy project, including the materials, design, placement, and testing procedures of freshly mixed and hardened bituminous and concrete mixes. Most of the course is devoted to the performance of standardized lab and field procedures along with the necessary measurements, calculations and reports required for an accurate analysis. (S)

CT 142 Construction Safety for Civil Technicians (1)
This course will cover safety issues as they pertain to Civil Engineering and Surveying Technicians. Most of the course will be lecture, video and group discussion. (O)

CT 211 Introduction to Geographic Information Systems (3)
This course looks at Geographic Information Systems (GIS) and how they are used. Students will look at all aspects of GIS in terms of design, maintenance, analysis and industry usage. This class will teach students GIS concepts while applying those concepts to unit assignments. Students will apply all concepts to a final project. Prerequisite: CAD 120. (F-Online)

CT 212 GIS Applications (3)
This course will provide the general knowledge and applications a student will need to perform advanced analysis of data, data management and file transformation, data collection and compilation of spatial data, web mapping and data in the cloud. This course will be based on hands-on projects. (S)

CT 214 Highway and Street Design (3)
This course covers the fundamentals of highway and street design. Included in the course are design safety considerations, design cost effectiveness, geometric features, construction plan development, blueprint reading and other highway design criteria. A construction design project will be developed during the course. Prerequisites: CT 111. (S)

CT 215 Land Use Planning and Development (3)
This course will take an undeveloped parcel of land and develop it into a residential subdivision. The parcel boundary will be surveyed in an earlier surveying class using a total station and data collector. The point file will be downloaded into AutoDesk software for design and drafting use. Prerequisite: CT 221. (S)

CT 221 Surveying Procedures (4)
This course is comprised of field work, with emphasis on data collection procedures, and drawing with Civil 3D, following standards set by ALTA. The students will collect boundary and topographic data utilizing the latest technology in equipment, such as Total Stations, GPS, Robotic Total Stations, etc. The students will take an area of campus, divide it up between groups, perform survey work, merge data files and draw the entire project following ALTA Standards. Prerequisites: MATH 136 and CT 221. (F)

CT 222 Advanced Surveying Procedures (4)
This course is comprised of field work and classroom work. The classroom work includes theoretical work in highway and railroad curve alignment, compound curves and reverse curves. The field work includes advanced GPS such as static networks, advanced alignment stakeout, inflit surveys, and a student project performed on their own following procedures taught for boundary research, data collection, data analysis and the creation of a certificate of survey for the project. Prerequisites: MATH 136 and CT 221. (S, O)

CT 223 Boundary Control and Legal Principles (3)
The study of the laws and systems of land description and subdivision including: history of land ownership; terminology used in real property law; methods of property transfer; abstracts of titles; types of titles; filing and recording deeds; legal principles of retracements; reversing rights; riparian and littoral rights; mining claims; and preparation of metes and bounds descriptions and records of surveys. (F, O)

CT 232 Water Management Technology (4)
This course covers the fundamentals of water supply and distribution, water treatment processes, sanitary sewage and collection methods, sewage treatment processes, storm water collection, along with the environmental effects caused by improper water and sewage handling. Included in the course are topics on hydraulics, hydrology, chemical and biological testing, water distribution and collection systems and water and sewage treatment facilities storm water management, and the concepts of municipal solid waste disposal. Prerequisite or Corequisite: MATH 134. (S, O)

CT 235 Water Resource Technology (3)
This course focuses on water as a resource and covers topics on water quality and pollution along with drinking water, wastewater and storm water. Distribution systems, treatment processes, purification practices are discussed in detail as well as hydraulics and hydrology. (S)

CT 241 Statics and Strength of Materials (2)
This course covers an introduction to static forces in equilibrium and their effects on objects. Included in the course are force vectors, moments, friction, stress/strain relationships and the various properties of materials. The engineering method of analytical problem-solving is stressed along with the neat and orderly method of showing the problem-solving procedure. Prerequisites: MATH 134, MATH 136. (F, O)

CT 243 Research and Analysis (3)
This class serves as a capstone class and will focus on land and real property ownership. Students will gain an understanding of recording practices and will conduct research projects in the County Recorder’s Office. (F, O)

CT 261 Machine Control and Project Layout (2)
This course will provide the skills necessary to setup control on a construction site, recreate 3D models for proper equipment operation, provide proper data for machine control, compute volumes of project and what is needed for quality control of a project. (F)
For nutritional needs of the general public is emphasized. A computer
The hospitality industry's role and responsibility in providing for the
and suggested daily nutritional needs are covered. A study of food
the body. The requirements of the various nutrients in the body,

CT 297 Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate
career, social and personal development into the educational
process. The cooperative education program allows students to
integrate classroom study with a paid work experience related to their
fields of study. It is recommended that a student has successfully
completed one year of academic study.

CT 299 Special Topics (1-15)
A course designed to meet special departmental needs.

(CULA) CULINARY ARTS

CULA 101 Food Preparation Laboratory (8 credits)
Provides practical experience with the tools, equipment, materials
and products used in food service and hospitality industry. Includes
the properties and composition of food along with the basic
knowledge of meats, produce, dairy products and staple groceries.
Practical experience in the preparation of appetizers, salads, soups,
sauces, meats, seafood, vegetables and farinaceous products.
Practical experience in fabrication and preparation of beef, veal,
pork, lamb, poultry and seafood along with the theory of service for
these items. Practical experience in preparing and serving of food
products is achieved through various banquets, special functions,
daily preparation, fabrication and serving individuals and groups
throughout both semesters. NOTE: The hospitality industry utilizes
items that contain alcohol to flavor and flame food products that will
be served to customers. These items include wine, flavored liquors,
and spirits. The Culinary Arts Department, in an attempt to offer
experiences and products that are as close to the work environment
as possible, utilizes the same types of products in the preparation
and service of food items prepared in the laboratory. Prerequisite for
CULA 102; CULA 110. (CULA 101; F; CULA 102; S)

CULA 110 Sanitation and Safety (2)
A study of health and sanitation conditions as well as effective
sanitary application measures, types of organisms and adulterates
responsible for food contamination and spoilage. Special emphasis
is placed on the conditions conducive to the transmittal and methods
of preventing the growth of organisms and contaminating food
products. The HACCP system of food protection is introduced.
Personal hygiene and appearance is a significant part of sound
sanitation practices and is stressed throughout the course. The
National Restaurant Association’s ServSafe® Certification Program is
a nationally recognized food safety program, and the students are
required to become ServSafe® Certified. Safety procedures and
laws are reviewed and practiced in relationship to food and personal
safety. Corequisite: CULA 101. (F)

CULA 119 Culinary Nutrition (2)
A study of basic nutrition, including how nutrients are utilized in
the body. The requirements of the various nutrients in the body,
and suggested daily nutritional needs are covered. A study of food
products and their impact on the nutritional needs of the customer.
The hospitality industry’s role and responsibility in providing for the
nutritional needs of the general public is emphasized. A computer
analysis software program is used to evaluate diets throughout the
course. Corequisite: CULA 101. (F)

CULA 120 Menu Planning (2)
Includes principles and practices related to preparing menus.
Included are menu formats, preferences of the public, and trends
within the industry. Menus are planned to meet nutritional needs and
the desires of our ever changing customers that are eating in various
institutional and commercial food services. Students research,
prepare and complete a menu project that is a large portion of the
course. A nutrition computer analysis software program is used as a
tool to aid in evaluating the menus in the course. This course allows
the student to earn a certificate from National Restaurant Association
Educational Foundation’s Management First Program™. The Manage
First Program™ focuses on the key competencies defined by today’s
restaurants, hospitality and foodservice leaders. Corequisites:
CULA 102 and CULA 121. (S)

CULA 121 Food Cost and Portion Control (2)
The study of the principles involved when operating a sound food
service operation combined with the study of the basic principles
of effective food cost control and the procedures used by various
operations. Practice in the application of these procedures and
principles is achieved through various projects and specific units.
Computer programs are introduced to aid in menu costing, inventory
control and recipe sizing. This course allows the student to earn a
certificate from National Restaurant Association Educational
Foundation’s Management First Program™. The Manage First
Program™ focuses on the key competencies defined by today’s
restaurants, hospitality and foodservice leaders. Corequisite:
CULA 120. (S)

CULA 201 Principles of Baking and Specialty
Desserts (9)
A study of the basic baking ingredients and how they function in the
baking process. Practical application in preparation of pies, cakes,
yeast breads and pastries as they would be prepared in hotel and
restaurant kitchens. A wide variety of pastry and dessert products
are prepared by students and many are utilized in the campus Dining
Services facilities. Skills in recipe interpretation and conversion,
accuracy in weighing of ingredients, proper mixing methods, and
correct baking procedures are emphasized. (NOTE: Products will be
prepared using flavored liqueurs and other spirits. Refer to
CULA 101.) Prerequisites: CULA 101 and CULA 102. (F)

CULA 202 Short Order Cookery (2)
Training in grill, fryer and broiler cookery, sandwich and breakfast
preparation. Actual short-order preparation experience is available
through a campus restaurant operated by students. Corequisite:
CULA 222. (F)

CULA 203 Gourmet Foods/Catering and Banquet
Service (8)
This course is a continuation of food preparation techniques as
taught in previous courses with opportunities for more specialized
preparations. A variety of ethnic cuisines are explored, some of
which are prepared and served in the campus restaurant. Food
planning, purchasing and receiving procedures are studied. Catering
projects and special functions serve as opportunities to practice
these procedures along with food and labor costing. (See CULA 101
regarding the use of alcohol in food preparation). Prerequisites:
CULA 101 and CULA 102. Corequisites: CULA 202 and CULA 221. (S)

CULA 220 Dining Room Service (1)
An overview of the operation of the restaurant dining room including
personnel management and training, day-to-day operations and
controls. Practical experience in customer relations is provided in an
actual dining room setting. Corequisite: CULA 221. (F)

CULA 221 Principles of Restaurant Management (2)
Basic principles of food service management emphasizing food and
labor management and problem-solving. Menu development, costing
and inventory are practiced utilizing computer software designed for
food service use. Corequisite: CULA 220. Prerequisites: CULA 120
and CULA 121. (F)
CULA 222 Restaurant Service and Production Management (2)
Dining room service and management applications such as sales forecasting, record of sales, inventory, point of sale operation, customer service and sales are practiced by students throughout the semester in an actual restaurant setting. Students and faculty practice a management style which emphasizes the team approach to attaining a common goal. (See CULA 101 regarding the use of alcohol in food preparation). Prerequisites: CULA 120 and CULA 221. Corequisites: CULA 202 and CULA 203. (S)

CULA X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

CULA 297 Cooperative Education (1-5)
Cooperative education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

CULA 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(DAST) DENTAL ASSISTING
(DAST 101, 102 and 103 are not part of the accredited dental assisting program and are for employees currently working in a dental office.)

DAST 101 Dental Radiology: Health and Safety (2 credits)
This course is for Dental Assistants that are currently working in a dental office and are planning to take the Dental Assisting National Board (DANB) Exam. The course will provide a review of the critical content in the radiation health and safety component of the DANB exam as well as test-taking strategies to enhance performance on the exam. The majority of the DANB test sites now require students to take the computerized format of the exam and taking an online course should make you more confident with the format when you take the DANB exam. Prerequisite: Student must be currently employed in a dental office with a minimum of three months Dental Assisting experience. (S, O)

DAST 102 Infection Control (2)
This is a preparation course for the Infection Control segment of the Dental Assisting National Board (DANB) examination. It is designed for Dental Assistants who are currently employed in the dental office with at least three months of chairside experience and who are preparing to take the examination. The course will provide relevant information through reading assignments, summaries, class discussion sessions and examinations. Upon completion of this course, the student will have knowledge in all areas of infection control and be prepared for the DANB examination. (S, O)

DAST 103 General Chairside (2)
This is a preparation course for the General Chairside segment of the Dental Assisting National Board examination. It is designed for Dental Assistants who are currently employed in the dental office one year and who are preparing to take the examination. The course will provide relevant information through reading assignments, summaries, class discussion sessions, and examinations. Upon completion of this course, the student will have knowledge in general chairside and be prepared for the Dental Assisting National Board examination. (O)

DAST 105 Office Practice and Management (1)
A study of the business aspects of dentistry including resumes and interviewing, staff and patient management, office communication skills, inventory and recall systems, dental forms, business records, and legal and ethical aspects of dentistry. Prerequisite: Satisfactory completion of DAST 111. (S)

DAST 111 Introduction to Chairside Assisting (3)
This course is a study of dental team dynamics, infectious disease development and methods of control, didactic and laboratory instruction in basic chairside procedures, patient communication and restorative dentistry. Prerequisite: Acceptance into the Dental Assisting program. Hybrid. (F)

DAST 115 Dental Radiology for the Dental Assistant (3)
This course is designed to provide a fundamental knowledge of dental radiology. Emphasis will be placed on operator and patient safety, quality assurance, radiology principles and radiographic imaging and developing laboratory competency in basic radiology skills. The didactic part of this course will be online. Prerequisite: Acceptance into the Dental Assisting program. Hybrid. (F)

DAST 120 Dental Assisting Expanded Functions (2)
This course is an introduction to dental assisting expanded functions legal in this region. The course will focus on pre-clinical and clinical skills associated with coronal polishing, fluoride application, pit and fissure sealants, dental dam, excess cement/bonding removal, suture removal, periodontal dressing and orthodontic procedures. Prerequisite: Satisfactory completion of DAST 111. (S)

DAST 132 Clinical Training I (3)
A continuation of Introduction to Chairside Assisting (DAST 111). The course will focus on dental specialties, management of patients with special needs, medical emergencies, the history of dentistry, and encompasses educational and licensure requirements for dental professionals, and professionalism in the dental field. Prerequisite: Satisfactory completion of DAST 111. (S)

DAST 132L Clinical Training I: Clinic (2)
This course will provide the student with an opportunity to begin developing clinical skills by assisting in a variety of clinical assignments. The course will focus on assisting in the general and specialty dental offices and actively participating in the NDSCS Allied Dental Education Clinic. Prerequisite: Satisfactory completion of DAST 111. (S)

DAST 133 Clinical Training II (4)
A continuation of Clinical Training I (DAST 132). The primary focus of this course is to provide dental assisting experience in selected dental offices. A capstone mockboard project will be completed in this course. Prerequisite: Satisfactory completion of DAST 132L. (Su)

DAST 144 Biodental Science (2)
This course includes a study of oral embryonic development, oral histology and oral pathology. An introduction to dental pharmacology is included in this course. This course also serves as a basic introduction to nutrition and its role in the maintenance of oral health. Prerequisite: Satisfactory completion of DAST 111. (S)

DAST X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

DAST 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(DCAT) CATERPILLAR DEALER SERVICE TECHNICIAN

DCAT 110 Caterpillar Engine Fundamentals (4 credits)
A lecture/lab course covering engine operating principles, cylinder and piston service, valve service, crankshaft and bearing service, lubrication systems, rebuilding procedures and measurement fundamentals on Caterpillar engines. Caterpillar engines are used for lab disassembly and assembly.
DCAT 111  Introduction to Caterpillar Service (2)
This course introduces the student to the Caterpillar organization history and the different parts of the company. Instruction and lab experiences in the shop include safety, shop operation and a major emphasis on how to obtain information using CAT Specific Software Systems.

DCAT 112  Fundamentals of Hydraulics (3)
A lecture/lab course designed to teach the basic hydraulic fundamentals. Identification and function of the various components used in Caterpillar hydraulic systems will include vane pumps, gear pumps and piston pumps. Also covered is ISO hydraulic symbol identification and tracing oil flows used in Caterpillar hydraulic systems. Lab exercises include disassembly and assembly of Caterpillar hydraulic components.

DCAT 113  Caterpillar Fuel Systems (3)
A lecture/lab course introducing the student to fuel systems used on Caterpillar engines. Combustion chamber design, injectors and injection pumps are covered in this class. Also covered are diagnosing faults in fuel injection and combustion systems, and lab exercises include disassembly and assembly of fuel components used in Caterpillar fuel systems.

DCAT 114  Fundamentals of Electricity (3)
A lecture/lab course that introduces the student to basic electrical and electronic fundamentals needed by a technician to properly diagnose and repair the complex electrical systems installed on Caterpillar machines. Included is the study of Ohm’s law, series and parallel circuits, test instruments and various components found on Caterpillar equipment. The course does not teach specific machine systems.

DCAT 115  Air Conditioning Fundamentals (3)
A lecture, discussion and lab-type course covering the basic theory and operating principles of air-conditioning systems as they relate to Caterpillar equipment. Lab exercises consist of leak detecting, evacuation, reclaiming, charging, component repair and use of test equipment to diagnose and repair malfunctions. (Su)

DCAT 116  Fundamentals of Transmission and Torque Converters (3)
A lecture/lab course that covers the various transmissions, torque converters and differentials used in Caterpillar equipment. This course also covers constant mesh, sliding gear, hydrostatic synchronmesh and power shift transmissions involving planetary systems. At the completion of this course, the student will have working knowledge of basic power train theory. (Su)

DCAT 117  Machine Hydraulic Systems (3)
A lecture/lab course designed for inspecting, testing, servicing and diagnosing Caterpillar hydraulic systems and components. Students will conduct testing and adjusting procedures on Caterpillar equipment, utilizing Caterpillar service procedures and test equipment. (Su)

DCAT 150  Internship I (2)
This internship is to follow DCAT 110 and DCAT 111. The student will maintain a daily log book. The intern dealer will provide a mentor for the student. During the course of the internship period, an evaluation will be completed between the mentor, instructor, manager and student. (F)

DCAT 151  Internship II (2)
This internship is to follow DCAT 112, DCAT 113 and DCAT 114. The student will maintain a daily log book. The intern dealer will provide a mentor for the student. During the course of the internship period an evaluation will be completed between the mentor, instructor, manager and student. (S)

DCAT 200  Undercarriage/Final Drives (3)
A lecture/lab course that introduces the student to undercarriage and drive systems used on the many different types of Caterpillar track machines. Also covered are final drives and braking systems used in Caterpillar track and wheel equipment. This course is a continuation of DCAT 116 Fundamentals of Transmissions and Torque Converters.

DCAT 201  Machine Electronic Systems (3)
A lecture/lab course that covers the electronic systems used on Caterpillar equipment. This course provides the background needed to diagnose and repair the electronics and computerized circuits found on Caterpillar equipment and engines. Basic electronic concepts, component function and system operation are covered. Caterpillar’s procedures are taught to identify malfunctions and to test the system properly.

DCAT 202  Engine Performance (2)
A lecture/lab course that teaches the skills necessary to make CAT engines run at peak performance. The student will be provided with a thorough understanding of the necessary diagnostic skills required for troubleshooting Caterpillar engines and fuel systems. Emphasis will be placed upon knowledge and skills necessary to assure product reliability and performance.

DCAT 203  Diagnostic Testing (2)
A lecture/lab course that teaches the skills necessary to make CAT engines run at peak performance. The student will be provided with a thorough understanding of the necessary diagnostic skills required for troubleshooting Caterpillar engines and fuel systems. Emphasis will be placed upon knowledge and skills necessary to assured product reliability and performance.

DCAT 204  Machine Specific Systems (3)
This course is designed to expose students to different types of specialty equipment used for various operations, utilizing CAT equipment. Testing and adjustment of equipment will also be covered as per Caterpillar service procedures.

DCAT 250  Internship III (6)
This internship is to follow DCAT 200 and DCAT 201. The student will maintain a daily log book. The intern dealers will provide a mentor for the student. During the course of the internship period an evaluation will be completed between the mentor, instructor, manager and student. (F)

DCAT 251  Internship IV (6)
This internship is to follow DCAT 202 DCAT 203 and DCAT 204. The student will maintain a daily log book. The intern dealers will provide a mentor for the student. During the course of the internship period an evaluation will be completed between the mentor, instructor, manager and student. (S)

DCAT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

DCAT 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(DHYG) DENTAL HYGIENE

DHYG 101  Pre-Clinic (1 credit)
This course provides basic information discussing the life cycle of plaque, disease development and methods of controlling and preventing dental diseases. Prerequisite: Acceptance into Dental Hygiene or Dental Assisting program. Corequisite: DHYG 101L or DAST 111. (F)

DHYG 101L  Pre-Clinic Lab (3)
This course provides basic instruction in fundamental principles of clinical dental hygiene instrumentation, prevention of disease transmission, dental hygiene assessment, implementation and evaluation procedures. Prerequisite: Acceptance into the Dental Hygiene program. (F)

DHYG 102  Clinic I (1)
This course provides instruction on fundamentals of medical histories/medical emergencies, principles of root morphology, ultrasonic scaler, prophy jet, aspiration and tobacco cessation, professionalism and patient motivation. Prerequisites: DHYG 101, DHYG 101L. Corequisite: DHYG 102L. (S)
DHYG 102L  Clinic I Lab (4)
This course provides instruction and continuing information on fundamental principles of clinical dental hygiene. Clinical dental hygiene is that portion of the dental hygiene curriculum focused on developing the cognitive, affective and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public. This comprehensive care involves an assessment of patient needs, planning for treatment and disease control, implementation of various clinical dental hygiene services and an evaluation of both patient and operator efforts and the results. Prerequisites: DHYG 101, DHYG 101L. Corequisite: DHYG 102. (S)

DHYG 103  Clinic II (1)
This course provides a continuation of fundamental principles of clinical dental hygiene. Areas of focus will be local anesthesia and pain control, trauma, caries risk assessment and prevention counseling, sealant application, child management, family abuse, and hypersensitivity. Prerequisite: DHYG 102. Corequisite: DHYG 103L. (Su)

DHYG 103L  Clinic II Lab (3)
This is a continuation of DHYG 102L. This course provides instruction and continuing information on fundamental principles of clinical dental hygiene, periodontal assessment, periodontal treatment planning and case assessments. Clinical dental hygiene is that portion of the dental curriculum necessary for delivery of preventive, educational and therapeutic services to the public. This comprehensive care involves an assessment of patient needs, planning for treatment and disease control, implementation of various clinical dental hygiene services and an evaluation of both the patient and operator efforts and the results. Students participate in off-campus clinical experience with a diverse patient population. Prerequisite: DHYG 102L. Corequisite: DHYG 103. (Su)

DHYG 110  Oral Anatomy (2)
This course provides basic instruction in root and tooth anatomy, charting of human dentition, muscles, TMJ and occlusion. Clinical consideration of dental anatomy is stressed. Prerequisite: Acceptance into Dental Hygiene or Dental Assisting program. (F)

DHYG 112  Oral Embryology and Histology (1)
This course is a study of tissue morphology, embryonic development and histologic features of the structure of the oral cavity. Prerequisite: Acceptance into Dental Hygiene program. (F)

DHYG 114  Dental Radiology (3)
A survey of the nature and behavior of principles of x-ray production, biological effects of radiation, radiation safety, quality assurance, techniques associated with exposure, processing, and mounting of radiographs and interpretation of dental radiographs. Recent concepts of dental imaging, digital radiographics, software, and state and federal regulations. Prerequisite: Acceptance into Dental Hygiene. (F)

DHYG 145  Periodontics I (1)
A study of the etiology and clinical characteristics of periodontal diseases. Provides information on tissues of the periodontium, epidemiology, disease classifications, causative factors, assessment and treatment planning. Prerequisite: Acceptance into Dental Hygiene program. (S)

DHYG 201  Clinic III (1)
This course provides basic instruction, care and management of special needs patients. Prerequisites: DHYG 103, DHYG 103L. Corequisite: DHYG 201L. (F)

DHYG 201L  Clinic III Lab (4)
A continuation of DHYG 102L and DHYG 103L. This course provides instruction and continuing information on fundamental principles of dental hygiene. Clinical dental hygiene is that portion of the dental hygiene curriculum focused on developing the cognitive, affective and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public. This comprehensive care involves an assessment of patient needs, planning for treatment and disease control, implementation of various clinical dental hygiene services, and an evaluation of both the patient and operator efforts and the results. Students participate in off-campus clinical experiences with a diverse patient population. Prerequisite: DHYG 103L. Corequisite: DHYG 201. (F)

DHYG 202  Clinic IV (1)
The course provides instruction in continuing information on fundamental principles of clinical dental hygiene. Specific topics to be discussed include: dental specialties, rubber dam, periodontal dressing and suture removal, nitrous oxide analgesia, total treatment planning and review and analysis of patient care through written and oral patient case assessments and presentations. Prerequisite: DHYG 201. Corequisite: DHYG 202L. (S)

DHYG 202L  Clinic IV Lab (4)
Continuation of DHYG 102L, 103L and 201L. This course provides instruction on continuing information on fundamental principles of clinical dental hygiene, periodontal assessment, periodontal treatment planning and case assessments. Clinical dental hygiene is that portion of the dental curriculum necessary for delivery of preventive, educational and therapeutic services to the public. This comprehensive care involves an assessment of patient needs, planning for treatment and disease control, implementation of various clinical dental hygiene services and an evaluation of both the patient and operator efforts and the results. Students participate in off-campus clinical experiences with a diverse patient population. Prerequisite: DHYG 201L. Corequisite: DHYG 202. (S)

DHYG 209  Head and Neck Anatomy (1)
This course involves the study of the structure and function of the osteology, muscles, blood supply, nerves and lymphatics of the head and neck as a whole and TMJ and mandibular functions. Corequisite: DHYG 103L. (Su)

DHYG 210  Local Anesthesia (1)
A clinical application course designed to provide the student with the knowledge and clinical skills to administer safe and effective local anesthesia. In addition, alternate methods of pain control are included in this course. Prerequisite: DHYG 209. Corequisite: DHYG 103. (Su)

DHYG 212  Oral Pathology (1)
A study of fundamental disease processes involving the oral cavity and its related structures. The course includes the use of assessment and critical thinking skills in differentiating normal from abnormal conditions. Prerequisite: BIOL 213. Corequisite: DHYG 103L. (Su)

DHYG 220  Community Dental Health (2)
This course is an overview of the basic principles of dental public health, epidemiological methods, statistical measurement and analysis. It is designed to prepare the student to function in a community as a professional, provide the basis for lifelong learning and evidence-based decision making. The course also provides information followed by experience in APIE for diverse target populations. Corequisite: DHYG 201L. (F)

DHYG 242  Dental Materials (3)
A study of the characteristics, physical properties, selection, manipulation, uses and care of dental materials. Includes laboratory experience in the manipulation and preparation of those materials commonly used in dental practice. Safety precautions relating to each material and procedure are incorporated. Prerequisite: Acceptance into Dental Hygiene or Dental Assisting program. (F)

DHYG 243  Dental Jurisprudence (1)
A study of the legal and ethical aspects of dental hygiene practice in relation to standards at the state and national level. In addition, this course includes writing a résumé, interviewing, recall systems, risk management and office communications. Corequisite: DHYG 202L. (S)

DHYG 245  Periodontics II (1)
This is a continuation of the study of periodontology. This course will include information on plaque control, advanced instrumentation, surgical procedures, implants, emergencies, systemic factors, and treatment and maintenance for the periodontal patient. Prerequisite: DHYG 145. (F)

DHYG X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.
DHYG 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(DTEC) DIESEL TECHNOLOGY

DTEC 109  Air Conditioning for Diesel Technology (2 credits)
A lecture, discussion and lab-type course covering the design and principles of operations of various air conditioning systems, including agriculture, construction and truck equipment. Work in lab consists of leak detecting, evacuation, reclaiming, charging, component comprehension, electrical systems and troubleshooting for various units. (F, S)

DTEC 115  Introduction to Light and Medium Duty Engines (4)
A theory and lab course covering rebuilding of heavy duty gas and light- and medium-duty diesel engines. Students will troubleshoot, disassemble, rebuild and assemble an engine during this class. Learning modules include: measurement fundamentals, basic engine operating principals, cylinder and piston service, cylinder head rebuilding and valve reconditioning, crankshaft and bearing service, and lubrication and cooling systems. Engines designed for the use of alternative fuels such as LPG and CNG are also covered. This class is a prerequisite for DTEC 215, CIH 215 and JDAT 215.

DTEC 125  Introduction to Heavy Duty Drive Systems (4)
A lecture and lab type course which provides the student with theory and hands-on operation and repair of shop safety, operation, bearings/seals, heavy duty steer axles, drive axles, medium and heavy duty truck suspension, wheel end assemblies, and braking systems. Heavy duty vehicle inspection is also covered in this course.

DTEC 155  Electricity for Diesel Technology (4)
An introductory lab/theory class in electrical fundamentals. A practical approach to the study of electricity including Ohm’s Law, power, series and parallel circuits, direct and alternating current, with strong emphasis on diagrams and troubleshooting. This class is designed for technicians in the Diesel Technology field. (F, S)

DTEC 164  Introduction to Mobile Hydraulics (4)
This course is a study of hydraulic system fundamentals and various components used in a typical mobile hydraulic system. Component disassembly and reassembly will take place to aid in the understanding of component and system operation. Various components will be tested on a test bench to help the student understand how the components contribute to the overall operation of the system and will be used to evaluate the students’ performance. Experiments will be performed on lab equipment to aid in the understanding of mobile hydraulic principles.

DTEC 185  Diesel Fuel Injection Systems (4)
This course introduces students to diesel fuel injection systems. The students will study the design and operation of a variety of diesel fuel systems. Students will be required to inspect, disassemble, assemble, performance test, adjust fuels system components.

DTEC 215  Heavy Duty Diesel Engines (7)
A lecture and lab type course of current heavy-duty diesel engines. Students gain knowledge in operation, troubleshooting, rebuilding and tuning all types of diesel engines. Work includes disassembly, assembly, injection timing and adjustment common to diesel engines used in the agricultural, transportation and industrial industries.

DTEC 225  Heavy Duty Drive Systems (7)
A lecture and lab type course which provides the student with theory and hands-on operation and repair of the latest types of heavy-duty drive systems that the agricultural, transportation and industrial industries use on their equipment. (F, S)

DTEC 255  Heavy Duty Chassis Electrical Systems (7)
A lecture and lab type course covering the theory of operation, repair and diagnostic procedures used on heavy-duty truck and tractor electrical systems, electronic engines and transmissions. This is a half-semester course. (F, S)

DTEC 265  Mobile Hydraulic Systems Diagnostics and Repair (7)
DTEC 265 is a lab/lecture course covering the service diagnostics and repair of the hydraulic functions on agricultural and industrial equipment. Open center, closed center, and closed center load sensing systems are covered as well as steering, hydrostatic drives, 3 point hitchs, and hydraulic functions of today’s equipment. Prerequisite: DTEC 164.

DTEC X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

DTEC 297  Cooperative Education for Diesel Technology (1-5)
The Cooperative Education program for Diesel Technology allows the students to apply classroom study with a paid work experience related to their field of study at a department approved work site. It is recommended that the student has completed one year of Diesel Technology. (Su)

DTEC 299  Special Topics (1-15)
A course designed to meet special departmental needs.

(ECAL) ELECTRICAL TECHNOLOGY

ECAL 100  Introduction to Electricity (3 credits)
An introductory lecture class in electrical fundamentals. A practical approach to the study of electricity including Ohm’s law, power, series and parallel circuits, direct and alternating current, with strong emphasis on diagrams and troubleshooting. (F, S)

ECAL 101  Electrical Fundamentals (5)
This course examines the basic components used in electrical circuits. The course stresses the appropriate terminology, units and uses of the various components in DC (direct current) environment only. Also, circuit analysis is stressed with circuits connected in series, parallel and series/parallel configurations. (F)

ECAL 102  Electrical Fundamentals (5)
This course examines the basic components used in electrical circuits. The course stresses the appropriate terminology, units and uses of the various components in an AC (alternating current) environment. Also, circuits are analyzed with components in series, parallel, and series/parallel. Prerequisites: ECAL 101, MATH 136. (S)

ECAL 103  Electrical Code Study (4)
An in-depth study of the National Electrical Code Chapters 1, 2, 3 and portions of Chapter 4. Wiring methods and materials, and equipment for general use are covered. State (ND and MN) electrical codes are also covered. (F)

ECAL 105  Electrical Safety I and NFPA 07E (1)
This course is a study of electrical safety and the rules for safe work practices set forth by OSHA and NFPA 70E, the standard for electrical safety in the workplace. In this course you will look at procedures to work safely around electrical systems and how to create an electrically safe work environment. (F)

ECAL 111  Electric Meters and Motors (3)
A practical, hands-on course using various electrical testing equipment to troubleshoot and test electric motors, components, and wiring systems. A study of single and three phase AC motors, their construction features and operating characteristic’s. This lecture/lab class emphasizes electric motor terminology, identification of motor types, enclosures, mounts, motor selection, connections, maintenance, testing and troubleshooting. Students are also introduced to motor loads, protection, controls, and devices used to connect motors to their loads such as pulleys, v-belts, gearboxes, and couplings. (F, S)
ECAL 133  Basic Wiring (3)
This is an introduction to basic electricity, basic wiring methods, and materials and tools used in the electrical industry. Actual circuit layout and installation is done according to the rules of the National Electrical Code and other applicable state and local codes. (F, S)

ECAL 137  Electrical Drafting (2)
This is a lecture and laboratory course dealing with the application of Computer Aided Drafting (CAD), using AutoCAD drafting software, as well as some reading and interpretation of blueprints from an electrician’s perspective. (F, S)

ECAL 197  Cooperative Education (1-5)
Cooperative education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

ECAL 201  Alternating Current Theory (5)
This course is a study of three-phase alternating current circuits, electrical instruments and the theory, operation and connection of transformers. Students will study the theory, operation and connection of three-phase wye and delta circuits and the relationship of voltage, current and power in these circuits. Students will also study the harmonics of the effects of the building electrical systems. Prerequisite: ECAL 102. (F)

ECAL 203  Advanced Electrical Code Study (3)
This course is a continuation of ECAL 103. Chapters 4 through 8 of the National Electrical Code (NEC) are studied in this course. There is special emphasis on hazardous locations and applications. Prerequisite: ECAL 103. (S)

ECAL 204  Electrical Planning and Estimating (4)
This course is a culmination of all the student’s previous learning experiences. It incorporates code classes, lighting and design, AutoCAD, wiring labs and theory classes. The course is designed to teach the student how to read and understand a set of prints in conjunction with a specification book, familiarize the student with the various materials, an emphasis on layout procedures, labor, and two different estimating techniques to develop a reasonable “bid” price for various projects. (S)

ECAL 205  Electrical Design and Lighting (3)
A class discussion course dealing with electrical material and equipment sizing, layout and application, applicable wiring codes, regulations and rules, and characteristics of common electrical distribution systems as used in industrial plants and commercial building locations. Included is a study of short circuit current, current limiting and coordination, power factor correction and electrical rates. This course includes the study of modern illumination principles, calculation procedures and equipment for lighting installations. (S)

ECAL 211  AC Measurements (4)
This lecture/lab course consists of a series of experiments to investigate the characteristics of single-phase and three-phase electrical circuits. The connections and testing of transformers in both single-phase and three-phase configurations are stressed. Students also learn the operation of three phase motors from conventional sources. Corequisite: ECAL 201. (F)

ECAL 223  Electronic Devices (4)
This course covers the foundations of electronics, the devices used in electronic circuits, how they function, and the proper handling of electronic components. This course will also cover the proper operation and use of test equipment such as multimeters and oscilloscopes used in industry for testing and troubleshooting equipment. (F)

ECAL 224  Automated Industrial Controls (5)
This is a lecture/lab course that will cover digital electronics, basic pneumatic and hydraulic principles, and basic robot operations and programming. The final lab projects will include principles from all elements covered. (S)

ECAL 233  Commercial Wiring Laboratory (3)
This course will introduce the student to many different wiring methods and equipment used in the electrical industry in commercial and industrial electrical environments. Provide examples of tools, materials and procedures utilized by electricians in the fast paced and rapidly changing electrical field of today. Prerequisites: ECAL 103, ECAL 133. Corequisite: ECAL 203. (S)

ECAL 237  House Wiring Rough-In (1)
This course will introduce the student to the logistics and procedures involved with wiring of a residential dwelling. (F)

ECAL 238  House Wiring Trim-Out (1)
This course will introduce the student to the logistics and procedures involved with the proper trim-out of a residential dwelling. (S)

ECAL 241  Basic Motor Controls (3)
A lecture and laboratory course oriented to the study of electromechanical control system concepts. Experiments are designed to illustrate the principles, applications, connection and installation procedures of electrical controllers. Special emphasis is placed on the analysis and development of motor control circuits. (F, S)

ECAL 242  Advanced Drives (2)
This is a lecture and laboratory course dealing with the theory, construction, application, installation, and programming of Variable Frequency Drive (VFD) motor controllers. VFDs are an increasingly common method of controlling motors and their related processes. Students will program a variety of controllers to learn the limitations and capabilities of each device. We will also be configuring programmable controllers to communicate with the drives, as well as communications with Human Machine Interfaces (HMIs). This course is a two credit class that will meet for one hour four times per week. (S)

ECAL 243  Programmable Controllers (3)
This is a lecture and laboratory course dealing with the theory, construction, application, installation, and programming of microprocessor-based programmable controllers. Logic networks solving typical industrial control problems are developed and programmed into a variety of controllers to learn the limitation and capabilities of each machine. (F, S)

ECAL 245  Medium and High Voltage (1)
This lecture/lab course covers medium- and high-voltage electrical theory, conductors, insulators, overcurrent devices, testing, termination, safety precautions and safety equipment. (F, S)

ECAL 246  Alarm, Communications and Data Systems (3)
Installation and maintenance of alarms, communications and data is considered a specialty branch of electrical work. In this course you will understand the unique terminology associated with these systems, describe the relationship between these systems and life safety by various codes and standards that affect both commercial and residential buildings. The course will describe the characteristics and functions of various alarm system components, explain the different types of circuitry (hard wired and wireless) that connects these components and describes the theory behind conventional, addressable and analog systems to better understand how these systems function. The lab portion of this class includes handling and splicing of fiber optics, networking, structured wiring, data, satellite communications, all types of alarms (fire, security and community warning-tornado-civil defense) and video surveillance/recording. (These technology/revolutionary-based systems are subject to rapid change and every effort will be made to reflect any changes in technology. (F)

ECAL 247  Industrial Safety Systems (2)
This is a lecture/lab course that covers common industrial safety practices and the systems that are put in place to protect from injury. (F)

ECAL 248  Advanced PLC’s (3)
This course is a continuation of ECAL 243 PLC’s. This course will expose the learner to more advanced PLC programming concepts. This course will also expose the learner to different types and manufacturers of PLC’s. HMI’s and multiple communication protocols will also be included as topics in the lecture/lab course. (S)
ECAL 249 Industry Network Fundamentals (2)  
This is a lecture/lab course that covers common industrial machine communication. Students will learn Ethernet protocols along with navigating industrial software to establish communication. (F)

ECAL 261 HVAC and Building Systems (2)  
This is a lecture/lab course which examines the basic components used in refrigeration and air conditioning systems and their electrical circuits. The course focuses on identifying whether the system has failed due to an electrical problem or a mechanical problem. The building envelope is studied to verify proper size equipment or to use electric heat. Energy usage/efficiency will be discussed to maximize savings where possible. Lastly, building usage and scheduling will be studied where systems allow further control of the system to reap energy savings (introduction of building automation). (F)

ECAL 262 Predictive/Preventative Maintenance (2)  
This course is a discussion course of different maintenance types and the equipment used to perform the technician level portion of the tasks. Included in this discussion will be the use of thermography and vibration analysis in the predictive maintenance program and different areas of concern that they can be used to monitor and detect problems. Additional items of discussion will be oil analysis, ultrasound and precision alignment. (S)

ECAL 263 Distributed Electrical Systems (3)  
This course is a lecture/discussion course which examines today's need for more flexible energy systems. The basic components used in distributed generation systems will be discussed as well as the various types (solar, wind, engine drive, etc.). The NEC and wiring perspectives of various systems will also be studied. The students will be required to do research into modern systems as well as consult various industry resources for additional information. (F)

ECAL X92 Experimental Course (1-9)  
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

ECAL 297 Cooperative Education (1-5)  
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. Cooperative Education program allows students to integrate classroom study with a paid work experience related to their field of study. It is required that a student has successfully completed one year of academic study.

ECAL 299 Special Topics (1-9)  
A course designed to meet special departmental needs.

(ECON) ECONOMICS

ECON 105 Elements of Economics (3 credits)  
An introductory survey of basic economic principles including supply and demand, national income analysis, business cycles, money and the monetary system, and an analysis of competitive and imperfect market structures; as well as a review of selected contemporary economic issues. (F, O) ND:SS

ECON 201 Principles of Microeconomics (3)  
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. (F, S) ND:SS

ECON 202 Principles of Macroeconomics (3)  
Aggregate income and employment analysis; business cycles, unemployment, inflation and economic growth; fiscal policy; money and monetary policy; the U.S. economy and the world economy. (S) ND:SS

ECON X92 Experimental Course (1-9)  
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

ECON 299 Special Topics (1-9)  
A course designed to meet special departmental needs.

(ELEC) ELECTRONICS TECHNOLOGY

ELEC 100 DC Circuit Analysis (4 credits)  
Theory/lab of DC resistive circuits using Ohm's Law and Kirchhoff's Laws with advanced analysis utilizing various circuit theorems and conversions will be studied. Computer analysis of DC resistive circuits along with the study of power, energy, capacitors and inductors in DC applications also will be examined. (F, O)

ELEC 101 AC Circuit Analysis (4)  
A theory/lab course studying the fundamentals and applications of trigonometry, including right and oblique triangles, the Law of Sines, the Law of Cosines, vectors, angular velocity, graphs, complex numbers, series and parallel RL, RC, and RLC circuits and filters. Prerequisites: MATH 103 and ELEC 100. (S)

ELEC 140 Semiconductor Circuit Analysis I (4)  
This is a lecture/lab course emphasizing the operating principles of various devices using a PN semiconductor junction to include diodes, diode circuits, special purpose diodes and bipolar transistors. Prerequisite: ELEC 100. (S)

ELEC 144 Electronic Lab I (5)  
A laboratory course which covers fabrication, computer simulation and troubleshooting of DC resistor electronic circuits. Capacitive and Inductive Reactance are introduced using Microsoft Excel to graph circuit responses, along with considerable use of measurement equipment in proving of various electronic circuit laws and theorems. Corequisite: ELEC 100. (F)

ELEC 145 Electronic Lab II (4)  
A laboratory course that covers fabrication, computer simulation and troubleshooting of DC and AC electronic circuits. Analysis of semiconductor circuits utilizing diodes, special diodes and bipolar transistors is emphasized. Prerequisite: ELEC 144. Corequisite: ELEC 140. (S)

ELEC 150 Introduction to Electronics (4)  
Introductory lecture/lab course for non-electronics technology majors. Topics include electrical circuits, analog electronic circuits, digital electronic circuits and electronic fabrication. (F)

ELEC 151 Introduction to DC Topics (2)  
The class provides an online learning experience for the student interested in learning about electronics technology. The course utilizes a computer based textbook connected to a high tech training console, and along with a variety of test equipment, the student takes the class in their own school. Electronics is the study, design, and use of electrical circuits to manipulate electrical signals. So whether it's cell phones, MP3 players, or power plant instrumentation, this course prepares the student for career paths such as telecommunications, biomedical, computer networking, automotive technology, and engineering, just to name a few. (F)

ELEC 152 Advanced DC Topics (2)  
Theory/lab analysis of DC resistive circuits using Ohm's Law and Kirchhoff's Laws with advanced analysis utilizing various circuit theorems and conversions will be studied. Computer analysis of DC resistive circuits along with the study of power, energy, capacitors and inductors in DC applications also will be examined. Prerequisites: ELEC 151. (F)

ELEC 181 Digital Circuits I (4)  
Digital Electronics I is a theory/lab course in digital integrated circuits with industrial applications. This will include a study of number systems, logic gates, Boolean algebra, combination logic circuits, IC specifications, interfacing, encoding, decoding and displays. (F)
ELEC 182 Digital Circuits II (4)
Digital Electronics II is a theory/lab course to include advanced
digital integrated circuits with industrial applications. This will include
a study of D and JK flip-flops, counters, registers, multiplexers,
demultiplexers, A/D and D/A converters, digital systems and an
introduction to microcomputer hardware and cabling. Prerequisites:
ELEC 181. (S)

ELEC 241 Semiconductor Circuit Analysis II (4)
A continuation of ELEC 140 Semiconductor Circuit Analysis I.
This lecture/lab course familiarizes the student with the operating
principles of various transistor and thyristor circuits including bipolar
transistors in amplifiers, voltage regulator circuits, and thyristor
applications. Prerequisite: ELEC 140. (F)

ELEC 242 Linear Electronics (3)
A lecture/lab study of linear devices and systems. Includes advanced
usage of test equipment, considerable usage of op-amps and circuits
and linear applications. Prerequisite: ELEC 241. (S)

ELEC 244 Advanced Linear Systems (3)
A lecture/lab course continuing on the topics from Linear Electronics
ELEC 242. Topics to include switching power supplies and sensor
theory and applications. (S)

ELEC 248 Microcontroller Applications (4)
A lecture/lab course on PIC microcontroller systems and applications
concentrating on the PICmicro® 16F84A and PICBasic Pro Compiler.
Prerequisites: ELEC 140 and ELEC 182. (F)

ELEC 250 Test, Measurement and Data
Acquisition (4)
This course uses LABVIEW, a graphical method of computer
programming. It includes a study of the steps required to develop
a computer program. The emphasis of these programs will be on
applications related to the electronics industry. (F)

ELEC 251 Network Operating Systems (2)
Network Operating Systems is an intensive introduction to
multi-user, multi-tasking network operating systems. Characteristics
of the Linux, Windows 2000, NT and XP network operating systems
will be discussed. In the lab, students will explore a variety of topics
including installation procedures, security issues, back-up procedures
and remote access. (S)

ELEC 253 Introduction to Instrumentation (3)
This course introduces the basic concepts of instrumentation and
process control. The focus of the course is on negative feedback
proportional control loops and their application in industry. This course
will focus on the understanding of those systems used in the process
control industries. (S)

ELEC 254 Instrumentation and Control Systems (4)
This lecture/lab course covers the concepts of process control.
Concepts include the terminology and functions of the devices used
in control systems. The primary focus of this course will be on the role
the controller plays in a process. (S)

ELEC 255 Process Measurement and Control
Valves (4)
This lab/lecture course deals with the operation and function of
devices used to measure the process output of a control loop.
Control valves and actuators are also included. Lab time is spent on
experimentation and calibration of the devices. (S)

ELEC 261 Electronic Communications (5)
A lecture course covering the various types of transmission of
intelligence over distance by RF carrier. This course begins with
the limiting effects of bandwidth, spectrum and noise on RF
communications. Various types of modulation are introduced and
continues with the types of circuitry utilized in RF communications.
Antenna and transmission line theory and wave propagation is also
covered. Prerequisite: ELEC 140. (S)

ELEC 262 Electronic Communications II (3)
This lecture course is a continuation of RF communications topics.
Topics covered include digital communications, basic television,
satellite communications, GPS and cellular systems.
Prerequisite: ELEC 261. (S)

ELEC 265 FCC License Preparation (1)
A course to assist the student in preparing for the Federal
Communication Commissions General Radiotelephone License
examination. This license is required for maintenance of transmitters
in the aviation, maritime or international broadcast field.
Prerequisite: ELEC 261. (S)

ELEC X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new
course development. It is used for one year after which time the
course is assigned a different number.

ELEC 297 Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate
career, social and personal development into the educational process.
The cooperative education program allows students to integrate
classroom study with a paid work experience related to their fields of
study. It is recommended that a student has successfully completed
one year of academic study. (F, S)

ELEC 299 Special Topics (1-15)
A course designed to meet special departmental needs.

(EMS) EMERGENCY MEDICAL SERVICES

EMS 100 Emergency Medical Responder (EMR)
(2 credits)
This is an entry-level emergency medical responder (EMR) course
which will prepare the student for employment or a volunteer position
in a variety of pre-hospital settings. This course will prepare students
to provide initial stabilizing care to the sick or injured prior to the
arrival of a higher level of Emergency Medical Services (EMS)
professionals. This course focuses on the core skills, knowledge and
protocols within the EMR scope of practice as defined by the U.S.
Department of Transportation. Students will be prepared to identify,
assess, manage, and treat various types of pre-hospital traumatic and
medical emergencies. (F, S, Su)

EMS 101 Introduction into EMS (2)
This course prepares students with the fundamentals of Emergency
Medical Services (EMS). During this course, students will learn about
the history of EMS, EMS systems and operations, legal and ethical
aspects of EMS, documentation, and disaster and initial hazmat
response in EMS. (F, S, Su)

EMS 110 EMT Fundamentals (2)
This is an introductory course which will prepare the student to work
in the emergency medical field as an Emergency Medical Technician
(EMT). This course will prepare the student to identify, assess,
manage, and treat various types of pre-hospital traumatic and medical
emergencies. The student will learn to perform various aspects of
emergency medical care and ambulance operations under the scope
of practice set forward by the U.S. Department of Transportation. (F, S, Su)

EMS 110L EMT Fundamentals Lab (1)
The purpose of the laboratory is to discuss, perform and relate
the concepts taught in the EMT fundamentals course. This will be
done in group discussion, group and individual scenarios. This is a
hands-on course where the physical and mental skills necessary for
the appropriate assessment and treatment of patients will be taught
and tested in small groups and/or individually. Students should be
prepared for rigorous questioning and skill demonstration in front of
the instructor and their peers. (F, S, Su)
EMS 110P  EMT Practicum (1)
This course will introduce the EMT student to pre-hospital operations and patient care. During this course, students will have the opportunity to ride with ambulance services and assist preceptors in the care of pre-hospital patients. The student will function under the direction of a preceptor. (F, S, Su)

EMS 150  AEMT Fundamentals (2)
This course will prepare the student for careers at the next level of pre-hospital emergency medicine. In this course students will learn to identify, assess, manage, and treat various types of pre-hospital traumatic and medical emergencies. The primary focus of the Advanced Emergency Medical Technician (AEMT) is to provide basic and limited advanced emergency medical care and transportation for critical and emergency patients under the scope of practice set forward by the U.S. Department of Transportation. (S)

EMS 150L  AEMT Fundamentals Lab (1)
The purpose of the laboratory is to discuss, perform and relate the concepts taught in the AEMT fundamentals course. This will be done in group discussion, group and individual scenarios. This is a hands-on course where the physical and mental skills necessary for the appropriate assessment and treatment of patients will be taught and tested in small groups and/or individually. Students should be prepared for rigorous questioning and skill demonstration in front of the instructor and their peers. (S)

EMS 170  Trauma I (2)
This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies. This is the first of a two-part series. (S)

EMS 180  Pharmacology I (1)
This is part one of a two-part series that prepares the students for the objectives associated with pharmacology in the pre-hospital setting. Students will learn the pathophysiological effects of drugs on the body and medications associated. (S)

EMS 201  Systems and Communications in EMS (1)
This is an introductory course for students pursuing the Paramedic (EMT) Technology program. 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 but are not limited to: roles and responsibilities, illness and injury prevention, history of EMS, medical/legal issues and ethics. (F)

EMS 203  Pharmacology II (2)
This is the second of a two-part course that prepares the students for the objectives associated with pharmacology in the pre-hospital setting. Students will learn advanced pathophysiological effects of drugs on the body and medications associated with advanced treatment modalities. (F)

EMS 204  Medical Emergencies I (2)
This course is the first of a two course series that prepares the paramedic to identify, assess, manage, and treat various medical emergencies. Topics include neurology, endocrinology, immunology, infectious diseases, gastroenterology and associated interventions. (F)

EMS 205  Medical Emergencies II (2)
This course is the second course of a two course series that prepares the paramedic to identify, assess, manage, and treat various medical emergencies. Topics include toxicology, urology, hematology, environmental conditions, behavioral and psychiatric disorders, and associated interventions. (S)

EMS 207  Special Populations in EMS (2)
This course prepares the paramedic student to identify, assess, manage, and treat age related emergencies and other special patient population challenges. This course also introduces the paramedic student to the breadth of teamwork with fellow healthcare, first responder and public safety entities. (S)

EMS 209  Advanced Medical Life Support (2)
In this course students will enhance their skills in treating adult victims of cardiac arrest or other cardiopulmonary emergencies, while earning their American Heart Association ACLS (AHA ACLS) for Healthcare Providers Course Completion Card. Students will also use a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, treatment algorithms, effective resuscitation and team dynamics, while earning their American Heart Association PALS (AHA PALS) for Healthcare Providers Course Completion Card. This will be done in group discussion, group and individual scenarios. This is a hands-on course where the physical and mental skills necessary for the appropriate assessment and treatment of patients will be taught and tested in small groups and/or individually. Students should be prepared for rigorous questioning and skill demonstration in front of the instructor and their peers. (Su)

EMS 215  Cardiology (4)
This course prepares the paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical and pharmacological therapy. Skills include, but are not limited to assessment, defibrillation, cardioversion and cardiac rhythm interpretation. (F)

EMS 217  Pulmonology (3)
The course introduces the paramedic student to basic and advanced airway management concepts. Students will understand the intricacies of airway assessment, airway adjuncts, bag-valve-mask, Combitube, EOA, LMA, and intubation. (F)

EMS 218  Cardio-pulmonology (1)
This course prepares the paramedic student to utilize their introductory knowledge of airway management, pharmacology, cardiac conditions and other concepts to understand, recognize and treat various advanced airway conditions. (S)

EMS 219  Trauma II (1)
This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies and prepares the student to perform various aspects of ambulance operations. This is the second in a two-part series and moves into more advanced assessments and treatments. (S)

EMS 222  Medical Emergencies (4)
This course prepares the paramedic to identify, assess, manage, and treat various medical emergencies. Topics include pulmonology, neurology, endocrinology, immunology, infectious diseases, gastroenterology, toxicology, urology, hematology, environmental conditions, behavioral and psychiatric disorders, and associated interventions. (S)

EMS 231  Paramedic Lab I (2)
This is the first in a series of three paramedic lab courses. The purpose of the laboratory is to discuss, perform and relate the concepts taught in the paramedic didactic courses. This will be done in group discussion, group and individual scenarios. This is a hands-on course where the physical and mental skills necessary for the appropriate assessment and treatment of patients will be taught and tested in small groups and/or individually. Students should be prepared for rigorous questioning and skill demonstration in front of the instructor and their peers. (S)

EMS 232  Paramedic Lab II (2)
This is the second in a series of three paramedic lab courses. The purpose of the laboratory is to discuss, perform and relate the concepts taught in the paramedic didactic courses. This will be done in group discussion, group and individual scenarios. This is a hands-on course where the physical and mental skills necessary for the appropriate assessment and treatment of patients will be taught and tested in small groups and/or individually. Students should be prepared for rigorous questioning and skill demonstration in front of the instructor and their peers. (S)
EMS 233  Paramedic Lab III (1)
This is the third in a series of three paramedic lab courses. The purpose of the laboratory is to discuss, perform and relate the concepts taught in the paramedic didactic courses. This will be done in group discussion, group and individual scenarios. This is a hands-on course where the physical and mental skills necessary for the appropriate assessment and treatment of patients will be taught and tested in small groups and/or individually. Students should be prepared for rigorous questioning and skill demonstration in front of the instructor and their peers. (Su)

EMS 234  Paramedic Simulation Lab (1)
The simulation lab is designed to present paramedic students with clinical and field simulation, in a controlled setting, to engage the student and evaluate their skills development, knowledge base and critical thinking skills. This course allows students the opportunity to learn in a risk-free environment, and to improve competence, practice mastery of their patient assessment and management and advance their efficiency. This is a hands-on course where the physical and mental skills necessary for the appropriate assessment and treatment of patients will be taught and tested in small groups and/or individually. Students will receive the opportunity for self-reflection and should be prepared for rigorous questioning and skill demonstration in front of the instructor and their peers to promote an enhanced practicum experience. (F)

EMS 241  Advanced Provider Practicum I (2)
This course will give the student the opportunity to learn and expose the student to real life EMS experiences (BLS and ALS). This course will expose the student to ALS skills, assessments, and other ALS knowledge as well as continue creating a solid BLS foundation. The student will function under the direction of a preceptor. (F, S)

EMS 242  Advanced Provider Practicum II (4)
This course will give the student the opportunity to apply the material learned in the didactic courses to real life EMS experiences. This course will place emphasis on ALS assessments, ALS skills, ALS knowledge as well as continue creating a solid BLS and ALS foundation. The student will function under the direction of a preceptor. (S)

EMS 243  Capstone in Paramedicine (3)
This course determines the preparedness of the student for work in the paramedic field. All previous coursework will be used by the student to successfully lead an ambulance crew through all patient encounters. Students completing this course will be entry-level competent paramedics. The student will function under the direction of a preceptor and will input patient contact information into the FISDAP data collection system, ESO and the Moodle database. (Su)

EMS 290  Introduction to Community Paramedicine (3)
This course will cover the fundamentals of community paramedicine. It will include the topics of the roles of the community paramedic, social determinants of health, public health, cultural competencies, and safety/wellness of the provider. (F, S, Su)

EMS 291  Medical Issues in Community Paramedicine (4)
Students will learn and discuss assessment techniques, lab procedures, special and home health equipment and the diseases they are most likely to encounter in this role. (F, S, Su)

EMS 291L  Medical Issues in Community Paramedicine Lab (1)
Students will learn and practice assessment techniques, lab procedures, special and home health equipment and the treatments for diseases they are most likely to encounter in this role. Corequisite: EMS 291. (F, S, Su)

EMS 298  Community Paramedicine Clinical Experience (2)
This course will put the student into primary and specialty care areas in order gain a deeper understanding of disease processes they may encounter. Course objectives mirror EMS 291 but are applied or observed in a live environment. This class includes a mix of sites from the Fargo-Moorhead area and/or sites local to the student. (F, S, Su)

EMS X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

EMS 299  Special Topics (1-15)
A course designed to meet special departmental needs.

(ENGL) ENGLISH

ENGL 105  Technical Communications (3 credits)
This course concentrates on business correspondence, informal report writing, technical communication, job preparation, and oral presentation. Prerequisite: Placement test. (F, S, Su-Online)

ENGL 110  College Composition I (3)
An introduction to college-level writing as a process of drafting, revising and editing. This course emphasizes critical reading, writing, thinking and research skills as students write for a variety of audiences and purposes. Students will receive guided instruction in the writing process as they begin writing based on personal experiences. An introduction to proper crediting of source material and research will occur toward the end of the course. Prerequisite: Placement test. (F, S, Su, O) ND:ENGL

ENGL 120  College Composition II (3)
Continued practice of college-level writing process and strategies, building on skills learned in English 110. This course refines critical reading, writing, thinking and research skills. Students will practice summary and analysis of texts, as well as synthesizing information from primary and secondary sources. Writing assignments will emphasize logical argument, persuasion and collaboration. Major assignments will require proper crediting of source material and research. Prerequisite: English 110. (F, S, Su, O) ND:ENGL

ENGL 125  Introduction to Professional Writing (3)
Advanced practice in college-level writing which emphasizes writing and research in professional settings. Prerequisite: English 110. (F, S, Su-Online, Su-Online) ND:ENGL

ENGL 207  Language Studies: Conversational English and American Studies (3)
Assistance in improving English language skills, including listening, speaking, reading and writing for non-native speakers. Also meant to introduce non-native speakers to the culture of the United States through literature, history, music and art. Most important will be the development of spoken English language skills. (F)

ENGL 211  Introduction to Creative Writing (3)
A flexible, introductory workshop course that will introduce students to various genres of creative writing including fiction, poetry, drama and many of the genres found in creative nonfiction. This course concentrates on the techniques, the process and the products valuable to writers of creative writing by providing creative literary works for students to read, respond to, and discuss. (S-Online) ND:HUM

ENGL 220  Introduction to Literature (3)
Introduction to Literature studies conventions and characteristics of three genres of literature (fiction, poetry, and drama) and is particularly recommended for students new to the study of literature. Students study terminology and literary concepts in order to interpret, analyze, and critically evaluate selections from stories, poems, and plays. (As needed) ND:HUM
ENGL 232  Mythology (2-3)
The study of representative myths, legends and folklore from various cultures with emphasis upon the literary aspects of myth. Standard Greek and Roman myths will be covered as well as significant myths from other cultures. The third credit is optional and requires a major research project. (S) ND:HUM

ENGL 240  World Literature Masterpieces (3)
World Literature explores the literature of varied cultures from ancient to modern times. Readings include selected works from many cultures, genres and epochs including selections from India, Asia, Africa, Europe and the Americas. (F-Online) ND:HUM

ENGL X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

ENGL 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(ENGR) ENGINEERING

ENGR 212  Fundamentals of Visual Communications (3 credits)
Orientation of job functions in an engineering department along with learning tools of the engineering and technical management professions. Emphasis on hand sketching, print reading, drafting standards, engineering changes and revision documentation for manufacturing and industry. Create visual communications of designs for manufacturing. Understand all phases of design and how to develop three dimensional models using SolidWorks. Emphasis on sketching, parametric modeling of parts, assemblies and critical dimensioning of orthographic drawings for manufacturing and industry. (F)

ENGR X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

ENGR 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(FYE) FIRST YEAR EXPERIENCE

FYE 101  Science of Success (1 credit)
This is a practical one-credit course that provides the tools and skills necessary to get a strong start with the transition for new students at NDSCS. This course will introduce students to campus resources, policies and procedures and cover topics such as time management, study skills, goal setting, wellness, financial literacy and professional development. (F, S, O)

(GEOG) GEOGRAPHY

GEOG X92  Experimental Course (1-9 credits)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

GEOG 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(GEOL) GEOLOGY

GEOL X92  Experimental Course (1-9 credits)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

(HEM) HEMODIALYSIS

HEM 101  Hemodialysis Technology I (4 credits)
Introduction of dialysis technician role in dialysis in an outpatient setting. Identifies normal renal function, causes of renal failure, and principles of dialysis, equipment used in dialysis, specific requirements for hemodialysis and the responsibilities of the dialysis technician. The class meets for 64 hours approximately 2 days a week. (F)

HEM 101L  Hemodialysis Technology I Lab (3)
This course provides supervised lab and clinical experiences in which the student applies the theories in the care of dialysis clients. The student will apply the theories and principles of dialysis in the lab and clinical setting. Emphasis is placed on the role and responsibilities of the dialysis technician in the outpatient dialysis center. Class meets for 64 hours in the lab setting and 96 hours of clinical in the outpatient dialysis setting. The class meets for 48 hours of lab and 24 hours of clinical. (F)

HEM 102  Hemodialysis Technology II (3)
This course focuses on the clinical environment for the delivery of hemodialysis and the dialysis technician role in an outpatient setting. Course covers diet and nutrition, dialysis medication, procedures and complication of dialysis, water treatment and dialysis preparation, infection control, safety, patient education, and documentation. This class meets for 38 hours approximately 2 days per week. (S)

HEM 102L  Hemodialysis Technology II Lab (3)
This course provides supervised lab and clinical experience in which the student applies the theories in the care of dialysis clients. The student will apply the theories and principles of dialysis in the lab and clinical setting. Emphasis is placed on the role and responsibilities of the dialysis technician in the outpatient dialysis center. Class meets for 24 hours in the lab setting and 64 hours of clinical in the outpatient dialysis setting. (S)

HEM 103  Hemodialysis Technology Practicum (4)
This course provides supervised clinical experiences in which the student applies the theories in the care of dialysis clients. The student will apply the theories and principles of dialysis in the clinical setting. Emphasis is placed on the role and responsibilities of the dialysis technician in the outpatient dialysis center. This is the capstone course and students will be assigned to 192 hours of practicum. (S)

HEM X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

HEM 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(HIST) HISTORY

HIST 101  Western Civilization I (3 credits)
An introductory survey of early Western civilization. This course examines the ancient beginnings of civilization with emphasis given to the great civilizations of the Middle East and Southern Europe. The study includes the Byzantine Empire and the development of Western Europe, culminating with the Renaissance. (F) ND:HIST

HIST 102  Western Civilization II (3)
An introductory survey of recent Western civilization. The Reformation and Modern Europe are discussed with emphasis on the religious changes, the growth of nation-states, the Napoleonic era, the Industrial Revolution and World War I and II. (O) ND:HIST

HIST 103  United States History to 1877 (3)
A survey of U.S. History to 1877 examining the discovery, colonization and establishment of the United States. This course emphasizes the reasons for European immigration and their effects on the development of the United States. Changes in the American government, the Westward movement, land acquisitions and slavery are presented. The Civil War and Reconstruction receive major coverage. (F) ND:HIST
HIST 104  United States History Since 1877 (3)
A survey of United States history since 1877. An introduction of America's entry into world politics and its prominence in the Industrial Revolution with a study of progressivism and political change. America’s entry into World War I and its outcome also are examined as well as the New Era, the 1920s, and the events which led to economic disaster. FDR’s presidency, the Depression and World War II are explored. The Cold War, the complacent years of Truman and Eisenhower, the 1960s, Vietnam and Watergate are discussed. The Reagan and Bush administrations and the new order in Eastern Europe are also presented. (F, S) ND:HIST

HIST 207  United States and Current World Affairs (3)
Study of the nature of contemporary political communities around the world, with emphasis on the United States. A special focus of the course is the examination of global and multicultural issues related to the problems of specific world communities. Cross reference: POLS 103. (F) ND:HIST

HIST 220  North Dakota History (3)
A survey of North Dakota history including the government and its people. Emphasis is given to geography, the early history of the state prior to statehood and modern history following statehood to the present. (S) ND:HIST

HIST 260  Women in America (3)
Women in America from pre-colonial to the present. Focuses on experiences of typical women of the past, including minorities. (S) ND:HIST

HIST X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

HIST 299A  Special Topics in History (1-3)
Topics in United States history and/or European history to be offered on the basis of student interest. Prerequisite: HIST 104 or HIST 102 or instructor consent. (Upon demand)

HIST 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(HIT) HEALTH INFORMATION

HIT 176  Introduction to Health Information (4 credits)
An overview of health systems and the health information profession. Students will study the content, use and structure of health records, including data and data sets, primary and secondary records. Students will be introduced to legal and ethical issues, HIPAA privacy, confidentiality, security standards, and other health information laws and regulations. Students will use virtual health record applications. Web-based instruction. Prerequisites: None. (F, O)

HIT 180  Pathopharmacology (3)
Emphasis is on the specific disease processes affecting the human body systems via an integrated approach to specific disease entities, including the study of causes, diagnosis, and treatment of disease. Pharmacology study of drug action, including the absorption, distribution, metabolism, and excretion of drugs by the body. Emphasis on most commonly prescribed drugs, a drug formulary, matching drugs to common conditions and lab findings. Web-based instruction. Prerequisites and Corequisites: None. (S, O)

HIT 181  Healthcare Delivery Systems (3)
A study of health information management in various health care settings (e.g. long-term care, home health care, ambulatory care, and mental health/drug and alcohol treatment services). Includes documentation requirements, licensure and accreditation standards, quality improvement, reimbursement, utilization, and risk management. Web-based instruction. Prerequisite: HIT 176. (S, O)

HIT 184  Basic Diagnosis Coding (3)
An introduction to the basic coding guidelines using the current coding classification system. Students will practice the application of diagnosis and procedure codes, validating coding accuracy using clinical information found in the health record. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included. Web-based instruction. Prerequisites: BOTE 171, BIOL 220/220L. Corequisite: HIT 180, BIOL 221/221L. (S, O)

HIT 185  Basic Procedure Coding (3)
An introduction to the basic coding guidelines of the Current Procedural Terminology (CPT) nomenclature. Students will practice the application of CPT/HCPCS codes, validating coding accuracy using clinical information found in the health record. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines such as the National Correct Coding Initiative. Encoding systems and software with practice applications are included. Web-based instruction. Prerequisites: BOTE 171 or BIOL 220/220L. Corequisite: HIT 180, BIOL 221/221L. (S, O)

HIT 187  Professional Practice I (1)
A virtual internship following completion of all first year courses. Provides an overview of health information services and hands-on experience with technical skills in an online environment designed to simulate the activities that would be completed in a HIM setting. Web-based instruction. Prerequisites: All first year HIT program courses. (Su, O)

HIT 197C  Practicum (2)
A combination of a virtual and field-based coding practicum. Students will practice code assignment using a variety of authentic health record types. Students will use a logic-based encoder and apply coding references. The 30-hour onsite component will include additional clinical code assignment and billing methodologies, working alongside a coding professional(s). Emphasis on building speed and accuracy in coding. Web-based instruction. Prerequisite: All program courses. (O - September)

HIT 281  Health Law, Privacy and Ethics (3)
The study of health law, privacy and ethical issues. Application of healthcare legal terminology, concepts, and principles to legal documents related to the practice of HIM. Confidentiality, privacy and security measures will be addressed related to access and disclosure of health information. Study of retention and destruction policies and system security policies. Compliance with laws, regulations and guidelines will be discussed. Health records and health information software applications are used. Web-based instruction. Prerequisite: HIT 176. (S, O)

HIT 282  Health Information Data and Management (4)
A study in the compilation and interpretation of healthcare statistics for clinical indices/databases/registries. Statistical applications and analysis of health care data will be introduced, including concepts related to data quality and integrity. Management topics will include leadership roles, teams, staffing, productivity, labor laws, training and development, strategic planning, financial management, and project management. Software applications will be used for organization, analysis, and presentation of data. Web-based instruction. Prerequisite: HIT 176. (F, O)

HIT 284  Health Care Quality Management (3)
A study of work design and process improvement, utilization management and risk management in health care with a focus on information integrity, data quality and data governance. Other topics include credentialing and medical staff services, teams and committees, Laws, accreditation and regulatory standards will be discussed. Software applications will be used. Prerequisite: HIT 176. (F, O)
For games. (As needed)

Active participation in aerobic activities. Activities

HPER 101 Activity: Intro Level
(Aerobics) (1): Active participation in aerobic activities. Activities include aerobic dance, water aerobics, walking, yoga and aerobic games. (As needed)

HIT 285 Reimbursement Methodologies (3)
A study of health care revenue management including reimbursement, revenue cycle, and chargemaster processes and procedures. Claims practices of major health insurance programs and federal health care initiatives are presented. Compliance strategies, clinical documentation improvement, fraud surveillance measures, and reporting requirements will be discussed. Ethical standards of practice will be applied and promoted. Organization, analysis and presentation of data using software applications. Web-based instruction. Prerequisites: HIT 176, HIT 184, HIT 185. (S, Su, O)

HIT 286 Intermediate Diagnosis Coding (3)
An in-depth study in the application of diagnosis coding to higher level case scenarios using the current classification systems, including diagnosis and procedure coding reviews. Prospective payment systems and SNOMED will be studied. Coding compliance and ethical coding practice reinforced. Grouping system application encoder software will be used. Web-based instruction. Prerequisites: HIT 176, HIT 184, HIT 185. (S, Su, O)

HIT 287 Computer Applications in Health Care (3)
Introduction to systems and common software applications and their use in healthcare informatics including data quality, database architecture and design, health information exchange, data storage and retrieval. System evaluation and acquisition and project management will be discussed. Use of PHRs and patient portals will be explored. Web-based instruction. Prerequisite or Corequisite: HIT 176. (F, O)

HIT 288 Intermediate Procedure Coding (3)
An in-depth study in the application of procedure coding to higher level case scenarios using current classification systems, including diagnosis and procedure coding reviews. Procedure based payment systems will be studied. Coding compliance and ethical coding practice reinforced. Grouping system application encoder software will be used. Web-based instruction. Prerequisites: HIT 176, HIT 184, HIT 185. (S, Su, O)

HIT 297 Professional Practice II (2)
A virtual and onsite internship following completion of all program courses. Provides hands-on experience with technical skills in an online environment designed to simulate the activities that would be completed in an HIM setting. 40 hours are spent at a HI-related site. Prerequisites: All HIT program courses. (S)

HIT X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

HIT 299 Special Topics (1-4)
A course designed to meet special departmental needs. (F, S, Su)

(HPER) HEALTH/PHYSICAL EDUCATION/RECREATION

HPER 100 Concepts of Fitness and Wellness (2 credits)
A course designed for students of all ages that teaches the facts about exercise and physical fitness. This course is designed to teach the student the role of physical activity in maintaining adequate health and improved quality of life. Also, how to assess, develop and implement a complete lifetime fitness and wellness program and its components. The course is designed to incorporate these ideas through lecture and activity. (F, S, O)

HPER 101 Activity: Intro Level
(Aerobics) (1): Active participation in aerobic activities. Activities include aerobic dance, water aerobics, walking, yoga and aerobic games. (As needed)

(Aquatic Games) (1): In this course students will participate in aquatic games and activities. Students will learn team activities. Students will participate in the shallow water with activities such as water volleyball and water hockey extending into the length of the 25 yard pool to participate in such activities as water football and kickball. (As needed)

(Archery) (1): Active participation in archery involving fundamentals and techniques of basic skills. Stresses shooting techniques, practice for accuracy, and care of equipment. Emphasis on terminology and archery safety rules. (F, Su)

(Beginning and Intermediate Swimming) (1): Teaches swimmers not to fear water, also floating and progressing from basic beginning strokes to more advanced strokes for the intermediate swimmer. (As needed)

(Beginning Downhill Skiing) (1): A course for beginners. Two class meetings plus 20 to 24 hours in instruction and/or practice on nearby commercial slopes. (S)

(Biking and Camping) (1): The active participation in biking and camping over two days in a group setting. Biking is done on the park bike trails of Itasca State Park, Itasca, Minnesota. Covers outdoor activities related to camping such as campfire preparation, no trace camping and outdoor cooking. Students participate in two class meetings and perform the camping and hiking activities during the weekend retreat. Little Yellowstone State Park in Kathryn, North Dakota is a favorite camping and hiking location. (S)

(Intro Level Golf) (1): This course covers active participation in beginning golf. A course designed for beginners. It teaches the beginner the proper grip, stance, swing and rules. (F)

(Intro to Basketball) (1): Students will have an opportunity to learn intermediate basketball skills through demonstration and discussion of strategies for team play. This course will advance the skills of the student who successfully completed the beginning basketball course. Emphasis is on individual participation and competition team play. (As needed)

(Intro to Ice Fishing) (1): A course designed for beginners who will partake in active participation in ice fishing. Class participants will attend two meetings and one weekend outing. Upon completing requirements a grade will be issued. In order to receive a passing grade, participant must attend two days of ice fishing. (As needed)

(Power Walking) (1): Whether this is your first experience in exercise walking, or you are a walking pro, this course provides the fundamentals of power walking techniques, mechanics and flexibility exercises. (As needed)

(Snowboarding) (1): This class is a course for beginners. Two class meetings plus 20 to 24 hours in instruction and/or practice on nearby commercial slopes. (As needed)

(Social Dance) (1): Emphasis on such basic steps as jitterbug, waltz, two-step, polka, fox trot and a few folk dances. Emphasis on dancing the above and distinguishing the differences in the music. (S)

(Strength Training) (1): Active participation in physical activity. A combination of free weights, weight machines and various stations will be utilized in an attempt to improve strength and endurance. (As needed)

(Tae Kwon Do) (1): To introduce students to the basic skills and terminology of Tae Kwon Do, self-defense, physical and mental wellness. (As needed)

(Team Sports) (1): Active participation in seasonal activities including flag football, softball, volleyball and basketball. (As needed)
(Tenting and Canoeing) (1): Covers the active participation in tenting and canoeing in a group setting over two days. Canoeing is done on the Crow Wing River through the Menahga-Huntersville area of Minnesota. Includes outdoor activities related to camping such as outdoor cooking, safety, no trace camping and evening camping recreational activities. Students participate in two class meetings and one weekend retreat. Canoes are provided. (F)

(Trapshooting) (1): This course will be an introductory level course on the art of trapshooting. Safety and etiquette will be a priority and a must! Student will gain an insight into the history, technique, and experience single and skeet shooting. (F, S, Su)

(Wallyball/Volleyball and Racquetball) (1): Active participation in wallyball, volleyball and racquetball with emphasis on basic skills, strategy, rules and terminology. (As needed)

(Water Aerobics) (1): The purpose of this class is to provide the student with an appropriate level of knowledge and skills in water fitness. Vigorous water activities can make a major contribution to the flexibility, strength, and circulatory endurance of individuals. Pressure of the water on the body helps promote deeper ventilation of the lungs, blood circulation automatically increases, and with well-developed activities, both circulation and ventilation increases still more. (As needed)

(Women’s Self-Defense) (1): This course will require active participation in the R.A.D. Systems Basic Self-Defense with instruction involving fundamentals and techniques of basic skills. Stressing self-defense techniques, practice for muscle memory and physical exercise. Emphasis on concepts and technique presented. (As needed)

HPER 102 Activity: Intermediate Level
(Advanced Circuit Training) (1): Active participation in physical activity. A combination of free weights, weight machines and various stations will be utilized in an attempt to improve strength and endurance. Designed for the varsity athlete as a supplement to his or her sport. (Hours arranged)

(Advanced Physical Conditioning) (1): Active participation in physical activity. A combination of free weights, weight machines and plyometric exercises will be utilized in an attempt to improve overall physical condition. Designed for the varsity athlete as a supplement to his or her sports. (Hours arranged)

(Advanced Weight Lifting) (1): Active participation in weight lifting. Emphasis on the use of free weights. Stressing strength and endurance development. Designed for the varsity athlete as a supplement to his or her sport. (Hours arranged)

(Advanced Weight Training) (1): Active participation in weight training. A combination of free weights and weight machines are utilized in an attempt to develop and maintain muscle tone. Designed for the varsity athlete as a supplement to his or her sport. (Hours arranged)

HPER 110 Sports Officiating (2)
This course will acquaint students with the rules, qualifications, ethics, techniques, conduct, proper signals and appearance of officiating high school football, basketball and volleyball. Students will also observe and officiate. (F, S)

HPER 150 Athletic Participation
(Basketball) (2): Daily practice and participation in intercollegiate basketball. (F)

(Football) (2): Daily practice and participation in intercollegiate football. (F)

(Softball) (2): Daily practice and participation in intercollegiate softball. (F)

(Volleyball) (2): Daily practice and participation in intercollegiate volleyball. (F)

HPER 151 Athletic Participation
(Basketball) (1): Daily practice and participation in intercollegiate basketball. (S)

(Football) (1): Daily practice and participation in intercollegiate football. (S)

(Softball) (1): Daily practice and participation in intercollegiate softball. (S)

(Volleyball) (1): Daily practice and participation in intercollegiate volleyball. (S)

HPER 197 Practicum in Sports Medicine I (1)
Practicum in Sports Medicine I provides the student athlete trainer with the basic knowledge of policies and procedures of the training room facility. It introduces students to the athletic department members, college athletic team atmosphere, and athletic injury care. Students learn basic athletic injury treatment and first aid procedures through hands-on contact with varsity athletes. Students observe varsity practices and games throughout the semester. Practicum in Sports Medicine I is an arranged time schedule and takes place under the direct supervision of a Certified Athletic Trainer. (F)

HPER 200 Introduction to Parks and Recreation (2)
A beginning course in the study of recreational programs including those in parks, schools, youth agencies, therapeutic institutions, camps, industry and municipal youth agencies. (F)

HPER 201 Introduction to Coaching (2)
This course is designed to allow students to acquire knowledge in base fundamentals of specific skills and positions. Develop a framework of beliefs on issues within the sport. Devise a process of game plan preparation. (F, S)

HPER 207 Prevention and Care of Injuries (3)
This course will provide students with the principles of athletic training. Students will learn prevention, recognition, treatment of athletic injuries, organization and administration of athletic training and basic taping techniques. (S)

HPER 208 Introduction to Physical Education (2)
Designed for students who may be considering a career as a qualified teacher in physical education. Covers the history, philosophy, principles, nature and scope of the professional field of physical education. Related career opportunities in the fields of fitness and sport are also examined. (S)

HPER 210 First Aid and CPR (2)
Provide students with the knowledge and skills necessary to respond to an emergency; to call for help, to help keep someone alive, to reduce pain, and to minimize the consequences of injury or sudden illness until professional medical help arrives. This course is outlined by the American Heart Association and will follow those guidelines. Certification cards are given upon request and only after successfully completing the course. The student must score at or above the 84th percentile on all written exams for certification. (F, S, O)

HPER 213 Taping and Bracing (2)
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. (F)

HPER 217 Personal and Community Health (3)
Focuses on current health attitudes and habits needed for life management skills. Proper health habits, lifestyle management, fitness, nutrition, mental health, stress management, drug usage, heart disease, cancer, human sexuality, childbirth, consumer health and health programs are covered. (S, O)

HPER 218 Personal Trainer Preparation (3)
This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical skills of personal training. (O)
This class will provide an introduction to Emergency Medical Services (EMS). The roles and responsibilities of the EMT-Basic will be discussed, as well as basic anatomy and physiology, initial patient survey and triage, physical assessment, and interventions for the pre-hospitalized patient. Students will also receive practice in the laboratory setting and gain experience in local clinical settings. (S, Su-Fargo)

**HPER 250 Athletic Participation**
(Basketball) (2): Daily practice and participation in intercollegiate basketball. (F)
(Football) (2): Daily practice and participation in intercollegiate football. (F)
(Softball) (2): Daily practice and participation in intercollegiate softball. (F)
(Volleyball) (2): Daily practice and participation in intercollegiate volleyball. (F)

**HPER 251 Athletic Participation**
(Basketball) (1): Daily practice and participation in intercollegiate basketball. (S)
(Football) (1): Daily practice and participation in intercollegiate football. (S)
(Softball) (1): Daily practice and participation in intercollegiate softball. (S)
(Volleyball) (1): Daily practice and participation in intercollegiate volleyball. (S)

**HPER X92 Experimental Course (1-9)**
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

**HPER 297 Practicum in Sports Medicine II (1)**
The purpose of Practicum in Sports Medicine II is to give further instruction toward the principles and practices of athletic training. The instruction will be hands-on and will take place on on-campus facilities under the direction of a Certified Athletic Trainer. Practicum schedule will be arranged individually for the entire semester. (S)

**HPER 299 Special Topics (1-4)**
A course designed to meet special departmental needs.

**HUM 250 Norwegian Cultural Studies (3 credits)**
This course will provide an introduction to the culture, language, and literature of Norway. It will examine cultural and historical topics representative of traditional and modern Norwegian society, including literature, film, history, arts, folk customs, education, and current events. In addition, students will develop a rudimentary proficiency in writing, speaking, and reading Norwegian by learning the fundamentals of Norwegian vocabulary, grammar, and syntax. (F)

ND:HUM

Humanities courses include: Music Appreciation (MUSC 100), Fundamentals of Music (MUSC 101); Mythology (ENGL 232); World Literature Masterpieces (ENGL 240); Ethics (PHIL 210) and World Religions (RELS 203).

**HVAC/R 297 Cooperative Education (1-5)**
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

**HVAC/R 299 Special Topics (1-9)**
A course designed to meet special departmental needs.

**JDAT JOHN DEERE TECH**

**JDAT 105 Supervised Occupational Experience I (2 credits)**
The student will receive on-the-job experience at a John Deere dealership prior to the first-semester, on-campus classes. This will mainly consist of shadowing personnel in the three areas of the service department. Two weeks will be spent in the set-up area, two weeks in the combine area and two weeks in the tractor area. This work experience will be supervised by the NDSCS John Deere Tech coordinator. (Su)

**JDAT 106 John Deere Time Service Management (2)**
This course covers operational policies followed by the dealership service department. Included will be discussion on time service management, publications, tech manuals, DTAC and service advisor.

**JDAT 110 Supervised Occupational Experience II (5)**
The student will receive on-the-job experience in a John Deere dealership. This will allow the student to practice and utilize the skills and knowledge learned during the previous on-campus instructional period. This work experience will be supervised by the NDSCS John Deere Tech coordinator. (S)

**JDAT 114 Supervised Occupational Experience III (5)**
The student will receive on-the-job experience in a John Deere dealership. This will allow the student to practice and utilize the skills and knowledge learned during the previous on-campus instructional period. This work experience will be supervised by the NDSCS John Deere Tech coordinator. (F)

**JDAT 116 John Deere Equipment Operation and Adjustment (4)**
This course will cover the operation and adjustment of various types of John Deere equipment. Students will operate and field adjust this equipment for optimum performance.

**JDAT 155 Introduction to Electrical/Electronics (4)**
A lab/lecture demonstration and performance type of course, which covers the principles of electricity. These types of learning styles will be applied to electrical circuits, batteries, starters and alternators. It will include Ohm’s Law, schematic reading, test instruments, starter testing and repair and alternator testing and repair. Applications and testing of solid state devices will be covered in this course. The student will have hands on approach to learning electrical fundamentals as well as repairing and troubleshooting electrical problems on John Deere equipment.

**JDAT 165 Introduction to John Deere Hydraulic Systems (4)**
This course is a study of hydraulic system fundamentals and various components used in a typical John Deere hydraulic system. Disassembly and reassembly of John Deere components will take place to aid in the understanding of component and system operation. Various John Deere components will be bench tested to help the student understand how the components contribute to the overall operation of the system and will be used to evaluate the students' performance. Experiments will be performed on lab equipment to aid in the understanding of basic hydraulic principles. Online delivery methods from John Deere Company along with table exercises and/or machine tests will be utilized to prepare student for John Deere University Hydraulic Systems Certification.

For updated information, visit NDSCS.edu
KMTS 215  Komatsu Engine and Fuel Systems (4)
A theory and lab course covering the construction, operating principals, cylinder and piston service, valve service, crankshaft and bearing service, lubrication systems, rebuilding procedures, measurement fundamentals, performance and engine troubleshooting associated with Komatsu engines. Fuel system identification, theory of operation and troubleshooting of fuel systems will also be covered in this course. This is an 8 week course. Prerequisite: DTEC 115. (F)

KMTS 220  Komatsu Internship III (6)
The student will receive on the job experience at a Komatsu dealership. This will consist of performing basic repair procedures in the service department. This internship will occur the third 8 weeks of the second year. (1st 8-weeks spring semester)

KMTS 225  Komatsu Powertrains and Undercarriage (4)
A lab/lecture course covering the powertrain systems used in Komatsu equipment. Mechanical shift and power shift transmissions will be covered in this course. Students will disassemble, reassemble, adjust and test these components found on Komatsu construction equipment. The course also introduces the student to undercarriage and drive systems used on different Komatsu Track Machines. Also covered are final drives and braking systems used in Komatsu track and wheel equipment. (Su)

KMTS 255  Komatsu Electrical/Electronics (4)
A lab/lecture course covering electrical and electronic systems for the engine, hydraulics, machine controls and the Tier 4 emission systems as applied to Komatsu construction equipment. Techniques of circuit diagnostics will be demonstrated with electrical schematics. The function, operation and testing of semiconductor and transistors are covered. Microprocessor operation, including inputs and outputs, are explained and studied. Tractor circuits including lighting, accessory, safety, instrumentation and gauges are tested. Electronic monitoring systems for planting and harvesting equipment are covered. Prerequisite: JDAT 155.

JDAT 215  John Deere Engine Rebuild (6)
A lab/lecture course covering diesel engines used in John Deere equipment. Students will disassemble, reassemble, adjust and test these engines. The proper use of technical manuals will be stressed.

JDAT 225  John Deere Powertrains (7)
A lab/lecture course covering the power train used in John Deere tractors. Students will disassemble, reassemble, adjust and test these components. Proper use of technical manuals will be stressed.

JDAT 255  John Deere Electrical/Electronics (5)
A lab/lecture course covering electrical and electronic fundamentals applied to John Deere equipment. This course includes the study of Ohm’s Law and series and parallel circuits. The proper use of digital multimeters and other testing equipment also will be covered. Techniques of circuit diagnosis will be demonstrated with electrical schematics. The function, operation and testing of semiconductors and transistors are covered. Microprocessor operation, including inputs and outputs, are explained and studied. Tractor circuits including lighting, accessory, safety, instrumentation and gauges are tested. Electronic monitoring systems for planting and harvesting equipment are covered. Prerequisite: JDAT 255.

JDAT 260  Introduction to Ag Management Solutions (AMS) (3)
A lab/lecture course designed to introduce the students to John Deere’s Ag Management Solution systems (AMS). Basic GPS equipment guidance systems operation and diagnostics will be utilized. Types of GPS signals and their applications currently used by John Deere Company will be covered. AMS display set-up and application usage on current John Deere equipment will be performed. Prerequisite: JDAT 265.

JDAT 265  John Deere Tractor Hydraulic Systems Diagnosis (5)
A lab/lecture course covering the operation, testing, diagnosis, and repair of the hydraulic systems found on John Deere utility, row-crop and four-wheel-drive tractors.

JDAT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

JDAT 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(KMTS) KOMATSU

KMTS 106  Introduction to Komatsu Service (3 credits)
This course introduces the student to the Komatsu organization and the different parts of the company. Instruction and lab experiences in the shop include MSHA safety, forklift training, shop operations and operational policies followed by the dealership service department. Included will be discussion on KOMTRAX, publications, tech manuals and other literature specific to Komatsu products. This course will also introduce the student to the Komatsu Service Certification program. The students will plan a class trip to the Komatsu Training Center at Cartersville, GA to be scheduled sometime in their second year of study. (Su)

KMTS 110  Komatsu Internship I (4)
The student will receive on the job experience at a Komatsu dealership. This will consist of performing basic repair procedures in the service department. This internship will occur the last 8 weeks of the second year. (1st 8-weeks spring semester)

KMTS 210  Komatsu Internship II (5)
The student will receive on the job experience at a Komatsu dealership. This will consist of performing basic repair procedures in the service department. This internship will occur the first 8 weeks of the second year. (1st 8-weeks fall semester)

(MATH) MATHEMATICS
Student placement in a mathematics course is subject to ACT-MATH scores or the Compass placement test scores or Academic Services Center approval.

ASC 090  Math Prep (2 credits)
This course improves basic math computational skills: addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Includes a study of percents and application of percents. This course may be required due to Compass test results and the course placement policy. (F, S, Su)

ASC 091  Algebra Prep I (2)
This course will examine real numbers, fundamental operations, variables, equations and applications. Course may not transfer. Prerequisite: ACT math score of 13-15, appropriate Compass score or successful completion of ASC 090. (F, S, Su, O)

ASC 092  Algebra Prep II (2)
This course will examine systems of linear equations and their applications, rules of exponents, scientific notation, radicals and factoring. Course may not transfer. Prerequisite: ACT-MATH score of 16-18, appropriate Compass score, or successful completion of ASC 091. (F, S, Su, O)

ASC 093  Algebra Prep III (2)
This course will examine the real number system, factoring, quadratic equations, rational expressions, and functions. Course may not transfer. Prerequisite: ACT math score of 19-20, appropriate Compass score, or successful completion of ASC 092. (F, S, Su, O)
MATH 102Intermediate Algebra (3)
Properties of the real number system, factoring, linear, exponential and quadratic equations, functions, polynomial and rational expressions, systems of equations, exponents and radicals. (A specific department may choose not to allow this course to count toward total hours required for graduation. May not transfer.) Prerequisite: ASC 092 or placement test. (F, S, Su, O)

MATH 103College Algebra (3)
Relations and functions, equations and inequalities, real and complex numbers; numerical, graphical and symbolic view of functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions; systems of equations, matrices and determinants. Emphasis on use of real-data application. Prerequisite: ASC 093 or placement test. (F, S, Su, O) ND:MATH

MATH 104Finite Mathematics (3)
A general liberal arts mathematics course for those who don’t need extensive algebra or calculus. Linear equations and inequalities; systems of linear equations and inequalities; matrices and linear programming; mathematics of finance; sets, cardinality, elementary probability and statistics. Emphasis on using technology to solve problems. Course is well suited for those majoring in business, health, life sciences, or general liberal arts. Prerequisite: ASC 093 or placement test. (F, S, Su, O) ND:MATH

MATH 105Trigonometry (2)
Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, applications. Students cannot receive credit for both MATH 105 and 107. Prerequisite: ACT score or ASC 093 or departmental approval. (S) ND:MATH

MATH 107Pre-Calculus (4)
Equations and inequalities; polynomial, rational, exponential, logarithmic, and trigonometric functions; applications. Students cannot receive credit for both MATH 105 and 107. Prerequisite: MATH 103 or placement test. Offered only on demand. ND:MATH

MATH 108Business Mathematics
(See BOTE 108)

MATH 120Basic Mathematics I (2)
A review of whole numbers, fractions and decimal numbers in conjunction with the fundamental application of ratios, rates, unit rates, proportions and percents in solving everyday problems. The application of business and consumer mathematics such as simple and compound interest and purchasing. (F, S)

MATH 123Basic Mathematics II (2)
This course introduces statistical data reading and calculating. Problem solving applications involving U.S. and Metric measurements. Application of direct measurement, perimeter, area, and volumes and fundamental geometry. (F, S)

MATH 125Basic Mathematics III (2)
Basic concepts and features of beginning algebra with emphasis on critical thinking and problem solving. Topics include properties of real and rational numbers, arithmetic operations of numbers and expressions, translating verbal expressions to variable expressions, formula manipulations and application of word problems. (F, S)

MATH 130Technical Mathematics (2)
A review of whole numbers, fractions and decimals using U.S. measurements. The application of ratio and proportion, direct measure, perimeter, area and volume with a construction emphasis. (F, S-Online/Fargo)

MATH 132Technical Algebra I (2)
A basic algebra course for students enrolled in technology programs. Topics include properties of real numbers, algebraic expressions, solving equations, polynomials, factoring, formula manipulations and problem-solving. (F, S, O)

MATH 134Technical Algebra II (2)
A continuation of MATH 132. For students who need advanced skills in algebra for application in technical courses or as a preparation for intermediate algebra. Topics include linear and simultaneous equations, quadratic equations, logarithmic and exponential equations, decimal, binary, hexadecimal and BCD base conversions. Prerequisite: MATH 132. (S)

MATH 136Technical Trigonometry (2)
A study of the fundamentals of trigonometry. Right triangle trigonometry, the Law of Sines, the Law of Cosines and Vectors. Emphasis is placed on problem-solving for the technology fields. Prerequisite: MATH 132. (F, S, S-Online)

MATH 137Applied Algebra (3)
An intermediate algebra course for students enrolled in technology programs. Topics include properties of real numbers, algebraic expressions, factoring, formula manipulation, graphing, linear equations, quadratic equations, solving systems of equations, simultaneous equations, exponents, radicals and logarithmic equations.

MATH 138Applied Trigonometry (3)
A theory/lab course studying the fundamentals and applications of trigonometry, including right and oblique triangles, the Law of Sines, the Law of Cosines, vectors, angular velocity, graphs and complex numbers.

MATH 146Applied Calculus I (4)
Review of algebra, including linear, quadratic, exponential and logarithmic functions. Calculus topics for this course will be limits, continuity, rates of change, derivatives, extrema, anti-derivatives and integrals. Emphasis is placed on real-data application. Course is intended for those majoring in business, management, economics, or the life or social sciences. Prerequisite: MATH 103 or MATH 104 or placement exam. (F) ND:MATH

MATH 147Applied Calculus II (4)
Integrals, multivariable calculus, introduction to differential equations, probability and calculus, sequences and series, introduction to trigonometric functions, derivatives and integrals of trigonometric functions. Emphasis is placed on real-data application. Course is intended for those majoring in business, management, economics or the life or social sciences. Prerequisite: MATH 146. (S) ND:MATH

MATH 165Calculus I (4)
Limits, continuity, differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus and applications. Prerequisite: ACT score, placement test, MATH 105 or MATH 107 or departmental approval. (F) ND:MATH

MATH 166Calculus II (4)
Applications and techniques of integration, polar equations, parametric equations, sequences and series, power series. Prerequisite: MATH 165. (S) ND:MATH

MATH 210Elementary Statistics (3)
An introduction to statistical methods of gathering, presenting and analyzing data; estimating means, proportions, confidence intervals, and testing hypotheses; probability and probability distributions; and linear regression and correlation. Prerequisite: ASC 093 or ACT score. (F, S, S-Online) ND:MATH

MATH 227Applied Linear Algebra (3)
The mathematical study of matrices, determinants, vector spaces, subspaces, inner produce spaces, linear transformations, eigenvalues, and eigenvectors. Prerequisites: MATH 165 or concurrent with Calculus I. (S)

MATH 265Calculus III (4)
Multivariate and vector calculus including partial derivatives, multiple integration, applications, line and surface integrals, Green's Theorem, Stoke's Theorem. Prerequisite: MATH 166. (F) ND:MATH
MAT 266  Introduction to Differential Equations (3)
Solution of elementary differential equations by elementary techniques. Laplace transforms, systems of equations, matrix methods, numerical techniques, applications. Prerequisite: MAT 265 or departmental approval. (S) ND:MATH

MAT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

MAT 299  Special Topics (1-5)
A special purpose class or activity to be used for a mathematics course in process of development, for classes occasionally scheduled to meet student needs or interests, or offered to utilize particular faculty resources. (F, S, Su)

(MATL) MACHINE TOOLING

MATL 101  Machine Tool Theory I (4 credits)
An introduction to the hand tools used in the trade such as layout tools, measuring tools, drills and files. A detailed study of the engine lathe and vertical milling machine including their many cutting tools and the procedures to use them are emphasized. Safety of the student and machine are stressed. (F)

MATL 102  Machine Tool Theory II (4)
Continued study of MATL 101 using the vertical band saw, horizontal mill, surface and cylindrical grinders including procedures, tool selection, cutting fluids and shop terminology. Basic introduction to the CNC vertical mill and lathe is included. (S)

MATL 111  Machine Tool Lab I (7)
Basic skills such as layout using scriber, combination square and center punch are learned. Drill sharpening is followed by using this tool to produce a variety of holes, many of which are then tapped to several designated sizes. Careful use of the file to deburr and round corners to help produce safe product is covered. Students are introduced to the lathe and the use of carbide and high speed cutting tools to turn, thread and bore. This is followed by learning to use the vertical mill to produce flat surfaces, accurately locate holes and mill key seats. (F)

MATL 112  Machine Tool Lab II (7)
Students continue to learn to operate surface and cylindrical grinders, horizontal milling machine and band saw. The basic use of the CNC vertical mill and lathe is introduced. (S)

MATL 201  Toolmaking Theory I (3)
The design and application of cutting tools and toolholders will be studied. The theory and procedures for setup and operation of Wire and Sink Electrical Discharge Machining (EDM) along with the tooling involved in these processes will also be covered. Toolmaking procedures for the design and construction of jigs, fixtures, and inspection gauges will be included in the coursework. Students will study the design, construction, and terminology involved with metal stamping dies. Blank and pierce, compound, and progressive, as well as bending and forming dies will be covered. The theory of punch press setup and operation will be addressed in the course as well. (F)

MATL 202  Toolmaking Theory II (2)
An introduction to plastic injection molding and the procedures and practices used to design and build plastic injection molds. Types and uses of plastics will be studied along with other types of molding processes such as die-casting, extrusion, compression molding, thermoforming, blow molding, and rotational molding. Emphasis will be placed on the theory and design of plastic injection molds. Students will study the components and design of standard molds as well as cam, stripper plate, and 3-plate molds. Cold runner and hot runner systems will be included in the coursework. (S)

MATL 204  Toolmaking Lab I (7)
Basic projects using the CNC lathe and CNC mill are introduced. More complicated setups and procedures on lathe, vertical and horizontal CNC mills and surface grinders to produce parts in quantity or repair situation are learned. ID/OD and form grinding are introduced. (F)

MATL 205  Toolmaking Lab II (7)
Several advanced projects will be programmed, set up and run by students. In addition to required projects, advanced machinists will be involved in a full-scale production job involving simple to complex programming. All students will get experience on both CNC lathes and mills. Advanced use of the computer on such operations as program development, verification and DNC (uploading and downloading) to and from machine tool will be stressed. Each student will advance from simple to complex programming as their ability and interest permits. (S)

MATL 206  CNC Programming (3)
The theory and practices learned in MATL 205 along with the fourth axis work are put into use in programming the vertical mill and lathe. Several advanced projects will be programmed, set up and run by students. In addition to required projects, advanced machinists will be involved in a full-scale production job involving simple to complex programming. All students will get experience on both CNC lathes and mills. Advanced use of the computer on such operations as program development, verification and DNC (uploading and downloading) to and from machine tool will be stressed. Each student will advance from simple to complex programming as their ability and interest permits. (S)

MATL 207  CNC Programming I (3)
The principles of Computer Numerical Control of machine tools are studied. The lathe and vertical mill are two of the most commonly CNC-controlled machines in production and tool room work, so their set-up, tool selection and codes are included in detail. Students actually will program, set up and run several CNC lathe and mill projects during this course. (F)

MATL 208  CNC Programming II (3)
The theory and practices learned in MATL 205 along with the fourth axis work are put into use in programming the vertical mill and lathe. Several advanced projects will be programmed, set up and run by students. In addition to required projects, advanced machinists will be involved in a full-scale production job involving simple to complex programming. All students will get experience on both CNC lathes and mills. Advanced use of the computer on such operations as program development, verification and DNC (uploading and downloading) to and from machine tool will be stressed. Each student will advance from simple to complex programming as their ability and interest permits. (S)

MATL 212  Toolmaking Lab II (7)
Toolmaking students will specialize in either mold-making or die-making. They will design and build either a complex mold or die depending upon the area in which they choose to specialize. They will be required to complete a portion of their molds or dies using EDM and a portion on CNC. They also will be involved in the design and building of jigs and fixtures used in the production job by the machinist students. Students also will learn how to make single flute carbide and HSS form cutters. (S)

MATL 213  Machinist Lab I (7)
Basic projects using the CNC lathe and CNC mill are introduced. More complicated setups and procedures on lathe, vertical and horizontal CNC mills and surface grinders to produce parts in quantity or repair situation are learned. ID/OD and form grinding are introduced. (F)

MATL 214  Machinist Lab II (7)
Each student will program, setup and operate CNC lathes and mills, sinker and wire E.D.M.'s on a variety of required lab jobs. Additional experience producing parts to accurate dimensions is highly stressed. Speed of completion becomes very important in this class. All students will be involved in a full-scale production capstone project that involves building and assembling a production tool or machine consisting of at least 30 precision machined components. This project requires them to use all of the knowledge gained in both MATL 205 and MATL 206 to efficiently use time and resources available to complete the job while meeting stringent timelines and high quality standards. This capstone project gives students real-world manufacturing experience as well as the chance to work with other students and even other departments as a team to identify and solve real manufacturing problems. Jigs and fixtures required to align and hold parts during machining also will be designed and built by students. (S)

MATL X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

MATL 297  Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

MATL 299  Special Topics (1-15)
A course designed to meet special departmental needs.
(MFGT) MANUFACTURING TECHNOLOGIES

MFGT 101  Robotics I (2 credits)
This is a lab/lecture introductory robotics course that includes FANUC robot terminology and operational skills with a welding emphasis. This course provides basic instructions using the FANUC Roboguide-WeldPRO software on how to setup a workcell for the simulation programming software using the FANUC robot. FANUC teach pendant and Windows-based computers. (F)

MFGT 107  Introduction to CNC (2)
A lecture/lab introductory course that introduces the student to the basic fundamentals of CNC programming. Applied lab exercises in programming bench-top mills and lathes are included. (F)

MFGT 110  Industrial Shop Practices (2)
An introduction to the procedures and practices used to develop fundamental industrial shop skills. Students enrolled in this class will learn and apply a variety of practical skills used to aid in any entry level industrial mechanical service occupation. The topics covered in this course are: general shop safety; Oxy-fuel torch and MIG welding set-up and operation; basic metallurgy and material identification; identification of SAE and ISO metric measuring systems; fastener types/grades identification/applications; identification of twist drills and 4 systems of sizes; identification/application of hand taps; hack saw blade identification/installation; metal working file identification/operation; drill press/hand drill safety/identification/operation; drill grinding gage application; practical use of micrometers/dial caliper/dial indicator/depth micrometer; Heli-coil insert identification/installation; broken bolt removal practices; soldering application; and mechanical/hydraulic arbor press safety and operation. (F)

MFGT 115  Manufacturing Processes I (4)
The study of basic machine tool operations and forming processes topics include: lathe work, milling, drilling operations, tooling and fixture work. (F)

MFGT 120  Basic Welding I (1)
Basic training in the use of Oxygen-Acetylene/Propylene Cutting (OFC), Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding (GMAW). Welding safety, welding equipment, welding joint configurations and welding techniques will be covered. Welding supplies such as electrodes, shielding gases and electricity will be studied. Welding shop safety is the main focus. (F, S)

MFGT 121  Basic Welding II (1)
Continuation of MFGT 120. This course covers basic horizontal and vertical welding using Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding (GMAW). Advanced use of Oxygen-Acetylene/Propylene Cutting (OFC) is also covered. Prerequisite: MFGT 120. (F, S)

MFGT 123  Fabrication Methods I (2)
A course for students to learn fabrication techniques as they relate to product manufacturing, maintenance and repair. How to use basic shop tools and shop equipment efficiently and safely. (F)

MFGT 124  Mechanical Drives I (2)
This course is a combined lecture and lab class. Course material will cover many mechanical components that can be found in industry. Areas of focus for this course will include installation, maintenance practices, troubleshooting, and theory of operation for an array of mechanical components. These components include belt drive and chain drive systems, bearings, and mechanical coupling systems. Lubrication theory and best practices will also be covered. Students will be involved in lectures, discussions, and hands-on mechanical labs. (F)

MFGT 125  Total Quality Improvement (2)
A study of the introductory concepts of total quality improvement. Fundamentals of quality, commitment, teamwork, cause/effect, data collection and decision-making. (F, S)

MFGT 126  Manufacturing Process II (2)
A lecture/lab introductory course that introduces students to robotics and automated systems and their operating characteristics. Students will learn basic coordinate systems and how hydraulic, pneumatic and electromechanical systems function together as a production cell. Applied work cell projects will be utilized. (S)

MFGT 127  Precision Measuring Techniques (2)
A lecture/lab introductory course that introduces the student to common measuring tools and measurements. Topics include: common measuring tools, gauge blocks, surface measurement, dial indicators, micrometers, optical measuring techniques, surface measurements, tolerance zones and basic calibration methods. (S)

MFGT 135  Basic Metallurgy (2)
A basic study of the fundamentals of metallurgy. Topics include classification and properties of materials, alloys, heat treatment, destructive and non-destructive tests, non-ferrous materials, cast iron, plastics and powder metallurgy basics. Includes applied metallurgy lab testing exercises. (F)

MFGT 137  Print Reading I (2)
Basic blueprint interpretation course for students with little or no previous experience. The principles of reading, engineering drawings, and the symbols used to understand these prints are covered in sufficient detail to give students the working knowledge of the subject. (F, O)

MFGT 140  Fabrication Methods II (2)
This course covers more advanced topics including: bending, forming, shearing, punching operations, template development straightening techniques, fixtureing and heat treatment. (F)

MFGT 141  Print Reading II (2)
For those students that have a basic understanding of print reading. Selected prints cover methods of presentation and application of engineering drawing principles including orthographic and sectional views, dimensioning methods, bill of materials, notes and title block information including tolerances and allowances. (S)

MFGT 150  Hydraulics I (2)
A study of the basic hydraulic system and system components. The student will explain how each component works, will relate each component's relationship to a functioning system, will read and interpret basic hydraulic schematics, and will review general component troubleshooting and maintenance procedures. Topics include: basic hydraulic systems, force, energy, pumps, motors, control valves, actuators, reservoirs, filters, lines, fittings and basic system troubleshooting methods. (F, S)

MFGT 160  Pneumatics (2)
A study of the basic pneumatic system and system components. This study will explain how each component works, will relate each component's relationship to a functioning system, will include reading and interpreting basic pneumatic schematics, and will review general component troubleshooting and maintenance procedures. Topics include: basic pneumatic systems, force, energy, pumps, motors, distribution, actuators, valves, regulators, air preparation and basic troubleshooting methods. (F, S)

MFGT 202  Advanced Robotics (4)
This course is a combined lecture and lab class that will cover advanced robotics programming and interfacing the robots to other electronics found in the industry. Areas of focus for this course will include programming, integrating, troubleshooting, and repairing of robotic systems. Students will be involved in lectures, discussions, and hands-on equipment labs. (F)
MFGT 208  Electro/Mechanical Systems (2)
This course is a combined lecture and lab class. This class will introduce the learner to the process of effective troubleshooting and the integrated systems approach to diagnosing equipment failures. The class will give the learner an opportunity to showcase knowledge obtained through previous electrical and mechatronics classes. Areas of focus for this course will include effective troubleshooting, best repair and maintenance practices, maintenance work flow and documentation, and integrated system operations. Students will be involved in lectures, discussions, and scenario-based exercises. (S)

MFGT 225  Intro to SPC (2)
A study of the introductory concepts of statistical process control. Fundamentals of statistics, control charts, process capability, sampling plans, quality costs, ISO 9000 and quality teams. (F, S)

MFGT 228  Geometric Tolerancing (2)
A course dealing with the basic principles used in geometric tolerancing and its use in the world of manufacturing. Topics include: general tolerancing methods, geometric symbols, datums, material conditions, form tolerances, orientation tolerances, and location tolerances, measuring methods and basic bonus tolerancing methods. (S)

MFGT 230  CIM Lab (5)
This course is a capstone project that is designed to showcase the students’ abilities that have been developed over the four semesters. The class will include mechanical adjustments, electrical wiring, and PLC programming. The class combines all the skills that a mechatronics technician needs to have a systems approach to automation. (S)

MFGT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

MFGT 297  Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

MFGT 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(MICR) MICROBIOLOGY

MICR 202  Introductory Microbiology (3 credits)
A study of the characteristics and importance of microorganisms with emphasis on their identification, control and relationships to health and disease. Corequisite: MICR 202L. (F, S, Su, O) ND:LABSC

MICR 202L  Introductory Microbiology Lab (1)
A overview of the structure and use of microscopes, staining procedures, aseptic technique and common microbiological laboratory procedures useful in the identification of bacteria. Corequisite: MICR 202. (F, S, Su) ND:LABSC

MICR 204  Basic Immunology (3)
Basic Immunology is the second semester of a highly recommended, two-semester sequence consisting of MICR 202 Introduction to Microbiology followed by MICR 204 Basic Immunology. The intent of this course is to cover the origin, formation, function and regulation of the immune response in humans and other mammals in more depth than was covered in MICR 202 or BIOL 221. Additionally, selected bacterial, viral and fungal diseases are reviewed in the context of how our body defenses try to prevent infection and maintain homeostasis. The course materials include a textbook (Immunology by Goldsbay, Kindt, Osborne and Kuby, 5th edition), videos, computer-based CD tutorials and assigned readings from scientific journals. Prerequisite: BIOL 220/221 or MICR 202/202L or consent of instructor. (As needed)
See also Biology (BIOL)

(MSYS) MECHANICAL SYSTEMS

MSYS 101  Safety for Mechanical Systems Technicians (1 credit)
This course covers the safety issues that pertain to the plumbing industry. Upon successful completion the student will receive the OSHA 10 hour certification. Students are required to attend all sessions to complete the certification. (S – 1st 8-weeks)

MSYS 103  Math for Mechanical Systems Technicians (3)
A basic math course with emphasis on development of useful skills in layout, measurement and computation of pipe lengths and fitting allowances, as well as a study of elevation, grade and volumes as it pertains to the trades. (F)

MSYS 132  Advanced Hydronics Systems Lab (2)
This course covers hydronic heating from boiler operation to hydronic heating systems, forced-air, convention and radiant. The course includes classroom and laboratory assignments. (S)

MSYS 141  Introduction to Electricity (2)
A study of basic electricity for plumbers including applications such as water heaters, pumps, hot-water heating systems and their associated controls is offered with this course. (S)

MSYS 142  Electrical Controls For HVAC and Refrigeration (2)
This course covers many aspects of control circuits connected to HVAC/R service, and it includes classroom and laboratory assignments. Prerequisite: MSYS 141 or equivalent. (F)

MSYS 151  Drafting and Sketching (2)
A practical course in drafting, sketching, scale reading, geometric construction and interpretation of drawings. The principles involved are sufficient in depth to give the student the working knowledge and skills required for the major program areas. (S)

MSYS X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

MSYS 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(MUSC) MUSIC

MUSC 100  Music Appreciation (3 credits)
Introduction to the elements, genre, media and historical and stylistic periods of music. This course is a broad overview of music and musical styles including folk, religious, jazz, popular, classical and ethnic music. It will introduce musical concepts and focus on perceptive listening to music as it exists in the world. (F, S) ND:HUM

MUSC 101  Fundamentals of Music (3)
The introduction to fundamental elements of music through the study of scales, chords, basic harmonic progressions, rhythms and terminology. This course is designed for students who have previous music ensemble experience such as high school band, chorus or orchestra. It develops or improves skills in reading and notation music. Also included are pitch and rhythmic notation, basic keyboard, key signatures, beginning melody and harmonization. (F, S) ND:HUM

MUSC 115  Concert Band (1)
Concert Band is dedicated to the rehearsal of a wide variety of music for one or two performances a semester. The band may play for athletic events and parades. Rehearsals are twice a week. (F, S)

MUSC 117  Concert Choir (1)
Concert Choir is dedicated to performing a wide variety of music in one or two concerts per semester. Group rehearsals are two times a week. Additional sectional rehearsals are scheduled as needed. (F, S)
MUSC 122 Music Theory I (3)
Understanding of musical elements and the theory of written music. Music notation, key relationships, rhythm and harmony are stressed. Required for music majors. Corequisite: MUSC 123. (F)

MUSC 123 Aural Skills I (2)
Aural training in sight singing, intervals, melodic, harmonic and rhythmic dictation. Required for music majors. Corequisite: MUSC 122. (F)

MUSC 124 Music Theory II (3)
A continuation of Music Theory I. A more in-depth understanding of musical elements and the theory of written music. Music notation, key relationships, rhythm and harmony are stressed. Required for music majors. Corequisite: MUSC 123. Prerequisite: MUSC 122. (S)

MUSC 125 Aural Skills II (2)
Aural training in sight singing, intervals, melodic, harmonic and rhythmic dictation. Required for music majors. Prerequisite: MUSC 123. Corequisite: MUSC 124. (S)

MUSC 138 Pop-Swing Band (1)
Pop-Swing Band is an audition group that performs frequently for student and public functions throughout the tri-state area. It is a select group that plays primarily popular music including jazz, rock, country and funk. Instrumentation consists of a rhythm section, trumpets, trombones, saxes and sound technician. Rehearsals are twice a week. (F, S)

MUSC 144 Voice (Private Lessons) (1/term)
Individualized instruction with emphasis on musicianship and repertoire. One-half hour private lesson per week. Limited enrollment, see instructor. (F, S)

MUSC 145 Applied Music (Private Instrumental Lessons) (1/term)
Individualized instruction on concert band instruments with emphasis on musicianship and repertoire. One-half hour lesson per week. Limited enrollment, see instructor. (F, S)

MUSC 157 Pop-Swing Choir (1)
Pop-Swing Choir is an auditioned group that performs for student and public functions throughout the tri-state area. It is a select group that sings primarily popular music. Rehearsals are twice a week. (F, S)

MUSC 162 Class Voice I (1)
This course is designed to enable the student to understand the basic principles of vocal production. This will be accomplished through observation, journaling, performing and written comprehension. (F, S)

MUSC 205 Laboratory Instrumentation (6)
This is an intensive combined lab/lecture course designed to expose students to some of the more basic laboratory instrumentation, practices and applications utilized in research and industrial laboratory settings. Most, if not all, of the techniques covered have direct application in the new and rapidly emerging fields of nanoscience and nanotechnology. The course is broken up into six distinct modules, each focusing on specific skill sets critical to a laboratory technician in general. The course is designed to establish: 1) a basic understanding of theory behind, applications of and procedures utilized in the proper use of the technologies, and 2) minimum levels of competency in the proper use and care of the equipment as well as the proper methods utilized in the recording, analysis and reporting of data. Prerequisite: Grade of “C” or better in NANO 102 or consent of the instructor. (Su)

MUSC 206 Microelectronics Laboratory Instrumentation (5)
This is an intensive combined lab/lecture course designed to expose students to some of the more basic laboratory instrumentation, practices and applications utilized in research and industrial laboratory settings. Most, if not all, of the techniques covered have direct application in the new and rapidly emerging fields of microelectronics technology. The course is broken up into six distinct modules, each focusing on specific skill sets critical to a laboratory technician in general. The course is designed to establish: 1) a basic understanding of theory behind, applications of and procedures utilized in the proper use of the technologies, and 2) minimum levels of competency in the proper use and care of the equipment as well as the proper methods utilized in the recording, analysis and reporting of data. Prerequisites: PHYS 120/120L, ELEC 100/101, ELEC 181/182, the equivalent or higher level coursework and consent of the instructor and program director. (Su)

MUSC 207 Nanobiotechnology (3)
Nanobiotechnology is a second year nanotechnology course that is intended to expose students to the specific applications of nanotechnology in the biotechnology and biomedical areas of industry, research and development. The course will cover the technologies utilized in the fabrication and production of specific nanomaterials, their use or applications in the biotechnology and biomedical areas, future trends and societal, ethical and environment implications of these technologies. It is intended to build on the introductory material covered in NANO 101 and 102. Prerequisite: Grade of “C” or better in NANO 101 or consent of the instructor. (F)

MUSC 245 Applied Music (Private Piano Lessons) (1/term)
Private lessons are elementary piano with emphasis on musicianship and repertoire. One-half hour private lesson per week. Limited enrollment, see instructor. (F, S)

MUSC X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

MUSC 299 Special Topics (1-4)
A course designed to meet special departmental needs. (F, S)
NANO 208 Nanomaterials and Coatings (3)
This is a second year nanotechnology lecture course intended to expose students to the fundamentals of nanomaterials and coatings. The student will gain a basic understanding of both organic and inorganic films, ranging from thin film properties to actual processing. Students will gain the insight into the advantages of nanomaterials over bulk materials and how various industries are leveraging these properties. As nanotechnology is such a diverse field, examples will range from everyday applications (such as PD’s) to futuristic concepts (nanoparticles to cure diseases). Prerequisite: Grade of “C” or better in NANO 101 or consent of the instructor. (S)

NANO 209 Thin Film Technology: MEMS Case Study (3)
This is a second year nanotechnology lecture course designed to expose students to some of the more common thin-film processing and analysis techniques, specifically vacuum-based processing and analysis. Insight into thin film technology will be gained by a practical, thorough introduction to microelectromechanical (MEMS) applications, technologies, design, fabrication, characterization and reliability. Prerequisite: Grade of “C” or better in NANO 205 or consent of the instructor. Corequisite: NANO 210. (F)

NANO 210 Micro/Nano Fabrication (3)
Semiconductor Fabrication focuses on the terminology, concepts, processes, products and equipment commonly used in the manufacturing of ultra-large-scale integrated (ULSI) semiconductors. Prerequisite: Grade of “C” or better in NANO 205 or consent of the instructor. Corequisite: NANO 209. (F)

NANO 211 Manufacturing Quality Assurance (3)
This is a two-year lecture/lab course with hands-on processing designed to expose students to the many facets of the manufacturing environment, including both lean principles and quality control. Students will be responsible for conducting experiments (equipment operation, troubleshooting, documentation, 5S’s, value stream mapping) and results product quality (sampling plan, test data, measurement systems analysis, process/product control limits, control charts and flowcharts). (S)

NANO 212 Surface and Thin Film Analysis Techniques (3)
This is an intensive lecture course with hands-on analysis designed to expose students to some of the more common analysis techniques and the data-impact to nano-processing. The course is designed to establish: 1) a basic understanding of theory behind, applications of and procedures utilized in the characterization of surfaces and thin films, and 2) minimum levels of competency in the proper use and care of the equipment as well as the proper methods utilized in the recording, analysis and reporting of data. Prerequisite: Grade of “C” or better in NANO 101 or consent of the instructor. (S)

NANO 297 Internship Experience II (2)
The Internship Experience II is a two-credit virtual internship experience designed to acquaint students with the industry and research laboratory/production environment. Supervised tours and/or virtual tours of a variety of different laboratory/production facilities will be conducted as a single group or as small groups depending on space availability. (S)

NANO 297B Industry Internship Experience III (5)
A supervised industry experience designed to allow students to work with the industry and research laboratory/production partners. Students will work at different laboratory/production facilities to gain hands-on practical experience unique to each industry type. Placement into internship experiences must be approved by both the program director and the industry partner. Students may be required to sign non-disclosure agreements in order to participate. Prerequisites for Internship II: A grade of “C” or better in NANO 205 or consent of the instructor. Prerequisites for Internship III: A grade of “C” or better in NANO 207, NANO 209 and NANO 297 or consent of the instructor. (S)

NANO X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

NANO 299 Special Topics (1-4)
A course designed to meet specific departmental needs. (F, S)

(NURS) NURSING

NURS 101 Introduction to Nursing (5 credits)
This course, the first in the nursing curriculum, includes an introduction to nursing’s historical background and trends in nursing today. An emphasis is placed on the role and responsibility of the individual practical nurse as a person in today’s society and as a professional in the delivery of health care. An introduction to the mission and conceptual framework of the North Dakota State College of Science Practical Nursing Program is included. Also included is an introduction to the client as a developing biopsychosocial, spiritual and cultural being. Basic nursing principles are taught in the lecture setting. Communication techniques, introduction to basic physical assessment and basic nursing procedures are demonstrated in the lab and applied in the clinical setting. The nursing process is utilized to provide safe and effective nursing care by helping each client adapt to his/her environment. Emphasis is placed on the care of the client in the long-term setting. The class has didactic, laboratory and clinical sessions scheduled to provide the students with practical experiences. Prerequisite: Admission into the first semester in the Associate in Applied Science degree in Practical Nursing. (First semester of curriculum) (F, S)

NURS 102 Introduction to Adult Nursing (6)
This course covers the medical systems model to introduce abnormal states and conditions resulting from disease in the developing biopsychosocial, spiritual and culturally diverse adult client. Communication techniques, physical assessment, and complex nursing procedures are taught in lecture, demonstrated and applied in the laboratory and clinical setting. Emphasis is placed on the disease process, assessments, nursing diagnosis and interventions utilizing the nursing process, thereby assisting the student to provide safe and effective nursing care by helping the client adapt to his or her environment. Nursing care of the client in the long-term care setting is emphasized. The class includes didactic, laboratory and clinical sessions to provide the students with practical experiences. Prerequisite of this course are satisfactory completion of the first semester of the associate in applied science practical nursing curriculum with a minimum of a “C” in each course that applies to the nursing curriculum. Prerequisites/Corequisites: BIOL 221/221L, MICR 202/202L, and NURS 101. Corequisite: PHRM 205. (Second semester of the curriculum) (F, S)

NURS 231 Psychiatric Mental Health Nursing (2)
This course focuses on the integration of theory and clinical practice in relation to psychiatric-mental health. Concepts of mental health, mental illness, psychiatric nursing, cultural influences and therapeutic interaction are explored while studying common psychiatric disorders. The student will explore the role of the licensed practical nurse and participate in nursing interventions related to the clients experiencing psychiatric disorders. Prerequisites for this course include satisfactory completion of the first two semesters of the associate in applied science practical nursing curriculum. (Su)

NURS 232 Adult Nursing (5)
This course builds on prior learning to gain knowledge of disease processes of the biopsychosocial, spiritual and culturally diverse adult client within the health illness continuum. It prepares the student to recognize the symptomatology of major disease processes and changes in the health status of the client within their environment. It will provide knowledge in the methodology of diagnostic testing, medical-surgical interventions and aspects of nutritional and pharmacological roles in the delivery of nursing care to the client. The emphasis will be placed on nursing care, and utilizing the nursing process. Assessment will follow the system utilizing Maslow’s Hierarchy of Needs and Erickson’s Developmental Stages to determine nursing diagnosis, plan, intervention, and evaluation of nursing care. Application of the teaching-learning process will be emphasized. Problem-solving skills will be utilized in the identification of environmental risks in planning care of the adult client. Using the nursing process as a framework, students explore the collaborative role of the nurse with the adult client, families and other members of the health care delivery system. Prerequisites of this course are satisfactory completion of the first two semesters of the nursing curriculum, with a minimum of a 2.0, a “C-“ average, in all courses required in the Nursing Program. Corequisite: NURS 233. (F, S)
NURS 233 Adult Nursing Clinical (5)
This course provides supervised clinical experience in which the student applies theories in the care of the biopsychosocial, spiritual and culturally diverse adult client at various developmental levels. The student will apply the nursing process in providing holistic care to the acutely and chronically ill patient/client. Students assess developmental and biopsychosocial, spiritual and culturally diverse needs of the clients and family on the health/illness continuum to assist the client in setting goals to adapt to their environment and plan, implement, and evaluate nursing care to meet those goals. The student will apply the teaching/learning process in the education of the client and family. Emphasis is placed on the role and responsibility of the practical nurse in the acute care setting. Prerequisites of this course are satisfactory completion of the first two semesters of the associate in applied science practical nursing curriculum with a minimum of a “C” in each course that applies to the nursing curriculum. Corequisite: NURS 232. (F, S)

NURS 245 Maternal Child Nursing (4)
This course builds on prior learning to gain knowledge of the childbearing family, developing child and women’s health. The focus is placed on the normal process of childbearing, the biopsychosocial, spiritual, culturally diverse family, the child through the developmental stages, common disorders associated with childbearing process, children’s and women’s health. Emphasis is on health maintenance and selected study of diseases and disorders affecting women, children, and families. The student will apply the nursing process in providing holistic care to the client, assess developmental and biopsychosocial, spiritual and culturally diverse needs of the client. The student will apply the teaching/learning process in the education of families, women, infants and children. Emphasis is placed on the role and responsibility of the practical nurse in the maternal child settings. Prerequisites of this course are satisfactory completion of the first three semesters of the associate in applied science practical nursing curriculum with a minimum of a “C” in each course that applies to the nursing curriculum. Corequisites: NURS 246, NURS 250 and NURS 251. (F, S)

NURS 246 Maternal Child Nursing Clinical (2)
This course provides supervised clinical experience in which the student applies theories in the care of the biopsychosocial, spiritual, culturally diverse childbearing families, women, infants, and children at various developmental levels. The student will apply the nursing process in providing holistic care to the client, assess developmental and biopsychosocial, spiritual, and culturally diverse needs of the client. The student will apply the teaching/learning process in the education of families, women, infants, and children. Emphasis is placed on the role and responsibility of the practical nurse in the maternal child settings. Prerequisites of this course are satisfactory completion of the first three semesters of the associate in applied science practical nursing curriculum with a minimum of a “C” in each course that applies to the nursing curriculum. Corequisites: NURS 245, NURS 250 and NURS 251. (F, S)

NURS 247 Expanded Maternal-Child (2)
This course is designed for the Licensed Practical Nurse to build on prior learning and to gain knowledge of the childbearing family and common childhood diseases. Emphasis is placed on health maintenance and selected study of diseases and disorders affecting childbearing women, children and families. The nursing process will be utilized to facilitate the student’s knowledge and client’s adaptation to all phases of the childbearing process and various childhood diseases. The teaching-learning process will be utilized to provide the client with the knowledge to prevent, maintain and restore health status to assist them to attain a safe and therapeutic environment. Using the nursing process as a framework, the students explore the collaborative role of nursing with the client and other members of the health care delivery system. Prerequisites: Currently Licensed Practical Nurse and satisfactory completion of NURS 248 and NURS 248L. Corequisite: NURS 249. (O)

NURS 248 PN Transitions (2)
This course is designed for the Licensed Practical Nurse to expand his/her knowledge base in selected nursing concepts and assessment skills of the adult client. An introduction to the philosophy and conceptual framework of the NDSCS Practical Nursing program is included along with an introduction to the client as a developing biopsychosocial, spiritual and cultural being. This course is a requirement to attain an Associate in Applied Science degree in Practical Nursing. Prerequisite: Currently licensed practical nurse. Satisfactory completion of BIOL 220/220L, BIOL 221/221L, or the equivalent of both. Satisfactory completion or presently enrolled in MICR 202/202L or the equivalent. (O)

NURS 248L PN Transitions Lab (3)
This course is designed for the Licensed Practical Nurse to improve his/her nursing knowledge in technical and assessment skills of the adult client. Complex nursing procedures are presented online, with the opportunity to be demonstrated and applied in the simulated clinical laboratory setting. This course is designed for students returning to college to receive an Associate in Applied Science degree in Practical Nursing. Prerequisites: Currently licensed practical nurse. Satisfactory completion of BIOL 220/220L, BIOL 221/221L or the equivalent of both. Satisfactory completion or presently enrolled in BIOL 202/202L or the equivalent. Corequisite: NURS 248.

NURS 249 PN Leadership (1)
This course is an introduction to the leadership responsibilities of the practical nurse. The concepts necessary for effective management are presented online in lecture. Student learning is facilitated through assignments related to leadership concepts. Prerequisite: Currently licensed practical nurse. Satisfactory completion of BIOL 220/220L, BIOL 221/221L or the equivalent of both. Satisfactory completion or presently enrolled in MICR 202/202L or the equivalent. (O)

NURS 250 Leadership in the Long-Term Care Setting (2)
This course is an introduction to the leadership responsibilities of the practical nurse in the long-term care setting. The concepts necessary for effective management are presented in lecture and applied in the long-term care clinic setting. Student learning is facilitated through assignments related to leadership concepts. Prerequisites of this course are satisfactory completion of the first three semesters of the associate degree nursing curriculum with a minimum of a “C” in each course that applies to the nursing curriculum. Corequisites: NURS 245 and NURS 246. (Fourth semester of curriculum) (F, S)

NURS 251 NCLEX-PN Review (1)
This course is designed to provide a comprehensive review of the current test plan for the NCLEX-PN licensure exam for graduate practical nurses. This course includes content review of fundamental skills and PN program curriculum inclusive of medical-surgical, maternal, pediatric, and psychiatric areas of nursing practice. Focus will also be placed on the client need areas of safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. The review utilizes the nursing process to problem solve using analytic thought. Tips for test taking and success as well as study skills are also included in the review. Written material and computer assisted testing (CAT) will be utilized to reinforce lecture content. Course requirements and means of evaluation include proficiency in test taking skills and successful completion of a practice, comprehensive NCLEX-PN exam. Students must have successfully completed the pre-requisites for this course including NURS 101, NURS 102, NURS 232/233, NURS 231, and PHRM 205. Corequisite courses for this course include NURS 245, NURS 246, and NURS 250. (F, S)
NURS 255  Role Transition (1)
This course is designed to promote role development and transition of the LPN to the RN. The student is introduced to the definition, roles and responsibilities of the registered nurse in providing nursing care to clients, families, and communities in their environment. Role concepts essential for the RN to provide and manage care as a member of the profession are emphasized. The student will utilize critical reasoning as it relates to the assessment, diagnosis, management and evaluation in the provision of professional nursing practice. Principles of evidence-based nursing research will be identified to guide the teaching/learning process. Focus is directed to guide patients within the regulatory framework of professional, ethical and legal responsibilities of the registered nurse and encourages a desire for lifelong learning. Corequisites: NURS 256 and NURS 257.

NURS 256  Life Span Nursing (4)
This course involves the role and scope of practice of the registered nurse in the care of clients across the life span with complex, multi-system alterations in health. Content and learning objectives are designed to utilize critical reasoning and the nursing process to meet nurse’s responsibilities in the provisions of holistic, safe, competent nursing care to clients throughout the life span. Focus is placed on the students attainment of the necessary knowledge and skill sets to provide teaching/learning opportunities to clients/families and communities within their environments to maintain optimal health. Corequisites: NURS 255 and NURS 257.

NURS 257  Life Span Nursing Clinical (3)
This clinical course is composed of supervised nursing practice that focuses on the role of the registered nurse in caring for individuals/families of any age that have complex healthcare needs. Utilizing the nursing process and critical reasoning, the student plans, implements and evaluates nursing care to manage care for groups of clients within their environment. Client/family assessment, communication and utilization of teaching/learning concepts are incorporated into the experience. Corequisites: NURS 255 and NURS 256.

NURS 261  Maternal/Newborn Nursing (2)
This course focuses on the role and scope of practice of the registered nurse in the care of childbearing families, especially those at high risk for complications. Content and learning objectives are designed to utilize critical reasoning and the nursing process to meet nurse’s responsibilities in the provisions of holistic, safe, competent nursing care for the child bearing family during the preconception, antepartum, intrapartum, postpartum and newborn periods. Focus is placed on the students attainment of the necessary knowledge and skill sets to provide teaching/learning opportunities to clients/families and communities within their environments to maintain optimal health. Prerequisites are the successful completion of the first semester of the ASN curriculum. Corequisites: NURS 262 and NURS 263.

NURS 262  Community/Mental Health Nursing (3)
This course is composed of an overview of community-based nursing practice and the role of the nurse in health promotion for clients and families in their environment. The course will present basic epidemiology concepts; special concerns related to communities including environmental threats and cultural influences. The student will utilize teaching/learning principles to promote health promotion and disease prevention for clients/families and communities. Mental health nursing principles and concepts of mental health psychopathology, and treatment modalities related to the nursing care of clients and their families are included in the course. Utilizing critical reasoning and the nursing process, the student will research, design and present a community-based project that promotes health within a community setting. Prerequisites are the successful completion of the first semester of the ASN (RN) curriculum. Corequisites: NURS 261 and NURS 263. (O)

NURS 263  Leadership (2)
Composed of lecture and clinical practice, this course is designed to assist students to develop the knowledge and skills necessary to lead and manage nursing care in the modern health care system. Areas presented and explored will include leading and managing concepts; including interdisciplinary teamwork and delegation of nursing care, evidence-based practice, quality improvement, initiation and management of change, budget and resource allocation and professional preparedness and responsibility. The clinical experience will provide opportunity to practice management concepts essential to assuming leadership and management roles as a registered nurse. The student will collaborate in making informed nursing clinical judgments, effectively define problems, gather and evaluate information to provide optimal health for clients in their environment. A preceptorship clinical experience will be assigned by the student’s advisor in collaboration with the student in designated acute care facilities. This course meets for 30 hours of lecture a semester in addition to the clinical experience. Prerequisites are the successful completion of the first semester of the ASN (RN) curriculum. Corequisites: NURS 261 and NURS 262.

NURS X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

NURS 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(NU TR) NUTRITION

NUTR 240  Principles of Nutrition (and Diet Therapy) (3 credits)
A study of the basic principles of nutrition including: nutrition in the community, the role of nutrients in the maintenance of normal health and nutrition in the life cycle. Also included is the application of these principles to all age groups and for diet modification during illness. (F, S, Su, O)

NUTR 255  Eating Disorders (1)
A study of the incidence, cause, diagnosis, and treatment of the major eating disorders: anorexia nervosa, bulimia and compulsive overeating. (F, S, Su)

NUTR X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

NUTR 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(OTA) OCCUPATIONAL THERAPY ASSISTANT

OTA 101  Introduction to Occupational Therapy (3 credits)
This course is designed to introduce the student to the profession of Occupational Therapy in the context of current and emerging areas of practice. An overview of the history, philosophy, ethics, tenets, and core values of the profession is presented. Students are introduced to the Practice Framework, activity analysis, the concepts of theory, models, frames of references and client-centered practice. (F-first year)

OTA 102  Disability Awareness (1)
This lab class provides students with practice in organizing and presenting information about various disabilities to the general public. In class activities include guest speakers and discussions. Students may also have the opportunity to plan and carry out structured activities with members of the community in the classroom. Activities outside the classroom may include puppet shows to community groups and presentations to health classes. Corequisites: All fall semester first year courses. (F-first year)
OTA 105  Medical Terminology (2)
This online course is a study and practical application of medical vocabulary. Includes recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. In this course, medical terms related to all major body systems will be covered with emphasis on medical vocabulary used in rehabilitation and Occupational Therapy. Corequisites: All fall semester first year courses. (F-first year)

OTA 110  Introduction to Muscle Function (2)
This course is designed to assist the student to explore and explain how movement occurs from a musculoskeletal orientation. The structure of the human body in relation to joints, trunk, and extremities (with emphasis on the upper extremity) is examined and analyzed in terms of functional movement required for all areas of occupation. Classroom and lab experiences will help student gain an understanding of what normal movement is and what affects it. Principles of exercise are introduced and manual muscle testing and goniometric measurement are discussed and practiced. Corequisites: BIOL 220/220L and all fall semester first year courses. (F-first year)

OTA 111  Therapeutic Media (1)
This course covers the role of the OTA in the therapeutic use of self in context of roles and performance patterns throughout the lifespan. Students are introduced to the theories related to occupation, Occupational Therapy Practice Framework, activity analysis and grading and adapting tasks. Students will learn about group dynamics, group process, learning styles, teaching process, expected roles and student self-analysis. Students will practice basic techniques and procedures used in ceramics, leather, woodworking and other craft medias. Prerequisites: All fall semester first year courses. Corequisites: All spring semester first year courses. (S-first year)

OTA 112  Documentation (1)
This lecture/lab course is an introduction to medical note writing. Documentation requirements for both the clinical and school-based areas of occupational therapy practice are emphasized. AOTA guidelines, legal and reimbursement guidelines and an analysis of documentation formats are included. Written and oral communication skills including mechanics in note writing such as spelling and grammar as well as proper word usage are practiced. Uniform Terminology, Practice Framework, and the impact of OT models and frames of references are also addressed. Prerequisites: All fall semester first year courses. Corequisites: All spring semester first year courses. (S-first year)

OTA 113  Physical Disabilities I: Theory and Practice (3)
This course is designed to provide students with an understanding of the occupational therapy process in physical disabilities resulting from illness, disabling conditions or injury. This lecture/lab course will focus on how occupation forms the core of the profession. It will prepare students to apply theoretical treatment approaches to enhance occupational performance of person with these types of physical conditions. Evaluation tools and treatment techniques applied to specific diagnoses will be studied and practiced. Theories and practice models/frames of references are examined and applied to guide the evaluation and intervention process. Orthotic and adaptive devices utilized with specific diagnoses will be explored. Laboratory activities reflect current and emerging intervention processes and techniques. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 114  Pediatrics I: Theory and Practice (2)
This course is designed to enable the students to investigate and understand the prevalent disabilities occurring during the early years (birth to 21 years of age) and to begin to implement occupational therapy treatment for a variety of disabilities. Students will also study the theories and clinical techniques used to effectively implement occupational therapy treatment techniques in pediatric settings. Prerequisites: All fall semester first year courses. Corequisites: All spring semester first year courses. (S-first year)

OTA 115  Behavioral Health: Theory/Practice-Children and Adolescents (2)
In this one-semester online course, students learn about mental health issues that impact the child/adolescent client's occupational performance. Throughout the semester, students will develop treatment plans and activity plans to help children/adolescents achieve functional outcomes within areas of occupation. One Friday/Saturday face-to-face class is scheduled to create the environment for students to observe and practice occupational therapy assessments and intervention strategies. Prerequisites: All fall semester first year courses. Corequisites: All spring semester first year courses. (S-first year)

OTA 116  Professional Issues (2)
This course is designed to enhance the OTA's participation in basic support services in occupational therapy, as well as the legal, ethical and political influences that affect the delivery of occupational therapy services. Topics addressed include leadership and management, health care team role delineation, reimbursement and documentation, credentialing and licensure, ethical standards of practice, quality assurance, research and the use of evidence-based practice in OT. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 213  Physical Disabilities II: Theory and Practice (2)
This course is a continuation of Physical Disabilities I and is designed to provide students with an understanding of the occupational therapy process in physical disabilities resulting from illness, disabling conditions or injury. This lecture/lab course will focus on how occupation forms the core of the profession. It will prepare students to apply theoretical treatment approaches to enhance occupational performance of person with these types of physical conditions. Evaluation tools and treatment techniques applied to specific diagnoses will be studied and practiced. Theories and practice models/frames of references are examined and applied to guide the evaluation and intervention process. Orthotic and adaptive devices utilized with specific diagnoses will be explored. Laboratory activities reflect current and emerging intervention processes and techniques. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 214  Pediatrics II – Theory and Practice (3)
This course is designed to enable the students to investigate and understand the prevalent disabilities occurring during the early years (birth to 21 years of age) and to begin to implement occupational therapy treatment for a variety of disabilities. Students will also study the theories and clinical techniques used to effectively implement occupational therapy treatment techniques in pediatric settings. Evaluation tools, treatment techniques, documentation and approaches applied to specific diagnoses will be examined and practiced. A basic overview of sensory-integrative development, handwriting and adaptive equipment will be discussed. Students will discuss how occupation is the core of the profession and guides treatment. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 215  Behavioral Health: Theory/Practice-Adults (3)
In this one-semester online course, students learn about mental health issues that impact the adult client’s occupational performance. Throughout the semester, students will develop treatment plans and activity plans to help adult clients achieve functional outcomes within areas of occupation. One Friday/Saturday face-to-face session creates the environment for students to observe and practice occupational therapy assessments and intervention strategies. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 216  Fieldwork Level I – Experience I (1)
Designed to provide the student with exposure to a variety of practice settings, personnel, and clients across the life span. Using psychosocial/behavior health approach observation and documentation skills are practiced, as well as participation in client services per discretion of the clinical supervisor/faculty. Students engage in a variety of activities in psychosocial settings over spring semester (40 hrs.) Prerequisites: All fall semester first year courses. Corequisites: All spring semester first year courses. (S-first year)
OTA 218  Aging (2)
This course provides a concentrated focus on occupational therapy for adults with physical and cognitive deficits, contexts, and client factors. This course examines the basic concepts of aging including theories, trends and policies. Students will study the normal aging process, physical, psychosocial and cognitive dysfunctions common to the elderly. Students will participate in the OT process including screening, evaluation, intervention planning, therapeutic interventions and discharge/follow-up with the geriatric population in the context of occupational performance in order to promote health and prevent disease. This course examines community mobility, aging in place and explores alternative living situations for the geriatric client. The importance of patient, family significant other/caregiver education and documentation to ensure reimbursement in today’s health care environment is emphasized. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 219  Community Models of Occupational Therapy Practice (2)
This course introduces the student to emerging areas of occupational therapy practice in the community. These emerging areas of practice are, but not limited to, ergonomics, low vision, driving rehab, design and home modifications, and health and wellness. Assessment and intervention strategies will be addressed. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 220  Teaching Assistant: Medical Terminology (2)
Optional course which requires student to assist in OTA 120 Medical Terminology. Duties to include test proctoring, organizing review session and other duties as assigned. Prerequisite: College level medical terminology course equivalent to OTA 120. (F)

OTA 241  Teaching Assistant: Media (2)
Optional course which requires student to assist in media lab supervision, demonstrate techniques, participate in classroom maintenance and carry out other duties as assigned. (S)

OTA 252  Fieldwork Level I — Experience II (1)
This course is designed to enhance the OTA's participation in basic support services in occupational therapy, as well as the legal, ethical and supervisory issues in professional practice. Impacts of the health care delivery system on OT practice will be addressed. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 253  Orientation to Fieldwork II (1)
This course is designed to assist in the transition from the academic setting to clinical practice. Content included, but is not limited to, supervision styles, stress management and professional behavior. Policies governing fieldwork will be emphasized. This course reviews the OTA's role in the delivery of OT services for disabled individuals in a variety of settings. This course is designed to enhance student's personal and work behaviors in a small group atmosphere. Students will share experiences from Level I fieldwork. Emphasis is on group leadership and facilitation, development of communication and observation skills and use of self as a therapeutic self. Prerequisites: All first year courses. Corequisites: All fall semester second year courses. (F-second year)

OTA 254  Fieldwork Level II — Experience I (6)
Supervised experience of eight weeks or equivalent under the direction of qualified occupational therapy personnel in approved fieldwork sites. The students will work with clients with a variety of physical disabilities, psychosocial dysfunction or developmental delays or disabilities across the life span. The students will be expected to use knowledge and skills acquired in the academic setting to evaluate and treat clients and document according to prescribed regulations. The students will further be expected to conduct themselves in a professional manner in accordance with AOTA Code of Ethics. Prerequisites: Completion of all academic requirements and Level I Fieldwork. (S-second year)

OTA 255  Fieldwork Level II — Experience II (6)
Supervised experience of eight weeks or equivalent under the direction of qualified occupational therapy personnel in approved fieldwork sites. This experience follows Experience I and in a setting that provides therapy to a different population of clients than in the first experience. Client evaluation, treatment implementation and documentation will be expected of the students. The students will further be expected to conduct themselves in a professional manner in accordance with AOTA Code of Ethics. Prerequisites: Completion of all academic requirements and Level I Fieldwork. (S-second year)
*Students must complete two Level II Fieldwork Experience to be eligible for graduation.

OTA 256  Seminar (1)
A culminating seminar designed to aid the transition from student to practitioner. This course provides opportunities for application and integration of academic course work used during fieldwork experiences. Students share experiences of being a part of the OT service team and reflect on how the role of occupational therapy and the occupational therapy assistant are demonstrated and delineated in the various fieldwork experiences. The importance of continued lifelong learning and professional development is stressed. Students complete a practice national certification exam and review the application process for the examination. After completion of at least one Level II Fieldwork Experience to be eligible for graduation. (S-second year)

OTA 295  Independent Study (1-4)
A study or in-depth analysis of a selected topic related to Occupational Therapy. This course may be repeated with a new topic. Must have a faculty advisor for project. (F, S)

OTA X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

OTA 299  Special Topics (1-4)
College class in process of development designed to meet student needs or interests or to utilize particular faculty resources. (F, S)

(PHIL) PHILOSOPHY

PHIL 200  Ethics in the Workplace (2 credits)
Exploring ethical issues; understand and explore ethical principles appropriate to the business culture and environment. (As needed)

PHIL 210  Ethics (3)
This course is a philosophical examination of the kind of reasoning which helps to determine the rights or wrongness of human actions. Reasoned principles are applied to such contemporary problems as capital punishment, pornography, euthanasia, abortion, war and terrorism, cloning, and social welfare. (F, S, O) ND:HUM

PHIL 213  Societal and Ethical Implications of Technology (3)
What is technology? What is society? What are ethics? What effect does technology have upon a particular society at a particular time in history? These are the questions which will help us formulate, understand and answer the main question in this course: How does a society, or a group within a society, make rationally sound, moral choices about the best use of existing and new technologies. We will review the history of technology and society, beginning with humans mastering the use of fire and ending with humans manipulating atoms and molecules at the nano-scale. The major focus of our work will be the social and moral implications of technology from the 16th century (CE) to the present time and beyond. (O)

PHIL X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.
PHIL 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(PHRM) PHARMACOLOGY

PHRM 125 Pharmacology for Pharmacy Technicians (3 credits)
This course focuses on the basic concepts of pharmacology, including drug uses, sources, major therapeutic classifications of medications, and actions of drugs, including the common adverse reactions of the major therapeutic classifications. Prerequisites and/or Corequisites: BIOL 115, BOTE 171, PRMT 101 and PRMT 102. Pre and Corequisite: PRMT 111. (F, O)

PHRM 201 Dental Pharmacology (2)
This course provides a study of drugs with an emphasis on those drugs utilized in the practice of dentistry. The course describes the chemical and physical properties of various drugs as well as their therapeutic use and effects. Prerequisite: Acceptance into the Dental Hygiene program. (S)

PHRM 205 Pharmacology for Nursing (3)
An introduction to drug legislation, sources, forms, major classifications, actions, side effects and nursing assessments and nursing interventions of medications. It prepares the student to begin a systematic and continuing study of drug therapy associated with common health problems and provides necessary information for safe administration of medications to the biopsychosocial, spiritual and culturally diverse client. Prerequisites of this course are satisfactory completion of the first semester of the NDSCS nursing curriculum. (Second semester of the curriculum) (F, S)

PHRM 207 Pharmacology for the Elderly (2)
The course will examine the effects of aging on the geriatric individual. These changes will be investigated in relation to their impact on pharmacodynamics and pharmacokinetics. Students will examine and analyze medication induced problems and the use of chemical restraints. This course is designed for the student who has successfully completed a basic pharmacology course.

PHRM X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

PHRM 299 Special Topics (1-5)
A course designed to meet special departmental needs.

(PHYS) PHYSICS

PHYS 100 Concepts of Physics (3 credits)
An introduction to the concepts of physics as they apply to everyday life. Ideas are presented with a conceptual rather than mathematical approach. (As needed) ND:SCI

PHYS 110 Introductory Astronomy (3)
This is an introductory astronomy class intended to give the student an appreciation of the universe in which we live. Topics covered will include: ancient astronomy and the Copernican Revolution, astronomical measurements and instruments, the solar system, stars and stellar evolution, galaxies, black holes and cosmology. (As needed) ND:SCI

PHYS 120 Fundamentals of Physics (3)
PHYS 120L Fundamentals of Physics Lab (1)
An introduction to the principles and concepts of physics with problem solving applications using mathematics. Includes topics from Newtonian mechanics work and energy, momentum, harmonic motion, fluids, temperature and heat, electric forces and fields, and electric circuits. (S) ND:LABSC

PHYS 211 College Physics I (3)
PHYS 211L College Physics I Lab (1)
The non-calculus general physics course sequence recommended for pre-medical or pre-professional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. The laboratory is a corequisite of this course. Prerequisites: MATH 103 or departmental approval. (F-in classroom) ND:LABSC

PHYS 212 College Physics II (3)
PHYS 212L College Physics II Lab (1)
The non-calculus, general physics course sequence recommended for pre-medical or pre-professional students. Topics: Vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. The laboratory is a corequisite of this course. Prerequisite: PHYS 211. (S-in classroom) ND:LABSC

PHYS 251 University Physics I (4)
PHYS 251L University Physics I Lab (1)
The calculus based general physics sequence for students majoring in chemistry, physics or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. The laboratory is a corequisite of this course. Prerequisites: MATH 146 or MATH 165. (F-in classroom) ND:LABSC

PHYS 252 University Physics II (4)
PHYS 252L University Physics II Lab (1)
The calculus based general physics sequence for students majoring in chemistry, physics or engineering. Topics: Vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. The laboratory is a corequisite of this course. Prerequisites: PHYS 251 and either MATH 147 or MATH 166. (S-in classroom) ND:LABSC

PHYS X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

PHYS 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(PLA) PRIOR LEARNING ASSESSMENT

PLA 202 Prior Learning Assessment (1-12 credits)
This course recognizes prior education and training provided through a USDOL or federally approved apprenticeship training program. Individuals who have completed at least 6000 hours (including 400 hours of related study) and who have applied for and been admitted to the NDSCS Technical Studies-Journeyworker Track will qualify.

(PLMB) PLUMBING

PLMB 101 Plumbing Theory and Code (4 credits)
North Dakota recognizes the Uniform Plumbing Code for plumbing installation practices. Therefore, a study of the Uniform Plumbing Code is imperative to students studying the plumbing profession. PLMB 101 covers supplying adequate water and drain sizes for the comfort and protection of people. A detailed study of the state code as it regulates our trade and protects public health. No prerequisites. (F)

PLMB 102 Plumbing Theory and Code (4)
This course is based on the Contren Series Plumbing series, levels 1 and 2. The level one course covers: introduction to plumbing profession; plumbing safety; plumbing tools; introduction to plumbing math; introduction to plumbing drawings; plastic pipe and fittings; copper pipe and fittings; cast-iron pipe and fittings; carbon steel pipe and fittings; corrugated stainless steel tubing; fixtures and faucets; introduction to drain, waste and vent systems; and introduction to water distribution systems. The level two course covers: plumbing math two; reading commercial drawings; hangers, supports, structural penetrations and fire stopping; installing and testing DWV piping; installing roof, floor and area drains; types of valves; installing and testing water supply piping; installing fixtures, valves and faucets; introduction to electricity; installing water heaters; fuel gas systems; and servicing of fixtures, valves and faucets. (S)
PLMB 105    Core Curriculum for Plumbers (2)
The Core Curriculum consists of nine individual modules which are:
Basic Safety Introduction to Construction Math, Introduction to Hand
Tools, Introduction to Power Tools, Introduction to Blueprints, Basic
Rigging, Basic Communication Skills, Basic Employability Skills and
Materials Handling. (F – 1st 8-weeks)

PLMB 111    Plumbing Lab (6)
This lab orientated courses provides hands-on learning of the art of
plumbing. Course includes installation of various plumbing fixtures,
drains and water lines. Students put into practice knowledge learned
in Plumbing 101 Corequisite: REFG 101. (F)

PLMB 112    Plumbing Lab (6)
A continuation of lab 111, where the student will develop a
hands-on method of learning how to install plumbing fixtures, water
lines and wastes and vents according to the Uniform Plumbing Code.
Corequisite: PLMB 102. (S)

PLMB 132    Plumbing Drawing, Sketching and
Design (3)
A study and practice in measuring, drawing, sketching and blueprint
reading, with a detailed study of the plan view, isometric views and
other areas that pertain to plumbing and mechanical installations. (F)

PLMB X92    Experimental Course (1-9)
A course designed to meet special departmental needs during new
course development. It is used for one year after which time the
course is assigned a different number.

PLMB 297    Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate
career, social and personal development into the educational process.
The cooperative education program allows students to integrate
classroom study with a paid work experience related to their fields of
study. It is recommended that a student has successfully completed
one year of academic study.

PLMB 299    Special Topics (1-9)
Designed to meet special departmental needs.

(PLSC) PLANT SCIENCE

PLSC 110    World Food Crops (3 credits)
Scientific principles of crop growth, worldwide production,
management alternatives and processing for domestic and
international consumption. (S) ND:SCI

PLSC 115    Crop Technologies (2)
This course is designed to introduce students to the importance of
seed selection in crop production. Seed traits and the economic
impact of the seed business will be discussed. Planting systems,
world market implications and stewardship of traits will be explored.
This course provides the background information needed by today’s
seed representatives and farm producers. (S)

PLSC 138    Agronomic Technologies (3)
This course will cover materials needed by students seeking careers
that utilize modern agricultural application equipment. Topics
included in the class include red and near infrared optical sensor
crop technology, crop protectant application practices and personal
protective equipment, commercial driver’s license pre-trip inspections
and written test preparations, seed planter meter calibration, granular
applicator, drill and planter calibration, harvest equipment calibration
and adjustment, anhydrous ammonia safe handling practices,
pesticide compatibility testing, tank mixing procedures, sprayer
calibration methods, sprayer nozzles, storage, rinsing, and disposal of
pesticide containers, and related topics. (F)

PLSC 223    Introduction to Weed Science (3)
Introduction of a basic knowledge of weeds, herbicide groups, the use
of pesticides, economic and environmental considerations, personal
safety, modes of action and terminology. (F)

PLSC 224    Introduction to Crop Protection (3)
Introduction to chemical crop protection such as herbicides,
fungicides, insecticides and seed treatment. A study of chemical
crop protection products or pesticides which aid in management and
control of insects, diseases, weeds, fungi and other undesirable pests
for improved crop health, growth and yield production. (F)

PLSC 225    Principles of Crop Production (3)
Principles of field crop production with emphasis on relationships of
crops to their climate and production considerations as a means of
managing resources and environment. (F)

PLSC 235    Field Scouting Techniques (3)
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.
Communication skills and presentation techniques will also be
emphasized. (S)

PLSC 235L   Field Scouting Techniques Lab (1)
Field scouting activities will be done in the field at various locations
throughout the summer to give the student practical field experience.
Prerequisite: PLSC 235. (Su)

PLSC X92    Experimental Course (1-9)
A course designed to meet special departmental needs during new
course development. It is used for one year after which time the
course is assigned a different number.

See also Ag Economics (AGEC), Agriculture (AGRI), Animal Science
(ANSC) and Soil Science (SOIL)

(POLS) POLITICAL SCIENCE

POLC 103    Global Politics in a Multicultural World
(3 credits)
Study of the nature of contemporary political communities around
the world, with emphasis on the United States. A special focus of the
course is the examination of global and multicultural issues related to
the problems of specific world communities.
Cross reference: HIST 207. (F) ND:SS

POLC 115    American Government (3)
Principles of American government, political behavior and institutions.
A general survey of American federal government and politics with an
emphasis on the history and development of the federal Constitution
and the federal system. The legislative, judicial and executive
branches of government and their interrelationship with each other
and the bureaucracy are examined. The administration of territories,
the two-party system, the media and current political issues and
problems also are explored. (F, S) ND:SS

POLC 116    State and Local Government (3)
Structures, politics and behavior in states and local governments. A
general survey of American state and local government and politics.
Topics include operations, finances, types of political subdivisions,
city government, county government and relations between local and
state governments. (F, S) ND:SS

POLC 236    The American Constitution —
Civil Liberties (3)
This course analyzes U.S. Supreme Court decisions and
interpretations which focus on civil liberties, equal protection, due
process and First Amendment rights. (As needed) ND:SS

POLC X92    Experimental Course (1-9)
A course designed to meet special departmental needs during new
course development. It is used for one year after which time the
course is assigned a different number.

POLC 299    Special Topics (1-9)
A course designed to meet special departmental needs.
(PRMT) PHARMACY TECHNICIAN

PRMT 101  Orientation to Pharmacy Practice (1 credit)
Students will explore the unique role of the pharmacy technician in various health care settings such as community and hospital practices as well as some non-traditional roles. In addition to practice sites, students will be introduced to the laws that govern pharmacy practice as well as the common abbreviations used in various practice settings. The various dosage forms and routes of common medication administration will be additional topics in this course. (F, O)

PRMT 102  Pharmaceutical Calculations (3)
Students will demonstrate the ability to perform pharmaceutical calculations. Emphasis will be placed on basic computations, use of measuring tools, dosage computations, compounding calculations and solution preparations. Topics covered include dosage calculations including pediatric doses, conversions between systems, ratio and proportion, dilution and concentration, milliequivalents, units and intravenous flow rates, and compounding sterile and extemporaneous products. Prerequisite: ACT math score of 21 or completion of ASC 093. (F, O)

PRMT 111  Pharmacy Law and Ethics (1)
This course will focus on Pharmacy Law, state and federal as well as the ethical concepts important in healthcare. Topics will include FDA from 1938 to the present, CSA and the DEA, and ethical theories and applications including autonomy and confidentiality. Prerequisites: Successful completion of PRMT 101. (F, O)

PRMT 112  Pharmacy Records and Inventory Management (2)
This course is designed to introduce the student to ordering, inventory control and record keeping in a retail pharmacy. The student will be exposed to merchandising and pricing both prescriptions and OTC merchandise. The student will also be exposed to third party billing, rotation of stock and medication returns, Medicaid and Medicare. Prerequisite: PRMT 101, PRMT 102. (S)

PRMT 216  IV and Sterile Product Preparation Lab (2)
This course will focus on preparing the student technician for the preparation of all IV aseptic products. Including but not limited to IV piggyback medications, large volume IVs, total parental nutrition and chemotherapy agents. In addition, upon successful completion of PHRM 116, the student will have appropriate knowledge, skill and demonstration of aseptic technique, measuring medications, calculating drug amounts, laminar flow hood cleaning and appropriate professional garb requirements. Students will complete the ASHP curriculum designed to be compliant with USP 797 regulations. Prerequisites: Successful completion of PRMT 101, PRMT 102, PHRM 125. (S)

PRMT 217  Pharmacy Practice (3)
During this course students will master the concepts needed to interpret, dispense, label and maintain patient profiles in various pharmacy settings. Topics included in this course are communication skills, abbreviations, dosage calculations, policies and procedures of The Joint Commission, inventory control, medication safety and medication reconciliation. Students will master the top 200 drugs as well as the commonly used over-the-counter medications. This is a lecture course. Prerequisites: PRMT 101, PRMT 102, PHRM 111 and PHRM 125. (S, O)

PRMT 217L  Pharmacy Practice Lab (1)
Students will master the skills needed to prepare medication orders and prescription orders for patient use and dispensing. This is a laboratory class; students will utilize computer software for retail and institutional settings as well as manual preparation of pharmaceutical products. Prerequisites: Successful completion of PRMT 101, PRMT 102, PHRM 125. (S, O)

PRMT 221  Chemical/Physical Pharmacy (2)
In this course students will be introduced to the concepts of extemporaneous product preparation, weighing, measuring of solid and liquid products, labeling and dispensing of these products and the chemical concepts required for their preparation. Students will be introduced to the concepts involving stability and compatibility of various preparations. Prerequisites: Successful completion of PRMT 101, PRMT 102, PHRM 125. Corequisite: PRMT 221L. (S, O)

PRMT 221L  Chemical/Physical Pharmacy Lab (1)
This class is the laboratory class for PHRM 121. In this course the student technician will master skills needed to interpret, weigh and measure ingredients specially ordered by the physician for extemporaneously compounded products and dispense these compounds in accordance to approved pharmacy practice standards. Prerequisites: Successful completion of PRMT 101, PRMT 102, PHRM 125. Corequisite: PRMT 221. (S)

PRMT 231  Pharmacy Internship-Community Based (3)
Students who have completed all of the course work in the Pharmacy Technician certificate program qualify for this course. Students will participate for a minimum of 160 hours in a licensed community pharmacy setting, supervised by a registered pharmacist. The duties and tasks to be performed will be pre-determined based on classroom instruction to reinforce competencies. The duties and tasks to be performed will be agreed upon by the faculty, student and supervising pharmacist to guarantee learning. Performance activities are to include: customer relations; following workplace rules, procedures, ethics and legal parameters; processing of prescriptions including compounding, counting and pouring, packaging and labeling; inventory and stock operations including control, ordering and pricing, data entry and record-keeping. Prerequisites: Successful completion of all core curriculum courses with a grade of “C” or better. (S, Su)

PRMT 241  Pharmacy Internship-Hospital Based (3)
Students who have completed all of the course work in the Pharmacy Technician certificate program qualify for this course. Students will participate for a minimum of 160 hours in a licensed institutional (hospital) pharmacy setting, supervised by a registered pharmacist. Students will be assigned activities and will be evaluated in the following areas: compliance with the institution’s policies and procedures, perform billing operations, use of drug dispensing systems, compound, package and label medications, process data on electronic systems, prepare sterile products, use of proper procedures in working with controlled substances, inventory maintenance, use of technology including automated dispensing machines and record-keeping. Prerequisites: Successful completion of all courses with a grade of “C” or better. (S, Su)

PRMT X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

PRMT 299  Special Topics (1-5)
A course designed to meet special departmental needs.

(PST) POWERSPORTS TECHNOLOGY

PST 101  Outdoor Power Equipment Theory (3 credits)
A theory course covering basic tools and service equipment, operating principles and construction of outdoor power equipment engines. Instruction includes tune-up and service procedures for lawn and garden equipment. This is a half-semester course. (F, first half of semester)

PST 102  Snowmobile Theory I (3)
A theory course covering two stroke operating principles, as well as complete service and troubleshooting of the snowmobile engine and its accessory systems. Discussion will cover engine diagnostic and overhaul procedures, as well as carburetion, lubrication systems, cooling systems, and other related items. This is a half-semester course. Prerequisite: PST 101. (F, second half of semester)

PST 103  Snowmobile Theory II (3)
A theory course covering operating principles of the snowmobile chassis. Discussion will include clutches, drive systems, front and rear suspensions, gas shocks, track systems, brakes, fuel injection, and electrical systems. Theory will cover service procedures for proper set up and service of the snowmobile chassis and related systems. This is a half-semester course. Prerequisite: PST 102. (S, first half of semester)
PST 104  Motorcycle/ATV/Marine Theory (4)
A theory course covering fundamental motorcycle and outboard marine engine theory and service practices. Motorcycle instruction will include engines, transmissions and clutches. Outboard instruction will include the powerhead, mid-section and gearcases. This is a half semester course. Prerequisite: PST 103. (S, second half of semester)

PST 111  Outdoor Power Equipment Lab (2)
Lab application of engine rebuilding, troubleshooting, and diagnostic procedures for outdoor power equipment engines and accessory support systems. Students will use manufacturers' recommended overhaul procedures and special tools to service outdoor power equipment. This is a half-semester course. (F, first half of semester)

PST 112  Snowmobile Lab I (2)
Lab application of rebuilding, troubleshooting and testing procedures of the snowmobile engine and its accessory systems. Students will use manufacturers' recommended procedures and specifications to properly service various makes and models of snowmobiles. This is a half-semester course. Prerequisite: PST 111. (F, second half of semester)

PST 113  Snowmobile Lab II (2)
Lab application covering complete chassis, drive and suspension systems used on various makes and models of snowmobiles. Students will repair and adjust snowmobiles to maintain proper operation. This is a half-semester course. Prerequisite: PST 112. (S, first half of semester)

PST 114  Motorcycle/ATV/Marine Lab (2)
Lab application of fundamental motorcycle engine and outboard marine engine service procedures. Projects will include engine and drivetrain overhaul and troubleshooting procedures. This is a half-semester course. Prerequisite: PST 113. (S, second half of semester)

PST 122  Fundamentals of Electricity (3)
This is a lecture, demonstration, and performance course which covers the principles of electricity and applies it to electrical circuits, batteries, and other electrical components. It will include Ohm's Law, and schematic reading and test instruments, as well as the testing of commonly used electrical components. The student will have a hands-on approach to learning electrical fundamentals, as well as repairing and troubleshooting electrical problems. This is a half semester course. (F-second 8 weeks)

PST 150  Outdoor Power Equipment I (3)
A combination theory and lab course covering basic tools and service equipment, operating principles and construction of outdoor power equipment engines. Instruction includes tune-up and service procedures for lawn and garden equipment. This course is offered as a dual credit option for Early Entry students only. This is a semester course. (F)

PST 151  Outdoor Power Equipment II (2)
A combination theory and lab application of engine rebuilding, troubleshooting and diagnostic procedures for outdoor power equipment engines and accessory support systems. Students will use manufacturers' recommended overhaul procedures and special tools to service outdoor power equipment. This course is offered as a dual credit option for Early Entry students only. This is a semester course. (S)

PST 152  Snowmobile Technology I (3)
A combination theory and lab course covering two stroke operating principles, as well as complete service and troubleshooting of the snowmobile engine and its accessory systems. Discussion will cover engine diagnostic and overhaul procedures, cooling systems, and other related items. Students will use manufacturers' recommended procedures and specifications to properly service various makes and models of snowmobiles. This course is offered as a dual credit option for Early Entry students only. This is a semester course. (F)

PST 153  Snowmobile Technology II (2)
A combination theory and lab course covering two stroke operating principles, as well as complete service and troubleshooting of the snowmobile engine and its accessory systems. Discussion will cover engine diagnostic and overhaul procedures, as well as carburetion, lubrication systems, and other related items. Students will use manufacturers' recommended procedures and specifications to properly service various makes and models of snowmobiles. This course is offered as a dual credit option for Early Entry students only. This is a semester course. (S)

PST 201  Motorcycle/ATV Theory II (3)
This course will study basic theory, service and troubleshooting of motorcycles and ATVs. Systems included will be engine, drive train, suspension, wheel, tire and fuel systems. Service department management procedures will be introduced. This is a half-semester course. Prerequisite: PST 104. (F, first half of semester)

PST 202  Outboard Theory II (3)
This course will study basic theory, service and troubleshooting of outboard marine engines. Systems included will be powerheads, gearcases, electrical, fuel, lubrication and basic tune-up. This is a half-semester course. Prerequisite: PST 104. (S, first half of semester)

PST 203  Stern Drive Theory (3)
This course will study basic operating theory, maintenance, and rebuilding procedures of various inboard marine engines and drives. Systems included will be engines, transom assemblies, vertical drives, hydraulic accessory systems, propellers and winterization. This is a half-semester course. Prerequisite: PST 202. (S, second half of semester)

PST 211  Motorcycle/ATV Lab II (4)
A hands-on lab application of service procedures for motorcycles and ATVs. Projects will include service of engines, transmissions and fuel systems. Chassis work will include inspection and service procedures for brakes, suspension, wheels, tires and drive train. Manufacturers' service literature and recommended service procedures will be emphasized. Prerequisite: PST 114. (F)

PST 212  Outboard Lab II (2)
A hands-on lab course which includes diagnosis, maintenance and repair of outboard marine engines. Systems included will be powerheads, gearcases, electrical, fuel and lubrication. Manufacturers' service literature and recommended procedures will be emphasized. This is a half-semester course. Prerequisite: PST 114. (S, first half of semester)

PST 213  Stern Drive Lab (2)
A hands-on lab course which includes diagnosis, maintenance and repair of inboard marine engines and drives. Systems included will be upper and lower gear housings, transom assemblies and engine accessory systems. Manufacturers' service literature and recommended service procedures will be emphasized. This is a half-semester course. Prerequisite: PST 212. (S, second half of semester)

PST 222  Motorcycle/ATV Electrical Systems (3)
This course will study basic theory, service and troubleshooting of motorcycle and ATV electrical systems. Systems included will be batteries, ignition, charging, lighting, starting and wiring diagrams. Prerequisite: PST 122. This is a half-semester course. (F, second half of semester)

PST X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

PST 297  Cooperative Education (1-5)
Cooperative education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.
PSYC 265 Motivational Interviewing (3)
This course will include basic emphasis on case management, important issues in working with clients and learning practical skills regarding communication. The course is based on the premise of empowering clients through collaboration with appropriate providers. (S)

PSYC 270 Abnormal Psychology (3)
A survey of the classification, symptoms and etiology of psychology disorders. The student will examine the major psychopathologies such as anxiety disorders, mood disorders, substance-use disorders, and the schizophrenic disorders with a focus on etiology, diagnostic criteria, classification nomenclature and treatment approaches. The student will also explore the Diagnostic and Statistical Manual DSM-5 and its classification scheme. Prerequisite: 3 credits in psychology. (F, S, O) ND:SS

PSYC 290 Volunteer Internship (1-3)
Supervised placement in local agencies, organizations, and educational institutions to give the student experience in and to cultivate civic duty, volunteerism and the assistance of those in need. Students may also intern at a career-related site to evaluate and validate their vocational choice. (F, S, Su)

PSYC 291 Volunteer Internship (1-3)
Supervised placement in local agencies, organizations, and educational institutions to give the student experience in and to cultivate civic duty, volunteerism, career exploration and the assistance of those in need. Students may also intern at a career-related site to evaluate and validate their vocational choice. (F, S, Su)

PSYC X92 Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

PSYC 299 Special Topics (1-9)
A course designed to meet special departmental needs.

(REFG) REFRIGERATION AND AIR CONDITIONING TECHNOLOGY

REFG 101 Refrigeration Technology (3 credits)
This lecture based course will touch on the following aspects of the refrigeration, heating and air-conditioning trade: safety as it pertains to the HVAC/R industry, tools and their uses, sheet metal layout and fabrication, iron pipe threading and fabrication, copper tubing joining methods and PVC piping. The class will thoroughly study the principals of heat transfer, refrigerants and basic refrigeration cycle. Refrigerant manifold gauge attachment and removal, refrigerant phases, and recovery system evacuation will also be covered in detail. This lecture is accompanied by the fabrication lab (REFG 111) and refrigeration systems lab (REFG 113) to allow application of content covered in this lecture. Corequisites: REFG 111 and REFG 113. (F)

REFG 102 Refrigeration Technology (3)
An in-depth study of the four essential components of the refrigeration system such as: evaporators, condensers, compressors and metering devices will be included in this course. Normal system operating conditions will be discussed for a variety of refrigeration and air conditioning applications. Understanding normal operating conditions will be essential in learning troubleshooting techniques. This course will begin with a review of the theories of refrigerants, refrigerant recovery methods, and system evacuation. Prerequisite: REFG 101. (S)
REFG 104  Refrigerants: Chemistry and Ecology (1)
With an emphasis on decreasing the impact on the environment by improved service techniques, study in this course will prepare the student to practice more environmental acceptable procedures. Study in this course will include: The chemical composition of the refrigerants commonly used in the refrigeration and air conditioning industry, effects of the refrigerants on the environment, service procedures recommended by the Environmental Protection Agency for preventing the release of refrigerants to the atmosphere. During the course the students will examine oils and the appropriate application, changing, and disposal methods. This course is designed to be a concentrated study to help the student pass the EPA Refrigerant Certification Exam. (S)

REFG 110  Blueprint Reading and Estimating (2)
In the HVAC/R industry it is imperative that professionals have a good working knowledge of blueprints. Blueprint reading and estimating learning outcomes are measuring and scaling skills, identification of symbols, and definitions of pertinent terms. The student will work with plan views, elevations, sections, details and specifications, and show how it is possible to determine the scope of the job and formulate a list of materials needed. Time will also be spent learning to determine how the building designer intended the HVAC/R equipment to be installed. No prerequisites are required. (F)

REFG 111  Fabrication Lab (2)
In the first eight weeks of this first semester course will be a practical hands-on counterpart to the REFG 101 theory class. It will introduce the student to the fabrication of sheet metal air distribution components, iron gas piping, copper tubing and PVC piping components. The activities will introduce the student to the construction and mechanical skills necessary for the installation of heating, ventilating, air conditioning and refrigeration equipment. REFG 111 will provide actual fabrication tools and equipment where the student will be able to practice fabricating projects until they are acceptable trade quality projects. Sheet metal layout, piping leak testing, threading, priming, gluing, silver soldering and silver brazing are examples of activities in this lab. Corequisite: REFG 101. (F)

REFG 112  Domestic and Residential Systems Lab (2)
This course will allow the student to apply refrigeration fundamentals to actual domestic and residential systems. Diagnostics, repairs and component replacements will be applied to refrigerators, freezers, window air conditioners, de-humidifiers and central air conditioning systems. There will also be application opportunities for the knowledge learned in REFG 102. A key component of the course will be providing repair reports on two separate pieces of equipment that the student has provided. Prerequisites: REFG 101, REFG 111 or equivalent. (S)

REFG 113  Refrigeration Systems Lab (2)
This second eight week course in the first semester will be a practical hands-on counterpart to the REFG 101 theory class. It will introduce the student to the refrigeration system and allow the student to take necessary readings and measurements to solidify their understanding of a simple refrigeration system. Also, there will be introductions and opportunities to use evacuation, refrigerant recovery and refrigerant charging equipment. Corequisite: REFG 101. (F)

REFG 121  Electrical Theory I (3)
An introduction to electrical theory, REFG 121 will allow study of the theories of electricity with an emphasis on how these theories apply to the HVAC/R industries. It will begin by examining atomic theory and how to use this knowledge to explain electrical pressure, current flow, resistance and electrical power. There will be an emphasis on Ohm’s Law, series circuits, parallel circuits and series-parallel circuits. The student will be instructed on electric meters and their usage. Transformers, Alternating Current and Power Distribution Systems will also be studied. The course will also provide instruction in the components, symbols and circuits used in the HVAC/R industry. Corequisite: REFG 123. (F)

REFG 122  Electrical Theory II (3)
From motor theory to HVAC/R components to the wide varieties of electrical diagrams, the course focus is to give the student a strong background in electrical understanding necessary to install and service heating, ventilating, air conditioning and refrigeration systems. Special emphasis will be applied to troubleshooting techniques and skills. This course will provide an in-depth look at electric motor theory while examining electrical inductance and capacitance. Five motor types will be studied with an emphasis on operation, selection and application, as well as troubleshooting techniques. Motor starting dynamics and starting components will be studied as well. The course will cover the wide variety of components and circuits that are likely to be encountered in the HVAC/R industry. Electrical circuits and diagrams will be studied in-depth. Prerequisites: REFG 121 and REFG 123 or equivalents. (S)

REFG 123  Electrical Lab I (2)
A counter-part to the electrical theory class this course will allow the student to examine the electrical laws of voltage, current, resistance, and power by connecting circuits, measuring electrical data, and then comparing this data to the calculated values. Electrical meter operation and application, as well as safety practices will be focal points of the course. Control circuits will also be designed and examined. Emphasis will be placed on learning a solid understanding of the electrical fundamentals and troubleshooting skills necessary to work in the HVAC/R industry. Corequisite: REFG 121. (F)

REFG 124  Electrical Lab II (2)
This course will focus on preparing students for success in the HVAC/R industry. Because of the many electrical drive motors, electrical controls and in general, the large amount of electrical type problems likely to be encountered, the technician needs to be skilled in diagnostics, circuit diagrams and electrical meter application. This course will prepare students to that end. Students will be exposed to real circuits. Placing the volt, ohm and amp meter test leads on the circuit to discover what troubleshooting clues the readings will indicate. Time will be spent creating circuits by reading schematic wiring diagrams. Participants will be creating wiring diagrams from looking at existing diagrams. Taking volt, ohm and amperage readings for preventive maintenance will also be an activity in this class. Electrical simulators will be utilized by the students during the duration of the course. Prerequisites: REFG 121 and REFG 123. Corequisite: REFG 122. (S)

REFG 201  Refrigeration Technology (3)
Green is the emphasis in this course with an in-depth analysis of the refrigeration cycle. Students will use Pressure/Enthalpy diagrams to learn how dynamically the system operates and how changes in any area will affect the entire system. Proper piping and pipe sizing techniques will be studied and applied. The efficiency of the refrigeration system will be the focus. Prerequisites: REFG 101, REFG 102. (F)

REFG 202  Refrigeration Technology (3)
This course will provide a study of commercial refrigeration systems from a service and installation perspective. This will include studies of heat pumps, supermarket systems, ice making equipment and restaurant/food service equipment. The course emphasis will include system charging techniques, for peak efficiency, maintenance and troubleshooting. Prerequisite: REFG 201. (S)

REFG 211  Commercial Components Lab (2)
This course will explore the special components that are used with commercial refrigeration equipment and examine their application in operating systems. Attention will be given to system balance, in-depth compressor analysis, defrost methods, capacity controls, head pressure controls and refrigerant oils and temperature control methods. Prerequisites: REFG 101, REFG 102, REFG 112, REFG 113, or equivalents. (F)
REFG 212  Advanced Systems Lab (2)
This course will introduce students to more advanced systems such as parallel rack systems, ice machines, compound systems and cascade systems. An emphasis will be placed on developing HVAC/R troubleshooting techniques. Prerequisites: REFG 201, REFG 202, REFG 211 or equivalents. (S)

REFG 226  Building System Controls (3)
This course will begin with a review of electrical theory, relay logic, schematic diagram interpretation and troubleshooting. It will then introduce students to different automatic control systems used in the HVAC/R industry. As time permits, the course will begin with electro-mechanical controls and then proceed to pneumatics, direct digital controls, programmable logic controls and variable frequency drives. Prerequisites: REFG 121, REFG 122, REFG 123, REFG 124. (S)

REFG 231  Air Conditioning Design (3)
A discussion and completion format this course covers psychometrics, air quality, building envelope, air exchange and humidification. Emphasis is placed on energy efficiency as it pertains to duct design, lay out and balancing. When available, balancing will take place on site utilizing real buildings. The course includes classroom, traditional lab, homework and computer lab and building location work. Prerequisites: REFG 101, REFG 102, REFG 111, REFG 113. (F)

REFG 232  Air Conditioning Design (3)
Students will examine age-old questions. How big is big enough? How does one properly determine heating and cooling system size? With the energy efficient equipment that is available to us today in the HVAC industry, there comes the responsibility to size the equipment to the building energy loss or gain. Why size it correctly? Customer comfort, equipment life span and trouble free energy efficient performance are a few of the many good reasons. Green technology applications are a focus of study in this course. A working knowledge of the basics necessary to see HVAC system installation from sizing, planning and layout, selecting equipment, material list, to the completed balanced forced air system. Prerequisite: REFG 231. (S)

REFG 253  Heating Equipment Theory (2)
This subject matter will provide a broad exposure to a wide variety of heating equipment and their service needs. There will be an in-depth discussion on gas, oil and electric heating equipment, as well as the mechanical, fuel combustion and electrical service. This course ties together how the installation of equipment affects the efficiency, all around performance and length of service equipment will have for the end user. This course was green before green was a popular word. The course covers most aspects of heating service and is accompanied by the heating equipment lab to allow application of content covered in this lecture. Prerequisites: REFG 101, REFG 102, REFG 121, REFG 123, or equivalents. (S)

REFG 254  Heat Pump Lab (2)
The Heat pump is back to stay and this course will explore air source and geothermal heat pumps. This study will include why heat pumps are a good alternative energy source. Students will analyze control systems, refrigeration components and the air requirements of heat pump systems. Time will be spent investigating how the refrigerant circuit differs from an air conditioner. Students will explore and wire different systems that employ back-up heat systems, dual-fuel systems and off-peak options. The heat pump will be examined from both the installation and service technician’s perspective. Due to the importance of energy efficiency, systems will also be analyzed and adjusted to ensure design performance efficiences. Prerequisites: REFG 101, REFG 102, REFG 121, REFG 123, or equivalents. (F)

REFG 255  Heating Equipment Lab (3)
The subject matter will provide a broad exposure to a wide variety of heating equipment and their service needs. Gas, oil and electric heating equipment will be explored, taken apart, reassembled and problems troubleshoot. REFG 255 ties together how installation, good or bad, will affect the efficiency and length of service to the end user. This course accompanies a heating equipment lecture and covers the hands-on aspects of heating service application. Prerequisites: REFG 121 and REFG 123, or equivalents. (S)

REFG 256  Hydronic Heating Systems (3)
The study of hydronic heating from boiler operation to the types of application: forced air, convection and radiant. The course includes classroom and laboratory assignments, and will provide a working knowledge of the three types of hydronic heating, the design features and the proper installation of hydronic heating systems. Prerequisites: REFG 231, or equivalent. (S)

REFG X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

REFG 297  Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

REFG 299  Special Topics (1-9)
A course designed to meet special departmental needs.

(RELS) RELIGION

RELS 203  World Religions (3 credits)
This course is an introduction and overview of major world religions. It will focus on the primary tenets of popular religions in our world. Religions to be included in this survey will be Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism and Christianity. There is an emphasis upon the need for dialogue amongst the various religious groups in the world. (Upon demand) ND:HUM

RELS X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

RELS 299  Special Topics (1–9)
A course designed to meet special departmental needs.

(SOC) SOCIOLOGY

SOC 110  Introduction to Sociology (3 credits)
An introductory analysis of the nature of society, the interrelationship of its component groups and the process whereby society persists and changes. The concept of culture, the process of socialization, social inequalities (such as class, gender, age and race), minority groups, the family and social change are the main topics discussed. (F, S, O) ND:SS

SOC 115  Social Problems (3)
A sociological analysis of major social problems. Emphasis is placed on crime and justice, race relations, drug and alcohol abuse, wealth and poverty, and the environmental themes of population and pollution. (F, S, O) ND:SS

SOC 220  Family (3)
A sociological examination of the institution of the family with focus on courtship, marriage and the family. Practical problems in communication and child rearing are explored. (F) ND:SS

SOC 221  Minority Relations (3)
A minority group is any group of people with less than its fair share of access to wealth and power in a particular society. The course focuses on the social institutions of the United States. Students will read and analyze a number of articles about how people’s lives develop in relationship to their race, class and gender. (S) ND:SS

SOC X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.
SOC 299  Special Topics (1-9)  A course designed to meet special departmental needs.

(SOIL) SOIL SCIENCE

SOIL 210  Introduction to Soil Science (3 credits)  Physical, chemical and biological properties of soils as related to use, conservation and plant growth. (F) ND:SCI

SOIL 222  Soil Fertility and Fertilizers (3)  Principles of plant nutrition and soil nutrient availability; soil testing and fertilizer recommendations and management. Macronutrient emphasis. (S)

SOIL X92  Experimental Course (1-9)  A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number. See also Ag Economics (AGEC), Agriculture (AGRI), Animal Science (ANSC), and Plant Science (PLSC)

(SPAN) SPANISH

SPAN 101  First Year Spanish I (4 credits)  The ability to speak a second language is a very marketable skill in today’s globalizing environment. Many businesses find it a desirable skill for potential job candidates. It also enables you to more successfully interact with those for whom English is a second language and with those who speak no English at all. Finally, the process of learning another language can help you appreciate the history and complexity of other cultures. In a world where 5,000 to 6,000 languages are in current use, Spanish is the fourth most widely spoken; it is the first language of over 425 million people. Consequently, if you wish to acquire a foreign language, it is a valuable one to learn. ND:HUM

SPAN 102  First Year Spanish II (4)  The ability to speak a second language is a very marketable skill in today’s globalizing environment. Many businesses find it a desirable skill for potential job candidates. It also enables you to more successfully interact with those for whom English is a second language and with those who speak no English at all. Finally, the process of learning another language can help you appreciate the history and complexity of other cultures. In a world where 5,000 to 6,000 languages are in current use, Spanish is the fourth most widely spoken; it is the first language of over 425 million people. Consequently, if you wish to acquire a foreign language, it is a valuable one to learn. ND:HUM

(SWK) SOCIAL WORK

SWK 255  Social Work in a Modern Society (3 credits)  This course is designed to provide an introduction to the profession of social work. Course content includes the history and development of the profession; the assumptions which underlie social work goals, functions and methods; the professional values guiding practice; and description of practice methods. The course also offers the student opportunities to learn about social roles and practice settings. (F) ND:SS

SWK 256  Development of Social Welfare (3)  This course covers the history, value, political and economic conditions that influence the development and provision of social welfare services. Information about inequality and the major social welfare programs that benefit the disadvantaged is included. A basic analytic model will be presented to evaluate social welfare policies. (S) ND:SS

SWK 297  Student Internship (4)  As an extension of the competencies developed in subsequent course work, this course consists of a 160-hour practicum in an approved human service setting. The course is designed to provide students with the opportunity to develop and apply program-related competences and skills. Prerequisites: All other core curriculum courses must be completed with a grade of “C” or better prior to students enrolling in MEHC 265.

SWK X92  Experimental Course (1-9)  A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

(TECH) TECHNOLOGY

TECH 109  Air Conditioning (2 credits)  This lecture/lab type course covers various air conditioning and heating units used on modern vehicles and other equipment. The student will learn principles of mobile heating, cooling, and ventilation, and proper recovery, repair, evacuation, leak detecting, and trouble-shooting procedures. Students will test for 609 Certification for mandatory refrigerant recovery and handling procedures. (F, S)

TECH 121  Engine Fundamentals (3)  A theory and lab course covering basic engine operating principles, cylinder and piston service, valve service, crankshaft and bearing service, lubrication systems, rebuilding procedures, measurement fundamentals and basic engine troubleshooting. This is a half-semester course. (F, S)

TECH 130  Industrial Safety (2)  A basic study covering occupational safety standards and codes with emphasis on applications to typical industrial, construction and shop situations. Topics include: the role of OSHA and other regulatory agencies, fire protection, hazardous materials, personal protection, operational and construction safety, as well as the study of accident causation and prevention. (As needed)

TECH X92  Experimental Course (1-9)  A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

TECH 299  Special Topics (1–9)  A course designed to meet special departmental needs.

(THEA) THEATER

THEA 201  Theatre Practicum (1 credit)  Participation in various activities of theatrical production. May be repeated. (F, S, Su) ND:FA

THEA 270  Stagecraft (1)  An introduction to the crafts and technologies of theater production. May be repeated. (F, S, Su) ND:FA

(WELD) WELDING

WELD 151  Welding Theory I (3 credits)  This theory course introduces the processes of Gas Tungsten Arc Welding (GTAW), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Oxy-Fuel Cutting (OFC). Safety for the student such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop are emphasized. Welding and cutting equipment, selection of welding supplies and materials that are used in industry are introduced. Corequisite: WELD 153. (F)
WELD 152  Welding Theory II (3)
This theory course focuses on advanced lessons in Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Shielded Metal Arc Welding (SMAW), and Oxy-Fuel Cutting (OFC). Flux Core Arc Welding (FCAW) and Plasma Arc Cutting (PAC) are also introduced. The course will also study welding symbols, drawings, nonferrous welding applications, welding codes, specifications and tests with special emphasis on the American Welding Society (AWS) welder qualifications. Prerequisite: WELD 151. Corequisite: WELD 154. (S)

WELD 153  Welding Lab I (5)
This course gives beginning instructions in laboratory safety, use of Personal Protection Equipment (PPE), with a strong emphasis on the safe handling of welding and cutting equipment. Basic hands-on instruction in Gas Tungsten Arc Welding (GTAW), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Oxy-Fuel Cutting (OFC) on various thicknesses of metal, and the techniques used. Also covered are welding supplies and equipment maintenance. Corequisite: WELD 151. (F)

WELD 154  Welding Lab II (5)
Instruction will consist of perfecting skilled welding on plate steel in all positions using Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Flux-Core Arc Welding (FCAW) and Carbon Arc Cutting-Air (CAC-A). Students will practice and weld plates in accordance to the American Welding Society (AWS) certification guidelines. Prerequisite: WELD 153. Corequisite: WELD 152. (S)

WELD 201  Welding Theory III (4)
This course will provide the student with technical understanding in advanced welding theory which includes the study of electricity for the different welding and cutting processes. It will provide the student with a theoretical understanding of welding and cutting processes when using mechanical and computer controlled (CNC) equipment. It will provide the student with theory for writing Numerical Control (NC) programming. The course will also provide the student with theory on metallurgy pertaining to welding and cutting. A student portfolio will be designed. Prerequisite: WELD 152. Corequisite: WELD 211. (F)

WELD 202  Welding Theory IV (4)
This course provides theory to develop welding skills necessary to make certified welds according to the American Welding Society (AWS), American Society of Mechanical Engineers (ASME), or American Petroleum Institute (API) Codes. Weld-ability of ferrous and non-ferrous metals, metal identification, nondestructive and destructive testing, industrial safety, and OSHA regulations will be covered. This course will also provide the student with a technical understanding of weld procedures and the advanced operation of welding equipment including robotic applications. The student will learn various advanced welding certification and inspection applications which include what it takes to become a Certified Welding Inspector and a CWI's inspection duties. Prerequisite: WELD 201. Corequisite: WELD 212/213. (S)

WELD 211  Welding Lab III (7)
This course provides the student an opportunity to learn various advanced welding applications which include Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW). The student will also learn a technical understanding of machine control cutting and robotic welding operations which include Numerical Control (NC) programming and teach pendant control. This course will also provide the student with a technical understanding of tacking and welding techniques for completing projects to reflect industry standards. Prerequisites: WELD 152, WELD 154, MFGT 101, MFGT 123, MFGT 135, MFGT 137. Corequisite: WELD 201. (F)

WELD 212  Pipe/Plate Welding (7)
This course provides the student an opportunity to learn various advanced welding applications for pipe welding which include Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW). The student will also learn codes and certifications from various national welding standards including an unlimited thickness certification. This course will also provide the student with a technical understanding of calculating material and use of proper procedures for the completion of pipe weldments. Prerequisite: WELD 211. Corequisite: WELD 202. (S)

WELD 213  Fabrication Welding (7)
This course provides the student an opportunity to learn various advanced welding applications which include Gas Metal Arc Welding-Pulse (GMAW-P), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW) and Shielded Metal Arc Welding (SMAW). The student will also learn a technical understanding of advanced cutting operations including Numerical Control (NC) programming. The student will also learn advanced CNC and robotic controls to correctly operate fabrication equipment. This course will also provide the student with a technical understanding of calculating material and use of proper procedures for the completion of projects manufactured in the lab. Prerequisite: WELD 211. Corequisite: WELD 202. (S)

WELD X92  Experimental Course (1-9)
A course designed to meet special departmental needs during new course development. It is used for one year after which time the course is assigned a different number.

WELD 297  Cooperative Education (1-5)
Cooperative Education offers students the opportunity to integrate career, social and personal development into the educational process. The cooperative education program allows students to integrate classroom study with a paid work experience related to their fields of study. It is recommended that a student has successfully completed one year of academic study.

WELD 299  Special Topics (1-15)
A course designed to meet special departmental needs.
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Executive Assistant
Vice Presidents
Harvey G. Link, M.S., 1978  
Vice President for Academic and Student Affairs
Kim Dassenko, B.U.S., 2003  
Office Manager
Dennis Gladen, M.B.A., 2013  
Vice President for Administrative Affairs
Associate Vice Presidents
Philip Parnell, Ph.D. 2012  
Associate Vice President for Academic and Student Affairs
Jane Vangsness Frisch, M.S., 2013  
Associate Vice President for Institutional Research and Student Success

Deans
Barbara Bang, M.Ed., 1974  
Dean of Technologies and Services Division
Patty Kline, B.S.W., 2010  
Dean of College Outreach Division
Ken Kompelien, M.A., 1996  
Dean of Arts, Science and Business Division
Patricia Schrom, M.B.A., 2013  
Dean of Extended Learning Division
Other Administrative Offices
Christine Ahisten, M.Ed., 2005  
Director, Distance Education
Kim Nelson, B.S., 2002  
Interim Director, Alumni Foundation
Shelley Blome, B.S., 1981  
Director, Financial Aid
David Dougherty, M.Ed., 2010  
Coordinator, Fargo Programs
Dallas Fossum, A.A.S., 2007  
Executive Director, Facilities Management
Tina Grenier, M.Ed., 1995  
Lead Librarian
Steve Helgeson, Certificate, 1996  
Sergeant/Supervisor, Campus Police
Tom Hickman, A.A.S., 1999  
Coordinator, Instructional Technology
Keith Johnson, B.A., 1999  
Chief Financial Officer
Melissa Johnson, B.A., 2007  
Executive Director, Student and Residential Life
Kerri Kava, B.S. 2013  
Assistant Director, Student Life
Barb Mund, B.U.S., 1979  
Director, Admissions and Records
Barbara Spaeth-Baum, B.A., 2008  
Director, College Relations and Marketing
Katie Tarter, B.S., 2015  
Director, Auxiliary Services
Cloy Tobola, Ph.D., 2011  
Chief Information Officer
Ericka Wentz, Ph.D., 2015  
Director, Assessment and Institutional Research
Emeriti
Jerry C. Olson, Ph.D., 1987-2000  
President Emeritus
Vernon E. Hektner, M.A., 1946-1984  
Dean Emeritus
Don Kruckenberg, B.S., 1975-2005  
Professor Emeritus
Robert J. Gette, M.S., 1965-2002  
Vice President Emeritus
Donald J. Tobin, M.S., 1967-1995  
Vice President Emeritus
Mercedes Morris, M.S., 1942-1985  
Dean Emerita
Rene Moen, M.S., 1972-1999
Director Emerita

Don Engen, M.S., 1966-1998
Director Emeritus

Harlan Arneson, A.A.S., 1964-2007
Faculty Emeritus

Department Chair Emeritus

Gloria Dohman, Ph.D. 1976 – 2013
Associate Vice President Emerita

Margaret Wall, M.S., 1975 – 2013
Dean Emerita

For updated information, visit NDSCS.edu

Instructional Departments

Academic Services Center

Maria Kaduc, M.S., 1994
Director

Mindi Bessler, M.S.W., 2010
Accessibility Support Coordinator

Karen Dahlgren, A.A.S., 1977
Test Center Supervisor

Cindy Lee Deuser, M.A., 2014
ASC/ELL Instructor

Traci Eklund, B.A., B.S., 2011
Assistant Professor

Linda Fink, B.S., 1995
FlexTime/Testing Coordinator

Larissa Gilbertson, M.S., 2011
Assistant Professor

Kara Gruenberg, B.S., 1992
Assistant Professor

Suzanne Hagelstrom, M.A., 2004
Assistant Professor

Erin Johnson, M.S., 2014
Academic Support Coordinator

Tami Metzen, M.S., 2004
Academic Support Specialist

Agriculture

Brad Tews, M.Ed., 1994
Associate Professor/Department Chair

Sheldon Schmiess, M.B.A., 2008
Associate Professor

Keith L. Torgerson, M.S., 1978
Assistant Professor
Director, Adult Farm Management Program

Anissa Wilhelm, Ph.D., 2006
Associate Professor

Craig Zimprich, B.S., 2008
Associate Professor

Allied Dental Education Department

Kathryn Dockter, M.S. R.D.H., 2013
Assistant Professor/Department Chair

Videll Ahrens, B.S., R.D.H., 2000
Associate Professor

Rhonda Edwardson, B.A., R.D.H., 2005
Associate Professor

Instructor

Dental Assisting Program Coordinator

Stacy Owens, B.S., R.D.H., 2011
Assistant Professor

Applied Science and Technologies Department

Rick Hendrickson, M.S., 1979
Associate Professor/Department Chair

Kristen Brevik, M.S., 2014
STEM Outreach Specialist

Kristi Jean, Ph.D., 2006
Associate Professor

STEM Program Coordinator

Auto Body Repair and Refinishing Technology

James Erdahl, B.S., 1997
Associate Professor/Department Chair

Tim Such, B.S., 1996
Associate Professor

Automotive Technology

(including Powersports Technology)

Luke Kasowski, B.S., 2005
Associate Professor/Department Chair

Powersports Technology

Eugene Floersch, B.S., 2013
Assistant Professor

Mitchell K. Jobe, B.S., 1988
Associate Professor

Powersports Technology

Peter Mandt, A.A.S., 2007
Associate Professor

Automotive Technology Program Coordinator

Brian Remper, A.A.S., 1996
Associate Professor

R. David Rydell, B.S., 1986
Associate Professor

Derrick Sundeen, A.A.S., 2013
Assistant Professor

Business Administration and Management

(including Culinary Arts)

Gregory Anderson, M.S., 2000
Associate Professor/Department Chair

Kyle Armitage, B.S., 2003
Associate Professor

Culinary Arts

Kathy Marquette, M.A., 1995
Associate Professor

Curt Schreiber, M.B.A., 2007
Associate Professor

Assistant Professor

Mary Uhren, B.A., 1986
Associate Professor

Culinary Arts Program Coordinator

For updated information, visit NDSCS.edu
Construction and Design Technology
(including Architectural Drafting and Estimating Technology, Building Construction Technology, Land Surveying and Civil Engineering Technology, and Construction Management Technology)

Randy Stach, B.S., 1996
Associate Professor/Department Chair

Jeff Berg, B.S., 1995
Associate Professor
Building Construction Technology Program Coordinator

Lisa Hauck, B.S., 2006
Associate Professor, Architectural Drafting and Estimating Technology Program Coordinator

Jeff Jelinek, A.A.S., R.L.S., 1998
Associate Professor
Land Surveying and Civil Engineering Technology

Paul Lekang, M.Ed., 1987
Associate Professor

Seth Simonson, A.A.S., 2014
Instructor

Peter Valkov, M.A., 2013
Instructor

Bryan Wolfgram, B.S., 2001
Associate Professor
Building Construction Technology

Diesel Technology
(including John Deere Tech, CAT Dealer Service, Case IH and Komatsu)

Terry Marohl, B.S., 1992
Associate Professor/Department Chair

James Aakre, B.S., 1980
Associate Professor

Larry Ascheman, B.S., 1993
Associate Professor
John Deere Tech Program Coordinator

Charles Campbell, A.A.S., 1990
Associate Professor

Barry Frank, A.A.S., 2012
Assistant Professor

Rick Hand, B.S., 2003
Associate Professor
CAT Dealer Service Program Coordinator

Brian Hanson, Diploma, 2013
Instructor

Wayne Kaehler, A.A.S., 2001
Associate Professor

Michael Redding, Diploma, 2011
Instructor
Case IH Program Coordinator

Tyler Slettedahl, A.A.S., 2009
Associate Professor

Christopher Vlaminck, A.A.S., 2010
Assistant Professor

Electrical Technology
(including Mechatronics Technology)

Ivan Maas, B.S. Ed., 1985
Associate Professor/Department Chair

Mark Eback, A.A.S., 2004
Associate Professor

Slade Fitzgerald, A.A.S., 2002
Associate Professor

LeAnne Jaenisch, A.A.S., 2014
Instructor

Shane Suko, B.S., 2005
Associate Professor

Mechatronics Technology Program Coordinator

John Travis, B.S., 2006
Associate Professor

Lonnie Wurst, B.A., 2014
Instructor

Mechatronics Technology

English and Humanities

Wade King, M.A., 1996
Associate Professor/Department Chair

Dana Anderson, M.A., 2013
Assistant Professor

Ronda Marman, M.S., 2011
Assistant Professor

Sybil Priebe, M.A., 2005
Associate Professor

Anne Taylor, M.A., 2008
Associate Professor

Health Information

Geralyn Matejcek, M.B.A., RHIA, RHIT, 1995
Associate Professor/Department Chair

Ashley Brusseau, A.A.S., 2014
Instructor

Health, Physical Education and Recreation

Jane Passa, M.Ed., 1999
Department Chair/Assistant Professor
Head Coach, Volleyball

Thomas Dryburgh, M.Ed, 2014
Women's Basketball Coach

Stu Engen, M.Ed., 2012
Athletic Director/Head Coach, Men's Basketball/Home Event Coordinator

Merle Johnson, M.S., 2014
Head Football Coach/Aquatics Coordinator

Ryan Steffens, B.S., 2006
Grounds/Athletic Equipment Tech.

Information and Communications Technology

Bonnie Schillinger, M.M., 1991
Associate Professor/Department Chair

John Kroshus, B.S., 1996
Associate Professor

Connie Schwantz, M.A., 1999
Associate Professor

Associate Professor

Manufacturing Technologies
(including Precision Machining Technology and Welding Technology)

Steve Johnson, A.A.S., 1992
Associate Professor/Department Chair
Precision Machining Technology
Clinton Gilbertson, M.S., 2007
Associate Professor
Welding Technology

Vance Harthun, B.S., 2007
Associate Professor
Welding Technology

Joel Johnson, M.S., 1994
Associate Professor
Welding Technology Program Coordinator

Lee Larson, A.A.S., 2005
Associate Professor
Welding Technology, NDSCS-Fargo Programs Coordinator

Chance Pausch, A.A.S., 2013
Instructor

Jay Schimelfenig, A.A.S., 2002
Associate Professor

Lincoln Thompson, A.A.S., 2007
Associate Professor
Precision Machining Technology

Mitchell Van Vleet, A.A.S., 2014
Instructor

Mathematics and Science

Shannon King, M.S., 1999
Associate Professor/Department Chair

Susan Bornsen, Ph.D., 2011
Assistant Professor

Margaret Brady, B.S., 2012
Assistant Professor

Cheryl Brown, M.S., 2003
Science Lab Manager

Brian Hagelstrom, M.S., 2000
Associate Professor

Jane Krump, M.S., L.R.D., 1980
Professor

Professor

Max Reinke, B.S., 1976
Associate Professor

Dr. William Shay, Ph.D., 2006
Associate Professor

Mechanical Systems Technologies
(including Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) and Plumbing)

Jeff Kukert, A.A.S., 2009
Assistant Professor/Department Chair
HVAC/R

Lon Lessard, A.A.S., 2004
Associate Professor
Plumbing

Mark Wood, A.A.S., 2001
Associate Professor
HVAC/R

Nursing

Barbara Diederick, M.S.N., R.N., 1980
Associate Professor/Department Chair

Jeri Christiansen, M.S.N., R.N., 2015
Instructor

April Desing, B.S.N., R.N., 2013
Assistant Professor

Ruth Gladen, M.S.N., R.N., 1996
Associate Professor

Sheila Goettle, M.S.N., R.N., 2008
Associate Professor

Rachel Moszer, M.S.N., R.N., 2011
Assistant Professor

Jan Rudisel, M.S.N., R.N., 2005
Assistant Professor

Debra Smith, B.S.N., R.N., 2012
Assistant Professor

Michelle Tompkins, B.S.N., R.N., 2015
Instructor

Whitney West, B.S.N., R.N., 2015
Instructor

Occupational Therapy Assistant

Elizabeth Schlepp, M.Ed., COTA/L, 1994
Associate Professor/Department Chair

Missi Twidwell, B.S., OTR/L, 2003
Assistant Professor
Outreach Therapist Supervisor

Connie Vosberg, B.S., COTA/L, 2010
Outreach Therapist

Paramedic (EMT) Technology

Tom Dobrzynski, B.S., NRP, 2014
Program Coordinator

Performing Arts

Laurie Lekang, M.Ed., 1980
Associate Professor/Department Chair

Dean Foley, M.A., 1994
Associate Professor

Bryan Poyzer, M.Ed., 2015
Instructor

Pharmacy Technician

Ken Strandberg, R.Ph., MBA, 1995
Program Director

Barb Lacher, B.S., R.Ph.Tech., CPhT, 1995
Associate Professor/Assistant Program Director

Social and Behavioral Sciences

Jane Krump, M.S., L.R.D., 1980
Professor/Department Chair

Marilyn Evenson, Ph.D., 2011
Associate Professor

Jeff Hart, M.A., 2007
Associate Professor

Harvey Henderson, BSc, MDiv., 2001
Associate Professor

Laurie Lekang, M.Ed., 1980
Associate Professor

Char Schuler, M.S.W., 2005
Assistant Professor

Kelly Wolf, Ph.D., 2005
Instructor
# NORTH DAKOTA STATE COLLEGE OF SCIENCE

## SELECTED CAMPUS PHONE NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>671-2288</td>
</tr>
<tr>
<td>Alumni/Foundation</td>
<td>671-2247</td>
</tr>
<tr>
<td>Arts, Science and Business Division</td>
<td>671-2295</td>
</tr>
<tr>
<td>Athletics</td>
<td>671-2281</td>
</tr>
<tr>
<td>Bookstore</td>
<td>671-2125</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>671-2216</td>
</tr>
<tr>
<td>Campus Police</td>
<td>671-2207</td>
</tr>
<tr>
<td>College Outreach Division</td>
<td>671-2206</td>
</tr>
<tr>
<td>College Relations and Marketing</td>
<td>671-2245</td>
</tr>
<tr>
<td>Customer Service Desk</td>
<td>671-2401</td>
</tr>
<tr>
<td>Dining Services</td>
<td>671-2321</td>
</tr>
<tr>
<td>Distance Education</td>
<td>671-2566</td>
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<tr>
<td>Enrollment Services</td>
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<td>Admissions</td>
<td>671-2521</td>
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<tr>
<td>Records</td>
<td>671-2202</td>
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<tr>
<td>Extended Learning Division</td>
<td>671-2256</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>671-2313</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>671-2207</td>
</tr>
<tr>
<td>Grants Management</td>
<td>671-2696</td>
</tr>
<tr>
<td>Human Resources</td>
<td>671-2903</td>
</tr>
<tr>
<td>Information Technology Services (ITS) Service Desk</td>
<td>671-3333</td>
</tr>
<tr>
<td>Library Services</td>
<td>671-2298</td>
</tr>
<tr>
<td>Mail Center</td>
<td>671-2227</td>
</tr>
<tr>
<td>President’s Office</td>
<td>671-2221</td>
</tr>
<tr>
<td>Residential Life</td>
<td>671-2224</td>
</tr>
<tr>
<td>Student Life Assistant Director</td>
<td>671-2109</td>
</tr>
<tr>
<td>Student Health and Counseling Services</td>
<td>671-2286</td>
</tr>
<tr>
<td>Student Services Division</td>
<td>671-2669</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>671-3000</td>
</tr>
<tr>
<td>Academic Counseling</td>
<td>671-2257 / 671-2263</td>
</tr>
<tr>
<td>Academic Services</td>
<td>671-2622</td>
</tr>
<tr>
<td>Career Services</td>
<td>671-2258</td>
</tr>
<tr>
<td>Veteran’s Services</td>
<td>671-2257</td>
</tr>
<tr>
<td>Technologies and Services Division</td>
<td>671-2244</td>
</tr>
<tr>
<td>Vice President for Academic and Student Affairs</td>
<td>671-2416</td>
</tr>
<tr>
<td>Vice President for Administrative Affairs</td>
<td>671-2217</td>
</tr>
</tbody>
</table>

To reach these offices toll-free, call 1-800-342-4325 and use the extensions listed above.
1. Old Main
   Institutional Effectiveness
   Social and Behavioral Sciences Department
   Student Success Center
   Academic Counselors
   Academic Services
   Accessibility Services
   Career Services
   Testing Center
   Tutoring Services
   Veteran Services

2. Horton Hall
   Architectural Drafting and Estimating Technology
   Business Administration and Management
   Construction Management Technology
   Extended Learning and Distance Education
   Grants Management
   Information and Communications Technology
   Land Surveying and Civil Engineering Technology
   Print Services

3. Harry Stern and Ella Stern Cultural Center
   Alumni/Foundation
   Bremer Bank Theatre
   Performing Arts Department

4. Student Center
   Bookstore
   Campus Police
   Culinary Arts Department
   Customer Service
   Dining Services
   Information Technology Services
   Student Life
   The Alley/Game Room

5. Walton Residence Hall

6. Schulz Residence Hall

7. Forkner Residence Hall

8. Riley Residence Hall
   Residential Life
   Student Health and Counseling Services

9. Haverty Hall
   Admissions and Enrollment Services
   Academic and Student Affairs
   Business Affairs
   College Relations and Marketing
   English and Humanities Department
   Human Resources
   Mathematics and Science Department
   President’s Office
   Safety

10. Central Heating Plant

11. Mechanical Systems
   HVAC/R Technology
   Plumbing

12. Barnard Hall
   Electrical Technology
   HVAC/R Technology
   Robotics, Automation and Mechatronics Technology

13. Tech Center
   Agriculture Department
   Arts, Science and Business Dean’s Office
   College Outreach
   TrainND Southeast
   Related Study
   John Deere Tech
   Manufacturing Department
   HAAS Technical Education Center
   Technologies and Services Dean’s Office

14. Bisek Hall
   Case IH
   Caterpillar Dealer Service Technician
   Diesel Technology
   Komatsu

15. Patterson Maintenance Center
   Central Receiving
   Facilities Management
   Motor Pool
   Purchasing

16. Frank Vertin Athletic Field

17. Earl “Skip” Bute Alumni Stadium

18. Intramural Sports Field
   Gayle Miller Softball Complex

19. Clair T. Bliksræd Activities Center
   Athletics
   Ed Werre Arena
   Fitness Center
   Health, Physical Education and Recreation Pool

20. Northwest Apartments

21. Southeast Apartments

22. College Townhomes

23. Building Construction Technology

24. Nordgaard Residence Hall

25. Robertson Residence Hall

26. Mildred Johnson Library
   Instructional Technology Library

27. Schuett Hall
   Automotive Technology
   Snap-on Innovation Center
   Powersports Technology

28. Trade Tech II
   Welding Technology

29. Mayme Green Allied Health Center
   Allied Dental Education
   Health Information
   Nursing
   Occupational Therapy Assistant
   Pharmacy Technician

30. Ballweber Hall
   Auto Body Repair and Refinishing

31. Babcock Hall
   Information and Communications Technology

32. McMahon Hall

33. Satterlee Hall

For updated information, visit NDSCS.edu
## 2014 NDSCS PLACEMENT REPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Responding Graduates</th>
<th>Jobs Posted w/ NDSCS Career Services+</th>
<th>Beginning Avg. Monthly Salary</th>
<th>Reported Monthly High Salary</th>
<th>Placement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture*</td>
<td>25</td>
<td>101</td>
<td>$3,138</td>
<td>$3,750</td>
<td>100%</td>
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<tr>
<td>Architectural Drafting and Estimating Technology</td>
<td>10</td>
<td>203</td>
<td>$3,669</td>
<td>$4,160</td>
<td>86%</td>
</tr>
<tr>
<td>Associate in Science in Nursing (RN)</td>
<td>20</td>
<td>56</td>
<td>$3,525</td>
<td>$4,333</td>
<td>100%</td>
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<tr>
<td>Auto Body Repair and Refinishing Technology</td>
<td>16</td>
<td>56</td>
<td>$2,377</td>
<td>$2,600</td>
<td>100%</td>
</tr>
<tr>
<td>Automotive Technology^</td>
<td>24</td>
<td>227</td>
<td>$2,569</td>
<td>$4,000</td>
<td>100%</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>5</td>
<td>107</td>
<td>-</td>
<td>-</td>
<td>100%</td>
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<tr>
<td>Business Management**</td>
<td>17</td>
<td>619</td>
<td>$2,415</td>
<td>$4,250</td>
<td>100%</td>
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<tr>
<td>Caterpillar Dealer Service Technician</td>
<td>20</td>
<td>209</td>
<td>$4,185</td>
<td>$5,720</td>
<td>100%</td>
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<tr>
<td>Construction Management Technology</td>
<td>9</td>
<td>160</td>
<td>$2,467</td>
<td>$2,947</td>
<td>89%</td>
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<tr>
<td>Culinary Arts~</td>
<td>14</td>
<td>76</td>
<td>$1,769</td>
<td>$3,120</td>
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<tr>
<td>Dental Assisting</td>
<td>8</td>
<td>54</td>
<td>$2,580</td>
<td>$2,773</td>
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<tr>
<td>Dental Hygiene</td>
<td>24</td>
<td>32</td>
<td>$4,565</td>
<td>$6,607</td>
<td>100%</td>
</tr>
<tr>
<td>Diesel Technology***</td>
<td>53</td>
<td>209</td>
<td>$3,234</td>
<td>$6,569</td>
<td>98%</td>
</tr>
<tr>
<td>Electrical Technology^^^</td>
<td>31</td>
<td>429</td>
<td>$3,188</td>
<td>$5,937</td>
<td>100%</td>
</tr>
<tr>
<td>Health Information++</td>
<td>11</td>
<td>36</td>
<td>$2,801</td>
<td>$5,000</td>
<td>90%</td>
</tr>
<tr>
<td>HVAC/R Technology</td>
<td>4</td>
<td>93</td>
<td>$2,730</td>
<td>$2,860</td>
<td>100%</td>
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<tr>
<td>Information &amp; Communications Technology^^</td>
<td>12</td>
<td>163</td>
<td>$3,060</td>
<td>$4,000</td>
<td>100%</td>
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<tr>
<td>John Deere Tech</td>
<td>28</td>
<td>209</td>
<td>$3,021</td>
<td>$4,750</td>
<td>100%</td>
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<tr>
<td>Land Surveying &amp; Civil Engineering Technology</td>
<td>6</td>
<td>122</td>
<td>$4,475</td>
<td>$10,417</td>
<td>100%</td>
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<tr>
<td>Mechanical Systems</td>
<td>1</td>
<td>44</td>
<td>-</td>
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<td>100%</td>
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<tr>
<td>Mechatronics Technology</td>
<td>5</td>
<td>25</td>
<td>$3,988</td>
<td>$4,843</td>
<td>100%</td>
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<tr>
<td>Microelectronics Technology</td>
<td>3</td>
<td>12</td>
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<td>100%</td>
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<tr>
<td>Nanoscience Technology</td>
<td>1</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>100%</td>
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<tr>
<td>Occupational Therapy Assistant</td>
<td>22</td>
<td>51</td>
<td>$3,037</td>
<td>$3,987</td>
<td>100%</td>
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<tr>
<td>Paramedic (EMT) Technology^</td>
<td>14</td>
<td>28</td>
<td>$2,944</td>
<td>$4,000</td>
<td>100%</td>
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<tr>
<td>Pharmacy Technician</td>
<td>11</td>
<td>25</td>
<td>$2,195</td>
<td>$2,253</td>
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<tr>
<td>Plumbing</td>
<td>6</td>
<td>21</td>
<td>$2,373</td>
<td>$2,600</td>
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<tr>
<td>Powersports Technology</td>
<td>23</td>
<td>31</td>
<td>$2,379</td>
<td>$3,120</td>
<td>96%</td>
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<tr>
<td>Practical Nursing</td>
<td>33</td>
<td>103</td>
<td>$2,806</td>
<td>$3,245</td>
<td>100%</td>
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<tr>
<td>Precision Machining Technology</td>
<td>19</td>
<td>179</td>
<td>$3,106</td>
<td>$3,467</td>
<td>100%</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>50</td>
<td>114</td>
<td>$3,099</td>
<td>$6,667</td>
<td>100%</td>
</tr>
<tr>
<td>** Totals and Averages</td>
<td>525</td>
<td>3,794</td>
<td>$3,026</td>
<td>$4,369</td>
<td>98%</td>
</tr>
</tbody>
</table>

**NOTES:**

* Agriculture (Includes Animal Science, Crop Production Sales and Technology, Farm Management and Ranch Management)

^ Automotive Technology (Includes Automotive Alignment and Brake Technician, Automotive Engine Technician, Automotive Transmission and Driveline Technician)

** Business Management (Includes Business Technology Management, eBusiness, General Business Management, Marketing Management and Restaurant Management)

~ Culinary Arts (Includes Chef Training and Management Technology and Restaurant Management)

*** Diesel Technology (Includes General Diesel, Case IH and Auto and Diesel Master Technician)

^^ Electrical Technology (Includes Construction, Industrial and Master Technician)

##+ Health Information (Includes Health Information Technician and Medical Coding)

^^ Information and Communications Technology (Includes Information Systems Administrator, Information Technology Support, IT Forensics, Mobile Application Developer, Web Design and Web Developer)

` Paramedic (EMT) Technology (Includes Emergency Medical Technician)

+ Jobs posted with NDSCS Career Services may be related to more than one academic program.

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