



## **2011-2013 CATALOG**

This catalog is published by Williston State College to provide prospective students and other interested individuals with information about this institution.

The information, announcements, tuition rates, fees, programs, and course descriptions in this catalog are subject to change without notice, and may not serve as binding obligations with the State of North Dakota or Williston State College.

# WILLISTON STATE COLLEGE - LOOKING INTO THE FUTURE



MASTER PLAN 2010-2015

- A. Future Science Wing
- B. Future Women's Softball Field
- C. New Residence Hall
- D. New Stevens Hall Plaza
- E. New CTE Building
- F. Proposed Fine Arts Center
- G. Proposed Wellness/Rec Center
- H. Proposed Corporate Center
- I. Proposed Apartment/Office Buildings
- J. Thomas Witt Leach Complex

- K. Phil Rabon Field
- L. Crighton Building
- M. Art Wood Building
- N. Stevens Hall
- O. Student Center
- P. Dickson Hall
- Q. Abramson Hall
- R. Manger Hall
- S. Nelson Hall



## **ACCREDITATION**

Williston State College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle St., Suite 7500, Chicago, IL 60604. (800) 621-7440.  
(www.ncahlc.org)

## **EQUAL OPPORTUNITY POLICY**

Williston State College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 which provide that “No person in the United States shall, on the basis of sex, race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance; and prohibits discrimination on the basis of handicap against existing employees, students and applicants for employment and admission.” Williston State College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities.

The Coordinator for Title VI, Title IX, Section 504 and Section 35.107 of the Department of Justice regulations is Michelle Borlaug, Director for Human Resources. She may be contacted by writing to Williston State College, 1410 University Avenue, Williston, ND 58801 or by calling (701) 774-4200.

## **VISITORS**

Visitors are always welcome. Campus tours may be arranged in advance by contacting the Enrollment Services Office. Prospective students are encouraged to visit the Williston State College campus when classes are in session to get a genuine feel for campus life. Campus tours may, however, be arranged at other times.

## **DISCLAIMER FROM THE NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION**

The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the state educational institutions of North Dakota: “Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed material are subject to change without notice; they may not be regarded as in the nature of binding obligations on the institutions and the State. In times of changing conditions it is especially necessary to have this definitely understood.”

# Table of Contents

CALENDAR.....	5
PROGRAM INFORMATION .....	6
GENERAL INFORMATION.....	7-15
TUITION & FEES AND FINANCIAL AID.....	16-18
STUDENT SERVICES AND ACTIVITIES.....	19-25
GENERAL EDUCATION.....	26-29
CTE PROGRAMS .....	32-72
TRANSFER AREAS OF STUDY LEADING TO AN AA AND/OR AS DEGREE.....	74-119
COURSE DESCRIPTIONS .....	120-146
NON-TRADITIONAL EDUCATIONAL OPPORTUNITIES .....	147-148
ND STATE BOARD OF HIGHER EDUCATION .....	148
COLLEGE PERSONNEL .....	149-150
INDEX.....	151-153

# Calendar

## FALL SEMESTER

Residual Registration  
 Orientation  
 Instruction Begins  
 First Full Day of Classes  
 Last Day to ADD a Course for Credit (Via CampusConnection Self-Service)  
 Last Day to ADD a Course for Credit (With Faculty Permission)  
 Last Day to DROP a Full Semester Course w/out Transcript Notation\*  
 Last Day to Change a Course to AUDIT  
 HOLIDAY, LABOR DAY  
 Final Bill Payment Deadline  
 Mid-Term Exams  
 Mid-Term Deficiency Reports Due  
 HOLIDAY, VETERAN'S DAY  
 Last Day to WITHDRAW from Full-Term or Drop with Record\*\*  
 HOLIDAY, THANKSGIVING  
 Semester Exams

2011-2012	2012-2013
August 22	August 20
August 22	August 20
Aug 22 at 4:00 pm	Aug 20 at 4:00 pm
August 23	August 21
August 26	August 24
August 31	August 29
August 31*	August 29*
August 31	August 29
September 5	September 3
September 7	September 5
October 10-14	October 8-12
October 21	October 11
November 11	November 12
November 10**	November 9**
November 24-25	November 22-23
December 12-16	December 10-14

## SPRING SEMESTER

Residual Registration  
 Instruction Begins  
 First Full Day of Classes  
 Last Day to ADD a Course for Credit (Via CampusConnection Self-Service)  
 HOLIDAY, MARTIN LUTHER KING JR DAY  
 Last Day to ADD a Course for Credit (With Faculty Permission)  
 Last Day to DROP a Full Semester Course w/out Transcript Notation\*  
 Last Day to Change a Course to AUDIT  
 Final Bill Payment Deadline  
 HOLIDAY, PRESIDENTS' DAY  
 Mid-Term Exams  
 Mid-Term Deficiency Reports Due  
 HOLIDAY, SPRING BREAK  
 HOLIDAY, GOOD FRIDAY  
 HOLIDAY, EASTER MONDAY  
 Last Day to WITHDRAW from Full-Term or Drop with Record\*\*  
 Semester Exams  
 Commencement

January 9	January 7
Jan 9 at 4:00 pm	Jan at 4:00 pm
January 10	January 8
January 13	January 11
January 16	January 21
January 19	January 17
January 19*	January 17*
January 19	January 17
January 25	January 23
February 20	February 18
Feb 27-Mar 2	Feb 25- Mar 1
March 9	March 8
March 12-16	March 11-15
April 6	March 29
April 9	April 1
April 5**	April 5**
May 7-11	May 6-10
May 11	May 10

## SUMMER SESSION

Instruction Begins  
 Drop, Add, Refund Dates

June 4	June 3
TBA	TBA

## OFFICIAL WILLISTON STATE COLLEGE HOLIDAYS:

LABOR DAY  
 VETERAN'S DAY  
 THANKSGIVING DAY  
 CHRISTMAS DAY  
 NEW YEAR'S DAY  
 MARTIN LUTHERAN KING DAY  
 PRESIDENTS' DAY  
 GOOD FRIDAY  
 EASTER MONDAY  
 MEMORIAL DAY

September 5	September 3
November 11	November 11
November 24	November 22
December 25	December 25
January 1	January 1
January 16	January 21
February 20	February 18
April 6	March 29
April 9	April 1
May 28	May 27

\*Last Day to DROP a partial semester course w/out Transcript Notation  
 \*\*Last Day to WITHDRAW from a partial semester course

1 academic week from start of class  
 70% of class

## Program Information

### DEGREES AWARDED

Williston State College offers the following certificates and degrees:

**Certificate of Completion** is awarded for the completion of a non-credit program or a credit-based undergraduate course of study requiring 15 credit hours or less.

**Certificate Program** is the culmination of career-technical education that aims to impart career skills, requires little general education course work, and requires completion of at least 16 credit hours. Students must earn a minimum institutional grade point average of 2.00 (C) while taking classes prescribed by their department.

**Diploma** represents completion of a prescribed two-year program in a career-technical field with some general education course work required. Students must complete a minimum of 62 credit hours with a minimum institutional grade point average of 2.00 (C) or above.

**Associate in Applied Science Degree (AAS)** is awarded to students completing a minimum of 62 credit hours in career-technical areas. They must earn a minimum institutional grade point average of 2.00 (C) or above while taking courses prescribed by their department. The AAS Degree includes a general education component.

**Associate in Arts Degree (AA)** is awarded to students who have completed a minimum of 62 credit hours with a minimum institutional grade point average of 2.00 (C). They complete courses consisting primarily of diverse, introductory-level material in preparation for transfer to complete a Bachelor's Degree. The humanities and social science areas are the primary areas of emphasis, but students are not required to designate a specific program or major.

**Associate in Science Degree (AS)** is awarded to students who have completed at least 62 credit hours with a minimum institutional grade point average of 2.00 (C). They complete courses consisting primarily of diverse, introductory-level material in preparation for transfer to complete a Bachelor's Degree. The science, mathematics, and computer technology areas are the primary areas of emphasis, but students are not required to designate a specific program or major.

# General Information

## THE COLLEGE

Williston State College is located in Williston, North Dakota. Williston, a community with a population over 13,000, is located along the slopes of the scenic Missouri River in northwest North Dakota. Farming, ranching, and oil related activities provide employment for a broad base of the population. The area provides excellent hunting and fishing, and nearby Lake Sakakawea provides opportunities for year-round recreational activities.

Williston State College operates as a two-year public community college in the North Dakota University System. The college is one of eleven institutions under the jurisdiction of the North Dakota State Board of Higher Education. Williston State College is authorized under Federal law to enroll nonimmigrant students.

Williston State College offers transfer programs leading to Associate in Arts and Associate in Science Degrees. Students can complete the first two years of many majors and transfer with junior status to most four-year colleges and universities.

The Associate in Applied Science Degree, the diploma and the certificate program are awarded to students completing career-technical programs. Students receiving career-technical training may continue at a four-year college or university, earning an advanced degree.

Williston State College operates on the semester calendar. All academic units are expressed in terms of semester credit hours.

## PURPOSE

The two-year colleges respect and acknowledge the need to remain open to evolutionary change to insure they can respond to the needs of the citizens of North Dakota. They share the following core purposes.

1. To provide academic transfer courses and programs which are parallel and equivalent to those offered during the first two years at baccalaureate institutions.
2. To provide career and technical education, as well as customized training, to prepare the learner for careers in a specific occupation.
3. To provide cultural, educational, occupational, and vocational programs to each campus' host community and the state of North Dakota in the form of courses, workshops, seminars, and institutes.
4. To provide community service and applied research in collaboration with business and industry to enhance economic development.
5. To provide open access and support services for a diverse student body.
6. To facilitate baccalaureate and graduate degree course work within the service area via telecommunications and other appropriate modes.

## HISTORY

In 1931, legislative action authorized the establishment of junior colleges in North Dakota cities with a population of more than 10,000. The Legislative Assembly amended the law in 1941 to allow junior colleges in cities with a population of more than 5,000. An extension of junior college legislation came in 1961 with the approval of the North Dakota State Board of Higher Education to establish an off-campus education center in conjunction with a state supported college or university. Williston State College resulted from this legislation.

The University of North Dakota in Grand Forks began offering extension classes in Williston in the Fall of 1957. In 1961, Williston State College, then known as the University of North Dakota-Williston Center, founded its own resident campus, faculty, and curricula through a contractual arrangement between the University of North Dakota in Grand Forks and Williston School District #1. This contractual arrangement continued until the college became the responsibility of the North Dakota State Board of Higher Education on July 1, 1984, at which time the college became known as the University of North Dakota-Williston.

Legislative action in 1999 expanded the college's mission to include workforce training, at which time it became an autonomous campus and its name was changed to Williston State College.

Williston State College has grown from an extension center, established in 1957, to an institution with a student body of more than 800 students and over 150 faculty and staff providing educational opportunities to the greater Williston area and beyond.

## CAMPUS

Williston State College has occupied the main building located on an 80 acre campus since 1967. The administration and faculty offices, classrooms, laboratories, library, multi-purpose gymnasium, and dining services are located in this building. The student center addition, completed in 1975, includes an auditorium, bookstore, coffee bar, game room, student lounge, classrooms, and offices.

The Art Wood building was constructed in 1972. This building currently houses faculty offices, classrooms, and shops for the automotive technology program and welding courses.

The Crighton Building was built in 1972. An addition to this building was constructed in 1993. The Crighton Building houses faculty offices, classrooms, labs and a shop for the diesel technology and agriculture programs. The Workforce Training Center is also located in the Crighton Building, utilizing classrooms, training labs, offices, and testing facilities.

The Thomas Witt Leach Complex was constructed in 2003. It houses faculty offices, classrooms, and labs for the nursing, physical therapist assistant, and massage therapy programs, as well as health, physical education, and recreation classes and activities. A walking track and fitness facility are also housed here. This complex provides the college and surrounding communities a premier activity, cultural, and sports venue.

Housing consists of a 170-bed co-ed residence hall for students up to age 25; a 60-bed residence hall used for residents over age 25 and other program housing at WSC; an 8 bed residence hall for students over the age of 25; and 2 four-plex apartment buildings for family housing. A fourteen-lot mobile home court, owned by the Williston State College Foundation, is also located on campus.

Two outdoor tennis/basketball courts are available on campus, as well as an outdoor athletic complex, built in 2003, which includes a regulation baseball field.

## MISSION

Where the People Make the Difference

## VISION

We are committed to student excellence. We embrace quality student experiences, open communication, and actionable data that enrich personal relationships among our college, faculty, and students.

We believe that people make the difference; that the college is the heart of the communities we serve; that our facilities are a needed, neutral, and central community space; and that our faculty and staff serve multiple and diverse needs in a global environment.

We strive for a strong student presence on-campus, expanded offerings, fiscal sustainability, modern facilities, current technologies, and continuous improvement as a result of both our master and strategic plans.

## VALUES

Truthfulness	Relationships
Empowerment	Vision
Inspiration	Achievement
Personal and Professional Growth	Success

## GENERAL EDUCATION STATEMENT

General education refers to a wide spectrum of cultural and educational opportunities Williston State College provides. More specifically, general education refers to two different, yet complimentary types of instruction: The personalized teaching of learning and thinking processes that takes place in all classes, and the academic and technical instruction that takes place in specific courses. We recognize that education depends on the students' ability to gather, analyze, and synthesize information and apply that knowledge in providing viable solutions to varying problems. And we realize specific areas of education such as mathematics, the physical sciences, the social sciences, communications, the humanities, wellness and cultural awareness are important and interrelated facets of every student's education. To this end, general education strives to provide students with the intellectual and practical skills an educated citizen of the world needs.

The college has identified the following four basic areas as essential skills of an educated person:

**Learning Skills:** Communications; including listening, reading, writing, verbal, and nonverbal communication skills. Mathematics; including numerical literacy and the knowledge and use of statistical and logical processes. Science; including observation, hypothesis construction, and experimentation. Technology; including computer skills and an awareness of technological change in society.

**Personal Development:** Survival skills such as time management, study skills, stress management, and self-assessment. Wellness, which teaches the importance of exercise, nutrition, and self-perception. Personal responsibility for one's actions and those actions' effect on self, community, and society. Lifelong learning, or the realization that learning is a continuous process of evaluation and reevaluation.

**Social Awareness:** Values-building which includes the respect for individual differences as well as an examination of the past and present factors in ethical considerations. Knowledge of and respect for diverse economic, social, and political realities across cultures. Aesthetic appreciation, or an understanding of the necessary place in human affairs the search for beautiful expression plays. An awareness of holistic approaches to environmental and global concerns.

**Higher Order Thinking Skills:** Analytical thinking, or gathering, organizing and evaluating information. Analogical thinking, or using former knowledge and experience to help comprehend and explain new situations. Critical thinking, or the ability to identify and define criteria, understand biases, and construct objective judgments. Problem solving, or the ability to analyze situations and synthesize solutions.

## ADMISSION TO WILLISTON STATE COLLEGE

Williston State College is an open admission college. High school graduates or completers of the Tests of General Educational Development (GED) are eligible to apply for admission to Williston State College.

Those who have not completed high school or the GED may be accepted to select technical programs if the applicant has the ability to benefit from enrollment in this program. Ability to benefit shall be determined through independently administered tests approved by the US Department of Education. Qualifying tests available at Williston State College include the ASSET and the COMPASS. Testing may be scheduled by contacting the Educational Opportunity Center. Fees may apply. Official scores of other approved tests may be accepted as evidence of ability to benefit. Contact the Educational Opportunity Center for more information.

Students may be enrolled at Williston State College as one or more of the following:

**Full-Time Student –** A full-time student is one who has satisfied the admission requirements (see below) and is enrolled in a minimum of 12 semester hours for credit.



**Part-Time Student** – A part-time student is one who has satisfied the admission requirements (see below) and is enrolled in fewer than 12 semester hours for credit.

**Auditor** – Students enrolled in classes as auditors have a status in class distinctly different from those taking the course for credit. Auditors are not required to participate in the oral or written work of the class. They may take no examinations and receive no credit for the course. Auditors may not later establish credit in audited courses by taking a special examination. Courses must be repeated in residence to earn credit. Tuition is waived for senior citizens (65 or older) electing to audit courses; however, the student is still responsible for fees.

## ADMISSION REQUIREMENTS

Applicants must submit all items identified below to the Admission and Records Office to be admitted to Williston State College. Applicants' files will be considered complete and they will be accepted for admission only after all items listed below have been received in the Admission and Records Office.

**1. Application for Admission.** This form must be completed and submitted by the applicant. The form can be completed in paper form, or online at [www.willistonstate.edu](http://www.willistonstate.edu).

**2. \$35.00 application fee (US currency).** This is a one-time, non-refundable fee paid by new and transfer applicants only.

**3. Proof of immunity to measles, mumps and**

**rubella.** The North Dakota State Board of Higher Education requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart, from a licensed physician or authorized representative of a state or local health department, b) presenting proof of a positive serologic test for measles, mumps, and rubella, or c) presenting proof of date of birth prior to 1957.

Exceptions to this policy may be granted only when: a) immunization is contraindicated by illness, pregnancy, certain allergies, or other medical conditions certified by a licensed physician, b) the applicant has had one immunization and agrees to have a second one no less than one month later, or c) the applicant's beliefs preclude participation in an immunization program.

When, in the opinion of the State Health Officer, danger of an epidemic exists from any of the communicable diseases for which immunization is required under this policy, the exemptions from immunization against such disease shall not be recognized and students not immunized or otherwise immune shall not be allowed on campus until, in the opinion of the State Health Officer, the danger of the epidemic is over.

**4. High school transcript or equivalent.** High school graduates must contact the high school from which they graduated and request that an official transcript of their high school education be sent directly to the Admission and Records Office at Williston State College. This transcript should be sent after completion of grade 12.

Applicants who have completed the GED must contact the Department of Public Instruction in the state in which they completed the GED and request that an official GED transcript be sent directly to the Admission and Records Office at Williston State College.

Transfer applicants with 24 or more semester hours of transferable college credit are not required to submit high school or GED transcripts.

**5. Transcripts from other colleges attended.** Applicants who have attended other post-secondary institutions prior to applying to Williston State College must contact each institution and request that an official transcript of all course work be sent directly from that institution to the Admission and Records Office at Williston State College. Failure to provide information pertaining to all institutions previously attended may result in loss of credit and/or dismissal from Williston State College.

**6. Scores from the American College Test (ACT).** Applicants must submit an official ACT score report. These test scores are not used as a basis for admission. Scores are considered for placement purposes only. (Scores from the Scholastic Aptitude Test (SAT) may be accepted in lieu of the ACT.)

Applicants may contact the high school in which they were enrolled at the time of testing, or ACT to request official score reports be sent directly to the Admission and Records Office at Williston State College.

Exceptions to this policy apply to: a) applicants who are 25 years of age or older on the first day of class, b) applicants from foreign countries other than Canada, or c) transfer applicants with 24 or more semester hours of transferable credit.

**7. Medical History Report.** Information provided on this form will be used on the student's behalf in a medical emergency. Completion of a Medical History Report is required for registration. No student will be allowed to register until this information is received. Completion of this form **is not** an admission requirement. Admission to Williston State College is not influenced by the information provided on the medical history report.

**Note:** Students wishing to apply to select career-technical programs must also complete a separate application specific to that program. Refer to program pages for specific requirements.

NDUS undergraduate admission applications shall require disclosure of criminal history information. Applications from individuals with criminal history are subject to review prior to acceptance. Many applicants are subsequently accepted with full or conditional access; however, some limits may apply depending on the nature of the offense(s). Documentation required prior to admission includes the following: 1. **Official** copy of your **adult** criminal history record(s), including any pending **adult** charges, 2. If sanctions were imposed, an official copy of letter(s) or document(s) which indicate the nature of the sanctions imposed and which confirm the completion of those sanctions.

## STUDENT CRIMINAL BACKGROUND CHECKS

Students majoring in specific programs may be subject to criminal background checks. Please refer to North Dakota University System Policy 511, Student Criminal Background Checks at <http://www.ndus.nodak.edu> for additional information.

## ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

Williston State College is authorized under Federal law to enroll nonimmigrant students. In addition to the items previously described, international student applicants must provide the items listed below to complete the admission process.

- 1. Financial Certification Form.** This form is available from the Admission and Records Office at Williston State College. This form must be completed and appropriately signed, indicating the student has sufficient funds to pay for all educational expenses while in the United States.
- 2. TOEFL (Test of English as a Foreign Language) scores.** International students must verify proficiency in English speaking and writing skills. An official TOEFL score report must be sent to the Admission and Records Office at Williston State College. A minimum score of 195 (525 on the paper-based exam and 70 on the iBT Next Generation TOEFL) must be attained on the TOEFL to be accepted to Williston State College. Students from English-speaking countries are not required to submit TOEFL scores. Proficiency for these students may be verified through personal interview with the Director for Admission & Records.
- 3. Medical/health insurance.** International students from countries other than Canada are required to carry a health insurance policy while enrolled at Williston State College. Williston State College makes this coverage available for international students through contract with a health insurance vendor. Applicants may contact the Vice President for Student Services for additional information.
- 4. English translation of educational records.** International student applicants must provide the Admission and Records Office at Williston State College with an official translation of any formal education documents which are not written in English.
- 5. Immigration documents.** In addition to the requirements outlined above, applicants are subject to all rules, regulations, and requirements of the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement, including payment of a \$200 SEVIS processing fee. Applicants may contact the Admission and Records Office for additional information.

Upon completion of all admission requirements, applicants will be issued necessary educational immigration forms. Applicants are responsible for obtaining necessary passports and visas.

Upon arrival at Williston State College, new students from all countries except those identified by U.S. health officials as low risk for tuberculosis must undergo TB skin testing. Testing will be coordinated through the Director for Housing.

### STUDENT CRIMINAL BACKGROUND CHECKS

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## STUDENT CLASSIFICATION

**Freshman:** A student who has earned fewer than 24 college credits.

**Sophomore:** A student who has earned 24 or more college credits.

## ADMISSION TYPES

**Collaborative Student:** A student who is enrolled in (a) course(s) from this institution while attending another NDUS institution in the same term. See the Collaborative Contact at the campus from which you intend to obtain your degree for complete details.

**Continuing Student:** A student returning to complete (an) additional course(s) who has previously earned a degree from Williston State College.

**Distance Education Student:** Students who are considered distance education students are those who are enrolled in courses or programs where the faculty are not in the same location as the student. Since distance education students may choose to enroll collaboratively in courses at more than one institution at the same time, a home institution must be chosen by the student. The home institution must be the school where you intend to get your degree. This school would be where all administration takes place including where you would apply for financial aid. Students should not receive federal aid from more than one institution for the same term. The Distance Education Office should be contacted to discuss enrollment at other colleges.

**Dual Credit Student:** A high school student enrolled in (a) college course(s) before high school graduation who is using the course(s) for both college and high school credit.

**Early Entry Student:** A high school student applying to enroll in (a) college course(s) for college credit only (prior to high school graduation).

**First Year Student:** A student who has not previously attended a post-secondary institution after high school graduation or GED completion.

**Non-Degree Student:** A student taking (a) course(s) who is not intending to earn a degree from this institution. The institution reserves the right to limit the credits taken as a non-degree student.

**Readmit Student:** A student returning to complete (an) additional course(s) who has not previously earned a degree from this institution.

**Transfer Student:** A student who has previously attended a post-secondary institution (after high school graduation or GED completion) prior to enrolling at Williston State College.

**Transient Student:** A student enrolled in (a) course(s) leading toward a degree at another post-secondary institution.

## **REGISTRATION**

Registration is open to returning students in good standing (academic, financial, and/or other) and new and transfer students who have completed the application process. (See pages 10-12 for application and admission information.)

Returning students may register on-line according to the published registration calendar. The registration calendar varies each academic year. Contact the Admission and Records Office at Williston State College or check the website ([www.willistonstate.edu](http://www.willistonstate.edu)) for specific registration dates.

New full-time, degree-seeking students attending classes on campus and returning students who have not taken classes with WSC during the past year are required to attend a registration session. The calendar for registration sessions vary each academic year. Please contact the Admissions and Records Office at Williston State College for specific dates.

At the registration sessions students will take COMPASS test (if the ACT or SAT has not been taken), meet with an advisor to select course schedule, register for classes, set up an email account, and get a student ID. There is also a parent session available to parents.

Class schedules are prepared and posted to the web several weeks before the first scheduled registration date. Students may view and access the class schedule on the web through the CampusConnection portal on the WSC website ([www.willistonstate.edu](http://www.willistonstate.edu)).

Registration is complete after all materials are appropriately submitted and proper tuition and fees have been paid. (See pages 18-20 for tuition and fee information.)

Students must enroll in a minimum of 12 credit hours to be considered a full-time student. In order to graduate in two years, the average full-time student enrolls in 16 credit hours. Students may not enroll in more than 20 credit hours without approval from the Vice President for Instruction. Any student enrolled in less than 12 credit hours is considered a part-time student.

Students receiving financial assistance should be aware of specific credit hour requirements for funding. See page 19 for financial aid information.

## **CHANGES IN REGISTRATION**

After students have registered for classes, they may make changes to their class schedules via the CampusConnection portal on the WSC website. Students should consult their advisors before making a schedule change.

Schedule changes will be allowed according to the published schedule (see page 7) and must be made according to the guidelines listed below.

### **Adding a Class**

Students may add full-term classes to their existing schedules, or change sections anytime through the seventh day of instruction. These changes are allowed via the CampusConnection Self-Service portal through the fourth day of the term, and by special permit through the seventh day. Students may add shorter-term classes to their existing schedules on a pro-rated time schedule. (See page 5 for calendar dates specific to each term.)

### **Changing Grade Status**

Students may change a full-term class to or from audit status or S/U grading anytime through the seventh day of instruction. These changes are allowed via the CampusConnection Self-Service portal through the fourth day of the term, and by special permit through the seventh day. Students may change a shorter-term class to or from audit status or S/U grading on a pro-rated time schedule. (See page 7 for calendar dates specific to each term.)

### **Dropping a Class**

Students may drop a full-term class anytime through the seventh day of instruction without the class being recorded on their official transcripts. Students may drop a class that meets less than a full term on a pro-rated time schedule without the class being recorded on their official transcripts. (See page 5 for calendar dates specific to each term.)

### **Withdrawing from a Class**

Dropping a class after the time frame defined above is considered a class withdrawal and results in a "W" being placed in the grade column on the student's official transcript. Students may withdraw from full term classes up to and through 75% of the term. Students may withdraw from a class that meets less than a full term on a pro-rated time schedule. After this time, students may no longer drop or withdraw from classes and will receive grades based on their performance in each class. (See page 5 for calendar dates specific to each term.)

## **COLLEGE WITHDRAWAL**

Students wishing to withdraw from Williston State College prior to the end of the semester must contact the Admission and Records Office. Office personnel will direct students through the proper withdrawal process.

Students may cancel their enrollment in all courses not yet completed any time prior to completion of 75% of the term. Exceptions may be made for students with major physical or mental illness or other significant incapacity only.

Students leaving Williston State College without completing the official withdrawal process will earn a grade of "F" in all courses.

## **CLASS PARTICIPATION**

Attendance and participation in class activities are deemed essential parts of college education at Williston State College. Participation provides the opportunity for students to grow intellectually and allows them to demonstrate competency in classroom activities.

On the first day of class, students will be informed of the participation and grading policy of each instructor. Instructors may choose to base a part of the student's grade on class participation which may include attendance.

At the conclusion of the seventh day of instruction, any student who has never attended a particular class may be dropped from that class. Students wishing to re-enroll after being dropped may do so only with instructor consent, and only if an open seat exists in the class. Procedures for adding a class must be followed. (See information on page 13 regarding changes in registration.)

Students who wish to appeal instructors' actions based on attendance may appeal in accordance with the normal appeal channels as defined in the *WSC Code of Student Conduct*.

Students who must miss class for reasons not related to college functions should inform instructors prior to the absence from classes concerned. Instructors will be informed of school-related absences by the activity advisor.

## **ACADEMIC REQUIREMENTS FOR TRANSFER STUDENTS**

Students must be in good academic standing upon leaving their previous college to be admitted at Williston State College. Students leaving their previous college on academic probation will be admitted to Williston State College on academic probation. These students may be enrolled in a limited number of credits, and may be required to participate in the Academic Success program (see page 21) to improve their chance of success at Williston State College. Students admitted on academic probation are required to demonstrate academic improvement to remain enrolled. Students who have been academically suspended from the previous college attended (for the semester immediately preceding the one in which they wish to enroll at Williston State College) will be admitted to Williston State College after one complete semester has passed or an admission appeal has been accepted.

## **TRANSFER CREDIT**

Williston State College accepts credits in transfer from regionally accredited colleges and universities. All credits from regionally accredited colleges and universities will be accepted. The Director for Admission & Records, in consultation with department coordinators, determines acceptability of transfer credits. Contact the Director for Admission & Records for specific information on credit transfer and course evaluation.

Williston State College may award credit for learning at unaccredited and non-degree granting institutions through the Credit for Prior Learning Process. (See pages 15-16)

## **ORIENTATION**

Orientation for new and transfer students is held prior to the start of the fall semester. Emphasis is placed on advisement, financial planning, and general information to acquaint students with faculty, programs, and resources available at Williston State College.

## **ACADEMIC TRANSCRIPTS**

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), transcripts will not be issued to a third party without prior, written consent of the student.

Official academic transcripts, including the Director for Admission & Records' signature and the college seal will be mailed to third parties upon receipt of a written, signed request from the student.

Transcript requests received from students with liabilities to Williston State College (financial or other) will not be honored until all liabilities are satisfied.

## **STUDENT RECORDS**

As custodian of student records, and in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), Williston State College assumes the trust and obligation to ensure full protection of these student records.

Student records maintained by Williston State College fall into two general categories; directory information and student educational records.

Directory information (as defined under the provisions of FERPA) may be released publicly in printed, electronic, or other forms at the discretion of personnel of this institution.

**Directory information** is defined to include:

1. Name (all names on record)
2. Address (all addresses on record)
3. E-mail address (all electronic addresses on record)
4. Phone number (all phone numbers on record)
5. Height, weight and photos of athletic team members
6. Date of birth
7. Place of birth
8. Major field of study (all declared majors)
9. Minor field of study (all declared minors)
10. Class level
11. Dates of attendance
12. Enrollment status
13. Names of previous institutions attended
14. Participation in officially recognized activities and sports
15. Honors/awards received
16. Degree earned (all degrees earned)

17. Date degree earned (dates of all degrees earned)

18. Photographic, video or electronic images of students taken and maintained by the institution.

Under the Family Education Rights and Privacy Act, students have the right to request directory information not be made public by notifying the Admission & Records Office. Students should be aware that information might be collected for use in publications in advance of printing. In order to effectively suppress release of directory information, students must restrict their directory information by the tenth day of the term and not reverse that restriction during the term. Students must personally contact the Admission & Records Office to restrict release of directory information.

Campuses 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, news 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. Campuses have no responsibility to contact students for subsequent permission to release directory information after it is restricted. Campuses will honor student requests to withhold directory information until the student specifically and officially requests to lift these restrictions. To reverse existing directory restrictions, students must personally contact a staff member in the Admission & Records Office.

**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, Williston State College will not disclose information about current or former students nor permit inspection of their educational records without the expressed, written consent of the student.

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 Williston State College, 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.

## **CREDIT FOR PRIOR LEARNING**

**Purpose:** Williston State College may award credit for learning that took place outside a formal college setting, at unaccredited and non-degree granting institutions, or for courses in which students have superior preparation or knowledge directly related to existing courses in the college catalog.

**Guidelines:** Credit may be earned if students demonstrate competencies required for existing courses at Williston State College. Prior learning credit may be awarded for armed services training, College Level Exam Program (CLEP), Advanced Placement (AP), attached credit, articulation, or validated competencies. Credit will be awarded upon demonstration of competencies. Competencies may be verified by submitting proper documentation, test scores, demonstration of skills, portfolio assessment, certification, or other means as approved by faculty advisor(s) and department chairs.

A maximum of fifteen credits for prior learning earned through approved means may be used to meet associate degree or diploma requirements. A maximum of no more than half of the credits required for a certificate program may be awarded.

Grades will be awarded based on a 4.0 scale and are awarded based on established articulation agreements, where they exist. If no articulation agreement exists, grades will be determined by departmental faculty.

A recording fee of \$50.34 per semester hour will be charged for posting the credits earned through the prior learning process. Students intending to transfer to other institutions after study at Williston State College are advised to contact the transfer institution in regard to the acceptance of prior learning credits.

## **Demonstration of Competencies**

### **Armed Services Training**

Credit may be granted based upon the recommendations of the American Council on Education, as applicable to the student's program of study.

### **College Level Examination Program (CLEP)**

Williston State College awards credit for completion of College Level Examination Program (CLEP) subject exams following the minimum requirements for CLEP test scores and credits as approved by the North Dakota University System. WSC does not award credit for CLEP general exams.

### **Advanced Placement (AP)**

Advanced Placement (AP) credit is awarded to students completing high school advanced placement courses and exams according to the standards approved by the North Dakota University System.

### **Attached Credit**

Credit may be awarded for educational workshops and/or training which has a direct correlation between the content of the training received and a specific course within the college curriculum. Approval must be granted prior to participation. Requests for attached credit must be documented and presented in a portfolio for review by the discipline faculty member and department chair. Upon approval, credit will be awarded. The amount of credit will vary based on academic rigor and length of workshop or training activity.

### **Competencies**

Currently enrolled students may apply to establish credit in Williston State College courses corresponding to work completed at unaccredited and non-degree granting institutions, and for courses in which they have superior preparation or knowledge. Competencies may be verified by submitting proper documentation as defined below.

**Proper Documentation:** Documentation validating competencies as approved by faculty advisor(s) and department chair, including the following:

**Test Score** - student achieves satisfactory performance on comprehensive examination, validating competencies for a course.

**Demonstration of Skills** - student demonstrates skills of required competencies at a satisfactory level.

**Portfolio Assessment** - student presents a portfolio containing materials validating competencies required for specific courses.

**Certification** – student possesses industry certification matching competencies required for college course.

## NON-CREDIT EXAMINATIONS

**American College Test (ACT):** The ACT, as required of students by the North Dakota State Board of Higher Education, (see admission requirements on pages 11-12) may be written on the Williston State College campus. This is a nationally developed and scored examination, administered several times each year. Contact the Admission and Records Office for specific test dates and registration deadlines or visit their website at [www.actstudent.org](http://www.actstudent.org).

**ASE-Automotive Service Excellence Exam:** This automotive test is offered at WSC twice per year. ASE's mission is to improve the quality of vehicle repair and service through the testing and certification of repair and service professionals. For dates or to register visit their website at [www.ase.com](http://www.ase.com).

**COMPASS Testing:** COMPASS is a comprehensive, computer-adaptive testing system that helps place students into appropriate courses and maximizes the information postsecondary schools need to ensure student success. COMPASS offers placement and diagnostic testing in mathematics, reading, and writing. This test is available at Williston State College. Contact the Academic Skills Center to set up an appointment to take the test.

**LaserGrade Testing:** WSC offers FAA and computerized FCC exams on the most user-friendly computer system available. This testing system was developed by pilots, for pilots, to make the test-taking experience as worry-free as possible. A unique feature offered by LaserGrade is the ability to display on screen all diagrams, charts, figures and graphics that are necessary to complete the question content with on-screen flight computer and calculator. Score results are provided instantly. To register or for more information, contact the Academic Success Center at WSC or visit their website at [www.lasergrade.com](http://www.lasergrade.com).

**Praxis Test (PPST):** The Praxis Series is an Educational Testing Service (ETS) program that provides tests and other services for states to use as part of their teacher certification process. The Praxis Series assessments are also used by colleges and universities to qualify individuals for entry into teacher education programs. This test is offered at WSC twice per year. The test measures basic skills in reading, writing, and math. For more information and to register, visit [www.ets.org/praxis](http://www.ets.org/praxis).

**VUE Certification Testing:** This computer-based testing business serves the Information Technology industry and the Professional Certification, Licensure, and Regulatory markets. Their state-of-the-art technology provides a smooth, hassle-free and secure testing experience for exam candidates. As a leader in the electronic testing industry, Pearson VUE continually strives to provide the best possible testing experience for each and every client, partner and test taker. For a list of available test or to register, visit [www.vue.com](http://www.vue.com) or contact the Academic Success Center at WSC.

**ASSET:** This test assesses writing, reading, and numerical skills. If necessary, advanced math skills can be assessed. ASSET is used to determine placement in basic education courses and to determine the need for academic skills development for those students who are not academically prepared for college-level studies.

ASSET is also used for Federal Ability-to-Benefit requirements.

ASSET can be administered by special arrangement with the Educational Opportunity Center at Williston State College or as requested by the Admission and Records Office.

## CAAP

Every two years the Collegiate Assessment of Academic Proficiency, (the CAAP test) is administered to students who have completed 45 credits or more here at Williston State College at the beginning of the spring semester. WSC selects and notifies all students asked to participate in this vital exercise. The CAAP test, traditionally offered in March, is an important aspect of accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools. This assessment is required as part of our accreditation and helps to ensure the smooth transfer of credits from one institution of higher learning to another, thus providing tremendous benefit to students as well as to Williston State College.

## DUAL CREDIT

Dual credit allows 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade high school students to take a college course and earn both high school and college credit for each approved course. All courses offered by Williston State College for which students meet prerequisites and have been approved by the student's high school are eligible for dual credit. The student and his/her parent or legal guardian are responsible for any costs related to receiving college credit.

## EARLY ENTRY

Early entry allows students the opportunity to take college courses and receive college credit only. The grade received in these courses will not affect the high school GPA.

## **CONDUCT**

Students are expected to show, both within and outside of the college, respect for law and order, personal honor, and the rights of others. Within the college, students are subject to specific policies, rules, and regulations promulgated by student governing groups, faculty, and the State Board of Higher Education. Students are subject to civil law and civil authority.

It is presumed when students enroll at Williston State College that they have an earnest purpose. This presumption in the students' favor continues until, by neglect of duty or by inappropriate behavior, they bring their status into question. Cases involving student violations of academic or non-academic regulations may be judged by the President, or the Vice President for Student Services. Adjudication will incorporate both substantive due process (fair and equitable treatment) and appropriate procedural due process.

The *Code of Student Life* outlines the rights and responsibilities and expected levels of conduct of citizens in the college community. The purpose of the rules outline is to prevent abuse of the rights of others and to maintain an atmosphere in the college community appropriate for an institution of higher education. Materials included will be beneficial to student organizations and to members of the college community to gain a better understanding of responsibilities of various boards and committees, and to understand students' rights and responsibilities.

# Tuition & Fees

## TUITION AND FEES 2011-2012

The following schedules for tuition and fees were in effect at the time of printing. These costs are subject to change without notice.

	Tuition	Technology Fee	College Fee	Activity Fee	ERP Fee	NOSA Fee	Access Fee	Total
<b>North Dakota Resident / Contiguous (South Dakota, Montana)</b>								
Per Credit Hour *	\$ 100.68	\$ 10.00	\$ 16.15	\$ 5.75	\$ 6.75	\$ 0.03		\$139.36
<b>Minnesota</b>								
Per Credit Hour *	\$ 100.68	\$ 10.00	\$ 16.15	\$ 5.75	\$ 6.75	\$ 0.03		\$139.36
<b>Non-Resident other than Contiguous and Minnesota</b>								
Per Credit Hour *	\$ 100.68	\$ 10.00	\$ 16.15	\$ 5.75	\$ 6.75	\$ 0.03		\$139.36
<b>International Non-Resident</b>								
Per Credit Hour *	\$ 136.00	\$ 10.00	\$ 16.15	\$ 5.75	\$ 6.75	\$ 0.03		\$174.68
<b>Distance Education</b>								
Per Credit Hour **	\$ 100.68	\$ 10.00	\$ -	\$ -	\$ 6.75	\$ 0.03	\$ 64.46	\$181.92
<b>Program Fee</b>								
Per Semester for Nursing								\$400.00
<b>Lab &amp; Course Fees</b>								
Per Course								Varies

\*Per credit hour with the 15th, and 16th credit hours at no charge

\*\*Per credit hour for all credits

## ROOM AND BOARD CHARGES 2011-2012

Board Contracts			
5 Day, 10 Meals	\$ 2,670.00	per year	\$ 1,335.00 per semester
5 Day, 14 Meals	\$ 2,876.00	per year	\$ 1,438.00 per semester
Dormitory Rooms			
Frontier Hall	\$ 3,500.00	per year	\$ 1,750.00 per semester
Dickson Hall	\$ 3,500.00	per year	\$ 1,750.00 per semester
Family Housing-Student Rates			
1 Bedroom trailer	\$ 525.00	per month	
2 Bedroom trailer	\$ 690.00	per month	
3 Bedroom trailer	\$ 775.00	per month	
2 Bedroom apartment	\$ 715.00	per month	



## NON-RESIDENT TUITION REGULATIONS

If you are not a resident of North Dakota, but you wish to declare residency for tuition purposes, contact the Vice President for Business Affairs. You will be asked to complete an Application for Resident Student Status. Information provided on the application will provide the basis for residency determination for tuition purposes.

The following guidelines are condensed from the State Board of Higher Education policy on resident tuition, as defined in NDCC Section 15-10-19.1. Under this policy, a resident student for tuition purposes is defined as:

- 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.

## PAYMENT, REFUND, AND WITHDRAWAL REGULATIONS

All tuition, fees, and room and board are payable in full each semester by the 12th instructional class day. Registrations may be cancelled if payment is not received by the 12th day of class unless arrangements have been made with the Business Office prior to the 12th instructional class day.

Students receiving financial aid must have their financial aid file complete in order for the Business Office to hold any charges for financial aid funds. Students will not be allowed to enroll in subsequent semesters, and official transcripts and grades will not be released until financial obligations to the college have been paid in full or proper arrangements have been made with the Business Office.

In order to withdraw from Williston State College before the end of the semester, a STUDENT CANCELLATION FORM must be secured from the Admission and Records Office and properly completed. A student who leaves the college without completing the official withdrawal process may be given a grade of F in all courses and will receive no refund of tuition and fees.

State policy requires that students who withdraw from all classes before 9% of a term is completed shall receive a 100% refund of tuition and fees. (Classes meeting less than the entire semester are refunded on a pro-rata basis.) Refunds for withdrawals after that time are based on pro-rata rates through 60% of the term. On-campus room refunds are also based on pro-rata rates through 60% of the term. For complete cancellations, unearned board costs are refunded based on the amount of the unused meal plan.

### Refund for Class Drops (dropping one or more, but not all classes)

If a student drops a full-semester class before 9% of a term is completed, the student shall receive 100% refund of tuition and fees, except those which are non-refundable. (Classes meeting less than the entire semester are refunded on a pro-rata basis.) After the refund period listed above, no refund of tuition and fees will be granted on class drops.

### Financial Liabilities

Students with unsettled financial liabilities to Williston State College will have a HOLD placed on their academic file. This hold will prevent the student from receiving grade reports, and/or diplomas at the completion of the academic term. Transcript requests will also be denied until all financial obligations are met.

## FINANCIAL AID

### General Information

Williston State College, through federal financial aid programs and local resources, is prepared to provide financial assistance to needy students. Williston State College takes the position that a successful college student should not be compelled to interrupt college for financial reasons.

Financial aid is available in the form of scholarships, grants, loans, work opportunities, fee waivers, or any combination of the above. Financial aid applications and information can be requested from the Financial Aid Office at Williston State College or visit our website at [www.willistonstate.edu](http://www.willistonstate.edu).

The application used for a student to request federal financial aid is the Free Application for Federal Student Aid (FAFSA) available on the internet at [www.fafsa.gov](http://www.fafsa.gov). Contact the Financial Aid Office if internet access is not available. A student who is determined to have a legitimate financial need will be considered eligible for need-based federal financial aid.

A student's financial aid package is generally made up of "gift" aid (grants and scholarships) and "self-help" aid (loans and employment). Financial aid may be adjusted based on the availability of funds.

All federal financial aid applications for fall enrollment received on or before March 15 will be given first consideration for all federal, state, and institutional financial assistance for which the student is eligible. Students must have applied for admission in order to be considered for federal aid at Williston State College. Applications received after March 15 will be accepted and evaluated as received and will be subject to the availability of funds.

The WSC Financial Aid Office will request additional documentation for financial aid applicants who have been selected for verification by the Department of Education or who have provided conflicting information on their applications. This documentation can include parent and/or student tax returns, W2 forms, verification worksheets, copies of social security cards, etc. Financial aid funds will not be disbursed until all required information is received and application information is verified.

### **Summer Financial Aid**

Students may also apply for summer financial aid. The summer session is considered an extension of that academic year. Eligibility for the summer session depends on the amount of aid a student received during that academic year. The FAFSA for the academic year in which the summer session begins is the one that must be completed to apply for federal aid. For financial aid purposes, enrollment status is the same as for the academic year. A student must be at least half-time (6 cr. hrs.) in order to be eligible for the Direct Loan. In addition to the FAFSA, the WSC Application Form for Summer Session which is available on the WSC website must be completed and returned to the financial aid office in order to receive an award letter for that session.

**To provide students with the most current and up-to-date information regarding financial aid programs, applications, satisfactory academic progress requirements, student rights and responsibilities, refund payments, application processes, and scholarships see [www.willistonstate.edu/future-students/financing-your-education/financial-aid.html](http://www.willistonstate.edu/future-students/financing-your-education/financial-aid.html).**

# Student Services

## ACADEMIC ADVISEMENT

Program scheduling and class planning for students is coordinated through the Admission and Records Office. Students are assigned faculty advisors based on their selected fields of study. Faculty advisors assist students with program selection, course selection, and formulation of future plans. Students may change advisors by request in the Admission and Records Office.

## ACADEMIC SUCCESS CENTER

The Academic Success Center program is designed to provide support services to students to help them succeed in college. Assistance is provided in many areas, including English fundamentals, library utilization, effective listening skills, note taking, outlining, reading, spelling, writing, study techniques, test-taking, vocabulary development, and mathematics skills. Long term assistance in basic skills and reading is offered.

Credit for some ASC courses is awarded on a „Satisfactory“ or „Unsatisfactory“ basis only. Credits earned do not apply to those required for graduation, and do not transfer as college-level credit.

## TUTORIAL SERVICES

Tutoring is provided to assist students who are either having difficulty or desiring extra help with specific subjects. This service is provided by qualified instructors or peer tutors proficient in specific subjects. The general subject areas for tutoring are accounting, math, computer applications, English composition, and reading.

Students may receive assistance through instructor recommendation, examination, or self-referral. Students wanting to utilize this service should contact their instructor. Fees are not charged for tutorial services.

## DISABILITY SUPPORT SERVICES

Williston State College provides academic support services to eligible students with disabilities, promotes student development, and serves as a resource for disability awareness and accommodations.

Williston State College defines a disability as a professionally verified condition which substantially limits a major life activity (Section 504, ADA). This includes, but may not be limited to cognitive disabilities, motor disabilities, psychiatric disabilities, speech impairments, hearing impairments, and visual impairments.

To obtain disability services, a student must identify himself/herself to the Office of Disability Support Services, and provide current professional documentation of his/her specific disability. The Disability Coordinator determines the appropriate accommodations for each individual student and issues a notice to them with the specified accommodations. The student, who is eligible for disability accommodations, has the responsibility to meet with his/her instructors and provide them with the notice. Students utilizing support services must observe the same college policies and academic regulations required of all students.

## COOPERATIVE EDUCATION/INTERNSHIP

College credit can be earned while students work through cooperative education and internship programs. Cooperative education/internship allows students to apply classroom experiences to a job setting through first-hand experience. Formal training agreements exist between Williston State College and a number of employers; however, students are not limited to the established training sites.

Cooperative education/internship programs include both paid and non-paid learning experiences. Emphasis is placed on connecting students with paying jobs in identified career fields. To accommodate a variety of student career fields, non-paying internships are also an option.

To ensure solid learning experiences, students, along with worksite supervisors and faculty coordinators, establish learning objectives. The objectives reflect the job requirements and the student’s major, background, interests, and career goals.

Cooperative education/internship credits are based on the learning objectives and number of hours worked per semester. The number of credits earned are determined by the faculty coordinator, supervisor, and student. A minimum of 90 hours at a worksite are required to earn one credit. Credit is awarded on a “Satisfactory” or “Unsatisfactory” basis only. Cooperative education/internship programs are structured in one of the following ways:

**Parallel Plan:** Students attend classes while working at a cooperative education/internship site. The advantage of this plan is that students are able to apply the academic theory learned in class to a work situation on a daily basis.

**Alternating Plan:** Students work at a cooperative education/internship site for a semester without enrolling in college courses. This will enable students to become involved with larger projects, accept more job responsibilities, and work a greater distance from Williston State College.

**Summer Plan:** Students work in a cooperative education/internship position during June, July, and/or August. Students using this plan sample different jobs in their career area each summer, gaining an in-depth understanding of how their interests match the working world. Employers often have high seasonal demand, temporary vacancies, or special projects, and use this plan to creatively meet their employment needs.

## PERSONAL COUNSELING

Staff members from the Northwest Human Service Center are available to assist students with personal counseling needs. Students may contact the Williston State College Student Services Office for assistance in arranging for initial or emergency counseling services.

## EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center, sponsored by the University of North Dakota and the United States Department of Education TRIO programs, assists those who have academic potential, but may lack adequate information or school preparation to enter, continue, or resume programs of secondary and/or post-secondary education. All EOC services are provided at no cost to the individual.

An Educational Opportunity Center advisor is stationed at Williston State College and is available to assist interested students and prospective students.

### Available services include:

**Career Counseling** – Interest and ability testing to assist in career goal setting and educational planning.

**Admission/Transfer** – Assistance in obtaining the necessary information to gain admission or transfer to post-secondary programs, including those at WSC or any other educational institutions. The EOC advisor is available to assist students in completing admissions applications and to assist students in registering for appropriate classes. Campus tours can be arranged.

**Financial Aid** – The EOC advisor is available to assist students in completing the Free Application for Federal Student Aid (FAFSA).

**Study Skills Courses** – Offered by EOC as part of the WSC curriculum.

**Tutoring** – Can be arranged for those students needing extra academic assistance.

**Preparation for ACT testing** – Assistance in preparing and registering for ACT testing.

Students may contact the Education Opportunity Center at 701-774-4216 or the Williston State College Admission & Records Office at 701-774-4210 to arrange for EOC services.

## CAMPUS HOUSING AND DINING SERVICE

WSC campus housing is designed to provide students with affordable living opportunities that promote personal and social development through group living. Limited family housing is also available. All housing units are governed by campus disciplinary policy as outlined in the *WSC Student Code of Conduct*.

Only currently registered Williston State College students may occupy campus housing units; with preference given to full-time students. A one-time, non-refundable \$35.00 application fee is required for all housing units. A \$200 first installment is required to receive and reserve a room assignment.

WSC provides laundry facilities, mail, and internet services to its campus housing residents. Dormitory-style housing is fully furnished, with students required to provide their own linens. Family housing is unfurnished.

The Teton Grill, located in Steven's Hall, is open Monday through Friday. Students electing to live in campus housing are required to purchase a minimum meal plan each semester. Additional meal plans are available for campus housing residents as well as other students interested in purchasing a meal plan.

More detailed housing information, including housing contract, application and rates, may be found on the WSC website at [www.wsc.nodak.edu/Future-Students/Housing](http://www.wsc.nodak.edu/Future-Students/Housing).

## STUDENT HEALTH INSURANCE

Students not covered under their family's health insurance plan may obtain a student health insurance policy directly from a vendor of their choice or from an insurance vendor contracted through the North Dakota University System. Student group rates are available. Students interested in purchasing health insurance may contact the Student Services Office for more information.

International students from countries other than Canada are required to purchase health insurance while enrolled at Williston State College. This insurance may be purchased through a vendor contracted by the North Dakota University System. Information on the cost of health insurance for international students may be obtained in the Student Services Office.

Enrollment at Williston State College does not automatically provide insurance coverage to students. Williston State College does not provide medical services, nor is the college responsible for accidents or injury occurring in the classroom, shop, laboratory, or other areas of the campus when college is in session or at any other time.

## **INTERNATIONAL STUDENT TUBERCULOSIS SCREENING POLICY**

TB is a highly contagious and life threatening disease that can be transmitted quickly amongst people living in close quarters such as a campus housing unit or classroom facility. The State Board of Higher Education of North Dakota requires that all NDUS institutions require a TB test of all international students who are not from a country identified as “low risk”.

### **Procedures**

#### **Testing**

Mantoux tuberculin skin testing will be required of all international students from countries not listed as low risk for TB infection. The testing must be done in the United States before the first day of class or the student will be denied access to classes until such results are made available to WSC by the testing agency. The test is available at the Upper Missouri District Health Unit by appointment only. Appointments can be made by calling the unit at (701) 577-3763. The Health Unit is located at 110 West Broadway. The suggested donation for this test is \$6.00.

#### **In Case of a Positive Test**

Students who present a positive skin test for TB will be required to obtain a chest x-ray to determine if they have active Tuberculosis disease. The x-ray may be acquired at Mercy Hospital, Craven Hagen Clinic, or Trinity Western Dakota Clinic by appointment for approximately \$150.00. The student must have the written report from the chest x-ray forwarded to the Student Services Office of Williston State College at 1410 University Avenue, Williston ND 58801. Any follow up treatment required will be a mandatory aspect of consideration for enrollment at WSC. Follow up treatment is available through the Upper Missouri District Health Unit.

#### **Consequences of Noncompliance with TB Testing Requirements**

Students failing to comply with the TB testing requirements will be denied access to registration, classes, and housing on the WSC campus.

International students will be required to sign a waiver giving WSC the right to verify through the health care provider that treatment is being given and that the student is in compliance. Students will be able to enroll and gain access to campus housing when they are proven to be in compliance with all aspects of the testing requirements. Students are required to make their own arrangements for testing and treatment. Students are also responsible for any costs not covered under the provisions of their International Student Health Insurance policy.

#### **Countries Considered to be at Low Risk**

American Samoa, Australia, Belgium, Canada, Denmark, Finland, Germany, Greece, Iceland, Ireland, Italy, Jamaica, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Saint Kitts & Nevis, Saint Lucia, San Marino, Sweden, Switzerland, United Kingdom, and Virgin Island.

## **CAMPUS LIBRARY**

The mission of the Williston State College Library is to provide access to the materials, services, and facilities necessary to meet the current and future informational needs of Williston State College students, faculty, and staff.

Williston State College Library, located on the second floor of the main building, originated in the spring of 1966 with a sizable collection transferred from the Memorial Library of the Grand Masonic Lodge of North Dakota. The present collection supports the curriculum of the college with over 25,000 book and audiovisual titles and is continually updated and expanded. In addition to magazines and journals, the library also subscribes to a number of national and regional newspapers, including many from smaller communities in western North Dakota and eastern Montana. The library is designed with an open atmosphere, incorporating individual study carrels, individual video viewing stations, and several tables.

Available is not only access to the Williston State College Library through the Online Dakota Information Network (ODIN), North Dakota’s statewide library catalog, but also collections of libraries throughout the world. Online databases provide full-text articles from journals, magazines, and newspapers. Resources not available locally may be requested through interlibrary loan.

The college community and the general public are encouraged to utilize library services and facilities and to request assistance from library personnel.

## **CAMPUS BOOKSTORE**

The Williston State College Bookstore is operated as a service to students for the purchase of textbooks, supplies, and snacks as well as Williston State College clothing. Computer supplies and software are also available to students at special educational prices. As an added service, the bookstore now offers a full coffee and ice cream bar.

The bookstore is operated by the college, and the revenues from this store are applied toward the financial obligation associated with the Williston State College Student Center.

## STUDENT ACTIVITIES

In addition to intellectual enrichment, Williston State College provides a number of activities and organizations to further develop students' social, cultural, interpersonal, and physical abilities. Students are encouraged to participate in the various on-campus activities and organizations. Organizations currently active on campus are defined below. **\*Programming Board Advisor:** Kayla Retzer (701) 774-4213 [kayla.m.retzer@willistonstate.edu](mailto:kayla.m.retzer@willistonstate.edu)

**Student Senate:** The Student Senate is the students' governing body. Members of the Senate are elected by the students at large. The Senate coordinates all student functions and activities. Rules and regulations pertaining to the student body and its organizations are delegated to the Student Senate for deliberation, and all decisions are subject to college administrative approval. Advisor: Kayla Retzer (701) 774-4213 [kayla.m.retzer@willistonstate.edu](mailto:kayla.m.retzer@willistonstate.edu)

**Varsity Athletics:** Williston State College is a member of the National Junior College Athletic Association (NJCAA), and the Mon-Dak Conference. Men's varsity sports include basketball and baseball. Women's varsity sports include volleyball and basketball. Men's and Women's Basketball participate at the Division I level, and Men's Baseball and Women's Volleyball at the Division II level. A new addition for men is Hockey which is NJCAA. Scheduling enables both men and women to travel in North Dakota, Montana, Wyoming, Minnesota, and Canada. Athletic scholarships are available in basketball, volleyball, baseball, and hockey. Any student interested in varsity college athletics is invited to participate. Advisor: Hunter Berg (701) 774-4256. [hunter.berg@willistonstate.edu](mailto:hunter.berg@willistonstate.edu)

**Intramural Activities:** An active intramural program is offered to all students. Teams and leagues are organized in various sports including basketball, bowling, flag football, racquetball, softball, volleyball, wallyball, golf, dodgeball, pool, ping pong, soccer, broomball, and other recreational activities. School facilities and equipment are available for student use. Advisor: Hunter Berg (701) 774-4256. [hunter.berg@willistonstate.edu](mailto:hunter.berg@willistonstate.edu)

**The Teton Echo:** As the annual creative writing publication, The Teton Echo celebrates the creative spirit of Williston State College students. It offers a forum where students can express creativity through poetry, fiction, nonfiction, photography, graphics and drawing. Students also can contribute to the design and production of The Teton Echo. Williston State College funds the publication internally and distributes them free to both students and the general public. Advisor: Jim Stout (701) 774-4286 [james.stout@willistonstate.edu](mailto:james.stout@willistonstate.edu)

**Agriculture Club:** Membership is open to students interested in agriculture. The club supports area agriculture by assisting at local events. The club is affiliated with the National Post-secondary Agricultural Student Organization (PASO), and North Dakota PASO (NDPASO). Members participate in local, state and national PASO activities (career planning, job interview, public speaking, crop & soil specialists, sales demonstrations, livestock specialist, ag mechanics). The club conducts contests for the District 1 FFA Association. Members also sponsor activities on campus, field trips, and support 4-H activities. Advisor: Kim Murphy (701) 774-6226 [kim.murphy@willistonstate.edu](mailto:kim.murphy@willistonstate.edu)

**Astronomy Club:** The Williston State Astronomy Club is open to both WSC students and the public. Anyone interested in learning about current astronomy topics is welcome to attend the monthly meetings. In addition to the monthly meetings, sky observation sessions for public outreach and education are held occasionally throughout the year. The observation sessions include the use of a 10-inch LX200GPS Schmidt-Cassegrain telescope. No prior knowledge necessary. Advisor: Susan Zimmerman (701) 774-4232 [s.zimmerman@willistonstate.edu](mailto:s.zimmerman@willistonstate.edu)

**Catholic Youth Organization (CYO):** An organization that allows Catholic students and their friends to gather together to visit and provide support to each other on issues facing adults in today's world. All interested individuals are invited to participate. Advisor: Wanda Meyer (701) 774- 4231 [wanda.meyer@willistonstate.edu](mailto:wanda.meyer@willistonstate.edu)

**Biz-Tech.Org:** The Williston State College Biz-Tech.Org Club is a college wide club that is designed for students planning careers in information technology, computer or business technology fields. Computer professional development requires knowledge that goes beyond the classroom. The goals of Biz-Tech.Org are to: complement classroom studies, provide students with opportunities to participate in the information technology community, explore various career opportunities, provide insight and guidance to Biz-Tech.Org members, help students majoring in information technology be committed to a career, help students become future leaders in information technology, membership is open to all current Williston State College students. Advisor: Ken Quamme (701) 774-4207 [ken.quamme@willistonstate.edu](mailto:ken.quamme@willistonstate.edu)

**Campus Crusade:** This nondenominational group is a Christian organization which meets regularly during the academic year and provides activities in a Christian atmosphere. Advisor: Steven Grunenwald (701) 774-4255 [steven.grunenwald@willistonstate.edu](mailto:steven.grunenwald@willistonstate.edu)

**Skills USA:** Skills USA is a national educational organization for college students enrolled in a trade, industrial, technical, or health occupation such as Automotive or Diesel Technology, Carpentry, Computer Specialist, Massage Therapy, Nursing, or Welding.

Some of the activities members organize and participate in include state and national competitions, community service projects, social activities, and professional development programs. Advisor: Chris Egge (701) 774-4264 [christopher.egge@willistonstate.edu](mailto:christopher.egge@willistonstate.edu)

**Automotive Technician and Diesel Technician Clubs:** These clubs are organizations of all currently enrolled automotive technology and diesel technology students. The purpose of the organizations is to broaden the students' education and knowledge by taking educational tours through area firms that are involved in automotive and diesel fields. Members also initiate social activities for the enjoyment of the student body.

**Automotive Technician Club** Advisor: Arne Lunzman (701) 774-4274 [arne.lunzman@willistonstate.edu](mailto:arne.lunzman@willistonstate.edu)

**Diesel Technician Club** Advisor: Rick Lund (701) 774-4525 [richard.lund@willistonstate.edu](mailto:richard.lund@willistonstate.edu)

## Massage Club

The massage therapy club strives to promote the awareness of the benefits of massage on campus and in the community, by providing educational and hands-on sessions for people to learn more about massage. Advisor: Wendy Peters

**Phi Theta Kappa (PTK):** The Alpha Rho Iota Chapter of Phi Theta Kappa is a national honor society. Students who have earned 12 semester hours of credit and have earned/maintained a minimum grade point average of 3.30 while enrolled at Williston State College may become members.

The purposes of the organization are promotion of scholarship, development of leadership and service, and cultivation of fellowship among qualified students of the college. Advisor: Maren Furseth (701)774-4298 [maren.furseth@willistonstate.edu](mailto:maren.furseth@willistonstate.edu)

## Student Ambassadors:

WSC student ambassadors are a select group of students who interact with prospective students, parents, alumni, and the community as a means to recruit. As official representation of the college, this position is held in high honor. Members will represent students' leadership in an articulate manner, promote the positive image of the college, and respond to the college's needs. Advisor: Leah Hess (701) 774-4220 [leah.hess@willistonstate.edu](mailto:leah.hess@willistonstate.edu)

**Student Nurses Organization (SNO):** All nursing students are eligible for membership in the Student Nurses Organization. This organization actively promotes and supports nursing and healthcare/wellness at Williston State College and in the community. Members organize and work on projects throughout the year. Advisor: Linda Tharp (701) 774-4290 [linda.tharp@willistonstate.edu](mailto:linda.tharp@willistonstate.edu)

**New Organizations:** Students interested in forming new organizations should contact the Vice President for Student Services. New organizations may be initiated as student interest develops.

## GRADING SYSTEM

At the close of an academic term, each instructor reports a letter grade indicating the quality of a student's work in the course. Honor points are assigned for each semester hour of credit earned in the course, according to the following grading system:

Grade	Explanation	Honor Points
A	Marked Excellence	4
B	Superior	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	–
S	Satisfactory	–
U	Unsatisfactory	–
AU	Audit	–
W	Withdraw	–

**Grade Point Average (GPA)** will be calculated by dividing total honor points earned by total hours attempted. Total hours attempted include hours for which letter grades of A, B, C, D, and F are recorded.

## Academic Honors

**President's Honor Roll:** At the completion of each semester, full-time students who have earned a GPA of 3.80 or greater for that semester will be named to the President's Honor Roll. This academic honor will be recorded on student's transcripts.

**Dean's List:** At the completion of each semester, full-time students who have earned a GPA of and between 3.50 – 3.79 for that semester will earn Dean's List Honors. This academic honor will be recorded on student's transcripts.

**Graduate Honors:** Graduates who achieve an institutional academic average of 3.80 or greater will be graduated with high honors. Those with an institutional average of and between 3.50 – 3.79 will be graduated with honors. Graduate honors will be recorded on student's transcripts.

## Incomplete

An Incomplete grade shall be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the course, and whose work is incomplete as a result of extenuating reasons.

An Incomplete must be completed within four weeks of the close of the semester in which the grade was received. The student is completely responsible for the completion of the course. Work not completed within the four week time period will be assigned zero credit, and a final grade computed and submitted to the Director for Admission & Records by the instructor of the course. Grades not changed within the aforementioned time frame will lapse to a grade of „F“.

Credit is awarded and academic standing is determined upon receipt of the changed grade.

## Withdrawal

A „W“ will appear on the permanent academic transcripts of students who withdraw from any class after the seventh day of instruction.

Students withdrawn from a class by the instructor for reasons based on attendance shall have a „W“ recorded on their permanent academic record, regardless of the date on which the withdrawal was processed.

Students receiving financial assistance should contact the Financial Aid Office to determine how a class withdrawal might affect future financial assistance.

## **S-U GRADING**

Grades of „S“ or „U“ rather than the traditional grades of „A“ through „F“ are used at Williston State College, according to the following regulations:

1. Grades of „S“ shall be awarded to students whose grades would have otherwise been A, B, or C. A grade of „U“ shall be awarded to students whose grades would have otherwise been D or F.
2. A maximum of twelve S/U credits may be applied toward program completion requirements for any certificate program, diploma program, Associate in Applied Science, Associate in Arts, or Associate in Science Degree. Approval of the department chair is required for thirteen or more S/U credits.
3. Some courses, as approved by the Williston State College Curriculum Committee, will be offered for S/U grading only. (See course descriptions at back of catalog for grading information.)
4. Students electing to enroll in a course for S/U grading (other than those referred to in #3 above) should secure the approval of the course instructor and his or her academic advisor before enrolling in the course.
5. Students electing to enroll in a course for S/U grading (other than those referred to in #3 above) are cautioned that they may encounter difficulty when attempting to transfer these credits to another institution or when changing programs.

The S/U grading option must be chosen on or before the seventh day of instruction. (See calendar on page 5 for specific dates.)

## **AUDIT**

Students enrolled in college classes as auditors have a status and responsibility in class distinctly different from that of those taking the course for credit. Auditors are not required to participate in the oral or written work of the class. They may take no examinations and receive no credit for the course. They are identified as auditors on official class lists. Auditors may not later establish credit in an audited course by taking a special examination; the course must be repeated in residence to earn credit. Tuition is waived for senior citizens (65 or older) electing to audit courses; however, the student is still responsible for fees.

## **REPEATING COURSES**

With the exception of a limited selection of courses, students may not receive credit for the same courses more than once. (Students should consult their academic advisors for information on courses that may be repeated for credit.)

Enrolling in a course a second (or subsequent) time will nullify the credit(s) and grade earned for previous enrollment(s). Repeated courses will be noted on student academic transcripts, and only the most recent grade and credit(s) will be used toward program requirements and in calculation of total credits and Grade Point Average.

## **ENROLLING IN LOWER-LEVEL COURSES**

Upon successful completion of a course in a sequence, a student may not enroll in a lower level course. (Ex: After completion of ENGL 110, a student may not enroll in ENGL 105 for credit.) This applies to initial enrollment as well as repeated enrollment.

## **SEMESTER EXAMINATIONS**

An examination is held at the end of most courses according to the published examination schedule. Alternate evaluation methods and schedules may be used when recommended by the departmental faculty and approved by the Vice President for Instruction.

A student absent from the regular semester examination without valid reason will earn a zero on the exam. If the reason for absence is valid and if the work completed during the semester is satisfactory, the incomplete grade policy will apply. (See page 26.)

Students are not expected to take more than three examinations in one day. If the final exam schedule dictates more than three exams on any given day, students may make alternate arrangements with class instructors and the Vice President for Instruction.

## **STUDENT ACADEMIC INTEGRITY**

1. Integrity of the academic process requires that credit be given where credit is due. Accordingly, it is a breach of academic integrity to present as one's own work the ideas, representation or works of another, or to permit another to present one's work without customary and proper acknowledgement of authorship. Students are expected to conduct themselves at all times within permissible limits of assistance as stated by the faculty.
2. Students will be held responsible for any breaches of academic integrity. Some of the more common breaches of academic integrity include but are not limited to: Cheating, plagiarism, forgery, fabrication, facilitation, or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access or otherwise manipulating laboratory equipment or computer programs without proper authorization; alteration of grades or permanent files; misuse of research data in reporting results; use of personal relationships to gain grades or academic favors; or otherwise attempting to obtain grades or credit through fraudulent means. These breaches of academic integrity are also viewed as misconduct and are treated accordingly.

Students who violate Student Academic Integrity guidelines may face scholastic or disciplinary consequences. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the violation will affect the student's grade in the course. If the instructor has treated the case as a scholastic matter involving the grade in a course and the student has a grievance related to this action, that grievance shall be processed as outlined in the *WSC Code of Student Conduct*. Instructors choosing to treat the case as a disciplinary matter will refer the case to the Vice President for Student Services for possible resolution; if final resolution does not occur, the Vice President for Student Services may refer the case to the Student Review Committee which will handle the matter according to the procedure outlined in the *WSC Code of Student Conduct*.



A written report of the incident will be placed in the student's academic file in the Admission and Records Office and will be withdrawn when the file becomes inactive. A copy of the report will be provided to the faculty advisor.

Students are advised to become familiar with the campus copyright policy as outlined in the *WSC Code of Student Conduct*.

## **GRADE APPEAL**

A student wishing to appeal a grade received in a course, for reasons thought to be unfair, must do so within four weeks of the close of the term that in which the grade of concern was received. Appeals initiated beyond the time frame defined above will not warrant consideration. Students must follow appropriate channels as outlined below to formally appeal a grade. Students need complete only those channels necessary to resolve the appeal. See *WSC Code of Conduct* for procedure.

## **ACADEMIC STANDARDS**

Students are expected to maintain a minimum institutional GPA of 2.00 (C). Students with a GPA of 2.00 or greater remain in good academic standing and will be eligible to continue their studies and/or to graduate upon completion of all required courses.

This academic standards policy is intended to support a successful learning experience at Williston State College. Its intent is to alert students to a potential academic problem and to encourage early corrective action.

Students who do not maintain minimum academic requirements will, at the end of the term in which they fail to meet the minimum standards, be placed on academic deficiency status as indicated below.

**Academic Probation** will be issued to students with an institutional GPA below 2.00.

**Academic Suspension** will be issued to students on academic probation whose institutional GPA remains below 2.00 at the end of the next term in which he or she enrolls. Students suspended for academic reasons are not eligible to enroll in classes for a minimum of one semester following the suspension.

Suspended students may appeal the suspension by submitting a written statement of circumstance to the Vice President for Instruction within seven days of suspension notice. The Vice President for Instruction will conduct the appeal process.

Students allowed immediate re-enrollment through the suspension appeal process may be required to repeat selected courses, enroll in Academic Success Center courses, and/or enroll in a limited number of courses and credits.

## **COMMUNICATIONS PROFICIENCY POLICY**

Within the first thirty calendar days of the semester if a student feels that his/her classroom instruction is compromised because their instructor is not proficient in oral or written English communication skills, he/she must file a written complaint to the Vice President for Instruction who will review the student concern and respond in writing to the student within seven days.

## **FRESHMAN SEMINAR**

All first-time, full-time freshman are required to enroll in ASC 100, Freshman Seminar. The Freshman Seminar course is designed to foster students' intellectual growth through promoting effective study and communication skills and awareness of campus-based tools and resources for success in college. The course also promotes students' social growth by promoting self-awareness, discussion of the importance of responsibility and self-control, understanding ethical behavior, and appreciation of life in a multicultural world.

## **ACADEMIC FORGIVENESS**

Students who have interrupted their education for a significant amount of time (generally at least 5 years) may request to have a semester or more of poor academic achievement removed from their GPA calculation. Students may request only complete semesters be removed.

To request academic forgiveness, students must submit a written statement, indicating a basis for request, to the Vice President for Instruction. The Vice President for Instruction will determine if individual situations warrant academic forgiveness.

Upon approval of academic forgiveness, grades and credits for all classes concerned will be removed from grade point average and cumulative credits.

Students must be currently enrolled at Williston State College to request academic forgiveness. Only courses completed at Williston State College may be considered for academic forgiveness.

## **GRADUATION**

Candidates for degrees must formally apply for graduation. Spring graduates must complete the application by April 1. Applications for graduation are available in the Admission and Records Office and must be submitted to the Director for Admission & Records within the time frame specified above.

Upon receipt of applications for graduation, the Director for Admission & Records will conduct program audits. Degree requirements are based on the catalog under which the student began full-time study. A student who discontinues enrollment on a full-time basis for one or more calendar years is required to meet program requirements as defined in the current catalog and/or as approved by the program coordinator. Although faculty advisors are available to assist students in program planning, the student is ultimately responsible for program completion.

Commencement exercises are held once each academic year at the completion of Spring semester. Students who complete requirements during the Fall, Spring, or Summer session are encouraged to be recognized for their achievements at the annual graduation ceremony.

## General Education

### GENERAL EDUCATION REQUIREMENTS TRANSFER AGREEMENT (GERTA)

The table below and on the following pages lists all courses which may be applied to general education requirements at Williston State College. Please pay special attention to the program of study these courses may be applied to, as requirements differ among programs and degrees.

The North Dakota University System (NDUS) has developed a General Education Requirements Transfer Agreement (GERTA) to assist students who transfer within the NDUS. This agreement states that students who transfer to an NDUS institution after completing their general education course work at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. This agreement also states that if not all general education requirements have been completed before transferring, all general education courses will be applied to the general education requirements at any other NDUS institution.

Williston State College courses that are accepted at other NDUS institutions are designated on the following table under the column titled „NDUS GER.“ For more information about the general education transfer agreement, contact the Director for Admission & Records at Williston State College or any other NDUS institution.

				<u>Cr</u>	<u>AA AS</u>	<u>AAS Dip Cert</u>	<u>NDUS GER</u>
<b>COMMUNICATION</b>							
BOTE	210	Business Communication		3		X	
COMM	110	Fundamentals of Public Speaking		3	X	X	ND:COMM
COMM	211	Oral Interpretation		3	X	X	ND:HUM
COMM	212	Interpersonal Communication		3		X	
COMM	216	Intercultural Communication		3	X	X	ND:SS
ENGL	105	Technical Communication		3		X	
ENGL	110	College Composition I		3	X	X	ND:ENGL
ENGL	120	College Composition II		3	X	X	ND:ENGL
ENGL	125	Introduction to Professional Writing		3		X	
<b>COMPUTER SCIENCE/ TECHNOLOGY</b>							
BOTE	102	Keyboarding I		2		X	
BOTE	152	Keyboarding II		2		X	
BOTE	188	Computerized Accounting		1		X	
BOTE	218	Desktop Publishing		2		X	
BOTE	299	Special Topics		1-6		X	
CIS	105	Microcomputer Spreadsheet-Excel		2		X	
CIS	130	Presentations		2		X	
CIS	180	Creating Web Pages		2		X	
CIS	219	Microcomputer Hardware		3		X	
CSCI	101	Introduction to Computers		3	X	X	ND:COMPSC
CSCI	114	Microcomputer Packages		3	X	X	ND:COMPSC
CSCI	120	Computer Programming I		3	X	X	ND:COMPSC
CSCI	122	Visual Basic		3	X	X	ND:COMPSC
CSCI	160	Computer Science I		4	X	X	ND:COMPSC
CSCI	161	Computer Science II		4	X	X	ND:COMPSC
CSCI	289	Social Implications of Comp Tech		2	X	X	ND:COMPSC

## HUMANITIES

ART	110	Introduction to the Visual Arts	3	X	X	ND:HUM
ART	122	Two-Dimensional Design	3	X	X	ND:FA
ART	210	Art History I	3	X	X	ND:HUM
ART	211	Art History II	3	X	X	ND:HUM
ART	299	Special Topics in Art	1-3	X	X	
ENGL	211	Introduction to Creative Writing	3	X	X	ND:HUM
ENGL	220	Introduction to Literature	3	X	X	ND:HUM
ENGL	222	Introduction to Poetry	3	X	X	ND:HUM
ENGL	224	Introduction to Fiction	3	X	X	ND:HUM
ENGL	225	Introduction to Film	3	X	X	ND:HUM
ENGL	231	Bible as Literature	3	X	X	ND:HUM
ENGL	238	Children's Literature	3	X	X	ND:HUM
ENGL	261	American Literature I	3	X	X	ND:HUM
ENGL	262	American Literature II	3	X	X	ND:HUM
ENGL	265	Native American Literature	3	X	X	ND:HUM
ENGL	299	Special Topics in English	1-3	X	X	
GERM	101	First Year German I	4	X	X	ND:HUM
GERM	102	First Year German II	4	X	X	ND:HUM
HIST	101	Western Civilization I	3	X	X	ND:HIST
HIST	102	Western Civilization II	3	X	X	ND:HIST
HIST	103	United States to 1877	3	X	X	ND:HIST
HIST	104	United States Since 1877	3	X	X	ND:HIST
HIST	220	North Dakota History	3	X	X	ND:HIST
HIST	222	History of the Western Frontier	3	X	X	ND:HIST
HIST	223	Hist of the Lewis & Clark Expedition	3	X	X	ND:HIST
HIST	257	The Cold War	3	X	X	
HIST	299	Special Topics	1-3	X	X	
HUMS	210	Integrated Cultural Studies	2-3	X	X	ND:HUM
HUMS	211	Integrated Cultural Studies Excursion	1	X	X	ND:HUM
HUMS	251	Humanities Survey	3	X	X	ND:HUM
HUMS	252	Humanities Survey	3	X	X	ND:HUM
HUMS	253	Humanities Survey	3	X	X	ND:HUM
HUMS	290	Special Topics for Honor Students	1-2	X	X	
HUMS	299	Special Topics in Humanities	1-4	X	X	
MUSC	100	Music Appreciation	3	X	X	ND:HUM
MUSC	101	Fundamentals of Music	3	X	X	ND:HUM
MUSC	111	Applied Music	1	X	X	ND:FA
MUSC	117	Concert Choir	1	X	X	ND:FA
MUSC	155	Vocal Jazz Ensemble	1	X	X	ND:FA
PHIL	101	Introduction to Philosophy	3	X	X	ND:HUM
PHIL	210	Ethics	3	X	X	ND:HUM
PHIL	215	Contemporary Moral Issues	3	X	X	ND:HUM
RELS	120	Religion in America	3	X	X	ND:HUM
RELS	203	World Religions	3	X	X	ND:HUM
SPAN	101	First Year Spanish I	4	X	X	ND:HUM
SPAN	102	First Year Spanish II	4	X	X	ND:HUM
SPAN	201	Second Year Spanish I	4	X	X	ND:HUM
SPAN	202	Second Year Spanish II	4	X	X	ND:HUM
THEA	161	Acting I		X	X	ND:FA or ND:HUMS
THEA	201	Theater Practicum	1	X	X	ND:FA
THEA	261	Acting II		X	X	ND:FA
THEA	270	Stagecraft		X	X	ND:FA

## MATHEMATICS

MATH	100	Applied Mathematics	3		X	
MATH	102	Intermediate Algebra	3		X	
MATH	103	College Algebra	3	X	X	ND:MATH
MATH	104	Finite Math	3	X	X	ND:MATH
MATH	105	Trigonometry	2	X	X	ND:MATH
MATH	107	Pre-Calculus	4	X	X	ND:MATH
MATH	146	Applied Calculus I	3	X	X	ND:MATH
MATH	165	Calculus I	4	X	X	ND:MATH
MATH	166	Calculus II	4	X	X	ND:MATH
MATH	210	Elementary Statistics	3	X	X	ND:MATH

## SCIENCE

ASTR	110	Introductory Astronomy	3	X	X	
ASTR	110/L	Introductory Astronomy with Lab	3/1	X	X	
ATSC	110	Meteorology I	3	X	X	ND:SCI
ATSC	110/L	Meteorology I with Lab	3/1	X	X	ND:LABSC
BIOL	111	Concepts of Biology L/L	4	X	X	ND:LABSC
BIOL	115	Human Structure & Function	3	X	X	ND:SCI
BIOL	115/L	Human Structure & Function with Lab	3/1	X	X	ND:LABSC
BIOL	124	Environmental Science	3	X	X	ND:SCI
BIOL	124/L	Environmental Science with Lab	3/1	X	X	ND:LABSC
BIOL	150	General Biology I L/L	4	X	X	ND:LABSC
BIOL	151	General Biology II L/L	4	X	X	ND:LABSC
BIOL	220	Anatomy & Physiology I L/L	4	X	X	ND:LABSC
BIOL	221	Anatomy & Physiology II L/L	4	X	X	ND:LABSC
BIOL	230	Ecology	3	X	X	ND:SCI
BIOL	230/L	Ecology with Lab	3/1	X	X	ND:LABSC
CHEM	112	Introduction to Forensic Science L/L	4	X	X	
CHEM	115	Introductory Chemistry L/L	4	X	X	ND:LABSC
CHEM	116	Intro to Organic & Biochemistry L/L	4	X	X	ND:LABSC
CHEM	121	General Chemistry I L/L	5	X	X	ND:LABSC
CHEM	122	General Chemistry II L/L	5	X	X	ND:LABSC
GEOG	121	Physical Geography	3	X	X	ND:SCI
GEOG	121/L	Physical Geography with Lab	3/1	X	X	ND:LABSC
GEOG	161	World Regional Geography	3	X	X	ND:SS
GEOL	105	Physical Geology	3	X	X	ND:SCI
GEOL	105/L	Physical Geology with Lab	3/1	X	X	ND:LABSC
PHYS	100	Concepts of Physics L/L	4	X	X	ND:LABSC
PHYS	211	College Physics I L/L	4	X	X	ND:LABSC
PHYS	212	College Physics II L/L	4	X	X	ND:LABSC
PHYS	251	University Physics I L/L	5	X	X	ND:LABSC
PHYS	252	University Physics II L/L	5	X	X	ND:LABSC
PLSC	110	World Food Crops	3		X	
SOIL	210	Introduction to Soil Science	4		X	

## SOCIAL SCIENCE

ANTH	171	Intro to Cultural Anthropology	3	X	X	ND:SS
CJ	201	Introduction to Criminal Justice	3	X	X	ND:SS
ECON	105	Elements of Economics	3	X	X	ND:SS
ECON	201	Principles of Microeconomics	3	X	X	ND:SS
ECON	202	Principles of Macroeconomics	3	X	X	ND:SS
GEOG	151	Human Geography	3	X	X	ND:SS
GEOG	263	Geography of North Dakota	3	X	X	ND:SS
POLS	115	American Government	3	X	X	ND:SS
POLS	116	State & Local Government	3	X	X	ND:SS
PSYC	100	Human Relations in Organizations	2	X	X	ND:SS
PSYC	111	Introduction to Psychology	3	X	X	ND:SS
PSYC	250	Developmental Psychology	3	X	X	ND:SS
PSYC	270	Abnormal Psychology	3	X	X	ND:SS
SOC	110	Introduction to Sociology	3	X	X	ND:SS
SOC	115	Social Problems	3	X	X	ND:SS
SOC	235	Cultural Diversity	3	X	X	ND:SS
SOC	299	Special Topics in Sociology	1-4	X	X	
SWK	255	Social Work in a Modern Society	3	X	X	N

## WELLNESS

HPER	100	Concepts of Fitness & Wellness	2	X	X	
HPER	101	Activity: Introductory Level	1/2-1	X	X	
HPER	102	Activity: Intermediate Level	1/2-1	X	X	
HPER	103	Activity: Advanced Level	1/2-1	X	X	
HPER	126	Lifetime Fitness	2	X	X	
HPER	210	First Aid & CPR	1	X	X	
HPER	217	Personal & Community Health	3	X	X	
HPER	253	Health & the Aging Population	2	X	X	
HPER	260	Vital Health Issues	2	X	X	
NUTR	222	Contemporary Nutrition	3	X	X	

## OTHER

AGEC	240	Holistic Management	3		X *	
OSEH	200	Occupational Safety & Health	3		X *	

\*Applies toward total general education credits only. Does not apply to a specific general education area.



# CAREER & TECHNICAL PROGRAMS



## CTE Programs Available at WSC

Williston State College is designated by the North Dakota State Board of Career and Technical Education as an area career and technology center. The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Following is a list of Career and Technical Education programs available at Williston State College. Transfer curriculum plans are available for students wishing to begin their studies at WSC, and then transfer to a baccalaureate campus.

Accounting - AAS

Administrative Assistant - Certificate & AAS

- Medical Administrative Assistant-Certificate

Agriculture – AAS

- Agronomy
- Animal Science
- Sales & Marketing Technology
- Technology

Automotive Technology – Diploma & AAS

Business Management – Certificate & AAS

Diesel Technology – Diploma & AAS

Certificate of Completion available in each of the following:

- Automatics and Electronic Transmission/Transaxle
- Clutches, Transmissions and Electronic Controls
- Electronic Diesel Engines
- Suspension and Computerized Alignment
- Suspensions, Steering and Computerized Alignment

General & Technical Studies – Certificate & AAS

- Career Enhancement
- Self-Enrichment
- Workplace Readiness

Health Information Management – AAS

- Medical Billing & Coding- Certificate

Information Processing - Certificate & AAS

Information Technology – AAS

- GIS – Geographic Information Systems – Certificate of Completion available
- Networking
- Programming
- Web Design

Marketing - AAS

Massage Therapy – Certificate & AAS

Medical Transcription – Certificate & AAS

Mental Health/Addictions Technician – Certificate & AAS

Nursing – Certificate (LPN) & AAS (ADN)

Petroleum Production Technology

- Commercial Driver's License – Certificate of Completion & Certificate
- Industrial Safety - Certificate
- Lease Operator – Certificate of Completion, Certificate & AAS
- Service Rig – Certificate of Completion & Certificate

Residential Carpentry Technology – Certificate & AAS

Speech Language Pathology Assistant - AAS

Welding Technology – Certificate & AAS



# Requirements for CTE Programs

## ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

Associate in Applied Science Degrees combine career-technical courses with general education courses. This degree prepares students for employment in the career-technical specialty area of their choice.

### Requirements:

- A. Completion of at least 62 semester credits, including 15 General Education credits consisting of:
  1. Once class from each of the following 2 areas:  
**Communications:** See page 26 for a list of qualifying general education courses.  
**Mathematics or Science:** See page 28 for lists of qualifying general education courses.
  2. Once class from 3 of the following 4 areas:  
**Humanities:** See page 27 for a list of qualifying general education courses.  
**Social Science:** See page 29 for a list of qualifying general education courses.  
**Computer Science/Technology:** See page 26 for a list of qualifying general education courses.  
**Wellness:** See page 29 for a list of qualifying general education courses.
- B. 2.00 (C) minimum institutional grade point average (higher GPA required in select programs)
- C. Completion of prescribed career-technical curriculum
- D. Successful completion of ASC 100-Freshman Seminar-1 credit
- E. Program coordinator's approval
- F. Minimum of 16 credits completed in residence
- G. Maximum of 12 S/U graded credits (program approval required for 13 or more)
- H. Maximum of 15 CLEP subject exam credits; 0 CLEP general exam credits
- I. Maximum of 15 credits for prior learning

## DIPLOMA

A diploma program represents completion of a prescribed program of two years or less in a career-technical field with some general education course work.

### Requirements:

- A. Completion of at least 62 semester credits including 9 general education credits  
(See pages 26-29 for lists of qualifying general education courses.)
- B. 2.00 (C) minimum institutional grade point average (higher GPA required in select programs)
- C. Completion of prescribed career-technical curriculum
- D. Successful completion of ASC 100-Freshman Seminar-1 credit
- E. Program coordinator's approval
- F. Minimum of 16 credits completed in residence
- G. Maximum of 12 S/U graded credits (program approval required for 13 or more)
- H. Maximum of 15 CLEP subject exam credits; 0 CLEP general exam credits
- I. Maximum of 15 credits for prior learning

## CERTIFICATE PROGRAM

A certificate program represents completion of a one-year curriculum in a prescribed career-technical program.

### Requirements:

- A. Completion of a minimum of 16 semester credits (varies by program) including 5 general education credits (See pages 26-29 for lists of qualifying general education courses.)
- B. 2.00 (C) minimum institutional grade point average (higher GPA required in select programs)
- C. Completion of prescribed career-technical curriculum
- D. Successful completion of ASC 100-Freshman Seminar-1 credit
- E. Program coordinator's approval
- F. Minimum of 16 credits completed in residence
- G. Maximum of 12 S/U graded credits (program approval required for 13 or more)
- H. Maximum of 15 CLEP subject exam credits; 0 CLEP general exam credits
- I. Maximum of ½ of total required credits awarded for prior learning.

## CERTIFICATE OF COMPLETION

Certificates of completion are awarded for completion of a non-credit or credit-based course of study requiring less than 16 credit hours or less. Requirements vary depending on desired outcomes.

# Accounting

## Associate in Applied Science (AAS)

An AAS degree in Accounting provides the graduate necessary skills for seeking positions in places such as accounting firms, small businesses, manufacturing companies, department stores, construction companies, and schools.

### Program Course Requirements:

			Credits
ACCT	200	Elements of Accounting I.....	4
ACCT	201	Elements of Accounting II.....	4
ACCT	231	Income Tax Procedures.....	3
ACCT	215	Business in the Legal Environment.....	3
BADM	201	Principles of Marketing.....	3
BADM	202	Principles of Management.....	3
BOTE	188	Computerized Accounting.....	2
BOTE	210	Business Communications (GE 1a).....	3
CSCI	101	Introduction to Computers (GE 2c).....	3
CSCI	114	Microcomputer Packages (GE 2c).....	3
COMM	110	Fundamentals of Public Speaking (GE 1a).....	3
COOP	197	Cooperative Education/Internship.....	1
ECON	201	Principles of Microeconomics (GE 2b).....	3
ECON	202	Principles of Macroeconomics (GE 2b).....	3
ENGL	125	Introduction to Professional Writing (GE 1a).....	3
MATH	104	Finite Math (GE 1b).....	3
PSYC	100	Human Relations in Organizations (GE 2b).....	2
		Wellness Course (GE 2d).....	2
		Electives.....	11

### Suggested Electives:

ENTR	234	Customer Service.....	3
ENTR	170	Introduction to Entrepreneurship.....	3

**Students, with consent of their advisor, may choose other appropriate electives to complete this section.**

# Administrative Assistant

## Mission

The administrative assistant program is designed to prepare students for entry-level and advanced positions in offices related to accounting, business, medical records, medical coding/billing, information processing as well as many others. Students may earn a certificate of completion, certificate, or Associate in Applied Science (A.A.S.) Degree.

The program options are career-oriented, but also offer the option of transferring credits earned toward meeting baccalaureate degree requirements at four-year colleges or universities. For students who prefer a non-traditional curriculum and industry who requests customized training programs, specialized classes may be available. Many of the classes are also available as articulated or dual-credit courses. All certificate and degree programs are now available on-line, with courses available at Williston State College or from other North Dakota colleges and universities.

## Program Goals

- A. Training in business and office education courses that will lead to completion of a certificate of completion, certificate program, or an Associate in Applied Science (A.A.S.) Degree.
- B. Training in business and office education courses that transfer to a four-year program.
- C. Training in business and office education courses through Distance Education.
- C. Training in business and office education courses for personal enrichment.
- D. Training in business and office education courses for job advancement.
- E. Customized training for business and industry.

## Student Goals

Students are expected to:

- A. Achieve the institutional general education goals.
- B. Possess the skills to integrate technology tools into the workplace.
- C. Develop skills to be productive members of society.
- D. Gain the motivation and skills to continue to learn throughout life.
- E. Enhance leadership skills.

## Certificate Program

### Program Course Requirements:

### Credits

ACCT	102	Fundamentals of Accounting .....	3
BOTE	108	Business Math .....	3
BOTE	121	Business English .....	3
BOTE	152	Keyboarding II (or 45 wpm) .....	2
BOTE	210	Business Communications .....	3
BOTE	217	Records Management.....	2
BOTE	275	Administrative Office Procedures.....	3
BUSN	120	Fundamentals of Business.....	3
CSCI	101	Introduction to Computers .....	3
CSCI	114	Microcomputer Packages.....	3
ENTR	234	Customer Service.....	3
PSYC	100	Human Relations in Organizations .....	3

## Associate in Applied Science (AAS)

### Program Course Requirements:

### Credits

ACCT	200	Elements of Accounting I .....	4
ACCT	201	Elements of Accounting II .....	4
ACCT	215	Business in the Legal Environment.....	3
ACCT	231	Income Tax Procedures.....	3
BOTE	108	Business Mathematics.....	3
BOTE	121	Business English .....	3
BOTE	152	Keyboarding II (or 45 wpm) .....	2
BOTE	188	Computerized Accounting .....	2
BOTE	210	Business Communications .....	3
BOTE	217	Records Management.....	2
BOTE	218	Desktop Publishing .....	2

BOTE	275	Administrative Office Procedures.....	3
BUSN	120	Fundamentals of Business.....	3
COMM	110	Fundamentals of Public Speaking.....	3
COOP	197	Cooperative Education/Internship.....	1
CSCI	101	Introduction to Computers.....	3
CSCI	114	Microcomputer Packages.....	3
ENGL	125	Introduction to Professional Writing.....	3
ENTR	234	Customer Service.....	3
PSYC	100	Human Relations in Organizations.....	3
		Wellness Course.....	2
		Electives.....	8

**Suggested Electives:**

**Credits**

BADM	201	Principles of Marketing.....	3
BADM	202	Principles of Management.....	3
GIS	107	GIS Applications.....	3
MATH	102	Intermediate Algebra.....	3

Students, with the consent of their advisor, may choose other appropriate electives to complete this section.

**OPTION: Medical Administrative Assistant**

**Certificate Program**

**Program Course Requirements:**

**Credits**

ACCT	102	Fundamentals of Accounting.....	3
AH	138	Medical Coding I.....	3
AH	171	Medical Terminology.....	3
AH	220	Fundamentals of Medical Transcription.....	3
AH	281	Medical Insurance/Billing.....	3
AH	282	Medical Law & Ethics.....	2
AH	287	Computer Applications in Health Care.....	2
BIOL	115	Human Structure & Function.....	3
BOTE	121	Business English.....	3
BOTE	152	Keyboarding II.....	2
BOTE	275	Administrative Office Procedures.....	3
CSCI	101	Introduction to Computers.....	3
		Electives.....	2

# Agriculture

## OPTION: Agronomy

Graduates of the agronomy option will be prepared to enter occupations and areas of employment in crops and soils. The student and advisor will select course work leading to individual career objectives. Cooperative work experience is required to gain on-the-job skill and experience. The animal science option fits well with the agronomy option for those interested in both farming and ranching for more diversity.

### Associate in Applied Science (AAS)

#### Program Course Requirements:

	Credits
COOP 197 Cooperative Education/Internship	1
AGEC 141 Principles of Agribusiness Management	2
H&CE 241 Leadership & Presentation Techniques	3
PLSC 223 Introduction to Weed Science	3
SOIL 210 Introduction to Soil Science	4
PLSC 110 World Food Crops	3
SOIL 222 Soil Fertility & Fertilizers	3
PLSC 220 Principles of Forage Production	3
PLSC 225 Principles of Crop Production	3
PLSC 230 Grain & Seed Analysis	3
PLSC 270 High Value & Specialty Crops	3
PLSC 101 Introduction to Biotechnology	2
CHEM 115 Introductory Chemistry L/L	4

#### Suggested Electives:

COOP 197 Cooperative Education/Internship	½ - 5
AGEC 142 Agriculture Accounting	2
AGEC 242 Introduction to Agricultural Management	3
AGEC 244 Introduction to Agricultural Marketing	3
AGEC 246 Introduction to Agricultural Finance	2
AGEC 249 Computerized Farm Record Keeping	2
AGRI 275 Introduction to Precision Agriculture	2

#### Freshman Fall Semester

	Credits
SOIL 210 Introduction to Soil Science	4
H&CE 241 Leadership & Presentation	3
PLSC 225 Principles of Crop Production	3
General Education &/or Electives	3-6

#### Freshman Spring Semester

	Credits
AGEC 141 Principles of Agribusiness Management	2
PLSC 110 World Food Crops	3
PLSC 220 Principles of Forage Production	3
PLSC 101 Introduction to Biotechnology	2
General Education &/or Electives	4-8

#### Freshman Summer Semester

	Credits
COOP 197 Cooperative Education/ Internship	1-6
General Education &/or Electives	0-6

#### Sophomore Fall Semester

	Credits
PLSC 223 Introduction to Weed Science	3
PLSC 270 High Value & Specialty Crops	3
CHEM 115 Introductory Chemistry L/L	4

General Education &/or Electives	4-8
<b>Sophomore Spring Semester</b>	<b>Credits</b>
PLSC 230 Grain & Seed Analysis	3
SOIL 222 Soil Fertility & Fertilizers	3
General Education &/or Electives	8-12

## OPTION: Animal Science

Graduates of the animal science option will be prepared to enter occupations and areas of employment in animal agriculture. The student and advisor will select course work leading to individual career objectives. Cooperative work experience is required to gain on-the-job skill and experience. The animal science option fits well with the agronomy option for those interested in both farming and ranching for more diversity.

### Associate in Applied Science (AAS)

<b>Program Course Requirements:</b>	<b>Credits</b>
COOP 197 Cooperative Education/Internship	1
AGEC 141 Principles of Agribusiness Management	2
H&CE 241 Leadership & Presentation Techniques	3
PLSC 223 Introduction to Weed Science	3
SOIL 210 Introduction to Soil Science	4
PLSC 110 World Food Crops	3
SOIL 222 Soil Fertility & Fertilizers	3
ANSC 114 Introduction to Animal Science	2
ANSC 123 Feeds & Feeding	3
ANSC 220 Livestock Production	3
ANSC 238 Livestock Breeding	2
RNG 236 Introduction to Range Management	2
<b>Suggested Electives:</b>	
COOP 197 Cooperative Education/Internship	½ - 5
ANSC 133 Specialty Animal Production	2
AGEC 142 Agriculture Accounting	2
AGEC 242 Introduction to Agricultural Management	3
AGEC 244 Introduction to Agricultural Marketing	3
AGEC 246 Introduction to Agricultural Finance	2
AGEC 249 Computerized Farm Record Keeping	2
PLSC 220 Principles of Forage Production	3
AGRI 275 Introduction to Precision Agriculture	2
<b>Freshman Fall Semester</b>	<b>Credits</b>
SOIL 210 Introduction to Soil Science	4
H&CE 241 Leadership & Presentation	3
ANSC 114 Introduction to Animal Science	2
RNG 236 Introduction to Range Management	2
General Education &/or Electives	3-6
<b>Freshman Spring Semester</b>	<b>Credits</b>
ANSC 123 Feeds & Feeding	3
AGEC 141 Principles of Agribusiness Management	2
PLSC 110 World Food Crops	3
General Education &/or Electives	4-8
<b>Freshman Summer Semester</b>	<b>Credits</b>
COOP 197 Cooperative Education/ Internship	1-6

General Education &/or Electives	0-6
<b>Sophomore Fall Semester</b>	<b>Credits</b>
PLSC 223 Introduction to Weed Science	3
ANSC 220 Livestock Production	3
ANSC 238 Livestock Breeding	2
General Education &/or Electives	4-8
<b>Sophomore Spring Semester</b>	<b>Credits</b>
ANSC 231 Livestock Selection	2
SOIL 222 Soil Fertility & Fertilizers	3
General Education &/or Electives	9-12

## **OPTION: Sales & Marketing Technology**

Graduates of the agriculture sales & marketing technology option will be prepared to enter occupations and areas of employment in agricultural sales & business fields. The student and advisor will select course work leading to individual career objectives. Cooperative work experience is required to gain on-the-job skill and experience. The technology option fits well with the agriculture sales and marketing technology option for those interested in more diversity.

### **Associate in Applied Science (AAS)**

<b>Program Course Requirements:</b>	<b>Credits</b>
COOP 197 Cooperative Education/Internship	1
AGEC 141 Principles of Agribusiness Management	2
H&CE 241 Leadership & Presentation Techniques	3
PLSC 223 Introduction to Weed Science	3
SOIL 210 Introduction to Soil Science	4
PLSC 110 World Food Crops	3
SOIL 222 Soil Fertility & Fertilizers	3
AGRI 275 Introduction to Precision Farming	2
PLSC 101 Introduction to Biotechnology	2

### **Suggested Electives:**

COOP 197 Cooperative Education/Internship	½ - 5
PLSC 225 Principles of Crop Production	3
PLSC 101 Introduction to Biotechnology	2
RNG 236 Introduction to Range Management	2
ANSC 114 Introduction to Animal Science	2
ANSC 238 Livestock Breeding	2
ANSC 231 Livestock Selection	2
GIS 107 Geographic Information System Applications	3
GIS 105 Fundamentals of GIS	3
GIS 201 Advanced GIS	3
BIOL 150 General Biology I L/L	4
BIOL 151 General Biology II L/L	4
BIOL 215 Genetics	3
BIOL 215L Genetics Lab	1
BIOL 271 Biotechnology	2
BIOL 271L Biotechnology Lab	1
CIS 128 Microcomputer Hardware I	3
CIS 129 Microcomputer Hardware II	3
CIS 180 Creating Web Pages I	3
CIS 164 CISCO Networking	4
CIS 215 Implementing MS Windows Server	3

<b>Freshman Fall Semester</b>	<b>Credits</b>
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SOIL 210 Introduction to Soil Science	4
H&CE 241 Leadership & Presentation	3
AGRI 275 Introduction to Precision Farming	2
General Education &/or Electives	3-6
<b>Freshman Spring Semester</b>	<b>Credits</b>
AGEC 141 Principles of Agribusiness Management	2
PLSC 110 World Food Crops	3
PLSC 101 Introduction to Biotechnology	2
General Education &/or Electives	5-10
<b>Freshman Summer Semester</b>	<b>Credits</b>
COOP 197 Cooperative Education/ Internship	1-6
General Education &/or Electives	0-6
<b>Sophomore Fall Semester</b>	<b>Credits</b>
PLSC 223 Introduction to Weed Science	3
General Education &/or Electives	9-14
<b>Sophomore Spring Semester</b>	<b>Credits</b>
SOIL 222 Soil Fertility & Fertilizers	3
General Education &/or Electives	9-14

## OPTION: Technology

Graduates of the technology option will be prepared to enter occupations and areas of employment in agricultural technology fields. The student and advisor will select course work leading to individual career objectives. Cooperative work experience is required to gain on-the-job skill and experience. The agriculture sales and marketing technology option fits well with the technology option for those interested in more diversity.

### Associate in Applied Science (AAS)

<b>Program Course Requirements:</b>	<b>Credits</b>
COOP 197 Cooperative Education/Internship	1
AGEC 141 Principles of Agribusiness Management	2
H&CE 241 Leadership & Presentation Techniques	3
PLSC 223 Introduction to Weed Science	3
SOIL 210 Introduction to Soil Science	4
PLSC 110 World Food Crops	3
SOIL 222 Soil Fertility & Fertilizers	3
AGRI 275 Introduction to Precision Farming	2
PLSC 101 Introduction to Biotechnology	2
<b>Suggested Electives:</b>	
COOP 197 Cooperative Education/Internship	½ - 5
PLSC 225 Principles of Crop Production	3
PLSC 101 Introduction to Biotechnology	2
RNG 236 Introduction to Range Management	2
ANSC 114 Introduction to Animal Science	2
ANSC 238 Livestock Breeding	2
ANSC 231 Livestock Selection	2
GIS 107 Geographic Information System Applications	3
GIS 105 Fundamentals of GIS	3
GIS 201 Advanced GIS	3
BIOL 150 General Biology I L/L	4



BIOL 151 General Biology II L/L	4
BIOL 215 Genetics	3
BIOL 215L Genetics Lab	1
BIOL 271 Biotechnology	2
BIOL 271L Biotechnology Lab	1
CIS 128 Microcomputer Hardware I	3
CIS 129 Microcomputer Hardware II	3
CIS 180 Creating Web Pages I	3
CIS 164 CISCO Networking	4
CIS 215 Implementing MS Windows Server	3
<b>Freshman Fall Semester</b>	<b>Credits</b>
SOIL 210 Introduction to Soil Science	4
H&CE 241 Leadership & Presentation	3
AGRI 275 Introduction to Precision Farming	2
General Education &/or Electives	3-6
<b>Freshman Spring Semester</b>	<b>Credits</b>
AGEC 141 Principles of Agribusiness Management	2
PLSC 110 World Food Crops	3
PLSC 101 Introduction to Biotechnology	2
General Education &/or Electives	5-10
<b>Freshman Summer Semester</b>	<b>Credits</b>
COOP 197 Cooperative Education/ Internship	1-6
General Education &/or Electives	0-6
<b>Sophomore Fall Semester</b>	<b>Credits</b>
PLSC 223 Introduction to Weed Science	3
General Education &/or Electives	9-14
<b>Sophomore Spring Semester</b>	<b>Credits</b>
SOIL 222 Soil Fertility & Fertilizers	3
General Education &/or Electives	9-14

# Automotive Technology

## Mission

The automotive technology program is designed to prepare the student for a career as a technician in the automotive field. The graduate of the automotive technology program may enter the automotive industry with entry-level skills to become a technician specialist, a line technician, a general maintenance technician, a service writer, a service manager, or a business owner.

With the advancing technology in today's automotive field, industry is in need of people willing and able to adapt to the fast pace of the computerized, automated field. The automotive technician will find well-equipped shops, excellent working conditions and hours, salaries in tune with the economic climate, and job security.

Williston State College's Automotive Technology program is NATEF certified in all eight areas of automotive repair (Master Certification). Instructors are Master Certified by the National Institute for Automotive Service Excellence (ASE).

## Program Goals

The primary objective of the automotive technology program is to provide the necessary knowledge and skills needed for the graduate to enter the automotive field as a technician.

Upon successful completion of the automotive technology program, the student will be able to enter the automotive field with the knowledge and skills to properly diagnose and repair the automobile or light truck.

- A. Program instructors will participate in factory training in order to keep informed of the latest changes in the automotive industry.
- B. Program instructors will keep informed of the latest technology related to teaching methods and the latest presentation technology used in the classroom through in-service workshops and other workshops offered through Williston State College.
- C. Program instructors will work with their local advisory board and use this input as a means of strengthening the program.

## Student Goals

- A. The student will be trained in the eight areas of automotive repair as designated by ASE.
- B. The student will receive general education instruction as part of the automotive program.
- C. The student will be encouraged to participate in the local Skills USA chapter.

## Diploma or Associate in Applied Science (AAS)

Program Course Requirements:		Credits
AUTO	146	Suspension & Steering Theory ..... 1
AUTO	147	Suspension & Steering Lab..... 4
AUTO	156	Brakes Theory..... 2
AUTO	157	Brakes Lab ..... 6
AUTO	166	Electrical Theory..... 1
AUTO	167	Electrical Lab..... 2
AUTO	176	Heating and Air Conditioning Theory ..... 1
AUTO	177	Heating and Air Conditioning Lab..... 3
AUTO	186	Engine Performance I Theory ..... 3
AUTO	187	Engine Performance I Lab ..... 6
AUTO	198	Mechanical and Shop Orientation ..... 1
AUTO	216	Engine Repair Theory ..... 2.5
AUTO	217	Engine Repair Lab ..... 6.5
AUTO	226	Auto Transmission/Transaxle Theory ..... 2
AUTO	227	Automatic Transmission/Transaxle Lab ..... 5
AUTO	231	Standard Transmission Theory ..... 1
AUTO	232	Standard Transmission Lab..... 3
AUTO	234	Differential and Driveline Theory..... 1
AUTO	235	Differential and Driveline Lab ..... 2
AUTO	288	Engine Performance II ..... 5

HPER	210	First Aid & CPR .....	1
TECH	120	Applied Welding .....	1

**Suggested Electives:**

**Credits**

ASC	075	College Study Skills.....	1
COMM	110	Fundamentals of Public Speaking .....	3
ECON	105	Elements of Economics.....	3
ENGR	101	Graphical Communication .....	3
PSYC	111	Introduction to Psychology .....	3
		Computer Technology courses.....	1-4
		Music and Theatre activities .....	1-2

# Business Management

The business management curriculum provides students with a basic understanding of the world of business and commerce and the foundation courses for a bachelor's degree program in business.

## Certificate or Associate in Applied Science (AAS)

### Suggested Courses:

### Credits

ACCT	200	Elements of Accounting I .....	3
ACCT	201	Elements of Accounting II .....	3
ACCT	215	Business in the Legal Environment.....	3
BADM	201	Principles of Marketing.....	3
BADM	202	Principles of Management .....	3
COMM	216	Intercultural Communication .....	3
COMM	217	Organizational Communication .....	3
ECON	201	Principles of Microeconomics .....	3
ECON	202	Principles of Macroeconomics.....	3
MATH	103	College Algebra .....	3
or			
MATH	104	Finite Math.....	3
MATH	146	Applied Calculus.....	3
MATH	210	Elementary Statistics.....	3
POLS	115	American Government.....	3
POLS	116	State & Local Government .....	3

# Diesel Technology

## Mission

The diesel technology program provides students the ability to serve effectively in current and new generation technologies of complex diesel-powered equipment and related systems.

## Program Goals

The diesel technology program strives to provide students the education and skills necessary to find employment in the diesel technology field.

## Student Goals

- A. The student will gain knowledge of the working principles of diesel-powered equipment and related systems.
- B. The student will gain the ability to read and understand technical manuals and procedures.
- C. The student will gain technical skills required to work safely and productively in a work environment.
- D. The student will learn how to develop working relationships with future employees, customers, and the general public.

## Long Range Goals

- A. Diesel program personnel will remain current with applicable technology.
- B. Consistent with fiscal constraints, department personnel will use the latest available technological and instructional processes and materials to provide optimum information transfer to the students enrolled in classes or workshops.
- C. Consideration of advisory information from Diesel Technology Advisory Board members, peers, professional associations, and private sector contacts, and direction from those sources will ensure that the program adapts to the needs of the student and is consistent with employment objectives.
- D. The diesel technology program and personnel will become nationally recognized and certified by National Automotive Technicians Education Foundation (NATEF).
- E. Program instructors will encourage students to develop a lifetime desire to seek educational training in the field of diesel technology as changes in the field continue to take place.

## Program Objective

The objective of the diesel technology program is to provide quality training for students to serve effectively in current and new generation technologies of complex diesel engines and related systems. The student receives instruction in rebuilding, testing, and troubleshooting brakes, suspension, electrical, drive trains, heating and air conditioning, engines, fuel, and hydraulic systems.

The diesel technician of today must possess a high degree of proficiency in reading and understanding technical manuals. The technician must be able to diagnose and correct equipment malfunctions and also relate to customers, supervisors, and the general public.

The employment possibilities in the diesel field have more than doubled over the past ten years. Some employment areas are in trucking, heavy equipment, implement, railroad, and automotive. Positions include shop technicians, shop foremen, service managers, company service representatives, and private shop owners.

Job opportunities will increase along with the number of diesel units. Each year several thousand technicians retire; thus, the demand for diesel technicians will continue to rise.

## Associate in Applied Science (AAS) or Diploma

### Program Course Requirements:

### Credits

DTEC	106	Drive Lines Theory .....	2.5
DTEC	107	Drive Lines Lab .....	3.5
DTEC	126	Clutch Theory .....	2.5
DTEC	127	Clutch Lab .....	3.5
DTEC	136	Brake Theory .....	1.5
DTEC	137	Brake Lab.....	2.5
DTEC	146	Suspension Theory.....	1
DTEC	147	Suspension Lab .....	1
DTEC	156	Electrical Theory.....	2.5
DTEC	157	Electrical Lab.....	3.5
DTEC	216	Diesel Engines Theory .....	5.5
DTEC	217	Diesel Engines Lab .....	8.5
DTEC	220	Power Trains .....	0.5

DTEC	266	Hydraulics Theory .....	2.5
DTEC	267	Hydraulics Lab.....	3.5
DTEC	296	Electronic Diesel Theory .....	2.5
DTEC	297	Electronic Diesel Lab.....	3.5
DTEC	299	Special Topics.....	0.5
HPER	210	First Aid & CPR .....	1
TECH	118	Orientation .....	1
TECH	120	Applied Welding.....	1
TECH	178	Heavy Duty Air Conditioning.....	2

**Five Certificates of Completion**

- Automatics and Electronic Transmission/Transaxle
- Clutches, Transmissions and Electronic Controls
- Electronic Diesel Engines
- Suspension and Computerized Alignment
- Suspensions, Steering and Computerized Alignment

## **GENERAL & TECHNICAL STUDIES**

### **Program Goals:**

The general & technical studies program is designed for students who wish to pursue a personalized Associate in Applied Science Degree or certificate program. The curriculum includes career-technical, general education/transfer, and topics courses. Program requirements are flexible so as to help students establish their educational goals.

The general & technical studies program falls within the mission of Williston State College by providing students with general, and developmental education courses. In addition, the program provides assistance in student development through career exploration, advisement, and diversity of course options.

### **Program Objectives:**

- A. Provide students with opportunities for input and greater flexibility while earning their degree
- B. Encourage students to explore career options while earning credit toward a degree
- C. Provide opportunities for people in the work force to enhance and broaden their skills
- D. Provide a competency-based, individualized core curriculum
- E. Provide a seamless transition between secondary, college, and work environments
- F. Provide opportunities for self-enrichment
- G. Prepare students for technical careers

### **Long Range Goals:**

- A. Assist students in making career decisions
- B. Provide students with opportunities to enhance job success
- C. Improve work skills
- D. Increase personal satisfaction
- E. Create choices for students
- F. Promote ties between the community, area businesses, and the College
- G. Promote lifelong learning

## **OPTION: Career Enhancement**

The career enhancement option is designed to provide additional training to enhance a student's present career or update his/her technical skills. It can expose students to new skills and technologies related to their present career.

### **Certificate Program**

### **Associate in Applied Science (AAS)**

## **OPTION: Self-Enrichment**

The self-enrichment option can assist students in learning about new technologies, increasing their cultural awareness, or learning for lifelong pleasure while earning a degree. Students can earn up to 20 credits for approved previous work and cooperative education experiences. This option is customized to fit individual interests, goals, and needs.

### **Certificate Program**

### **Associate in Applied Science (AAS)**

## **OPTION: Workplace Readiness**

This option is designed to assist students in choosing a career and in building communication, problem solving, and life-long learning skills in order to meet the changing demands of a competitive workplace. It will enhance the transition from school to

work. It provides a student with opportunities to explore career fields, technical courses, and general education courses to build a solid educational background for life-long learning. Students may earn up to 20 credits for approved previous work and cooperative education experiences.

### **Certificate Program**

### **Associate in Applied Science (AAS)**



# Health Information Management

## Associate in Applied Science (AAS)

Program Course Requirements:		Credits
ACCT	102	Fundamentals of Accounting ..... 3
AH	138	Medical Coding I ..... 3
AH	139	Medical Coding II ..... 3
AH	140	Coding Certification Preparation ..... 2
AH	171	Medical Terminology I ..... 3
AH	172	Medical Terminology II ..... 2
AH	220	Fundamentals of Medical Transcription ..... 3
AH	266	Laboratory Procedures ..... 2
AH	267	Human Diseases & Surgical Procedures ..... 2
AH	281	Medical Insurance/Billing ..... 3
AH	282	Medical Law & Ethics ..... 2
AH	287	Computer Applications in Healthcare ..... 2
BIOL	115	Human Structure & Function ..... 3
BOTE	121	Business English ..... 3
BOTE	152	Keyboarding II ..... 2
BOTE	210	Business Communication ..... 3
BOTE	275	Administrative Office Procedures ..... 3
COOP	197	Cooperative Education/Internship ..... 1
CSCI	101	Introduction to Computers ..... 3
ENTR	234	Customer Service ..... 3
PHRM	137	Pharmacology for Business ..... 2
		Wellness class (GE 2d) ..... 2
		Electives ..... 7

### Suggested electives:

BOTE	217	Records Management ..... 2
COMM	110	Fundamentals of Public Speaking (GE 1a) ..... 3
GIS	107	GIS Applications ..... 3
ENGL	125	Introduction to Professional Writing (GE 1a) ..... 3
SOC110		Introduction to Sociology (GE 2b) ..... 3

Students, with consent of their advisor, may choose other appropriate electives to complete this section.

## Option: Medical Billing & Coding

### Certificate Program

Program Course Requirements:		Credits
AH	138	Medical Coding I ..... 3
AH	139	Medical Coding II ..... 3
AH	140	Coding Certification Preparation ..... 2
AH	171	Medical Terminology I ..... 3
AH	172	Medical Terminology II ..... 2
AH	266	Laboratory Procedures ..... 2
AH	267	Human Diseases & Surgical Procedures ..... 2
AH	281	Medical Insurance/Billing ..... 3
AH	282	Medical Law & Ethics ..... 2
AH	287	Computer Applications in Healthcare ..... 2
BIOL	115	Human Structure & Function (GE 1b) ..... 3
BOTE	121	Business English ..... 3
CSCI	101	Introduction to Computers (GE 2c) ..... 3
PHAR	137	Pharmacology for Business ..... 2

## Information Processing

### Certificate Program

#### Program Course Requirements:

#### Credits

ACCT	102	Fundamentals of Accounting.....	3
BOTE	108	Business Mathematics .....	3
BOTE	121	Business English .....	3
BOTE	152	Keyboarding II or 45 wpm (GE 2c).....	2
BOTE	188	Computerized Accounting.....	2
BOTE	210	Business Communications (GE 1a).....	3
BOTE	217	Records Management .....	2
BOTE	275	Administrative Office Procedures .....	3
CIS	107	Time Management Software - Outlook .....	2
COMM	110	Fundamentals of Public Speaking (GE 1a).....	3
CSCI	101	Introduction to Computers (GE 2c).....	3
CSCI	114	Microcomputer Packages (GE 2c).....	3
PSYC	100	Human Relations in Organizations (GE 2b).....	2

## Information Processing

### Associate in Applied Science (AAS)

#### Program Course Requirements:

#### Credits

ACCT	102	Fundamentals of Accounting.....	3
BOTE	108	Business Mathematics .....	3
BOTE	152	Keyboarding II or 45 wpm (GE 2c).....	2
BOTE	121	Business English .....	3
BOTE	188	Computerized Accounting.....	2
BOTE	210	Business Communications (GE 1a).....	3
BOTE	217	Records Management .....	2
BOTE	275	Administrative Office Procedures .....	3
COMM	110	Fundamentals of Public Speaking (GE 1a).....	3
COOP	197	Cooperative Education/Internship .....	1
CSCI	101	Introduction to Computers (GE 1c).....	3
CSCI	114	Microcomputer Packages (GE 2c).....	3
ENGL	125	Introduction to Professional Writing (GE 1a).....	3
PSYC	100	Human Relations in Organizations (GE 2b).....	2
		Wellness Course (GE 2d).....	2
		Electives – General.....	24
		Electives – CIS or CSCI.....	17

#### Suggested Electives:

BADM	201	Principles of Marketing .....	3
BADM	202	Principles of Management .....	3
BOTE	218	Desktop Publishing (GE 2c).....	2
GIS	107	GIS Applications .....	3
BUSN	120	Fundamentals of Business .....	3

Students, with consent of their advisor, may choose other appropriate electives to complete this section.

## Information Technology

### Associate in Applied Science (AAS)

Program Course Requirements:		Credits
CIS	104	Microcomputer Database (Access) ..... 3
CIS	128	Microcomputer Hardware I ..... 3
CIS	129	Microcomputer Hardware II ..... 3
CIS	147	Introduction to Security ..... 3
CIS	162	Operating Systems ..... 3
CIS	164	Fundamentals of Networking I ..... 3
CIS	180	Creating Web Pages I ..... 3
CIS	215	Implementing a Microsoft Windows Server Environment ..... 3
CSCI	101	Introduction to Computers ..... 3
CSCI	122	Visual Basic ..... 3

### OPTION: Networking

CIS	165	Fundamentals of Networking II ..... 3
CIS	212	Microsoft Windows Operating System Client ..... 3
CIS	220	Operating Systems UNIX ..... 3
CIS	267	Intermediate Networking I ..... 3
CIS	268	Intermediate Networking II ..... 3
CIS	280	Networking Security ..... 3
CIS	299	Special Topics- Computer and Networking Tools ..... 3
CIS	299	Special Topics- Visualization ..... 3
COOP	197	Cooperative Education/Internship ..... 1

### OPTION: Web Design

CIS	211	Web Plan & Design ..... 3
CIS	212	Web II (Dreamweaver) ..... 3
CIS	232	Graphics Design ..... 3
CIS	233	Vector Graphics and Web Animation ..... 3
CIS	295	Web Practical Applications ..... 3

### OPTION: Geographic Information Systems (GIS)

GEOG	121	Physical Geography ..... 3
GIS	105	Fundamentals of GIS ..... 3
GIS	107	GIS Applications ..... 3
GIS	201	Advanced Applications in GIS ..... 3

### OPTION: Programming

CSCI	127	Beginning C++ ..... 3
CSCI	160	Computer Science I ..... 4
CSCI	161	Computer Science II ..... 4
CSCI	172	Intermediate Visual Basic ..... 3

## Marketing

The marketing program is designed for men and women preparing for careers in marketing, retail merchandising, advertising, or sales. The dynamics of business provide many rewarding opportunities.

Career opportunities for marketing graduates include manufacturer's representative, media sales representative, purchasing agent, department head, marketing research assistant, real estate salesperson, resident buyer, and others.

### Program Goals:

- A. Training in marketing courses that will lead to completion of a certificate program or an Associate in Applied Science Degree program.
- B. Training in marketing courses that transfer to a four-year program.
- C. Training in marketing courses for personal enrichment.
- D. Training in marketing courses for job advancement.
- E. Customized training for business and industry.

### Student Goals:

Students are expected to:

- A. Develop skills to attain an entry-level position in marketing.
- B. Attain knowledge and skills to integrate technology into the workplace.
- C. Achieve the institutional general education goals.
- D. Enhance knowledge and skills of effective leadership.
- E. Possess the skills and motivation necessary to be a lifelong learner.
- F.

## Marketing

An AAS degree in marketing-management with the marketing option provides the graduate necessary skills for seeking marketing positions in all areas of business and industry. Employment opportunities can be found in domestic and global markets in areas of production and distribution.

### Associate in Applied Science (AAS)

#### Program Course Requirements:

#### Credits

ACCT	200	Elements of Accounting I .....	4
ACCT	201	Elements of Accounting II .....	4
ACCT	215	Business in the Legal Environment.....	3
BADM	201	Principles of Marketing.....	3
BADM	202	Principles of Management .....	3
BADM	208	Event and Sports Management .....	3
BADM	210	Advertising I .....	3
BADM	212	Advanced Advertising .....	2
BADM	220	Consumer Behavior .....	3
BADM	240	Sales.....	2
BADM	260	Principles of Retailing.....	3
BOTE	210	Business Communications .....	3
CIS	180	Creating Web Pages.....	3
COMM	110	Fundamentals of Public Speaking.....	3
COOP	197	Cooperative Education/Internship.....	1
ECON	201	Principles of Microeconomics .....	3
ECON	202	Principles of Macroeconomics.....	3
ENGL	125	Introduction to Professional Writing.....	3
MATH	103	College Algebra .....	3
or			
MATH	104	Finite Math.....	3
PSYC	100	Human Relations in Organizations .....	2

Wellness Course .....	2
Electives.....	3

**Suggested Electives:**

**Credits**

CSCI	114	Microcomputer Packages .....	3
ENTR	170	Introduction to Entrepreneurship .....	3
ENTR	234	Customer Service.....	3

**Students, with consent of their advisor, may choose other appropriate electives to complete this section.**

# Massage Therapy

## **Mission:**

The massage therapy program prepares students to become practicing massage therapists. Massage therapists use the art of massage and other complementary modalities for treatment of body dysfunction and general wellness benefits. Graduates will work with a wide variety of neuromusculoskeletal conditions as well as in providing clients massage for general relaxation. The majority of massage therapists are self-employed, although many are employed at resorts, cruise lines, casinos, wellness centers, hospitals, nursing homes, and outpatient clinics.

## **Program Goals:**

The massage therapy program goals include developing, advancing, transforming, disseminating, and exchanging knowledge, methods, and techniques in massage therapy as a means for preparing massage therapists for the work force and enhancing the current work force's skill level. The program will:

- A. Develop and deliver curriculum materials that reflect the current practice of massage therapy.
- B. Establish and maintain channels of communication with area practitioners, national and state organizations, and other programs in massage therapy.
- C. Provide professional development opportunities for program instructors and regional practitioners. Provide access to equipment that is reflective of that used in the work place.
- D. Provide assistance to students in making career decisions and/or securing academic help.

## **Student Goals:**

- A. Begin practice as an entry-level massage therapist.
- B. To perform all treatments skillfully and safely.
- C. Demonstrate a knowledge of treatment precautions, contraindications and indications.
- D. Respond to acute changes in client's physiologic state to ensure client safety and comfort.
- E. To teach others about the benefits of massage.
- F. Demonstrate ethical behavior and awareness of legal responsibilities.
- G. Demonstrate knowledge of the structure/function of the human body as applied in massage therapy procedures, and describe the essential features of selected pathologies.
- H. Demonstrate a basic understanding of the psycho-social effects of injury/disease on clients/families by providing appropriate support and respecting dignity and individuality.
- I. Demonstrate basic knowledge for marketing and managing a business.
- J. Demonstrate an understanding of his/her role as a massage therapist with its privileges and limitations.
- K. Recognize the need to adapt to the ever-changing technology and advancement of knowledge in health care.

## **Purpose:**

The massage therapy program assists students in obtaining the skills required to successfully function in the delivery of health care as a massage therapist. It is designed to allow students the opportunity to learn about the human body, how it functions, the effects of injury or disease, and the benefits of massage to maximize function. It also provides them hands-on, practical experience in preparation for the State Board Examination.

## Massage Therapy

### Criteria for Admission:

This program has a competitive admission policy based on the number of seats available in each class. A supplemental application process and interview will be held each spring semester to choose each class. Students are required to pass all required courses with a minimum grade of “C”. Students are encouraged to complete a two semester anatomy/physiology series (equivalent to Williston State College’s BIOL 220 & 221) before enrolling in any of the MASG courses. The only exception being MASG 101, Introduction to Massage Therapy, which is open to all.

### Certificate Program

#### Program Course Requirements:

#### Credits

AH	130	Pathology for Allied Health .....	3
AH	260	Kinesiology I .....	3
AH	261	Kinesiology II .....	3
* BIOL	220	Anatomy & Physiology I L/L .....	4
* BIOL	221	Anatomy & Physiology II L/L .....	4
HPER	210	First Aid & CPR .....	1
MASG	101	Introduction to Massage Therapy.....	2
MASG	120	Swedish Massage I.....	3
MASG	121	Massage Therapy Clinical I .....	1.5
MASG	150	Kinesiology Techniques I .....	3
MASG	220	Swedish Massage II .....	3
MASG	221	Massage Therapy Clinical II .....	6
MASG	240	The Business of Massage.....	2
MASG	250	Kinesiology Techniques II .....	3
MASG	260	Advanced Massage Techniques .....	4
MASG	270	Professional Conference .....	1

\* Encouraged to be completed before enrolling in MASG courses.

## Massage Therapy

### Associate in Applied Science (AAS)

#### Program Course Requirements:

#### Credits

AH	130	Pathology for Allied Health .....	3
AH	260	Kinesiology I .....	3
AH	261	Kinesiology II .....	3
BIOL	220	Anatomy & Physiology I L/L .....	4
BIOL	221	Anatomy & Physiology II L/L .....	4
BUSN	120	Fundamentals of Business .....	3
ENGL	110	College Composition I .....	3
or			
ENGL	125	Introduction to Professional Writing.....	3
HPER	210	First Aid & CPR .....	1
MASG	101	Introduction to Massage Therapy.....	2
MASG	120	Swedish Massage I.....	3
MASG	121	Massage Therapy Clinical I .....	1.5
MASG	150	Kinesiology Techniques I .....	3
MASG	220	Swedish Massage II .....	3
MASG	221	Massage Therapy Clinical II .....	6
MASG	240	The Business of Massage.....	2
MASG	250	Kinesiology Techniques II .....	3
MASG	260	Advanced Massage Techniques .....	4
MASG	270	Professional Conference .....	1
NUTR	230	Herbs & Supplements .....	2
PSYC	111	Introduction to Psychology .....	3

Computer Technology Course ..... 1-3  
Electives..... 5

**Suggested Electives:** Nutrition, Physics, Prevention & Care of Athletic Injuries, Fundamentals of Accounting, Introduction to Sociology, Microbiology, Chemistry, Developmental Psychology, Introduction to Pharmacology, Customer Service and Employee Relations, Marketing for Small Business, Medical Terminology, Speech, Fundamentals of Business, or other courses approved by the Massage Therapy Program Chair.



# Medical Transcription

## Mission

The medical transcription program is designed to prepare students for employment as medical transcriptionists in a variety of medical settings as well as to prepare them for home employment.

## Program Objectives

The objectives of the medical transcription program are to provide students with the skills and knowledge required for entry-level employment as medical transcriptionists and to prepare students to take the national examination for certification.

## Long-range Goals

The long-range goals of the medical transcription program are to:

1. Reach local students and those students located in rural or remote areas who are otherwise unable to complete courses in the traditional campus setting.
2. Offer the medical transcription program and its courses via Distance Education.

## Program Goals

1. Training in medical office and medical transcription courses that will lead to the completion of a certificate or Associate in Applied Science Degree in medical transcription.
2. Training in medical office and medical transcription courses for job advancement and independence.
3. Training in medical transcription skills to enable the student to take the national certification exam.
4. Focusing on the necessity and developing the desire for lifelong learning.

## Student Goals

Students are expected to:

1. Develop the medical knowledge and transcription skills to obtain employment in the healthcare field.
2. Achieve the institutional general education goals.
3. Develop the skills necessary to take the national certification test for transcriptionists.
4. Develop skills to be productive members of society.
5. Gain the motivation and skills to continue learning throughout life.

## Certificate or Associate in Applied Science

Medical transcriptionists are men and women who transcribe physician-dictated material that becomes a permanent part of the patient's medical record. The medical transcriptionist is an important part of the allied health team. Medical transcriptionists must be trained in a variety of areas such as medical terminology, pharmacology, anatomy, laboratory procedures; as well as grammar, keyboarding, and transcribing. Important skills required in medical transcription include listening, hand-eye coordination, hand-ear coordination, keyboarding, and patience.

Students in the medical transcription program must have a keyboarding speed of 45 correct words per minute on a five-minute timing and must maintain an 83% in all required program courses, except Applied Medical Transcription II which requires a 93%.

# Medical Transcription

## Certificate Program

### Program Course Requirements:

### Credits

AH	171	Medical Terminology.....	3
AH	172	Medical Terminology.....	2
AH	220	Fundamentals of Medical Transcription .....	3
AH	266	Laboratory Procedures .....	2
AH	267	Human Diseases and Surgical Procedures .....	2
AH	268	Applied Medical Transcription I.....	5
AH	269	Applied Medical Transcription II.....	5
AH	270	Applied Surgical Transcription.....	3
AH	282	Medical Law & Ethics .....	2
BIOL	115	Human Structure and Function .....	3
BOTE	121	Business English .....	3

BOTE	152	Keyboarding II (or 45 wpm) .....	2
PHRM	137	Pharmacology for Business.....	2

## Medical Transcription

### Associate in Applied Science (AAS)

#### Program Course Requirements:

#### Credits

AH	138	Medical Coding I .....	3
AH	171	Medical Terminology I .....	3
AH	172	Medical Terminology II .....	2
AH	220	Fundamentals of Medical Transcription .....	3
AH	266	Laboratory Procedures .....	2
AH	267	Human Disease & Surgical Procedures .....	2
AH	268	Applied Medical Transcription I.....	5
AH	269	Applied Medical Transcription II.....	5
AH	270	Applied Surgical Transcription .....	3
AH	282	Medical Law & Ethics .....	2
BIOL	115	Human Structure & Function .....	3
BOTE	121	Business English .....	3
BOTE	152	Keyboarding II (or 45 wpm).....	2
BOTE	210	Business Communications .....	3
BOTE	275	Administrative Office Procedures.....	3
COOP	197	Cooperative Education/Internship.....	1
ENTR	234	Customer Service .....	3
HPER	100	Concepts of Fitness and Wellness.....	2
PHRM	137	Pharmacology for Business.....	2
		Electives.....	10

#### Suggested Electives:

AH	139	Medical Coding II.....	3
AH	271	Medical Transcription Internship .....	4
AH	281	Medical Insurance & Billing.....	3
CSCI	101	Introduction to Computers .....	3
ENGL	125	Introduction to Professional Writing.....	3
ENTR	170	Introduction to Entrepreneurship .....	3

Students, with consent of their advisor, may choose other appropriate electives to complete this section.

# Mental Health/Addictions Technician

## Purpose

The two-year associate degree program is designed to prepare students to work in entry-level positions in mental health or addictions facilities. Completers of the program may be employed in mental health centers, drug treatment centers, human service organizations, hospitals, and public and private residential treatment centers. Technicians will typically work under the supervision of social workers, psychiatrists, psychologists, addiction counselors, and nurses.

The curriculum provides a background in psychology, sociology, related laws and regulations and the core courses in mental health and addictions. The curriculum is designed to prepare students to assist in problem solving, crisis management, case management, medication monitoring, and living activities. The curriculum consists of theory courses and hands-on internships.

Students can complete a certificate program with one year of study, or an Associate in Applied Science Degree after completing a second year of additional study.

## Criteria for Admission :

Admission to the MHA program is on a competitive basis. Applications are available in the spring of each year. The following criteria must be met to be considered for admission:

1. Admission to Williston State College
2. Minimum GPA of 2.25
3. Pass a drug test if required
4. Completion of program application packet

In the unlikely event there are insufficient numbers of qualified applicants to fill the available student slots, the college reserves the right to reduce the number of applicants accepted or to consider outstanding applicants who have not completely fulfilled all admission criteria.

## Certificate Program

### Program Course Requirements:

### Credits

CSCI	101	Introduction to Computers .....	3
ENGL	110	College Composition I .....	3
MHA	201	Mental Health I .....	4
MHA	205	Mental Health II .....	4
MHA	210	Addictions I .....	4
MHA	215	Addictions II .....	4
MHA	220	Internship .....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	270	Abnormal Psychology .....	3
SWK	200	Introduction to Helping Relationships .....	3
SWK	256	Introduction to Human Services .....	3

## Associate in Applied Science (AAS)

### Program Course Requirements:

### Credits

AH	282	Medical Law and Ethics .....	2
BIOL	115	Human Structure & Function .....	3
CSCI	101	Introduction to Computers .....	3
ENGL	110	College Composition I .....	3
HPER	210	First Aid & CPR .....	1
MATH	100	Applied Mathematics (or higher) .....	3
MHA	201	Mental Health I .....	4
MHA	205	Mental Health II .....	4
MHA	210	Addictions I .....	4
MHA	215	Addictions II .....	4
MHA	220	Internship .....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology .....	3
PSYC	270	Abnormal Psychology .....	3

SOC	115	Social Problems .....	3
SOC	235	Cultural Diversity .....	3
SWK	200	Introduction to Helping Relationships .....	3
SWK	256	Introduction to Human Services.....	3

## **Nursing Dakota Licensed Practical Nursing Program**

The Dakota Practical Nursing Program prepares students to work as licensed practical nurses (LPN) under the supervision of a registered nurse, physician, or dentist. LPNs perform acts utilizing specialized knowledge, skills, and abilities for people in a variety of settings (2003 ND Nurse Practices Act). Employment is found in hospitals, nursing homes, health centers, and clinics, as well as in a variety of other settings. This program of study leads to a Certificate. Upon completion of the program, the individual is qualified to apply to take the National Council Licensure Examination for Practical Nurses, as required by the North Dakota State Board of Nursing for licensure as an LPN. Graduates may apply to the Dakota Associate Degree Nursing Program at the consortium colleges or transfer many of the credits earned to another community college or university. The Dakota Practical Nursing Program is offered in collaboration between five colleges; Bismarck State College, Lake Region State College, Dakota College- Bottineau, Fort Berthold Community College, and Williston State College.

Students in the Practical Nursing Program will be required to attend summer school. Students enrolled in programs that require attendance during summer term in order to graduate, must consider additional financial planning in order to meet costs during the summer term.

The summer semester is considered the 3<sup>rd</sup> term in an academic year. Students should work with the Financial Aid Office before the previous fall semester to plan for expected costs.

### **Mission**

The mission of the Dakota Nursing Program is to provide quality undergraduate education, which prepares graduates for nursing practice in multiply structured, culturally diverse health care settings for clients across the lifespan.

This mission is consistent with the missions of the consortium colleges (Williston State College, Lake Region State College, Bismarck State College, Fort Berthold Community College, and Dakota College- Bottineau). The curriculum is based on liberal arts and biological sciences and integrates nursing content and clinical experiences. Nursing faculty strive to provide a learning environment which promotes active participation, a spirit of inquiry, self-development, and critical thinking. Integral to goal attainment of the nursing program is the continuing development of alliances in the community, which strengthen the college's mission to provide services that will improve quality of life for individuals of the communities they serve.

### **Purpose**

The Practical Nursing Curriculum prepares individuals with the knowledge, abilities and skills to provide basic nursing care to individuals across the life span. Students will participate in the application of safe nursing care in a dependent manner under the supervision of a registered nurse, advanced practice nurse, or a licensed practitioner to meet the basic health needs of individuals. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include acute care practice, long term care practice, and community-based practice.

### **Program Outcomes:**

The Dakota Practical Nursing Program will:

1. Produce safe, competent practical nurses capable of passing the National Council Licensure Examination.
2. Serve as the foundation for further professional advancement and lifelong learning.
3. Assist in meeting the needs in the community and greater surrounding area for licensed practical nurses.

### **Graduate Outcomes:**

These outcomes describe the consortium expectations for graduates from the Dakota Practical Nursing Program. The graduate will:

1. Utilize the nursing process with guidance, to provide basic nursing care in meeting the human health needs of individuals across the lifespan with diverse cultural backgrounds.
2. Apply principles of social, biological, behavioral, and nursing sciences to the practice of nursing to identify the physical, psychological, and cognitive human needs of individuals along the health-illness continuum.
3. Demonstrate verbal, written and therapeutic communication when caring for individuals and interacting with families.
4. Practice within the ethical and legal framework for the practical nurse.
5. Function as an interdisciplinary team member by participating, planning, and implementing nursing care for clients with stable or predictable health problems and assisting with clients whose conditions are critical or unpredictable.

### **Criteria for Admission**

Admission to the Practical Nursing Program is on a competitive basis. The following criteria must be met to be considered for admission:

1. Admission to Williston State College
2. Possession of a high school diploma or equivalent
3. Proof of CNA training and certification in North Dakota

4. Proof of current CPR training for Health Care Providers
5. ENGL 110-College Composition I
6. Intermediate Algebra (MATH 102) or the COMPASS Algebra Exam score equivalent of 25-51 or ACT math score of 16-20 or Asset math score of 32-42 or higher on Intermediate test or Accuplacer Elementary Algebra score of 44-108.
7. ACT composite score of 19 (or COMPASS test with comparable scores)
8. CHEM 115-Introductory Chemistry L/L
9. Minimum overall GPA of 2.50
10. Minimum GPA of 2.75 in all prerequisite and program requirements
11. If taken earlier, Pharmacology, Developmental Psychology, and Anatomy and Physiology I & II and laboratories must not be older than five years from the date of entrance to the nursing program.

Application forms for admission to the Dakota Associate Degree Nursing Program may be obtained from the nursing office in January. The admissions committee will review the application and qualifications of each individual. Students will be notified in writing of their acceptance status. The number of students admitted will vary by location.

## Nursing Dakota Practical Nursing Program

### Certificate Program

Program Course Requirements:		Credits	
BIOL	220	Anatomy & Physiology I L/L .....	4
BIOL	221	Anatomy & Physiology II L/L .....	4
NURS	120	Foundations of Nursing .....	3
NURS	121	Practical Nursing I .....	3
NURS	122	Clinical Practice I .....	3
NURS	124	Clinical Practice II .....	3
NURS	126	Clinical Practice III .....	3
NURS	127	Practical Nursing II: Introduction to Medical Surgical Nursing .....	2
NURS	129	Practical Nursing III .....	4
NURS	145	Introduction to Maternal Child Nursing .....	2
PHRM	215	Introduction to Pharmacology .....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology .....	3

Upon completion of the 11 month program, students will be eligible for a Certificate in Practical Nursing.

Students must have an e-mail account. Some course components may be offered in an on-line format. Classes will be presented using a variety of technology.

Clinical experiences are supervised by Williston State College nursing faculty. Clinical experiences will be provided at Mercy Hospital and Bethel Lutheran Home in Williston, the North Dakota State Hospital in Jamestown, ND, and at other specified locations.

#### **NOTE: Alternate Methods to Validate Course Objectives**

Opportunity for validation of student achievement of specific course objectives by alternate methods is provided by the nursing department. Nursing faculty will review each situation on an individual basis. For further information, contact the nursing program coordinator.

## Nursing Dakota Associate Degree Nursing Program

The Dakota Associate Degree Nursing Program is designed to be a 1+1 nursing program in which completion of the first year of the program meets the requirements for a practical nursing certificate and completion of the second year of this program meets the requirements for an Associate in Applied Science Degree in Nursing. Students must be licensed to practice as a Practical Nurse in North Dakota or be in the final process of completion of the Dakota Practical Nursing Program. The Dakota Associate Degree Nursing curriculum prepares individuals with the knowledge, abilities, and skills to practice nursing independently and interdependently through application of the nursing process to provide safe nursing care to individuals and families across the lifespan in a variety of settings. Upon completion of the program, the individual is qualified to apply to take the National Council Licensure Examination for Registered Nurses, as required by the North Dakota State Board of Nursing for licensure as an RN.

Employment opportunities include acute care centers, long-term care facilities, clinics, outpatient offices, industry, and community agencies. Graduates may transfer many of the credits earned in the Associate Degree program to a Baccalaureate Nursing Program. The Dakota Associate Degree Nursing Program is offered in collaboration between five colleges; Bismarck State College, Lake Region State College, Dakota College- Bottineau, Fort Berthold Community College, and Williston State College.

### **Mission**

The mission of the Dakota Nursing Program is to provide quality undergraduate education, which prepares graduates for nursing practice in multiply structured, culturally diverse health care settings for clients across the lifespan.

This mission is consistent with the missions of the consortium colleges (Williston State College, Lake Region State College, Bismarck State College, Fort Berthold Community College and Dakota College–Bottineau). The curriculum is based on liberal arts and biological sciences and integrates nursing content and clinical experiences. Nursing faculty strive to provide a learning environment which promotes active participation, a spirit of inquiry, self-development, critical thinking. Integral to goal attainment of the nursing program is the continuing development of alliances in the community, which strengthen the college’s mission to provide services that will improve quality of life for individuals of the communities they serve.

### **Purpose**

This associate degree nursing curriculum prepares individuals with the knowledge, abilities, and skills to practice nursing independently and interdependently through the application of the nursing process to provide safe nursing care to individuals and families across the life span in a variety of settings. Graduates of this program may apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse. Employment opportunities include acute care centers, long term care facilities, clinics, outpatient offices, industry, and community agencies.

### **Program Outcomes:**

The Dakota Associate Degree Nursing Program will:

1. Produce safe, competent associate degree nurses capable of passing the National Council Licensure Examination.
2. Serve as the foundation for further professional advancement and life-long learning.
3. Assist in meeting the need in the community and surrounding areas for registered nurses.

### **Graduate Outcomes:**

These outcomes describe the consortium expectations for graduates from the Dakota Associate Degree Nursing Program. The graduate will:

1. Adapt the nursing process to provide nursing care in diverse settings to meet the human needs of individuals along the health-illness continuum.
2. Incorporate various communication techniques in developing therapeutic relationships with individuals, families, and members of the interdisciplinary team.
3. Function within the legal and ethical scope of practice as an accountable member of the health care team, providing leadership and management in the delivery of quality nursing care consistent with the associate degree registered nurse.
4. Demonstrate professional behaviors as a member of the dynamic health care discipline of nursing, incorporating independent and continuous learning.
5. Integrate teaching-learning principles in providing individuals and families with health care information and skills related to health promotion and maintenance.
6. Integrate social, biological, behavioral and nursing sciences when providing evidence-based nursing care to diverse individuals across the lifespan.

### **Criteria for Admission**

#### **For current Dakota Practical Nursing Students:**

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in all prerequisite and program courses.
2. Proof of current CPR training for health care providers
3. Submission of appropriate forms available from the Nursing Department by the designated date.
4. Successful completion of the preadmission examination

#### **For all other applicants:**

1. Unrestricted license to practice as a Licensed Practical Nurse in the United States
2. Proof of current CPR training for health care providers
3. Admission to WSC, as well as completion of a formal application to the Dakota Associate Degree Nursing Program. **Admission to the college does not guarantee admission to the ADN program.** Application forms for admission to the Dakota Associate Degree Nursing Program may be obtained from the Nursing Department during the second half of the spring semester.
4. Successful completion of the preadmission examination
5. Completion of the following courses, each with a grade of C or better and an overall GPA of at least 2.75:  
CHEM 115 Introductory Chemistry L/L  
ENGL 110 College Composition I

- PSYC 111 Introduction to Psychology
- BIOL 220 Anatomy & Physiology I L/L
- BIOL 221 Anatomy & Physiology II L/L
- \* PHRM 215 Introduction to Pharmacology
- PSYC 250 Developmental Psychology

\* **must be within five years of ADN admission**

6. A minimum GPA of 2.75 in all prerequisite and program courses.

Application forms for admission to the Dakota Associate Degree Nursing Program may be obtained from the Nursing Department in January. The Admissions Committee will review the application and qualifications of each individual.

## Nursing Dakota Associate Degree Nursing Program

Students will be notified in writing of their acceptance status. The number of students admitted will vary by location.

### Associate in Applied Science (AAS)

#### Program Course Requirements:

#### Credits

BIOL	220	Anatomy & Physiology I L/L .....	4
BIOL	221	Anatomy & Physiology II L/L .....	4
MICR	202	Microbiology .....	3
MICR	202L	Microbiology Lab .....	1
NURS	120	Foundations of Nursing.....	3
NURS	121	Practical Nursing I .....	3
NURS	122	Clinical Practice I.....	3
NURS	124	Clinical Practice II .....	3
NURS	126	Clinical Practice III.....	3
NURS	127	Practical Nursing II: Introduction to Medical Surgical Nursing .....	2
NURS	129	Practical Nursing III.....	4
NURS	145	Introduction to Maternal Child Nursing.....	2
NURS	224	Professional Role Development.....	2
NURS	225	Alterations in Health I.....	3
NURS	226	Maternal Child Nursing .....	3
NURS	227	Clinical Applications I.....	4
NURS	228	Alterations in Health II .....	4
NURS	229	Health Promotion and Psychosocial Nurs .....	2
NURS	237	Clinical Applications II.....	5
NURS	259	Role Transitions.....	1
PHRM	215	Introduction to Pharmacology.....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology.....	3
		Computer or Humanities Elective .....	3

The wellness general education requirement has been waived in lieu of educational content.

Upon completion of the second year, students will be eligible for an Associate in Applied Science degree.

Students must have an e-mail account. Some course components may be offered in an on-line format. Classes will be presented using a variety of technology.

Clinical experiences are supervised by Williston State College nursing faculty. Clinical experiences will be provided at Mercy Hospital and Bethel Lutheran Home in Williston, the North Dakota State Hospital in Jamestown, ND, and at other specified locations.

#### **NOTE: Alternate Methods to Validate Course Objectives**

Opportunity for validation of student achievement of specific course objectives by alternate methods is provided by the nursing department. Nursing faculty will review each situation on an individual basis. For further information, contact the nursing program coordinator.



## Petroleum Technology Production

### OPTION: Commercial Driver's License (CDL)

Gain a working knowledge of a tractor and trailer through a combination of classroom and driver training. This curriculum focuses on the oilfield environment driving leading to over the road.

#### Certificate of Completion Requirements:

CDL	100	CDL Permit.....	1
CDL	105	Novice CDL Training .....	3

#### Certificate Requirements:

OSEH	120	Safety, Health and Environment .....	3
PTSR	100	Introduction to Petroleum Technology .....	1
CDL	100	CDL Permit.....	3
CDL	105	Novice CDL Training .....	3
OSEH	153	DOT Regulations .....	4
		General Education Credits .....	5

### OPTION: Industrial Safety

The focus of the curriculum is to promote safety as a value. The program targets prevention of accidents, incidents, and events that harm people, property, or the environment. The uses of various strategies are employed in simple and complex systems, operations, and activities to identify potential hazards. Potential hazards are evaluated to determine likelihood of occurrences, severity of results, risks, and costs; controls and lines of responsibility are identified for the appropriateness of potential hazards will also be covered.

#### Certificate Requirements:

OSEH	100	Recordkeeping/Accident Investigation .....	2
OSEH	120	Safety, Health and Environment .....	3
OSEH	121	Hazardous Materials .....	2
OSEH	130	Permit Required Confined Space .....	2
OSEH	140	Basic Course in General Industry .....	2
OSEH	141	Occupational Safety for General Industry .....	2
OSEH	150	Hazwoper.....	2
OSEH	151	Industrial Emergency Response.....	3
BIOL	124	Environmental Science .....	1
		General Education Credits .....	5

### OPTION: Lease Operator

The Lease Operator program is designed to provide technically oriented entry-level employees with the basic knowledge and skills of production processes and equipment operation required to efficiently and safely monitor, trouble shoot, and operate oil and natural gas wells in their area of responsibility. It is designed to develop technical knowledge regarding oil and gas operations, and prepare students to develop careers as technicians in the petroleum industry. The Lease Operator Program offers the core courses related to oil and gas processing that prepares you for a career as a safe, efficient, and environmentally responsible operator. Monitoring and maintaining well-sites is one of their primary responsibilities.

#### Certificate of Completion Requirements:

OSEH	120	Safety, Health and Environment .....	3
PLTO	101	Production Field Technology .....	3

PLTO	102	Wellhead Operation and Design .....	3
PLTO	103	Introduction to Wireline.....	3
PLTO	104	Basic Field Measurement and Gauging .....	4

**Certificate Program Requirements:**

<b>Program Course Requirements:</b>			<b>Credits</b>
OSEH	120	Safety, Health and Environment .....	3
PLTO	101	Production Field Technology.....	3
PLTO	102	Wellhead Operation and Design .....	3
PLTO	103	Introduction to Wireline.....	3
PLTO	104	Basic Field Measurement and Gauging .....	4
ENTR	127	Electrical Fundamentals.....	3
PROP	201	Process Equipment.....	3
PLTO	201	Oil and Gas Pump Technology .....	3
PLTO	202	Surface Production Equipment .....	3
PLTO	203	Preventative Maintenance and Troubleshooting .....	3
		General Education Credits .....	3

<b>Program Course Requirements:</b>			<b>Credits</b>
COOP	197	Cooperative Education/ Internship.....	3
ENTR	112	Print Reading .....	3
ENTR	126	Instrumentation and Controls.....	4
ENTR	127	Electrical Fundamentals.....	3
GEOL	105	Physical Geology .....	3
OSEH	120	Safety, Health and Environment .....	3
PROP	201	Process Equipment.....	3
PTSR	100	Introduction to Petroleum Technology .....	1
PTSR	120	Petroleum Technology I: Equipment .....	3
PTLO	101	Production Field Technology.....	3
PTLO	102	Wellhead Operation and Design .....	3
PLTO	103	Introduction to Wireline.....	3
PTLO	104	Basic Field Measurement and Gauging .....	4
PLTO	201	Oil and Gas Pump Technology .....	3
PLTO	202	Surface Production Equipment .....	3
PLTO	203	Preventative Maintenance and Troubleshooting .....	3

**OPTION: Service Rig**

This program will prepare students for entry level employment on a service rig. The curriculum will provide students with an understanding of petroleum technology and its principles of operation and control. Students will understand the technical aspects of the work, the responsibilities of the work, and the importance of safety.

<b>Program Course Requirements:</b>			<b>Credits</b>
OSEH	120	Safety, Health and Environment .....	3
PRSR	100	Introduction to Petroleum Technology .....	1
PTSR	120	Petroleum Technology I: Equipment .....	3
TECH	120	Applied Welding.....	1
GEOL	105	Physical Geology.....	3
		Credit Hours.....	11

<b>Program Course Requirements:</b>			<b>Credits</b>
CDL	105	Novice CDL Training .....	3
GEOL	105	Physical Geology .....	3
OSEH	120	Safety, Health and Environment .....	3
PTSR	100	Introduction to Petroleum Technology .....	1
PTSR	120	Petroleum Technology I: Equipment .....	3
TECH	120	Applied Welding.....	1
		General Education Credits .....	5

## **Certificate and Associate in Applied Science (AAS)**

### **Mission:**

The Residential Carpentry program will provide students with the knowledge and “hands on” skills necessary for “flipping” a house to use as a career or for their own projects.

### **Program Goals:**

Students who successfully complete the program will attain entry level (not expert) skills. Graduates will have many employment opportunities in North Dakota and especially the western part of the state.

### **Student Goals:**

- A. The student will develop skills for both new construction and the remodeling industry.
- B. Students will study the newest construction methods as well as proper and safe use of tools.
- C. Student’s classroom work will be reinforced with onsite lab work.

### **Long Range Goals:**

Graduates will have employment opportunities in all areas of the construction field including interior finishing, concrete work, framing, roofing, siding and more. A student may earn a certificate after completion of the one year program. Additional work may lead to a diploma or an Associate of Applied Science Degree.

### **Program Objective:**

Students enrolled in Williston State College’s on year carpentry program will be doing a complete home makeover on an existing home. There is a great demand locally for entry level carpenters. Graduates can go directly to work for contractors, become specialized subcontractors or even become self-employed in the construction or property investment industry.

The program is accredited by the North Dakota Department of Career and Technical Education and the North Dakota Associated General Contractors.

### **Certificate**

**See Program Coordinator for Requirements**

### **AAS**

#### **Program Course Requirements:**

			<b>Credits</b>
CARP	102	Core Curriculum .....	2
CARP	115	Site Layout and Foundation Construction .....	3
CARP	120	Principles of Framing.....	3
CARP	110	Blueprint Reading .....	2
CARP	125	Framing I .....	6
CARP	130	Exterior Finish .....	2
*SPAN	101	First Year Spanish I .....	4
CARP	135	Framing 2.....	4
CARP	140	Principles of Interior Finish .....	3
CARP	145	Interior Finish .....	6
CARP	175	Construction Equipment .....	4
CARP	155	House Design and Codes .....	3
*COMM	110	Fundamentals of Public Speaking.....	3

Graduates receive a program certificate upon successful completion of the program. Additional course work can lead to a diploma or an Associate in Applied Science Degree.

\*These 2 general education classes are suggested. Other general education classes may be substituted.

# **SPEECH LANGUAGE PATHOLOGY ASSISTANT**

The SLPA program prepares students to be able to work in a school setting under the supervision of a qualified Speech-Language Pathologist. The Speech-Language Pathology Assistant-Paraprofessional provides speech-language screenings without interpretation, following specified screening protocols developed by the supervising Speech-Language Pathologist; performs documented tasks developed by the supervising Speech-Language Pathologist; documents students' progress toward meeting objectives and reports this information to the supervising Speech-Language Pathologist; prepares materials, performs scheduling and maintains space or equipment. Employment is found in school settings.

The Speech-Language Pathology Assistant-Paraprofessional Program is an online two-year Associate in Applied Science Degree program. The Program is offered through collaboration between colleges in North Dakota: Lake Region State College, Minot State University and Williston State College. This program leads to a Speech-Language Pathology Paraprofessional Certificate in the state of North Dakota. Students wishing to be certified in other states will need to contact the Department of Public Instruction of that particular state in order to become aware of the necessary state-specific requirements.

School districts may require criminal background checks before entering a school setting.

## **Purpose**

The Speech-Language Pathology Assistant-Paraprofessional Curriculum prepares individuals with the knowledge, abilities, and skills necessary to provide the following services while working under the direct supervision of a qualified Speech-Language Pathologist (SLP) in a school-based setting:

Provide speech-language screenings without interpretation, following specified screening protocols developed by the supervising Speech-Language Pathologist.

Perform documented tasks developed by the supervising Speech-Language Pathologist.

Document students' progress toward meeting objectives and report this information to the supervising Speech-Language Pathologist.

Prepare materials, perform scheduling and maintain space or equipment.

Students must complete a minimum of an Associate in Applied Science Degree and must participate in 100 hours of practicum in schools under the supervision of a qualified Speech-Language Pathologist. Graduates are eligible to apply for a Speech-Language Pathology-Paraprofessional (SLPP) Certificate. In North Dakota, the SLPP can work only in schools and must be supervised by a qualified Speech-Language Pathologist.

The American Speech-Language-Hearing Association (ASHA) is not currently accrediting or certifying programs. The SLPA-Paraprofessional Program is utilizing the ASHA guidelines to be in position to seek accreditation if ASHA resumes accrediting programs.

## **Mission**

The mission of the Associate in Applied Science Degree in Speech-Language Pathology Assistant-Paraprofessional is dedicated to providing quality education which prepares graduates for working in schools under the supervision of a qualified Speech-Language Pathologist. This mission is consistent with the missions of the collaborative colleges (Lake Region State College, Minot State University, and Williston State College). The curriculum is based on requirements established by the American Speech-Language-Hearing Association (ASHA) and the North Dakota Department of Public Instruction (DPI) for certification of the Speech-Language Pathology Paraprofessional (SLPP).

## **Program Outcomes**

The Speech-Language Pathology Assistant-Paraprofessional Program will:

1. Produce competent Speech-Language Pathology Paraprofessionals.
2. Serve as the foundation for further professional advancement and lifelong learning.
3. Assist in meeting the needs of the community and greater surrounding area for Speech-Language Pathology Assistant-Paraprofessionals.

## Graduate Outcomes

These outcomes describe the collaboration's expectations for graduates from the Speech-Language Pathology Assistant-Paraprofessional Program. The graduate will:

1. Utilize the necessary skills to provide support services for meeting the speech-language needs of students in a school setting from early childhood through grade twelve and may include ages three through twenty-one with diverse cultural backgrounds.
2. Apply principles of social, biological, behavioral, and health sciences to meeting the speech-language needs of children in the school setting.
3. Demonstrate verbal, written and empathetic communication when interacting with students, their families, and other educational professionals.
4. Practice within the ethical and legal framework for the Speech-Language Pathology Assistant-Paraprofessional.
5. Function as an interdisciplinary team member by documenting and reporting progress toward meeting objectives.

## Criteria for Admission

Admission to the program is on a competitive basis.

Applicants must meet the code of ethical conduct for Support Personnel established by the American Speech-Language-Hearing Association (ASHA). The facts and circumstances surrounding a matter of concern will determine whether the activity is ethical.

The following criteria must be met to be considered for admission to the SLPA program:

1. Admission to Williston State College
2. Submission of high school transcript (or equivalent) and all college transcripts
3. Submission of completed application to the Speech-Language Pathology Assistant Paraprofessional Program
4. Application letter (typed)
5. Two letters of reference
6. Completion (or in the process of completing) the following courses with a minimum GPA of 2.50:
  - ENGL 110-College Composition I
  - CSCI 101-Introduction to Computers
  - BIOL 115/115L-Human Structure & Function L/L
  - CD 110-Survey of Communication Disorders
7. Overall college GPA of 2.25
8. School districts may require criminal background checks before entering a school setting.

Contact the Distance Education Office at Williston State College for application forms for admission to the Speech-Language Pathology Assistant-Paraprofessional Program. The admissions committee will review the applications and qualifications of each individual. Each student who has completed the application process will be notified in writing of her/his acceptance into the program. A maximum of 10 students will be admitted to each class at Lake Region State College and 10 students will be admitted to each class at Williston State College.

## Associate in Applied Science (AAS)

### Program Course Requirements:

			<b>Credits</b>
BIOL	115 & 115L	Human Structure & Function L/L .....	4
CD	110	Survey of Communication Disorders .....	3
CD	210	Intro to Speech Language Pathology .....	3
* CD	220	Applied Phonetics for Speech Language Pathology Assistants .....	3
* CD	221	Language Development for Speech-Language Assistants .....	3
* CD	222	Articulatory/Phonological Disorders for Speech Language Pathology Assistants .....	3
* CD	224	Techniques for Speech Language Pathology Assistants .....	3
CD	225	Language Disorders and Treatment for Speech Language Pathology Assistants .....	3
CD	241	Practicum (min. 100 hours).....	4
* CD	242	Audiology for Speech Language Pathology Assistants .....	2

COMM	110	Fundamentals of Public Speaking .....	3
CSCI	101	Introduction to Computers .....	3
ENGL	110	College Composition I .....	3
ENGL	120	College Composition II .....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology .....	3
SOC	110	Introduction to Sociology .....	3
SPED	110	Introduction to Exceptional Children .....	3
SPED	120	Introduction to Behavior Management .....	3
HPER		Wellness Course(s) .....	2
MATH		Mathematics Course (100 or above) .....	3

**Suggested Electives:**

**Credits**

ASL	101	American Sign Language .....	3
ASL	102	American Sign Language II .....	3
PSYC	270	Abnormal Psychology .....	3
SOC	235	Cultural Diversity .....	3

\* Course does not meet requirements of a baccalaureate Speech Language Program degree.

## Welding Technology

**Mission**

The welding program is a 2 year program designed to train students in the use of four of the major welding processes: Gas Metal Arc Welding, Flux Core Arc Welding, Shielded Metal Arc Welding, and Gas Tungsten Arc Welding. Training will meet ASME or AWS standards. The first year will take the student through SMAW, FCAW, GMAW, Oxyfuel cutting and welding, and blueprint reading. The second year will be devoted to learning GTAW, learning to weld pipe, basic layout, and fabrication

**Program Goal**

The need for energy has created a global explosion in manufacturing, energy, and exploration. Skilled welders are needed more than ever to supply the needs of the different areas.

**Student Goal**

Students taking the welding course will have the option of either a 1 yr certificate or a 2 yr degree all students completing the program will receive a welding certification. Students will earn welding either AWS or ASME certifications for both pipe and structural steel

**Certificate**

See program coordinator for course requirements

### Certificate and Associate in Applied Science (AAS)

**Program Course Requirements:**

WELD	151	Welding Theory, Technology and Safety .....	3
WELD	153	Welding Lab 1 .....	6
WELD	109	Blueprint Reading and Welding Symbols .....	3
WELD	121	Welding Theory and Safety for Wirefeed .....	3
WELD	122	Wire Feed and Welding Certification Lab .....	6
WELD	131	Layout and Pattern Making .....	3
WELD	213	Metal Fabrication Lab .....	3
WELD	209	Pipe and Pipe Layout 2cr lecture 4 lab .....	6
WELD	210	Pipe Welding Lab .....	5
WELD	214	GTAW Lab and Lecture 2cr lec 4cr lab .....	6
WELD	215	Specialty Weld Process .....	3
WELD	220	Metalurg .....	







# ASSOCIATE DEGREES/TRANSFER



## Transfer Areas of Study Leading to an AA and/or AS Degree

Students intending to transfer to baccalaureate programs may begin their studies at Williston State College. Students can complete their general education requirements in addition to selected courses in their major area. These students generally earn liberal arts degrees; either Associate in Arts and/or Associate in Science.

After earning the Associate's Degree in liberal arts, students may transfer credits earned at Williston State College to the four-year institution of their choice. To insure easy and favorable transfer, students intending to transfer to four-year institutions should consult those institutions' catalogs when selecting courses while at Williston State College. Close contact with an advisor while attending Williston State College is highly recommended.

Curriculum plans for transfer to various baccalaureate programs (and beyond) have been outlined in this catalog. A list of these curriculum plans is provided below. Contact a faculty advisor for information about curriculum plans not included in this list.

Students intending to transfer may be required to make application to the specific program at the transfer institution. Because acceptance into many of these programs is on a competitive basis, students should be aware of application procedures and acceptance criteria before beginning pre-program studies

- Accounting
- Addiction Studies
- Advertising
- Agriculture
- Agriculture Economics
- Agricultural Production Management
- Agricultural Systems Management
- American Studies Certificate of Completion
- Animal & Range Sciences
- Athletic Training
- Biology
- Business Administration
- Business Education
- Chemistry
- Chiropractic
- Communication Disorders
- Communication
- Computer Science
- Corporate Fitness
- Criminal Justice
- Crop & Weed Sciences
- Dietetics
- Dental Assisting
- Dental Hygiene
- Dentistry
- Economics
- Elementary Education
- Engineering
- English
- Environmental Science
- Finance
- Food & Nutrition
- Food Science
- General Studies
- Health
- Health Education
- Health Information Technology
- History
- Human Performance & Fitness
- Human Resource Management
- International Business
- Law
- Management Information Systems
- Marketing
- Mathematics
- Medical Technology (Clinical Laboratory Science)
- Medicine
- Middle School Education
- Mortuary Science
- Music
- Natural Resource Management
- Nursing
- Occupational Therapy
- Office Administration
- Optometry
- Outdoor Education
- Pharmacy
- Philosophy
- Physical Education
- Physical Science
- Physics
- Plant Protection
- Political Science
- Psychology
- Public Administration
- Radiologic Technology
- Recreation
- Religion
- Secondary Education
- Social Work
- Sociology
- Spanish
- Special Education
- Veterinary Medicine/Technology

# Requirements for Transfer Degrees

## ASSOCIATE IN ARTS DEGREE (AA)

Associate in Arts Degrees are awarded to students who complete courses consisting primarily of diverse, introductory level material in preparation for transfer to baccalaureate programs. The basis of study is in communications, humanities, social science, mathematics, science, computer science, and wellness; with humanities and social science areas being the primary areas of emphasis.

### Requirements:

A. Completion of at least 62 semester credits including:

1. English Composition (ENGL 110 & 120)..... 6 credits
2. Fundamentals of Public Speaking (COMM 110)..... 3 credits
3. Humanities & Social Science..... 18 credits

**Minimum of 6 credits in each area.**

*See pages 27 & 29 for lists of qualifying general education courses in these areas.*

4. Mathematics, Science, Computer Science ..... 9 credits

**Minimum of three Math credits completed (Math 103 or higher), one lab science and one computer science course.**

*See pages 26&28 for lists of qualifying general education courses in these areas.*

5. Wellness..... 2 credits

*See page 31 for a list of qualifying general education courses in this area.*

B. 2.00 (C) minimum institutional grade point average

C. Minimum of 16 credits completed in residence

D. Successful completion of ASC 100-Freshman Seminar-1 credit

E. Maximum of 12 S/U graded credits (program approval required for 13 or more)

F. Maximum of 15 CLEP subject exam credits; 0 CLEP general exam credits

G. Maximum of 15 credits for prior learning

## ASSOCIATE IN SCIENCE DEGREE

**(AS)** Associate in Science Degrees are awarded to students who complete courses consisting primarily of diverse, introductory level material in preparation for transfer to baccalaureate programs. The basis of study is in communications, humanities, social science, mathematics, science, computer science, and wellness; with mathematics, science, and computer science areas being the primary areas of emphasis.

### Requirements:

A. Completion of at least 62 semester credits including:

1. English Composition (ENGL 110 & 120) ..... 6 credits
2. Fundamentals of Public Speaking (COMM 110) ..... 3 credits
3. Humanities & Social Science ..... 12 credits

**Minimum of 6 credits in each area.**

*See pages 27&29 for lists of qualifying general education courses in these areas.*

4. Mathematics, Science, Computer Science ..... 18 credits

*See pages 26&28 for lists of qualifying general education courses in these areas.*

**Minimum of three Math credits completed (Math 103 or higher), one lab science and one computer science course.**

5. Wellness ..... 2 credits

*See page 29 for a list of qualifying general education courses in this area.*

B. 2.00 (C) minimum institutional grade point average

C. Minimum of 16 credits completed in residence

D. Successful Completion of ASC 100-Freshman Seminar-1 credit

E. Maximum of 12 S/U graded credits (program approval required for 13 or more)

F. Maximum of 15 CLEP subject exam credits; 0 CLEP general exam credits

G. Maximum of 15 credits for prior learning

## Accounting

The accounting curriculum provides a sound base in the liberal arts and sciences, a general understanding of business, a solid technical base in accounting, and the ability to communicate.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	200	Elements of Accounting I .....	3
ACCT	201	Elements of Accounting II .....	3
ACCT	215	Business in the Legal Environment.....	3
ACCT	231	Income Tax Procedures.....	3
BADM	202	Principles of Management .....	3
BOTE	188	Computerized Accounting .....	2
BOTE	210	Business Communication.....	3
COMM	212	Interpersonal Communication.....	3
COMM	217	Organizational Communication .....	3
ECON	201	Principles of Microeconomics .....	3
ECON	202	Principles of Macroeconomics.....	3
ENGL	125	Introduction to Professional Writing.....	3
MATH	103	College Algebra .....	3
or			
MATH	104	Finite Math.....	3
MATH	146	Applied Calculus.....	3
MATH	210	Elementary Statistics.....	3

## Addiction Studies

Addiction counselors work in a variety of settings to educate and treat individuals and families experiencing the effects of substance abuse. Counselors in North Dakota must have a nine month internship in addition to a bachelor's degree. This addiction studies curriculum provides general education courses needed for students when they transfer to another institution to complete a degree in various areas such as addiction studies, chemical use/abuse awareness, or addiction counselor training.

### Associate in Arts (AA)

#### Suggested Courses:

#### Credits

BIOL	150	General Biology L/L .....	4
ENGL	120	College Composition II.....	3
MATH	210	Elementary Statistics.....	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	235	Cultural Diversity .....	3
		History Course.....	3
		Literature Course .....	3

# Advertising

This curriculum provides a foundation for students interested in careers in sales, advertising, distribution, marketing research, and product planning.

## Associate in Arts (AA)

### Suggested Courses:

### Credits

ART	110	Introduction to the Visual Arts.....	3
BADM	201	Principles of Marketing.....	3
BADM	210	Advertising I.....	3
BOTE	218	Desktop Publishing.....	2
CIS	180	Creating Web Pages.....	2
COMM	216	Intercultural Communication.....	3
COMM	217	Organizational Communication.....	3
ECON	201	Principles of Microeconomics.....	3
ENGL	125	Introduction to Professional Writing.....	3
ENGL	211	Introduction to Creative Writing.....	3
ENGL	220	Introduction to Literature.....	3
ENGL	225	Introduction to Film.....	3
POLS	115	American Government.....	3
PSYC	111	Introduction to Psychology.....	3
SOC	110	Introduction to Sociology.....	3
SPAN	101	First Year Spanish I.....	4
SPAN	102	First Year Spanish II.....	4
SPAN	201	Second Year Spanish I.....	4
SPAN	202	Second Year Spanish II.....	4

## AGRICULTURE

The agriculture curriculum is designed to develop skills and abilities and to foster understandings that will enable the student to make a suitable job entry into the fields of agriculture and to help the student make a viable community contribution.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

AGEC	141	Principles of Agribusiness Management.....	2
AGEC	240	Holistic Management.....	3
AGEC	242	Intro to Agricultural Management.....	3
AGEC	244	Introduction to Agricultural Marketing.....	3
AGEC	246	Introduction to Agricultural Finance.....	2
AGEC	275	Applied Agricultural Law.....	2
AGRI	275	Introduction to Precision Agriculture.....	2
ANSC	114	Introduction to Animal Science.....	2
ANSC	123	Feeds & Feeding.....	3
ANSC	133	Specialty Animal Production.....	2
ANSC	220	Livestock Production.....	3
ECON	201	Principles of Microeconomics.....	3
ENGL	125	Introduction to Professional Writing.....	3
H&CE	241	Leadership & Presentation Techniques.....	3
PLSC	101	Introduction to Biotechnology.....	2
PLSC	110	World Food Crops.....	3
PLSC	220	Principles of Forage Production.....	3
PLSC	223	Principles of Weed Science.....	3
PLSC	270	High Value & Specialty Crops.....	3
PLSC	280	GIS-Technology in Precision Ag.....	1-3
RNG	236	Introduction to Range Management.....	2
SOIL	210	Introduction to Soil Science.....	4
SOIL	222	Soil Fertility & Fertilizers.....	3

## AGRICULTURAL ECONOMICS

Agricultural economics applies economic principles to decisions about the use of private and public resources. The global economy creates economic opportunities for the agricultural business industry. Various options provide specialization in management, marketing, finance, and farming and ranching.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	200	Elements of Accounting I.....	4
ACCT	201	Elements of Accounting II.....	4
AGEC	242	Introduction to Agricultural Management.....	3
AGEC	244	Introduction to Agricultural Marketing.....	3
ANSC	114	Introduction to Animal Science.....	2
ANSC	225	Natural Resources & Agro-Ecosystems.....	3
ECON	201	Principles of Microeconomics.....	3
ECON	202	Principles of Macroeconomics.....	3
ENGL	125	Introduction to Professional Writing.....	3
H&CE	241	Leadership & Presentation Techniques.....	3
MATH	104	Finite Math.....	3
MATH	146	Applied Calculus.....	3
PLSC	110	World Food Crops.....	3

## AGRICULTURAL PRODUCTION MANAGEMENT

This curriculum plan is for the student who desires flexibility in course selection. It is based on student needs and interests to operate and manage the modern farm or ranch. The student's final degree (after transfer to a baccalaureate campus) may focus on any of these areas:

- Agricultural Economics      • Agricultural Systems Management
- Crop and Weed Sciences      • Animal and Range Sciences

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	102	Fundamentals of Accounting .....	3
AGEC	242	Introduction to Agricultural Management .....	3
AGEC	244	Introduction to Agricultural Marketing .....	3
AGEC	246	Introduction to Agricultural Finance .....	2
AGEC	275	Applied Agricultural Law .....	2
AGRI	275	Introduction to Precision Agriculture .....	2
ANSC	114	Introduction to Animal Science .....	2
ANSC	123	Feeds & Feeding .....	3
ANSC	220	Livestock Production .....	3
ANSC	225	Natural Resources & Agro-Ecosystems .....	3
ECON	201	Principles of Microeconomics .....	3
ECON	202	Principles of Macroeconomics .....	3
H&CE	241	Leadership & Presentation Techniques .....	3
PLSC	101	Introduction to Biotechnology .....	2
PLSC	110	World Food Crops .....	3
PLSC	220	Principles of Forage Production .....	3
PLSC	223	Principles of Weed Science .....	3
PLSC	225	Principles of Crop Production .....	3
PLSC	270	High Value & Specialty Crops .....	3
RNG	236	Introduction to Range Management .....	2
SOIL	210	Introduction to Soil Science .....	4
SOIL	222	Soil Fertility & Fertilizers .....	3

## AGRICULTURAL SYSTEMS MANAGEMENT

This curriculum prepares graduates to support the mechanical, technological, and business systems for food processing, manufacturing, and agricultural enterprises. The ASM graduate will work as a link between the researcher, designer, engineer, manufacturer, and the consumer.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	200	Elements of Accounting I .....	4
ACCT	201	Elements of Accounting II .....	4
AGEC	242	Introduction to Agricultural Management .....	3
AGRI	275	Introduction to Precision Agriculture .....	2
ANSC	114	Introduction to Animal Science .....	2
ANSC	225	Natural Resources & Agro-Ecosystems .....	3
ASM	155	Agricultural Welding .....	2
ASM	255	Advanced Welding .....	2
ENGL	125	Introduction to Professional Writing .....	3
ENGR	101	Graphical Communication .....	3
H&CE	241	Leadership & Presentation Techniques .....	3
PHYS	251	University Physics I L/L .....	5
PHYS	252	University Physics II L/L .....	5
PLSC	110	World Food Crops .....	3
SOIL	210	Introduction to Soil Science .....	4

## American Studies Certificate of Completion

### History and Culture:

SOC	235	Cultural Diversity .....	3
HUMS	299	American Student Experience.....	1
ASC	100	Freshman Seminar .....	1

### Politics and Economics: (choose one)

ECON	105	Elements of Economics.....	3
POLS	115	American Government.....	3

Any other ECON or POLS course available

### Art and Music: (choose one)

ART	110	Drawing .....	3
MUSC	110	Music Appreciation.....	3

Any other ART or MUSC course available

### Philosophy and Religion: (choose one)

PHIL	110	Ethics .....	3
RELS	203	World Religion .....	3
PHIL	215	Contemporary Moral Issues .....	3

Any other PHIL or RELS course available

### Communication and Language\*:

ASC 085: ELL (1-3 credits)

*Optional*

ASC 087: College Writing Preparation (3 credits)

ASC 083: Speed Reading (1 credit)

\*Supplemental course, not applicable towards certificate

### Health and Wellness: (choose one)

HPER 101: Hiking and Camping (1 credit)

HPER 101: Yoga (1 credit)

Any other HPER 101 course available



## ANIMAL & RANGE SCIENCES

Majors will be prepared for production agriculture, agri-business, range science careers in resource management agencies, or advanced science degrees.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

			Credits
AGEC	242	Intro to Agricultural Management .....	3
AGEC	244	Introduction to Agricultural Marketing .....	3
AGRI	275	Introduction to Precision Agriculture.....	2
ANSC	114	Introduction to Animal Science .....	2
ANSC	123	Feeds & Feeding .....	3
ANSC	220	Livestock Production .....	3
ANSC	225	Natural Resources & Agro-Ecosystems .....	3
BIOL	150	General Biology I L/L.....	4
BIOL	151	General Biology II L/L .....	4
BIOL	230	Ecology.....	3
BIOL	230L	Ecology Lab.....	1
ENGL	125	Introduction to Professional Writing.....	3
H&CE	241	Leadership & Presentation Techniques.....	3
PLSC	101	Introduction to Biotechnology .....	2
PLSC	110	World Food Crops .....	3
PLSC	220	Principles of Forage Production.....	3
RNG	236	Introduction to Range Management.....	2
SOIL	210	Introduction to Soil Science.....	4

## Athletic Training

The athletic training curriculum provides career opportunities in high schools, colleges, professional sports programs, and other athletic health care agencies such as corporate health programs, sports medicine, and athletic training facilities. Contact your advisor at Williston State College to determine curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

			Credits
BIOL	151	General Biology II L/L .....	4
BIOL	220	Anatomy & Physiology I L/L .....	4
BIOL	221	Anatomy & Physiology II L/L .....	4
AH	171	Medical Terminology.....	3
AH	172	Medical Terminology.....	2
CHEM	115	Introductory Chemistry L/L .....	4
or			
CHEM	121	General Chemistry I L/L .....	5
COMM	110	Fundamentals of Public Speaking .....	3
CSCI	101	Introduction to Computers .....	3
ENGL	110	College Composition I .....	3
ENGL	120	College Composition II.....	3
HPER	100	Concepts of Fitness and Wellness.....	2
HPER	126	Lifetime Fitness .....	2
HPER	210	CPR and First Aid.....	1
MATH	104	Finite Math.....	3
MATH	210	Elementary Statistics.....	3
NUTR	240	Principles of Nutrition.....	3
PHYS	100	Concepts of Physics L/L .....	4
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology.....	3
SOC	110	Introduction to Sociology .....	3

# Biology

Biology is the study of life, of plants and animals, and their relationships in and to their environments. The transfer program in biology at Williston State College provides the fundamentals for students pursuing a career in any of the biological sciences.

## Associate in Science (AS)

### Suggested Courses:

### Credits

BIOL	150	General Biology I L/L.....	4
BIOL	151	General Biology II L/L.....	4
BIOL	215	Genetics.....	3
BIOL	215L	Genetics Lab.....	1
BIOL	230	Ecology.....	3
BIOL	230L	Ecology Lab.....	1
CHEM	121	General Chemistry I L/L.....	5
CHEM	122	General Chemistry II L/L.....	5
CHEM	241	Organic Chemistry I.....	3
CHEM	241L	Organic Chemistry I Lab.....	1
MATH	146	Applied Calculus.....	3
		or	
MATH	165	Calculus I.....	4
MICR	202	Microbiology.....	3
MICR	202L	Microbiology Lab.....	1
PHYS	211	College Physics I L/L.....	4
PHYS	212	College Physics II L/L.....	4
SPAN	101	First Year Spanish I.....	4
SPAN	102	First Year Spanish II.....	4
SPAN	201	Second Year Spanish I.....	4
SPAN	202	Second Year Spanish II.....	4

## Business Administration

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	200	Elements of Accounting I .....	3
ACCT	201	Elements of Accounting II .....	3
ACCT	215	Business in the Legal Environment.....	3
BADM	201	Principles of Marketing.....	3
BADM	202	Principles of Management .....	3
CIS	105	Microcomputer Spreadsheet .....	3
COMM	217	Organizational Communication .....	3
BOTE	210	Business Communication.....	3
ECON	201	Principles of Microeconomics .....	3
ECON	202	Principles of Macroeconomics .....	3
ENGL	125	Introduction to Professional Writing.....	3
MATH	103	College Algebra .....	3
or			
MATH	104	Finite Math.....	3
MATH	146	Applied Calculus.....	3
MATH	210	Elementary Statistics.....	3

## Business Education

Students pursuing a degree in business education generally become business education teachers in high schools, work in the private sector, work for large corporations, or serve as supervisors or trainers.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	200	Elements of Accounting I .....	3
ACCT	201	Elements of Accounting II .....	3
ACCT	215	Business in the Legal Environment.....	3
BOTE	210	Business Communication.....	3
BOTE	218	Desktop Publishing .....	2
BOTE	275	Administrative Office Procedures.....	3
COMM	216	Intercultural Communication .....	3
COMM	217	Organizational Communication .....	3
ECON	201	Principles of Microeconomics .....	3
ECON	202	Principles of Macroeconomics .....	3
EDUC	250	Introduction to Teaching.....	2
EDUC	298	Pre-Professional Experience .....	1
ENGL	125	Introduction to Professional Writing.....	3
HPER	100	Concepts of Fitness and Wellness.....	2
SOC	235	Cultural Diversity .....	3

## Chemistry

The chemistry curriculum provides students with the knowledge and skills to continue their studies in areas that range from chemistry, medicine, and allied health to agriculture. Chemists may work in many areas that involve research and teaching.

### Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
* CHEM	121 General Chemistry I L/L.....	5
* CHEM	122 General Chemistry II L/L.....	5
* CHEM	230 Quantitative Analysis.....	3
* CHEM	230L Quantitative Analysis Lab.....	1
* CHEM	241 Organic Chemistry I.....	3
* CHEM	241L Organic Chemistry I Lab.....	1
* CHEM	242 Organic Chemistry II.....	3
* CHEM	242L Organic Chemistry II Lab.....	1
CHEM	260 Elements of Biochemistry.....	3
CHEM	260L Elements of Biochemistry Lab.....	1
ECON	201 Principles of Microeconomics.....	3
* MATH	103 College Algebra.....	3
	(Depending on math placement)	
* MATH	165 Calculus I.....	4
* MATH	166 Calculus II.....	4
* MATH	265 Calculus III.....	4
* PHYS	251 University Physics I L/L.....	5
* PHYS	252 University Physics II L/L.....	5
	Foreign Language-Level II proficiency	

\* Required for many chemistry majors programs.

## Chiropractic

The chiropractic curriculum prepares students to apply for admission to a School of Chiropractic Medicine.

### Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
* BIOL	150 General Biology I L/L.....	4
* BIOL	151 General Biology II L/L.....	4
BIOL	215 Genetics.....	3
* BIOL	220 Anatomy & Physiology I L/L.....	4
* BIOL	221 Anatomy & Physiology II L/L.....	4
* CHEM	121 General Chemistry I L/L.....	5
* CHEM	122 General Chemistry II L/L.....	5
* CHEM	241 Organic Chemistry I.....	3
* CHEM	241L Organic Chemistry I Lab.....	1
* CHEM	242 Organic Chemistry II.....	3
* CHEM	242L Organic Chemistry II Lab.....	1
* CHEM	260 Elements of Biochemistry.....	3
* CHEM	260L Elements of Biochemistry Lab.....	1
* MATH	103 College Algebra.....	3
MATH	105 Trigonometry.....	2
MATH	165 Calculus I.....	4
MATH	166 Calculus II.....	4
MICR	202 Microbiology.....	3
MICR	202L Microbiology Lab.....	1
* PHYS	211 College Physics I L/L.....	4
* PHYS	212 College Physics II L/L.....	4
	or	
PHYS	251 University Physics I L/L.....	5
PHYS	252 University Physics II L/L.....	5
PSYC	111 Introduction to Psychology.....	3

\* Required for admission to most programs.

**Note:** Students should note transfer application deadline.

## Communication

The communication curriculum provides students a sound base in liberal arts and a theoretical basis of knowledge about human communication in preparation for transfer to a baccalaureate program.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
*COMM	211	Oral Interpretation .....3
*COMM	212	Interpersonal Communication.....3
COMM	214	Persuasive Speaking .....3
COMM	216	Intercultural Communication .....3
COMM	217	Organizational Communication .....3
COMM	200	Introduction to Media Writing .....3
COMM	210	Advanced Public Speaking .....3
COMM	221	Introduction to Argumentation and Debate .....3
ENGL	125	Introduction to Professional Writing.....3
ENGL	211	Introduction to Creative Writing.....3
MATH	210	Elementary Statistics.....3
PSYC	111	Introduction to Psychology .....3
OR		
SOC	110	Introduction to Sociology .....3
SPAN	101	First Year Spanish I .....4
SPAN	102	First Year Spanish II.....4
SPAN	201	Second Year Spanish I.....4
SPAN	202	Second Year Spanish II.....4

\*Required for admission to most programs.

## Communication Disorders

A communication disorders curriculum provides a foundation in normal development, speech and hearing science, and communication processes. It is a pre-professional program for students wishing to pursue a graduate degree in speech-language pathology or audiology. It is recommended that students transfer to a four year program after one year at Williston State College.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	111	Concepts of Biology L/L .....4
MATH	210	Elementary Statistics.....3
PHYS	100	Concepts of Physics L/L .....4
PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3
PSYC	270	Abnormal Psychology.....3
SOC	110	Introduction to Sociology .....3
SOC	235	Cultural Diversity .....3
		History Electives.....3
		Humanities Electives .....6

  

<b>Optional Courses</b>		<b>Credits</b>
ASL	101	American Sign Language I .....4
ASL	102	American Sign Language II .....4
ENGL	238	Children's Literature.....3

## Computer Science

If you enjoy working with computers and doing your work in a logical fashion, you will enjoy a career in computer science and/or computer engineering. A strong technical background is required for the Bachelor of Science Degree. Many individuals complete course work in graduate level classes to improve their technical background and job opportunities.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses for AA:</b>		<b>Credits</b>
CSCI	160	Computer Science I.....4
CSCI	161	Computer Science II.....4
CSCI	242	Data Structures.....3
CSCI	250	Assembly Language.....4
CSCI	289	Social Implications of Computer Tech.....2
MATH	165	Calculus I.....4
MATH	166	Calculus II.....4
MATH	208	Discrete Mathematics.....3
SPAN	101	First Year Spanish I.....4
SPAN	102	First Year Spanish II.....4
SPAN	201	Second Year Spanish I.....4
SPAN	202	Second Year Spanish II.....4
<b>Suggested Courses for AS:</b>		<b>Credits</b>
CHEM	121	General Chemistry I L/L.....5
CHEM	122	General Chemistry II L/L.....5
CSCI	160	Computer Science I.....4
CSCI	161	Computer Science II.....4
CSCI	242	Data Structures.....3
CSCI	250	Assembly Language.....4
CSCI	289	Social Implications of Computer Tech.....2
MATH	165	Calculus I.....4
MATH	166	Calculus II.....4
MATH	208	Discrete Mathematics.....3
PHYS	251	University Physics I L/L.....5
PHYS	252	University Physics II L/L.....5
<b>Suggested Electives:</b>		<b>Credits</b>
CSCI		Programming Courses.....12

## Corporate Fitness

The corporate fitness curriculum is designed to prepare students for positions in fitness, wellness, and health promotion programs in corporate business, resort, and community settings. The curriculum includes a study of physical activity, program implementation, behavioral and health sciences, and business skills. Contact your advisor at Williston State College to determine curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
ACCT	200	Elements of Accounting I .....4
ACCT	201	Elements of Accounting II .....4
BADM	202	Principles of Management .....3
BIOL	115	Human Structure & Function .....3
BIOL	115L	Human Structure & Function Lab .....1
COMM	110	Fundamentals of Public Speaking .....3
COOP	197	Cooperative Education/Internship ..... 1/2 -6
CIS	105	Microcomputer Spreadsheets -Excel .....2
CSCI	101	Introduction to Computers .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
HPER	100	Concepts of Fitness and Wellness .....2
HPER	101	Activity: Introductory Level ..... 1/2 -3
HPER	126	Lifetime Fitness .....2
HPER	204	Dance Skills and Techniques .....1
HPER	210	First Aid & CPR .....1
NUTR	240	Principles of Nutrition .....3
PSYC	100	Human Relations in Organizations .....2
PSYC	111	Introduction to Psychology .....3
POLS	115	American Government .....3
or		
SOC	110	Introduction to Sociology .....3

## Criminal Justice

Students who complete the suggested criminal justice curriculum will be prepared for transfer into a bachelor's degree program. Since each college has slightly different requirements to complete the degree, it is important that students consult a Williston State College advisor and review the curriculum of the transfer college.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
ACCT	215	Business in the Legal Environment .....3
CJ	201	Introduction to Criminal Justice.....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics.....3
HIST	103	United States To 1877.....3
HIST	104	United States Since 1877 .....3
POLS	115	American Government.....3
POLS	116	State & Local Government .....3
PSYC	111	Introduction to Psychology .....3
SOC	110	Introduction to Sociology .....3
SOC	115	Social Problems .....3
<b>Suggested Electives</b>		<b>Credits</b>
HIST	220	North Dakota History.....3

## Crop & Weed Sciences

This curriculum prepares students for employment in sales, research, and crop consulting for seed and chemical businesses in natural resource conservation areas and production agriculture.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
ANSC	114	Introduction to Animal Science .....2
ANSC	225	Natural Resources & Agro-Ecosystems .....3
AGEC	242	Introduction to Agricultural Management .....3
AGEC	244	Introduction to Agricultural Marketing.....3
BIOL	150	General Biology I L/L.....4
BIOL	151	General Biology II L/L .....4
CHEM	121	General Chemistry I L/L.....5
CHEM	122	General Chemistry II L/L .....5
ENGL	125	Introduction to Professional Writing.....3
H&CE	241	Leadership & Presentation Techniques.....3
PLSC	101	Introduction to Biotechnology .....2
PLSC	110	World Food Crops .....3
PLSC	220	Principles of Forage Production.....3
PLSC	223	Principles of Weed Science .....3
PLSC	225	Principles of Crop Production.....3
SOIL	210	Introduction to Soil Science.....4



## Dentistry

The pre-dentistry curriculum provides the foundation course work students need to continue their studies toward admission into dental school.

### Associate in Science (AS)

#### Suggested Courses:

#### Credits

* BIOL	150	General Biology I L/L.....	4
* BIOL	151	General Biology II L/L .....	4
BIOL	215	Genetics .....	3
* BIOL	220	Anatomy & Physiology I L/L .....	4
* BIOL	221	Anatomy & Physiology II L/L .....	4
* CHEM	121	General Chemistry I L/L .....	5
* CHEM	122	General Chemistry II L/L .....	5
* CHEM	241	Organic Chemistry I .....	3
* CHEM	241L	Organic Chemistry I Lab .....	1
* CHEM	242	Organic Chemistry II .....	3
* CHEM	242L	Organic Chemistry II Lab .....	1
* CHEM	260	Elements of Biochemistry.....	3
* CHEM	260L	Elements of Biochemistry Lab.....	1
* MATH	103	College Algebra .....	3
MATH	105	Trigonometry .....	2
MATH	165	Calculus I.....	4
MATH	166	Calculus II .....	4
MICR	202	Microbiology .....	3
MICR	202L	Microbiology Lab .....	1
[ * PHYS	211	College Physics I L/L .....	4
[ * PHYS	212	College Physics II L/L .....	4
or			
[ PHYS	251	University Physics I L/L .....	5
[ PHYS	252	University Physics II L/L.....	5
PSYC	111	Introduction to Psychology.....	3

\* Required for admission to most programs

**Note:** Students should note transfer application deadline.

## Dietetics

This curriculum prepares students to apply for admission to coordinated programs in dietetics. Dietitians work in hospitals, nursing homes, outpatient clinics, businesses, and community agencies.

#### Suggested Courses:

#### Credits

AH	171	Medical Terminology .....	3
ANTH	171	Introduction to Cultural Anthropology .....	3
BADM	201	Principles of Marketing .....	3
or			
BADM	202	Principles of Management .....	3
* BIOL	220	Anatomy & Physiology I L/L .....	4
* BIOL	221	Anatomy & Physiology II L/L .....	4
* CHEM	121	General Chemistry I L/L.....	5
* CHEM	122	General Chemistry II L/L .....	5
* CHEM	240	Survey of Organic Chemistry L/L .....	5
* CHEM	260	Elements of Biochemistry.....	3
* CHEM	260L	Elements of Biochemistry Lab.....	1
CSCI	114	Microcomputer Packages.....	3
* ECON	105	Elements of Economics .....	3
HPER	126	Lifetime Fitness .....	2
HPER	217	Personal and Community Health .....	3
* MATH	103	College Algebra .....	3
or			
* MATH	104	Finite Math .....	3
* MICR	202	Microbiology .....	3
* MICR	202L	Microbiology Lab .....	1
MATH	210	Elementary Statistics.....	3
* NUTR	240	Principles of Nutrition .....	3
* PSYC	111	Introduction to Psychology.....	3
PSYC	250	Developmental Psychology .....	3

\* Required for admission to most programs

## Dental Assisting

The duties of the dental assistant are comprehensive and varied in the dental office. The dental assistant performs a wide range of tasks requiring both interpersonal and technical skills.

(\*Students are advised to complete a maximum of one semester at WSC before transferring.)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	115	Human Structure & Function..... 3
BIOL	115L	Human Structure & Function Lab..... 1
HPER	210	First Aid & CPR ..... 1
MICR	202	Microbiology ..... 3
MICR	202L	Microbiology Lab ..... 1
PSYC	111	Introduction to Psychology ..... 3
ENGL	105	Technical Communications ..... 3

\*Williston State College offers one semester of general education/related courses for transfer to a Dental Assisting Program.

## Dental Hygiene

Dental hygienists work together with the dentist to meet the oral health needs of each patient. Dental hygienists are usually employed in general dental practices or in specialty practices. Williston State College offers one year of courses generally required for acceptance into a hygiene program.

(\*Students are advised to complete a maximum of one year at WSC before transferring.)

<b>Suggested Courses:</b>		<b>Credits</b>
* BIOL	220	Anatomy & Physiology I L/L ..... 4
* BIOL	221	Anatomy & Physiology II L/L ..... 4
* CHEM	115	Introductory Chemistry L/L ..... 4
	or	
CHEM	121	General Chemistry I L/L ..... 5
* CHEM	116	Intro to Organic & Biochemistry L/L ..... 4
COMM	110	Fundamentals of Public Speaking ..... 3
CSCI	101	Introduction to Computers ..... 3
* ENGL	110	College Composition I ..... 3
ENGL	120	College Composition II ..... 3
MATH	103	College Algebra ..... 3
MICR	202	Microbiology ..... 3
MICR	202L	Microbiology Lab ..... 1
NUTR	240	Principles of Nutrition ..... 3
PSYC	111	Introduction to Psychology ..... 3
SOC	110	Introduction to Sociology ..... 3

\* One year of college courses are generally required before students are accepted into a hygiene program. Required course work includes: CHEM 115, CHEM 116, BIOL 220, BIOL 221 and ENGL 110.

## Economics

The Economics curriculum provides a foundation for upper-division business and economics courses. Graduates can generally pursue baccalaureate programs in either business or liberal arts.

### Suggested Courses: Credits

ACCT 200 Elements of Accounting I .....	4
ACCT 201 Elements of Accounting II.....	4
ACCT 215 Business in the Legal Environment .....	3
BADM 201 Principles of Marketing .....	3
BADM 202 Principles of Management .....	3
ECON 201 Principles of Microeconomics .....	3
ECON 202 Principles of Macroeconomics.....	3
ENGL 125 Intro to Professional Writing.....	3
MATH 103 College Algebra.....	3
or	
MATH 104 Finite Math .....	3
MATH 146 Applied Calculus .....	3
or	
MATH 165 Calculus I.....	4
MATH 210 Elementary Statistics .....	3
POLS 115 American Government.....	3
POLS 116 State & Local Government .....	3

## Elementary Education

The elementary education curriculum prepares students to teach in elementary schools. It encourages students to see learning as an ongoing process that challenges them to effect change for the welfare of children and youth. Additional areas are kindergarten and middle school endorsement, as well as special education.

### Associate in Arts (AA)

#### Suggested Courses:

#### Credits

BIOL	111	Concepts of Biology L/L .....	4
CHEM	115	Introductory Chemistry L/L.....	4
ENGL	238	Children’s Literature.....	3
HIST	103	United States to 1877.....	3
HPER	100	Concepts of Fitness & Wellness .....	2
HPER	210	First Aid & CPR .....	1
MATH	103	College Algebra .....	3
MATH	104	Finite Math .....	3
MATH	277	Math for Elementary Teachers.....	4
MUSC	101	Fundamentals of Music .....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology .....	3
SOC	235	Cultural Diversity .....	3

#### Optional Courses: ..... Credits

COMM	211	Oral Interpretation .....	3
COMM	212	Interpersonal Communication.....	3
COMM	216	Intercultural Communication.....	3
CSCI	289	Social Implications .....	3
ENGL	265	Native American Literature .....	3
GEOG	161	World Regional Geography .....	3
HIST	220	ND History .....	3
HIST	223	History of Lewis and Clark Expedition .....	3

## Engineering

A career in engineering is a rewarding and challenging career for students who have creativity, design, and construction skills.

### Associate in Science (AS)

#### Suggested Courses:

#### Credits

ChE	201	Chemical Engineering.....	3
CHEM	121	General Chemistry I L/L.....	5
CHEM	122	General Chemistry II L/L.....	5
ECON	201	Principles of Microeconomics.....	3
ECON	202	Principles of Macroeconomics.....	3
ENGR	101	Graphical Communication.....	3
ENGR	201	Statics.....	3
ENGR	202	Dynamics.....	3
ENGR	203	Mechanics of Materials.....	3
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 L/L.....	5
PHYS	252	University Physics II L/L.....	5

**Note:** Since there are many different careers in the engineering field, students must learn specific program requirements as soon as possible. Students need to be aware of application deadlines for specific engineering fields.

## English

This curriculum provides a foundation for careers in writing, teaching, publishing, business, library science, and professional studies.

### Associate in Arts (AA)

#### Suggested Courses:

#### Credits

ART	110	Introduction to the Visual Arts.....	3
ANTH	171	Introduction to Cultural Anthropology.....	3
ENGL	125	Introduction to Professional Writing.....	3
ENGL	211	Introduction to Creative Writing.....	3
ENGL	220	Introduction to Literature.....	3
ENGL	222	Introduction to Poetry.....	3
ENGL	224	Introduction to Fiction.....	3
ENGL	225	Introduction to Film.....	3
ENGL	231	Bible as Literature.....	3
ENGL	238	Children's Literature.....	3
ENGL	261	American Literature I.....	3
ENGL	262	American Literature II.....	3
ENGL	265	Native American Literature.....	3
ENGL	299	Special Topics.....	1-3
HIST	101	Western Civilization I.....	3
HIST	102	Western Civilization II.....	3
HUMS	251	Humanities Survey: Mythical Realities & the Classical World.....	3
HUMS	252	Humanities Survey: Medieval Solutions & Renaissance Achievements.....	3
HUMS	253	Humanities Survey: Modern Revolutions & Contemporary Problems.....	3
PHIL	101	Introduction to Philosophy.....	3
PSYC	111	Introduction to Psychology.....	3
SPAN	101	First Year Spanish I.....	4
SPAN	102	First Year Spanish II.....	4
SPAN	201	Second Year Spanish I.....	4
SPAN	202	Second Year Spanish II.....	4

## Environmental Science

Students entering the field of environmental science may work for engineering firms, industry, and contractors to study human or industrial impact on the environment.

### Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
AGEC	240	Holistic Management .....3
or		
ANSC	225	Natural Resources & Agro-Ecosys .....3
AGRI	275	Introduction to Precision Agriculture.....2
BIOL	150	General Biology I L/L.....4
BIOL	151	General Biology II L/L .....4
BIOL	230	Ecology.....3
BIOL	230L	Ecology Lab.....1
BIOL	215	Genetics .....3
BIOL	215L	Genetics Lab .....1
CHEM	121	General Chemistry I L/L.....5
CHEM	122	General Chemistry II L/L .....5
CHEM	241	Organic Chemistry I .....3
CHEM	241L	Organic Chemistry I Lab .....1
ENGL	125	Introduction to Professional Writing.....3
GEOL	105	Physical Geology .....3
GEOL	105L	Physical Geology I Lab.....1
MATH	103	College Algebra .....3
MATH	165	Calculus I.....4
MATH	166	Calculus II.....4
MATH	210	Elementary Statistics.....3
MICR	202	Microbiology .....3
MICR	202L	Microbiology Lab .....1
PHYS	211	College Physics I L/L .....4
PHYS	212	College Physics II L/L .....4
PLSC	101	Introduction to Biotechnology .....2

## Finance

The banking and finance curriculum is designed to focus on building expertise in banking operations. Major emphasis will be on accounting systems for agricultural and commercial type businesses.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II.....3
ACCT	215	Business in the Legal Environment .....3
BADM	201	Principles of Marketing .....3
BADM	202	Principles of Management .....3
CIS	105	Microcomputer Spreadsheet .....3
COMM	217	Organizational Communication .....3
BOTE	210	Business Communication .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics.....3
ENGL	125	Introduction to Professional Writing.....3
MATH	103	College Algebra .....3
or		
MATH	104	Finite Math .....3
MATH	146	Applied Calculus .....3
MATH	210	Elementary Statistics.....3

## Food & Nutrition

This curriculum prepares students for careers in the food industry. Students with majors in food and nutrition are employed in areas such as hospitals, nursing homes, hotels, motels, restaurants, catering firms, schools, and industry.

### Associate in Science (AS)

Suggested Courses:		Credits
AH	171	Medical Terminology .....3
ANTH	171	Introduction to Cultural Anthropology .....3
BADM	201	Principles of Marketing .....3
or		
BADM	202	Principles of Management .....3
* BIOL	220	Anatomy & Physiology I L/L .....4
* BIOL	221	Anatomy & Physiology II L/L .....4
* CHEM	121	General Chemistry I L/L .....5
* CHEM	122	General Chemistry II L/L .....5
* CHEM	240	Survey of Organic Chemistry L/L .....5
* CHEM	260	Elements of Biochemistry .....3
* CHEM	260L	Elements of Biochemistry Lab .....1
COMM	212	Interpersonal Communication .....3
CSCI	114	Microcomputer Packages .....3
ECON	105	Elements of Economics .....3
HPER	126	Lifetime Fitness .....2
HPER	217	Personal and Community Health .....3
* MATH	103	College Algebra .....3
MATH	210	Elementary Statistics .....3
* MICR	202	Microbiology .....3
* MICR	202L	Microbiology Lab .....1
* NUTR	240	Principles of Nutrition .....3
* PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3

\* Required for admission to most programs

## Food Science

This curriculum is designed for careers in the food industry: Food safety, processing, preservation, sanitation, storage, and marketing of foods.

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
BIOL	260	Biochemistry L/L .....4
*CHEM	121	General Chemistry I L/L .....5
*CHEM	122	General Chemistry II L/L .....5
CHEM	241	Organic Chemistry I L/L .....4
CHEM	242	Organic Chemistry II L/L .....1
*CSCI	114	Microcomputer Packages .....3
*ECON	101	Principles of Microeconomics .....3
*ECON	102	Principles of Macroeconomics .....3
*MATH	146	Applied Calculus .....3
or		
*MATH	165	Calculus I .....4
MATH	210	Elementary Statistics .....3
MICRO	202	Microbiology L/L .....4
*NUTR	240	Principles of Nutrition .....3

\* See specific general education recommendations in appropriate university catalog.

## General Studies

The general studies curriculum offers students the opportunity to customize their curriculum to meet their unique interests, needs, and goals. Contact your advisor at Williston State College to determine your curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

Pre-Professional exploratory courses as selected by student and advisor.

## Health

The general health curriculum provides a foundation for students to select careers in health-related fields.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

* BIOL	220	Anatomy & Physiology I L/L .....	4
* BIOL	221	Anatomy & Physiology II L/L .....	4
* CHEM	115	Introductory Chemistry L/L .....	4
or			
* CHEM	121	General Chemistry I L/L .....	5
* CHEM	116	Intro to Organic & Biochemistry L/L .....	4
or			
* CHEM	122	General Chemistry II L/L .....	5
* MATH	103	College Algebra .....	3
NUTR	240	Principles of Nutrition .....	3
PHYS	211	College Physics I L/L .....	4
PHYS	212	College Physics II L/L .....	4
PSYC	111	Introduction to Psychology .....	3
SOC	110	Introduction to Sociology .....	3
		Biology Electives: 200 level .....	8-11

## Health Education

The health education curriculum prepares students for teaching or leadership roles in schools, sports, business, community fitness programs, and related fields. Students are encouraged to select a second major or minors to qualify for emerging occupational opportunities. Contact your advisor at Williston State College to determine curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

BIOL	151	General Biology II L/L .....	4
BIOL	115/115L	Human Structure & Function L/L .....	4
or			
BIOL	220/221	Anatomy and Physiology I & II L/L .....	8
CHEM	115	Introductory Chemistry L/L .....	4
or			
CHEM	121	General Chemistry I L/L .....	5
CSCI	101	Introduction to Computers .....	3
EDUC	250	Introduction to Teaching .....	2
EDUC	298	Pre-Professional Experience .....	1
HPER	100	Concepts of Fitness and Wellness .....	2
HPER	101	Activity: Introductory Level .....	1/2 -2
HPER	101	Weight Training .....	1
HPER	126	Lifetime Fitness .....	2
HPER	210	First Aid & CPR .....	1
MICR	202	Microbiology .....	3
MICR	202L	Microbiology Lab .....	1
NUTR	240	Principles of Nutrition .....	3
PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology .....	3
SOC	110	Introduction to Sociology .....	3
SOC	235	Cultural Diversity .....	3

# Health Information Technology

This curriculum provides a foundation for information technology careers in health related fields.

## Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....4
ACCT	201	Elements of Accounting II .....4
AH	171	Medical Terminology I .....3
AH	172	Medical Terminology II .....2
AH	220	Fundamentals of Medical Transcription .....3
AH	281	Medical Insurance/Billing.....3
AH	282	Medical Law & Ethics .....2
BIOL	220	Anatomy and Physiology I L/L.....4
BIOL	221	Anatomy and Physiology II L/L .....4
BOTE	152	Keyboarding II.....2
HPER	210	First Aid & CPR .....1
PHRM	137	Pharmacology for Business.....2
PSYC	100	Human Relations in Organizations .....2



# History

This curriculum provides a foundation for students planning to teach history, government service, or professional studies.

## Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
ANTH	171	Introduction to Cultural Anthropology .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics.....3
ENGL	125	Introduction to Professional Writing.....3
HIST	101	Western Civilization I.....3
HIST	102	Western Civilization II.....3
HIST	103	United States To 1877.....3
HIST	104	United States Since 1877.....3
HIST	220	North Dakota History.....3
HIST	223	History of the Lewis and Clark Exped.....3
POLS	115	American Government.....3
POLS	116	State & Local Government.....3
PSYC	111	Introduction to Psychology.....3
SOC	110	Introduction to Sociology.....3
SPAN	101	First Year Spanish I.....4
SPAN	102	First Year Spanish II.....4
SPAN	201	Second Year Spanish I.....4
SPAN	202	Second Year Spanish II.....4

# Human Performance & Fitness

The human performance and fitness curriculum is designed to prepare students for positions in fitness, wellness, and health promotion programs in corporate, business, resort, or community settings. The program includes the study of physical activity, program implementations, and behavioral and health sciences. Students are encouraged to select an additional area of study such as business, nutrition, psychology or gerontology. Contact your advisor at Williston State College to determine curriculum for the first two years.

## Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	220	Anatomy and Physiology I L/L.....4
BIOL	221	Anatomy and Physiology II L/L.....4
CHEM	115	Introductory Chemistry L/L.....4
or		
CHEM	121	General Chemistry I L/L.....5
COMM	110	Fundamentals of Public Speaking.....3
CSCI	101	Introduction to Computers.....3
ENGL	110	College Composition I.....3
ENGL	120	College Composition II.....3
HPER	100	Concepts of Fitness and Wellness.....2
HPER	126	Lifetime Fitness.....2
HPER	210	CPR and First Aid.....1
MATH	104	Finite Mathematics.....3
or		
CSCI	122	Visual Basic.....3
NUTR	240	Principles of Nutrition.....3
PSYC	111	Introduction to Psychology.....3
PSYC	250	Developmental Psychology.....3
SOC	110	Introduction to Sociology.....3

# Human Resource Management

## Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II .....3
ACCT	215	Business in the Legal Environment .....3
BADM	201	Principles of Marketing .....3
BADM	202	Principles of Management .....3
CIS	105	Microcomputer Spreadsheet .....3
COMM	217	Organizational Communication .....3
BOTE	210	Business Communication .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
ENGL	125	Introduction to Professional Writing .....3
MATH	103	College Algebra .....3
or		
MATH	104	Finite Math .....3
MATH	146	Applied Calculus .....3
MATH	210	Elementary Statistics .....3

# International Business

## Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II .....3
ACCT	215	Business in the Legal Environment .....3
BADM	201	Principles of Marketing .....3
BADM	202	Principles of Management .....3
CIS	105	Microcomputer Spreadsheet .....3
COMM	217	Organizational Communication .....3
BOTE	210	Business Communication .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
ENGL	125	Introduction to Professional Writing .....3
MATH	103	College Algebra .....3
or		
MATH	104	Finite Math .....3
MATH	146	Applied Calculus .....3
MATH	210	Elementary Statistics .....3

## Law

This curriculum provides a foundation for students in a variety of majors. Entrance into an accredited law school requires a bachelor's degree. No specific major is required for admission to an American School of Law.

### Associate in Arts (AA)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
ENGL	125	Introduction to Professional Writing .....3
HIST	101	Western Civilization I .....3
HIST	102	Western Civilization II .....3
HIST	103	United States to 1877 .....3
HIST	104	United States Since 1877 .....3
HIST	220	North Dakota History .....3
HIST	223	History of the Lewis and Clark Expedition .....3
POLS	115	American Government .....3
POLS	116	State & Local Government .....3
PSYC	111	Introduction to Psychology .....3
SOC	110	Introduction to Sociology .....3

## Management Information Systems

This curriculum provides a foundation for students interested in careers such as systems analysts, application programmers, information managers, information center managers, and trainers in business information systems.

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II .....3
ACCT	215	Business in the Legal Environment .....3
BADM	202	Principles of Management .....3
BOTE	188	Computerized Accounting .....3
BOTE	210	Business Communication .....3
BOTE	247	Spreadsheet Application .....3
COMM	212	Interpersonal Communication .....3
COMM	216	Intercultural Communication .....3
CSCI	160	Computer Science I .....4
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
MATH	103	College Algebra .....3
MATH	146	Applied Calculus .....3
MATH	210	Elementary Statistics .....3

## Marketing

This curriculum provides a foundation for students interested in careers in sales, advertising, distribution, marketing research, and product planning.

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II .....3
ACCT	215	Business in the Legal Environment .....3
BADM	201	Principles of Marketing .....3
BOTE	210	Business Communication .....3
COMM	200	Introduction to Media Communication .....3
COMM	217	Organizational Communication .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
ENGL	125	Introduction to Professional Writing .....3
MATH	103	College Algebra .....3
MATH	146	Applied Calculus .....3
MATH	210	Elementary Statistics .....3

## Mathematics

Careers in mathematical fields allow students to utilize their logical scientific thinking skills. Common careers are actuarial science, business, economics, education, engineering, statistics, industry, and government.

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
(Depending on math background, MATH 102, 103, and/or 105 may be required)		
CSCI	160	Computer Science I .....4
MATH	208	Discrete Mathematics .....3
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 L/L .....5
PHYS	252	University Physics II L/L .....5
		Biology Courses
		Chemistry Courses
		Computer Science Courses
		Engineering Courses
		Physics Courses

**Note:** Students planning to continue beyond a Bachelor's Degree should be knowledgeable in at least one (preferably two) foreign languages such as: Spanish, German, Russian, or French.

## Medical Technology (Clinical Laboratory Science)

The medical technology curriculum is designed to prepare students to work in a laboratory setting in health care facilities. Medical technologists may work in such areas as hematology, immunology, bacteriology, or microbiology.

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits	
BIOL	150	General Biology I L/L.....	4
BIOL	151	General Biology II L/L .....	4
BIOL	220	Anatomy & Physiology I L/L .....	4
BIOL	221	Anatomy & Physiology II L/L .....	4
CHEM	121	General Chemistry I L/L.....	5
CHEM	122	General Chemistry II L/L .....	5
CHEM	240	Survey of Organic Chemistry L/L .....	5
CHEM	260	Elements of Biochemistry.....	3
CHEM	260L	Elements of Biochemistry Lab.....	1
ECON	201	Principles of Microeconomics .....	3
MICR	202	Microbiology .....	3
MICR	202L	Microbiology Lab .....	1

## Middle School Education

See Secondary Education

## Medicine

A rigorous curriculum of study and training is designed to prepare students to enter the medical profession. Physicians may work in such diverse areas as direct patient care, research, and teaching with settings that range from hospitals and clinics to private offices.

### Associate in Science (AS)

Suggested Courses:		Credits	
* BIOL	150	General Biology I L/L.....4	
* BIOL	151	General Biology II L/L .....4	
* BIOL	215	Genetics .....3	
	BIOL	220	Anatomy & Physiology I L/L .....4
	BIOL	221	Anatomy & Physiology II L/L .....4
* CHEM	121	General Chemistry I L/L .....5	
* CHEM	122	General Chemistry II L/L .....5	
* CHEM	241	Organic Chemistry I .....3	
* CHEM	241L	Organic Chemistry I Lab .....1	
* CHEM	242	Organic Chemistry II .....3	
* CHEM	242L	Organic Chemistry II Lab .....1	
* CHEM	260	Elements of Biochemistry.....3	
* CHEM	260L	Elements of Biochemistry Lab.....1	
* MATH	103	College Algebra.....3	
	MATH	105	Trigonometry .....2
	MATH	165	Calculus I.....4
	MATH	166	Calculus II.....4
	MICR	202	Microbiology .....3
	MICR	202L	Microbiology Lab .....1
☐ * PHYS	211	College Physics I L/L .....4	
☐ * PHYS	212	College Physics II L/L .....4	
	or		
☐ PHYS	251	University Physics I L/L .....5	
	PHYS	252	University Physics II L/L.....5
	PSYC	111	Introduction to Psychology .....3

\* Required for admission to most programs.

**Note:** Students should note transfer application deadline.

## Mortuary Science

This curriculum plan is designed to meet the two-year requirement in pre-mortuary science. Ordinarily, this program would be followed by one year in a school of mortuary science and one year of apprenticeship. The apprenticeship would come before or after the year in mortuary science depending on state requirements. (As approved by the North Dakota Board of Embalmers.)

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits	
ACCT	102	Fundamentals of Accounting .....3	
	or		
ACCT	200	Elements of Accounting I .....4	
* ACCT	215	Business in the Legal Environment .....3	
BIOL	150	General Biology I L/L.....4	
BIOL	151	General Biology II L/L .....4	
* BIOL	220	Anatomy & Physiology I L/L .....4	
* BIOL	221	Anatomy & Physiology II L/L .....4	
* CHEM	115	Introductory Chemistry L/L .....4	
	or		
* CHEM	121	General Chemistry I L/L.....5	
* CHEM	116	Intro to Organic & Biochemistry L/L .....4	
COMM	110	Fundamentals of Public Speaking.....3	
CSCI	101	Introduction to Computers .....3	
* MATH	103	College Algebra.....3	
	MICR	202	Microbiology .....3
	MICR	202L	Microbiology Lab .....1
* PSYC	111	Introduction to Psychology .....3	
* SOC	110	Introduction to Sociology .....3	

\* Required for many mortuary science programs.

**Note:** Students should note transfer application deadline.

## Music

This curriculum provides a foundation for students interested in careers in teaching or performance.

### Associate in Arts (AA)

#### Suggested Courses:

#### Credits

EDUC	250	Introduction to Teaching.....	2
EDUC	298	Pre-Professional Experience.....	1
MUSC	100	Music Appreciation.....	3
MUSC	101	Fundamentals of Music.....	3
MUSC	111	Applied Music (Private Lessons).....	1
MUSC	117	Concert Choir.....	1-4
MUSC	145	Percussion Ensemble.....	1
MUSC	160	Concert Band.....	1
MUSC	167	Jazz Combo.....	1
MUSC	180	Class Guitar I.....	1
MUSC	181	Class Guitar II.....	1
MUSC	201	World Music.....	3
MUSC	207	History of Popular/Rock Music.....	3
MUSC	299	Special Topics in Music.....	3
PSYC	111	Introduction to Psychology.....	3
PSYC	250	Developmental Psychology.....	3

## Natural Resource Management

This curriculum combines a broad background in natural resources with the biological, engineering, social, and economic aspects of managing natural resources.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

AGEC	242	Introduction to Agricultural Management.....	3
AGRI	275	Introduction to Precision Agriculture.....	2
ANSC	114	Introduction to Animal Science.....	2
ECON	201	Principles of Microeconomics.....	3
ENGL	125	Introduction to Professional Writing.....	3
H&CE	241	Leadership & Presentation Techniques.....	3
PLSC	101	Introduction to Biotechnology.....	2
PLSC	110	World Food Crops.....	3
PLSC	220	Principles of Forage Production.....	3
PLSC	225	Principles of Crop Production.....	3
PSYC	100	Human Relations in Organizations.....	2
RNG	236	Introduction to Range Management.....	2
SOIL	210	Introduction to Soil Science.....	4

The Admissions Committee will review the application and qualifications of each individual.

## Nursing

The following course work prepares students to apply for most baccalaureate nursing programs. Students should be aware of the nursing program requirements of each school to which they will be applying. Nursing provides career opportunities in hospitals, nursing homes, schools, administration, teaching, and many other areas. There is currently a large demand for nurses.

### Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	220	Anatomy & Physiology I L/L .....4
BIOL	221	Anatomy & Physiology II L/L .....4
CHEM	115	Introductory Chemistry L/L .....4
or		
CHEM	121	General Chemistry I L/L .....5
MATH	103	College Algebra .....3
MICR	202	Microbiology .....3
MICR	202L	Microbiology Lab .....1
NUTR	240	Principles of Nutrition .....3
PHRM	215	Introduction to Pharmacology .....3
PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3
PSYC	270	Abnormal Psychology .....3
SOC	110	Introduction to Sociology .....3

<b>Suggested Electives:</b>		<b>Credits</b>
ASC	075	College Study Skills .....1
HPER	210	First Aid & CPR .....1
PHIL	215	Contemporary Moral Issues .....3
		Computer Technology courses .....1-4
		Wellness courses .....1-2

**Note:** Students should note the requirements at the four-year degree granting institution to determine the specific curriculum. Students should also be aware of transfer application deadlines.

## Occupational Therapy

This curriculum provides a foundation for students planning to apply to occupational therapy programs. Occupational therapists are employed in hospitals, nursing homes, schools, rehab centers, and other health care facilities.

### Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
* BIOL	151	General Biology II L/L .....4
* BIOL	220	Anatomy & Physiology I L/L .....4
* BIOL	221	Anatomy & Physiology II L/L .....4
BOTE	171	Medical Terminology .....3
* CHEM	115	Introductory Chemistry L/L .....4
or		
* CHEM	121	General Chemistry I L/L .....5
* MATH	103	College Algebra .....3
or		
MATH	104	Finite Math .....3
* MATH	210	Elementary Statistics .....3
PHIL	215	Contemporary Moral Issues .....3
PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3
PSYC	270	Abnormal Psychology .....3
SOC	110	Introduction to Sociology .....3

**Note:** Students should note transfer application deadline.



## Office Administration

The office administration curriculum provides students with a basic understanding of the world of business and commerce, and the foundation courses for a bachelor's degree program in a business related field.

### Associate in Arts (AA) or Associate in Science (AS)

Suggested Courses:		Credits
ACCT	200	Elements of Accounting I .....3
ACCT	201	Elements of Accounting II .....3
ACCT	215	Business in the Legal Environment .....3
BADM	202	Principles of Management .....3
BOTE	152	Keyboarding II .....2
BOTE	188	Computerized Accounting .....2
BOTE	275	Administrative Office Procedures .....3
CSCI	114	Microcomputer Packages .....3
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics .....3
PSYC	100	Human Relations in Organizations .....2

## Optometry

This curriculum meets the requirements for students applying for admission to schools of optometry. Optometrists frequently work in clinics or private practice.

### Associate in Science (AS)

Suggested Courses:		Credits
BIOL	150	General Biology I L/L .....4
BIOL	151	General Biology II L/L .....4
BIOL	215	Genetics .....3
* BIOL	220	Anatomy & Physiology I L/L .....4
* BIOL	221	Anatomy & Physiology II L/L .....4
* CHEM	121	General Chemistry I L/L .....5
* CHEM	122	General Chemistry II L/L .....5
* CHEM	241	Organic Chemistry I .....3
* CHEM	241L	Organic Chemistry I Lab .....1
* CHEM	242	Organic Chemistry II .....3
* CHEM	242L	Organic Chemistry II Lab .....1
* CHEM	260	Elements of Biochemistry .....3
* CHEM	260L	Elements of Biochemistry Lab .....1
* MATH	103	College Algebra .....3
MATH	105	Trigonometry .....2
MATH	165	Calculus I .....4
MATH	166	Calculus II .....4
* MICR	202	Microbiology .....3
* MICR	202L	Microbiology Lab .....1
* PHYS	211	College Physics I L/L .....4
* PHYS	212	College Physics II L/L .....4
or		
PHYS	251	University Physics I L/L .....5
PHYS	252	University Physics II L/L .....5
PSYC	111	Introduction to Psychology .....3

\* Required for admission to most programs

**Note:** Students should note transfer application deadlines.

## Outdoor Education

The outdoor education program acquaints students with various aspects of the outdoor education industry. The curriculum focuses on outdoor education, biological sciences, and physical sciences, and prepares students for careers in outdoor recreation, leisure industries, and outdoor adventure activities. Contact your advisor at Williston State College to determine curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
ACCT	102	Fundamentals of Accounting .....3
AGEC	240	Holistic Management .....3
BADM	201	Principles of Marketing .....3
BADM	202	Principles of Management .....3
BIOL	150	General Biology I L/L.....4
BIOL	151	General Biology II L/L .....4
COMM	110	Fundamentals of Public Speaking.....3
COOP	197	Cooperative Education/Internship..... 0.5 -6
CSCI	101	Introduction to Computers .....3
GEOG	151	Human Geography .....3
GEOL	105	Physical Geology .....3
GEOL	105L	Physical Geology Lab .....1
HPER	100	Concepts of Fitness and Wellness.....2
HPER	101	Activity: Introductory Level ..... 2-5
HPER	126	Lifetime Fitness .....2
HPER	207	Prevention and Care of Injuries .....3
HPER	208	Introduction to Physical Education .....3
HPER	210	First Aid & CPR .....1
HPER	217	Personal and Community Health .....3
MATH	103	College Algebra .....3
PSYC	100	Human Relations in Organizations .....2
PSYC	111	Introduction to Psychology .....3
POLS	115	American Government.....3
or		
SOC	110	Introduction to Sociology .....3

# Pharmacy

This curriculum includes both basic and clinical sciences. It provides students with the knowledge, skills, and attitudes essential to the practice of pharmacy. The curriculum has a strong science emphasis.

The curriculum outlined below is based on most common baccalaureate program requirements. Students may earn an Associate's degree in Liberal Arts at WSC, but must transfer to a graduate campus to complete a Ph.D. in Pharmacy.

## Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
* BIOL	150 General Biology I L/L.....	4
* BIOL	151 General Biology II L/L.....	4
BIOL	215 Genetics.....	3
* BIOL	220 Anatomy & Physiology I L/L.....	4
* BIOL	221 Anatomy & Physiology II L/L.....	4
* CHEM	121 General Chemistry I L/L.....	5
* CHEM	122 General Chemistry II L/L.....	5
* CHEM	241 Organic Chemistry I.....	3
* CHEM	241L Organic Chemistry I Lab.....	1
* CHEM	242 Organic Chemistry II.....	3
* CHEM	242L Organic Chemistry II Lab.....	1
CHEM	260 Elements of Biochemistry.....	3
CHEM	260L Elements of Biochemistry Lab.....	1
ECON	201 Microeconomics.....	3
* MATH	103 College Algebra.....	3
MATH	105 Trigonometry.....	2
* MATH	165 Calculus I.....	4
* MATH	166 Calculus II.....	4
MICR	202 Microbiology.....	3
MICR	202L Microbiology Lab.....	1
* PHYS	211 College Physics I L/L.....	4
PHYS	212 College Physics II L/L.....	4
or		
PHYS	251 University Physics I L/L.....	5
PHYS	252 University Physics II L/L.....	5
PSYC	111 Introduction to Psychology.....	3

\* Required for admission to most programs.

**Note:** Students should note transfer application deadlines.

## Philosophy

This curriculum provides a foundation for students interested in careers of religion or philosophy.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
ART	110	Introduction to the Visual Arts .....3
ANTH	171	Introduction to Cultural Anthropology .....3
BADM	269	Business Ethics .....3
ENGL	220	Introduction to Literature.....3
ENGL	222	Introduction to Poetry .....3
GEOG	151	Human Geography .....3
HIST	101	Western Civilization I.....3
HIST	102	Western Civilization II.....3
HUMS	251	Humanities Survey: Mythical Realities & the Classical World.....3
HUMS	252	Humanities Survey: Medieval Solutions & Renaissance Achievements .....3
HUMS	253	Humanities Survey: Modern Revolutions & Contemporary Problems .....3
PHIL	101	Introduction to Philosophy.....3
PHIL	210	Ethics .....3
PHIL	215	Contemporary Moral Issues .....3
POLS	115	American Government.....3
PSYC	111	Introduction to Psychology .....3
RELS	100	Introduction to Religion.....3
RELS	101	Introduction to Religion (West) .....3
RELS	102	Introduction to Religion (East) .....3
RELS	116	Women in Religion .....3
RELS	120	Religion in America.....3
RELS	203	World Religions.....3
RELS	220	Old Testament.....3
RELS	230	New Testament .....3

## Physical Education

The physical education curriculum prepares students for teaching or leadership roles in schools, sports, business, community fitness programs, and related fields. Students are encouraged to select a second major or minors to qualify for emerging occupational opportunities. Contact your advisor at Williston State College to determine curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	151	General Biology II L/L .....4
BIOL	115	Human Structure & Function .....3
BIOL	115L	Human Structure & Function Lab.....1
CHEM	115	Introductory Chemistry L/L .....4
or		
CHEM	121	General Chemistry I L/L.....5
CSCI	101	Introduction to Computers .....3
EDUC	250	Introduction to Teaching.....2
EDUC	298	Pre-Professional Experience .....1
HPER	100	Concepts of Fitness and Wellness.....2
HPER	101	Activity: Introductory Level ..... ½-1
HPER	102	Activity: Intermediate Level ..... ½-1
HPER	103	Activity: Advanced Level ..... ½-1
HPER	126	Lifetime Fitness .....2
HPER	204	Dance Skills and Techniques .....1
HPER	210	First Aid & CPR .....1
MATH	103	College Algebra .....3
NUTR	240	Principles of Nutrition .....3
PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3
SOC	110	Introduction to Sociology .....3

## Physical Science

The primary goals of the physical science curriculum are:

1. To encourage development of a liberal arts education;
2. To help students select a major and plan a program of study that leads to a baccalaureate degree;
3. To develop a solid foundation of fundamental knowledge both in the sciences and mathematics; and
4. To assist the student in choosing and successfully transferring to a university for completion of a baccalaureate curriculum.

The physical science curriculum is not generally a college major in itself, but is a springboard into a variety of college majors. Therefore, the academic advisor will assist the student in selecting a major during the freshman or sophomore year. The course of study will depend upon which university the student plans to attend. Possible university majors for the physical science student to consider include astronomy, chemistry, consumer food science, geology, meteorology, and physics.

The major distinction between the physical science and the natural science curriculums is the mathematical rigor. A physical science program requires three semesters of analytical geometry and calculus. The natural science curriculum requires one semester of statistics and two semesters of introductory calculus. The physical science curriculum requires university physics while the natural science curriculum requires concepts of physics. A natural science program is well suited for majors in zoology, entomology, microbiology, botany, and ecology. The physical science curriculum is designed to accommodate majors in chemistry, physics, and geology.

### Associate in Science (AS)

#### Suggested Courses:

#### Credits

(Depending on math background, MATH 102, 103, and/or 105 may be required)

ASTR	110	Introductory Astronomy .....	3
ASTR	110L	Introductory Astronomy Lab .....	1
BIOL	150	General Biology I L/L.....	4
CHEM	121	General Chemistry I L/L.....	5
CHEM	122	General Chemistry II L/L .....	5
CHEM	230	Quantitative Analysis.....	3
CHEM	230L	Quantitative Analysis Lab.....	1
CSCI	122	Visual Basic.....	3
GEOL	105	Physical Geology .....	3
GEOL	105L	Physical Geology Lab .....	1
MATH	165	Calculus I.....	4
MATH	166	Calculus II.....	4
MATH	265	Calculus III .....	4
PHYS	251	University Physics I L/L.....	5
PHYS	252	University Physics II L/L.....	5

# Physics

The physics curriculum is designed with considerable flexibility in order to accommodate the variety of interests, plans, and needs of the major. At the same time, it provides a broad and thorough understanding of the fundamental ideas and concepts related to the physical world surrounding us. Using this broad base, which stresses fundamentals, the undergraduate may enter graduate work in one of the pure or applied sciences or one of the non-sciences such as education, business administration, law, journalism, or philosophy. She or he may also choose to pursue a career in education, industry, government, or business.

## Associate in Science (AS)

### Suggested Courses:

### Credits

(Depending on math background, MATH 102, 103, and/or 105 may be required)

ASTR	110	Introductory Astronomy I	3
ASTR	110L	Introductory Astronomy I Lab	1
BIOL	124	Environmental Science	3
BIOL	124L	Environmental Science Lab	1
ChE	201	Chemical Engineering	3
CHEM	121	General Chemistry I L/L	5
CHEM	122	General Chemistry II L/L	5
CHEM	230	Quantitative Analysis	3
CHEM	230L	Quantitative Analysis	1
CSCI	122	Visual Basic	3
CSCI	160	Computer Science I	4
CSCI	161	Computer Science II	4
EE	206	Circuit Analysis	3
ENGR	101	Graphical Communications	3
ENGR	201	Statics	3
ENGR	202	Dynamics	3
ENGR	203	Mechanics of Materials	3
GEOL	105	Physical Geology	3
GEOL	105L	Physical Geology Lab	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 L/L	5
PHYS	252	University Physics II L/L	5
SPAN	101	First Year Spanish I	4
SPAN	102	First Year Spanish II	4

## Plant Protection

The specialties of agronomy and horticulture are similar, yet specific. The student is prepared as a professional to work with pest management. Much of the work can be done as a consultant or advisor.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
AGEC	242	Intro to Agricultural Management .....3
AGRI	275	Introduction to Precision Agriculture.....2
BADM	201	Principles of Marketing .....3
BIOL	150	General Biology I L/L.....4
BIOL	151	General Biology II L/L .....4
CHEM	121	General Chemistry I L/L.....5
CHEM	122	General Chemistry II L/L .....5
H&CE	241	Leadership & Presentation Techniques.....3
PLSC	101	Introduction to Biotechnology .....2
PLSC	110	World Food Crops .....3
PLSC	220	Principles of Forage Production.....3
PLSC	223	Principles of Weed Science .....3
PLSC	225	Principles of Crop Production.....3
PLSC	270	High Value & Specialty Crops .....3
SOIL	210	Introduction to Soil Science.....4

## Political Science

The political science program is designed to provide students with a broad background in liberal arts. The program prepares students for employment in the public, non-profit and private sector, graduate studies, law school, and teaching.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		
ECON	201	Principles of Microeconomics .....3
ECON	202	Principles of Macroeconomics.....3
ENGL	125	Introduction to Professional Writing.....3
HIST	101	Western Civilization I.....3
HIST	102	Western Civilization II.....3
HIST	103	United States To 1877.....3
HIST	104	United States Since 1877 .....3
HIST	220	North Dakota History.....3
HIST	223	History of the Lewis and Clark Exped .....3
POLS	115	American Government.....3
POLS	116	State & Local Government .....3
PSYC	111	Introduction to Psychology .....3
SOC	110	Introduction to Sociology .....3
SPAN	101	First Year Spanish I .....4
SPAN	102	First Year Spanish II.....4
SPAN	201	Second Year Spanish I.....4
SPAN	202	Second Year Spanish II.....4

## Psychology

Psychology is the study of behavior and mental processes. Most psychologists have master's or doctorate degrees. Some of the various areas in psychology include clinical, developmental, experimental, physiological, and social. Individuals with a bachelor's degree may find jobs assisting psychologists, mental health, and human services professionals. They may also work in vocational rehabilitation offices and correctional programs or as research assistants. Other positions may be in areas that require extensive scientific knowledge and understanding of human behavior patterns in a variety of social settings.

### Associate in Arts (AA)

#### Suggested Courses:

#### Credits

BIOL	111/111L	Concepts of Biology L/L	4
BIOL	150/150L	General Biology I L/L	4
COMM	212	Interpersonal Communication	3
COMM	216	Intercultural Communication	3
CSCI	289	Social Implications	3
ENGL	265	Native American Literature	3
HIST	220	ND History	3
HIST	223	History of Lewis and Clark Expedition	3
MATH	210	Elementary Statistics	3
PSYC	111	Introduction to Psychology	3
PSYC	250	Developmental Psychology	3
PSYC	270	Abnormal Psychology	3
SOC	110	Introduction to Sociology	3
SOC	235	Cultural Diversity	3
SPAN	101	First Year Spanish	4
SPAN	102	First Year Spanish II	4
SPAN	201	Second Year Spanish I	4
SPAN	202	Second Year Spanish II	4
		History Course	3

## Public Administration

This curriculum consists of liberal arts courses, combined with courses from business and administrative sciences. Students in public administration find jobs in public, not-for-profit, and private sectors.

### Associate in Arts (AA) or Associate in Science (AS)

#### Suggested Courses:

#### Credits

ACCT	200	Elements of Accounting I	3
ACCT	201	Elements of Accounting II	3
ACCT	207	Managerial Accounting	3
ACCT	215	Business in the Legal Environment	3
BADM	201	Principles of Marketing	3
BADM	202	Principles of Management	3
BOTE	210	Business Communication	3
COMM	210	Advanced Public Speaking	3
COMM	212	Interpersonal Communication	3
COMM	216	Intercultural Communication	3
ECON	201	Principles of Microeconomics	3
ECON	202	Principles of Macroeconomics	3
ENGL	125	Introduction to Professional Writing	3
MATH	103	College Algebra	3
or			
MATH	104	Finite Math	3
MATH	146	Applied Calculus	3
MATH	210	Elementary Statistics	3
POLS	115	American Government	3
POLS	116	State & Local Government	3



# Radiologic Technology

Radiology technologists work in hospitals, clinics, and radiologic clinics. They take X-rays, and provide support for radiology. With additional training, radiologic technologists perform CAT scans, MRIs, and other specialized procedures.

## Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
ACCT	102	Fundamentals of Accounting .....3
BADM	202	Principles of Management .....3
* BIOL	220	Anatomy & Physiology I L/L .....4
* BIOL	221	Anatomy & Physiology II L/L .....4
* BIOL	260	Kinesiology.....3
BIOL	260L	Kinesiology Lab.....1
BUSN	120	Fundamentals of Business .....3
* CHEM	115	Introductory Chemistry L/L.....4
	or	
* CHEM	121	General Chemistry I L/L.....5
CSCI	101	Introduction to Computers .....3
* MATH	103	College Algebra .....3
MATH	210	Elementary Statistics.....3
* PHYS	211	College Physics I L/L .....4
* PHYS	212	College Physics II L/L .....4
	or	
PHYS	251	University Physics I L/L .....5
PHYS	252	University Physics II L/L.....5
* PSYC	111	Introduction to Psychology .....3
PSYC	270	Abnormal Psychology.....3
* SOC	110	Introduction to Sociology .....3

\* Required for most radiologic technology programs.

**Note:** Students should note transfer application deadlines.

## Recreation

The recreation curriculum is designed to prepare students for professional administrative and leadership positions in parks and recreation. Students are advised to pursue a second major or minors in business administration, sociology, gerontology, or related area to enhance career opportunities. Contact your advisor at Williston State College to determine curriculum for the first two years.

### Associate in Arts (AA) or Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
ACCT	102	Fundamentals of Accounting .....3
AGEC	240	Holistic Management .....3
BADM	201	Principles of Marketing .....3
BADM	202	Principles of Management .....3
BIOL	150	General Biology I L/L .....4
BIOL	151	General Biology II L/L .....4
COMM	110	Fundamentals of Public Speaking .....3
COOP	197	Cooperative Education/Internship ..... ½-6
CSCI	101	Introduction to Computers .....3
GEOG	151	Human Geography .....3
GEOL	105	Physical Geology .....3
GEOL	105L	Physical Geology Lab .....1
HPER	100	Concepts of Fitness and Wellness .....2
HPER	101	Activity: Introductory Level ..... 2-5
HPER	126	Lifetime Fitness .....2
HPER	204	Dance Skills and Techniques .....1
HPER	210	First Aid & CPR .....1
PSYC	100	Human Relations in Organization .....2
PSYC	111	Introduction to Psychology .....3
POLS	115	American Government .....3
or		
SOC	110	Introduction to Sociology .....3

## Religion

This curriculum provides a foundation for students interested in careers in religious studies and complements programs in nursing, science, business, criminal justice, and the humanities disciplines.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
ANTH	171	Introduction to Cultural Anthropology .....3
ENGL	231	Bible as Literature .....3
ENGL	261	American Literature I .....3
ENGL	265	Native American Literature .....3
HIST	101	Western Civilization I .....3
HIST	102	Western Civilization II .....3
HUMS	251	Humanities Survey: Mythical Realities & the Classical World .....3
HUMS	252	Humanities Survey: Medieval Solutions & Renaissance Achievements .....3
HUMS	253	Humanities Survey: Modern Revolutions & Contemporary Problems .....3
MUSC	100	Music Appreciation .....3
PHIL	101	Introduction to Philosophy .....3
PHIL	210	Ethics .....3
PHIL	215	Contemporary Moral Issues .....3
PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3
RELS	100	Introduction to Religion .....3
RELS	101	Introduction to Religion (West) .....3
RELS	102	Introduction to Religion (East) .....3
RELS	116	Women in Religion .....3
RELS	120	Religion in America .....3
RELS	203	World Religions .....3
RELS	220	Old Testament .....3
RELS	230	New Testament .....3
SOC	115	Social Problems .....3

## Secondary Education

The secondary education curriculum prepares students to work in high school settings. See catalog descriptions under each department of interest. A middle school endorsement may be earned with additional appropriate course work. Students should review the requirements of the colleges they plan to transfer to after completing the associate degree at WSC.

The curriculum outlined below is based on most common baccalaureate program requirements. Students may earn an Associate's degree in Liberal Arts at WSC, but must transfer to a baccalaureate campus to complete a Bachelor's degree in Secondary Education.

### Associate in Arts (AA)

#### Suggested Courses:

#### Credits

PSYC	111	Introduction to Psychology .....	3
PSYC	250	Developmental Psychology .....	3
SOC	110	Introduction to Sociology .....	3
SOC	235	Cultural Diversity .....	3

#### Optional Courses: ..... Credits

COMM	211	Oral Interpretation .....	3
COMM	212	Interpersonal Communication .....	3
COMM	216	Intercultural Communication .....	3
CSCI	289	Social Implications .....	3
ENGL	265	Native American Literature .....	3
HIST	220	ND History .....	3
HIST	223	History of Lewis and Clark Expedition .....	3
HPER	210	First Aid .....	1
MATH	103	College Algebra .....	3
OR			
MATH	104	Finite Math .....	3

# Social Work

This curriculum provides a foundation for students interested in careers in social work, addiction counseling, rehabilitation services, or gerontology.

## Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	111	Concepts of Biology L/L .....4
CSCI	101	Introduction to Computers .....3
CSCI	289	Social Implications .....3
ECON	202	Principles of Macroeconomics.....3
ENGL	120	College Composition II.....3
MATH	210	Elementary Statistics.....3
PHIL	101	Introduction to Philosophy.....3
POLS	115	American Government.....3
POLS	116	State & Local Government .....3
PSYC	111	Introduction to Psychology .....3
PSYC	270	Abnormal Psychology.....3
SOC	110	Introduction to Sociology .....3
SOC	115	Social Problems .....3
SOC	235	Cultural Diversity .....3
SWK	255	Social Work in Modern Society.....3
<b>Optional Courses:</b>		<b>Credits</b>
BIOL	115	Human Structure and Function L/L .....4
COMM	212	Interpersonal Communication.....3
COMM	216	Intercultural Communication .....3
ENGL	265	Native American Literature .....3
HIST	220	ND History
HIST	223	History of Lewis and Clark Expedition .....3
HPER	126	Lifetime Fitness .....2
PHIL	215	Contemporary Moral Issues .....3
NUTR	272	Contemporary Nutrition.....3
SPAN	101	First Year Spanish I .....4
SPAN	102	First Year Spanish II.....4
SPAN	201	Second Year Spanish I.....4
SPAN	202	Second Year Spanish II.....4

## Sociology

This curriculum focuses on the study of human social interactions and social organization.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
ANTH	171	Introduction to Cultural Anthropology .....3
GEOG	151	Human Geography .....3
PSYC	111	Introduction to Psychology .....3
RELS	203	World Religions.....3
SOC	110	Introduction to Sociology .....3
SOC	115	Social Problems .....3
SOC	235	Cultural Diversity .....3
SOC	299	Special Topics.....3
SPAN	101	First Year Spanish I .....4
SPAN	102	First Year Spanish II .....4
SPAN	201	Second Year Spanish I .....4
SPAN	202	Second Year Spanish II.....4

<b>Optional Course:</b>		<b>Credits</b>
PHIL	215	Contemporary Moral Issues .....3

## Spanish

This curriculum provides a foundation for students interested in careers in any public service, public business, health care, education, or other international fields.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
ART	210	Art History I.....3
ART	211	Art History II .....3
GEOG	151	Human Geography .....3
HIST	101	Western Civilization I.....3
HIST	102	Western Civilization II.....3
HUMS	210	Integrated Cultural Studies ..... 2-3
HUMS	211	Integrated Cultural Studies Excursion .....1
RELS	203	World Religions.....3
SPAN	101	First Year Spanish I .....4
SPAN	102	First Year Spanish II .....4
SPAN	201	Second Year Spanish I .....4
SPAN	202	Second Year Spanish II.....4
Literature Classes.....		3-6

## Special Education

This curriculum provides the foundation for students interested in careers in teaching children or adults with impairments and other developmental disabilities.

### Associate in Arts (AA)

<b>Suggested Courses:</b>		<b>Credits</b>
BIOL	111	Concepts of Biology L/L .....4
CHEM	115	Introductory Chemistry L/L .....4
ENGL	238	Children’s Literature .....3
HIST	103	United States to 1877 .....3
HPER	100	Concepts of Fitness & Wellness .....2
HPER	210	First Aid & CPR .....1
MATH	277	Math for Elementary Teachers .....4
MUSC	101	Fundamentals of Music .....3
PSYC	111	Introduction to Psychology .....3
PSYC	250	Developmental Psychology .....3
SOC	235	Cultural Diversity .....3

<b>Optional Courses:</b>		<b>Credits</b>
COMM	211	Oral Interpretation .....3
COMM	212	Interpersonal Communication .....3
COMM	216	Intercultural Communication .....3
CSCI	289	Social Implications .....3
ENGL	265	Native American Literature .....3
GEOG	161	World Regional Geography .....3
HIST	220	ND History .....3
HIST	223	History of Lewis and Clark Expedition .....3
MATH	103	College Algebra .....3
OR		
MATH	104	Finite Math .....3

## Veterinary Medicine/Technology

This career field offers students the opportunity to work with large, small, and exotic animals. Veterinarians may work in private practice or in larger clinic settings. Course work has a strong emphasis on science.

### Associate in Science (AS)

<b>Suggested Courses:</b>		<b>Credits</b>
AGEC	240	Holistic Management.....3
AGEC	240L	Holistic Management Lab.....1
ANSC	114	Introduction to Animal Science.....2
ANSC	123	Feeds and Feeding.....3
ANSC	220	Livestock Production.....3
* BIOL	150	General Biology I L/L.....4
* BIOL	151	General Biology II L/L.....4
BIOL	215	Genetics.....3
* CHEM	121	General Chemistry I L/L.....5
* CHEM	122	General Chemistry II L/L.....5
* CHEM	241	Organic Chemistry I.....3
* CHEM	241L	Organic Chemistry I Lab.....1
* CHEM	242	Organic Chemistry II.....3
* CHEM	242L	Organic Chemistry II Lab.....1
CHEM	260	Elements of Biochemistry.....3
CHEM	260L	Elements of Biochemistry Lab.....1
* MATH	103	College Algebra.....3
* MICR	202	Microbiology.....3
* MICR	202L	Microbiology Lab.....1
PLSC	101	Introduction to Biotechnology.....2
* PHYS	211	College Physics I L/L.....4
* PHYS	212	College Physics II L/L.....4
or		
PHYS	251	University Physics I L/L.....5
PHYS	252	University Physics II L/L.....5

\* Required for admission to most programs.

## Course Descriptions

All courses defined hereafter are subject to change. Courses may be added or withdrawn from any term schedule due to need, enrollment, or other factors.

### ACADEMIC SUCCESS

#### Credits

- ASC 067 ENGLISH LANGUAGE LEARNER.....1-3**  
 Help for English Language Learners to communicate effectively in daily life. Areas of concentration include speaking, listening, reading, and writing. Upon recommendation from the instructor, this course may be repeated for additional credit.
- ASC 076 APPLIED STUDY SKILLS..... 1**  
 This course applies to specific content areas. Instruction includes tutorials in keyboarding, computer applications, mathematics, and accounting. (Not applicable toward total hours required for graduation at any campus.) S/U
- ASC 081 COLLEGE READING PREPARATION ..... 1**  
 Designed to engage the student in the process of reading. The student is given the opportunity to evaluate individual needs and develop strategies for comprehension, vocabulary, spelling, and reading styles. (Not applicable toward total hours required for graduation at any campus.) S/U
- ASC 083 SPEED READING..... 1**  
 This course is designed to prepare students for better comprehensive textbook reading, to improve reading efficiency through increased reading rate with good comprehension, and to develop greater flexibility of reading speed. (Not applicable toward total hours required for graduation at any campus.) S/U
- ASC 087 COLLEGE WRITING PREPARATION ..... 3**  
 Designed for students whose ACT scores or performance on the English department's diagnostic essay and exam indicates a need for review of basic writing components. Instruction is provided in basic structure, organization, topic choice, punctuation, language mechanics, grammar, and editing. (Not applicable toward total hours required for graduation at any campus.) S/U
- ASC 092 BEGINNING ALGEBRA..... 3**  
 Fundamental operations, factoring, fractions, exponents, radicals, and equations. For students with little or no background in algebra. (Not applicable toward total hours required for graduation at any campus.)
- ASC 100 FRESHMAN SEMINAR..... 1**  
 A freshman experience. Topics include, but are not limited to, team building, campus services, adjusting to college, time management, academic advising, academic policies, learning styles, stress management, and paying for college. S/U

### ACCOUNTING

#### Credits

- ACCT 102 FUNDAMENTALS OF ACCOUNTING..... 3**  
 Basic principles of partnership accounting and the accrual basis of accounting.
- ACCT 200 ELEMENTS OF ACCOUNTING I..... 3**  
 Prerequisite: ACCT 102 or equivalent. Principles and concepts of the accounting cycle. Internal controls as needed for special journals, cash management, and inventories are presented along with an understanding of financial statements.
- ACCT 201 ELEMENTS OF ACCOUNTING II ..... 3**  
 Prerequisite: ACCT 200. Accounting for partnerships and corporations with special emphasis on accounting procedures for the assets and liabilities commonly found in business. Application of accounting concepts and techniques to managerial problems of planning, control, decision making.
- ACCT 215 BUSINESS IN THE LEGAL ENVIRONMENT ..... 3**  
 Prerequisite: Sophomore standing. Consideration of the nature, formation, and application of law in general; emphasis on public law and regulation of business.
- ACCT 231 INCOME TAX PROCEDURES..... 3**  
 Federal income tax relating to individuals and partnerships.

### AGRICULTURE

#### Credits

- AGEC 141 PRINCIPLES OF AGRIBUSINESS MANAGEMENT..... 2**  
 This is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment with the agribusiness industry.
- AGEC 142 AGRICULTURAL ACCOUNTING ..... 2**  
 An introduction to the preparation of farm records and financial statements for use in business analysis.
- AGEC 240 HOLISTIC MANAGEMENT..... 3**  
 Comparison of scientific and holistic thought models as applied to personal, organizational, and biological problem solving and goal setting.
- AGEC 240L HOLISTIC MANAGEMENT LAB..... 1**  
 Corequisite: AGECE 240. Applications of the holistic model to biological, financial, and land planning.



<b>AGEC 242</b>	<b>INTRO TO AGRICULTURAL MANAGEMENT</b> .....	<b>3</b>
Economic and managerial concepts related to farm or agribusiness production process, development of cost data, enterprise analysis, organization and management of production inputs.		
<b>AGEC 244</b>	<b>INTRO TO AGRICULTURAL MARKETING</b> .....	<b>3</b>
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.		
<b>AGEC 246</b>	<b>INTRO TO AGRICULTURAL FINANCE</b> .....	<b>2</b>
Introduction to agricultural finance; provides background in farm and agribusiness credit use and evaluation. Discussion of specific financial conditions on farms and in agribusiness.		
<b>AGEC 249</b>	<b>COMPUTERIZED FARM RECORD KEEPING</b> .....	<b>2</b>
Use of computer systems to initialize, maintain, and summarize farm/ranch financial and production records.		
<b>AGEC 275</b>	<b>APPLIED AGRICULTURAL LAW</b> .....	<b>2</b>
Study of laws affecting agriculture and agribusiness including property ownership, financial relations, and environmental regulation.		
<b>AGRI 241</b>	<b>FARM MANAGEMENT EDUCATION</b> .....	<b>2</b>
A practical study of the farming business for farm families currently engaged in managing their farms or ranches. S/U		
<b>AGRI 242</b>	<b>FARM MANAGEMENT EDUCATION</b> .....	<b>2</b>
This course continues the application of farm management principles for decision-making. S/U		
<b>AGRI 275</b>	<b>INTRODUCTION TO PRECISION AG</b> .....	<b>2</b>
Basic operation and application of electronic components to precision agriculture or site specific management. Real time global positioning, yield monitors, sensors, variable rate applications and field guidance systems.		
<b>AGRI 294</b>	<b>INDEPENDENT PROJECTS</b> .....	<b>1-2</b>
With the advice and direction of the instructor, the student investigates a subject of interest or studies a problem; a written report of the project plan and findings is required. May be repeated.		
<b>AGRI 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-4</b>
Variable instructional topics in the field of agriculture. Requires departmental approval. May be repeated.		
<b>ANSC 114</b>	<b>INTRODUCTION TO ANIMAL SCIENCE</b> .....	<b>2</b>
General principles of the livestock industry and relationship to mankind.		
<b>ANSC 123</b>	<b>FEEDS AND FEEDING</b> .....	<b>3</b>
Principles of feeding livestock including digestive systems, nutrient requirements, nutrient characteristics, and sources utilized in the formulation of balanced rations.		
<b>ANSC 133</b>	<b>SPECIALTY ANIMAL PRODUCTION</b> .....	<b>2</b>
Study of specialty and emerging animal species with emphasis on selection, nutrition, facilities, processing, and marketing.		
<b>ANSC 220</b>	<b>LIVESTOCK PRODUCTION</b> .....	<b>3</b>
General production and management of major meat animal species. Topics include production systems, feeding, facilities, health, economics, and marketing.		
<b>ANSC 231</b>	<b>LIVESTOCK SELECTION</b> .....	<b>2</b>
<b>ANSC 238</b>	<b>LIVESTOCK BREEDING</b> .....	<b>2</b>
The anatomy and physiology of the reproductive systems of farm animals, management practices related to breeding livestock, genetics, and performance testing programs.		
<b>ASM 155</b>	<b>AGRICULTURAL WELDING</b> .....	<b>2</b>
Principles and operation of oxyacetylene, electrode, and wire feed welding.		
<b>ASM 255</b>	<b>ADVANCED WELDING</b> .....	<b>2</b>
Includes use of the MIG welder and plasma arc torch; also includes hard surfacing, brazing, welding cast iron, aluminum, stainless and spring steel, and out-of-position welding.		
<b>H&amp;CE 241</b>	<b>LEADERSHIP AND PRESENTATION TECH</b> .....	<b>3</b>
Development of youth leadership professionals in educational settings; methods, principles, and practices in organizing, developing, conducting, and evaluating community-based student organizations and student leadership programs.		
<b>PLSC 101</b>	<b>INTRODUCTION TO BIOTECHNOLOGY</b> .....	<b>2</b>
Introduction to an ever-growing industry. Course is designed to demonstrate the significance of biotechnology in today's world.		
<b>PLSC 110</b>	<b>WORLD FOOD CROPS</b> .....	<b>3</b>
Scientific principles of crop growth, worldwide production, management alternatives, and processing for domestic and international consumption.		
<b>PLSC 220</b>	<b>PRINCIPLES OF FORAGE PRODUCTION</b> .....	<b>3</b>
Introduction to several forage crops and their management; principles of range and grazing management, forage quality characteristics, the use of legumes in rotations, and preservation of forages.		

<b>PLSC 223</b>	<b>INTRODUCTION TO WEED SCIENCE</b> .....	<b>3</b>
Introduction to biological, chemical, cultural, and mechanical weed control, characteristics of weeds and their identification, pesticide application, and dissipation.		
<b>PLSC 225</b>	<b>PRINCIPLES OF CROP PRODUCTION</b> .....	<b>3</b>
Scientific principles of field crop production with emphasis on relationships of crops and their climate and production considerations as a means of management resources and the environment.		
<b>PLSC 230</b>	<b>GRAIN &amp; SEED ANALYSIS</b> .....	<b>3</b>
Principles of grain grading and seed analysis in accordance with state and federal regulations and standards; other crops of regional importance will also be discussed.		
<b>PLSC 270</b>	<b>HIGH VALUE &amp; SPECIALTY CROPS</b> .....	<b>3</b>
Recognition of production, processing, market, and rotational adaptations of current, new and emerging high value crops.		
<b>RNG 236</b>	<b>INTRODUCTION TO RANGE MANAGEMENT</b> .....	<b>2</b>
Principles of range management which include plant identification, range evaluation, and range improvement.		
<b>SOIL 210</b>	<b>INTRODUCTION TO SOIL SCIENCE</b> .....	<b>4</b>
Physical, chemical, and biological properties of soils as related to use, conservation, and plant growth.		
<b>SOIL 222</b>	<b>SOIL FERTILITY AND FERTILIZERS</b> .....	<b>3</b>
Principles of plant nutrition and soil nutrient availability; soil testing and fertilizer recommendations and management. Macro nutrient emphasis.		

## **ALLIED HEALTH**

## **Credits**

<b>AH 138</b>	<b>MEDICAL CODING I</b> .....	<b>3</b>
Prerequisites: BIOL 115 and AH 170 or AH 171. Introduces the student to the basic coding principles of the CPT and ICD-9 CM coding systems. The format of each system, coding rules, and coding selection are studied. Application of correct coding standards and principles for coding of physician services, diagnoses, and procedures are presented.		
<b>AH 139</b>	<b>MEDICAL CODING II</b> .....	<b>3</b>
Prerequisite: AH 138. A continued study of the CPT and ICD-9-CM coding systems, with focus on coding actual cases. Other topics include legislation affecting coding/reimbursement, documentation requirements, and ethical coding principles.		
<b>AH 140</b>	<b>CODING CERTIFICATION PREPARATION</b> .....	<b>2</b>
Prerequisite: AH 139. A capstone course to prepare students for the Certified Coding Associate exam.		
<b>AH 171</b>	<b>MEDICAL TERMINOLOGY I</b> .....	<b>3</b>
Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems.		
<b>AH 172</b>	<b>MEDICAL TERMINOLOGY II</b> .....	<b>2</b>
Prerequisite: AH 171. Medical terminology related to pathology, diagnostic, surgical, clinical and laboratory procedures, and common abbreviations and acronyms for each body system.		
<b>AH 220</b>	<b>FUND OF MEDICAL TRANSCRIPTION</b> .....	<b>3</b>
Basic theory of medical documents is covered. This includes formatting, spelling, number expression, punctuation, English grammar, and proofreading. Introduction to applied transcription.		
<b>AH 260</b>	<b>KINESIOLOGY I</b> .....	<b>3</b>
Prerequisites: BIOL 220 & BIOL 221. In-depth study of the musculoskeletal system. Biomechanics of normal and abnormal movement are presented.		
<b>AH 260L</b>	<b>KINESIOLOGY I LAB</b> .....	<b>1</b>
Corequisite: AH 260. Basic assessment techniques of the body are learned. Including, but not limited to, manual muscle testing, goniometry, reflexes, dermatomes and myotomes.		
<b>AH 261</b>	<b>KINESIOLOGY II</b> .....	<b>3</b>
Prerequisite: AH 260. Kinesiology II builds off the basic information learned about body function in Kinesiology I.		
<b>AH 261L</b>	<b>KINESIOLOGY II LAB</b> .....	<b>1</b>
Corequisite: AH 261. Basic evaluative techniques of the body are learned. Including, but not limited to, manual muscle testing, goniometry, reflexes, dermatones, and myotomes. This course would reinforce the concepts learned in the Kinesiology II lecture for PTA students.		
<b>AH 266</b>	<b>LABORATORY PROCEDURES</b> .....	<b>2</b>
A comprehensive study of laboratory tests and procedures by body system; radiology procedures; pathology procedures.		
<b>AH 267</b>	<b>HUMAN DISEASES &amp; SURG PROCEDURES</b> .....	<b>2</b>
Comprehensive study of disease processes (causes, symptoms, and treatments), organized by body systems. Study of surgical techniques, instruments, and operative procedures.		
<b>AH 268</b>	<b>APPLIED MEDICAL TRANSCRIPTION I</b> .....	<b>5</b>
Prerequisite: Admission to the medical transcription program. Emphasis on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Grammar and punctuation review.		

<b>AH 269</b>	<b>APPLIED MEDICAL TRANSCRIPTION II</b> .....	<b>5</b>
Prerequisite: AH 268. Emphasis on development of accuracy, speed, and medical knowledge for transcription of consultations, history and physicals, operative procedures, diagnostic procedures, cardiac catheterizations in specialties of cardiology, gastroenterology, orthopedics, and pathology.		
<b>AH 270</b>	<b>APPLIED SURGICAL TRANSCRIPTION</b> .....	<b>3</b>
Transcription of surgical dictation; eg. chart notes, operative reports, consultations, etc.		
<b>AH 271</b>	<b>MEDICAL TRANSCRIPTION INTERNSHIP</b> .....	<b>4</b>
Advanced practice in all areas of medical transcription including foreign accents. Students receiving a 97% or better accuracy rate will receive a Certificate of Completion in addition to academic credit. S/U grading only.		
<b>AH 281</b>	<b>MEDICAL INSURANCE/BILLING</b> .....	<b>3</b>
Prerequisite: AH 138. An introduction to the major nationwide medical insurance programs, diagnostic and procedural coding systems, and the filing of claim forms.		
<b>AH 282</b>	<b>MEDICAL LAW &amp; ETHICS</b> .....	<b>2</b>
The study of the legal aspects of health information. Introduction to the legal system and legal terminology. Medical records as legal documents. Emphasis on confidentiality, release of medical information, consents, federal and state law will be explored. Includes information and training in HIPAA.		
<b>AH 287</b>	<b>COMPUTER APPS IN HEALTH CARE</b> .....	<b>2</b>
This course introduces and includes definitions, electronic data collection, storage, electronic health records, personal health records. The class instructs students on how to implement, manage and secure computer-based patient record systems. National health information initiatives and regional health information organizations will be discussed. Specialized HIM software will be used.		

## **AMERICAN SIGN LANGUAGE**

### **Credits**

<b>ASL 101</b>	<b>AMERICAN SIGN LANGUAGE I</b> .....	<b>4</b>
Provides students with the opportunity to develop a basic knowledge of American Sign Language (ASL) vocabulary, basic grammar, and basic conversational skills. Fundamental aspects of Deaf culture and Deaf community are incorporated.		
<b>ASL 102</b>	<b>AMERICAN SIGN LANGUAGE II</b> .....	<b>4</b>
Prerequisite: ASL 101. Provides students with an opportunity to develop an increased understanding of American Sign Language and its cultural features. ASL vocabulary is also increased. This course is a continuation of ASL 101 with greater emphasis on expressive signing skills.		
<b>ASL 201</b>	<b>AMERICAN SIGN LANGUAGE III</b> .....	<b>4</b>
Prerequisite: ASL 102. Further study American Sign Language and its syntax, grammar, and cultural features. This course is a continuation of ASL 102, but students will be provided opportunities to develop competency and fluency in ASL.		
<b>ASL 202</b>	<b>AMERICAN SIGN LANGUAGE IIII</b> .....	<b>4</b>
Prerequisite: ASL 103. Further study American Sign Language and its syntax, grammar, and cultural features. This course is a continuation of ASL 103, but students will be provided with opportunities to develop competencies and fluency in ASL.		

## **ANTHROPOLOGY**

### **Credits**

<b>ANTH 171</b>	<b>INTRO TO CULTURAL ANTHROPOLOGY</b>	<b>3</b>
Nature and development of culture utilizing data drawn from peoples of the world.		

## **ART**

### **Credits**

<b>ART 110</b>	<b>INTRODUCTION TO THE VISUAL ARTS</b> .....	<b>3</b>
Films, original works, slides, discussions, demonstrations. Structure and meaning of visual art forms as revealed through the analysis of psychological, sociological, and philosophical applications of art mediums.		
<b>ART 120/220</b>	<b>PAINTING I</b> .....	<b>3</b>
Introduction of basic paints through a variety of materials.		
<b>ART 122</b>	<b>TWO-DIMENSIONAL DESIGN</b> .....	<b>3</b>
A basic course in the study of two-dimensional design for the studio artist.		
<b>ART 124</b>	<b>THREE- DIMENSIONAL DESIGN</b> .....	<b>3</b>
A basic course in the study f three- dimensional design for the studio artists.		
<b>ART 210</b>	<b>ART HISTORY I</b> .....	<b>3</b>
A survey of Western art from Paleolithic to the Renaissance.		
<b>ART 211</b>	<b>ART HISTORY II</b> .....	<b>3</b>
A survey of Western art from the Renaissance to the present.		
<b>ART 230</b>	<b>DRAWING II</b> .....	<b>3</b>
Advanced study and application of different drawing media, methods, and techniques.		

<b>ART 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-3</b>
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Prerequisite: Consent of instructor. An examination of special topics in art. May be repeated.

## **ASTRONOMY**

### **Credits**

<b>ASTR 110</b>	<b>INTRODUCTORY ASTRONOMY</b> .....	<b>3</b>
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An introductory study of the universe. Topics will include ancient astronomy (Greek & Native American), solar system, stars & stellar evolution, galaxies, black holes, cosmology, and the expanding universe.

<b>ASTR 110L</b>	<b>INTRODUCTORY ASTRONOMY LAB</b> .....	<b>1</b>
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Hands-on exercises in the study of the universe.

## **ATMOSPHERIC SCIENCE**

### **Credits**

<b>ATSC 110</b>	<b>METEOROLOGY I</b> .....	<b>3</b>
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Elements of the atmosphere with emphasis on those processes that affect the global atmospheric circulation.

<b>ATSC 110L</b>	<b>METEOROLOGY I LAB</b> .....	<b>1</b>
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Experiments and exercises in Meteorology.

## **AUTOMOTIVE TECHNOLOGY**

### **Credits**

<b>AUTO 146</b>	<b>SUSPENSION &amp; STEERING THEORY</b> .....	<b>1</b>
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Introduction to the theory of steering geometry, front and rear suspension systems, two and four wheel alignment procedures, manual and power steering gears, power steering pumps, rack and pinion units; factory specifications and procedures stressed.

<b>AUTO 147</b>	<b>SUSPENSION &amp; STEERING LAB</b> .....	<b>4</b>
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All types of steering units disassembled, inspected, reassembled, and adjusted according to manufacturers' specifications; alignment and wheel balance operations performed and practiced.

<b>AUTO 156</b>	<b>BRAKES THEORY</b> .....	<b>2</b>
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Introduction to brake hydraulics, operation of brake systems (drum and disc), power assist units, anti-skid and anti-lock systems, related electrical and wiring circuits; factory specifications and procedures stressed.

<b>AUTO 157</b>	<b>BRAKES LAB</b> .....	<b>6</b>
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Practical application of the theory of brake systems (hydraulic, mechanical, and electrical-ABS); diagnosis and repair in accordance with established rules and safety standards.

<b>AUTO 166</b>	<b>ELECTRICAL THEORY</b> .....	<b>1</b>
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Introduction to theory of electricity and its uses; operation of the charging, starting, ignition, lighting, and wiring systems.

<b>AUTO 167</b>	<b>ELECTRICAL LAB</b> .....	<b>2</b>
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Starters, alternators and distributors diagnosed, disassembled, inspected, repaired, properly reassembled, and tested; practical wiring performed on mock and live units; engine tune-up; use of engine analyzers in diagnosing engine performance.

<b>AUTO 176</b>	<b>HEATING AND AIR CONDITIONING THEORY</b> .....	<b>1</b>
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Introduction to theory of air conditioning and heating systems, controls; safety in recovering, recycling, and handling of refrigerants stressed; special emphasis on government regulations.

<b>AUTO 177</b>	<b>HEATING AND AIR CONDITIONING LAB</b> .....	<b>3</b>
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Practical application of theories and practices in testing and repairing vehicle heating and air conditioning systems; special attention given to governmental regulations as to handling materials.

<b>AUTO 186</b>	<b>ENGINE PERFORMANCE I THEORY</b> .....	<b>3</b>
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Prerequisite: AUTO 166. Introduction to fundamentals of fuel supply systems, carburetion, electronically controlled carburetors, fuel injection (gas & diesel), emission control systems, air supply, exhaust systems, and engine tune-up. Introduction to computerized engine controls as applied in the modern automobile. Factory and governmental regulations explained and strictly adhered to.

<b>AUTO 187</b>	<b>ENGINE PERFORMANCE I LAB</b> .....	<b>6</b>
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Prerequisite: AUTO 167. Diagnosis and repair of carbureted systems, gas and diesel fuel injection systems; engine tune-up; diagnosis and repair of computerized engine control systems with the use of diagnostic scan tools, oscilloscopes, and gas analyzers; factory specifications and procedures demonstrated and strictly adhered to.

<b>AUTO 198</b>	<b>MECHANICAL AND SHOP ORIENTATION</b> .....	<b>1</b>
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Safety in the operation of hand and power tools, jacks and safety stands, lift equipment; safety procedures and rules stressed; introduction to bench shop and measuring.

<b>AUTO 216</b>	<b>ENGINE REPAIR THEORY</b> .....	<b>2 1/2</b>
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Introduction to fundamentals of automotive engines; engine principles, engine measurements, types of engine design, basic engine construction, cylinder heads and valves, lubrication systems, and engine cooling systems.

<b>AUTO 217</b>	<b>ENGINE REPAIR LAB</b> .....	<b>6 1/2</b>
Diagnosis, removal from chassis, disassembly, cleaning, and inspecting components for possible future failure; cleanliness and attention to detail highly emphasized; all aspects of major overhaul demonstrated, including reconditioning and proper reassembly according to manufacturers' specifications; practice, including cylinder head service, piston ring and cylinder preparation, camshaft installation, connecting rod and main bearing installation, methods for checking clearances, and proper torquing of bolts.		
<b>AUTO 226</b>	<b>AUTO TRANSMISSION/TRANSAXLE TH'Y</b> .....	<b>2</b>
Introduction to operation of automatic transmissions and transaxles. Systems covered include: Torque converters, planetary gearsets, hydraulic fundamentals and systems, apply devices, fluids, gaskets and seals, electrical and electronic transmission controls.		
<b>AUTO 227</b>	<b>AUTO TRANSMISSION/TRANSAXLE LAB</b> .....	<b>5</b>
Maintenance, diagnosis, disassembly, inspection, and reassembly of automatic transmissions/transaxles according to manufacturers' specifications and procedures. Diagnosis and repair of electrical and electronic transmission controls.		
<b>AUTO 231</b>	<b>STANDARD TRANSMISSION THEORY</b> .....	<b>1</b>
Introduction to operation of clutches, standard transmissions, transaxles, and transfer cases.		
<b>AUTO 232</b>	<b>STANDARD TRANSMISSION LAB</b> .....	<b>3</b>
Maintenance, disassembly, inspection, reassembly, and adjustment according to manufacturers' specifications of different types of standard transmissions, transfer cases, and transaxles.		
<b>AUTO 234</b>	<b>DIFFERENTIAL &amp; DRIVELINE THEORY</b> .....	<b>1</b>
Introduction to operation of differentials, final drives, constant velocity joints, standard universal joints, 4-wheel drive lockout front axles.		
<b>AUTO 235</b>	<b>DIFFERENTIAL &amp; DRIVELINE LAB</b> .....	<b>2</b>
Practical application in maintenance, diagnosis, disassembly, inspection, reassembly, and adjustment according to manufacturers' specifications of the different types of differentials, final drives, constant velocity joints, 4-wheel drive lockout front axles.		
<b>AUTO 288</b>	<b>ENGINE PERFORMANCE II</b>	<b>5</b>
Prerequisite: Instructor's approval. Advanced course in electronic engine controls; diagnose, test, and repair using multimeters, labsopes, scan tools, digital oscilloscopes.		
<b>AUTO 299</b>	<b>SPECIAL TOPICS</b>	<b>1-3</b>
Prerequisite: Departmental approval. Designed to meet students' special needs and interests; utilize particular faculty expertise in a varied environment.		

## **BIOLOGY**

## **Credits**

<b>BIOL 111</b>	<b>CONCEPTS OF BIOLOGY L/L</b> .....	<b>4</b>
This is an introductory level non-majors transferable class. It is designed to meet the requirements for a lab science course. It covers major concepts in biology; chemistry of life, cellular biology, ecology, human systems and disease. Includes lab.		
<b>BIOL 115</b>	<b>HUMAN STRUCTURE &amp; FUNCTION</b> .....	<b>3</b>
One semester course that integrates the structure and function of the human body. The course begins with cells and tissues and includes the organ systems. Directed toward majors in transcription, social work, psychology, physical education, and education.		
<b>BIOL 115L</b>	<b>HUMAN STRUCTURE &amp; FUNCTION LAB</b> .....	<b>1</b>
Corequisite: BIOL 115. Examines the structure and function of cells, tissues, and the organ systems through models, preserved specimens, and physiological tests.		
<b>BIOL 124</b>	<b>ENVIRONMENTAL SCIENCE</b> .....	<b>3</b>
Study of the effect of man's activities upon the environment in which he lives. Topics include general ecology, biomes, and environmental problems.		
<b>BIOL 124L</b>	<b>ENVIRONMENTAL SCIENCE LAB</b> .....	<b>1</b>
Experiments and exercises in Environmental Science.		
<b>BIOL 150</b>	<b>GENERAL BIOLOGY I L/L</b> .....	<b>4</b>
A two-semester sequenced study of the fundamental topics of biology. Emphasis on cellular biology. Topics include chemistry of life, cell biology, molecular genetics, genetics, cellular respiration, photosynthesis, simple life forms at the cellular level, and evolution and ecology. Includes lab.		
<b>BIOL 151</b>	<b>GENERAL BIOLOGY II L/L</b> .....	<b>4</b>
A two-semester sequenced study of the fundamental topics of biology. Emphasis on organismal biology. Topics include animal structure and physiology, including unity and diversity of animal systems, overview of human systems, plant structure and physiology including unity and diversity of plant systems, evolution, and ecology. Includes lab.		
<b>MICR 202</b>	<b>MICROBIOLOGY</b> .....	<b>3</b>
Prerequisite: Course in chemistry or biology. Topics include microbial survey, bacterial structure and physiology, viral and bacterial diseases, immune system, personal and community health.		
<b>MICR 202L</b>	<b>MICROBIOLOGY LAB</b> .....	<b>1</b>
Experiments and exercises in Microbiology.		
<b>BIOL 215</b>	<b>GENETICS</b> .....	<b>3</b>
Prerequisite: BIOL 150. Study of the basis of heredity, with emphasis on structure and function of DNA and Mendelian Genetics. Topics include molecular genetics, Mendelian genetics, human genetic diseases and microbial genetics.		

<b>BIOL 215L GENETICS LAB.....</b>	<b>1</b>
Corequisite: BIOL 215. Experiments and exercises in prokaryotic, eukaryotic, and molecular genetics.	
<b>BIOL 220 ANATOMY &amp; PHYSIOLOGY I L/L.....</b>	<b>4</b>
A systematic study of the structure and function of the human body. The study includes the cell and tissues, skeletal, muscular, and nervous systems. The course is directed toward allied health, nursing, life science, and physical education majors. Includes lab.	
<b>BIOL 221 ANATOMY &amp; PHYSIOLOGY II L/L.....</b>	<b>4</b>
Prerequisite: BIOL 220. Systematic study of the structure and function of the following systems: Endocrine, cardiovascular, digestive, respiratory, urinary, and reproductive systems. Emphasis is given to the physiology of the systems and includes fluids and electrolytes. Includes lab.	
<b>BIOL 230 ECOLOGY.....</b>	<b>3</b>
Prerequisite: BIOL 150. Topics include succession, biomes, community structure and functions.	
<b>BIOL 230L ECOLOGY LAB.....</b>	<b>1</b>
Corequisite: BIOL 230. Sampling and aging techniques for plant and animal populations; concepts and application of statistical methodology to ecological data; methods of measuring population structures.	
<b>BIOL 271 BIO-TECHNOLOGY.....</b>	<b>2</b>
Prerequisite: BIOL 150. This is a laboratory oriented course to gain experience in the various techniques to be studied. Topics include isolation of chromosomal and plasmid DNA, electrophoresis and tissue culture.	
<b>BIOL 271L BIO-TECHNOLOGY LAB.....</b>	<b>1</b>
Experiments and exercises in Bio-Technology.	
<b>BIOL 295 INDEPENDENT PROJECTS.....</b>	<b>1-4</b>
Prerequisite: Departmental approval. Opportunity to do independent study in an area of particular interest under the advisement of a biology instructor.	
<b>BIOL 299 SPECIAL TOPICS.....</b>	<b>1-4</b>
Designed to meet students' needs and interests. Uses participating faculty resources. Topics will be selected on interest and relevance to needs.	

## **BUSINESS**

## **Credits**

<b>BADM 201 PRINCIPLES OF MARKETING.....</b>	<b>3</b>
Introductory marketing course concerned with fundamentals of the distribution of goods and services, pricing, promotion, and products.	
<b>BADM 202 PRINCIPLES OF MANAGEMENT.....</b>	<b>3</b>
Study of basic management and organization principles of American business firms; developing managerial knowledge and skill including basic concepts and principles; focuses on the major functions of management; planning, organizing, influencing, and controlling.	
<b>BADM 208 EVENT AND SPORTS MANAGEMENT.....</b>	<b>3</b>
A practical approach to the planning, organizing, staging and evaluation of events in the sports, recreation, business, and entertainment industries.	
<b>BADM 210 ADVERTISING.....</b>	<b>3</b>
Basics of advertising theory and principles including purpose of advertising, methods of appeal, selection of media, and creation of advertising campaigns.	
<b>BADM 212 ADVANCED ADVERTISING.....</b>	<b>2</b>
Prerequisite: BADM 210 or permission. Provides practical experience in developing advertising campaigns for a local business, public agency, or nonprofit benefit.	
<b>BADM 195/295 SERVICE LEARNING.....</b>	<b>1-3</b>
Maximum of six semester hours. Service Learning may be accomplished by one of these methods; joining a club that has a public service component, doing volunteer work at a non-profit organization, or taking a course that links public service with its curriculum.	
<b>BADM 220 CONSUMER BEHAVIOR.....</b>	<b>3</b>
Prerequisite: BADM 201. Theoretical and applied analysis of consumption-related activities of individuals. Investigation of the reasons behind and the forces influencing the selection, purchase, use and disposal of goods and services.	
<b>BADM 240 SALES.....</b>	<b>2</b>
Develops a professional concept of the function of sales in today's economy; pre-approach, approach, determining customer needs, handling objections, closing the sale.	
<b>BADM 251 PERSONAL FINANCE.....</b>	<b>3</b>
The personal financial planning and management process: goal identification and budgeting; minimizing tax liability; uses and costs of various forms of credit; buying, selling, and/or leasing real estate, automobiles and other major items; life, health, property and income insurance; various investment options; the retirement planning process; and estate planning options.	
<b>BADM 260 PRINCIPLES OF RETAILING.....</b>	<b>3</b>
Fundamentals course dealing with the importance of marketing institutions and their methods of operation. Economic order quantities, location, profits, employee relations are some of the topics covered.	
<b>BADM 269 BUSINESS ETHICS.....</b>	<b>3</b>
This course will present a framework for understanding ethical decision-making and social responsibility as it applies to the business world.	

<b>BADM 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-3</b>
Prerequisite: Departmental approval. Special intermediate and advanced investigation of business related topics.		
<b>BOTE 102</b>	<b>KEYBOARDING I</b> .....	<b>2</b>
Basic instruction and practice using the alphanumeric keyboard. Emphasis on proper fingering for touch operation of the keyboard, development of speed and accuracy, and exploration of business document formatting.		
<b>BOTE 108</b>	<b>BUSINESS MATH</b> .....	<b>3</b>
Review of mathematical fundamentals with emphasis on business applications and problem solving.		
<b>BOTE 121</b>	<b>BUSINESS ENGLISH</b> .....	<b>3</b>
Basic review of sentence structure, spelling, vocabulary, punctuation, grammar, and number usage.		
<b>BOTE 152</b>	<b>KEYBOARDING II</b> .....	<b>2</b>
Prerequisite: BOTE 102 or equivalent. Development of speed and accuracy on data/word processing equipment; letter writing, envelopes, tabulation techniques, outlines, printed forms, rough drafts, memorandums, manuscript preparation.		
<b>BOTE 188</b>	<b>COMPUTERIZED ACCOUNTING</b> .....	<b>2</b>
Prerequisite: ACCT 102 or equivalent. Provides a realistic approach to computerized, integrated accounting principles. Consists of six major accounting systems commonly found in computerized accounting environments; general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, and payroll systems.		
<b>BOTE 210</b>	<b>BUSINESS COMMUNICATIONS</b> .....	<b>3</b>
Composition of business letters, memos, reports; includes oral presentations.		
<b>BOTE 217</b>	<b>RECORDS MANAGEMENT</b> .....	<b>2</b>
Study of the systematic control of business records' manual and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.		
<b>BOTE 218</b>	<b>DESKTOP PUBLISHING</b> .....	<b>2</b>
Prerequisites: BOTE 102 or equivalent & CSCI 101. Software application course providing students skills in electronic layout, editing, and production of documents.		
<b>BOTE 247</b>	<b>SPREADSHEET APPLICATIONS</b> .....	<b>3</b>
Intermediate and advanced use of applications software for the creation of spreadsheets, graphs, databases and macros. Integration with other software applications are reviewed.		
<b>BOTE 275</b>	<b>ADMINISTRATIVE OFFICE PROCEDURES</b> .....	<b>3</b>
A course emphasizing duties, responsibilities, and personal qualities of office personnel in today's automated office. Use of advanced computer applications and related office technologies are included.		
<b>BOTE 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-6</b>
Designed to meet student needs or interests; offered to utilize particular faculty resources; topics will be selected on the basis of currency and relevancy to student needs.		
<b>BUSN 120</b>	<b>FUNDAMENTALS OF BUSINESS</b> .....	<b>3</b>
Introduction to the various aspects of business: Ownership, organization, administration, decision making, legal and regulatory environment, marketing, finance, and personnel.		
<b>BUSN 250</b>	<b>PRINCIPLES OF REAL ESTATE</b> .....	<b>3</b>
General introduction to real estate as a business and as a profession. The course 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, contract law and agency, leasing, taxation, insurance development, appraising, and state license law. Upon successful completion of the course with a 75% or higher average, a certificate will be issued, allowing the student to sit for the North Dakota and the National Real Estate licensing exams, as administered by the North Dakota Real Estate Commission.		

## **CAREER STUDIES**

### **Credits**

<b>CARS 101</b>	<b>CAREER EXPLORATION</b> .....	<b>1-3</b>
Designed for students to explore their interests and aptitudes and utilize that information in making informed career decisions. The course will provide students the opportunity to acquire the essential skills and information necessary for effective lifelong career decision making.		

## **CHEMISTRY**

### **Credits**

<b>CHEM 112</b>	<b>INTRODUCTION TO FORENSIC SCIENCE L/L</b> .....	<b>4</b>
A general introduction to the field of forensic science, covering crime scenes, comparisons of soil, glass, hair, fiber and paint samples, analysis of blood, hair and bodily fluids, firearm and tool identifications, and introductions into many of the subfields of forensics. The included lab portion will provide hands-on experience in the analysis of evidence.		
<b>CHEM 115</b>	<b>INTRODUCTORY CHEMISTRY L/L</b> .....	<b>4</b>
Prerequisite: High school algebra. An introductory non-majors course covering topics in measurement, atomic structure, stoichiometry, solutions, gas laws and acid/bases. Includes lab.		

<b>CHEM 116</b>	<b>INTRO TO ORGANIC &amp; BIOCHEMISTRY L/L</b> .....	<b>4</b>
Prerequisite: CHEM 115 or CHEM 121. Non-majors course that includes topics on functional groups, nomenclature, organic reactions, proteins, enzyme action, carbohydrates, lipids and metabolism. Course is directed toward nursing and allied health majors. Includes lab.		
<b>CHEM 121</b>	<b>GENERAL CHEMISTRY I L/L</b> .....	<b>5</b>
Prerequisite: Two years of high school algebra and concurrent enrollment in college algebra or higher math recommended. Topics include atomic structure, stoichiometric relationships, chemical reactions, gas laws, thermochemistry, bonding, and molecular geometry. Course required for science, pre-med, allied health, agriculture, and engineering majors. Includes lab.		
<b>CHEM 122</b>	<b>GENERAL CHEMISTRY II L/L</b> .....	<b>5</b>
Prerequisite: CHEM 121. Topics include solutions, physical states, reaction rates and mechanisms, chemical equilibrium, electrochemistry, and thermochemistry, Includes lab.		
<b>CHEM 230</b>	<b>QUANTITATIVE ANALYSIS</b> .....	<b>3</b>
Prerequisite: CHEM 122. Topics include analytical procedures, gravimetric, volumetric, instrumental, and spectrometric analysis. Course is directed toward chemistry majors, laboratory technicians, and environmental health and safety majors.		
<b>CHEM 230L</b>	<b>QUANTITATIVE ANALYSIS LAB</b> .....	<b>1</b>
Experiments and exercises in Quantitative Analysis.		
<b>CHEM 240</b>	<b>SURVEY OF ORGANIC CHEMISTRY</b> .....	<b>4</b>
Prerequisite: CHEM 121. A one semester survey course that includes topics on nomenclature, reaction mechanisms, reaction types, properties of functional groups and stereochemistry. Directed toward majors in dietetics, medical technology, allied health, agriculture and natural science. Includes lab.		
<b>CHEM 240L</b>	<b>SURVEY OF ORGANIC CHEMISTRY LAB</b> .....	<b>1</b>
Experiments and exercises in organic chemistry		
<b>CHEM 241</b>	<b>ORGANIC CHEMISTRY</b> .....	<b>3</b>
Prerequisite: CHEM 122. First semester of a two-semester sequence designed for science and pre-professional students. Required for chemistry majors. Structure and bonding, nomenclature, stereochemistry, functional groups, and spectroscopy.		
<b>CHEM 241L</b>	<b>ORGANIC CHEMISTRY LAB</b> .....	<b>1</b>
Experiments and exercises in Organic Chemistry		
<b>CHEM 242</b>	<b>ORGANIC CHEMISTRY II</b> .....	<b>3</b>
Prerequisite: CHEM 241. Second semester of a two-semester sequence. Structure and reactivity, name reactions, carbon-carbon bond formation reactions, aromatic and heterocyclic chemistry, multi-step synthesis, and polymers.		
<b>CHEM 242L</b>	<b>ORGANIC CHEMISTRY II LAB</b> .....	<b>1</b>
Experiments and exercises in Organic Chemistry		
<b>CHEM 260</b>	<b>ELEMENTS OF BIOCHEMISTRY</b> .....	<b>3</b>
Prerequisite: CHEM 240 or CHEM 241. Survey course on the dynamic nature of the chemistry of life. Includes topics on cellular structure, proteins, enzymes, carbohydrates, lipids, nucleic acids and metabolism. Directed toward majors in dietetics, health fields, agriculture, and biotechnology.		
<b>CHEM 260L</b>	<b>ELEMENTS OF BIOCHEMISTRY LAB</b> .....	<b>1</b>
Experiments and exercises in Biochemistry.		
<b>CHEM 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-4</b>
Designed to meet student needs or interests; offered to utilize particular faculty resources; topics will be selected on interest and relevancy to students' need.		

## COMMUNICATION

## Credits

<b>COMM 110</b>	<b>FUNDAMENTALS OF PUBLIC SPEAKING</b> .....	<b>3</b>
Basic principles of speech from the viewpoint of composition and delivery. Emphasis on student performance, critical thinking skills, effective organization, and direct communication of ideas.		
<b>COMM 200</b>	<b>INTRODUCTION TO MEDIA WRITING</b> .....	<b>3</b>
Introduction to the writing styles and forms required in journalism, advertising, broadcasting, and public relations.		
<b>COMM 210</b>	<b>ADVANCED PUBLIC SPEAKING</b> .....	<b>3</b>
An advanced course in the art of oral discourse.		
<b>COMM 211</b>	<b>ORAL INTERPRETATION</b> .....	<b>3</b>
The communication of literary texts via dynamic oral delivery. Involves the study, analysis, and interpretation of literature as well as mastering strategies and techniques for oral communication.		
<b>COMM 212</b>	<b>INTERPERSONAL COMMUNICATION</b> .....	<b>3</b>
Introduces fundamental concepts of communication between individuals. Examines positive and effective intrapersonal and interpersonal communication skills. Explores aspects of self-expression and relationship communication.		
<b>COMM 214</b>	<b>PERSUASIVE SPEAKING</b> .....	<b>3</b>
Persuasive speaking with focus on evaluating information directed at the consumer. The course involves strategies of altering attitudes, beliefs, values, and behavior.		



<b>COMM 216</b>	<b>INTERCULTURAL COMMUNICATION</b> .....	<b>3</b>
Explores the opportunities and barriers that occur when people from different cultures communicate. Explores the definitions, models, and verbal processes of communication.		
<b>COMM 217</b>	<b>ORGANIZATIONAL COMMUNICATION</b> .....	<b>3</b>
A practical approach for communication in the workplace including working in a group, networking, leadership, ethics, and problem solving.		
<b>COMM 221</b>	<b>INTRODUCTION TO ARGUMENTATION AND DEBATE</b> .....	<b>3</b>
Introduces basic components of the practical application of argument, common types of argument, logic, and reasoning.		
<b>COMM 299</b>	<b>SPECIAL TOPICS IN COMMUNICATION</b> .....	<b>1-4</b>
Designed to meet students' needs and interests. Uses participating faculty resources. Topics to be selected on interest and relevance to needs.		

## **COMMUNICATION DISORDERS**

### **Credits**

<b>CD 110</b>	<b>SURVEY OF COMMUNICATION DISORDERS</b> .....	<b>3</b>
This class is designed to introduce the student to the Speech-Language Pathology Assistant-Paraprofessional program. It will review the legal guidelines for the North Dakota Certificate of Completion, the academic requirements, the scope of practice for the paraprofessional, and include basic terminology and disorders. The class will help a student decide if he or she should apply for admission to the program.		
<b>CD 210</b>	<b>INTRO TO COMMUNICATION DISORDERS</b> .....	<b>3</b>
Prerequisite: CD 110. A Survey of various communication disorders: Language, phonology, fluency, voice, hearing impairment, cleft palate, cerebral palsy, aphasia. Ten hours of clinical observation are required.		
<b>CD 220</b>	<b>APPLIED PHONETICS FOR SPEECH-</b>	
<b>LANGUAGE PATHOLOGY ASSISTANTS</b> .....		<b>3</b>
Prerequisite: CD 210 and CD 221. The purpose of this course is to study the production and perception of speech sounds and to learn to transcribe spoken language. It will include learning and using the International Phonetic Alphabet (IPA) to transcribe both normal and disordered speech production.		
<b>CD 221</b>	<b>LANGUAGE DEVELOPMENT FOR SPEECH –LANGUAGE PATHOLOGY ASSISTANTS</b> .....	<b>3</b>
Prerequisite: CD 110. The study of those events and processes which combine in relatively predictable and observable ways and are evidenced in the acquisition of language.		
<b>CD 222</b>	<b>ARTICULATORY/PHONOLOGICAL DISORDERS FOR SPEECH-LANGUAGE ASSISTANTS</b> .....	<b>3</b>
Prerequisites: CD 210 and CD 221. A study of normal articulatory phonological development and the types, causes, and treatment of Articulatory-Phonological disorders. Ten hours of clinical observation are required.		
<b>CD 224</b>	<b>TECHNIQUES FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANTS</b> .....	<b>3</b>
Prerequisite: CD 220 and CD 222. Therapy approaches and techniques for planning and carrying out clinical practicum designed for assistants.		
<b>CD 225</b>	<b>LANGUAGE DISORDERS &amp; TREATMENT FOR THE SLPA</b> .....	<b>3</b>
The study of deviant language patterns in school-aged children and language differences among varied cultures. Evidence based intervention techniques and strategies for children with language impairments will be covered.		
<b>CD 241</b>	<b>PRACTICUM (Minimum of 100 Hours)</b> .....	<b>4</b>
Prerequisite: CD 212 and CD 224. Supervised practicum in a clinical setting. Students must enroll for a minimum of 4 credits.		
<b>CD 242</b>	<b>AUDIOLOGY FOR SPEECH –LANGUAGE PATHOLOGY ASSISTANTS</b> .....	<b>2</b>
This 2-hour elective course is designed to introduce the paraprofessional to the basic anatomy of the hearing mechanism. Information will also be presented about hearing disorders, basic audiometric test procedures, and educational, medical, and technological intervention procedures.		

## **COMPUTER INFORMATION SYSTEMS**

### **Credits**

<b>CIS 102</b>	<b>COMPUTER SOFTWARE APPLICATIONS-WORD</b> .....	<b>2</b>
Prerequisite: CSCI 101 & BOTE 102 or equivalent. Provides hands-on operation of microcomputer equipment with the word processing software Microsoft Word for Windows.		
<b>CIS 104</b>	<b>MICROCOMPUTER DATABASE-ACCESS</b> .....	<b>3</b>
Prerequisite: BOTE 102 or equivalent. This course is designed to teach database concepts, the use of database software, and the types of applications adaptable to this software.		
<b>CIS 105</b>	<b>MICROCOMPUTER SPREADSHEETS-EXCEL</b> .....	<b>2</b>
Prerequisite: CSCI 101 & BOTE 102 or equivalent. Provides hands-on experience in the use of spreadsheet software.		
<b>CIS 107</b>	<b>TIME MANAGEMENT SOFTWARE-OUTLOOK</b> .....	<b>2</b>
Microsoft Outlook Core course to increase the possibility of a student gaining MOUS Master certification.		
<b>CIS 130</b>	<b>PRESENTATIONS</b> .....	<b>2</b>
Prerequisite: BOTE 102 or equivalent. This class provides hands-on production of searching, creating, and delivering electronic business presentation projects using Microsoft PowerPoint and other graphic packages.		
<b>CIS 160</b>	<b>OPERATING SYSTEMS-NETWORKING</b> .....	<b>3</b>
Fundamentals of basic network operating systems. Provides skills needed for the installation and basic operation.		

<b>CIS 180</b>	<b>CREATING WEB PAGES</b> .....	<b>3</b>
Prerequisite: CIS 115 or Internet experience. This course is designed to help with the study and application of communication of the World Wide Web with emphasis on web site design. The course does require prior experience with the Internet. It is a hands-on course with work to be done both in and out of the classroom. By the end of the course, each class member will complete Web pages/sites ready for placement on the Internet and Web pages to be incorporated into established Web sites.		
<b>CIS 202</b>	<b>ADVANCED SOFTWARE APPLICATIONS</b> .....	<b>2</b>
Prerequisites: CIS 102 and CIS 105. This class will provide students with instruction and projects using the advanced features in Microsoft Word and Microsoft Excel.		
<b>CIS 211</b>	<b>WEB PLAN AND DESIGN</b> .....	<b>3</b>
<b>CIS 212</b>	<b>MS WINDOWS OS CLIENT</b> .....	<b>3</b>
The course helps learners to gain the knowledge and skills to install, configure, customize, optimize, and troubleshoot the Microsoft Windows operating system in a stand-alone and network environment.		
<b>CIS 215</b>	<b>IMPLEMENTING MS WINDOWS SERVER</b> .....	<b>3</b>
This course introduces the learner to the Microsoft Windows Server and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required to administer and support the Microsoft Windows operating system in a network environment.		
<b>CIS 216</b>	<b>IMPLEMENTING MS WINDOWS NETWORK</b> .....	<b>3</b>
This course is for professionals who will be responsible for configuring, managing, and troubleshooting a network infrastructure that uses the Microsoft Windows Server products. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) and Windows Internet Name Service (WINS); and implementing a network access infrastructure by configuring the connections for remote access clients.		
<b>CIS 219</b>	<b>MICROCOMPUTER HARDWARE</b> .....	<b>3</b>
This lecture course with several labs covers most of the hardware items of the modern personal computer. Discussion will include networks, communications, office structure, and future technologies. Students will have opportunities to experiment with different software and hardware components during labs.		
<b>CIS 220</b>	<b>OPERATING SYSTEMS-UNIX</b> .....	<b>3</b>
This course is designed to acquaint the student with the UNIX operating system. It will provide practical skills in using UNIX commands and utilities, including editors and file system management.		
<b>CIS 222</b>	<b>NETWARE ADMINISTRATION</b> .....	<b>3</b>
Basic introduction on the insight and capabilities of a network system. Through practical exercises, this course explains how PCs interact and how efficient use of the network can increase productivity.		
<b>CIS 232</b>	<b>GRAPHIC DESIGN</b> .....	<b>3</b>
Learn the fundamentals of Adobe PhotoShop. Students will learn the essentials of digital imaging, including color models and theory, resolution types, color correction tools, and much more.		
<b>CIS 233</b>	<b>VECTOR GRAPHICS AND WEB ANIMATION</b> .....	<b>3</b>
<b>CIS 235</b>	<b>ADVANCED GRAPHIC DESIGN</b> .....	<b>3</b>
This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students will be able to creatively produce designs and articulate their rationale. Additionally, students will be able to utilize the design process throughout the project and understand that the computer is the tool.		
<b>CIS 242</b>	<b>NT CORE TECHNOLOGIES</b> .....	<b>3</b>
Prerequisite: CIS 234. This class will provide students with the knowledge to perform installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows NT based network.		
<b>CIS 250</b>	<b>ADVANCED WEB DESIGN</b> .....	<b>3</b>
Prerequisite: CIS 180. Continued coverage of web design using more advanced tools.		
<b>CIS 265</b>	<b>CISCO NETWORKING</b> .....	<b>4</b>
This is the first level of a three-part series on computer networking. Participants will learn about current and emerging networking technology. The course will cover safety, networking terminology and protocols, network standards, LANs, WANs, the OSI model, cabling, router configuration, typologies, IP addressing, and other general networking information. The goal is for participants completing Levels 1-3 to be prepared to take the industry certification exam and become a Certified CISCO Networking Associate.		
<b>CIS 266</b>	<b>CISCO ROUTING, CONFIGURATION, &amp; TBLESHOOTING</b> .....	<b>4</b>
Prerequisite: CIS 265. This is the second level of a three part series on computer routing. Participants will review what they learned in Level I and continue to learn about more advanced computer routing skills. Following a review of the basic concepts, participants will concentrate on router configuration and LAN switching. Beginning network management principles will be learned.		
<b>CIS 267</b>	<b>CISCO SWITCHING &amp; LAN TOPOLOGIES</b> .....	<b>3</b>
Prerequisite: CIS 266. The main focus of this class is successfully configuring routers and switches and using network management techniques.		
<b>CIS 268</b>	<b>CISCO SWITCHING &amp; PROJECT MANAGEMENT</b> .....	<b>3</b>
Prerequisite: CIS 267. The main focus of this course is on participating on a project in which the students will see a computer networking project from design, to building, to implementing, to troubleshooting.		

**CIS 276 FUNDAMENTALS OF WIRELESS LANS ..... 3**  
 The course will be an introduction to Wireless LANs, focusing on the design, planning, implementation, operation and troubleshooting of Wireless LANs and bridging. It will cover a comprehensive overview of technologies, security and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup & troubleshooting, 802.11a & 802.11b technologies, products & solutions, Site Surveys, Resilient WLAN design, installation & configuration, WLAN Security, Vendor interoperability strategies.

**CIS 299 SPECIAL TOPICS ..... 1-4**  
 Various topics in the area of computer application technology. The course can be repeated in accordance with department specifications.

**COMPUTER SCIENCE Credits**

**CSCI 101 INTRODUCTION TO COMPUTERS..... 3**  
 General hardware and software issues such as: terminology, environments. Applications such as: word processing, spreadsheets, databases, Internet usage.

**CSCI 114 MICROCOMPUTER PACKAGES ..... 3**  
 Intermediate level of experience with word processing, spreadsheet, database, and presentation applications on personal computers.

**CSCI 120 COMPUTER PROGRAMMING I..... 3**  
 Introduction to programming in a high-level language. Emphasis on problem solving and logical thinking. Design, implementation and testing of programs for small-scale problems using elementary data types and control structures.

**CSCI 122 VISUAL BASIC ..... 3**  
 Introduction to programming in the BASIC/VISUAL BASIC language.

**CSCI 124 BEGINNING C++/VISUAL C++ ..... 3**  
 Introduction to programming in the C++/VISUAL C++ language.

**CSCI 126 BEGINNING FORTRAN..... 3**  
 Introduction to programming in the FORTRAN language.

**CSCI 127 BEGINNING JAVA/J++ ..... 3**  
 Introduction to programming in the Java/J++ language.

**CSCI 160 COMPUTER SCIENCE I..... 4**  
 An introduction to computer science including problem solving, algorithm development, and structure programming in the high-level language. Emphasis on design, coding, testing, and documentation of programs using accepted standards of style.

**CSCI 161 COMPUTER SCIENCE II ..... 4**  
 Prerequisite: CSCI 160. Advanced concepts in computer science including data structures, algorithm analysis, standard problems such as searching and sorting, and memory management issues.

**CSCI 172 INTERMEDIATE VISUAL BASIC ..... 3**  
 Prerequisite: CSCI 122. Intermediate-level programming in the BASIC/VISUAL BASIC language.

**CSCI 174 INTERMEDIATE C++/VISUAL C++ ..... 3**  
 Intermediate-level programming in the C++/VISUAL C++ language.

**CSCI 191 DATABASE DESIGN ..... 3**  
 This course lays the foundation for understanding relational databases and database design. Students plunge into the theory and practice of data modeling. A data model is a conceptual representation of the data structures in a database. The data structures include the data objects (entities), the associations between data objects (relationships), and the rules that dictate operations on the objects (business rules).

**CSCI 192 DATABASE PROGRAMMING..... 3**  
 Prerequisites: CSCI 191. In this course students gain an understanding of relational databases through the powerful Structured Query Language (SQL). The SQL commands, functions, and operators supported by Oracle as extensions to standard SQL are emphasized. Students learn to create and maintain database objects such as tables, indexes, views, constraints, and sequences.

**CSCI 242 DATA STRUCTURES ..... 3**  
 Prerequisites: CSCI 161 and MATH 208. Manipulation of graphs and trees. Internal and external sort/merge/search techniques. Dynamic memory allocation. Time/space analysis of algorithms.

**CSCI 250 ASSEMBLY LANGUAGE..... 4**  
 Programming in assembly language.

**CSCI 289 SOCIAL IMPLICATIONS OF COMPUTER TECHNOLOGY ..... 2**  
 An introduction to the effects of computer technology on society and individuals and to ethical problems faced by computer professionals. Topics covered include privacy, the nature of work, centralization versus decentralization, and the need for human factors analysis in the development of a new computer system.

**CSCI 299 SPECIAL TOPICS ..... 1-4**  
 A course designed to meet special departmental needs.

**COOPERATIVE EDUCATION Credits**

**COOP 197 COOPERATIVE EDUCATION/INTERNSHIP ..... 1/2-6**  
 Provides opportunities to explore career interests and develop professional skills through work experiences. Work under the supervision of the employer and the instructor while receiving credit. May be repeated.

## CRIMINAL JUSTICE

Credits

**CJ 201 INTRODUCTION TO CRIMINAL JUSTICE ..... 3**  
Examination of the criminal justice system and process. Including crime, lawmaking, criminality, prosecution, police, courts, and corrections.

## DIESEL TECHNOLOGY

Credits

**DTEC 106 DRIVELINES THEORY ..... 2 1/2**  
Introduction to the fundamentals and operation of drivelines and differentials used in light and heavy duty trucks, agricultural equipment, and heavy equipment.

**DTEC 107 DRIVELINES LAB ..... 3 1/2**  
Maintenance, disassembly, inspection, reassembly, and adjustments according to manufacturers' specifications of various drivelines and differentials used in light and heavy duty trucks, agricultural equipment, and heavy equipment.

**DTEC 126 CLUTCH THEORY ..... 2 1/2**  
Introduction to the fundamentals and operation of clutches and transmissions used in light and heavy duty trucks, agricultural equipment, and heavy equipment.

**DTEC 127 CLUTCH LAB ..... 3 1/2**  
Maintenance, disassembly, inspection, reassembly, and adjustment according to manufacturers' specifications of various clutches and transmissions used in light and heavy duty trucks, agricultural equipment, and heavy equipment.

**DTEC 136 BRAKE THEORY ..... 1 1/2**  
Introduction to the fundamentals and operation of brake systems. Operation of hydraulic brake systems, including agricultural brake systems, air brake systems, and anti-lock brake systems.

**DTEC 137 BRAKE LAB ..... 2 1/2**  
Practical application of the theory of hydraulic, air, and mechanical brakes. Diagnosis and repair in accordance with established rules and safety standards.

**DTEC 146 SUSPENSION THEORY ..... 1**  
Introduction to the theory of steering geometry, front and rear suspension systems, wheel alignment procedures, manual and power steering gear systems. Factory specifications and procedures are stressed.

**DTEC 147 SUSPENSION LAB ..... 1**  
Manual and power steering units disassembled, inspected, and reassembled according to manufacturers' specifications. Leaf spring systems, king pins and bushings, removal, inspection, and reinstallation according to manufacturer's specifications. Alignment operations also stressed.

**DTEC 156 ELECTRICAL THEORY ..... 2 1/2**  
Introduction to the theory of electricity and its uses in automobile, light and heavy duty trucks, agricultural, and industrial equipment. Operation of charging and starting systems. Reading and use of wiring diagrams when troubleshooting electrical systems.

**DTEC 157 ELECTRICAL LAB ..... 3 1/2**  
Starters and alternators diagnosed, disassembled, inspected, repaired, and properly reassembled and tested. Practical use of wiring diagrams and proper use of meters used in troubleshooting electrical systems.

**DTEC 216 DIESEL ENGINES THEORY ..... 5 1/2**  
Introduction to fundamentals of diesel engines and diesel fuel systems; engine principles, fuel system principles, engine measuring, types of engine designs, types of fuel system designs, basic engine construction, cylinder heads and valves, lubrication systems, and cooling systems.

**DTEC 217 DIESEL ENGINES LAB ..... 8 1/2**  
Diagnosis, removal from chassis, disassembly, cleaning, and inspecting components for possible future failure; cleanliness and attention to detail emphasized; all aspects of major overhaul demonstrated, including reconditioning and proper reassembly according to manufacturers' specifications; practice including fuel systems, cylinder head service, piston ring and cylinder preparation, camshaft installation, connecting rod and main bearing installation, methods for checking clearances, and proper torquing of bolts.

**DTEC 220 POWER TRAINS ..... 1/2**  
Review troubleshooting, repairing, and adjusting all aspects of the drivetrain.

**DTEC 266 HYDRAULICS THEORY ..... 2 1/2**  
Principles and operation of various hydraulic systems and system components; hydrostatic drives. F,Sp

**DTEC 267 HYDRAULICS LAB ..... 3 1/2**  
Practical experience testing, diagnosing, and rebuilding hydraulic systems and their components.

**DTEC 296 ELECTRONIC DIESEL THEORY ..... 2 1/2**  
Prerequisites: DTEC 156 & 216. Introduction to computers and their sensors as applied in modern diesel engines. Introduction to the fundamentals of the computerized fuel systems components.

**DTEC 297 ELECTRONIC DIESEL LAB ..... 3 1/2**  
Prerequisites: DTEC 157 & 217. Practical application in diagnosing with modern diagnostic equipment on vehicles with onboard computers; proper procedures in testing, repairing, and replacing components stressed.

**DTEC 299 SPECIAL TOPICS** ..... 1/2  
 Prerequisite: Instructor's approval. Assist in diagnosis of new model year changes; use of advanced test equipment.

**ECONOMICS**

**Credits**

**ECON 105 ELEMENTS OF ECONOMICS** .....3  
 Survey of economic principles for students planning no further formal study of economics; analysis of factors influencing aggregate levels of output, employment, and prices; introduction to U.S. monetary system; price determination and resource allocation under competitive and monopolistic conditions; review of selected contemporary economic issues.

**ECON 201 PRINCIPLES OF MICROECONOMICS** ..... 3  
 Nature, method, and scope of economic analysis; economic scarcity, resources, specialization and division of labor, supply and demand, production and cost, technology, product and resource market structures, distribution of income, and international trade.

**ECON 202 PRINCIPLES OF MACROECONOMICS**..... 3  
 Analysis of aggregate levels of income and employment, inflation, monetary and fiscal policy, economic growth and development, international finance, and comparative economic systems.

**EDUCATION**

**Credits**

**EDUC 250 INTRODUCTION TO TEACHING** .....2  
 Corequisite: EDUC 298. A study of teaching as a profession, including historical, philosophical, and social and psychological foundations of education.

**EDUC 298 PRE-PROFESSIONAL EXPERIENCE** ..... 1  
 Corequisite: EDUC 250. Field-based observation of teaching.

**ENGINEERING**

**Credits**

**ENGR 100 INTRODUCTION TO ENGINEERING** ..... 1  
 Introduces students to the profession, including the disciplines of chemical, civil, electrical, environmental, and mechanical engineering. Field trips included.

**ENGR 101 GRAPHICAL COMMUNICATION**..... 3  
 Development of visualization, technical communication, and documentation skills. 3-D geometric modeling as applied to CADD applications using current methods and techniques commonly found in industry. Introduction to engineering, design and team problem solving.

**ENGR 201 STATICS**..... 3  
 Vector approach to principles of statics; resultants of force systems, equilibrium of force systems, analysis of structures, centroids and moments of inertia.

**ENGR 202 DYNAMICS** ..... 3  
 Vector approach to principles of dynamics; rectilinear and curvilinear translation, rotation, plane motion, force-mass-inertia, work-energy, and impulse-momentum.

**ENGLISH**

**Credits**

**ENGL 100 INTERMEDIATE COMPOSITION** ..... 3  
 A course to assist in transition to college Composition I. Emphasizes necessary diction, language mechanics, and structure skills. Develops use of communication problem-solving resources; exs: dictionary, writing lab, peer review.

**ENGL 105 TECHNICAL COMMUNICATIONS**..... 3  
 This course for technical education students concentrates on professional communications, resource searches, and speech.

**ENGL 110 COLLEGE COMPOSITION I** ..... 3  
 First course in sequence. Inventing, planning, drafting, writing, and revisiting different essay types for a variety of audiences and a variety of contexts. Close reading and analysis. Introduction to finding and evaluating information,. Collaborative invention and revision techniques.

**ENGL 120 COLLEGE COMPOSITION II**..... 3  
 Prerequisite: ENGL 110 with a minimum grade of „C“. Second course. Writing academic essays or other genres with clarity and accuracy after learning and practicing stages of writing. Close reading, analysis, and appreciation. Finding, evaluating, integrating, and acknowledging sources. Collaborative Invention and revision techniques.

**ENGL 125 INTRO TO PROFESSIONAL WRITING**..... 3  
 Presenting information in a way effectively communicating a particular message to a particular audience in a style and format consistent with the demands of a professional or technical setting. Close reading and analysis. Finding, evaluating, integrating, acknowledging sources. Collaborative invention, composition, presentation techniques.

**ENGL 211 INTRO TO CREATIVE WRITING** ..... 3  
 Guided practice of writing skills related to the imaginative uses of language.

**ENGL 220 INTRODUCTION TO LITERATURE**..... 3  
 Reading and discussion of representative samples of poetry, drama, fiction, nonfiction, and film, with emphasis on the use of common literary terminology.

<b>ENGL 222</b>	<b>INTRODUCTION TO POETRY</b> .....	<b>3</b>
	This course provides an opportunity to develop an understanding of the skills of reading and writing poetry.	
<b>ENGL 224</b>	<b>INTRODUCTION TO FICTION</b> .....	<b>3</b>
	This course will include reading and understanding representative examples of short stories and novels, and appreciation of critical standards of the genre.	
<b>ENGL 225</b>	<b>INTRODUCTION TO FILM</b> .....	<b>3</b>
	This course provides the opportunity for the study of filmed drama, especially motion pictures, as a literary form.	
<b>ENGL 231</b>	<b>BIBLE AS LITERATURE</b> .....	<b>3</b>
	Students in this course read the Bible as a literary document including its cultural sources and transmission, issues of translation, and its various genres.	
<b>ENGL 238</b>	<b>CHILDREN'S LITERATURE</b> .....	<b>3</b>
	This course will include the reading of texts suitable for reading by elementary school-age children and will emphasize analysis of characteristics of literature which determine age-appropriateness.	
<b>ENGL 261</b>	<b>AMERICAN LITERATURE I</b> .....	<b>3</b>
	Examines representative readings in English written by Americans from the British Colonial Period until the Civil War.	
<b>ENGL 262</b>	<b>AMERICAN LITERATURE II</b> .....	<b>3</b>
	Study of American writers and writing; begins with selected major works since the Civil War, continuing to the present.	
<b>ENGL 265</b>	<b>NATIVE AMERICAN LITERATURE</b> .....	<b>3</b>
	A broad survey of Native American Literature, beginning with legends and tales from the oral tradition, and ending with contemporary literature written in English by and about Native Americans.	
<b>ENGL 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-3</b>
	Prerequisite: Instructor's consent. Topics courses have varying areas of content, issues, or themes in American, British, or World literature and are typically taught only on occasion determined by faculty availability and student demand.	

## **GEOGRAPHY**

### **Credits**

<b>GEOG 121</b>	<b>PHYSICAL GEOGRAPHY</b> .....	<b>3</b>
	A study of the pattern of distribution of the physical elements of man's environment. The origin and characteristics of the terrestrial grid, earth-space relations, climate, land forms, vegetation, and soils.	
<b>GEOG 121L</b>	<b>PHYSICAL GEOGRAPHY LAB</b> .....	<b>1</b>
	Experiments and exercises in Physical Geography.	
<b>GEOG 150</b>	<b>PRINCIPLES OF GEOGRAPHY</b> .....	<b>3</b>
	Study of geography in a modern context and its synthesizing role in relation to both physical and social sciences. Major emphasis is on the relationship between people and their environment, spatial interactions, and regional structures.	
<b>GEOG 151</b>	<b>HUMAN GEOGRAPHY</b> .....	<b>3</b>
	Non-Ethnocentric understanding of geography of human lifestyles and actualities, their place and role in human environment interactions.	
<b>GEOG 161</b>	<b>WORLD REGIONAL GEOGRAPHY</b> .....	<b>3</b>
	Study of geographic processes shaping major world regions and inter-relationships in the global village; geographic bases and implications of current world events.	
<b>GEOG 263</b>	<b>GEOGRAPHY OF NORTH DAKOTA</b> .....	<b>3</b>
	Study of the interrelationships that exist between North Dakota's physical and cultural environments. Specific topics include physiography, climate, flora, prehistoric occupation, historic development, demography, and economic structures.	
<b>GEOG 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-4</b>
	Prerequisite: Consent of instructor. Designed to meet students' special needs and interests; utilize particular faculty expertise in a varied environment.	

## **GEOGRAPHIC INFORMATION SYSTEMS**

### **Credits**

<b>GIS 105</b>	<b>FUNDAMENTALS OF GIS</b> .....	<b>3</b>
	An introduction to Geographic Information Systems (GIS), a tool for integrating and analyzing spatial data to visualize relationships, seek explanations, and develop solutions to problems. Emphasis is placed on the nature of geographic information, and the ways in which digital methods support geographic analysis and modeling. Course will be divided between lecture and lab sessions. This course is open to GIS and on-GIS majors. Introduction to Computers (CSCI 101) or a working knowledge of Microsoft Windows is required.	
<b>GIS 107</b>	<b>GEOGRAPHIC INFORMATION SYSTEM APPLICATIONS</b> .....	<b>3</b>
	This course will provide an introduction to theory and hands-on experience in GIS techniques using ArcGIS software. This course applies fundamental GIS concepts to creating, editing, and querying spatial data. The course will include an introduction to map projections and coordinate systems; data capture; attribute tables; data manipulation, remote sensing, aerial and satellite imagery; using Global Position Systems (GPS) and transferring data to GIS; vector and raster data, and the basics of creating aesthetically pleasing maps and charts. Students will	

analyze spatial relationships and make decisions from presented information through various geoprocessing techniques. This course will include lab, field, and project work.

**GIS 245      ADVANCED APPLICATIONS IN GIS..... 3**  
 An advanced hands- on applications course designed to extend GIS experience and knowledge and prepare students in becoming self sufficient GIS technicians. The course follows a hands- on problem solving approach that integrates the interests and analytical needs of participating students. This class will be divided between lecture and lab sections.

**GIS 299      SPECIAL TOPICS IN GIS ..... 3**  
 Various topics in the area of geographic information systems and global positioning technology. The course can be repeated in accordance with specific department specifications.

**GEOLOGY Credits**

**GEOL 105      PHYSICAL GEOLOGY ..... 3**  
 Introduction to the dynamics and physical geology of Earth. Includes the external and internal processes and materials of our planet. Includes a comprehensive introduction to astronomy focusing on our solar system. Meets the North Dakota Education Standards and Practices Board Curriculum Standard 50015.2c pertaining to the Elementary Education Major. This course may not be accepted by some schools offering the Elementary Education major. It is advisable to confirm transferability prior to enrollment.

**GEOL 105L      PHYSICAL GEOLOGY LAB ..... 1**  
 Experiments and exercises in Physical Geology and Astronomy.

**GERMAN Credits**

**GERM 101      FIRST YEAR GERMAN I..... 4**  
 Pronunciation and fundamental grammatical principles introduced through the development of skills in listening, comprehension, and speaking, followed by practice in reading and writing.

**GERM 102      FIRST YEAR GERMAN II..... 4**  
 Prerequisite: GERM 101 or equivalent. Continued study of pronunciation and fundamental grammatical principles introduced through the development of skills in listening, comprehension, and speaking, followed by practice in reading and writing.

**GERM 201      SECOND YEAR GERMAN I..... 4**  
 Review of the structure of the language. Practice in oral and written expression and reading in German. Dual Credit Only.

**GERM 202      SECOND YEAR GERMAN II..... 4**  
 Prerequisite: German I or equivalent. Review of the structure of the language. Practice in oral and written expression and reading in German. Dual Credit Only.

**HEALTH, PHYSICAL EDUCATION, AND RECREATION Credits**

**HPER 100      CONCEPTS OF FITNESS & WELLNESS ..... 2**  
 Study designed to introduce students to concepts of holistic living. Focus is on self-evaluation and personal program planning emphasizing the relation of lifestyle choices to optimal wellness.

**HPER 101      ACTIVITY: INTRODUCTORY LEVEL ..... ½ -1**  
 Students may select from the following: Aerobic fitness, archery, aqua dynamics, badminton, basketball, bowling, canoeing, curling, dance, fitness walking, golf, racquetball, social dance, softball, swimming, taekwondo, tennis, volleyball, wallyball, water fitness, weight training, social games, and others as determined by department. May be repeated.

**HPER 102      ACTIVITY: INTERMEDIATE LEVEL ..... ½ -1**  
 Students may select from the following: Aerobic fitness, archery, aqua dynamics, badminton, basketball, bowling, canoeing, curling, dance, fitness walking, golf, racquetball, social dance, softball, swimming, taekwondo, tennis, volleyball, wallyball, water fitness, weight training, social games, and others as determined by department. May be repeated.

**HPER 103      ACTIVITY: ADVANCED LEVEL ..... ½ -1**  
 Students may select from the following: Aerobic fitness, archery, aqua dynamics, badminton, basketball, bowling, canoeing, curling, dance, fitness walking, hiking, golf, racquetball, social dance, softball, swimming, taekwondo, tennis, volleyball, wallyball, water fitness, weight training, social games, and others as determined by department. May be repeated.

**HPER 110      SPORTS OFFICIATING-FALL ..... 1**  
 Knowledge of the rules and techniques for officiating selected sports; preparation for officiating ratings.

**HPER 111      SPORTS OFFICIATING-SPRING..... 1**  
 Knowledge of the rules and techniques for officiating selected sports; preparation for officiating ratings.

**HPER 126      LIFETIME FITNESS..... 2**  
 Designed to help students understand the basis of physical fitness and to provide information for developing a program of exercise and physical activity that meets the lifetime needs of each student.

<b>HPER 204</b>	<b>DANCE SKILLS AND TECHNIQUES</b> .....	<b>1</b>
Corequisite: HPER 101-Social Dance. Methods and techniques for teaching square dance, line dance, folk dance, social dance, and mixers.		
<b>HPER 205</b>	<b>PHYSICAL EDUCATION FOR ELEMENTARY CHILDREN</b> .....	<b>2</b>
Practice in teaching of fundamental and specialized motor skills and self-testing activities for the elementary school level.		
<b>HPER 207</b>	<b>PREVENTION AND CARE OF INJURIES</b> .....	<b>3</b>
Prerequisite: BIOL 220. Study of basic taping, bracing, and padding techniques; concepts of post-injury treatment; covers requirements of education and certification for professionals.		
<b>HPER 208</b>	<b>INTRODUCTION TO PHYSICAL EDUCATION</b> .....	<b>3</b>
Specific information about the nature of the field, its opportunities, rewards, and the requirements of a sound program of professional preparation.		
<b>HPER 210</b>	<b>FIRST AID &amp; CPR</b> .....	<b>1</b>
Basic knowledge and skills in dealing with emergency medical situations; includes CPR instruction. Red Cross Certification available. Open to all students.		
<b>HPER 217</b>	<b>PERSONAL AND COMMUNITY HEALTH</b> .....	<b>3</b>
Overview of factors affecting wellness; topics include mental and physical health, relationships and sexuality, drugs, diseases, and aging; emphasis on the impact of individual decisions on level of holistic wellness.		
<b>HPER 218</b>	<b>PERSONAL TRAINER PREPARATION</b> .....	<b>3</b>
A semester-long course which will prepare the student for the Personal Trainer Certification Exam from the National Council on Strength and Fitness. Learn the biomechanics of the human body and its response to exercise based on an individual's age and fitness level. Gain knowledge of resistance training, flexibility instruction, body composition testing and various assessment techniques.		
<b>HPER 219</b>	<b>LIFEGUARD TRAINING</b> .....	<b>2</b>
American Red Cross techniques and methods of aquatic safety and life guarding. Meets Red Cross standards.		
<b>HPER 220</b>	<b>EMT-BASIC (PART ONE)</b> .....	<b>3</b>
Requires enrollment in consecutive fall and spring classes. Written, verbal and practical training in prehospital emergency care and transportation. Provides partial training to prepare students for the National Registry Examination for Emergency Medical Technicians. Attendance is mandatory at all classes.		
<b>HPER 221</b>	<b>EMT-BASIC (PART TWO)</b> .....	<b>3</b>
Prerequisite: HPER 220 or current certification as an EMT and instructor consent. Requires enrollment in consecutive fall and spring classes. Written, verbal and practical training in prehospital emergency care and transportation. Completes training to prepare students for the National Registry Examination for Emergency Medical Technicians. Attendance is mandatory at all classes.		
<b>HPER 250</b>	<b>VARSITY ATHLETICS</b> .....	<b>1</b>
Daily practice and participation in intercollegiate athletics, including baseball, basketball, golf, and volleyball. May be repeated.		
<b>HPER 253</b>	<b>HEALTH AND THE AGING POPULATION</b> .....	<b>2</b>
Provides basic information on the normal aging process and pathophysiological changes directly related to chronic and degenerative disease; identifies and addresses changes in human needs as related to the aging person.		
<b>HPER 260</b>	<b>VITAL HEALTH ISSUES</b> .....	<b>2</b>
Study of current health issues including health care systems, health hazards, mental health, drugs, nutrition, exercise, weight control, major causes of death, and consumer health; emphasis on healthful practices and preventive measures.		
<b>HPER 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-3</b>
Designed to meet student's needs and interests. Uses participating faculty resources. Topics to be selected on interest and relevance to needs.		

## **HISTORY**

## **Credits**

<b>HIST 101</b>	<b>WESTERN CIVILIZATION I</b> .....	<b>3</b>
Interpretive survey of cultural continuity from 3000 B.C. to the end of the European Middle Ages.		
<b>HIST 102</b>	<b>WESTERN CIVILIZATION II</b> .....	<b>3</b>
Interpretive survey with emphasis on movements common to Western Europe from the Reformation through World War II.		
<b>HIST 103</b>	<b>UNITED STATES TO 1877</b> .....	<b>3</b>
Survey of early American history, including old world background, transformations of British institutions into American institutions, revolution, and the establishment of the Union with its temporary breakup in the Civil War.		
<b>HIST 104</b>	<b>UNITED STATES SINCE 1877</b> .....	<b>3</b>
Survey of the last century of American history, including the transformation of an isolationist, agrarian nation into an urban, industrial, and world power; emphasis upon the resulting domestic maladjustments.		
<b>HIST 220</b>	<b>NORTH DAKOTA HISTORY</b> .....	<b>3</b>
A survey emphasizing settlement and development, noting the consequences of the state's climate and settlers on the situation in which it now finds itself. Special attention is paid to the Nonpartisan League and the evolution of isolationist sentiment among North Dakotans.		
<b>HIST 222</b>	<b>HISTORY OF THE WESTERN FRONTIER</b> .....	<b>3</b>
Survey of the developments of the American frontier from the Mississippi Valley westward and how those developments have played a role in America's cultural, social, political, economic growth.		



<b>HIST 223</b>	<b>HISTORY OF THE LEWIS &amp; CLARK EXPEDITION</b> .....	<b>3</b>
A historical overview of the motivation, preparations, and exploits of the „Corps of Discovery“ (1804-1806) led by Meriwether Lewis and William Clark. Their successes, failures, and legacies will be examined.		
<b>HIST 228</b>	<b>SELECTED READINGS IN EUROPEAN HISTORY</b> .....	<b>1-3</b>
Under arrangement and advisement by the instructor, students may earn credit by doing research and reading in specialized areas and presenting the findings in formally written reviews.		
<b>HIST 229</b>	<b>SELECTED READINGS IN AMERICAN HISTORY</b> .....	<b>1-3</b>
Under arrangement and advisement by the instructor, students may earn credit by doing research and reading in specialized areas and presenting the findings in formally written reviews.		
<b>HIST 257</b>	<b>THE COLD WAR</b> .....	<b>3</b>
This course is an examination of the historical backgrounds, motivations/actions, and key events of a period colloquially termed “The Cold War;” primarily the relations between the United States and the Soviet Union, on a global scale, from the year 1945 through the 1990s.		
<b>HIST 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-3</b>
Designed to meet students’ special needs and interests; utilize particular faculty expertise in a varied environment.		

## **HUMANITIES**

## **Credits**

<b>HUMS 210</b>	<b>INTEGRATED CULTURAL STUDIES</b> .....	<b>2-3</b>
Interdisciplinary class designed to provide basic conversational language skills while studying culture and geography of a designated society.		
<b>HUMS 211</b>	<b>INTEGRATED CULTURAL EXCURSION</b> .....	<b>1</b>
Intensive study session within the society studied in Integrated Cultural Studies; tour the society to attain first hand exposure to the culture while using language skills. S/U		
<b>HUMS 251</b>	<b>HUMANITIES SURVEY: MYTHICAL REALITIES AND THE CLASSICAL WORLD</b> .....	<b>3</b>
Humanities 251, the first in a historical series of three humanities survey courses which may be taken independently of others, examines the development of ancient myths in Mesopotamia, Greece, and the Pre-European America, and the roles those myths played, as well as exploring the effects of the emphasis on reason in both Greek and Roman cultures by focusing on architecture, art, literature, theater, history, theology, and philosophy of the mythological and classical world.		
<b>HUMS 252</b>	<b>HUMANITIES SURVEY: MEDIEVAL SOLUTIONS AND RENAISSANCE ACHIEVEMENTS</b> .....	<b>3</b>
Humanities 252, the second in a historical series of three humanities courses which can be taken in any order, focuses on the rise of Christian, Islamic and secular cultures of the fall of Rome, as well as tracing the developing emergence, and achievements, of the Italian and Northern Renaissance by examining the art, music, architecture, history, literature, theology, and philosophy of the post-classical world.		
<b>HUMS 253</b>	<b>HUMANITIES SURVEY: MODERN REVOLUTIONS AND CONTEMPORARY PROBLEMS</b> .....	<b>3</b>
Humanities 253, the third in a historical series of courses which require no prerequisites, covers the emergence of science and reason as the modern catalyst for revolution, traces the reaction of romanticism and realism to the Enlightenment world view, and attempts to understand the basis for the contemporary problems humanity currently faces by studying the philosophical, literary, artistic, and musical expressions of the last four centuries.		
<b>HUMS 290</b>	<b>SPECIAL TOPICS FOR HONOR STUDENTS</b> .....	<b>1</b>
Phi Theta Kappa honor students with a GPA of 3.3 or higher may receive one or two credits by earning points in the four hallmark areas established by the national group: Scholarship, leadership, fellowship, and service. The hallmark areas must emphasize the topic chosen by the national group on a yearly basis. May be repeated.		
<b>HUMS 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-4</b>
Designed to meet students’ special needs and interests; utilize particular faculty expertise in a varied environment.		

## **INTERDISCIPLINARY STUDIES**

## **Credits**

<b>INT 100</b>	<b>COLLEGE STUDY SKILLS</b> .....	<b>2</b>
Designed to introduce or enhance the study skills necessary for college success. Topics include personal learning styles, textbook reading, note taking, time management, test preparation, test taking, effective memory techniques, and critical thinking skills.		

## **MASSAGE THERAPY**

## **Credits**

<b>MASG 101</b>	<b>INTRODUCTION TO MASSAGE THERAPY</b> .....	<b>2</b>
An overview of the field of massage therapy. Topics covered include historical perspectives on massage, ethics and legalities, universal precautions, indications and contraindications, communication and documentation, reimbursement issues, informed consent, practice environments, and general policies and procedures in running a massage therapy practice.		
<b>MASG 120</b>	<b>SWEDISH MASSAGE I</b> .....	<b>3</b>
Prerequisite: Admission to the Massage Therapy Program. The technique of traditional (Swedish) massage is presented. Students will learn the theory and practice the application of Swedish massage techniques including, but not limited to, effleurage, petrissage, tapotement. Students will also learn the theory and application of proper body mechanics, positioning, and draping. Primary emphasis will be in the application of these techniques to the lower extremities and back region.		
<b>MASG 121</b>	<b>MASSAGE THERAPY CLINICAL I</b> .....	<b>3</b>
Prerequisite: Admission to the Massage Therapy Program. Students will obtain additional practice in the application of massage techniques studied in MASG 120 and MASG 150. Students are required to complete a minimum of fifty massages. Twenty-five massages will be		

completed under the supervision of the instructor and twenty-five completed independently. Students will practice obtaining medical histories and documenting services provided.

- MASG 150 KINESIOLOGY TECHNIQUES I..... 3**  
 Prerequisite: Admission to the Massage Therapy Program. Students will learn the assessment process including manual muscle testing as it applies to massage therapy. Students will study surface anatomy and identification of landmarks. The appropriate technique of stretching hypomobile tissues will be presented.
- MASG 220 SWEDISH MASSAGE II ..... 3**  
 Prerequisite: Admission to the Massage Therapy Program. Students continue the application of techniques and theory of Swedish massage. Students will apply these techniques to the remaining regions of the body.
- MASG 221 MASSAGE THERAPY CLINICAL II..... 6**  
 Prerequisite: Admission to the Massage Therapy Program. Students will obtain additional practice in the application of massage techniques studied in MASG 120, 150, 220, and 250. Students are required to complete a minimum of one hundred massages. Fifty massages will be completed under the supervision of the instructor and fifty completed independently. Students will practice obtaining medical histories and documenting services provided.
- MASG 240 THE BUSINESS OF MASSAGE..... 2**  
 Prerequisite: Admission to the Massage Therapy Program. Students will learn how the basics of business apply to running your own clinic.
- MASG 250 KINESIOLOGY TECHNIQUES II ..... 3**  
 Prerequisite: Admission to the Massage Therapy Program. Students will learn the theory and practice the application of various other massage techniques including, but not limited to, acupressure, on-site, deep tissue, sports massage, abdominal, and facial massage. Students will learn the theory and practice of the complementary modalities of heat, cold, and hydrotherapy.
- MASG 260 ADVANCED MASSAGE TECHNIQUES..... 4**  
 Prerequisite: Admission to the Massage Therapy Program. Students will learn a variety of techniques that complement Swedish Massage including modalities, Indian and Oriental massage approaches.
- MASG 270 PROFESSIONAL CONFERENCE..... 1**  
 Prerequisite: Admission to the Massage Therapy Program. Students will attend continuing education conference to familiarize themselves with the continuing education process. S/U

## **MATHEMATICS**

## **Credits**

- ASC 092 BEGINNING ALGEBRA..... 3**  
 Fundamental operations, factoring, fractions, exponents, radicals, and equations. For students with little or no background in algebra. (Not applicable toward total hours required for graduation at any campus.)
- MATH 100 APPLIED MATHEMATICS ..... 3**  
 A review of mathematics including metrics, fractions, decimals, and percentages. Emphasis is placed on the strategies of problem solving using technical applications.
- MATH 102 INTERMEDIATE ALGEBRA ..... 3**  
 Properties of the real number system, factoring, linear and quadratic equations, polynomial and rational expressions, inequalities, systems of equations, exponents, radicals, functional notation, rational equations, and absolute value.
- MATH 103 COLLEGE ALGEBRA ..... 3**  
 Prerequisite: MATH 102. Relations and functions, equations and inequalities, complex numbers; polynomial, rational, exponential and logarithmic functions; systems of equations, matrices and determinants, sequences and summation.
- MATH 104 FINITE MATH..... 3**  
 Prerequisite: MATH 102 or higher. Systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, elementary probability and descriptive statistics.
- MATH 105 TRIGONOMETRY ..... 2**  
 Prerequisite: MATH 103. Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, parametric and polar coordinates.
- MATH 107 PRE-CALCULUS ..... 4**  
 Equations and inequalities; polynomial, rational, exponential, logarithmic, and trigonometric functions; applications.
- MATH 139 APPLIED MATH FOR NURSES..... 2**  
 Prerequisite: Admission to the Nursing Program. A review of basic math skills as applied to drug dosage calculation and medication administration. Includes a review of the metric and apothecary systems, reading drug labels, maintenance of medication records, calculating adult and pediatric drug dosages, and calculating intravenous flow rates and infusion times.
- MATH 146 APPLIED CALCULUS ..... 3**  
 Prerequisite: MATH 103 or MATH 104. Limits, derivatives, integrals, exponential and logarithmic functions, and applications.
- MATH 165 CALCULUS I..... 4**  
 Prerequisite: MATH 103 & 105. Limits, continuity, differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus, and applications.

<b>MATH 166</b>	<b>CALCULUS II</b> .....	<b>4</b>
Prerequisite: MATH 165. Applications and techniques of integration, polar equations, parametric equations, sequences and series, power series, and applications.		
<b>MATH 208</b>	<b>DISCRETE MATHEMATICS</b> .....	<b>3</b>
Prerequisite: MATH 103. Sets, relations and functions, combinatorics, logic, Boolean algebra, difference equations, graph theory, automata.		
<b>MATH 210</b>	<b>ELEMENTARY STATISTICS</b> .....	<b>3</b>
Prerequisite: MATH 102. 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.		
<b>MATH 265</b>	<b>CALCULUS III</b> .....	<b>4</b>
Prerequisite: MATH 166. Multivariate and vector calculus including partial derivatives, multiple integration, applications, line and surface integrals, Green"s Theorem, Stoke"s Theorem, Divergence Theorem.		
<b>MATH 266</b>	<b>INTRO TO DIFFERENTIAL EQUATIONS</b> .....	<b>3</b>
Prerequisite: MATH 265. Solution of elementary equations by elementary techniques, Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications.		
<b>MATH 277</b>	<b>MATH FOR ELEMENTARY TEACHERS I</b> .....	<b>4</b>
Prerequisite: MATH 103. A mathematics course for prospective elementary school teachers. Topics include problem solving, numeration systems, real numbers, elementary number theory, and proportional reasoning. Calculators, computers, and manipulatives are used in the course.		

## **MENTAL HEALTH/ADDICTION STUDIES**

### **Credits**

<b>MHA 201</b>	<b>MENTAL HEALTH I</b> .....	<b>4</b>
Introduction to the current psychiatric categories and brief introduction of common diagnostic and functional assessment tools. Introduction to psychopharmacology.		
<b>MHA 205</b>	<b>MENTAL HEALTH II</b> .....	<b>4</b>
Introduction to therapeutic intervention, case management, multicultural issues, confidentiality, facilitating psycho-social groups (group dynamics), and advanced interviewing skills.		
<b>MHA 210</b>	<b>ADDICTIONS I</b> .....	<b>4</b>
Introduction to the theories of chemical addiction and dependence (12 step treatment), impact of drug abuse on individual, family and society. Native American issues will be addressed.		
<b>MHA 215</b>	<b>ADDICTIONS II</b> .....	<b>4</b>
Psychopharmacology, overview of assessment, patient placement and treatment planning procedures, activity planning, and laws and regulations.		
<b>MHA 220</b>	<b>INTERNSHIP</b> .....	<b>3</b>
100-hour internship in an approved mental health or addictions setting to provide students with an opportunity to develop and apply program-related competencies.		

## **MICROBIOLOGY**

### **Credits**

<b>MICR 202</b>	<b>MICROBIOLOGY</b> .....	<b>3</b>
Prerequisite: Course in chemistry or biology. Topics include microbial survey, bacterial structure and physiology, viral and bacterial diseases, immune system, personal and community health.		
<b>MICR 202L</b>	<b>MICROBIOLOGY LAB</b> .....	<b>1</b>
Experiments and Exercises in Microbiology.		

## **MUSIC**

### **Credits**

<b>MUSC 100</b>	<b>MUSIC APPRECIATION</b> .....	<b>3</b>
Music appreciation for students without an extensive background in music.		
<b>MUSC 101</b>	<b>FUNDAMENTALS OF MUSIC</b> .....	<b>3</b>
Fundamentals of music, theoretical principles; music vocabulary for students without an extensive background in music.		
<b>MUSC 111</b>	<b>APPLIED MUSIC (PRIVATE LESSONS)</b> .....	<b>1</b>
Prerequisite: Consent of Instructor. Individual, private instruction in piano, guitar, organ, voice, or instrument. May be repeated. Lab fee required. S/U		
<b>MUSC 117</b>	<b>CONCERT CHOIR</b> .....	<b>1</b>
Open to all interested students; mixed vocal group; includes sacred and secular music. May be repeated.		
<b>MUSC 145</b>	<b>PERCUSSION ENSEMBLE</b> .....	<b>1</b>
This performing ensemble will focus exclusively on Batucada, a genre of samba in Rio de Janeiro, Brazil.		
<b>MUSC 150</b>	<b>INTRODUCTION TO GUITAR</b> .....	<b>3</b>
Beginning techniques in chord and melody playing is developed in class ensemble. Students will learn and apply music theory, perform various styles and gain a lifelong interest and participation in music.		

<b>MUSC 155</b>	<b>SELECT SINGERS</b> .....	<b>1</b>
Open to auditions from members of the concert choir. The select singers will be performing several different styles of music; including pop, jazz, folk songs, and ballads. May be repeated.		
<b>MUSC 160</b>	<b>CONCERT BAND</b> .....	<b>1</b>
The study of instrumental music through group performance and rehearsal. A variety of band music will be introduced and performed at concerts and special events.		
<b>MUSC 167</b>	<b>JAZZ COMBO</b> .....	<b>1</b>
Open to qualified instruments approved by the director. Group will explore bop, swing, samba, bossa nova and cool.		
<b>MUSC 180</b>	<b>CLASS GUITAR I</b> .....	<b>1</b>
Beginning technique in chord and melody playing is developed in class ensemble. Courses in progressive order of advancement.		
<b>MUSC 181</b>	<b>CLASS GUITAR II</b> .....	<b>1</b>
Continuation of Class Guitar I.		
<b>MUSC 201</b>	<b>WORLD MUSIC</b> .....	<b>3</b>
The class will introduce learners to various Non-Western musical genres, instruments and musical practices through research and study.		
<b>MUSC 207</b>	<b>HISTORY OF POPULAR/ROCK MUSIC</b> .....	<b>3</b>
This course presents a survey of rock music from 1900 to the present. The class provides segmented (decade- by- decade) review of variations in the form and sociological impact music.		
<b>MUSC 299</b>	<b>SPECIAL TOPICS IN MUSIC</b> .....	<b>1</b>

## **NURSING**

## **Credits**

<b>NURS 100</b>	<b>NURSE ASSISTANT TRAINING</b> .....	<b>2</b>
This course is designed to prepare the student for certification as a nurse assistant. Units of study consist of the following: Introduction to long-term care, communication, infection control, safety, anatomy, physiology of aging, nutrition, skin care, and basic skills (personal care, transferring, positioning, vital signs, elimination, bed making). Course consists of classroom and supervised clinical practice.		
<b>NURS 120</b>	<b>FOUNDATIONS OF NURSING</b> .....	<b>3</b>
Prerequisite: Admission to the Practical Nursing Program. This course introduces concepts related to the practical nurse's roles and responsibilities in today's society. Emphasis is placed on effective communication, microbiology concepts, basic human needs, critical thinking, research, and ethical-legal and professional issues. Health promotion and disease prevention concepts are introduced. Upon completion the student will be able to understand the nursing process as it relates to the socially and culturally diverse clients along the health-illness continuum.		
<b>NURS 121</b>	<b>PRACTICAL NURSING I</b> .....	<b>3</b>
Prerequisite: Admission to the Practical Nursing Program. This course introduces students to core concepts of mental health nursing, nutrition, and health assessment as they related to the nursing profession. Students will learn concepts of mental health and mental illness, health promotion and disease prevention related to nutrition; and the data collection processes of health assessment.		
<b>NURS 122</b>	<b>CLINICAL PRACTICE I</b> .....	<b>3</b>
Prerequisite: Admission to the Practical Nursing Program. This course takes place in the nursing laboratory and in health care facilities. The student will apply social, biological, behavioral and nursing science principles as they are acquired in the Foundations of Nursing and Practical Nursing I courses. Basic nursing skills and procedures are demonstrated and applied in a supervised laboratory/clinical setting. Beginning Practical Nursing Students will begin to participate with the nursing process for clients across the lifespan.		
<b>NURS 124</b>	<b>CLINICAL PRACTICE II</b> .....	<b>3</b>
Prerequisite: Admission to the Practical Nursing Program. This course takes place in the nursing laboratory and in health care facilities. Additional nursing skills are introduced in the laboratory and applied in the clinical setting utilizing current technology. Clinical experiences will include nursing interventions, pain management, nutrition and drug therapy for disease and infectious processes of culturally diverse clients across the lifespan. Health promotion activities and disease prevention techniques will be incorporated into nursing care of the culturally diverse client. Mental health and therapeutic communication concepts are applied in caring for clients along the health illness continuum. Evidence based practice is applied in the holistic care of clients across the lifespan. Upon completion the student will assist in the nursing process as a member of the interdisciplinary health care team.		
<b>NURS 126</b>	<b>CLINICAL PRACTICE III</b> .....	<b>3</b>
Prerequisite: Admission to the Practical Nursing Program. This clinical takes place in a variety of clinical settings. The student will apply evidence based nursing knowledge and skills in caring for clients across the lifespan with stable or predictable health problems and assisting with those whose conditions are critical or unpredictable. Critical thinking, effective and therapeutic communication, nursing process, management of nursing care, and delegation of unlicensed assistive persons are incorporated into the clinical experience. The student will provide safe and effective nursing care in a legal and ethical manner for clients along the health-illness continuum as an interdisciplinary member of the health care team. Upon completion of this clinical course, the student will have the knowledge and experience to practice in the role of a practical nurse.		
<b>NURS 127</b>	<b>PRACTICAL NURSING II: INTRO TO MEDICAL-SURGICAL NURSING</b> .....	<b>2</b>
This didactic course expands on prior learning to increase evidence-based knowledge of nursing interventions, pain management, surgery, cancer, trauma and drug therapy for disease and infectious processes of the biopsychosocial individual along the health-illness continuum. This course will integrate teaching and learning activities that enhance critical thinking skills, involvement of clients in decision making, self-care, health promotion, disease prevention and intervention to responses to illness. Upon completion, the student will describe the application of the nursing process in caring for culturally unique clients across the lifespan in an ethical and legal manner.		

<b>NURS 129</b>	<b>PRACTICAL NURSING III.....</b>	<b>4</b>
Prerequisite: Admission to the Practical Nursing Program. This course will continue the learning of evidenced based nursing interventions, nursing process, nutrition and drug therapy for disease processes of the culturally diverse client across the lifespan along the health-illness continuum. Additional information presented will include accountability, roles, responsibilities and ethical, legal and professional issues of the entry level Practical Nurse. The principles of therapeutic communication are expanded and the impact of technology on nursing care is addressed.		
<b>NURS 145</b>	<b>INTRODUCTION TO MATERNAL-CHILD NURSING.....</b>	<b>2</b>
This didactic course focuses on nursing care of the culturally diverse woman, infant, and child. Emphasis is placed on health maintenance and selected study of diseases and disorders affecting women, infants, children, and families. Growth and development of the infant and child, and common childhood illnesses are presented. The importance of family-centered care and therapeutic communication is addressed. This course will integrate teaching and learning activities that enhance involvement of clients in decision-making, self-care, health promotion, and disease prevention.		
<b>NURS 224</b>	<b>PROFESSIONAL ROLE DEVELOPMENT .....</b>	<b>2</b>
Prerequisite: Admission to the Associate Degree Nursing Program. This Course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Emphasis is placed on the role of the registered nurse, evidence based practice, nursing process, and therapeutic communication. Historical trends of nursing will be discussed and management concepts will be introduced. Upon completion, students should be able to articulate professional aspects of the practice of nursing.		
<b>NURS 225</b>	<b>ALTERATIONS IN HEALTH I.....</b>	<b>3</b>
Prerequisite: Admission to the Associate Degree Nursing Program. This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health that build on knowledge and skills introduced in practical nursing programs and the supporting sciences. Emphasis is placed on utilizing scientific principles and the nursing process as a framework for providing and managing nursing care to individuals along the health-illness continuum. Upon completion, students will incorporate basic decision making skills and therapeutic communication to meet basic human needs for individuals experiencing acute and chronic alterations in health across the lifespan including end-of-life issues.		
<b>NURS 226</b>	<b>MATERNAL CHILD NURSING.....</b>	<b>3</b>
Prerequisite: Admission to the Associate Degree Nursing Program. This course integrates prior learning to provide expanded knowledge of the neonate, developing child, women's health, and childbearing family. Maintenance and study of diseases and disorders affecting diverse neonates, children, women and families along the health-illness continuum, including end of life issues, are examined. Emphasis is placed on therapeutic communication, the role of the registered nurse, ethical/legal issues and health promotion and maintenance during life stage of growth and development for the neonates, children and women. As a member of the interdisciplinary health care team, the student will explore the human needs of diverse neonates, children and women utilizing the nursing process as a framework.		
<b>NURS 227</b>	<b>CLINICAL APPLICATIONS I.....</b>	<b>4</b>
Prerequisite: Admission to the Associate Degree Nursing Program. Utilizing the nursing process the associate degree nursing student will administer care to meet the needs of individuals across the lifespan. The student will demonstrate assessment skills, IV therapy skills, and apply scientific principles and aseptic technique in caring for individuals across the lifespan along the health-illness continuum. The student will apply therapeutic communication in the management of patient care and as a member of the interdisciplinary health care team.		
<b>NURS 228</b>	<b>ALTERATIONS IN HEALTH II.....</b>	<b>4</b>
Prerequisite: Admission to the Associate Degree Nursing Program. This course continues the study of acute and chronic alterations in health. Nursing care of individuals experiencing complex alterations in health is discussed. Emphasis is placed on the nurse's role as a member of an interdisciplinary team and as a manager of care for individuals across the lifespan. The student will analyze personal and professional values, leadership and management, and quality improvement processes. Upon completion, students will be able to provide comprehensive nursing care for individuals with acute, chronic, and complex alterations in health.		
<b>NURS 229</b>	<b>HEALTH PROMOTION AND PSYCHOSOCIAL NURSING .....</b>	<b>2</b>
Prerequisite: Admission to the Associate Degree Nursing Program. This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychosocial functioning. Utilizing the nursing process, the students will explore human needs of individuals with mental health alterations. Utilization of therapeutic communication techniques, use of self and cultural awareness is stressed. Emphasis is also placed on health promotion, health maintenance, and accident/illness prevention for diverse individuals across the lifespan.		
<b>NURS 237</b>	<b>CLINICAL APPLICATIONS II.....</b>	<b>5</b>
Prerequisite: Admission to the Associate Degree Nursing Program. Utilizing the nursing process, the associate degree nursing student will meet the needs of individuals experiencing complex alterations in health as well as psychiatric/mental health issues across the life span along the health-illness continuum. Critical thinking, nursing process, group dynamics and management of nursing care are incorporated into the clinical experience. Students will apply evidence based nursing knowledge and skills in the implementation of health promotion activities. The student will utilize therapeutic communication and effective management skills in providing nursing care according to legal/ethical and professional standards.		
<b>NURS 259</b>	<b>ROLE TRANSITIONS.....</b>	<b>1</b>
Prerequisite: Admission to the Associate Degree Nursing Program. This course assists the AD nursing student to prepare for the NCLEX RN ® examination and to become a member of the RN workforce. The theoretical component of this course will reinforce and complement prior knowledge gained in the nursing curriculum. Students will utilize the nursing process and critical thinking skills to review previously learned nursing concepts. The course will also provide the student with opportunities to apply basic interview techniques and resume preparation and develop skills for successful employment as a health care professional. It assists the student in making decisions concerning job choices and educational growth. The course stresses the requirement of ongoing education for the RN as a member of the health care team and benefits of professional organizations. Completion of the course will assist students to further prepare for the NCLEX RN ®		
<b>NURS 299</b>	<b>SPECIAL TOPICS .....</b>	<b>1-4</b>
Prerequisite: Department approval. An examination of special topics in nursing under the advisement and direction of a nursing instructor.		

\*All Clinical experiences are based on a 1:3 credit to hour ratio.

## NUTRITION

### Credits

- NUTR 222 CONTEMPORARY NUTRITION..... 3**  
 An introduction to nutritional needs during different stages of life. This course looks at the different nutrients of food and how each is used by the body. Covers some eating disorders and food safety.
- NUTR 230 HERBS & SUPPLEMENTS ..... 2**  
 An overview of the effects of the more common herbs and supplements and conditions for use.
- NUTR 240 PRINCIPLES OF NUTRITION ..... 3**  
 Prerequisite: CHEM 115 or BIOL 115 or BIOL 111. Principles and concepts of nutrition throughout the life cycle for the purpose of health maintenance, prevention, and recovery of illness. Directed towards nursing and allied health majors.

## OCCUPATIONAL SAFETY & ENVIRONMENTAL HEALTH

### Credits

- OSEH 120 SAFETY, HEALTH & ENVIRONMENT ..... 3**  
 This course introduces the student to personal protective equipment and proper safety work practices and procedures commonly used in the oil and gas industry. Students will gain a working knowledge of standard safety practices set by the Occupational Safety and Health Administration.

## PETROLEUM TECHNOLOGY

### Credits

- CDL 100 CDL PERMIT ..... 3**  
 This course is designed to assist students with the skills necessary to pass the State Commercial Driver’s License permit test.
- CDL 105 NOVICE CDL TRAINING ..... 3**  
 This course is designed to gain a working knowledge of a tractor and trailer. Included in this course is basic driving skill training in a controlled environment with highway training to follow. Students will take the CDL driving test to demonstrate their driving knowledge and abilities.
- OSEH 120 SAFETY, HEALTH & ENVIORNMENT ..... 3**  
 This course introduces the student to personal protective equipment and proper safety work practices and procedures commonly used in the oil and gas industry. Students will gain a working knowledge of standard safety practices set by the Occupational Safety and Health Administration.
- PTLO 101 PRODUCTION FIELD TECHNOLOGY ..... 3**  
 Students will study producing natural resources (oil and gas) from newly drilled and existing well locations to include, minimum surface equipment operations, wellhead design, common field terminologies, pressure gauges, location and fluid flow layout, proper use of hand tools and equipment safety devices.
- PTLO102 WELLHEAR OPERATION AND DESIGN ..... 3**  
 Provide students with techniques and procedures to correctly identify different wellhead designs and preventative maintenance routines.
- PTLO 103 INTRODUCTION TO WIRELINE ..... 3**  
 Students will study the basic understanding of wire line truck functions and the swabbing unit. This will include methods utilized and effectiveness for producing natural resources (gas) from newly drilled and existing well locations.
- PTLO 104 BASIC FILED MEASUREMENT AND GAUGING ..... 4**  
 Students will study basic methods for gauging and correctly documenting hydrocarbon or oil tanks, inclusive of State and Federal regulatory requirements. This will include producing natural resources (oil) from newly drilled and existing well locations. Students will study basic methods for reading and correctly documenting hydrocarbon or natural gas, inclusive of State and Federal regulatory requirements. This will include producing natural resources (gas) from newly drilled and existing well locations.
- PTLO 201 OIL AND GAS PUMP TECHNOLOGY ..... 3**  
 This course is designed to cover the artificial lift created by positive displacement pumps and centrifugal pumps used in the recovery of oil and gas. The types of pumps covered include beam, screw, and piston, check ball, and end suction centrifugal pumps.
- PTLO 202SURFACE PRODUCTION EQUIPMENT ..... 3**  
 This course will familiarize students with a well site. The student will be introduced to the equipment used, as well as all of the components and processes that take place at a well site.
- PTLO 203 PREVENTATIVE MAINTENANCE AND TROUBLESHOOTING ..... 3**  
 Students will learn skills, techniques and procedures to properly perform routine preventative maintenance and trouble shooting on surface production equipment.

<b>PTSR 100</b>	<b>INTRODUCTION TO PETROLEUM TECHNOLOGY</b> .....	<b>1</b>
This course is designed to provide an introduction to petroleum technology. The course will familiarize the student with the duties of an oil and gas production technician. Specifically students will be able to understand the concepts surrounding exploration and geology, fundamentals of drilling and well completion, and describe the equipment and systems used by the oil and gas production technician today.		
<b>PTSR 120</b>	<b>PETROLEUM TECHNOLOGY I: EQUIPMENT</b> .....	<b>3</b>
This course is designed to provide a basic understanding of a variety of equipment used in the recovery of oil and gas from a well site. The students will experience the service rig environment with hands-on activities. This course will prepare students for entry-level floorhand employment.		
<b>PROP 201</b>	<b>Process Equipment</b>	<b>3</b>
This course is designed to provide the basic operating principles of equipment used in the process technology industry such as valves, piping, pumps, compressors, generators, motors, lubrication systems, heat exchangers, furnaces, boilers, cooling towers, separators, reactors and distillations columns. The mechanical design characteristics, scientific principles, and the interactions of the various pieces of plant equipment will be explored.		

## PHARMACOLOGY

### Credits

<b>PHRM 137</b>	<b>PHARMACOLOGY FOR BUSINESS</b> .....	<b>2</b>
Covers the trade and generic names of the most commonly used drugs with emphasis on dosages, route of administration, and uses.		
<b>PHRM 215</b>	<b>INTRODUCTION TO PHARMACOLOGY</b> .....	<b>3</b>
Prerequisites: BIOL 220 & CHEM 115. Co or Prerequisite BIOL 221. A survey of drugs commonly used in health care, including basic principles, clinical uses, and possible adverse effects.		

## PHILOSOPHY

### Credits

<b>PHIL 101</b>	<b>INTRODUCTION TO PHILOSOPHY</b> .....	<b>3</b>
General survey of the philosophical eras and ideas of the Western world. The course will focus on identifying and understanding the underpinnings of contemporary thought through the study of philosophers from Ancient Greece to the modern day.		
<b>PHIL 210</b>	<b>ETHICS</b> .....	<b>3</b>
A study of the historical development of ethical systems, including an analysis of cultural factors which bring about values formation and an examination of the process of forming value judgments.		
<b>PHIL 215</b>	<b>CONTEMPORARY MORAL ISSUES</b> .....	<b>3</b>
An introduction to the problems connected with moral choice. This course examines the moral judgments that follow from the values held by a wide variety of people today on topics ranging from abortion to race, sexual behavior, the environment, etc.		

## PHYSICS

### Credits

<b>PHYS 100</b>	<b>CONCEPTS OF PHYSICS L/L</b> .....	<b>4</b>
An introduction to physics with applications in everyday life. Material is presented from a conceptual rather than mathematical viewpoint. Fundamental physical laws are studied and applied to explain a wide range of everyday phenomena. The course is designed for students who have a limited mathematical background. Includes lab.		
<b>PHYS 211</b>	<b>COLLEGE PHYSICS I L/L</b> .....	<b>4</b>
Prerequisite: MATH 103 or equivalent. The non-calculus physics course sequence recommended for pre-medical and pre-professional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. Includes lab.		
<b>PHYS 212</b>	<b>COLLEGE PHYSICS II L/L</b> .....	<b>4</b>
Prerequisite: PHYS 211 or equivalent. The non-calculus general physics course sequence recommended for pre-medical and pre-professional students. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics. Includes lab.		
<b>PHYS 251</b>	<b>UNIVERSITY PHYSICS I L/L</b> .....	<b>5</b>
Prerequisite: MATH 165. The general physics course sequence for students majoring in chemistry, physics or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. Includes lab.		
<b>PHYS 252</b>	<b>UNIVERSITY PHYSICS II L/L</b> .....	<b>5</b>
Prerequisite: MATH 166. The general physics course sequence for students majoring in chemistry, physics or engineering. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics. Includes lab.		

## POLITICAL SCIENCE

### Credits

<b>POLS 115</b>	<b>AMERICAN GOVERNMENT</b> .....	<b>3</b>
Introduction to political science through the study of the American political system, the Constitution, the political processes, the structure, powers, and procedures of the Presidency, Congress, and the Judiciary.		
<b>POLS 116</b>	<b>STATE &amp; LOCAL GOVERNMENT</b> .....	<b>3</b>
Structure, function, and problems of state and local government; executive, legislative, and judicial processes; federalism and metropolitan government.		

**POLS 195 STUDENT GOVERNMENT ..... 1**  
 Coordinate student functions and act as liaison between administration and students. Practical experience in the democratic process and committee procedure will be offered. Dynamics of negotiation, leadership, group process, and parliamentary procedure will be applied. May be repeated. (Credits do not apply to those required for graduation.) S/U

## **PSYCHOLOGY**

### **Credits**

**PSYC 100 HUMAN RELATIONS IN ORGANIZATIONS ..... 2**  
 Examination of human responses to the environment, relationships with other people, sociocultural factors in human development, one's relationship to others, and one's understanding of self for both career and personal development.

**PSYC 111 INTRODUCTION TO PSYCHOLOGY ..... 3**  
 A survey of the scientific study of behavior and mental processes, with consideration of the nature and scope of psychology as a science and a profession.

**PSYC 250 DEVELOPMENTAL PSYCHOLOGY ..... 3**  
 Prerequisite: PSYC 111. A survey of the psychology of human life span development including intellectual, social, and emotional aspects of the normal individual and emphasizing childhood and adolescent development.

**PSYC 270 ABNORMAL PSYCHOLOGY ..... 3**  
 Prerequisites: PSYC 111. A survey of the classification, symptoms, and etiology of psychological disorders, and behavior pathology.

## **RELIGION**

### **Credits**

**RELS 100 INTRODUCTION TO RELIGION ..... 3**  
 Introduction to the ways religious concerns are expressed, to religious values as a basis for human action, and to a spectrum of ethical styles.

**RELS 101 INTRODUCTION TO RELIGION (WEST) ..... 3**  
 A survey of the classical stories, rituals, and symbols of religious culture in Western civilization from ancient times to the present.

**RELS 102 INTRODUCTION TO RELIGION (EAST) ..... 3**  
 A survey of the classical stories, rituals, and symbols of religious culture with an emphasis on the traditions of the Orient from ancient times to present.

**RELS 116 WOMEN IN RELIGION ..... 3**  
 An examination of the role women have played in religious thought throughout history: as goddesses and mythic figures, as religious leaders, and as spiritual guides.

**RELS 120 RELIGION IN AMERICA ..... 3**  
 Study of religious life in America; emphasis placed on the role of religion in the development of American life and character.

**RELS 203 WORLD RELIGIONS ..... 3**  
 An introduction to the origin and major tenets of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**RELS 220 OLD TESTAMENT ..... 3**  
 A study of the religious, political, and social history of ancient Israel as reflected in the Hebrew Bible.

**RELS 230 NEW TESTAMENT ..... 3**  
 An overview of the developments in the primitive Christian community as reflected in the New Testament.

## **RESIDENTIAL CARPENTRY**

### **Credits**

**CARP 101 PRE CORE CURRICULUM ..... 2**  
 An introductory course to the National Center for Construction Education and Research (NCCER) craft training program. The modules covered will be "Basic Safety", "Construction Math", and "Power Tools". Students will have to pass written hands on tests before using power tools.

**CARP 109 PRE BLUE PRINT READING ..... 2**  
 Designed to review the proper use of an architectural scale, drawing floor plans using standard scales from 1/8"-1/2"=1. Explores elevations, electrical and plot plans, and begins basic blueprint reading.

**CARP 119 BEGINNING FRAMING ..... 3**  
 This course examines types of wood, construction materials, site layout, builder levels, concrete, rough framing, interior and exterior finish, and energy efficiency. A lab will include building and finishing a storage shed along with student designed projects.

## **SOCIAL WORK**

### **Credits**

**SWK 200 INTRODUCTION TO HELPING RELATIONSHIPS ..... 3**  
 An introduction and overview of the helping process. Emphasis given to evaluating one's beliefs, values and attitudes regarding the client/helper relationship and to developing effective interpersonal relationships and problem solving skills. Attention given to developing effective interviewing skills.



<b>SWK 255</b>	<b>SOCIAL WORK IN A MODERN SOCIETY</b> .....	<b>3</b>
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 students opportunities to learn about social roles and practice settings.		
<b>SWK 256</b>	<b>INTRODUCTION TO HUMAN SERVICES</b> .....	<b>3</b>
Overview of the structure and resources available through the human services delivery system, as well as the roles of professional and paraprofessional staff (technician).		

## **SOCIOLOGY**

### **Credits**

<b>SOC 110</b>	<b>INTRODUCTION TO SOCIOLOGY</b> .....	<b>3</b>
Introductory analysis of the nature of society, the interrelationships of its component groups, and the process whereby society persists and changes; interpretation of human behavior in groups.		
<b>SOC 115</b>	<b>SOCIAL PROBLEMS</b> .....	<b>3</b>
Sociological analysis of major social problems in America.		
<b>SOC 220</b>	<b>FAMILY</b> .....	<b>3</b>
A sociological examination of the development of the family as a social institution. An emphasis is given to mate selection problems, courtship, marriage, child-parent relations, divorce and later years of marriage, along with the contemporary American family from the standpoint of social class, ethnic background, and family situations. Practical problems in communications and child rearing are also explored.		
<b>SOC 235</b>	<b>CULTURAL DIVERSITY</b> .....	<b>3</b>
This course examines the historical development of American ethnic and cultural diversity, including Native American, and places that diversity in global perspective.		
<b>SOC 299</b>	<b>SPECIAL TOPICS</b> .....	<b>1-3</b>
Prerequisite: Consent of instructor. Examination of special topics in sociology taught at the sophomore level; topics that include but are not limited to marriage and family, aging, rural issues, and community organizing.		

## **SPANISH**

### **Credits**

<b>SPAN 101</b>	<b>FIRST YEAR SPANISH I</b> .....	<b>4</b>
Pronunciation and fundamental grammatical principles introduced through the development of skill in listening, comprehension and speaking, followed by practice in reading and writing; language laboratory attendance required.		
<b>SPAN 102</b>	<b>FIRST YEAR SPANISH II</b> .....	<b>4</b>
Prerequisite: SPAN 101 or equivalent. Continued study of pronunciation and fundamental grammatical principles through the development of skill in listening, comprehension, and speaking, followed by practice in reading and writing; language laboratory attendance required.		
<b>SPAN 201</b>	<b>SECOND YEAR SPANISH I</b> .....	<b>4</b>
Prerequisite: SPAN 102 or equivalent. Review of the structure of the language; readings in Spanish; practice in oral and written expression.		
<b>SPAN 202</b>	<b>SECOND YEAR SPANISH II</b> .....	<b>4</b>
Prerequisite: SPAN 201 or equivalent. Review of the structure of the language; readings in Spanish; practice in oral and written expression.		

## **TECHNOLOGY**

### **Credits**

<b>TECH 118</b>	<b>ORIENTATION</b> .....	<b>1</b>
Safety in the operation of hand and power tools; proper selection and use of fire extinguishers; safety procedures and rules stressed. Employee/worker right-to-know information will be discussed. Students will be developing small projects to use in the lab area.		
<b>TECH 120</b>	<b>APPLIED WELDING</b> .....	<b>1</b>
Study and skill development of oxyacetylene welding (cutting, fusion, brazing); shielded metal arc welding of carbon steels in flat, vertical, overhead, horizontal positions; wire feed welding of carbon steels in various positions.		
<b>TECH 178</b>	<b>HEAVY DUTY AIR CONDITIONING</b> .....	<b>2</b>
Introduction to the theory and operation of air conditioning systems; practical application of theory and operation of air conditioning systems; safety in recovering, recycling, and handling of refrigerants stressed; special attention given to governmental regulations as to handling materials.		

## **THEATER**

### **Credits**

<b>THEA 110</b>	<b>INTRODUCTION TO THEATER ARTS</b> .....	<b>3</b>
Basic perspective and historical perspective to the art of theater.		
<b>THEA 161</b>	<b>ACTING I</b> .....	<b>3</b>
Fundamental skills and techniques of acting.		
<b>THEA 201</b>	<b>THEATER PRACTICUM</b> .....	<b>1</b>
Participation in various activities of theatrical production. May be repeated.		

<b>THEA 261</b>	<b>ACTING II</b> .....	<b>3</b>
Practical application of fundamental skills to textual work.		
<b>THEA 270</b>	<b>STAGECRAFT</b> .....	<b>1</b>
An introduction to the crafts and technologies of theater production.		

## **WELDING**

## **Credits**

<b>WELD 109</b>	<b>BLUEPRINT READING AND WELDING SYMBOLS</b> .....	<b>3</b>
Teaches students how to read and interpret structural steel, piping, and mechanical blueprint reading. This course will cover hand sketching of orthographic and isometric drawings, as well as interpreting weld symbols.		
<b>WELD 121</b>	<b>WELDING THEORY AND SAFETY FOR SEMI-AUTOMATIC PROCESSES</b> .....	<b>2</b>
Teaches students the basic knowledge of Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) shielded and self-shielded, and GMAW-Pulsed. Equipment needs, setup, joint design, filler metals, shielding gases. Welding techniques and safety will be taught.		
<b>WELD 122</b>	<b>WIRE FEED AND WELDING CERTIFICATION LAB</b> .....	<b>2</b>
Continuation of WELD 153 with the introduction of semi-automatic wire feed processes. This course leads to AWS and ASME certification of plate (all positions) with SMAW and FCAW.		
<b>WELD 131</b>	<b>LAYOUT AND PATTERN MAKING BASICS</b> .....	<b>3</b>
Students will learn practical layout, pattern making, and fitting skills used in industry. Students will use practical layout and fitting skills used in industrial welding and fabrication shops. Employs simple layout, parallel line development, and triangulation for pattern development.		
<b>WELD 151</b>	<b>WELDING TECHNOLOGY, THEORY AND SAFETY</b> .....	<b>3</b>
Examines and presents welding and shop safety, Oxy- fuel safety, base metal preparation, weld quality, SMAW equipment and set-up, electrode selection, and joint design/fit-up. Other information which could be introduced could include; air carbon arc cutting and plasma cutting.		
<b>WELD 153</b>	<b>WELDING AND METAL FABRICATION LAB</b> .....	<b>3</b>
Must be taking, or have taken WELD 151. Beginning instructions on skills in Oxyacetylene Welding (OAW), Oxyacetylene cutting (OFC-A), Shielded Metal Arc Welding (SMAW) using various thicknesses of steel, with strong emphasis on safely handling welding and cutting equipment. Also covered are general safety, welding supplies, and equipment maintenance. Out of position OAW, SMAW, and GMAW are introduced.		
<b>WELD 209</b>	<b>PIPE AND PIPE LAYOUT</b> .....	<b>6</b>
Pipe and pipe layout is a combination lecture/lab. The class is for second year welding students. It will give them an introduction to pipe layout, fitting, and welding. Students will practice basic pipe and welding techniques for 1G rolled position, 2G, 5G and 6G fixed position using 6010 and 7018 electrodes. GTAW could also be introduced. Students will be taught to ASME SEC IX and API 1104 standards.		
<b>WELD 210</b>	<b>PIPE WELDING LAB</b> .....	<b>6</b>
Corequisite WELD 209. Students will practice fitting and welding techniques for pipe in the 1G rolled position, the 2G, 5G, AND 6G fixed position using 6010, 7018 welding electrodes and time permitting, semi-automatic wire processes. Quality and safety will be emphasized.		
<b>WELD 213</b>	<b>METAL FABRICATION LAB</b> .....	<b>3</b>
Introduces metal fabrication procedures and safe operation of fabrication equipment, including shears, press-brakes, ironworkers, punches, drill presses, chop saws and plasma cutters. Common terminology, fabrication theory, material use and construction and equipment safety are taught.		
<b>WELD 214</b>	<b>METAL FABRICATION LAB</b> .....	<b>3</b>
GTAW course covers welding techniques, applications, equipment setup, and procedures for ferrous and non-ferrous metals. Quality and safety stressed.		
<b>WELD 215</b>	<b>SPECIALTY WELD PROCESSES</b> .....	<b>3</b>
Prerequisite WELD 151, 153 Corequisite WELD 220. Lab is designed to run in conjunction with WELD 220. Lab will provide students with practical experience welding, high carbon low alloy steel, and aluminum with SMAW, GTAW, GMAW and FCAW. Welding safety will be a proponent of this course.		
<b>WELD 220</b>	<b>METALLURGY</b> .....	<b>2</b>
Course will introduce students to the study of the crystalline structure of metals and how heat can and will affect the soundness of metals. The course will cover welding variations of different types of materials and talk about different types of materials that can be added to metals to change the metallurgical properties of different types of metals.		

## Non-Traditional Educational Opportunities

### ONLINE ASSOCIATE IN ARTS DEGREE

To provide access to an Associate in Arts Degree, Williston State College, in collaboration with other North Dakota University System colleges, provides online courses to meet the requirements of the Associate in Arts Degree. With this collaboration, it is possible to make one application, take courses from multiple campuses during the same term, receive financial aid for each of those courses, and to complete the Associate in Arts Degree without a traditional campus residency.

The Associate in Arts Degree is awarded to students who complete courses consisting primarily of diverse, introductory level material in preparation for transfer to baccalaureate programs. The basis of study is in communications, humanities, social science, mathematics, science, computer science, and wellness; with humanities and social science areas being the primary areas of emphasis. Students must complete a minimum of 62 credits, including 38 credits of general education with a Grade Point Average of 2.0 to meet the requirements for an Associate in Arts Degree. Information about this program and courses can be obtained by contacting the Distance Education Department at WSC.

### OBTAINING YOUR BACHELOR'S DEGREE AT WSC

#### History

Over 15 years ago, Williston State College started offering courses over the Interactive Video Network (IVN). Some of the first courses offered were in the area of agriculture, computer science, and English Composition.

Williston State College started with one public IVN lab. Today, Williston State College has two public labs and several private labs on campus. Off-campus at Trinity Hospital in Minot, there is one additional private lab.

The Minot site is used for students interested in working on a degree in nursing, massage therapy, and mental health addictions.

#### Agreements with other NDUS Campuses

On campus our labs are used to share courses with other campuses. Starting at 4:00 PM until 10:00 PM and sometimes weekends, you can earn a Bachelor's Degree or Master's Degree from the following North Dakota University System campuses:

##### Dickinson State University

Bachelor of Applied Science Technology  
Bachelor of University Studies

##### Mayville State University

Bachelor of Science Business Administration  
Bachelor of Science Education Elementary Education  
Bachelor of Science Education Early Childhood/Early Elementary Education  
Bachelor of Arts Early Childhood  
Associate of Arts Early Childhood

##### Minot State University

Bachelor of Social Work

##### North Dakota State University

Master of Science or Master of Education in Counseling Program

##### University of North Dakota

Master of Education in Educational Leadership

##### Valley City State University

Bachelor of Science or Bachelor of Arts in Professional Communication

For more information, call the Distance Education Office at 1-888-863-9455 ext. 4231 or email [wanda.meyer@wsc.nodak.edu](mailto:wanda.meyer@wsc.nodak.edu)

### CONTINUING EDUCATION DIVISION

The Continuing Education Division extends the resources of Williston State College by providing excellent service for life-long learning through quality educational programs for community and professional development as well as personal enrichment.

Continuing Education is comprised of:

- Credit and non-credit course which lead to certification, recertification, or personal enrichment,
- Interactive courses available entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you
- Community education classes offered for information or self-enrichment purposes,
- Kids on Campus programs which provide fun educational classes for area children, and
- The Division is a provider for planning and providing conferences and workshops.

## TRAIN ND-NORTHWEST

Your employees need to learn new skills to contribute to your company's growth. In fact, their growth means growth for your business. Train ND provides the instruction that your employees need to succeed. We offer a comprehensive line-up of workforce training classes designed with your company's growth in mind.

Customized training programs work with business, industry, governmental, and non-profit agencies to deliver timely, cost effective, quality, performance-based training. Customized training emphasizes four major areas: Computer Training, Technical Training, Employee Development and Organizational Development. Log on to [www.trainND.com](http://www.trainND.com) for more information.

The mission of Train ND is to focus on training and retraining for State Planning Regions I and II. Partnerships with business and industry foster an environment of continuous improvement to provide the state with a competitive workforce.

## ADULT BASIC EDUCATION

The Williston State College Adult Learning Center coordinates the Adult Basic and Secondary Education Program. This program provides services to help adults increase knowledge and improve skills essential in today's world. The four main areas of service are:

- **Literacy Skills:** Provide literacy skills to adults who are unable to read.
- **Basic Skills:** Enable adults to acquire basic skills in mathematics, English, social studies, science, basic computer skills, employability skills, and career planning.
- **High School Equivalency Preparation (GED):** Prepare adults for the General Education Development (GED) tests. A GED High School Diploma is issued through the State Adult Education and Family Literacy office of the Department of Public Instruction to those who successfully complete the exams.
- **English as a Second Language:** Provide adults who are unable to speak, read, or write the English language with skills to learn the English language.

Other services are provided for displaced homemakers (job readiness/career planning, computer skills, and interpersonal skill building).

## DISTANCE EDUCATION

Distance Education provides students greater access to college courses by helping to alleviate some of the obstacles created by work, family commitments, distance, and time. Distance Education provides students with opportunities to improve work skills, to learn new skills, to increase knowledge, and to obtain a degree or certificate while remaining in their home, at their job, or in their community. Distance Education courses/programs use a variety of delivery modes, such as on-line, Interactive Video Network (IVN), and hybrid.

For more specific information and course/program information, you can visit our website: [www.willistonstate.edu/distance](http://www.willistonstate.edu/distance) or contact the Distance Education Office by calling 1-888-863-9455.

### Collaborative Student Program

The North Dakota University System (NDUS), a collaboration of the eleven institutions in the North Dakota University System, has made it possible for students to take courses from several campuses at the same time while retaining the benefits currently received by on-campus students. The collaborative student is defined as a student enrolled simultaneously (concurrently) in courses from more than one college within the North Dakota University System. Students select a home campus that provides services in advisement, registration, financial aid, and billing.

For additional information, please contact the Admissions Office by calling 1-888-863-9455.

## North Dakota State Board of Higher Education

The North Dakota State Board of Higher Education, established in 1939 by the voters of North Dakota, is the governing body for the state's 11 publicly-funded institutions which comprise the North Dakota University System. The SBHE carries out its constitutional responsibilities through a comprehensive set of policies and administrative rules and regulations.

The board includes seven citizen members appointed by the governor who serve four-year terms and one student appointed by the governor for a one-year term. A non-voting faculty advisor is selected by the Council of College Faculties.

## ADMINISTRATION

**Raymond A. Nadolny, Ph.D., President**  
**Justin Maddison, MBA, VP for Business Services**  
**Wanda Meyer, M.Ed, VP for Instruction**  
**Deanette Piesik, MS, CEO, TrainND**  
**Keith Olson, MS, Director, SBDC**  
**Terry Olson, M.Ed, VP for College Advancement**  
**Jan Solem, MS, VP for Student Services**

## FACULTY

**Anderson, Beau**, Coordinator/Instructor of Adult Farm Management; B.S., Montana State University-Bozeman, Career & Technical Credential  
**Anderson, Betty**, Assistant Professor of Psychology; M.Ed., University of North Dakota  
**Anderson, Diane**, Coordinator/Instructor of Academic Success Center; B.U.S., Dickinson State University; Career & Technical Credential  
**Bensen, Debra**, Instructor of Nursing; B.S., University of Mary; Career & Technical Credential  
**Benson, Robert**, Assistant Professor of Health Careers; M.A.Ed., Marian College; Career & Technical Credential  
**Christensen, Christine**, Coordinator/Instructor Health & Medical Assistant, B.A.S., Dickinson State University; Career & Technical Credential  
**Conway, Beverly**, Instructor of Biology and Nutrition; M.S., Washington State University  
**Cote, Shawn**, Instructor of HPER, B.S., Dickinson State University  
**Dannar, Buck**, Coordinator/Instructor of Welding Technology; American Welding Society, Certified Welding Inspector and Educator, OSHA 500 & 510 Certified, Career & Technical Credential  
**EGge, Christopher**, Instructor of Diesel Technology; A.A.S., Williston State College; Career & Technical Credential  
**Furuseth, Maren**, Instructor of Accounting/Spanish; B.A. Concordia College, Career & Technical Credential  
**Grunenwald, Steven**; Instructor of English, M.A., Bemidji State  
**Herman, Melanie**, Assistant Professor of Mathematics; M.A., Minot State University  
**Hoehn, Alissa**, Instructor of Mathematics and Computer Science; B.S., Minot State University  
**Hoverson, Deborah**, Instructor of Nursing; Minot State University; Career and Technical Credential  
**Johnson, Bruce**, Coordinator/Instructor of Residential Carpentry Technology; A.A., Williston State College; A.A.S., Lake Region State College

**Kaac, Laurel**, Director/Instructor of Adult Learning Center; MA, Minot State University  
**Krogen, Faye**, Assistant Professor of Mathematics, Computer Science; M.Ed., Lesley University  
**Lund, Richard**, Coordinator/Associate Professor of Diesel Technology; A.A.S., Williston State College; Career & Technical Credential  
**Lunzman, Arne**, Coordinator/Assistant Professor of Automotive Technology; A.A.S., Bismarck State College; Career & Technical Credential  
**Murphy, Kim**, Coordinator/Instructor of Agriculture; B.S., North Dakota State University; Career & Technical Credential  
**Olson, Lance**, Assistant Professor of Mathematics, Science; M.A., Minot State University  
**Owens, Rhoda**, Minot Site Manager/Instructor of Nursing; M.S., North Dakota State University, Career and Technical Credential  
**Parker, Herb**, Instructor of Music; M.Ed., Minot State University  
**Peters, Wendy**, Coordinator/Instructor of Massage Therapy, B.S., Valley City State University  
**Peterson, Matthew**, Instructor of Economics, Mathematics; M.S., University of North Dakota  
**Quamme, Kenneth**, Associate Professor of Information Technology; M.S., University of North Dakota; Career & Technical Credential  
**Stenberg, Richard**, Assistant Professor of History, Political Science; M.A., University of North Dakota  
**Stout, James**, Assistant Professor of English, Humanities and Instructor of Academic Success Center; M.A., University of Minnesota  
**Tharp, Linda**, Coordinator/Assistant Professor of Nursing; M.S.N., University of North Dakota; Career & Technical Credential  
**Vander Molen, Derek**, Instructor of Chemistry; M.S., University of Illinois at Urbana-Champaign  
**Weismann, Kim**, Instructor of Communication & Coordinator for Speech Language Pathology Assistant; M.A. North Dakota State University.  
**Westergaard, Neil**, Coordinator of Mental Health/Addictions/Assistant Professor of Anatomy & Physiology; M.S., University of North Dakota  
**Zimmerman, Susan**, Associate Professor of Biology; M.A., University of California, Riverside

## DEPARTMENT CHAIRS

**Patrick Hatlestad**, Trades Technology  
**Grunenwald, Steven**, Arts & Human Sciences and Business  
**Olson, Lance**, Math & Sciences  
**Tharp, Linda**, Health & Wellness

## SUPPORT STAFF

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# Index

## A

Academic Advisement.....	19
Academic Forgiveness.....	25
Academic Integrity.....	24
Academic Probation.....	25
Academic Requirements for Transfer Students.....	12
Academic Success Center.....	19
Academic Standards.....	25
Academic Suspension.....	25
Academic Transcripts.....	12
Accounting.....	34,76
Accreditation.....	3
ACT.....	14
Addiction Studies.....	76
Adding a Class.....	11
Administration.....	149
Administrative Assistant.....	35
Admission.....	18
Adult Basic Education.....	148
Advanced Placement.....	13
Advertising.....	76
Admission Requirements.....	9
Agricultural Economics.....	78
Agricultural Production Management.....	79
Agricultural Systems Management.....	79
Agriculture.....	37,78
Agriculture Club.....	22
Agronomy Technician Option.....	37
Animal Science Option.....	38
Animal & Range Sciences.....	81
Application Fee.....	9
American Studies.....	80
Armed Services Training.....	13
ASSET Placement Test.....	14
Associate in Applied Science Degree.....	33
Associate in Arts Degree.....	75
Associate in Science Degree.....	75
Astronomy Club.....	22
Athletic Training.....	81
Athletics.....	22
Audit.....	24
Auditor.....	9
Automotive Technology.....	42
Automotive Technology Club.....	22

## B

Bachelor's Degree.....	145
Biology.....	88
BizTech.org.....	22
Bookstore.....	21
Business Administration.....	83
Business Education.....	83
Business Management.....	44

## C

Calendar.....	5
Campus Crusade.....	22
Campus Housing.....	20

Campus Library.....	21
Career Counseling.....	20
Career Enhancement Option.....	47
Catholic Youth Organization.....	22
Certificate of Completion.....	33
Certificate Program.....	33
Chemistry.....	84
Chiropractic.....	84
Class Drops.....	11
Class Participation.....	11
Clinical Laboratory Science Option.....	101
Collaborative Student.....	148
College Level Examination (CLEP).....	13
College Personnel.....	149
Commencement.....	25
Commercial Driver's License (CDL) Option.....	65
Communication Disorders.....	85
Communication.....	85
Communication Proficiency.....	25
COMPASS Testing.....	14
Computer Science.....	86
Conduct.....	15
Continuing Education Division.....	147
Cooperative Education/Internship.....	19
Corporate Fitness.....	87
Counseling.....	19
Course Descriptions.....	120
Credit for Prior Learning.....	13
Criminal Justice.....	88
Crop and Weed Sciences.....	88
CTE Programs.....	32

## D

Dean's List.....	23
Degrees Awarded.....	6
Dental Assisting.....	90
Dental Hygiene.....	90
Dentistry.....	89
Diesel Technology.....	46
Diesel Technology Club.....	22
Dietetics.....	89
Dining Services.....	20
Diploma.....	33
Directory Information.....	12
Disability Support Services.....	19
Disclaimer.....	2
Distance Education.....	148
Dropping a Class.....	11
Dual Credit Student.....	14

## E

Early Entry Student.....	14
Economics.....	91
Elementary Education.....	91
Engineering.....	92
English.....	92
Environmental Science.....	93
Equal Opportunity Policy.....	5,22
Examinations.....	24

**F**

Faculty Emeriti .....	148
Final Examinations .....	24
Financial Aid .....	17
Finance .....	93
Food & Nutrition .....	94
Food Science .....	94
Freshman .....	10
Freshman Seminar .....	25
Full-Time Student .....	9

**G**

General & Technical Studies .....	47
General Education .....	26
General Education Statement .....	8
General Education Development Test (GED) .....	148
General Education Requirements Transfer Agreement (GERTA) .....	28
General Studies .....	95
Geographic Information Systems Option .....	52
Grade Appeal .....	25
Grade Point Average .....	23
Grading System .....	23
Graduation .....	25
Graduation Requirements .....	33,75

**H**

Health .....	95
Health Education .....	95
Health Information Management .....	48
Health Information Technology .....	96
Health Insurance .....	20
History .....	97
History of Williston State College .....	7
Housing .....	20
Human Performance and Fitness .....	97
Human Resource Management .....	98

**I**

Immigration Documents .....	10
Immunization .....	9
Industrial Safety Option .....	65
Incomplete Grades .....	23
Information Processing .....	51
Informtion Technology .....	52
Insurance .....	20
International Student Tuberculosis Screening Policy .....	21
International Business .....	98
Intramural Activities .....	22

**L**

LaserGrade Testing .....	14
Law .....	99
Lease Operator .....	65
Library .....	21

**M**

Management Information Systems .....	99
Marketing .....	53,100
Massage Therapy .....	55
Massage Therapy Club .....	23
Mathematics .....	100
Medical Administrative Assistant Option .....	36
Medical Billing and Coding Option .....	49
Medical Insurance .....	20
Medical Technology .....	101
Medical Transcription .....	58
Medicine .....	102
Mental Health/Addiction Technician .....	60
Middle School Education .....	101
Mission of the College .....	8
Mortuary Science .....	102
Music .....	103

**N**

Natural Resource Management .....	103
Networking Option .....	52
Non-Credit Examination .....	14
Non- Resident Tuition Regulations .....	17
Nursing .....	62,104

**O**

Occupational Therapy .....	104
Office Administration .....	105
Online Associate in Arts Degree .....	147
Optometry .....	105
Orientation .....	12
Outdoor Education .....	106

**P**

Part-Time Student .....	9
Payment of Fees .....	17
Personal Counseling .....	19
Petroleum Production Technology .....	65
Pharmacy .....	107
Phi Theta Kappa (PTK) .....	22
Philosophy .....	108



# Index

Physical Education .....	108
Physical Science .....	109
Physics .....	110
Plant Protection.....	111
Political Science .....	111
Praxis Test (PPST).....	14
President's Honor Roll.....	23
Probation .....	25
Programming Option .....	52
Psychology .....	112
Public Administration.....	112
Public Directory Information.....	12
Purpose .....	7

## R

Radiologic Technology.....	113
Readmitted Student.....	10
Recreation.....	114
Refunds.....	17
Registration.....	11
Religion .....	114
Repeating of Courses.....	24
Residential Carpentry Technology.....	69

## S

Sales and Marketing Technology Option.....	39
Secondary Education .....	115
Self- Enrichment Option.....	47
Semester Examinations.....	24
Serice Rig Option .....	66
Skills USA.....	22
Sociology .....	117
Sophomore.....	10
Spanish .....	117
Special Education .....	118
Speech Language Pathology Assistant .....	68
Student Activities .....	22
Student Ambassadors.....	23

Student Classification.....	10
Student Conduct .....	15
Student Nurses' Organization (SNO).....	23
Student Senate.....	22
Student Services .....	19
S-U Grading .....	24
Suspension .....	25

## T

Table of Contents .....	4
Technology Option.....	40
Technology Fee.....	16
Teton Echo .....	22
TOEFL (Test of English as a Foreign Language).....	10
TrainND .....	147
Transcripts.....	12
Transfer Credit .....	12
Transfer Areas of Study .....	73
Transfer Students.....	12
Tuition and Fees.....	1
Tutorial Services .....	19

## V

Values of Williston State College .....	8
Varsity Athletics.....	22
Veterinary Medicine/ Technology.....	119
Vision of Williston State College.....	8
Visitors.....	3

## W

Web Design.....	52
Welding Technology .....	72
Withdrawal.....	11,17,23
Workplace Readiness Option .....	47