

NDSCS Fall 2007 Online Courses August 21-December 14, 2007

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

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

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

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

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

FULL-SEMESTER COURSES

The following courses begin August 21 and end December 14. Class numbers needed for registration are included.

(Credits are in parentheses)

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| ACCT 200 Elements of Accounting I (4)
(class #12049, L Schmidt) ① | (class #12053, F Johnson) |
| ARCT 102 Architectural Drafting II (5)
(class #12586, P Lekang) (Add'l class fee of \$25)
<i>Prerequisite: ARCT 101</i>
<i>(This class may utilize software students already have. Students won't need to upgrade their software for this class.)</i> | ASC 92 Beginning Algebra (2)
(class #12054, L Dettmann) |
| ARCT 140 Construction Blueprint Reading (2)
(class #12588, N Bartnick) | BADM 235 eMarketing (3)
(class #12055, A Anderson) |
| ARCT 144 Construction Estimating I (4)
(class #12589, S Mehrer) (Add'l class fee of \$10)
<i>Prerequisite: ARCT 133</i> | BADM 240 Sales (3)
(class #12056, D Pederson) |
| ARCT 201 Architectural Drafting III (5)
(class #12591, J Bang) (Add'l class fee of \$25) ②
<i>Prerequisite: ARCT 102</i> | BADM 255 eTailing (3)
(class #13176, D Pederson) |
| ARCT 231 Commercial Methods and Materials (2)
(class #12595, P Lekang)
<i>Prerequisite: ARCT 133</i> | BADM 282 Human Resource Management (3)
(class #13152, G Matejcek) |
| ARCT 242 Construction Estimating III (3)
(class #12597, S Mehrer) (Add'l class fee of \$10)
<i>Prerequisites: ARCT 241</i>
<i>(This class may utilize software students already have. Students won't need to upgrade their software for this class.)</i> | BIOL 115 Human Structure and Function (3)
(class #12061, C Armour) |
| ASC 82 Effective Reading (2)
(class #12050, S Hagelstrom) | BIOL 115L Human Structure and Function Lab (1)
(class #12062, C Leopold)
<i>Prerequisite or Corequisite: BIOL 115</i>
<i>Labs will meet on campus from 8:30 a.m.-5:00 p.m. on Sept. 29 (Haverty 226), Oct. 20, and Nov. 17 (Haverty 233).</i> |
| ASC 83 Speed Reading (1)
(class #12051, S Hagelstrom) | BIOL 150 General Biology I (3)
(class #12063, A Carley)
<i>BIOL 150L</i> |
| ASC 87 College Writing Prep (2)
(class #12052, F Johnson) | BIOL 220 Anatomy and Physiology I (3)
(class #12070, K Gyolai)
<i>Corequisite: BIOL 220L</i> |
| ASC 88 Composition Lab (1) | |

- BIOL 220L Anatomy and Physiology Lab (1)
(two sections - class # 12070 and 17672) (M Ohman)
Corequisite: BIOL 220
Labs will meet on campus in Haverty 236 from 8:30 a.m.-5:00 p.m
Class #12070 meets Sept. 22, Oct. 13 and Nov. 3
Class # 12672 meets Sept. 29, Oct. 20, and Nov. 17
- BOTE 141 Office Procedures I (3)
(class #12074, G Matejcek)
- BOTE 171 Medical Terminology (4)
(class #12075, C Wolf)
- BOTE 255 Legal Office Environment (4)
(class #12079, K Ringdahl)
- BUSN 120 Fundamentals of Business (3)
(class #12080, A Smith)
- CAD 120 Introduction to AutoCAD (3)
(class #12600, R Stach) (Add'l class fee of \$15)
Software included with book
- CHEM 115 Introductory Chemistry (3)
(class #12081, A Tank)
Prerequisites: MATH 102 or equivalency exam
- CIS 101 Computer Literacy (2)
(class #12083, C Schwantz) ②
- CIS 105 Microcomputer Spreadsheet (Excel) (3)
(class #12084, B Schillinger) ①
- CIS 180 Creating Web Pages I (3)
(class #12085, B Schillinger)
- CIS 232 Graphic Design (3)
(class #12113, B Schillinger) ⑥
- COMM 110 Fundamentals of Public Speaking (3)
(class #12115, J Kaler)
Students need access to video recorder to videotape speeches
- CSCI 116 Business Use of Computers (3-4)
(class #12116, C Schwantz) ②
- CSCI 122 Visual BASIC (3)
(class #12117, B Hendrickson)
- CSCI 133 Database Concepts I (SQL) (3)
(class #12118, J Watne)
Prerequisite: CSCI 160
- CSCI 160 Computer Science I (JAVA) (4)
(class #12119, J Watne) ③
- CSCI 230 Web Database I (ASP/PHP) (3)
(class #12120, J Watne)
- ENGL 110 College Composition I (3)
(class #13123, W King)
Must meet entry-level requirements
- ENGL 120 College Composition II (3)
(class #12124, S Priebe)
Prerequisite: ENGL 110
- ENGL 125 Introduction to Professional Writing (3)
(class #12125, W King)
Prerequisite: ENGL 110
- ENGL 240 World Literature Masterpieces (3)
(class #12136, S Priebe)
- HIST 102 Western Civilization II (3)
(class #12137, D Wesolick)
- HIT 176 Introduction to Health Information (4)
(class #12138, J Lame)
This class is for Medical Coding and Health Information Technician students. Other students must receive approval from instructor.
- HIT 284 Healthcare Quality Management (4)
(class #12139, J Lame) ②
Prerequisite: HIT 176
- HIT 287 Computer Applications in Healthcare (3)
(class #12140, J Schmitt)
Prerequisites: CSCI 116
- HPER 100 Concepts of Fitness and Wellness (2)
(class #12141, J Passa)
- HPER 210 First Aid and CPR (2)
(class #12142, F Mastel) ⑧
- MATH 102 Intermediate Algebra (3)
(class #12143, B Hagelstrom) ④
Prerequisite: ASC 92 or placement test
Must meet entry-level requirements
- MICR 202 Introductory Microbiology (3)
(class #12145, A Carley)
Prerequisite: BIOL 111 or BIOL 220
Corequisite: MICR 202L
- MICR 202L Introductory Microbiology Lab (1)
(class #12147, C Brown)
Corequisite: Prerequisite: MICR 202
Labs will meet on campus in Haverty 233 Sept. 28-29, Oct. 12-13, and Oct. 26-27 (Friday: 4:00-8:00 p.m. and Saturdays 10:00 a.m.-2:00 p.m.)
- NANO 101 Fundamentals of Nanoscience I (3)
(class #12148, K Jean)
- NURS 251 Role Transition (1)
(class #12150, A Falck)
Prerequisites: Admission to A.S.N. program or departmental approval. Currently licensed practical nurse. Satisfactory completion of BIOL 220, BIOL 220L, BIOL 221, BIOL 221L or equivalent of both. Satisfactory completion of or currently enrolled in MICR 202, MICR 202L or equivalent.
- NUTR 240 Principles of Nutrition (and Diet Therapy) (3)
(class #12151, V Berg)
- PHIL 210 Ethics (3)
(class #12152, M Ahlsten)

PHRM 100 Basic Pharmacology for Allied Health (2)
(class #12154, R Shaw)

PHRM 101 Orientation to Pharmacy Practice (1)
(class #12156, B Lacher)

PHRM 102 Pharmaceutical Calculations (3)
(class #12355, B Lacher)
Prerequisite: Beginning Algebra or equivalent

PHRM 116 IV and Sterile Product Preparation Lab (1)
(class #13319, T Dockter) (Add'l class fee of \$10)
Prerequisite: Successful completion of PHRM 101, PHRM 102, and PHRM 125 Course is not online. Course is taught on-campus in MGAHC 207 from 8:00 a.m.-5:00 p.m., tentative dates Sept. 29 & Nov. 17.

PHRM 121 Chemical/Physical Pharmacy (2)
(class #12357, R Shaw)
Corequisite: PHRM 121L
Prerequisite: Successful completion of PHRM 102

PHRM 121L Chemical/Physical Pharmacy Lab (1)

(class #13320, J Bakken)
Corequisite: PHRM 121
Prerequisite: Successful completion of PHRM 101, PHRM 102, and PHRM 125
Course is not online. Course is taught on-campus in MGAHC 207 on Saturdays from 8:00 a.m.-5:00 p.m., tentative dates Oct. 13 and Dec. 1.

PSYC 100 Human Relations in Organizations (2)
(class #12358, S Washburn)

PSYC 250 Developmental Psychology (3)
(class #12382, S Washburn)

PSYC 270 Abnormal Psychology (3)
(class #12383, A Jones)
Prerequisite: Three credits in Psychology

SOC 110 Introduction to Sociology (3)
(class #12384, K Wolf)

TECH 101 Engineering Drawing (2)
(class #12601, P Scheerz) (Add'l class fee of \$25)

FIRST HALF SEMESTER COURSES (August 21-October 12)

BADM 110 Introduction to eBusiness (3)
(class #12385, G Anderson)

BOTE 111 Introduction to Business Proofreading and Formatting (2)
(class #12386, C Johnson)

BOTE 146 Word Processing I (2)
(class #12387, G Matejcek)

BOTE 148 Keyboard Speedbuilding (2)
(class #12388, K Bates)

BOTE 220 Fundamentals of Medical Transcription (2)
(class #12389, C Wolf) ⑤
Prerequisite: Minimum typing speed of 45 corrected wpm; concurrently enrolled or prior completion of BOTE 171, BIOL 115 or BIOL 220, and PHRM 100

HIT 282 Medical Statistics (2)
(class #12390, J Schmitt) ②
Prerequisite: HIT 176

MATH 130 Technical Math (2)
(class #12602, L Hauck)
Must meet entry level requirements

SECOND HALF SEMESTER COURSES (October 15-December 14)

BOTE 112 Transcription and Editing (2)
(class #12391, C Johnson)
Prerequisite: BOTE 111

BOTE 147 Word Processing (2)
(class #12392, G Matejcek)
Prerequisite: BOTE 146

BOTE 152 Keyboarding II (2)
(class #12393, Staff)
Prerequisites: Minimum keyboarding competency of 45 words per minute

BOTE 221 Applied Medical Transcription I (3)
(class #12394, C Wolf) ⑤
Prerequisite: BOTE 220

BUSN 170 Entrepreneurship (3)
(class #12395, G Anderson)

CIS 101 Computer Literacy (2)
(class #12396, C Schwantz) ②

HIT 185 Basic CPT-4 Coding (3)
(class #12397, L Christianson)
Prerequisites: BOTE 171, BIOL 115
Corequisite: PHRM 100

PARA 101 Intro to Paraeducation (1)
(class #12398, B Johnson-Messelt)

Software Requirements Key:

All classes need Microsoft Word.

① Microsoft Excel required.

② Microsoft Office Professional 2003 or newer (Word, Access, Excel, PowerPoint), Internet Explorer, and Windows XP required. NOTE: 2007 is needed for CIS 101 and CSCI 116.

③ VISIO 2002 Standard, TextPad (version 4.7), Microsoft Office XP Standard required.

④ Microsoft Excel and Ti83 or Ti83+ graphing calculator required.

⑤ Medical transcription students may order foot pedals directly from Health Professions Institute. No game port is required to use the USB foot pedal,

which connects to the USB port on a PC (Item Code: USBP; price \$69). A game port foot pedal is also available that connects to a 15-pin game port (also called a MIDI port) on a PC (Item Code: 15PIN; price \$49). Both pedals can be ordered from HPI's web site at www.hpisum.com. If a student is not sure which pedal to order, they should visit the Frequently Asked Questions section of the site.

⑥ Adobe Illustrator CS2

⑦ Autodesk Architectural Desktop 2005, 2006 or 2007 required.

⑧ Students need access to a CPR mannequin and video recorder

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

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

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

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

A current email address is required for online classes and must be included with your application. Please allow at least two weeks to complete the application process.

Tuition and Fees...

North Dakota State College of Science charges one flat rate of \$171 per credit hour for online classes, whether you are in-state or out-of-state. **This rate is subject to change without notice.** Tuition and fees exclude books, supplies, course fees and program fees. Textbooks may be purchased by calling the NDSCS Bookstore at 1-800-342-4325, ext 3-2239 or email Coleen.Thoe@ndscs.nodak.edu. NOTE: Courses listed that are not offered online will be charged based upon state of residency.

ONLINE OPTIONS AND ADVISORS

Administrative Assistant

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8/23/07

North Dakota State College of Science is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer.