



## NDSCS Spring 2010 Online Courses Updated 11/12/09

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

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

### Software Requirements Key:

NOTE: All classes need Microsoft Word.

- ❶ Microsoft Excel required. NOTE: CIS 105 requires Excel 2007. MATH classes require Excel 2003 or 2007.
- ❷ Microsoft Office 2003 or newer
- ❸ Microsoft Office 2007 (Word, Excel, PowerPoint)
- ❹ Dreamweaver CS3 and Adobe Photoshop CS3
- ❺ Adobe Flash CS3
- ❻ Microsoft Office Professional 2007 required.
- ❼ MATH MATH 103 and MATH 210 require TI-83, TI-83+, or TI-84 graphing calculator.
- ❽ Microsoft Word 2007

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

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

**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.

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

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

### FULL SEMESTER COURSES

The following classes begin January 12 at 12:00 a.m. and end May 14 unless otherwise indicated.

- ACCT 118 Applied Accounting (3)  
Class #26896, C Schreiber
- ACCT 201 Elements of Accounting II (4)  
Class #26900, C Schreiber ❶  
Prerequisite: ACCT 200
- ARCT 101 Architectural Drafting I (5)  
Class #27123, J Gorder ❷  
\$25 Additional Class Fee  
NOTE: This is a variable credit class in the Catalog but is offered online for 5 credits.  
Prerequisite: ARCT 140 and CAD 120 or instructor approval.  
Students will obtain free AutoCAD software from Autodesk Student Community Web site.
- ARCT 133 Residential Methods and Materials (3)  
Class #27125, P Lekang ❷
- ARCT 134 Structural Wood Design (2)  
Class #27128, J Bang ❷  
Prerequisite: ARCT 133
- ARCT 140 Construction Blueprint Reading (2)  
Class #27130, L Hauck ❷
- ARCT 202 Architectural Drafting IV (4)  
Class #27132, J Bang ❷  
\$25 Additional Class Fee  
Prerequisite: ARCT 201 or instructor approval  
Students will obtain free AutoCAD software from Autodesk Student Community Web site.
- ARCT 212 Architectural Presentations Techniques (3)  
Class #27133, W Steiner ❷  
\$10 Additional Class Fee  
Prerequisite: ARCT 101
- ARCT 223 Renovation and Design (3)  
Class #27137, L Hauck ❷  
\$10 Additional Class Fee  
Prerequisite: ARCT 102, ARCT 133 and ARCT 144
- ARCT 234 Structural Steel Detailing I (3)  
Class #27143, P Lekang ❷  
Prerequisites: ARCT 134, CAD 120 and MATH 132
- ARCT 241 Construction Estimating II (3)  
Class #27144, S Mehrer ❷  
\$10 Additional Class Fee  
Prerequisite: ARCT 144
- ASC 82 Effective Reading (3)  
Class #27009, J Roos

ASC 84	Critical Reading (2) Class #27011, J Roos	BOTE 108	Business Math (3) Class #27039, C Johnson
ASC 87	College Writing Prep (3) Class #27014, S Hagelstrom	BOTE 142	Office Procedures II (3) Class #27195, Staff
ASC 88	Composition Lab (1) Class #27019, L Schumacher	BOTE 171	Medical Terminology (4) Class #27040, G Matejcek
ASC 92	Beginning Algebra (3) Class #27022, L Dettmann	BOTE 223	Applied Medical Transcription II (4) Class #27042, C Wolf Prerequisites: BOTE 220, BOTE 221
BADM 202	Principles of Management (3) Class #26916, G Anderson \$25 Additional Class Fee	BOTE 277	Medical Office Procedures (4) Class #27043, J Schmitt
BADM 250	eManagement (3) Class #26920, G Anderson	BUSN 120	Fundamentals of Business (3) Class #26933, A Smith
BADM 255	eTailing (3) Class #26921, D Pederson	BUSN 170	Entrepreneurship (3) Class #26975, G Anderson \$25 Additional Class Fee
BADM 270	Small Business Management (3) Class #26923, D Pederson	CAD 120	Introduction to AutoCAD (3) Class #27147, R Stach \$15 Additional Class Fee Students will obtain free AutoCAD software from Autodesk Student Community Web site.
BADM 274	Project Management (3) Class #26925, Staff	CIS 101	Computer Literacy (2) Class #27044, Staff ③
BADM 281	Organizational Behavior (3) Class #26927, A Smith	CIS 101	Computer Literacy (2) Class #29527, Staff ③ (12 Weeks - February 16-May 14)
BCT 222	Construction Safety (2) Class #27145, P Lekang	CIS 105	Microcomputer Spreadsheet (Excel) (3) Class #27045, C Schwantz ①
BIOF 102	Fundamentals of Alternative Energy and the Environment II (3) Class #27023, S King	CIS 180	Creating Web Pages I (3) Class #27046, B Schillinger
BIOL 115	Human Structure and Function (3) Class #23026, C Armour	CIS 181	Creating Web Pages II (3) Class #27047, B Schillinger ④ Prerequisite: CIS 180
BIOL 124	Environmental Science (3) Class #23027, S King Corequisite: BIOL 124L	CIS 233	Vector Graphics and Web Animation (3) Class #27048, B Schillinger ⑤
BIOL 124L	Environmental Science Lab (1) Class #27029, S King Corequisite: BIOL 124 Lab Dates: Tuesdays from 10-11:50 am from January 12 – May 14 in Haverty 233 This class is not taught online. Students pay tuition based upon state of residency.	COMM 110	Fundamentals of Public Speaking (3) Class #27049, J Kaler Students need access to video recorder to videotape speeches
BIOL 213	General Pathology (3) Class #27031, K Gyolai	CSCI 102	Fundamentals of CyberLaw (3) Class #27051, J Watne
BIOL 221	Anatomy and Physiology II (3) Class #27038, A Carley Prerequisite: BIOL 220 Corequisite: BIOL 220L	CSCI 116	Business Use of Computers (3-4) Class #27058, C Schwantz ⑥
BIOL 221L	Anatomy and Physiology II Lab (1) Class #29573, C Leopold Corequisite: BIOL 221 NOTE: Labs meet on NDSCS campus in Haverty 236 from 9:00 a.m.-6:00 p.m. on Feb. 6, March 20 and April 10. Storm make-up date: April 17.	CSCI 133	Database Concepts I (SQL) (3) Class #27059, J Scheitel Prerequisite: CSCI 160
		CSCI 135	Web Programming (XML) (3) Class #27061, B Schillinger Prerequisite: CIS 180

CSCI 172	Intermediate Visual Basic (3) Class #27062, J Watne Prerequisite: CSCI 122	MATH 103	College Algebra (3) Class #27091, B Hagelstrom ① ⑦ Prerequisite MATH 102, placement test or instructor approval
CSCI 230	Web Database I (ASP/PHP) (3) Class #27064, J Watne	MATH 210	Elementary Statistics (3) Class #27092, Staff ① ⑦ Prerequisite: MATH 102 or placement test
ECON 105	Elements of Economics (3) Class #27065, J Gladfelter	MICR 202	Introductory Microbiology (3) Class #27093, A Carley Prerequisite: BIOL 111 or BIOL 220
ENGL 105	Technical Communications (3) Class #27080, W King	MICR 202L	Introductory Microbiology Lab (1) Class #29535, C Brown Corequisite/Prerequisite: MICR 202 NOTE: Labs meet on NDSCS campus in Haverty 233 on Feb. 5-6, March 5-6, and April 9-10. Storm make-up dates: April 23-24 (Times: Fridays 4:00-8:00 p.m. and Saturdays 9:00 a.m.-1:00 p.m.)
ENGL 110	College Composition I (3) Class #27081, W King Students must meet entry-level placement requirements	NANO 102	Fundamentals of Nanoscience II (3) Class #27094, K Jean Prerequisite: NANO 101
ENGL 120	College Composition II (3) Class #27082, S Priebe Prerequisite: ENGL 110	NANO 197	Industry Internship Experience I (1) Class #27095, K Jean Prerequisite: NANO 101, CHEM 115, and BIOL 150
ENGL 125	Introduction to Professional Writing (3) Class #27083, W King Prerequisite: ENGL 110	NURS 247	Expanded Maternal Child Nursing (2) Class #27096, J Rudisel and G Gores Prerequisites: BIOL 220/220L, BIOL 221/221L, MICR 202/202L
HIST 102	Western Civilization II (3) Class #27084, D Wesolick	NURS 249	PN Leadership (1) Class #27097, Staff Prerequisites: BIOL 220/220L, BIOL 221/221L Pre/Corequisites: MICR 202/202L
HIT 181	Health Information Systems and Practices (4) Class #27085, G Young ⑥ Prerequisites: HIT 176 and CSCI 116	NUTR 240	Principles of Nutrition (and Diet Therapy) (3) Class #27107, V Berg
HIT 281	Legal Aspects of Health Information (3) Class #29529, G Matejcek ⑥ Prerequisite: HIT 176 (First 12 weeks – Jan. 12-April 9)	PHIL 210	Ethics (3) Class #27112, M Ahlsten
HIT 285	Reimbursement Methodologies (3) Class #29532, G Young ⑥ Prerequisites: HIT 176, HIT 184, and HIT 185 (First 12 weeks – Jan. 12-April 9)	PHIL 213	Societal and Ethical Implications of Technology (3) Class #27113, M Ahlsten
HIT 286	Intermediate Diagnosis Coding (ICD & CPT) (3) Class #29533, K Rice ⑥ Prerequisites: HIT 176, HIT 184, and HIT 185 Corequisite: BIOL 213 and HIT 288 (First 12 weeks – Jan. 12-April 9)	PHRM 100	Basic Pharmacology for Allied Health (2) Class #27115, R Shaw
HIT 288	Intermediate Procedure Coding (CPT/ICD) (3) Class #29534, J Truempner ⑥ Prerequisites: HIT 176, HIT 184, and HIT 185 Corequisites: BIOL 213 and HIT 286 (First 12 weeks – Jan. 12-April 9)	PHRM 111	Pharmacy Records and Inventory Management (2) Class #27117, L Straus/K Strandberg Prerequisites: PHRM 101 and PHRM 102
HPER 100	Concepts of Fitness and Wellness (2) Class #27088, J Passa	PHRM 125	Pharmacology for Pharmacy Technicians (3) Class #27118, M Plencner Prerequisites and/or Corequisites: BIOL 115, BOTE 171, PHRM 101 and PHRM 102
HPER 210	First Aid and CPR (2) Class #27089, F Mastel Students need access to a CPR mannequin and a video recorder	PSYC 100	Human Relations in Organizations (2) Class #27174, C Loe
HPER 217	Personnal and Community Health (3) Class #27090, J Passa	PSYC 111	Introduction to Psychology (3) Class #27175, S Washburn

- PSYC 250 Developmental Psychology (3)  
Class #27176, S Washburn
- PSYC 261 Psychology of Adjustment (3)  
Class #27178, S Washburn
- PSYC 270 Abnormal Psychology (3)  
Class #27180, M Durnam
- SOC 110 Introduction to Sociology (3)  
Class #27181, K Wolf
- SOC 115 Social Problems (3)  
Class #27182, K Wolf

### FIRST HALF SEMESTER COURSES

The following courses run the first half of the spring semester (January 12 – March 12).

- ~~BCT 222 Construction Safety (2)  
Class #27220, P Lekang~~
- BOTE 146 Word Processing I (2)  
Class #27183, Staff ③
- BOTE 172 Medical Terminology III (2)  
Class #27184, C Wolf  
Prerequisite: BOTE 171
- CT 131 Soil Testing (3)  
Class #27226, B Fuder ②  
NOTE: Students are required to attend labs on NDSCS campus on March 15 (1:00-5:00 p.m.), March 16, 17, 18 (8:00 a.m.-5:00 p.m.), and March 19 (8:00 a.m.-12 noon)
- CT 142 Construction Safety for Civil Technicians (1)  
Class #27149, A Medenwaldt
- HIT 184 Basic ICD-9-CM Coding (3)  
Class #27190, K Rice ⑥  
Prerequisites: BOTE 171 and BIOL 115  
Pre/Corequisite: PHRM 100
- HPER 210 First Aid and CPR (2)  
(Course not offered online this half semester)  
A student who possesses a current and approved First Aid and CPR certification may request that it replace a First Aid and CPR class. To determine eligibility, contact the NDSCS Office of Enrollment Services.
- MATH 132 Technical Algebra I (2)  
Class #29106, Staff
- PHRM 131 Pharmacy Internship – Community Based (3)  
Class #29338, B Lacher  
Prerequisites: Successful completion of all core curriculum courses with a grade of 'C' or better. This class is not taught online. Students pay tuition based upon state of residency.
- PHRM 141 Pharmacy Internship – Hospital Based (3)  
Class #29339, B Lacher  
Prerequisites: Successful completion of all core curriculum courses with a grade of 'C' or better. This class is not taught online. Students pay tuition based upon state of residency.

### SECOND HALF SEMESTER COURSES

The following courses run the second half of spring semester unless otherwise indicated (March 22 - May 14).

- BCT 222 Construction Safety (2)  
Class #27221, P Lekang
- CT 121 Plane Surveying (4)  
Class #27225, J Jelinek  
\$20 Additional Class Fee  
NOTE: Students are required to attend a one-week lab on NDSCS campus May 19-22 from 8:00 a.m.-9:00 p.m.
- CT 232 Water Management Technology (4)  
Class #27223, B Fuder  
NOTE: Students are required to attend labs on NDSCS campus May 11 (1:00-5:00 p.m.) and May 12-13 (8:00 a.m.-5:00 p.m.)
- HIT 185 Basic CPT-4 Coding (3)  
Class #27193, J Truempler ⑥  
Prerequisites: BOTE 171, BIOL 115  
Pre/Corequisite: PHRM 100
- HIT 297 Professional Practice II (3)  
Class #TBA, G Matejcek  
Prerequisite: All HIT prefix courses; advisor approval is required to register.  
Course runs April 12-May 14 and is not taught online. Students pay tuition based upon state of residency.
- HPER 100 Concepts of Fitness and Wellness (2)  
Class #27194, J Passa
- MATH 136 Technical Trigonometry (2)  
Class #29108, S Mehrer  
Prerequisite: MATH 132

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

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

A current email address is required for online classes and must be included with your application. NOTE: All students are required to use an NDSCS email account to access electronic bills and get other communications from the college. Once your Application for Admission is completed, you may activate your email account. See instructions on the NDSCS Online Web site in the "Apply and Register" section.

### Tuition and Fees...

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

## ONLINE OPTIONS AND ADVISORS

### Architectural Drafting and Estimating Technology

Paul Lekang (701) 671-2592  
paul.lekang@ndscs.edu

### Business Technology Management (3<sup>rd</sup> Year Option)

Duane Pederson (701) 671-2771  
duane.pederson@ndscs.edu

### Civil Engineering and Surveying Technology

Brian Fuder (701) 671-2345  
brian.fuder@ndscs.edu

### Construction Management Technology

Randy Stach (701) 671-2116  
randy.stach@ndscs.edu

### eBusiness

Greg Anderson (701) 671-2172  
greg.anderson@ndscs.edu

### Health Information Technician

Geralyn Matejcek (701) 671-2269  
geralyn.matejcek@ndscs.edu

### Medical Coding

Geralyn Matejcek (701) 671-2269  
geralyn.matejcek@ndscs.edu

### Medical Transcription

Geralyn Matejcek (701) 671-2269  
geralyn.matejcek@ndscs.edu

### Pharmacy Technician

Barbara Lacher (701) 671-2114  
barbara.lacher@ndscs.edu

### Technical Studies

Dennis Broderick (701) 671-2263  
dennis.a.broderick@ndscs.edu

Dick Graham (701) 671-2257  
dick.graham@ndscs.edu

### Web Design/Web Developer

Bonnie Schillinger (701) 671-2496  
bonnie.schillinger@ndscs.edu

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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.

Accredited by The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 312-263-0456, 800-621-7440, Fax: 312-263-74