

LAKE REGION STATE COLLEGE  
**COURSECATALOG**  
2023-2025

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# WELCOME TO LRSC!

Thanks for choosing Lake Region State College.

The faculty, staff, and other administrators are excited to showcase its programs in the 2023-2025 College Catalog.

Inside this catalog you will find information on programs that lead to various degrees, diplomas, and certificates. This catalog represents our mission to enhance lives and community vitality through quality education.

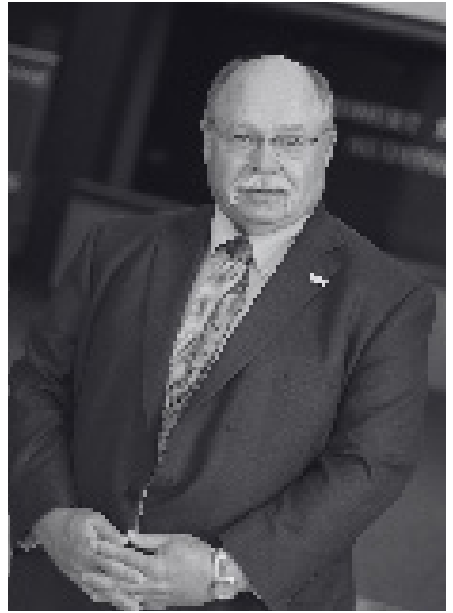
The catalog is a guide to make the college experience simpler by having much of the necessary information in one place for students. This document houses details about LRSC, degree requirements, course descriptions, related policies, financial aid, student services and more. A digital copy of the catalog can be found on the LRSC website: [LRSC.edu](http://LRSC.edu).

You have chosen an institution that has been at the forefront of higher education since 1941. Lake Region State College has supported countless students, like you, in reaching their academic and career goals, impacting multiple generations of families. As president, it is important for me that the college focuses on providing support and encouragement for students to remain enrolled and complete their educational goals; for the college to pursue educational excellence; and for Lake Region State College to address educational and cultural needs of our community and state.

This catalog serves all students – on campus, online, studying at a distance site, degree seeking and non-degree. Whether your goal is to transfer to a four-year university, prepare for in-demand fields, get career ready quickly, or receive training and certification, at LRSC we value your journey. You have taken the first steps to a lifetime of success.

Please use this catalog as a resource to guide you as a student here at LRSC.

Dr. Doug Darling, President



## MISSION STATEMENT

We enhance lives and community vitality through quality education.

- Academic Education provides academic courses and programs which lead to an Associate in Arts or Associate in Science degree, meet North Dakota University System General Education requirements, and allow for seamless transfer to baccalaureate-granting institutions.
- Career and Technical Education provides courses and programs in career and technical training that lead to a certificate of completion, a certificate, a diploma or an Associate in Applied Science degree. Career and Technical Education provides technical skills and knowledge; cross-functional workplace skills such as teamwork, problem solving, and the ability to find and use information; and the context in which educational goals and academic skills can be enhanced.
- Workforce Training develops linkages with businesses, industries, and organizations to encourage economic and personnel development.
- Educational Outreach Opportunities provides opportunities for individuals who are time- and/or place-bound.
- Life-Long Learning provides opportunities for continuing and life-long learning in the form of cultural, educational, occupational, social, athletic, and technical programs, courses, workshops, and institutes.

## GOVERNANCE & ACCREDITATION

Lake Region State College is governed by the North Dakota State Board of Higher Education and its career and technical programs are approved by the North Dakota State Board for Career and Technical Education.

Lake Region State College is accredited by: The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

Lake Region State College is a member of the American Association of Community Colleges.

## CONTACT US

Lake Region State College  
1801 College Drive North  
Devils Lake, ND 58301  
701-662-1600 / 800-443-1313  
[www.lrsc.edu](http://www.lrsc.edu)

# LRSC PHILOSOPHY OF GENERAL EDUCATION

**I. An educated person must have a critical appreciation of society and of self. This includes some understanding and experience in thinking about moral and ethical problems which enable an educated person to make discriminating moral choices—personal/interpersonal skills.**

1. To understand how a human being behaves individually and how one is linked to one's social and natural environment—know thyself.
2. To understand the complexities and uncertainties of personal and social environments, to understand how individuals may be changed and controlled by their environments, and to develop skills to change and control environments—personal change and growth.
3. To apply knowledge gained in the educational process and use that knowledge in everyday living—apply knowledge to the real world.
4. To develop skills for designing and evaluating a personal mental and physical health program—mental and physical wellness.
5. To recognize the importance of leisure and develop the use of leisure for positive life changes—importance of leisure.
6. To develop the ability to make responsible decisions based upon understanding and experience in discussing moral and ethical problems in society—values and ethics.
7. To develop work habits and ethics necessary to function effectively in the workplace—work-related skills.

**II. An educated person must be able to think, speak and write effectively—communication/thinking skills.**

1. To develop a working knowledge of the English language to communicate effectively by writing and speaking

- clearly and concisely—present ideas.
2. To develop the skills necessary to gather, integrate, synthesize, and analyze written and oral information in a critical manner—rational/critical/higher-order thinking.
3. To use information objectively for solving problems and arriving at alternative solutions—problem-solving skills.
4. To develop the critical listening and reading skills needed to interpret the messages of speakers and authors—reading/listening critically.
5. To nurture creative thinking and intellectual curiosity through opportunities and incentives and to encourage attempts at different, divergent solutions to open-ended questions, problems, and situations—creativity/intellectual curiosity.
6. To conceptualize links between events, entities, and ideas and the large context in which they occur—integrate ideas of the world.

**III. An educated person must have an understanding of other cultures to enable one to conduct life with reference to the wider world within which one lives—global/multi-cultural experiences.**

1. To gain knowledge of Western and non-Western cultures and other times in order to better understand the world and its people—the world/Eastern/Western civilizations.
2. To recognize that world events are interdependently linked, are affected by the social environment, and are influenced by institutions created within an interactive society, and to understand that impact on one event has ramifications for other events and for the whole—understand world events from differing disciplines.
3. To nurture a philosophy that asserts the dignity of humanity while understanding the value of world diversity in race, ethnicity, and culture—

global culturalism.

4. To encourage development of a working knowledge of a second language—communication and understanding.

**IV. An educated person must have an appreciation for and an informed acquaintance with the arts and humanities. Experiencing the aesthetics of literature, the arts, and history will provide enrichment in a variety of diverse fields and life experiences—**aesthetic/intellectual experiences.

1. To develop a knowledge of and appreciation for human accomplishments in art, music, literature, and history—appreciation for the arts and humanities.
2. To understand the connectedness and inter-dependency between events, entities, and ideas and the large context in which they exist—inter-disciplinary understanding.
3. To understand literary concepts presented through literary works in the humanities, history, and English—understanding literary concepts.
4. To develop a consciousness of history and an understanding of the common heritage of Western civilization—understand social, economic, and political structures.
5. To foster an understanding of the benefits and responsibilities of living in a democratic society—citizenship/leadership.

**V. An educated person must have an informed acquaintance with and an appreciation for science and mathematics and their contributions to society—**mathematics/sciences applications.

1. To develop a conceptual understanding of mathematics and a practical knowledge of mathematical application—numerical.
2. To understand and appreciate the natural physical environment of the planet Earth, thus promoting an ethic of

stewardship and ecology—environment.

3. To gain knowledge of the properties of the universe for understanding and application—physical.
4. To foster an attitude of intellectual inquiry and methodology which will expand one's view of the universe and the place of humanity within it—scientific method/inquiry.
5. To provide a general knowledge of the human body and its systems—biological.

**VI. An educated person must be literate in current and future technologies—**technology/computers/information applications.

1. To explore the nature, role, and impact of technology on the environment and society—technology literacy.
2. To develop a working knowledge of computers and computer programs and their functions—computer literacy.
3. To apply current technologies to access and utilize information—application of technology.
4. To develop the skills necessary to locate and gather information from both print and non-print resources—library/information literacy.

**VII. An educated person must have a continued commitment to life-long learning—**life-long learning experiences/skills.

1. To develop a pattern of intellectual curiosity and inquiry which promotes life-long learning—value of life-long learning.
2. To nurture and promote the ability to adapt to an ever-changing society—adapt to the future.
3. To develop an interest in serving the community—community service.

## LRSC HISTORY

Lake Region State College, located in northeastern North Dakota, is a two-year community college founded in the fall of 1941 as an extension of the public school

system of Devils Lake. Known as Devils Lake Junior College and Business School, the college developed gradually over the next two decades into a junior college offering liberal arts and business programs.

Since 1959, the college has received support from the Community College Foundation, a group of local citizens dedicated to the advancement of the college. Their support includes funds for scholarships, construction and renovations, endowments, athletics, and staff development programs.

In the early 1960's, a dramatic change occurred in the mission and size of the institution. In response to regional economic needs, a wide variety of technical and career-oriented programs were introduced. At the same time, the college preparatory program developed considerably to meet standards acceptable for transfer to baccalaureate-granting colleges and universities. In 1960, the college was renamed Lake Region Junior College.

Rapid increases in enrollment resulted in a building project, and the college moved to its present campus in 1966—a one-story, two-building complex. Skillfully designed for the northern climate, the classrooms, residence halls, library, student union, recreation room and gymnasium are all under one roof. Several additions have been added to the original structures.

The name of the college was changed from Junior to Community College in August of 1981. On July 1, 1984, the college joined the North Dakota state system of higher education. Administrative supervision was transferred to the North Dakota State College of Science in Wahpeton in 1985.

The college became affiliated with the University of North Dakota in 1987, operating as a branch campus under the name of UND - Lake Region. It maintained that affiliation until July 1, 1999, when

the college attained independent status within the North Dakota University System as Lake Region State College, charged with addressing workforce training needs in the northeast region of North Dakota along with academic, career and technical education, outreach, and life-long learning. This change was interpreted as a vote of confidence, providing recognition and autonomy on par with other independent colleges within the University System. Lake Region State College now reports directly to the University System Chancellor and the State Board of Higher Education.

In 2013, a project was funded for technical education. The project included a nursing center, suite of new classrooms, new mechanical systems, and improvements to the educational resources and classroom areas in the existing Erlandson Building. Opened in September 2014, the new technical education center was named Bergstrom Technical Center.

In 2018, Lake Region State College broke its headcount record. The official fall 2018 headcount was recorded at 2,072.

The 2019 North Dakota Legislature authorized construction of an ag education building. The legislation provided a direct appropriation along with some matching funds and named the building for Curt and Annette Hofstad, long-time Lake Region residents and friends of LRSC. The building opened to students in January 2021. The Hofstad Ag Center provides enhanced classroom space and a shop suited for working with today's precision ag components and large equipment. With LRSC's own test field right outside the new building location, students will have real world experiences and graduate with knowledge from the classroom and field.

A pandemic changed life forever in 2020. The COVID-19 pandemic resulted in LRSC moving remaining Spring 2020 and summer courses online and the 2020 graduation ceremony was canceled. Most faculty and

staff were sent home to work remotely as adjustments were made to college classrooms and campus operations. Incorporating pandemic restart protocols, LRSC opened with face-to-face instruction Fall 2020.

The quality of an LRSC education was affirmed in 2021 when Lake Region State College received 10-year continued accreditation from the Higher Learning Commission.

## COMMUNITY

Devils Lake is a city with pride in the past and faith in the future. Besides Lake Region State College, the region boasts an excellent public school system, Lake Area Career and Technology Center, North Dakota School for the Deaf/Resources Center for Deaf and Hard of Hearing, Four Winds Community School and Cankdeska Cikana Community College at Fort Totten.

Devils Lake is rich in historic and scenic sights such as White Horse Hill Wildlife Refuge, Fort Totten State Historic Site and Grahams Island State Park.

Devils Lake is also rich in the fine quality of its people who work hard to provide well-rounded cultural, religious, educational and four-season recreational opportunities.

Devils Lake derives its name from the Native American name Miniwaukan. Early explorers incorrectly translated the word to mean “Bad Spirit”. Bolstered by the many legends of drowned warriors and lake monsters, the name evolved into Devils Lake. Devils Lake is the largest natural body of water in North Dakota covering more than 100,000 acres and containing hundreds of miles of shoreline. This very fertile prairie lake grows large numbers of walleye, northern pike, white bass and it has earned the reputation of being the “Perch Capital of the World”. In the fall, hundreds of thousands of waterfowl migrate through the area and give both

local and visiting hunters outstanding hunting opportunities. There is always plenty to see and do in Devils Lake and the entire Lake Region.

## NOTICES

Definitions, policies and procedures are subject to change. For the most complete and current definitions, policies, and procedures, refer to the Policy and Procedure Manual located on the LRSC website.

### CATALOG USE

North Dakota State Board of Higher Education Policy 450 states: “Institutions shall publish electronic and/or hard copies of catalogs and bulletins for the purpose of furnishing prospective students and other interested persons with information about the institutions. Announcements contained in such printed or electronic material are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State.”

### EMERGENCY NOTIFICATIONS

All North Dakota University System campuses, including Lake Region State College, provide campus-wide emergency notifications. In the event of a threat, such as weather warnings, police or fire emergencies, alerts will be sent directly to the student via voice mail, email and/or text message. All registered students are automatically enrolled, but it is important to keep your contact information updated in Campus Connection.

### EQUAL OPPORTUNITY

Lake Region State College is an equal opportunity institution that does not discriminate on the basis of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, veteran’s status, marital status, political belief or affiliation, and economic or perceived social status in its admissions, student aid, employment practices,



education programs or other related activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Sandi Lillehaugen, Human Resource Director, Lake Region State College, 1801 N. College Drive; Office #120, Devils Lake, ND 58301, (701) 662-1543 Sandra.Lillehaugen@lrsc.edu or the Office of Civil Rights/HHS, 1961 Stout Street, Room 08-148, Denver, CO 80294. The Office of Civil Rights also can be reached by calling (800) 368-1019, faxing (202) 619-3818, TDD (800) 537-7697 or by emailing ocrmail@hhs.gov.

LRSC is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation or to request this document in an alternate format, please contact Sandi Lillehaugen, Human Resource Director, Lake Region State College, 1801 N. College Drive; Office #120, Devils Lake, ND 58301, (701) 662-1543, Sandra.Lillehaugen@LRSC.edu. One-week advance notice appreciated.

### **EQUITY IN ATHLETICS DISCLOSURE ACT**

The purpose of this policy is to disclose athletic participation rates and financial data related to athletics. The report is available from the Athletic Department.

### **EMAIL**

Lake Region State College, recognizing the growing need for timely, efficient and consistent communication with students, has established email as an official means of communication with students. Students are expected to check their official LRSC email on a frequent and consistent basis.

When students forward email from that account to another account, vital information may not be conveyed.

Unopened email or having email redirected does not relieve a student of the responsibilities associated with communication sent to their official LRSC email address.

The Student Email Policy is found in section

900.09.02 of the Lake Region State College Policy and Procedure Manual.

More information regarding student email can be found on the LRSC website.

### **FACULTY COMMUNICATIONS PROFICIENCY**

A process for verifying communication skills for all personnel whose appointments include classroom instruction. Communication, both oral and written, is, by definition, an interchange involving both the sender and the receiver. Both sender and receiver were taken into account when developing communication skills verification. The policy affirms the college commitment to cultural diversity, as articulated by the Lake Region State College mission statement and general education outcomes. The complete policy can be found in section 700.03.01 of the Lake Region State College Policy and Procedure Manual.

### **PRIVACY OF RECORDS (FERPA)**

The disclosure of student educational records is governed by policies developed by Lake Region State College in compliance with state law and the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Lake Region State College maintains the following educational records that contain information directly related to students:

- Application material submitted by the student or sent at the student's request
- Financial Aid material submitted by the student or sent at the student's request
- Account payment cards and receipts
- Records pertaining to academic or training achievement including transcripts and grade reports
- Instructor recommendations

SBHE Policies 311 and 503.2 require each institution to adopt a policy as required by the Family Educational Rights and Privacy Act (FERPA). Such policies must include a definition of "directory information." All directory information may be released pub-

licly in printed, electronic, or other forms at the discretion of the college or university to the extent that it is maintained by the institution. Directory information includes the following data elements:

1. Student legal name (not to include preferred name)
2. Hometown (city, state)
3. Campus e-mail address
4. Major field of study (all declared majors)
5. Minor field of study (all declared minors)
6. Class level
7. Dates of attendance
8. Enrollment status (withdrawn, half-time, full-time)
9. Names of previous institutions attended
10. Participation in officially recognized activities and sports (released as part of a team roster)
11. Height, weight, and photos of athletic team members (released as part of a team roster)
12. Honors/awards received (academic honors/awards released at the end of the term and graduation released at the end of the term or as part of graduation/commencement events)
13. Degree earned (all degrees earned)
14. Date degree earned (dates of all degrees earned)
15. Directory photos, photographs, and video recordings of students in public or non-classroom settings (photographs from classrooms or class-related activities are NOT directory information)

Under the Family Educational Rights and Privacy Act, students have the right to request directory information not be made public by contacting their registrar's office. Institutions will honor student requests to withhold directory information until the student makes the request in writing to lift

the restriction. Institutions shall inform students of any consequences of the decision to withhold directory information, including but not limited to inability to confirm attendance or provide references.

Institutions 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. Institutions have no responsibility to contact students for subsequent permission to release directory information after it is restricted.

If a student provides a preferred name, the institution tries to use it when communicating directly with the student. The preferred name is also used in class/grade rosters, academic requirement reports, email addresses, etc. Preferred name is a supported business practice unless there is a documented business or legal reason to use a student's legal name. When communicating with outside third parties, including parents, the institution generally uses a student's legal name. A student's preferred name shall not be considered directory information in order to protect student privacy.

#### **SAFETY**

Many students and their families are concerned about safety on a college campus. Lake Region State College understands that concern and accepts its responsibility to employ safety measures to ensure that students enjoy their campus experience as freely as possible from any threats to their safety or well-being.

Lake Region State College complies with the Student Right-to-Know and Campus Security Act of 1990 as amended and renamed in 1998 to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and with the Higher Education Amendments of 1992.

LRS publishes an annual security and fire

safety report that provides crime statistics for the prior three years and campus crime prevention program descriptions. The report can be found on the LRSC website.

### **SEXUAL MISCONDUCT & TITLE IX COMPLIANCE POLICY**

Lake Region State College strives to create a campus community free from interpersonal abuse including sexual misconduct.

The Title IX Coordinator is responsible for compliance with federal and state discrimination and sexual harassment laws, including Title IX. Individuals are encouraged to immediately report violations of this policy. However incidents may be reported regardless of how much time has passed. The report must be made to or forwarded to the Title IX Coordinator or a vice president. Anonymous complaints will be accepted, however, LRSC's ability to investigate and resolve could be limited. The full policy is found in section 1500.09 of the Lake Region State College Policy and Procedure Manual.

### **STUDENT RIGHT TO KNOW**

The purpose of the report is to disclose annual student completion, graduation, or transfer rates, including rates for student athletes. The report is available on the LRSC website.

## **ADMISSIONS**

An open admissions policy applies to all programs with the exception of Nursing, Peace Officer Training, and Speech Language Pathology Paraprofessional. Entrance requirements for each of these programs are found in their respective program descriptions. Admission of international students is also an exception that involves a selective process.

### **REQUIREMENTS AND PROCEDURES**

To gain admission to LRSC, a student must submit the following items to Admissions in Student Services:

- Online Application for Admission.
- \$35.00 non-refundable fee.

- Proof of high school graduation or its equivalency - official transcript of high school or official copy of a General Educational Development (GED) transcript.
- Official transcript(s) of any previous college.
- Immunization records with required immunizations.

Lake Region State College wants to ensure you are aware of the steps involved in becoming an LRSC student. Below you will find additional admissions information. More detailed information is available on the LRSC website. You can also connect with the Office of Admissions for questions or more information.

### **TRANSFER STUDENT**

A transfer student must meet admission requirements for new students. The student must provide an official transcript(s) from each prior college indicating that the student remains in good standing.

Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Students may petition with the Assistant Vice President of Student Affairs for enrollment if they can document circumstances contributing to academic difficulty.

### **HIGH SCHOOL STUDENT**

Lake Region State College offers students still in high school a way to challenge themselves and receive college and high school credit at the same time. High school students may enroll as non-degree seeking.

To gain admission students must:

- Have junior or senior status with a 3.0 GPA or higher.
- Have sophomore status with a 3.5 GPA or higher.
- Have written permission from high school administrator (dual credit form).
- Submit Application for Admission.

- Pay \$35.00 non-refundable one-time application fee.
- Take the ACT or ACCUPLACER as a placement assessment.

### **INTERNATIONAL STUDENT**

The college is authorized under federal law to enroll non-immigrant alien students. International students seeking admission must submit admission items required of all new and transfer students; however, international students (excluding Canada) are not required to provide an ACT score. International students must also provide the following:

- TOEFL 523 or higher or IELTS score of 6.0 or higher.
- Official high school transcript evaluated by an approved organization.
- Affidavit of financial support indicating their ability to cover costs of attending Lake Region State College.
- Application for campus housing with \$50 deposit.
- Immunizations record with required immunizations.
- Students from countries identified by the ND Department of Health are required to take a screening test for Tuberculosis within one week of arrival on campus.

### **MILITARY AND VETERAN STUDENT**

A military or veteran student must meet admission requirements for new students. If applying to VA for GI Bill benefits, students will need to verify that their desired program is VA approved. Students will also need to provide copies of their Certificate of Eligibility and Form DD-214.

### **NON-DEGREE SEEKING STUDENT**

Students enrolled as non-degree seeking are not eligible for Federal Title IV Financial Aid. To gain admission students must submit:

- Online Application for Admission
- \$35.00 non-refundable one-time application fee
- Record with required immunizations

### **COLLABORATIVE STUDENT**

The institutions of the North Dakota University System (NDUS) have entered into a collaborative agreement. This agreement allows students to enroll concurrently in courses at two or more NDUS institutions and select a home institution (the institution from which the student is pursuing a degree) of their choice. The home institution is responsible for degree requirements and financial aid if applicable. Students should contact the collaborative coordinator at their home institution to register as a collaborative student.

### **LAUNCH! STUDENT**

Launch! is a partnership between LRSC and the University of North Dakota (UND). The program is designed to serve students who are not eligible for admission to UND, but meet eligibility requirements for LRSC.

Students who choose to participate in the Launch! Program will enroll as full-time LRSC students, but will also take a limited number of prescribed UND classes. Classes will be held on the UND campus in Grand Forks, North Dakota.

Launch! students must meet admission requirements for new students.

### **SPECIAL GROUPS**

Occasionally LRSC agrees to train special groups. Entrance requirements may be waived or modified.

### **CRIMINAL HISTORY BACKGROUND CHECK**

In conformance with the Crime Awareness and Campus Security Act of 1990 and State Board of Higher Education Policy 402, the college has implemented a criminal history background check policy, which can be found in Section 800.03 of the LRSC Policy and Procedure Manual.

## **TUITION AND FEES**

### **COLLEGE EXPENSES**

Basic costs usually fall into four categories: tuition and fees, housing and meals, books and supplies, and incidental or personal expenses. All rates are subject to change

without notice. New rates are established each July for the upcoming academic year. Check the LRSC website for updated information.

### ESTIMATED EXPENSES (2023-2024)

Tuition	\$4,249.44
Fees	1,228.00
Housing & Food	6,930.00
Books & Supplies	1,000.00
Personal Expenses	3,900.00

### ESTIMATED TOTAL \$17,367.44

\*For resident, full time, on campus, double room, 10 meal plan

The following information contains estimates only. Tuition and fees vary for different programs and different types of housing. Also, totals do not include expenditures for personal expenses such as transportation, weekend meals, clothing, laundry, etc. In estimating expenses, all of the above need to be considered.

Classes from LRSC are offered in a variety of formats and locations, i.e. on-campus, online, Grand Forks Air Force Base, Interactive Video Network, collaboratively with other institutions, dual credit at various school districts, etc. The method of class delivery and, in some instances, the delivery location, has a direct bearing on the tuition and fee rates charged. Students may register in more than one type of tuition and fee scenario at a time, but charges are calculated separately for each scenario and each scenario, except online, has a maximum tuition charge of 12 credit hours.

### PROGRAM AND MISCELLANEOUS FEES: (may not apply to all students)

- Automotive Technology Program Fee - \$182.50/semester (total \$365 annually)
- Dakota Nursing Program Fee - \$450/semester (\$900 annual total for ADN;

- \$1,350 annual total for PN)
- Peace Officer Training Program Fee - \$2,500 for all academies
- Precision Agriculture Program Fee - \$250/semester (\$500 annual total; charged Fall and Spring semesters only)
- Wind Energy Technician Program Fee - \$350/semester (total \$700 annually)
- \$35 non-refundable one-time application fee
- \$50 housing application fee
- Class audit fee - Regular tuition, lab, class and distance delivery fees. Note: senior citizens (65+) may audit classes (excluding online) free of tuition; however, all fees must be paid.
- Class challenge fee - \$5 per class plus 50% of regular tuition
- Electrical outlet and reserved parking - \$100/year limited availability
- IVN distance ed fee - \$25 per credit
- Registration reinstatement fee - \$100

### INSURANCE AND MEDICAL SERVICES

Students are advised to carry their own individual health and accident insurance. Lake Region State College participates in a North Dakota University System insurance plan, which makes a group major medical policy available to international students at the student's expense. Information packets are available from the International Student Advisor.

Student athletes are required to have their own health and accident insurance and must show proof of insurance to practice and participate in any sport. All international students (excluding Canadian) are required to carry North Dakota University System group health and accident insurance, or show proof of a qualifying exemption.

### GENERAL CLASSES

Classes are offered in a variety of formats and locations. The method of class delivery and, in some instances, the delivery location, has a direct bearing on the tuition and fee rates charged. Tuition is capped at

12 credits per semester except for online classes, which have no tuition cap. All mandatory fees are capped at 16 credits per semester with the exception of the ConnectND Fee and ND Student Association Fee, which are capped at 12 credits per semester. Tuition and fees may be subject to change.

<b>TUITION RATES</b>	<b>CHARGE PER CREDIT HOUR</b>	<b>MAXIMUM CHARGE PER SEMESTER</b>	<b>MAXIMUM CHARGE PER YEAR</b>
Resident	\$177.06	\$2,124.72	\$4,249.44
Nonresident (special rates below)	177.06	2,124.72	4,249.44
Minnesota Reciprocity	177.06	2,124.72	4,249.44
Canada	177.06	2,124.72	4,249.44
WUE States	177.06	2,124.72	4,249.44
Nonresident Spouse & Dependent	177.06	2,124.72	4,249.44
MHEC States	177.06	2,124.72	4,249.44
Foreign Students (except Canada)	442.67	5,312.04	10,624.08
<b>BASIC FEE RATES</b>			
Activity Fee I	\$8.80	\$140.80	\$281.60
Activity Fee II	7.50	120.00	240.00
Facilities Usage Fee	10.50	168.00	336.00
Technology Fee	7.42	118.72	237.44
ConnectND Fee	5.50	66.00	132.00
ND Student Association Fee	0.04	0.48	0.96
<b>TOTAL BASIC FEES</b>	<b>\$39.76</b>	<b>\$614.00</b>	<b>\$1,228.00</b>
<b>TOTAL TUITION AND BASIC FEES</b> (except foreign students)	<b>\$216.82</b>	<b>\$2,738.72</b>	<b>\$5,477.44</b>

WUE States (AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, SD, UT, WA, WY)

MHEC States (IA,IL,IN,KS,MI,MN,MO,NE,OH,SD,WI)

### **COLLABORATIVE CLASSES**

All rates are charged at the rates of the specific NDUS campus from which the student is receiving the class. Contact the specific campus for applicable rates.

<b>DUAL CREDIT UNSUBSIDIZED</b> (INCLUDING ONLINE) (Maximums based on 12 credits per semester)			
	<b>CHARGE/ CREDIT HOUR</b>	<b>MAXIMUM/ SEMESTER</b>	<b>MAXIMUM/ YEAR</b>
Tuition	\$148.42	\$1,781.04	\$3,562.08
NDSA Fee	0.04	0.48	0.96
ConnectND Fee	5.50	66.00	132.00
<b>TOTAL</b>	<b>\$153.96</b>	<b>\$1,847.52</b>	<b>\$3,695.04</b>

<b>ONLINE (EXCLUDING DUAL CREDIT)</b>	<b>CHARGE/ CREDIT HOUR</b>	<b>MAXIMUM/ SEMESTER</b>	<b>MAXIMUM/YEAR</b>
Tuition	\$215.52	No Maximum	No Maximum
Distance Delivery Fee	6.00	No Maximum	No Maximum
Technology Fee	7.42	118.72	237.44
NDSA Fee	0.04	0.48	0.96
ConnectND Fee	5.50	66.00	132.00
<b>TOTAL</b>	<b>\$234.48</b>	<b>NO MAXIMUM</b>	<b>NO MAXIMUM</b>

<b>U.S. AIR FORCE BASE (EXCLUDING ONLINE CLASSES)</b>	<b>CHARGE/ CREDIT HOUR</b>	<b>MAXIMUM/ SEMESTER</b>	<b>MAXIMUM/YEAR</b>
Tuition	\$215.52	No Maximum	No Maximum
Technology Fee	7.42	118.72	237.44
NDSA Fee	0.04	0.48	0.96
ConnectND Fee	5.50	66.00	132.00
<b>TOTAL</b>	<b>\$228.48</b>	<b>NO MAXIMUM</b>	<b>NO MAXIMUM</b>

### LAB/CLASS FEES

Generally applicable to classes subject to special testing or certifications, large volume supply usage, or special activities. The following table lists specific lab class fees per course effective Fall 2023. Tuition and fees may be subject to change.

<b>MAIN CAMPUS</b>			
BADM 295	60.00	HPER 101/102 Curling	50.00
HPER 165	20.00	HPER 101/102 Ice Fishing	60.00
HPER 210	20.00	NURS 100	240.00
ELEC 299	Variable	PLSC 223	100.00
HPER 101/102 Beginning Shotgun	50.00		
<b>GFAFB</b>		<b>ONLINE</b>	
HPER 210	20.00	NURS 100	240.00
NURS 100	240.00		

## ROOM AND BOARD PLANS

Room contracts require a Board Plan. Each plan requires a \$50.00 non-refundable application fee per year. Silver and Gold board plans do **not** include Christmas Break or Spring Break. No refunds are given on meal card balances at the end of the semester.

ROOM PLANS	CHARGE/ SEMESTER	CHARGE/ YEAR
Housing Connectivity Fee	\$25.00	\$50.00
Single Room	\$2,310.00	\$4,620.00
Double Room	\$1,590.00	\$3,180.00
Triple Room	\$1,325.00	\$2,650.00
Apartment (available for 9 months only, minimum contract for one semester)	\$2,860.00	\$5,720.00
MEAL CARD PLANS (BOARD)	CHARGE/ SEMESTER	CHARGE/ YEAR
<b>Off Campus Student Only Plan</b> - 3 meals per week. Starts first day of class and ends the last day of scheduled class at 1:00 p.m. Includes 3 meals per week- Breakfast, Lunch, and Evening meal options during scheduled classes Monday through Friday. Includes orientation weekend.	\$550.00	\$1,100.00
<b>Off Campus Student Only Plan</b> - 5 meals per week. Starts first day of class and ends the last day of scheduled class at 1:00 p.m. Includes 3 meals per week- Breakfast, Lunch, and Evening meal options during scheduled classes Monday through Friday. Includes orientation weekend.	\$890.00	\$1,780.00
<b>Silver Plan</b> - 7 meals per week. Starts first day of class and ends the last day of scheduled class at 1:00 p.m. Includes: Breakfast, Lunch and Evening meal options during scheduled class days Monday through Friday. Brunch and evening meal on Saturday and Sunday. Includes orientation weekend. If no class (holiday or official closing) will serve Brunch and evening meal. Does not include Thanksgiving Day, Easter Day and Spring Break.	\$1,875.00	\$3,750.00
<b>Gold Plan</b> - 7 days/15 meals per week. Starts first day of class and ends the last day of scheduled class at 1:00 p.m. Includes: Breakfast, Lunch and Evening meal options during scheduled class days Monday through Friday. Brunch and evening meal on Saturday and Sunday. Includes orientation weekend. If no class (holiday or official closing) will serve Brunch and evening meal. Does not include Thanksgiving Day, Easter Day and Spring Break.	\$2,400.00	\$4,800.00



**CHARGE/  
SEMESTER**      **CHARGE/  
YEAR**

**Platinum Plan** - 7 days/19 meals per week. Starts first day of class and ends the last day of scheduled class at 1:00 p.m. Includes: Breakfast, Lunch and Evening meal options during scheduled class days Monday through Friday. Brunch and evening meal on Saturday and Sunday. Includes orientation weekend. If no class (holiday or official closing) will serve Brunch and evening meal. Does not include Thanksgiving Day, Easter Day and Spring Break.

\$2,700.00      \$5,400.00

**Athletic Plus Plan** - 7 days/19 meals per week. To be used by athletes when eating on campus. Includes: Breakfast, Lunch and Evening meal options during scheduled class days Monday through Friday. Brunch and evening meal on Saturday and Sunday. Includes orientation weekend. If no class (holiday or official closing) will serve Brunch and evening meal. Does not include Thanksgiving Day, Easter Day, or Spring Break.

\$2,300.00

**Athletic Travel Plans**

Mandatory for all athletes on & off-campus. On-campus athletes also need the Athletic Plus Plan. Includes: Meals provided during official travel as a participating team member. Charges only apply to the semester during which the sport is predominantly active (both semesters for basketball and hockey).

**FALL**      **SPRING**

<b>Baseball Plan</b> (Includes Spring Break)	\$0	\$1,050.00
<b>Basketball Plan</b> (Includes Winter Break)	\$700.00	\$700.00
<b>Hockey Plan</b> (Includes Winter Break)	\$700.00	\$700.00
<b>Softball Plan</b> (Includes Spring Break)	\$0	\$1,050.00
<b>Volleyball Plan</b> (Includes 2 weeks prior to school starting)	\$1,050.00	\$0

**SUPPLEMENTAL MEAL PLANS**

Winter Break Plan - 30 meals  
Starts the Monday after the last scheduled class in December through the Friday before spring orientation. Includes Monday through Friday Breakfast and Lunch only. Does not include Christmas Day and New Years Day. Closed Christmas Day and New Years Day. Does not include Saturday and Sunday meals.

\$270.00

Spring Break Plan - 14 meals  
Starts with Saturday and Sunday Brunch and Evening meals. Monday through Friday Breakfast and Lunch only

\$125.00

## **PAYMENT OF TUITION AND FEES**

All tuition, fees, room and board are payable in full each semester on an announced schedule. Registrations will be canceled if payment is not received by the 12<sup>th</sup> day of class as per State Board of Higher Education policy. Students who have any financial obligations to the college will be prevented from registering until their bills are paid.

## **CLASS SUBSTITUTIONS**

After the 9% period of the term, classes of the same or fewer credits may be substituted for the dropped class without incurring additional charges, except, in certain instances, special course fees associated with the added class or classes or if the class substituted is online.

Substituting a dropped class with an added class is allowed only within the same location and session at the same institution. Otherwise, the student will be responsible to pay for both classes.

## **LATE FEES**

Tuition and fees are due 12 days after a class begins. Students with a past due balance will be charged a late fee of 1.75%.

To avoid a late fee you can:

- Pay the balance due on your account prior to the due date.
- Keep your payments current for those that are on an approved payment plan. If the payments on your payment plan are late you will be charged a late fee.

## **MILITARY/VETERAN STUDENTS**

Military or veteran students, or their dependents, who are entitled to educational assistance under chapter 31 (Vocational Rehabilitation and

Employment) or chapter 33 (Post-9/11 GI Bill) will be permitted to attend or participate in their courses beyond the date fee payments are due, providing they have provided the institution with

1. a “certificate of eligibility” for

entitlement to educational assistance under chapter 31 or 33, or

2. a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website, eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.

LRSC will not impose penalties, assess late fees, deny access to classes and institutional facilities, nor require an individual to borrow additional funds based on their inability to meet financial obligations due to delayed disbursement of funding from the VA under chapter 31 or 33 through the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution provided the VA certification of tuition and fees.

This section is effective August 1, 2019 in accordance with the requirements of 38 USC 3679(e.)

## **REFUND POLICY - CLASS CHANGES (DROP/ADD)**

North Dakota University System Policy 830.2 states that any student who drops a class within the first 9% of calendar days of the term will receive a 100% refund of tuition & fees for the credit hours attributable to the class or classes dropped. There will be no refund for a class dropped after that period. Likewise, any student who has not paid for a class and drops the class after the 9% period will still be charged for the full cost of the class. (This section applies only to tuition, NDSA fees, and the ConnectND fee for hours dropped below 12 semester hours and other fees dropped below 16 semester hours).

## **REFUND POLICY - COMPLETE WITHDRAWALS**

- Any student who officially withdraws shall receive a refund of tuition and fees, room and board in accordance with North Dakota University System

Policy 830.2.

- A student must withdraw officially from college within the stated refund period to be eligible for a tuition and fees refund.
- Students who discontinue attending classes must initiate and complete the formal withdrawal process to avoid failing grades
- A completed withdrawal form must be submitted online. The cancel/ withdrawal form is available on the eForm tile in Campus Connction.
- A refund may be processed for room and board contracts when a student officially withdraws from college. Completed room check-out forms must be submitted to the Business Office before any refund will process. No refunds will be made to a student who is suspended, dismissed or expelled for breach of discipline.
- If a student is due a refund and has received financial aid, the institutional refunds will be used to reimburse Title IV financial aid.
- If the amount of a student's refund is less than the total amount the institution is responsible for returning to the Title IV financial aid programs, the student will be billed by the institution for the difference.
- Students who receive Title IV financial aid and receive all failing grades for the semester will be responsible for repaying all unearned financial aid received.
- Unless a student withdraws from college, room or board contract releases will only be granted under special circumstances. Requests for such releases must be submitted in writing to the Vice President of Academic Affairs.
- If a resident requests and receives a room contract release, room and board refunds will be calculated on a per month basis; however any used portion of a month requires a full month's payment.

- If a resident is required to leave the residence halls for disciplinary reasons, she/he will not be entitled to a room or board refund.

### **RESIDENCY REQUIREMENT**

State law defines residence as “the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which he returns in seasons of repose.” The law further states an adult must make their permanent home in North Dakota for 12 consecutive months to meet time requirements for residency. Since attendance at an institution of higher education is normally considered a “special or temporary purpose,” students entering Lake Region State College from other states will not acquire North Dakota residency simply by attendance at the college.

### **MIDWEST HIGHER EDUCATION CONSORTIUM**

Lake Region State College participates in the Midwest Higher Education Consortium (MHEC) program. Students may enroll in designated programs at selected institutions in Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin at a special tuition level.

### **WESTERN UNDERGRADUATE EXCHANGE**

Lake Region State College participates in the Western Undergraduate Exchange (WUE) program. Students may enroll in designated programs at selected institutions in Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, South Dakota, Utah, Washington, and Wyoming at a special tuition level. Those attending Lake Region State College under the WUE program pay the North Dakota resident rate.

## **FINANCIAL AID**

Student financial aid is available to eligible students who, without such help, would be

unable to attend Lake Region State College. It is the goal of Lake Region State College to provide adequate financial assistance to all students who demonstrate financial need. However, the primary responsibility for financing a college education rests with the student and family. Assistance offered by colleges, the government and other sources is viewed as supplemental to the efforts of the student and family.

### **HOW TO APPLY**

For more information about federal financial aid go to [www.studentaid.gov](http://www.studentaid.gov). In order to determine eligibility for federal financial assistance, a student must complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.gov](http://www.fafsa.gov). The paper FAFSA is available by calling the Federal Student Aid office at 1-800-433-3243. An application must be completed for each academic year. When completing the application, applicants must list Lake Region State College as a college they plan to attend. Prior to receiving any assistance, a student must be accepted and planning to pursue a degree from Lake Region State College. The college code for LRSC is 002991.

### **WHEN TO APPLY**

To be considered for the maximum amount of financial aid the FAFSA should be completed after October 1 the year before the student plans to enroll in the fall. Allow 2 to 3 weeks to process the website FAFSA and 3 to 4 weeks to process the paper FAFSA. Due to the limited amount of campus-based funds (FSEOG, Work Study), not all students eligible for these funds will receive them.

### **SUMMER FINANCIAL AID**

Federal financial aid is available for summer semester if you are enrolled at least half-time and have remaining aid that was not used during the current fall and spring semesters. The summer semester is the final term in the current academic year. Therefore, if you have completed the

FAFSA for fall and spring, it also includes the summer. You must be registered in summer classes before financial aid eligibility will be evaluated.

required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds canceled.

1. After all required verification documents are provided, FAO staff will compare the documents to the applicant's FAFSA and will make corrections if needed to the FAFSA data elements by submitting corrections electronically to DOE. Verification results that require changes to applicant information and subsequent changes to the applicant's financial aid package will be made prior to final disbursement of federal funds. A revised award letter will be sent to the financial aid applicant by email or mail if any awards change because of verification and the awards will be updated in Campus Connection.

The General Provisions of 34 CFR 668.14(f) of the Federal Register requires that Lake Region State College ensure the consistency of the information related to a student's application for federal student aid, regardless of the source of that information. All information received must be reconciled.

If the Financial Aid Office has any conflicting information on an applicant, or believes an applicant's application information is in error, it must resolve the discrepancies prior to disbursing any federal student aid. The requirement to resolve conflicting data is separate and distinct from the verification requirements and procedures, and supersedes any verification policies. Further, if a discrepancy is discovered after federal aid has been disbursed, it must be reconciled and the student will be required to repay any amount of aid received in excess of his or her eligibility.

Applicants are required to complete verification before Lake Region State College exercises any authority under

section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate EFC's.

In accordance with 34 CFR 668.16(g), if the Financial Aid Office suspects that a student, or other individual, has intentionally misreported information or altered documentation to fraudulently obtain federal financial aid funds, the office can report its suspicions, and will provide the evidence, to the Office of Inspector General, U.S. Department of Education, for review. Fraud may be reported via the OIG Hotline, 1-800-MIS-USED, the OIG website: [www2.ed.gov/about/offices/list/oig/hotline.html](http://www2.ed.gov/about/offices/list/oig/hotline.html) or by calling our Regional OIG office in Denver at 303-844-0058.

The U.S. Department of Education continues to move to a more individualized verification process where only certain elements of the verification are performed on particular students. This means that LRSC will not require the same documentation from each student. Instead, LRSC will require only documentation that is relevant to the individualized verification. Applicants will be notified by mail and email of the individual forms they will need to complete. Applicants can also view a list of required verification documents in Campus Connection under their "To Do" list. Lake Region State College Verification Forms are posted each year on the Financial Aid Office website at [www.lrsc.edu](http://www.lrsc.edu) – Admissions & Aid – Forms. Make sure you select the correct academic year.

### **TYPES OF FINANCIAL ASSISTANCE**

Lake Region State College provides four types of financial assistance:

- Grants
- Loans
- Employment
- Scholarships

Grants are gifts of money that do not have to be repaid. Loans **MUST** be repaid. Employment allows a student to earn money to offset educational expenses.

Scholarships are gifts awarded to students on the basis of academic achievement, need or other criteria.

### **FEDERAL PELL GRANT**

This program is available to undergraduate students with financial need. A student can receive Federal Pell Grant for no more than 12 full time semesters or the equivalent of six years. The Pell Grant Funds are prorated based on enrollment status.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

These funds, enables the college to award a limited number of grants to undergraduate students with exceptional need and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

### **FEDERAL WORK STUDY (FWS)**

Federal Work Study is a form of federal aid based on financial need and awarded to students as a part of a total package. A FWS award is only an indication of a student's eligibility to seek employment, it is not a guarantee of employment. Wages are paid from a combination of federal and campus funds. Student employment helps minimize students' indebtedness. Work assignments are designed to complement students' learning experiences and allow the college to utilize students' special talents.

### **FEDERAL DIRECT SUBSIDIZED LOAN PROGRAM**

This is a loan program available to students who are found to have a financial need. This low interest loan enables students to borrow from participating lending institutions to help pay their educational costs while attending college. Repayment does not begin until six months after the student graduates, leaves college, or is enrolled less than half time.

### **FEDERAL DIRECT UNSUBSIDIZED LOAN**

This federal loan is a non-need based loan program and is designed to assist eligible students by providing additional funds to

meet the cost of education.

### **ALTERNATIVE LOANS**

A number of private lenders have education loans. A student may borrow up to the budget established for an academic year less any financial aid. This loan is in addition to those funds already awarded either on campus or from outside sources. A borrower must have a credit history or have a credit-worthy co-signer on the loan(s). If students are interested in pursuing an alternative loan, contact the Financial Aid office.

### **DIRECT PLUS**

The Direct Parent Loan for Undergraduate Students (PLUS) enables parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. Information on interest rates and repayment requirements are available by contacting the Financial Aid office. For more information about Direct PLUS Loans go to [studentaid.gov](http://studentaid.gov).

### **IRAQ AND AFGHANISTAN SERVICE GRANT**

This grant is for students who are not Pell-eligible due only to having less financial need than is required to receive Pell funds; whose parents or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education.

### **LOAN COUNSELING**

Students receiving a Federal Direct Loan must attend an entrance counseling session. Students may complete Direct loan counseling by logging on to [www.studentloans.gov](http://www.studentloans.gov). When a student graduates, withdraws or goes less than half time, he/she must complete exit loan counseling to receive information pertaining to the repayment of the loans received.

### **NON-INSTITUTIONAL SCHOLARSHIPS**

Many students qualify each year for scholarships offered by private and public agencies, groups and organizations. Students are encouraged to research other possible scholarship sources with their high school counselors, principals and librarians.

### **NORTH DAKOTA NATIONAL GUARD**

Any active North Dakota National Guardsman presently serving in either the Army Guard or the Air Guard may have a large percentage of the tuition and fees per academic year waived. For information on eligibility requirements, contact a local National Guard unit or the Office of Adjutant General, ATTN: MPO, P.O. Box 5511, Bismarck, ND 58506-5511.

### **NURSING STUDENT LOAN**

This loan is available for students majoring in Nursing. The maximum amount for the academic year is \$2,000. Interest is 5% and begins to accrue nine months after a student graduates, withdraws, drops below half-time status, or changes majors. For more information go to [www.ndbon.org](http://www.ndbon.org).

### **STATE AID**

The North Dakota University System administers grants, scholarships and other financial incentives to higher education students and graduates. More information is available online at [www.ndus.edu/students/paying-for-college](http://www.ndus.edu/students/paying-for-college).

### **TRIBAL**

Native American students enrolled in a tribe should contact their local tribal agency concerning eligibility and awarding of Bureau of Indian Affairs funds.

### **VETERANS ADMINISTRATION (VA) BENEFITS**

Veterans may be able to receive special educational assistance. Benefits have also been extended to children, wives and widows of deceased or permanently and totally disabled veterans. The Student Services office can assist with VA-related questions. Applications and more

information can also be obtained from any Veterans Administration Regional Office.

### **VOCATIONAL REHABILITATION**

Students with physical limitations or health problems may be entitled to certain benefits such as tuition, fees and textbook reimbursement. Interested students should communicate with the Division of Vocational Rehabilitation at the nearest district or regional office.

### **WAIVERS**

A limited number of waivers are available annually for Cultural Diversity, and International Students. Contact the Financial Aid Office for more information.

### **LENDER REFERENCE LIST**

Lake Region State College respects a student's right to choose their own lender for the purpose of obtaining a student loan. LRSC also recognizes that a student may need assistance when asked for a name of a lender. To provide that assistance, the Financial Aid Office has developed a reference list of some lenders that have made loans to our students in the past. Students are reminded that the list provided is a partial list and that lender websites should be visited in order to make an informed decision. The LRSC Lender Reference List is managed and distributed online by a maintenance application provided by Education Assistance Corporation. This application allows for a random viewing which is the viewing method used for this list.

Lenders on this partial list were selected because they have met most of the following criteria determined to meet the needs of students:

- serve local students as a local lender
- provide excellent customer service
- have maintained a good working relationship with the Financial Aid Office
- are members of the ND Association of Student Financial Aid Administrators (NDASFAA)

Since repayment benefits offered by lenders change often, the student is encouraged to do their own research to determine which lender provides the benefits that fit well for that particular student. It is felt that the student and the parent(s) are in the best position to decide which loan terms and conditions most benefit them. The purpose of providing a reference list of lenders is to help students understand what a lender is and that there are many options to consider in making their choice. The Financial Aid Office is monitoring events and information occurring on a national level and in Congress. The method used at LRSC to provide a reference list of lenders may change at any time depending on congressional action and/or Department of Education guidance concerning student loans.

The Financial Aid Office follows ethical procedures and practices in working with student loans and the lenders and service agencies that provide them. The Financial Aid Office does not:

- make automatic referrals to specific lenders
- deny application with any participating lender
- create an unreasonable delay in processing applications with any lender

Lender visits and gifts of nominal value that are offered may be accepted. Under no circumstance are lender offers to be accepted in exchange for preferring any particular lender. Lake Region State College does not enter into arrangements with any lender beyond the cooperation necessary to provide student loans and service to our students.

### **FINANCIAL AID DISBURSEMENT**

Financial aid is disbursed during tuition and fee payment that usually occurs during the third week of class. Check the event calendar for specific dates. Financial aid disbursement is based on the student's enrollment status as of the 10th calendar

day of each semester. Students must be registered in all classes, in all sessions and terms for the semester before that date so financial aid eligibility can be accurately calculated. Students who register for classes after their financial aid has been disbursed are responsible for paying the tuition for that class. Credits dropped after financial aid has been disbursed but before the class begins will result in a recalculation in financial aid. The student may owe money back to the financial aid programs.

Most financial aid (grants, loans, scholarships, etc.) directly credits against the amount the student owes for direct costs such as tuition, fees, on-campus room and board, books, etc. Financial aid that exceeds the balance is “excess aid” and is disbursed to the student at the Business Office after direct costs are paid. Direct Loan funds received from the Department of Education or funds received from an alternative loan, via Electronic Funds Transfer, are credited directly to your college account. If after Title IV aid is disbursed there is a credit balance on the student’s account, a refund will be made within 14 days of that credit balance. Students may pick up excess aid in the Business Office. Students may direct deposit their excess financial aid directly into their bank account by completing the Direct Deposit Authorization Form.

#### **ENROLLMENT STATUS PER SEMESTER**

Full time	12 or more credits
Three-quarter time	9 to 11 credits
Half-time	6 to 8 credits
Less than half-time	5 or fewer credits

#### **RETURN OF TITLE IV FUNDS**

Federal regulations require all institutions to establish policy that determines the amount of Title IV Financial Aid a student is eligible to receive if he/she withdraws from school. The Federal Student Aid (FSA) programs covered by these regulations

include: Federal Pell Grants, Stafford Loans, Plus Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loan and ACG Grant.

When a student withdraws before the end of a payment period (semester), the amount of assistance the student has “earned” (can receive) is determined by the Financial Aid Office. If it is determined that the student is eligible to receive additional funds, those funds will be disbursed.

If it is determined that the student has received more funds than he/she is eligible to receive, the funds must be returned. Consistent with federal law, unearned funds must be returned to the student aid programs in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Direct Plus Loans
- Federal Pell Grant
- Federal SEOG Grant
- Iraq and Afghanistan Service Grant

In addition, LRSC returns funds to programs other than Title IV Funds. The amounts will be prorated to the original sources in proportion to the initial awards.

#### **OFFICIAL WITHDRAWAL**

A student who stops attending classes must formally withdraw from school to avoid failing grades. Procedures and forms for formal withdrawal are available on the LRSC website. At the time of withdrawal, the Financial Aid Office will determine, on a pro-rata basis, the amount of student aid the student has earned. For example, a student who completed 30% of the payment period (semester) will be determined to have earned 30% of the aid he/she was originally scheduled to receive. Once a student has completed more than 60% of a payment period, he/she is eligible to receive 100% of the FSA award.

#### **UNOFFICIAL WITHDRAWAL**

A student who stops attending classes but does not officially withdraw is considered



to have unofficially withdrawn from school for Financial Aid purposes. A recipient of Federal Student Aid who unofficially withdraws and receives no passing grades for the semester will be responsible for repaying all unearned financial aid received. A student must initiate and complete the formal withdrawal process to avoid failing grades. The Financial Aid Office will calculate the amount of financial aid “earned and unearned” based upon the midpoint of the semester or based on the student’s last day of participation in academically-related activity.

### **POST-WITHDRAWAL DISBURSEMENT**

After withdrawal, it may be determined that a student did not receive all funds earned. In such cases a post-withdrawal disbursement may be due. When a post-withdrawal disbursement includes student loans, the student may choose to decline the loan funds, keeping loan debt to a minimum. Post-withdrawal disbursement will be applied to tuition, fees, room and board charges owed the college. Any remainder is paid to the student.

Some FSA funds are not available to the student after he/she withdraws because of other special eligibility requirements. Some examples include:

- A first-time, first year, undergraduate student who withdraws before the 30th day of classes will not earn aid that they would have received had they remained enrolled past the 30th day of the payment period.
- No portion of a second or subsequent disbursement may be disbursed to a student as a post-withdrawal disbursement.
- Students participating in the Federal Work Study Program are not eligible to earn work study funds after withdrawing from college.

Any amount of unearned grant funds the student must return is called an overpayment. The maximum amount of

grant overpayment a student must repay is half of the grant funds the student received or was scheduled to receive. Students who owe overpayment as a result of a withdrawal will retain eligibility for Title IV funds for a maximum of 45 days from the earlier of: The date the school sends the student notice of the overpayment, or the date LRSC was required to notify the student of the overpayment. LRSC must notify the student that an overpayment must be repaid or make satisfactory arrangements to repay it within 30 days of determining a repayment is due.

Lake Region State College must return any unearned funds within 45 days from the date of the institution’s determination the student withdrew. All financial aid funds returned will be the responsibility of the student.

### **SATISFACTORY ACADEMIC PROGRESS**

In order to receive federal financial aid, students must meet certain academic requirements called Standards of Satisfactory Academic Progress (SAP). LRSC is required by federal and state regulations to determine whether a student is meeting SAP requirements. SAP evaluations apply to all terms, including summer, and to all students (both aid and non-aid recipients).

All credits, including transfer credits, that apply to the student degree, will be used in calculating quantitative components of SAP. Transfer credits are entered on the student’s record and will be considered in the attempted credits until the student has met the maximum attempted credits for their program. Students who reach the maximum credits will be evaluated to determine what credits shorten their pursuit of their degree. Once a transfer student is identified as attempting maximum credits, the number of credits required to earn the degree will be added to the attempted credits and entered in the Career Expectations tab in the Attempted Max Units field.

1. GPA - In order to meet the grade point average requirements, a student will need academic standing consistent with the requirement for graduation from the program at the end of the first, second and third semesters. At the end of the fourth semester of attendance the student MUST have a cumulative GPA of C (2.0) or better. Below is a table that illustrates the academic requirements.

SEMESTER	MINIMUM CUMULATIVE GPA REQUIRED
1st	1.50
2nd	1.60
3rd	1.75
4th	2.00

2. Credits Attempted - All students must complete two-thirds (66.67%) of the credits they attempt. This percentage will be calculated cumulatively each semester. The percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the LRSC FA Census Date. The cumulative credits calculation includes all credits attempted even if they do not pertain to the current degree.

3. Maximum Time Frame - All students must complete their declared program within 150% of the published length of the program. A student who has attempted 140% of their program credits will receive a letter advising them they are reaching the maximum credits. i.e., if the program of student requires 60 credits to graduate then 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 140% or 84 credits they would receive a warning notice. Students who have attempted 150% of their program credits will be suspended from financial aid and will be notified by letter.

**FINANCIAL AID WARNING**

Financial Aid Warning status is assigned to

a student who fails to meet one or more of the SAP measures indicated above at the conclusion of the semester. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent semester under this status despite the determination that the student is not making SAP.

**FINANCIAL AID DISQUALIFICATION**

Financial Aid Disqualification status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan of study when placed on Financial Aid Probation. A student who is placed on Financial Aid Disqualification may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

**FINANCIAL AID PROBATION**

Financial Aid Probation status is assigned to a student who has been placed on financial aid disqualification and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive financial aid for one subsequent semester. They may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit an Academic Plan of Study, signed by an advisor. At the conclusion of the financial aid probation period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan of Study.

**FINANCIAL AID CENSUS DATE**

The financial aid census date is the first day after the last day to drop/add classes at 100% refund and is the date the financial aid office uses to lock in the enrollment status. Financial aid census date is the calendar date that corresponds to 8.99% of

the semester.

### UNOFFICIAL WITHDRAWALS

Students who receive all failing or incomplete grades in a semester are considered to have unofficially withdrawn from the college and are immediately placed on Financial Aid Disqualification. This will be disqualification without a warning period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless the institution can document an official last date of attendance beyond the 60% point in one of the student's classes. The calculation and return of these funds may result in the student owing a balance to the college and/or the U.S. Department of Education. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant. See page 20 for Treatment of Non-standard Credits.

### SUCCESSFUL COMPLETION

Successfully completed credit hours include grades of A, B, C, D or S. Credit hours that are not considered successfully completed include blank grades, F (Fail), W (Withdrawal), U (Unsatisfactory) and I (Incomplete). Unsuccessfully completed hours are included as attempted hours.

### DROPPED COURSES AND OFFICIAL WITHDRAWALS

Classes that a student drops or withdraws from count toward the cumulative credits attempted if they are dropped or withdrawn from on or after the financial aid census date.

### REPEATED COURSES

If a student has successfully completed a course and wishes to retake the course for a higher grade, the course can only be included in the enrollment status once more for financial aid purposes. Failed courses may be repeated and counted towards student's enrollment status until it is passed. The repeated course would be counted as attempted credits.

### TRANSFER CREDITS/MAJOR CHANGES

Students who have changed their major, are pursuing a second degree, or are transfer students are more likely to reach the maximum time frame. If a student changes majors or has transfer credits, the credits earned will be included in the calculation of attempted credits, earned credits and maximum time frame. Through the appeal process the Financial Aid Office can adjust the maximum number of credits they are allowed to attempt in the pursuit of their degree. The student will be required to submit an academic plan that has been approved by an advisor.

### MILITARY

Students who are required to withdraw

## TREATMENT OF NON-STANDARD CREDITS

TYPE OF CREDIT	INCLUDED IN GPA CALC	INCLUDED IN 66.67% CALC	INCLUDED IN MAX TIME FRAME
Audit	No	No	No
Satisfactory/Unsatisfactory	No	Yes	Yes
Transfer	No	Yes excludes ASC courses and W grades	Yes excludes ASC courses and W grades
Pass/Fail	Yes if failed	Yes	Yes
Consortium/Collaborative	Yes	Yes	Yes
Repeated Courses	Yes most recent grade	Yes each attempt	Yes each attempt
Developmental Courses (ASC)	No	Yes	Yes

from LRSC after the financial aid census date for military reasons may be placed on Financial Aid Warning or Disqualification. The student should contact the Financial Aid Office to resolve any negative SAP status that resulted from their deployment.

### **NOTIFICATION PROCESS**

The student will receive a written notification of their Satisfactory Academic Progress Warning and/or Disqualification status at the end of each semester after grades are posted. Applicable holds will be added to the student's Campus Connection hold list.

### **APPEAL PROCEDURES**

Financial aid appeal is the process by which a student who is not meeting SAP standards petitions the institution for reconsideration of eligibility for title IV financial aid. Title IV financial aid includes Federal Pell Grant, Teach Grant, SEOG Grant, WorkStudy, Direct Loans and Direct PLUS Loans. Students who fail one or more of the three measures of SAP are not eligible for federal, state and institutional financial aid. However, students failing SAP standard who had mitigating circumstance, such as death in the family, illness, involuntary military leave, etc., may request reinstatement of their financial aid eligibility by completing the Satisfactory Academic Progress Appeal Form. Contact the Financial Aid Office for an appeal form or access the form on the LRSC website.

The appeal should include:

1. Satisfactory Academic Progress Appeal Form.
2. Documentation to support the reason for failure should be included with the appeal form.
3. A copy of the Academic Plan of Study, signed by the student's advisor, must be attached.

### **FINANCIAL AID COMMITTEE AND DECISION**

SAP Appeals will be handled on an

individual basis. If the Director approves the petition, the student will be deemed to be making a satisfactory rate of progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory progress will be re-established. Students will be notified of the decision in writing within 30 days.

Appeal of a denied petition may be made in writing to the Vice President of Student Affairs within 15 days of the notification of denial. The request will be taken to the Financial Aid Committee who renders a final decision on all appeals within 30 days of receipt of the written appeal. If the appeal is approved, the student will be deemed to be making satisfactory academic progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory academic progress will be reestablished. The decision of the Financial Aid Committee will be final.

## **SCHOLARSHIPS, WAIVERS AND AWARDS**

To apply for scholarships at Lake Region State College, complete the scholarship application available on the LRSC website. Preference is given to students who submit completed scholarship applications by March 1; however, applications are accepted after that date. Additional scholarships may be available and will require separate applications, available in the Financial Aid Office.

### **CULTURAL DIVERSITY WAIVERS**

Partial tuition waivers are available to members of culturally diverse groups, with special emphasis on service to Native American students. Recipients must assist with campus initiatives and encourage multicultural understanding.

### **INTERNATIONAL SCHOLAR**

These waivers reduce tuition for students who meet eligibility criteria and live

on campus. Recipients must assist with campus initiatives and encourage multicultural understanding.

## KEYS TO OPPORTUNITY SCHOLARSHIPS

### HONOR SCHOLARSHIPS

Students who apply and submit ACT scores and/or class rank information by March 1 will receive priority consideration for honor scholarships. Recipients must be enrolled full time.

### FLORENCE LAKE PRESIDENTIAL SCHOLARSHIP

This provides \$2,000 per semester for four semesters to new high school graduates who have demonstrated leadership skills and ACT scores of 28 or higher, and submit an essay outlining how they expect to impact their community/world with their life goals. Recipients must enroll as full-time degree-seeking students and maintain a 3.25 GPA or higher.

## PROGRAM SCHOLARSHIPS

### AGRICULTURE

Arne and Kristi Berg  
Children of Archie and Doris Borstad  
CHS Foundation  
First Community Credit Union  
Arlo Gebhard  
Julin and Bonnie Hagen  
Helen and Walter Hanson  
Darrel and Connie Heins  
Patrick Kavanaugh  
Darwin and Ruth Kenner  
David and Jamie Nienhuis  
Maurice and Carol Olson  
Arvin and Jeanette Rohrer  
Steve Webster Memorial  
Wilton and Shirley Webster  
Greg and Janet Westlind  
Jack and Kathy Wilhelmi

### ATHLETICS

Jay and Mavis Gerrells  
Thomas F. Herda  
Aurelie and William Jerome  
James Kirk  
Neathery Simensen VFW Post #756  
Harold (Bob) Sager  
Southam Softball  
93-94 Royals Men's Basketball

### ARTS & HUMANITIES

Pioneer Daughters

Sam A Johnson

### AUTOMOTIVE TECHNOLOGY

Candace and Renard Bergstrom  
Clifford G. and Ann Clemenson  
C. Rudolph and Ann Hanson  
Nordic Fiberglass  
Regynski Family  
Harley and Viola Summers Toolbox

### BUSINESS / OFFICE MANAGEMENT

John M. Hagen  
L.P. Hall  
Brian and Deb Houkom  
Gerald Johnson Memorial  
Gerald Johnson Jr. Memorial  
James and Virginia LaBarre  
Tom and Regina Nistler  
Herman and Emma Oehlke  
Christian Praus  
Pung Girls  
Michael Pung  
Subway/Sleep Inn and Suites  
Albert and Janet Wood

### EDUCATION

Rodney Brown  
Darling Family  
Rick and Dr. Deb Follman  
Laber Family  
Inez Herman Buttz Piltingsrud  
Gary and Kyle Regynski Family  
Debbie Stromme

### ENGINEERING

G. Bruce Fairgrieve

### FIREFIGHTING CAREER

Devils Lake Volunteer Fire Department

### GRAND FORKS AIR FORCE BASE STUDENTS

Donald E. Grinolds Military Educator of the Year

### LAW CAREER

John and Ruth Haugland

### MARKETING/MANAGEMENT

Rodney Brown  
Tom and Regina Nistler  
Herman and May Shark

### MILITARY

American Legion  
Dakota Bull Session  
Gunnerud Dietrich American Legion #86  
Todd Kraft  
Tim Running  
Jeremiah Santos  
Mike Slag  
H.K. "Kent" Wakeford

### MUSIC

Kathlyn Ann Heustis  
Andy Horner  
Arnold and Dorothy Oehlsens

### PEACE OFFICER TRAINING/LAW ENFORCEMENT

Nicci and Merle Henke  
William Byram Memorial  
Valence Pascal

L.P. Hall  
Perry Horner  
Leon A. Timboe  
Wahl Family

#### **HEALTH CARE**

Cutler-Maetzold Family  
Beverly Dalziel Memorial  
Mary Halldorson  
L.P. Hall  
Rudolph and Anne Hanson  
Darrel and Connie Heins  
Annette and Curtis Hofstad  
Jan's Annual Nursing Scholarship  
Murray and Beth Johnson  
Blanche Allick Jonas  
Izzy and Gwenn LaFleur  
Teresa Herda McCaughey  
David and Jamie Nienhuis  
Edward and Violet Neimhaus  
Herman and Emma Oehlke  
Marilyn Pederson  
Melvin and Margaret Peterson  
Arvin and Jeanette Rohrer  
Iola Sundstrom Memorial  
Greg and Janet Westlind  
Frank White

#### **SIMULATION TECHNOLOGY**

Edwin L. Carpenter  
VAdm John S. Disher

#### **SCIENCE AND TECHNOLOGY CAREERS**

Patricia and Willis Calderwood  
Clifford G. and Ann Clemenson  
Philip John Kenner  
Toofawn Simhai

#### **WIND ENERGY**

Enel Green Power  
Greg Haugen  
Nodak Electric Coop.  
Otter Tail Power Company  
Arvin and Jeanette Rohrer

### **GENERAL SCHOLARSHIPS**

#### **ACADEMIC EXCELLENCE**

Susan E. Greenleaf

#### **BUSINESS LINKAGE**

Bergstrom Family  
Klemetsrud Family  
Leevers Family  
Montana Dakota Utilities  
North Dakota Telephone Company  
Ramsey National Bank  
Sleep Inn  
Subway

#### **FAMILY OF LRSC EMPLOYEE**

Campus Clan and Kin

#### **EXEMPLARY STUDENT**

Altringer Family  
Altru Clinic-Lake Region  
American Bank Center  
Terry Aronson

K-B Denny and Betty Besse Family  
Colleen Bryn  
Thomas and Gillmore Bundy  
Crary All-School Reunion  
Herman and Margaret Dimmler  
Brian Duchscherer  
George and Mary Jane Eidsness  
Clarence and Ruth Erlandson  
Fawcett Family  
Foughty Family  
Gate City Bank  
Doris Greenleaf  
Susan E. Greenleaf  
Everett A. Hahn  
Robert and JoEllen Hall  
Delphia Halle  
Agnes Hastad  
Rodger and Connie Haugen  
Andy Horner  
Huesgen Family  
Frank Hyland  
Chuck and Sherry Jerome  
Leonard Johnson  
Bob and Carol Leevers  
Corry and Kristin Kenner  
Shirley Kienast  
Hazel and Gus Kirchoffner  
Dorothy Kitterman  
Laber Family  
Lake Region Winter Sports  
Beatrice Larson  
Marvin Linde  
Dr. James Mahoney  
Dr. Mathew Malik  
Masonic Lodge #21 AF & AM of Devils Lake  
Clarence and Ruth Maxwell  
Harold "Bob" Sager  
Duane and Linda Schwab  
Gary and Rita Stenson  
Lester and Elizabeth Summer  
Tabert Family  
Target Roofing  
Edmund E Toutges  
Michael and Daniel Tufte  
Angela Turkula  
Daniel and Victoria Wakefield  
James Wakefield  
Western State Bank  
Woodland Resort  
Professor Woll

#### **GENDER**

American Association of University Women  
Rebekah Lodge Olive Branch #9  
Toofawn Simhai

#### **STUDENT SUPPORT SERVICES**

Merril and Dorothy Berg  
Pete and Pam Jerome Helping Hands  
Nicci and Merle Henke  
Dan and Marilyn Johnson  
Morgan Johnson Memorial  
Keith Thomas Nistler

Rice Family  
William and Joann Watson  
Wahl Family

## GEOGRAPHICALLY-BASED SCHOLARSHIPS

### **BENSON COUNTY**

Olger Sandven Memorial

### **NELSON COUNTY**

Brian Duchscherer

### **TOWNER COUNTY**

Greg and Janet Westlund

### **LAKE REGION AREA**

Altru Clinic Lake Region Scholarship

Crary All-School Reunion

Darling Family

Agnes and Edward Halvorson

Cynthia Kuchar LaMotte

David & Jamie Nienhaus

Rebekah Lodge Olive Branch #9

Arvin and Jeanette Rohrer

Rotary Club of Devils Lake

### **DEVILS LAKE HIGH SCHOOL GRADUATES**

Thomas Paulson Cranna

Kathy Eisenzimmer

Patrick Liere

Carol McLaurin

Travis Pesek

Christian Praus

Scott Allan Thompson

Matthew Wood

### **RURAL NORTH DAKOTA**

Kathryn Griffin

### **WALHALLA AREA**

Frank White

## OTHER

### **COLLEGE CARE FOR KIDS**

Thomas Wakefield Family

### **PTK PRESIDENT/TRAVEL ABROAD**

Darling Family

Lyder and Boots Tande

### **WRITING EXCELLENCE**

Anita and Louis Pine

## AWARDS

### **WHO'S WHO AT LAKE REGION STATE COLLEGE**

Each year Lake Region State College faculty and staff nominate graduating students for this award. Criteria for nomination include academic achievement, participation in college activities and service to the community. A committee selects Who's Who recipients from the list of nominated students.

### **RICHARD D. KNOKE LEADERSHIP AWARD**

The Richard D. Knoke Award for Outstanding Leadership is provided through a memorial established in 1966 by his wife, children and parents. The recipient of each year's award will be selected by a faculty, staff and student committee on the basis of student leadership in the Student Senate or in other student organizations.

### **GLENN H. LARSON MEMORIAL DRAMA AWARD**

The Glenn H. Larson Memorial Drama Award is presented to a student who is selected by a faculty committee for having made the greatest contribution to drama in the Lake Region during the previous year.

### **LLOYD JONES MEMORIAL MUSIC AWARD**

The Lloyd Jones Memorial Music Award is presented to the sophomore student who provides outstanding leadership in music.

### **WRITING EXCELLENCE AWARD**

The English Department Writing Excellence Award was established in 1997 and is presented to any full- or part-time student at Lake Region State College for excellence in writing. Students submit writings of any genre and of any length, which are juried by a three-person panel. The winners writing is featured in Shorelines, the College's annual magazine of the arts.

## ACADEMIC SERVICES

### **ADVISEMENT**

Lake Region State College is committed to providing all students with a series of advisement services that begin as soon as they are accepted and continue through to the time of job placement or transfer to another institution.

Each degree-seeking student is assigned an advisor who serves as a guide in the student's progress. LRSC encourages continuing communication between advisor and student to enhance the advisement process. The student has final responsibility to meet the stated requirements for the degree sought as listed in the catalog or supplemental fact

sheet.

## **BOOKSTORE**

The campus bookstore carries all required textbooks and supplies needed for classes offered at Lake Region State College (on-campus, Grand Forks Air Force Base, online, Launch!). The bookstore has all required materials for each course posted on its website at least 30 days prior to the first day of class, or as soon as provided by the instructor. The bookstore carries school and office supplies, health and beauty items, confections, prepared food, clothing, and greeting cards.

The campus bookstore is home to the Royal Java Espresso bar which serves fresh brews and specialty drinks. Other services include graduation regalia, postage stamps, UPS pick-up and delivery, and gift certificates. The bookstore accepts R-Bucks, cash, personal check, money orders, VISA, Discover, American Express, and MasterCard. Charging against student accounts begins one week prior to the beginning of each semester with prior notification from the Business Office or third-party pay or agency funding. Students must be enrolled in at least 6 credits and be degree seeking with LRSC to charge against their student account.

The refund policy for return of books is the same as tuition refund policy deadlines as set by the institution. Returned merchandise must be accompanied by the original receipt and returned in original condition. Textbook buyback (books purchased from students) occurs at the end of the fall and spring semesters, usually during final test week, in the Student Union. Dates and times for buyback as well as store hours are posted on the store's website [www.bookstore.lrsc.nodak.edu](http://www.bookstore.lrsc.nodak.edu).

## **COOPERATIVE EDUCATION**

Cooperative Education enables students to integrate their course work with practical, related work experience. Cooperative

Education credits are based on individual learning objectives and the number of hours worked per semester. A minimum of 90 hours at a work site is required to earn one credit.

## **COUNSELING SERVICES**

The Counseling Office provides a setting in which students may explore academic, career, technical and personal concerns in confidence. Professional assistance is offered in areas of adjustment to college life, self-esteem, interpersonal relationships, goal setting, decision making, career selection, study skills and test anxiety. Referrals to appropriate community agencies are arranged when necessary.

## **DISABILITY SERVICES**

Disability Services is committed to providing equal access to educational programs and services to students with disabilities. In order to receive accommodations, students must identify themselves by completing the TRIO / PowerSkills application, the Disability Services Form, or by contacting the Disability Services Coordinator

## **INFORMATION TECHNOLOGY SERVICES**

Lake Region State College's Information Technology Services (ITS) emphasize student and faculty centeredness. Convenience and easy access to information are high priorities. College information is posted on the LRSC website.

Students are provided a computer account allowing access to technology resources. Campus email accounts are set up for all students which provides students with the full Microsoft Office Suite and file storage. Wireless access is available campus-wide, including residence halls. There are computer classrooms located in the business wing. These computer classrooms may be used by students when classes are not in session. The New Horizons Lab, located near the library, is available 24



hours a day, seven days a week. The college also maintains several laptop computer carts for student use in the classrooms.

Technology staff is available to provide network support, user access and technical assistance to students.

ITS supports more than 900 computers linked via a Campus Area Network (CAN) and an encrypted wireless data network based on 802.11 a/b/g/n technology. Through state-of-the-art fiber optic and communication technology, computing facilities are linked to the North Dakota Higher Education Network.

### **INTERNATIONAL SERVICES**

Each year Lake Region State College proudly hosts international students from around the world. International students enrich the learning and social environments for everyone on campus by sharing their backgrounds, experiences, and cultures. Bringing together diverse groups of learners helps prepare students for a diverse workforce. An International Advisor is available to assist, ensuring students are able prepare for the international process with travel, class schedule, and apply for student benefits.

### **LABORATORIES AND SHOPS**

The Bergstrom Technical Center houses the following labs: American Sign Language, Automotive Technology, Electronics/Simulation, Nursing, Peace Officer Training and Wind Energy. The Hofstad Ag Center houses the Farm Management and Precision Ag programs. The main building has well-equipped laboratories for the following: biology, chemistry, physics, computer technology and visual arts.

### **LIBRARY-LEARNING COMMONS**

The Paul Hoghaug Library-Learning Commons, located near the south parking lot in the main building, serves as a reference and research center for students, faculty, and residents of surrounding communities.

The Library-Learning Commons has recently been renovated and contains the following: 14 desktop computers, 12 laptops for checkout, a big screen television, a color printer, 4 study rooms, 1 classroom with smart board, 3 individual study pods, 2 height adjustable desks, white boards, AirMedia television, an art presentation monitor, and Virtual Reality.

Its collection consists of 12,195 books, including more than 54,623 electronic books (downloadable through Ebscohost and Project Gutenberg) audio-visual materials, newspapers, and periodicals. A Native American studies collection, nursing resources, 4 study rooms, and reference materials, both paper and electronic, support all college curricula. Of special note is the library-learning commons' unique collection of regional history, native American history, North Dakota history, and Theodore Roosevelt history that is housed in the Collinson Room and the college's archives. The library-learning commons is an excellent resource for all types of research providing numerous full text databases. The library-learning commons subscribes to Credo Reference eLibrary, World Cat Facts on File, Global Warrior, Thompson/Gale/ Ebsco, and Proquest databases.

All materials can be accessed from the online catalog system through Online Dakota Information Network (ODIN). Students can access materials while in class. In their dorm room, or off campus. Through the ODIN interlibrary loan feature, students can request materials owned by more than 90 other North Dakota libraries. Students can access materials using their LRSC email login and password.

### **ORIENTATION**

The orientation process begins when students are invited to participate in the New Student Registration Day. ACT test scores, the results of alternative testing,

and high school grades are used by advisors in a personal session to help prepare a plan of study consistent with each student's individual needs, interests and abilities.

New students are also required to attend an orientation program provided the weekend before classes begin.

### **REGISTRATION**

Registration is the student's personal responsibility. Students are encouraged to utilize advisement resources including academic and career counseling, a comprehensive career and transfer library, and/or a computerized guidance system.=

### **STUDENT SUCCESS CENTER**

The Student Success Center is a one-stop shop meant to offer convenience in locating assistance in a variety of areas directly related to student success. More specifically, the following departments fall under the Student Success umbrella: TRIO SSS/PowerSkills, Learning Commons/Library, counseling, disability services, international, retention, advising, and test proctoring.

### **TEST CENTER**

The Test Center provides testing for CLEP, GED, PAN, nursing exams and special testing for individual college faculty. The test center is an approved Pearson VUE Testing Center able to provide tests for a variety of clients, such as Microsoft, Adobe, Novell and Cisco. See the Pearson VUE website for more information.

### **TRIO SSS/POWERSKILLS**

TRIO SSS/Powerskills provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their post-secondary education.

Services provided by TRIO SSS/Powerskills include training in study skills, individual and small group tutoring, career

exploration, financial literacy and financial aid support, and academic advising. Students receive assistance in developing an Academic Success Plan which is a set of services tailored to meet each student's needs each semester. This supportive, welcoming environment encourages students to study in private or in small groups, access computers, or meet with their program coordinators and/or a tutor.

## **OUTREACH SERVICES**

### **BACCALAUREATE DEGREE PROGRAMS**

Through articulation agreements with four-year institutions, baccalaureate degrees may be completed on the Lake Region State College campus via various delivery methods.

### **EARLY ENTRY**

High school students who have obtained sophomore, junior and senior status to receive high school credit for the college courses they complete. Generally, a student who enrolls in a college course will earn three college credits and one-half high school unit for successfully completing the course. These courses may be offered on campus, off campus or online. The dual credit program is coordinated through Student Affairs. LRSC requires at least a 3.5 high school GPA for sophomores and 3.0 high school GPA for juniors and seniors for enrollment in dual credit courses. Students must also meet the Student Placement into College Courses requirements.

### **GRAND FORKS AIR FORCE BASE**

Lake Region State College offers a wide variety of classes and degree programs at its campus on the Grand Forks Air Force Base. Classes are open to all area civilians, active military members and their dependents, and veteran students.

Lake Region State College is approved, under a U.S. Department of Defense Memorandum of Understanding, to provide educational opportunities to service

members of all military branches. Service members may pursue any of the various certifications and degrees offered by LRSC or take classes as a non-degree student:

- Use of admissions procedures that insure access to higher education for academically qualified military personnel.
- Evaluation of learning gained through military experiences and academic credit awarded where applicable to the service member's program of study.
- Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the service member's program of study.
- Institutional transfer of credits and acceptance of such credits whenever they are appropriate to the service member's program and are consistent with the college's curriculum.
- Flexibility to service members in satisfying residence requirements by making adjustments for military students who transfer when there are other assurances of program balance.
- Designation of personnel with appropriate academic qualifications and experience to develop policies and procedures appropriate to the scope of their voluntary education programs.
- Educational services for veterans.

### **LAUNCH!**

Launch! is a partnership between LRSC and the University of North Dakota (UND). The program is designed to serve students who are not eligible for admission to UND, but meet eligibility requirements for LRSC.

Students who choose to participate in the Launch! Program will enroll as full-time LRSC students, but will also take a limited number of prescribed UND classes. Classes will be held on the UND campus in Grand Forks, North Dakota.

Launch! students may participate in student life, housing, student services, organizations, facilities and activities,

except Division I sports, available to every degree-seeking UND student.

The program offers heightened academic support and unmatched personal attention. Courses are small in size, offering an opportunity for the instructor to assist students. Tutoring times are built into the schedule and additional tutoring is available by the Student Success Center on the UND campus. Intensive advisement is offered to each student and the Launch! Coordinator is located on the UND campus to offer assistance.

A Launch! student must meet admission requirements for new LRSC students and complete the UND Health Form.

Students who successfully complete 24 transferable credits and earn a 2.0 grade point average may be considered for admission as a degree-seeking transfer student to UND.

### **INTERACTIVE VIDEO NETWORK**

Interactive Video Network (IVN) uses video conferencing technology to combine multiple locations into a single classroom environment.

### **ONLINE**

Many online courses and degree programs are available. These programs include Associate in Arts in Liberal Arts, Associate in Science Degree in Liberal Arts, Associate in Arts in Business Administration, and many Associate in Applied Science Degrees including: Early Childhood Education, Fitness Trainer Technician, Law Enforcement, Marketing, and Speech Language Pathology Paraprofessional. Blackboard is the learning management system used for the online courses.

### **TUTORING**

Online tutoring services are available for LRSC students in a partnership with TutorMe. The TutorMe online tutoring service provides students with assistance in many subject areas including, but not limited to: English and Writing, Mathematics

(Algebra, Calculus and Statistics), Science (Biology, Chemistry and Physics) and Business (Accounting and Economics).

## LIFE-LONG LEARNING

### ADULT LEARNING CENTER

The Adult Learning Center (ALC) provides free individualized instruction to students who are not enrolled in college, but who wish to improve their achievement level in basic skills. Students learn basic reading, math and English skills. Many students achieve a level that enables them to complete the General Educational Development (GED) test successfully. Students who achieve a passing score on the GED test receive a high school equivalency certificate. The certificate is a requirement that must be met prior to enrollment in college. Students may design their own schedules to accommodate jobs and other responsibilities. The ALC can be reached at 701-662-1568 or 701-662-1536. Adult Learning Centers are funded with State and Federal Adult Education and Literacy Grants through the ND Department of Public Instruction.

### COLLEGE FOR KIDS

College for Kids is a fun, enriching summer program that encourages children to use their imaginations, ask questions, think creatively, experiment, meet new friends and experience a taste of college. The courses are designed to be fun and educational.

### COMMUNITY EDUCATION

Community education is non-credit courses offered for skill development, social activity or life enrichment. These courses are less costly than credit courses and are offered in a shorter time frame allowing participants to learn a subject without dealing with “homework” or worrying about getting graded for participation in the course. Courses such as Golf 101, Introduction to Photography, Word, Excel and Introduction to Computers are some

examples of community education classes. These courses are coordinated through the Academic Affairs office.

### WORKFORCE TRAINING

TrainND serves North Dakota businesses as a provider for employee training and development courses, training needs assessment, customized training curriculum and group training facilitation. TrainND Northeast serves business and industry in 10 counties of Northeast North Dakota. Through an expanded array of services businesses can address their workforce training needs today to meet the challenges of tomorrow. TrainND is commissioned by the legislature to provide any training, any time, any place. As part of the North Dakota University System, the largest network of industry, technical and academic specialists are available—making virtually any type of training a reality.

## BUILDING SERVICES

### CAMPUS HOUSING

Residence halls provide double or single room housing to men and women, and apartments for family housing. All housing units are connected to the dining room and to the main classroom building. Students in residence halls are under contract for the academic year and are required to participate in a college meal plan. Charges for these services are listed in the tuition and fees section.

The residence hall policy mandates a smoke-free environment, including family apartments. According to state policy, alcohol is not allowed on campus. Students who are found to have alcohol on their person or in their rooms will face penalties that could include a fine, community service, notification of parents, and alcohol evaluation and eviction. According to the no tolerance policy with regard to the use of illegal drugs on campus, students will be evicted immediately if they are found to be in possession of drugs.

With the exception of international students and first-year student athletes, campus housing is not a requirement.

### **CHILDCARE SERVICES**

College Care for Kids, a privately-operated childcare center, provides quality care for children in a safe learning and social setting. Children learn through academically-structured play. Activities are designed to stimulate healthy development in cognitive, social, physical, emotional and language areas. Openings are based on availability.

### **DINING SERVICES**

Dining services is centrally located in the same building as the residence halls. A board contract is required of all students residing in the residence halls. Charges for these services are listed in the tuition and fees section.

## **ACTIVITIES**

Lake Region State College offers students an opportunity to grow socially, physically, and intellectually. A wide range of activities are offered to appeal to a variety of interests. There are a number of specialized student organizations as well as groups organized to promote artistic, religious or other interests and fellowships:

- Collegiate DECA
- CRU
- Drama Club (Playmakers)
- E-Sports
- FiTT Club
- Gender Sexuality Alliance
- Hands on Campus (ASL)
- International Students Association
- Non-Traditional Student Society
- Phi Theta Kappa Honor Society
- Precision Ag Club
- Royal Ambassadors
- Royal Rhythms
- Sim Tech Club
- Student Nurse Organization (SNO)
- Student Senate
- Tabletop Club

### **STUDENT SENATE**

Student Senate is the governing body for Lake Region State College students and the Campus Activities Board (CAB). Student Senate is made up of senators appointed by the advisor and is open to all students who seek involvement in college decision-making processes and communication with college administration.

The Senate and CAB are responsible for allocation of student activity funds and provide for student programs in the areas of education, culture, social activity and student welfare. CAB accepts applications from clubs and faculty for programming costs that benefit the student body at LRSC. Student clubs and organizations on campus must be officially recognized by the Student Senate. The Student Senate outlines the structure for this recognition.

### **ATHLETICS**

The athletic program is a major extracurricular activity. The varsity sports on campus are men's and women's basketball, women's volleyball, women's fast pitch softball, men's baseball, men's and women's hockey, and clay target shooting. These teams are members of the Mon-Dak Conference. The athletics programs are affiliated with the National Junior College Athletics Association (NJCAA), except for hockey, affiliated with the American Collegiate Hockey Association (ECHA).

### **INTRAMURAL RECREATION PROGRAM**

Recreational activities provide an excellent opportunity for students to further their physical development and social interaction. Such activities provide an avenue for students to expand their focus beyond academics. Participation in intramural activities enhances the total educational experience. Event schedules are posted during the semester. All LRSC students are eligible to participate in the Intramural Recreations Program.

Recreational activities include basketball, softball, volleyball, skating, bowling, billiards, darts, dodge ball, board games, soccer, flag football, video games and more.

### **PHOTOS, VIDEOS AND OTHER MEDIA COVERAGE**

Lake Region State College occasionally photographs and videos individuals and/or groups on campus, in public venues, and at other college-sponsored events. This statement is public notification of such practice. By participating in a program of LRSC's, a student (or their parent/guardian if the student is under the age of 18) gives LRSC the right to use and publish in whole, or in part, any recorded footage in which the student's name, likeness, image and/or voice may be included. Should the student object to the use of any of these, they may withhold release by filling out a form in the Registrar's Office located in Student Services.

### **STUDY ABROAD PROGRAM**

Between spring and summer terms, students have the opportunity for a short term (8-14 days) to study abroad. Location varies but are tied into some aspect of humanities classes.

## **STUDENT CONDUCT**

Students are expected to obey local, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning. Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal. These policies apply to the conduct of all students, student organizations, teams, and clubs. They also apply when off campus

in connection with internships, academic activities, and any activity sponsored or authorized by Lake Region State College. Lake Region State College will also hold students accountable for behavior that occurs off campus when an offense threatens the safety or security of any individual or institution.

Reference section 800.30 in the Lake Region State College Policy and Procedure Manual for the full Student Conduct policy.

## **ACADEMIC INTEGRITY**

### **STATEMENT**

Lake Region State College is committed to an environment of integrity. The college values academic achievement and expects students to be truthful, ethical and responsible in their academic work. Commitment to academic integrity is the responsibility of every Lake Region State College student and employee. The Academic Integrity Code is established to encourage students to be responsible for their own learning by completing assignments, preparing for lessons, and participating in class in ethical and honest ways.

### **DEFINITION**

Academic integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the "pursuit of knowledge and understanding within a community of inquiry" (American University).

### **EXAMPLES**

Examples of academic dishonesty include, but are not limited to the following:

1. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
  - Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the

- exam
  - Looking at another student's test during an exam or allowing another students to look at your exam
  - Copying from another student's test or homework assignment with or without the other student's permission
  - Working with another student on a test or an assignment without authorization
  - Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test
  - Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
  - Sharing answers for an assignment
2. Plagiarism is using someone else's work in part or whole and passing it off as the student's own whether intentionally or not intentionally.
    - Using exact words or phrases without citing the source
    - Buying a paper from an online source or a person
    - Using a paper someone else has done either for you specifically or for another class
    - Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
  3. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.
  4. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
    - Citing a statistic from a source without being sure if the numbers are correct
    - Combining sources but claiming only one of the sources
    - Forging of signatures on any form requiring another person's verification
    - Misrepresenting situations such as:
      - claiming a member was present on a group project when he or she was

absent or left early

- claiming you handed in work, implying the teacher lost it or the LMS didn't accept it
- claiming a family event, illness, emergency or funeral when, in fact, there is none

### **CONSEQUENCES**

Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student's grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted in writing by following the appeals procedure found in policy 800.31.

## **ACADEMIC AFFAIRS**

Academic Affairs provides an academic leadership support system for the delivery of on-campus and off-campus instruction of the highest quality. The mission of Academic Affairs at Lake Region State College encompasses leadership, management, support and informational services that include the following functions: Adult Basic Education, Community Education, Information Technology Services, Institutional Research, Library (Learning Commons), PowerSkills Center/Disability Services, TRiO Student Support Services, TrainND.

In addition, Academic Affairs provides leadership and support for course development and delivery, provides assistance to faculty in their effort to deliver instruction, procures outside resources and recognition for faculty and students, delivers community and inter-institutional courses, maintains institutional computer networks and systems, provides for the professional development of faculty and staff, and manages institutional records and reporting requirements.

**STATEMENT OF PURPOSES:**

- Promote instructional excellence in all programs.
- Sustain quality educational standards.
- Facilitate and deliver courses and programs via appropriate alternative modes.
- Provide adequate learning resources, physical environment, and equipment.
- Offer developmental courses.
- Maintain an environment that promotes logical reasoning and creative thinking.
- Deliver customized workforce training in the region.
- Identify highly-qualified instructors and trainers.
- Enhance learning through the effective use of technology.
- Provide professional development opportunities for faculty.
- Offer library and media services that support and enhance the curricula.
- Provide curricula that give the student a foundation for life-long learning and personal development.
- Endorse a general education philosophy.
- Provide curricula that prepare the student to succeed today and to meet the challenges of tomorrow.
- Provide courses that enable the student to fulfill the general education requirements set forth by the North Dakota University System.
- Develop and provide short-term training that meets the needs of business and industry.
- Deliver educational outreach opportunities to meet the needs of the region.
- Provide effective and supportive leadership and management to all departments and individuals working under the direction of Academic Affairs.
- Assess societal trends and standards continuously in order to develop new courses and programs or alter existing programs.

**MISSION**

Academic Affairs provides leadership and support to instructional faculty from the academic, business, and trade and technical divisions. The three divisions have the following missions:

**ACADEMIC DIVISION MISSION**

The Academic Division focuses on the student, providing high-quality, accessible educational opportunities in the liberal arts. The division strives to maintain an educational environment in which students learn to think critically and creatively and to express themselves cogently, broadening their understanding of life and their ability to function successfully and to their full potential in a complex and changing society.

**CAREER AND TECHNICAL EDUCATION DIVISION MISSION**

The Career and Technical Education Division offers various specialized programs. The division frequently assesses industry trends and standards and alters curricula to ensure the quality of its programs. It is the mission of the Trade and Technical Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.

**ADMINISTRATIVE AFFAIRS**

Administrative Affairs effectively manages all activities relating to financial reporting, budgeting, purchasing, accounts payable and receivable, student loan collections, equipment inventory, motor pool, payroll, personnel functions in accordance with applicable policies, regulations, and laws, oversees fiscal responsibility of grants, and coordinate marketplace stores. This service area provides management oversight for physical plant operations and auxiliary functions of bookstore and dining services.

**STATEMENT OF PURPOSES:**

- Manage college resources in a cost-



- effective manner, consistent with the goals of the college
- Provide and manage effective auxiliary services for students
- Maintain a safe and pleasant work and living environment for employees and students
- Provide a supportive environment that is conducive to academic, social, and personal growth
- Manage recruitment of faculty and staff members committed to excellence in education

## STUDENT AFFAIRS

Student Affairs encourages and assists students seeking access to Lake Region State College by supporting successful college experiences for a diverse student population. The function of Student Affairs is to implement a strong enrollment program, carry out efficient admissions procedures, provide financial aid services, collaborate with faculty in student advisement, develop activity programming, and maintain educational records.

### STATEMENT OF PURPOSES:

- Counsel students effectively to meet their personal goals in their choices of education and/or careers consistent with their interests and aptitudes.
- Encourage development of a positive learning environment campus-wide.
- Provide supportive services for at-risk students.
- Provide educational services for parents, students, and counselors regarding the benefits of a community college education.
- Provide social and recreational activities which enhance the quality of student life.
- Instill in students a commitment to community service.
- Provide admissions and student records procedures.
- Provide student advisement services.
- Provide leadership to the campus

diversity initiative.

- Provide financial aid services consistent with federal regulations.

### MISSION

The Mission of the Student Affairs Division is to provide encouragement and assistance to students seeking access to Lake Region State College and to support successful college experiences for a diverse student population.

- Implement a strong enrollment management program which provides the information students need for good decision-making throughout their college experience.
- Carry out efficient admissions procedures which offer guidance and assistance to students as they complete the process of enrolling in college.
- Provide financial aid services which are student-friendly and compliant with federal and state regulations.
- Collaborate with faculty to support the delivery of effective student advisement.
- Assist students in accessing appropriate personal counseling when needed.
- Develop activity programming which provides a range of opportunities for students to become involved in the campus community outside the classroom, to include: varsity sports, intramural sports, campus clubs, student governance, entertainment, arts and humanities programming.
- Provide a safe campus community through education involving domestic violence, sexual assault, date rape, and stalking.
- Maintain educational records for all students.
- Provide services for students who need to access and update their records as allowed by policy.

## ACADEMIC INFORMATION

### ACADEMIC YEAR

Consists of a fall and spring semester,

each approximately 17 weeks long, and one summer semester. Academic courses are designed for a full semester or a half semester. For example, a three credit course normally meets for three, 50-minute sessions. The academic year at the Grand Forks Air Force Base consists of five, eight-week terms.

### CREDITS

The college awards credits as semester hours. A semester hour represents contact hours that may be accumulated over varying periods of time. Most academic classes are scheduled for a semester and one hour of credit is earned for each 50-minute period of class per week for the semester. Laboratory, studio, or shop sessions may be required in addition to the classroom work.

### CREDIT LOAD

The average credit load for the fall and spring semesters is 16 credit hours per semester. A minimum of 12 hours is required to be considered a full-time student. A student must obtain a signed petition from the Registrar's Office to enroll in more than 19 credit hours.

<b>FULL TIME</b>	12 or more credit hours
<b>PART TIME</b>	Fewer than 12 credit hours
<b>FRESHMAN</b>	Fewer than 24 credit hours
<b>SOPHOMORE</b>	24 or more credit hours

Students receiving financial aid must be enrolled in at least 12 semester credit hours and be pursuing a degree in order to be classified as full-time. The credit load requirement to receive financial aid is different for the summer semester. Contact the Financial Aid Office for information.

### GRADE POINT AVERAGE (GPA)

GPA is computed by dividing the total number of honor points earned by the

total number of semester hours with honor points. Credits with grade of W, I, P, S or AU are not included in computing the GPA. Transfer courses and Academic Skills Center courses are not counted in the cumulative GPA.

### REPEATING A COURSE

Students may repeat courses to improve their grades. The record of both the original and the repeated course grades will be retained on the student's record, but only the honor points earned and the credits gained in the retaking will be used in computing the grade point average.

### GRADING

All study for credit is recorded with the following grade designations:

GRADE	DESCRIPTION	# OF HONOR POINTS PER CREDIT HOUR
A	Excellent	4 hp/cr hr
B	Above Average	3 hp/cr hr
C	Average	2 hp/cr hr
D	Passing	1 hp/cr hr
F	Unsatisfactory	0 hp/cr hr
W	Withdrawal	Not Included
I	Incomplete	Not Included
S	Satisfactory	Not Included
U	Unsatisfactory	0 hp/cr hr
AU	Audit	0 hp/cr hr

### INCOMPLETE

At the discretion of the instructor, an "I" (Incomplete) may be granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the term. Incompletes not removed by the end of the next term will be converted to the grade assigned for the work completed at the end of the term when the incomplete was issued.

## COMPETENCY BASED EDUCATION

This is an educational concept whereby progress is based on mastery of material. This approach is extremely flexible as it allows students to begin instruction at their mastery level and continue at their own pace within broad time frames. Students proceed through packaged materials, utilizing tests, visuals, performance and instructor expertise as required.

## HONORS: PRESIDENT'S AND DEAN'S LIST RECOGNITION

Degree seeking students completing 12 semester hours or more of 100- or 200-level Lake Region State College classes with no incompletes and receiving a 4.0 GPA are included on the President's List. Students completing 12 semester hours or more of 100- or 200-level Lake Region State College classes with no incompletes and receiving a GPA of 3.25 or better, but not a 4.0, are included on the Dean's List. Lists are calculated fall and spring semesters, but not summer semester.

## STUDENT PLACEMENT INTO COLLEGE COURSES

North Dakota University System policy 402.1.2 requires ACT subtest scores, or an equivalent assessment approved by the chancellor, for placement into college-level English and mathematics courses. Contact Student Services for details.

The State Board of Higher Education recommends that all students take the ACT exam in their junior year. This provides students with the senior year and the summer before and after the senior year to address any academic deficiencies at the high school level before entering college.

## UNIV 101 INTRODUCTION TO COLLEGE LIFE

All first-year, degree-seeking students are required to complete UNIV 101 Introduction to College Life. Students are advised to register for the course during their first semester at LRSC to learn the tools and receive the support needed to succeed in

college.

## ACADEMIC PROGRESS STANDARDS

All students must meet or exceed the following cumulative grade point average standards to remain in good standing:

CREDITS ATTEMPTED	CUMULATIVE GPA	TERM GPA
6 cr hrs	1.50	1.50
20 cr hrs	1.60	1.50
35 cr hrs	1.75	1.50
50 cr hrs	2.00	1.50

Students who fail to maintain the minimum cumulative GPA will be placed on probation for the following semester of enrollment. A student on probation will generally be restricted to 12 credits and will be assisted by an advisor to determine an appropriate schedule of classes. A student who fails to maintain the minimum cumulative GPA for two consecutive grading periods will be suspended for one semester, subject to student appeal. A student wishing to re-enroll after a period of suspension from this college, or any institution of higher education, must petition for conditional reinstatement. Failure to meet minimum grade point and completion rate standards may affect financial aid eligibility.

## POLICY

A former student, who has not been in attendance at LRSC for four or more years, but who is presently enrolled at LRSC, may request to exclude from GPA calculations all grades earned in selected semesters completed at LRSC prior to the four-year interval.

The following criteria must be met:

- The student must be enrolled in class(es) at LRSC at the time the request is made
- The student must have completed a minimum of 12 semester hours in one term or in consecutive terms (summer sessions excluded) with a minimum GPA

of 2.25 immediately prior to the request. Students may exercise this option only once by submitting a written request to the Registrar. All academic work would continue to be shown on the student transcript, but the entire semester(s) grades would be removed for GPA purposes. None of the credits earned in the excluded semester(s) can be used to satisfy any academic or graduation requirements. Once a semester(s) has been excluded, it can never be reinstated on the student's academic transcript at a later date.

### **CHANGES IN REGISTRATION**

After registration, students should consult with their advisor before making changes. Students should be aware that changes to their registration during the term could affect financial aid eligibility in future terms.

Students may drop and/or add courses to their schedule using Campus Connection available on the LRSC website. Some special circumstances require students to request assistance from the Registrar's Office such as course conflict messages, overload notification and restricted enrollment.

Students desiring to make changes in their registration should do so as early in the semester as possible because tuition and fee adjustments are determined by the date that changes occur. Full semester classes may be added or dropped during the first ten days of the semester without the change appearing on the academic record. For a standard 17-week semester, the last day to add or drop a course without a record is the tenth calendar day in the fall term and the eleventh calendar day in the spring term. The last day to drop an individual class(es) or withdraw from all classes is the last day of the twelfth week of classes. Add, drop and withdrawal dates for summer terms or other sessions not 16 weeks in length shall be proportionate to the standard 16-week term. Orientation

Day is the first day of a standard 16-week academic term.

### **WITHDRAWAL FROM COLLEGE**

Students considering withdrawal from college are strongly encouraged to contact their advisor and the Financial Aid Office (if appropriate) prior to finalizing a decision. Students who withdraw from college must provide notice to the Registrar's Office using the cancel/withdraw LRSC eForm in Campus Connection.

Any tuition refund or credit will be determined by the date that the withdrawal form is submitted. Failure to officially withdraw from the college may result in a grade of "F" recorded on the transcript for all courses enrolled.

### **ATTENDANCE**

Regular attendance is required of Lake Region State College students. Instructors will explain their attendance policy in each course. When absence from class becomes necessary, it is the student's responsibility to contact the instructor (prior to the absence whenever possible) to request an excused absence. Students are responsible for mastery of material and completion of assignments missed. Failure to do so may affect grades regardless of the reason for the absence.

Students who have not attended class during the first seven days of the session may be administratively dropped from the course. When the number of absences exceeds double the credit hours for the course, students may be administratively dropped at the request of the instructor. Students who fail to attend and have not been dropped will receive a grade of "F" in the course.

Students who have been administratively dropped have the right to appeal the action. An appeal for re-admittance from students dropped for excessive absences must be presented in written form within five days of notice on the students' notification to the

Vice President of Academic and Students Affairs. The College's academic appeals procedure will be followed.

### **ACADEMIC APPEALS PROCEDURE**

Students with an academic grievance concerning grading, attendance, testing, incompletes, or withdrawals should first discuss the grievance with the faculty person involved with the request to resolve the grievance. If the grievance is not resolved at the faculty level, students should bring their concern to the Vice President of Academic and Student Affairs. If this informal discussion does not achieve resolution of the grievance, students should request a formal interview of the grievance by the Curriculum and Academic Standards Committee. This grievance must be submitted to the committee in writing.

The committee will consider the grievance as formally presented by the student, and will consult with all parties significantly involved in the grievance. The committee will document its findings and render the disposition of the grievance within 20 school days upon receipt of the student's formal written grievance. The student will then be notified of the committee's decision. It is the student's responsibility to initiate and advance the grievance.

## **ESTABLISHING PRIOR CREDIT**

Lake Region State College seeks to recognize and give credit for education and knowledge that students have acquired prior to enrolling at Lake Region State College. There are several means of establishing credits toward a certificate or degree.

### **TRANSFER OF CREDITS TO LRSC**

Credits earned at regionally-accredited institutions are eligible for transfer.

Students with credit from institutions that are not regionally-accredited may petition for special consideration.

The following apply to transfer credits:

- Remedial courses are not accepted for college credit, but may fulfill prerequisites.
- Common numbered courses will transfer as a direct equivalent course if LRSC offers the course; or will be applied to General Education subject area requirements. Otherwise, the course will transfer as a general education elective credit(s).
- North Dakota University System (NDUS) institutions streamlined the transfer process with the General Education Requirement Transfer Agreement (GERTA). The GERTA guide is available online at [www.ndus.edu](http://www.ndus.edu).
- Credits from institutions on the quarter system will be converted to semester hour credits.
- Credit by examination, life experience, or any credit awarded by another institution will be excluded in transfer credit evaluations. (Additional documentation must be provided for evaluation.)
- Students who transfer in a completed passport from the Interstate Passport Network will not have to repeat or take additional courses to satisfy lower division general education requirements.
- Graduate level courses, as defined on the transferring institution's transcript legend, will not be considered for transfer.
- Students intending to graduate from LRSC must earn their final 15 semester hours of credit at LRSC.
- Transfer credits will not be included in the student's institutional or cumulative GPA at LRSC.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

This is one of the accepted means by which students may establish college credit. A national program that affords students an opportunity to obtain college recognition for their formal or informal preparation

prior to attending college. Generally, colleges and universities accept CLEP credit; however, students who plan to transfer should contact the receiving school to clarify limitations.

Lake Region State College will permit a total of 15 semester credit hours from alternate credit earning options toward any program, including CLEP and/or life experience credits. Students must be enrolled at LRSC as a degree-seeking student to receive CLEP credit. Students may not take CLEP subject exams after enrolling in the equivalent.

Lake Region State College is an open test center site and will test anyone who is properly registered.

### **ADVANCED PLACEMENT CREDIT**

Students who have completed certain Advanced Placement (AP) courses in high school and who have earned a minimum score of three on the Advanced Placement Examination will be awarded college credit according to the policy of the North Dakota University System.

### **TABLE OF ACCEPTED COURSES**

An explanation and table of accepted courses and scores for CLEP and AP appears on the NDUS website.

### **ARTICULATION CREDIT**

The intent of articulation is to provide students with previously completed secondary career and technical course work the opportunity to receive credit for this knowledge and ability at the post-secondary level. Articulated credits may not transfer to other post-secondary institutions. To articulate a high school course, a student will need the appropriate signatures as requested on the articulation form obtained in Academic Affairs. Generally, students who are enrolled full-time and have completed course work in computer science, keyboarding, sign language and early childhood may wish to articulate these courses.

### **MILITARY SERVICE EXPERIENCE**

Enrolled students who have service in the

United States Armed Forces, documented by a Joint Services Transcript (JST), may have their official JST sent to LRSC for review by the Registrar's Office. Courses and experience will be evaluated for credit using recommendations in the NDUS Military GERTA Guide and/or the American Council on Education Military Guide.

### **COURSE CHALLENGE**

This is designed to free students from taking courses where content has already been mastered. Students enrolled in good standing may request to challenge certain courses listed in the college catalog. The Vice President of Academic Affairs and the course instructor determine whether a challenge is appropriate on an individual course basis; and they determine the type of examination to be given. A non-refundable fee is assessed for each challenge. Challenge credits may not transfer to other post-secondary institutions.

### **LIFE EXPERIENCE CREDIT**

Students who have documented military or industrial training and/or life experience may request an evaluation to determine if college credit can be assigned. It is the student's responsibility to provide documentation of learning experiences that is complete and sufficient for assessment.

The Registrar's Office uses a number of nationally-recognized resources as guides to the process of evaluating and assigning credits to student learning experiences. Life experience credits are limited to 15 credits for all degrees with the exception of Technical Studies which has a limit of 22 credits.

## **GRADUATION REQUIREMENTS**

Lake Region State College awards Certificates, Diplomas and Associate degrees.

All candidates for graduation must:

- Satisfy all admissions requirements
- Complete a prescribed course of study

- Achieve a minimum cumulative 2.0 GPA
- Earn the last 15 semester hours of credit at Lake Region State College
- File an “Intent to Graduate” form prior to registration for the final semester
- Clear all college obligations
- Complete assessment obligations

### **ASSOCIATE IN ARTS (AA) DEGREE**

Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in arts and social science. This degree prepares students for transfer to baccalaureate programs.

Requirements include:

- Minimum of 60 semester hours
- Communications - nine credits, COMM 110 is required
- Math, Science, and Computer Science - ten credits in a minimum of two departments, a lab science is required
- Health, Physical Education and Recreation - two credits
- Social Science - nine credits in a minimum of two departments
- Arts/Humanities - nine credits in a minimum of two departments

### **ASSOCIATE IN SCIENCE (AS) DEGREE**

Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in math, science and health science. This degree prepares students for transfer to baccalaureate programs.

- Minimum of 60 semester hours
- Communications - nine credits, COMM 110 is required
- Math, Science, and Computer Science - 16 credits in a minimum of two departments, MATH 103 or higher, and eight credits of lab science
- Health, Physical Education and Recreation - two credits
- Social Science - six credits in a minimum of two departments
- Arts/Humanities - six credits in a minimum of two departments

### **ASSOCIATE IN APPLIED SCIENCE (AAS)**

### **DEGREE**

This degree combines career and technical course work with academic course work. In the career and technical specialty field, the degree prepares students for employment. The academic area provides a broader education than would be available in a certificate or diploma program but less than in the Associate in Arts and Associate in Science degrees.

- English 110 and one of the following ENGL 120, COMM 110, ENGL 105, BOTE 214 or ENGL 125 - six credits
- Humanities and/or Social Sciences - six credits
- Math, Science, or Computer Science (other than MATH 100) - six credits
- Health, Physical Education and Recreation - two credits

### **CERTIFICATE IN COLLEGE STUDIES**

The Certificate in College Studies introduces the foundational skills, knowledge of concepts, and crosscutting skills that are the foundation of a liberal arts education. Consists of 24 credits of general education coursework within a minimum GPA of 2.0. Students must complete 12 of the 24 credits at LRSC.

- Minimum of 24 credits
- Communications - six credits,
- Arts/Humanities/Social Science - six credits
- Math, Science, and Computer Science - six credits
- Electives - six credits

See pages 50-54 for a list of courses that meet the requirements for an AA, AS, and AAS Degrees.

### **DOUBLE DEGREE**

To earn two associate degrees, students must meet all requirements for both degrees plus an additional 10 semester hours of credit above the minimum for one degree.

### **DIPLOMA**

A diploma is awarded upon successful

completion of a two-year career and technical program with some academic course work.

The candidate for the Diploma must complete 60 semester hours with a cumulative GPA of 2.0 in a prescribed career and technical curriculum.

### **CERTIFICATE**

The candidate for the Certificate must complete a minimum of 9 semester hours with a cumulative GPA of 2.0 in an approved program. The number of required credits varies by program.

### **CERTIFICATE OF COMPLETION**

The certificate of completion is awarded upon successful completion of a customized training program consisting of a non-credit course of study or a course of study of less than 9 semester hours.

### **PARTICIPATION IN COMMENCEMENT**

Lake Region State College holds two commencement ceremonies during Spring Semester of each year—one at Lake Region State College and one in Grand Forks for students completing programs at the Grand Forks Air Force Base. All students who complete their program of study during the semester of the ceremony, previous fall semester, or during the subsequent summer session are encouraged to participate. Traditional graduation regalia is required and may be purchased from the bookstore.

### **INTENT TO GRADUATE**

All students planning to graduate must complete an Intent to Graduate form and submit it to the Registrar's Office prior to or during their final semester regardless of whether or not the student participates in the commencement ceremony.

### **TRANSCRIPTS**

Lake Region State College subscribes to a transcript ordering service provided by the Parchment Exchange. This service allows students to order official transcripts securely via the Internet. In addition to the automated ordering service, students

will also be able to track order status, receive timely email notices regarding the transcript request, and review order status history.

Within the North Dakota University System (NDUS), transcripts may be exchanged between campuses without students having to order and pay fees for the transcripts.

Transcripts going outside of the NDUS may be requested through the Parchment Exchange. Students need to create or sign in to an account and provide basic information to enable verification of their records. Transcripts may be delivered electronically, by the postal service or held for pick-up at LRSC.

**Current Students** - Currently enrolled LRSC students may order official transcripts directly from the Parchment Exchange site through Campus Connection. An unofficial transcript may be obtained free of charge anytime via Campus Connection.

**Former Students** - Former LRSC students may log on to the Parchment Exchange transcript website by going to the link on the LRSC website under Academic Records or [www.lrsc.edu/transcripts](http://www.lrsc.edu/transcripts). First-time visitors will need to create a personal profile and user ID/password, which may be used for future orders.

**Note:** A transcript will not be issued if a student has outstanding financial obligations to the college. The outstanding obligation must be satisfied within 30 days of the receipt of the request. After 30 days the order will be canceled and students will need to place a new transcript request.

**Transcript Fee** - Within the North Dakota University System (NDUS), transcripts may be exchanged between campuses without students having to pay fees for the transcripts. Outside the NDUS, the regular fee for a transcript request is \$10, but it may be more if rush delivery options are requested.

Requestors who do not have both a credit/



debit card and a valid email address may request transcripts using the transcript request form located on the Lake Region State College website.

### **TRANSFER OF CREDITS FROM LRSC**

Students attending Lake Region State College generally are pursuing one of two educational purposes; a career and technical track or an academic transfer track with the intention of completing a baccalaureate degree at another institution. Students in an academic transfer track should plan their curriculum in light of the curriculum requirements at the baccalaureate degree granting institution. Students changing their educational track should expect that some credits previously completed may not apply in the new educational program.

Lake Region State College is accredited by the Higher Learning Commission. Credits are transferable to colleges and universities throughout the United States. Students, with the counseling of their faculty advisor, should consult baccalaureate college catalogs in order to select from the various departments elective courses which will best satisfy the requirements of the specific institution to which they intend to transfer. A grade of “D” may disqualify credit in a given subject upon transfer.

### **GENERAL EDUCATION REQUIREMENT TRANSFER AGREEMENT (GERTA)**

The North Dakota University System, (NDUS) Transfer Agreement was developed to assist students who transfer within the NDUS. This agreement states that students who transfer to a NDUS institution after completing their general education coursework at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. A minimum of 36 semester hours must be completed in the areas of communication; arts and humanities; social sciences; and mathematics, science and technology. If all general education courses have not been

completed before transferring, courses will be applied to the general education requirements of the NDUS institution being transferred to on a course-by-course basis.

### **GENERAL EDUCATION REQUIREMENT**

The following table indicates which course offerings meet the General Education Requirement (GER) for the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree. Courses included in the NDUS GER column are approved by the NDUS institutions as meeting the requirements of GERTA. For more information on GERTA, consult the NDUS website. Updates to this table can be found on the LRSC website.

## GENERAL EDUCATION REQUIREMENT

### COMMUNICATIONS AND ENGLISH

DEPT		TITLE	CR	AA	AS	AAS	NDUS GER
BOTE	214	Business Reports & Communication	3			X	
COMM	110	Fundamentals of Public Speaking	3	X	X	X	ND:COMM
ENGL	105	Technical Communications	3			X	
ENGL	110	College Composition I	3	X	X	X	ND:ENGL
ENGL	120	College Composition II	3	X	X	X	ND:ENGL
ENGL	125	Introduction to Professional Writing	3	X	X	X	ND:ENGL

### MATH, SCIENCE, AND COMPUTER SCIENCE

DEPT		TITLE	CR	AA	AS	AAS	NDUS GER
BIOL	111	Concepts of Biology	4	X	X	X	ND:LABSC
BIOL	115	Human Structure and Function	4	X	X	X	
BIOL	124	Environmental Science	4	X	X	X	ND:LABSC
BIOL	150	General Biology I	4	X	X	X	ND:LABSC
BIOL	151	General Biology II	4	X	X	X	ND:LABSC
BIOL	202	Microbiology	4	X	X	X	ND:LABSC
BIOL	215	Genetics	4	X	X	X	ND:SCI
BIOL	220	Anatomy and Physiology I	4	X	X	X	ND:LABSC
BIOL	221	Anatomy and Physiology II	4	X	X	X	ND:LABSC
CHEM	115	Introductory Chemistry	4	X	X	X	ND:LABSC
CHEM	116	Intro. to Organic & Bio-Chemistry	4	X	X	X	ND:LABSC
CHEM	117	Chemical Concepts & Applications	4	X	X	X	ND:LABSC
CHEM	121	General Chemistry I	5	X	X	X	ND:LABSC
CHEM	122	General Chemistry II	5	X	X	X	ND:LABSC
CHEM	241	Organic Chemistry I	3	X	X	X	ND:LABSC
CHEM	241L	Organic Chemistry I Lab	1	X	X	X	ND:LABSC
CIS	104	Microcomputer Database	3	X		X	
CIS	105	Microcomputer Spreadsheet	3	X		X	
CIS	128	Microcomputer Hardware I	3			X	
CIS	129	Microcomputer Hardware II	3			X	
CIS	141	Introduction to Cyber Security	3			X	ND: COMPSC
CIS	164	Networking Fundamentals I	4			X	
CIS	165	Networking Fundamentals II	4			X	
CIS	167	Advanced Operating Systems	3			X	
CIS	180	Creating Web Pages I	3			X	
CIS	181	Creating Web Pages II	3			X	

CIS	202	Advanced Software Applications	3				X	
CIS	220	Operating Systems – Unix	3				X	
CIS	224	Networking	3				X	
CIS	227	Data Communications	3				X	
CIS	232	Graphic Design	3	X	X		X	
CIS	243	Networking II	3				X	
CIS	244	Web Server Management	3				X	
CSCI	101	Introduction to Computers	3	X	X		X	ND:COMPSC
CSCI	122	Beginning Basic/Visual Basic	3				X	
CSCI	124	Beginning C++/Visual C++	3				X	
CSCI	172	Intermediate Basic/Visual Basic	3				X	
MATH	102	Intermediate Algebra	3				X	
MATH	103	College Algebra	3	X	X		X	ND:MATH
MATH	105	Trigonometry	3	X	X		X	ND:MATH
MATH	107	Pre-Calculus Math	4	X	X		X	ND:MATH
MATH	110	Mathematics in Society	3	X	X		X	
MATH	146	Applied Calculus I	3	X	X		X	ND:MATH
MATH	165	Calculus I	4	X	X		X	ND:MATH
MATH	166	Calculus II	4	X	X		X	ND:MATH
MATH	210	Elementary Statistics	3	X	X		X	ND:MATH
MATH	265	Calculus III	4	X	X		X	ND:MATH
MATH	277	Math for Elementary Teachers	3	X	X		X	
NUTR	240	Nutrition	3	X	X		X	
PHRM	215	Introduction to Pharmacology	3	X	X		X	ND:SCI
PHYS	211	College Physics I	4	X	X		X	ND:LABSC
PHYS	212	College Physics II	4	X	X		X	ND:LABSC
PHYS	251	University Physics I	4	X	X		X	ND:LABSC
PHYS	252	University Physics II	4	X	X		X	ND:LABSC

## HEALTH, PHYSICAL EDUCATION AND RECREATION

DEPT	TITLE	CR	AA	AS	AAS	NDUS GER
HPER	100	Concepts of Fitness & Wellness	3	X	X	X
HPER	101	Activity – Introduction Level	1	X	X	X
HPER	102	Activity – Intermediate Level	1	X	X	X
HPER	108	Beginning Fitness Conditioning	1	X	X	X
HPER	111	Sports Officiating	2	X	X	X
HPER	115	Introduction to Coaching	3	X	X	X
HPER	150	Varsity Athletics	1	X	X	X
HPER	151	Varsity Athletics	1	X	X	X

HPER	165	First Responder	1	X	X	X
HPER	201	Activity – Introduction Level	1	X	X	X
HPER	202	Activity – Intermediate Level	1	X	X	X
HPER	205	Physical Education for Elementary Children	2	X	X	X
HPER	210	First Aid	2	X	X	X
HPER	265	Physical Training	1	X	X	X

## SOCIAL SCIENCE

DEPT	TITLE	CR	AA	AS	AAS	NDUS GER	
CJ	201	Introduction to Criminal Justice	3	X	X	X	ND:SS
CJ	220	Criminal Law	4	X	X	X	
CJ	271	Community Based Corrections	3	X	X	X	
COMM	216	Intercultural Communications	3	X	X	X	ND:SS
ECON	201	Prin of Microeconomics	3	X	X	X	ND:SS
ECON	202	Prin of Macroeconomics	3	X	X	X	ND:SS
POLS	115	American Government	3	X	X	X	ND:SS
POLS	116	State and Local Government	3	X	X	X	ND:SS
POLS	220	International Politics	3	X	X	X	ND:SS
POLS	236	American Constitution-Civil Liberties	3	X	X	X	ND:SS
PSYC	100	Human Relations in Organizations	3	X	X	X	ND:SS
PSYC	111	Introduction to Psychology	3	X	X	X	ND:SS
PSYC	250	Developmental Psychology	3	X	X	X	ND:SS
PSYC	270	Abnormal Psychology	3	X	X	X	ND:SS
SOC	110	Introduction to Sociology	3	X	X	X	ND:SS
SOC	115	Social Problems	3	X	X	X	ND:SS
SOC	220	The Family	3	X	X	X	ND:SS
SOC	235	Cultural Diversity	3	X	X	X	ND:SS
SOC	252	Criminology	3	X	X	X	ND:SS
SOC	253	Juvenile Delinquency	3	X	X	X	ND:SS

## ARTS AND HUMANITIES

DEPT	TITLE	CR	AA	AS	AAS	NDUS GER	
ART	110	Introduction to Visual Arts	3	X	X	X	ND:HUM
ART	122	Two Dimensional Art	3	X	X	X	ND:FA
ART	130	Drawing I	3	X	X	X	ND:FA
ART	140	Crafts I	3	X	X	X	ND:FA
ART	210	Art History I	3	X	X	X	ND:HUM
ART	211	Art History II	3	X	X	X	ND:HUM
ART	220	Painting I	3	X	X	X	ND:FA

ART	230	Drawing II	3	X	X	X	ND:FA
ART	250	Ceramics I	3	X	X	X	ND:FA
ART	251	Ceramics II	3	X	X	X	ND:FA
ART	274	Calligraphy and Penmanship	3	X	X	X	ND:FA
ART	277	Fibers	3	X	X	X	ND:FA
ART	280	Photography	3	X	X	X	ND:FA
ASL	101	American Sign Language I	4	X	X	X	
ASL	102	American Sign Language II	4	X	X	X	
ASL	160	Finger Spelling and Numbers	3			X	
ASL	201	American Sign Language III	4	X	X	X	
ASL	202	American Sign Language IV	4	X	X	X	
ASL	250	Survey of Deaf Culture	3			X	
ENGL	211	Introduction to Creative Writing	3	X	X	X	ND:HUM
ENGL	213	Literary Publication	3	X	X	X	
ENGL	220	Introduction to Literature	3	X	X	X	ND:HUM
ENGL	221	Introduction to Drama	2	X	X	X	ND:HUM
ENGL	223	Introduction to the Novel	3	X	X	X	ND:HUM
ENGL	224	Introduction to Fiction	2	X	X	X	ND:HUM
ENGL	231	Bible as Literature	3	X	X	X	ND:HUM
ENGL	232	Mythology	3	X	X	X	ND:HUM
ENGL	238	Children's Literature	3	X	X	X	ND:HUM
ENGL	278	Alternative Literature	3	X	X	X	ND:HUM
HIST	101	Western Civilization I	3	X	X	X	ND:HIST
HIST	102	Western Civilization II	3	X	X	X	ND:HIST
HIST	103	United States to 1877	3	X	X	X	ND:HIST
HIST	104	United States Since 1877	3	X	X	X	ND:HIST
HIST	207	U.S. and Current World Affairs	3	X	X	X	ND:HIST
HIST	208	United States: 1932 to Present	3	X	X	X	ND:HIST
HIST	210	United States Military History	3	X	X	X	ND:HIST
HIST	220	North Dakota History	3	X	X	X	ND:HIST
HIST	221	History of the American Frontier	3	X	X	X	ND:HIST
HIST	235	US: The Roaring Twenties	3	X	X	X	ND:HIST
HIST	239	U.S. and Vietnam	3	X	X	X	ND:HIST
HUMS	211	Integrated Cultural Excursion	1-3	X	X	X	ND:HUM
HUMS	220	Slavic Cultures, Traditions & Customs	3	X	X	X	
HUMS	251	Survey of Humanities I	3	X	X	X	ND:HUM

HUMS	252	Survey of Humanities II	3	X	X	X	ND:HUM
MUSC	155	Vocal Ensemble	1	X	X	X	
MUSC	170	Instrumental Practicum	1	X	X	X	ND:FA
PHIL	101	Introduction to Philosophy	3	X	X	X	ND:HUM
RELS	220	Old Testament	3	X	X	X	ND:HUM
RELS	230	New Testament	3	X	X	X	ND:HUM
SOC	275	Native American Studies	3	X	X	X	ND:HUM
THEA	110	Introduction to Theatre Arts	3	X	X	X	ND:HUM
THEA	161	Acting I	3	X	X	X	ND:FA
THEA	201	Theater Practicum	3	X	X	X	ND:FA
THEA	201	Theater Practicum	1	X	X	X	ND:FA

## DEGREES & PROGRAMS

The list below displays the credentials a student may earn, subject to completion of requirements prescribed by the North Dakota University System.

- Associate in Arts
- Associate in Science
- Associate in Applied Science
- Diploma
- Certificate
- Certificate of Completion

### ACADEMIC TRANSFER DEGREES

Associate in Arts\*  
 Associate in Science\*  
 Business Administration\*

### ASSOCIATE IN APPLIED SCIENCE

Automotive Technology  
 Early Childhood Education\*  
 Fitness Trainer Technician\*  
 Information Technology  
 Law Enforcement\*  
 Marketing\*  
 Nursing ADN  
 Precision Agriculture  
 Speech Language Pathology Paraprofessional\*  
 Simulation Technology  
 Wind Energy Technician

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**CERTIFICATE OF COMPLETION**

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Adult Farm Management  
Nurse Assistant

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**CERTIFICATE**

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American Sign Language  
Automotive Technology  
Early Childhood Education\*  
Information Technology  
College Studies\*  
Community Paramedicine  
Computer Networking  
Cyber Security  
Marketing\*  
Nursing PN  
Peace Officer Training  
Simulation Technology  
Web Design  
Wind Energy Technician

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**DIPLOMA**

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Automotive Technology  
Simulation Technology

\* Online degree programs

The Peace Officer Training certificate is required for those seeking an Associate in Applied Science degree in Law Enforcement. The one-semester certificate is face-to-face. The remaining courses in the AAS in Law Enforcement degree can be completed online.

Students who plan to transfer should consult the catalog of the transfer institution and should examine the prerequisites for the college studies in the fields in which they are interested. Students should confer with their advisor and plan their LRSC courses early in their college career.

## ADULT FARM MANAGEMENT

The mission of the Adult Farm Management program is, “To provide lifelong learning opportunities in economic and financial management for persons involved in the farming and ranching business”. This is accomplished by providing instruction to farmers on topics such as farm and family financial record keeping, crop and livestock enterprise analysis, financial planning, marketing, and tax management to provide them with the opportunity to gather information and develop the skills necessary to understand their farm business and make informed economic decisions for their farm. A farm business analysis that includes detailed financial statements is completed annually to assist students in making sound management decisions. Contact the Agriculture Department for further information.

AGRI 241 .....	3
AGRI 242 .....	2

## AMERICAN SIGN LANGUAGE

Students who complete the Certificate in American Sign Language (ASL) will have the opportunity to develop fluency in ASL and learn about Deaf culture. The certificate is intended for students who want to learn how to communicate using ASL for more than just common everyday conversation with Deaf and/or Hard-of-Hearing individuals. Earning the certificate supports students that wish to transition into an Interpreter Training Program and pursue a career in becoming a professional interpreter. It also provides job opportunities for those students that don't intend to become an interpreter, but wish to work with Deaf and/or Hard-of-Hearing individuals within a work-place setting.

Students who complete the certificate may have the opportunity to work in a

variety of settings such as: education (pre-school through college), medical, human service, legal, and performance arts. The Certificate in American Sign Language may be completed in one year. This program may also benefit students who are enrolled in related programs that include but are not limited to; Early Childhood Education, Speech and Language Pathology, Law Enforcement, Psychology, and Practical Nursing.

Located just one block from the North Dakota School for the Deaf (NDS/D/RCDHH), Lake Region State College is ideally situated to offer the certificate program. Students have opportunities to participate in a sign language environment on campus at NDS/D/RCDHH and to associate with members of the Deaf community who reside in the Lake Region area.

### CERTIFICATE FIRST SEMESTER

ASL 101 .....	4
ASL 150 .....	2
ASL 160 .....	3

### SECOND SEMESTER

ASL 102 .....	4
ASL 170 .....	2
ASL 250 .....	3

## AUTOMOTIVE TECHNOLOGY

Technicians are trained in the latest testing equipment and special tools needed to repair all types of automobiles. The Certificate and the Diploma provide self paced, individualized instruction. Students may also receive an Associate in Applied Science in Automotive Technology Degree. The Automotive Technology program is certified by the Automotive Service Excellence (ASE) Education Foundation. The curriculum is structured to include training for the eight areas of skills as stated by ASE. Voluntary certification testing with ASE upon completion of the program is strongly encouraged.



## **CERTIFICATE**

### **FIRST YEAR**

AUTO 111.....	6
AUTO 112.....	6
AUTO 148.....	4
AUTO 158.....	4
AUTO 161.....	3
AUTO 162.....	6
AUTO 181.....	3
AUTO 182.....	3
MATH 100 or above.....	3

### **DIPLOMA**

Students must complete the required credits with a 2.0 GPA to successfully complete the diploma requirements.

#### **FIRST YEAR**

Same courses as required for the certificate.

#### **SECOND YEAR**

AUTO 208.....	4
AUTO 221.....	4
AUTO 222.....	4
AUTO 238.....	6
AUTO 278.....	3
AUTO 288.....	6
ENGL 105.....	3
TECH 238.....	2

### **ASSOCIATE IN APPLIED SCIENCE**

The AAS degree requires successful completion of the career and technical courses required for the diploma plus 20 hours of general education.

## **BUSINESS ADMINISTRATION**

Employers tell us that their most successful employees communicate well and understand how their organization works. They know how the functions of marketing, management, finance and operations connect and how human behavior impacts the effectiveness of an organization.

The Business Administration curriculum at Lake Region State College introduces students to the free enterprise system. It offers a fundamental knowledge of

business functions and processes, and an understanding of business organization and operation in today's global economy. Coursework includes business concepts such as accounting, economics, management, and marketing. The program is designed to provide students with a 360 degree view of business from the perspective of various stakeholders.

Whether you are mid-career or beginning your career, the Business Administration program will help you develop the skills and knowledge that employers are looking for.

### **ASSOCIATE IN ARTS**

#### **CORE CURRICULUM**

ACCT 200.....	3
ACCT 201.....	3
BADM 202.....	3
COMM 110.....	3
ECON 201.....	3
ECON 202.....	3
ENGL 110.....	3
ENGL 120 or 125.....	3
MATH 103.....	3
MATH 210.....	3
Arts and Humanities Electives.....	9
Lab Science.....	4
Social Science.....	3
Physical Education.....	2
Subplan Credits.....	15

Students must choose 15 credits from one subplan.

#### **ACCOUNTING SUBPLAN**

ACCT 207.....	3
ACCT 211.....	3
ACCT 218.....	3
ACCT 215.....	3
ACCT 231.....	3
BUSN 254.....	3
MATH 146.....	3

#### **MANAGEMENT SUBPLAN**

BADM 201.....	3
BADM 240.....	3
BADM 241.....	3
BADM 280.....	3
BUSN 170.....	3

## MARKETING SUBPLAN

BADM 201 .....	3
BADM 210 .....	3
BADM 240 .....	3
BADM 260 .....	3
BADM 265 .....	3

## COMMUNITY PARAMEDICINE

Community Paramedicine is a care model allowing EMTs and Paramedics the opportunity to expand their role in the community by assisting public health, primary healthcare providers and those that deliver preventative care to underserved populations in the community with the goal of improving access to care. Students must be a licensed EMT or Paramedic prior to starting this program.

### CERTIFICATE

#### FALL SEMESTER (FIRST 8-WEEKS)

EMS 102 .....	3
EMS 103 .....	1

#### FALL SEMESTER (SECOND 8-WEEKS)

EMS 104 .....	3
EMS 105 .....	2

#### SPRING SEMESTER

NURS 201 .....	3
NURS 202 .....	3
EMS 206 .....	1

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education program is designed to prepare students to work with children in child care facilities, recreation centers, and schools. Students plan learning experiences for children, gain knowledge of the principles of human growth and development, and practice skills in guiding behavior.

Program goals are as follows:

- To provide learning experiences for

development of work skills, including behaviors, attitudes, and values necessary for entry-level employment

- To provide information about the principles of growth and development
- To provide exploration of careers
- To provide an opportunity to develop skills in areas of literature, art, music, language, science, and math
- To provide information about the importance of health and safety
- To provide opportunities to practice guiding the behavior of children
- To provide students with the opportunity to use the knowledge and skills acquired in a work experience setting
- To integrate communication skills necessary for positive relationships with children, parents, and co-workers
- To integrate appropriate skills associated with operating a child care facility

### CERTIFICATE

A total of 30 credits and a 2.0 GPA are required for certification in this program. Students may also earn an Associate in Applied Science Degree in Early Childhood Education.

#### FIRST SEMESTER

EC 210 or EC 220 .....	.4
EC 233 .....	.5
HPER 210 .....	.2
Program Electives* .....	.4

#### SECOND SEMESTER

EC 222 .....	.3
EC 236 .....	.3
EC 297 .....	.5
Program Electives* .....	.4

\*Program Elective Choices are: EDUC 250, ENGL 238, NUTR 240, PSYC 111, PSYC 250 or SOC 220.

### ASSOCIATE IN APPLIED SCIENCE

#### FIRST SEMESTER

EC 210 .....	.4
EC 233 .....	.5
ENGL 110 .....	.3

PSYC 111 .....	3
<b>SECOND SEMESTER</b>	
COMM 110 or ENGL 120 .....	3
EC 222 .....	3
EC 236 .....	3
NUTR 240 .....	3
PSYC 250 .....	3

### THIRD SEMESTER

EDUC 250.....	3
SOC 220 .....	3
Math/Science/Comp Sci Elective.....	3
Electives .....	5

### FOURTH SEMESTER

EC 220 .....	4
EC 297 .....	5
HPER 205.....	2
HPER 210.....	2
SPED 237.....	3

Note: Some courses are taught in alternate years.  
Contact an advisor for information.

## FITNESS TRAINER TECHNICIAN

The Fitness Trainer Technician program provides the training required to work as a personal trainer. This program is available online to maximize access and flexibility for students. The program offers marketable skills for employment opportunities and foundation courses and general education course work for transfer and articulation into baccalaureate programs. Lake Region State College's Fitness Training Technician (FiTT) Program is accredited under the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The program is designed to meet the following objectives:

- Promote recreational fitness and health activities in the community
- Assess fitness levels through evaluating, recommending and monitoring client exercise programs
- Instruct individuals and groups in a variety of activities by describing and demonstrating acceptable practices

in the industry including the safe use of equipment, body mechanics and modification strategies

- Provide leadership by serving as a role model, establishing program direction and maintaining professional ethics
- Stay on the leading edge of current nutrition and physical fitness research
- Be skilled in assisting clients in implementing a basic dietary plan and understand how to use this skill to enhance their employer's services
- Incorporate nutrition education effectively into a physical fitness plan to assist clients in changing behaviors

## ASSOCIATE IN APPLIED SCIENCE

### FIRST SEMESTER

ENGL 110.....	3
HPER 100.....	3
MATH 103 .....	3
NUTR 240 .....	3
Elective .....	3

### SECOND SEMESTER

COMM 110.....	3
HPER 170.....	3
HPER 207.....	3
HPER 210.....	2
NUTR 260 .....	2

### THIRD SEMESTER

BIOL 220 .....	4
FTT 220 .....	3
FTT 240 .....	3
NUTR 270 .....	3
PSYC 111 .....	3

### FOURTH SEMESTER

BIOL 221 .....	4
FTT 297 .....	1
HPER 218.....	3
HPER 225.....	2
NUTR 271 .....	3
SOC 110.....	3

## INFORMATION TECHNOLOGY

Due to society's increased utilization of various information technologies, there is a

growing demand for people to support the hardware, software, communications, and training needs of a business organization. Many businesses, especially smaller companies, are looking for individuals who have the computer skills and technical training to provide this support while also increasing the productivity and efficiency of the organization.

This program is designed to provide students with the business application and technical skills for entry-level positions in business and also help prepare them for leading certification exams.

All students enrolled in Information Technology are expected to have basic Windows skills and keyboard at approximately 35 words per minute.

## **CERTIFICATE**

### **FIRST SEMESTER**

CIS 128.....	3
CIS 141.....	3
CIS 164.....	3
CSCI 122 or CSCI 124.....	3
ENGL 110.....	3

### **SECOND SEMESTER**

CIS 129.....	3
CIS 165.....	3
CIS 202.....	3
CIS 220.....	3
ENGL 120 or ENGL 125.....	3

## **ASSOCIATE IN APPLIED SCIENCE**

Upon completion, the graduate will be able to do the following:

- Understand the basic principles of Local Area Networks and Wide Area Networks
- Perform network management activities, and work with communications, protocols, security, and directory structures
- Understand the role of information systems within a business organization
- Utilize the advanced features of application software

### **FIRST SEMESTER**

CIS 104.....	3
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CIS 128.....	3
CIS 141.....	3
CIS 164.....	3
ENGL 110.....	3

### **SECOND SEMESTER**

CIS 129.....	3
CIS 220.....	3
CSCI 101.....	3
MATH 103.....	3
HPER Elective.....	1
Certificate Credits.....	3

### **THIRD SEMESTER**

CSCI 122 or CSCI 124.....	3
ENGL 120 or 125.....	3
HPER Elective.....	1
Humanities/Social Science Electives.....	3
Certificate Credits.....	6

### **FOURTH SEMESTER**

BADM 291.....	2
CIS 202.....	3
COMM 110.....	3
Humanities/Social Science Electives.....	3
Certificate Credits.....	3

Students must choose 12 credits from one certificates listed below. Instructor may approve electives from CIS, COOP or CSCI.

### **CERTIFICATE 1 - COMPUTER NETWORKING**

CIS 165.....	3
CIS 224.....	3
CIS 243.....	3
CIS 267.....	3
CIS 268.....	3

### **CERTIFICATE 2 - CYBER SECURITY**

CIS 142.....	3
CIS 147.....	3
CIS 241.....	3
CIS 255.....	3
CIS 284.....	3

### **CERTIFICATE 3 - WEB DESIGN**

CIS 180.....	3
CIS 181.....	3
CIS 211.....	3
CIS 232.....	3
CIS 233.....	3

# LAW ENFORCEMENT AND PEACE OFFICER TRAINING

The Peace Officer Training Program is a comprehensive law enforcement training course designed to give students the education necessary for a career in law enforcement. Graduation from the program prepares students for licensure as a North Dakota Peace Officer pursuant to CH. 12-63-06 of the North Dakota Century Code. Successful completion of this rigorous program satisfies the training requirements for an entry level peace officer in North Dakota.

The program is approved by the North Dakota Peace Officer Standards and Training (POST) Board and the courses are taught by POST Board certified instructors from every facet of North Dakota Law Enforcement.

Much of the course work is taught in a “hands-on” manner, providing the candidate with a working knowledge of the performance of police tasks.

Applicants for the program are carefully screened to provide law enforcement agencies the best possible candidates for employment. To qualify for the Peace Officer Training Program, candidates MUST fulfill sections 1 through 4 of CH. 12-63-06 of the North Dakota Century Code in the following order:

- Complete the Peace Officer Training application form provided by Lake Region State College
- Complete a ND POST approved psychological exam and medical/physical examination through a personal physician
- Undergo a background investigation, which may include interviews with employers, teachers, and associates. An extensive criminal history and traffic record investigation is conducted. Candidates may not have any points against their driver’s license by the time they graduate from the program

and must meet the criminal history guidelines for admission

- Be able to satisfy all of the requirements to apply for a peace officer license under chapter 12-63 of the North Dakota Century Code

Course work includes the following:

- Law of Arrest/Search/Seizure
- Crime Scene Processing
- Drug Crimes
- DUI Detection/Apprehension
- Emergency Vehicle Operations
- Evidence Collection
- Fingerprinting
- Firearms
- Hazardous Materials
- High Risk Traffic Stops
- ND Criminal Law
- Photography
- Physical Fitness
- Police Ethics
- Police Tactics
- Radar/Ladar
- Radio Telecommunications
- Report Writing
- Rules of Evidence
- Traffic Law

## CERTIFICATE

CJ 101 .....	3
CJ 102 .....	2
CJ 104 .....	2
CJ 150 .....	3
CJ 155 .....	4
CJ 201 .....	3
HPER 165.....	2
HPER 265.....	1

## ASSOCIATE IN APPLIED SCIENCE

The Associate in Applied Science in Law Enforcement Degree is designed to serve individuals seeking a career in law enforcement. Course work is designed to meet entrance requirements of several law enforcement agencies in North Dakota that require a two year college education.

Students that graduate from the Peace Officer Training Program first, can complete

the Associate in Applied Science in Law Enforcement either on campus or online.

Students who declare Law Enforcement as a major must begin the application process for the Peace Officer Training program during their second semester at Lake Region State College.

#### FIRST SEMESTER

CSCI 101	3
ENGL 110	3
POLS 115	3
UNIV 101	1
Program Electives	3

#### SECOND SEMESTER

ENGL 120 or ENGL 125	3
Math/Science/Comp Sci Elective	3
Program Electives	6

#### THIRD SEMESTER

COMM 110	3
POLS 116	3
Program Electives	9

#### FOURTH SEMESTER

CJ 101	3
CJ 102	2
CJ 104	2
CJ 150	3
CJ 155	4
CJ 201	3
HPER 165	2
HPER 265	1

Following is a list of suggested program electives to complete the requirements for the Associate in Applied Science Degree.

The degree requires a minimum of 60 semester hours of credit.

CJ 210	3
CJ 220	3
HPER 100	3
MATH 103	3
POLS 236	3
PSYC 100	3
PSYC 111	3
PSYC 270	3
SOC 110	3
SOC 115	3

SOC 235	3
SOC 252	3
SOC 253	3
SOC 275	3

## MARKETING

The marketing industry offers exciting job opportunities for students who have acquired a sound fundamental knowledge of the field through advanced study. The Marketing curriculum prepares individuals for careers in sales, inventory control, merchandising and direct marketing.

The Marketing program provides a required program of core courses which stresses fundamentals and allows students to pursue topics of special interest through elective choices. Students may enroll in the Certificate program or the Associate in Applied Science Degree plan. The Certificate will be awarded upon completion of the core curriculum and other required courses. The AAS Degree will be awarded upon completion of the core curriculum and other required courses.

Students may obtain relevant work experience under the institution's cooperative education program or the internship program. Supervision is provided jointly by the marketing faculty and the employer for students in work placements through these programs.

Students who plan to transfer marketing courses to a baccalaureate institution are advised to consult the receiving institution about course selection.

### CERTIFICATE

Upon completion, the graduate will be able to do the following:

- Demonstrate knowledge of the marketing functions to include definitions, terminology, process, and channels of distribution.
- Identify personal characteristics and competencies necessary for success in the marketing field.

- Demonstrate selling competencies.
- Understand the elements of sales promotion and prepare a sales promotion plan.
- Apply visual merchandising principles to retail marketing.
- Apply knowledge of basic current computer technology to the retail business and marketing environment.
- Demonstrate an understanding of the free enterprise system.
- Develop an understanding of the importance of customer relationship building.
- Demonstrate an understanding of basic retailing perspectives including the magnitude of retailing and the nature of changes in retailing.
- Demonstrate an understanding of retail promotions.
- Identify employment opportunities and apply employment seeking skills.

BADM 201	.....3
BADM 210	.....3
BADM 240	.....3
BADM 260	.....3
BADM 265	.....3
BADM 291	.....2
COMM 110 or BOTE 214	.....3
CSCI 101	.....3
ENGL 110	.....3
PSYC 100 or PSYC 111	.....3
Electives	.....3

**ASSOCIATE IN APPLIED SCIENCE**

Upon completion of the Associate in Applied Science Degree in Marketing, in addition to the competencies mentioned above, the graduate will be able to do the following:

- Demonstrate an understanding of the nature of management
- Understand the challenges of the business world with regard to global competition, environmental concerns, human resource issues, and technological advancements
- Understand the process of problem solving as it relates to management

- Develop target market strategies
- Examine factors involved in making distribution decisions
- Conduct research for strategy development and understanding the consumer
- Develop media strategy and present an advertising and sales promotion plan
- Complete accounting assignments related to small business management
- Implement a small business marketing program

**FIRST SEMESTER**

ACCT 200	.....3
BADM 201	.....3
BADM 265	.....3
CSCI 101	.....3
ENGL 110	.....3
UNIV 101	.....1

**SECOND SEMESTER**

ACCT 201	.....3
BADM 202	.....3
BADM 210	.....3
ENGL 120 or ENGL 125	.....3
PSYC 100	.....3
HPER Elective	.....1

**THIRD SEMESTER**

BADM 240	.....3
BADM 280	.....3
BUSN 170	.....3
COMM 110	.....3
Humanities/Social Science Elective	.....3

**FOURTH SEMESTER**

BADM 241	.....2
BADM 260	.....3
BADM 291	.....3
MATH/SCI/COMP SCI Elective	.....3
Program Elective	.....3

**NURSING**

**DAKOTA NURSING PROGRAM (DNP)**  
Offered in collaboration between four colleges - Lake Region State College, Williston State College, Bismarck State College, and Dakota State College at Bottineau. The Dakota Nursing Program is approved by the North Dakota State

Board of Nursing. Applicants for the Dakota Nursing Program are carefully screened to provide healthcare facilities with the best possible candidates for employment.

#### NURSE ASSISTANT

Training for home or institutional care has become increasingly important throughout the nation. As home health agencies continue to grow, the need for trained professionals increases. The Nurse Assistant program was developed to meet the growing demand for trained Nurse Assistants to work in health care settings such as home health care programs, health care facilities, developmental disabilities care facilities, respite care services, etc.

The course consists of classroom/lab instruction and hands-on clinical practice at local nursing homes. The training, provided by a Registered Nurse, is conducted in small groups, allowing time for intensive and individualized instruction. The course is usually completed by attending full time for two weeks.

Upon completing the training program, students become eligible to take the state certification test. After successful completion of that test, students are Certified Nurse Assistants (CNA).

#### PRACTICAL NURSING (PN)

Designed to provide the knowledge and skills necessary for students to enter a challenging career in nursing. This high-quality education meets the requirements for a Certificate in Practical Nursing.

Students in the Practical Nursing Program will receive classroom study and supervised experience in caring for patients in a variety of health care settings including hospital, long-term care, home care agencies, and clinics. Students are taught to practice within the scope of a practical nurse while under the supervision of a registered nurse. They are taught to use the nursing process at the practical-nursing level.

North Dakota requires all Practical Nurses

to pass a licensing exam after completing a state approved practical nursing program. 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 clinics, acute practice, long-term care practice, and community-based practice. Graduates may continue in the Associate Degree Nursing Program if they meet continuation criteria. Graduates may also transfer many of the credits earned to another higher education institution.

Prerequisites and admissions requirements for the Certificate in Practical Nursing Program can be found online at [www.dakotanursing.org](http://www.dakotanursing.org). English as a Second Language applicants should review the English Proficiency Policy found online [www.dakotanursing.org](http://www.dakotanursing.org).

#### CERTIFICATE

##### FALL

BIOL 220	.....4
PSYC 111	.....3
NURS 120	.....3
NURS 121	.....3
NURS 122	.....3

##### SPRING

BIOL 221	.....4
ENGL 110 or PSYC 250	.....3
NURS 124	.....3
NURS 127	.....2
NURS 145	.....2
PHRM 215	.....3

##### SUMMER

NURS 126	.....3
NURS 129	.....3
PSYC 250 or ENGL 110	.....3

Upon successful completion, students graduate with a Certificate in Practical Nursing. Students then become eligible to apply to take the NCLEX-PN™.

Students must have an LRSC email account. Some courses/components may be offered in online format.

#### ASSOCIATE DEGREE NURSE (ADN)



The 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 Associate Degree Nursing (ADN). First year students in the Practical Nursing Program may continue to the ADN program if they meet continuation criteria. The program also accepts advanced standing students with practical nursing licensure.

The ADN curriculum prepares individuals with the knowledge, abilities, and skills to practice nursing independently and interdependently through application of the nursing process and provide safe nursing care to individuals and families across the lifespan in a variety of settings. Students in the ADN program will receive classroom instruction and clinical practice in adult health, maternal/child, community health, and psychosocial nursing.

North Dakota requires all registered nurses to pass a licensing exam after completing a state approved nursing program. Graduates of the Associate Degree Nursing Program are eligible to 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. Graduates may transfer many of the credits earned in the Associate Degree program to a Baccalaureate Nursing Program.

The ADN program is offered in collaboration between four colleges: Lake Region State College, Williston State College, Bismarck State College, and Dakota College at Bottineau. The Dakota Nursing Program is approved by the North Dakota State Board of Nursing and has received accreditation through the Accreditation Commission for Education in Nursing.

Prerequisites and admissions requirements

for the Associate Degree Nurse Program can be found online at [www.dakotanursing.org](http://www.dakotanursing.org).

## ASSOCIATE IN APPLIED SCIENCE

### FALL

NURS 224	.....2
NURS 225	.....3
NURS 226	.....3
NURS 227	.....4
BIOL 202	.....4

### SPRING

NURS 228	.....4
NURS 229	.....2
NURS 237	.....5
NURS 259	.....1
COMM 110, ENGL 120, or ENGL 125	.....3

NURS 122 fulfills the HPER requirement for the AAS-ADN.

\*The ratio of credit hours to clinical hours is 1:3.

Upon successful completion, students graduate with an AAS-ADN become eligible to apply to take the NCLEX-RN™.

Students must have an LRSC email account. Some courses/components may be offered in online format.

The program is approved and regulated by the State Board of Nursing. Several Lake Region area agencies participate in providing students for the program. For more information on those agencies, or to enroll individually, contact Lake Region State College.

### PARAMEDIC TO NURSING

The experienced paramedic will need to successfully complete the three bridge nursing courses and the general education courses listed below with a C or higher, to be eligible for the Associate Degree Registered Nursing License in the State of North Dakota. Prerequisite skills:

- Algebra Prep III (ASC 093) or higher
- CPR certification for Health Care Provider
- Two years of experience as a paramedic
- TOEFL required for ESL applicants verified by test scores:

- Minimum cumulative score of 86 Combined AND
- Minimum individual score of 26 in speaking, 20 in writing, 20 in reading, 20 in listening.
- TEAS exam with a score of 45% or higher

**BRIDGE PROGRAM COURSES:**

NURS 201 .....3  
 NURS 202 .....3  
 NURS 203 .....3

**GENERAL EDUCATION COURSES:**

BIOL 220 .....4  
 BIOL 221 .....4  
 PSYC 111 .....3  
 PSYC 250 .....3  
 ENGL 110.....3  
 PHRM 215 .....3

Once accepted into the ADN program curriculum will follow that of the ADN program.

## PRECISION AGRICULTURE

The Precision Agriculture program offers core classes in basic agronomy and crop production, soils and soil fertility, precision technology, data analysis, GIS and extensive lab and hands on training. Graduates have the option to continue their education at a higher institution or become employed at agronomy centers, independent precision service providers, implement dealerships plus many more.

The program requires students to complete core program and general education courses. These courses include both theory and practical application and are designed to provide students with the skills, knowledge and abilities necessary for working in this field.

## ASSOCIATE IN APPLIED SCIENCE

**FIRST SEMESTER**

AGRI 297 .....1  
 ASM 130.....3  
 BIOL 130 .....4  
 PAG 115 .....3

PLSC 225 .....3  
 SOIL 210 .....3

**SECOND SEMESTER**

ASM 220 .....3  
 PAG 215 .....3  
 PLSC 223 .....4  
 SOIL 222 .....3  
 PLSC 235 .....3

**THIRD SEMESTER**

AGEC 250.....3  
 AGRI 265 .....3  
 AGRI 280 .....3  
 AGRI 297 .....2  
 ENGL 110.....3  
 MATH 103 .....3

**FOURTH SEMESTER**

AGEC 242.....3  
 AGRI 290 .....3  
 COMM 110.....3  
 Humanities/Social Science Electives .....6

## SIMULATION TECHNOLOGY

Technicians troubleshoot, repair, and maintain the electronic and mechanical components of simulator trainers. Competencies include using appropriate tools to analyze simulator malfunctions, testing equipment, and analyzing technical data to localize, isolate, and otherwise determine the location of a faulty component or system problem. Technicians must also be prepared to remove, replace, and/or repair faulty components.

The program requirements include basic electronic, computer, and simulator course work. Students are encouraged to participate in an elective two/three month on site cooperative education experience with a simulator maintenance crew.

Introductory classes in aviation are required and offered with the cooperation of commercially licensed services in Devils Lake. A private pilot’s license is not required.

Upon completion of the core simulator maintenance course work and the 20 semester hours of general education components, students are awarded the Associate in Applied Science Degree. These courses prepare students to communicate proficiently with pilots as Simulation Technologists.

## CERTIFICATE

Prior to pursuing the Certificate in Simulation Technology, students must have documented proof of having attended and completed formal education in the following technical disciplines: DC analysis, AC analysis, digital integrated circuits, semiconductor devices, microcomputer hardware maintenance, computer networking, and Unix/Linux operating system. The certificate is offered only in the spring semester.

### SPRING SEMESTER

ELEC 272	3
ELEC 275	2
ELEC 282	3
ELEC 283	2
ELEC 285 or COOP 197	3

## DIPLOMA

### FIRST SEMESTER

AVIA 200	3
AVIA 201	1
CIS 128	3
ELEC 100	4
MATH 103	3

### SECOND SEMESTER

CIS 129	3
CIS 255	3
ELEC 101	4
ENGL 105 or higher	3
HPER 210	2

### THIRD SEMESTER

CIS 224	3
ELEC 272	3
ELEC 281	4
ELEC 284	4

### FOURTH SEMESTER

CIS 220	3
ELEC 275	2
ELEC 282	3
ELEC 283	2
ELEC 285 or COOP 197	3

### SUMMER SESSION ELECTIVES

COOP 197	3
COOP 198	3

Students must complete the required credits with a 2.0 GPA to successfully complete the diploma requirements.

## ASSOCIATE IN APPLIED SCIENCE

### FIRST SEMESTER

AVIA 200	3
AVIA 201	1
CIS 128	3
ELEC 100	4
ENGL 110	3
MATH 103	3

### SECOND SEMESTER

CIS 129	3
CIS 255	3
ELEC 101	4
ENGL 120 or ENGL 125	3
HPER 210	2
Humanities/Social Science Electives	3

### THIRD SEMESTER

CIS 224	3
ELEC 272	3
ELEC 281	4
ELEC 284	4
Humanities/Social Science Electives	3

### FOURTH SEMESTER

CIS 220	3
ELEC 275	2
ELEC 282	3
ELEC 283	2
ELEC 285 or COOP 197	3

### SUMMER SESSION ELECTIVES

COOP 197	3
COOP 198	3

# SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL

The Associate in Applied Science Degree in Speech Language Pathology Paraprofessional (SLPP) is offered online. The two-year program provides students with an opportunity to complete the degree at home while continuing their current employment status.

A Speech Language Pathology Paraprofessional works under the direct control of a Speech Language Pathologist. This degree allows the assistant to provide the following services: screen without interpretation following specified protocols; perform established tasks; document student progress; prepare materials; create scheduling; and maintain equipment. This career choice is for people who possess good communication skills, are patient, can follow directions, have good observation skills, and like working with children in a school setting.

This program follows the certification requirements of the North Dakota Department of Public Instruction and requires 61 credits. The American Speech-Language Hearing Association (ASHA) is not currently accrediting or certifying programs; however, the program is based on ASHA guidelines to be in line for accreditation should ASHA resume accrediting programs. Applications for the SLPP program are reviewed once each year in November. A limited number is admitted into the program each spring.

Prospective students must complete all requirements for admission to the SLPP program as outlined in the SLPP packet, available from the Student Affairs office, by October 1.

Requirements include:

- Application letter
- Two letters of reference

- Transcript(s) for courses completed (in progress) to meet the following prerequisite requirements. Prerequisite GPA minimum 2.5
  - CD 110
  - ENGL 110
  - CSCI 101
  - BIOL 115
- Cumulative college GPA minimum 2.25

## ASSOCIATE IN APPLIED SCIENCE

### FIRST SEMESTER

BIOL 115 .....	4
CD 110 .....	3
CSCI 101 .....	3
ENGL 110 .....	3

### SECOND SEMESTER

CD 210 .....	3
CD 221 .....	3
ENGL 120 .....	3
HPER Elective .....	2
PSYC 111 .....	3

### THIRD SEMESTER

CD 220 .....	3
CD 222 .....	3

### FOURTH SEMESTER

CD 224 .....	3
CD 225 .....	3
MATH 100 or above .....	3
PSYC 250 .....	3
SPED 120 .....	3

### FIFTH SEMESTER

CD 241 .....	4
COMM 110 .....	3
SOC 110 .....	3
SPED 110 .....	3

## TECHNICAL STUDIES

The Associate in Applied Science Degree in Technical Studies is an instructional program that honors specific competencies gained through non academic training. The program provides a structure for evaluating and organizing credit for prior learning and for identifying additional academic requirements for completing an AAS

Degree.

The goals of the program are to:

- Provide an opportunity for military, business, and industry to implement an organized educational program
- Make the resources of the college more readily available to military and industry
- Allow a rapid mastery of competencies required for changing technology
- Prepare the under employed for advancement and career development
- Provide an opportunity to combine technical skills with organized instruction

This program offers the opportunity to combine skills with course work from the instructional divisions of the college into one program designed to enhance and upgrade performance. Involvement in the program is cooperatively developed by the participant, the college, and the employer (as appropriate).

Sixty-four credits including 20 in general education and 44 hours of course work in the technical area is required for the degree. The technical course work can be a combination of college/technical school transfer, evaluation of military training, industry training, documented life experience, and or college course work.

## WIND ENERGY TECHNICIAN

The Wind Energy Technician Program at Lake Region State College is the first in the state. Rapid growth in the wind energy industry has sparked a burgeoning need for technicians. Lake Region State College anticipated the emergence of this workforce need and has worked closely with industry representatives to design a curriculum that will prepare students for careers in the wind energy industry.

Graduates will have a strong background in the operation and maintenance of wind

turbines. They will possess appropriate safety training; problem-solving skills; effective oral and written communication skills; and proper record-keeping techniques.

Students will have the option of completing a one-year Certificate and then entering the workforce, or continuing for a second year, earning the Associate in Applied Science and qualifying for higher levels of responsibility on the job.

### CERTIFICATE

#### FIRST SEMESTER

HPER 165 . . . . .	2
WNDD 100 . . . . .	3
WNDD 101 . . . . .	3
WNDD 110 . . . . .	5
WNDD 150 . . . . .	2
WNDD 201 . . . . .	3

#### SECOND SEMESTER

COMM 212 . . . . .	3
WNDD 115 . . . . .	2
WNDD 200 . . . . .	3
WNDD 205 . . . . .	2
WNDD 215 . . . . .	3
WNDD 240 . . . . .	2

### ASSOCIATE IN APPLIED SCIENCE

#### FIRST SEMESTER

HPER 165 . . . . .	2
WNDD 100 . . . . .	3
WNDD 101 . . . . .	3
WNDD 110 . . . . .	5
WNDD 150 . . . . .	2
WNDD 201 . . . . .	3

#### SECOND SEMESTER

COMM 212 . . . . .	3
WNDD 115 . . . . .	2
WNDD 200 . . . . .	3
WNDD 205 . . . . .	2
WNDD 215 . . . . .	3
WNDD 240 . . . . .	2

#### THIRD SEMESTER

CIS 224 . . . . .	3
ENGL 110 . . . . .	3
PSYC 100 . . . . .	3

Gen Ed Elective: Hums/SS.....	3
Electives*.....	3
<b>FOURTH SEMESTER</b>	
CIS 243.....	3
COMM 110.....	3
Electives*.....	6

\*Work closely with your advisor to choose electives.

## COURSE DESCRIPTIONS

These course descriptions do not guarantee that a course will be offered in a given semester. View the term schedule that is published each semester for a current list of course offerings.

### ACCT—ACCOUNTING

#### **ACCT 200 ELEMENTS OF ACCOUNTING I**

Basic principles of the complete accounting cycle. (3 cr)

#### **ACCT 201 ELEMENTS OF ACCOUNTING II**

Special emphasis on corporate accounting and the uses of accounting information by managers. (3 cr)

#### **ACCT 207 MANAGERIAL ACCOUNTING**

Interpretation of financial statements, budgeting, and accounting reports used for administrative control. (3 cr)

#### **ACCT 211**

#### **FINANCIAL FORECASTING AND BUDGETING**

Intermediate to advanced use of spreadsheets, databases, and other current and relevant software applications with an emphasis on forecasting and budgeting. (3 cr)

#### **ACCT 212 PAYROLL ACCOUNTING**

Introduction to study of payroll, property, and sales taxes. (2 cr)

#### **ACCT 215**

#### **BUSINESS IN THE LEGAL ENVIRONMENT**

Legal environment of business, governmental regulation, contracts, and property. (3 cr)

#### **ACCT 218**

#### **COMPUTER APPLICATIONS IN BUSINESS**

Study of accounting applications using computer software, technology, and tools currently used in the business working environment. (3 cr)

#### **ACCT 231 INCOME TAX PROCEDURES**

Federal income tax relating to individuals and partnerships. (3 cr)

#### **ACCT 299 SPECIAL TOPICS**

Approval of instructor. (1-3 cr)

### AGEC—AGRICULTURAL ECONOMICS

#### **AGEC 242 INTRODUCTION TO AGRICULTURAL MANAGEMENT**

An introduction to the financial management of farm and agriculture related businesses. Emphasis on business types and systems, tools for making financial decisions, financial statement analysis, budgeting business operating and capital expenses, obtaining credit, depreciation and other business tax concerns. Student will learn how complete a business plan to secure credit and manage business operations. (3 cr)

#### **AGEC 250 AGRIBUSINESS SALES**

Introduction to the process of agribusiness sales and marketing. Topics include recognizing potential customers and building a positive customer relationship, designing a marketing plan, using marketing and sales databases, and developing a marketing presentation for a food or agricultural product. (3 cr)

#### **AGEC 274 COOPERATIVES**

Theory, practice, and evaluation of cooperatives including principles, management, marketing, finance, taxes, legal issues, and adjusting to change. (3 cr)

#### **AGEC 275 APPLIED AGRICULTURAL LAW**

Study of laws affecting agriculture and agribusiness including property ownership,

financial relations, and environmental regulations. (2 cr)

## AGRI—AGRICULTURE

### **AGRI 241 FARM MANAGEMENT EDUCATION**

Practical study of the farming business for farm families currently engaged in managing their farms or ranches. (3 cr)

### **AGRI 242 ADVANCE ADULT FARM MANAGEMENT EDUCATION**

Continue application of farm management principles for decision making. Prerequisite: AGRI 241. (2 cr)

### **AGRI 265 AGRICULTURAL ELECTRONIC DEVICES AND SYSTEMS**

Focus on the application and use of electronic testing equipment and troubleshooting direct current electrical systems used in precision agriculture equipment. Students install new equipment, diagnose and replace damaged equipment, and preform the calibrations necessary to return the equipment into service. (3 cr)

### **AGRI 280 ADVANCED PRECISION AGRICULTURE: FALL OPERATIONS**

Emphasis on maximizing the use and implementation of common precision agricultural equipment used in the planting, tillage, fertilization and other applications of inputs of today's production of row crops. Safe operations, setup, maximizing the efficient use of precision agricultural equipment for tillage, planting equipment, GPS data management systems and guidance systems will be covered. (3 cr)

### **AGRI 290 ADVANCED PRECISION AGRICULTURE: SPRING OPERATIONS**

Emphasis on maximizing the use and implementation of common precision agricultural equipment used in the planting, tillage, fertilization and other applications of inputs of today's production of row crops. Safe operations, setup, maximizing the efficient use of precision agricultural equipment for tillage, planting

equipment, GPS data management systems and guidance systems will be covered. (3 cr)

### **AGRI 297 INTERNSHIP**

Internship, paid or unpaid, with employers of cooperatives, crop consultants, implement dealers, farms and other instructor approved placements. The focus is to gain life experiences using skills acquired from the program and to find a fit to help achieve life time employment goals. (1-3 cr)

### **AGRI 299 SPECIAL TOPICS**

Approval of instructor. (1-3 cr)

## ANSC—ANIMAL SCIENCE

### **ANSC 114 INTRODUCTION TO ANIMAL SCIENCE**

General principles of the livestock industry and relationship to mankind. (3 cr)

### **ANSC 260 INTRODUCTION TO EQUINE SCIENCE**

This course is a review of evolution, historical roles of the horse, breeds, and the modern day western equine industry. Topics include introduction to equine anatomy, physiology, selection, nutrition, health care, and general management. (3 cr)

## ART—ART

### **ART 110 INTRODUCTION TO VISUAL ART**

Study and analysis of past and present artistic methods and meaning in the visual arts. (3 cr)

### **ART 122 TWO-DIMENSIONAL DESIGN**

Study of two-dimensional work for the studio artist. Topics include drawing, painting, color theory, and print making. (3 cr)

### **ART 130 DRAWING I**

Introduction to the fine art of drawing using the tools of pencil, charcoal, and pen to creatively and skillfully express oneself. Composition, form, and value emphasized. (3 cr)

**ART 140 CRAFTS I**

Introduction to fine art crafts. Includes floor cloths, stitchery, book binding, batik, silk painting, and coiled basketry. (3 cr)

**ART 210 ART HISTORY I**

Survey of Western art from Paleolithic to the Renaissance. (3 cr)

**ART 211 ART HISTORY II**

Survey of Western art from the Renaissance to the present. (3 cr)

**ART 220 PAINTING I**

Exploration of basic creative problems in painting with emphasis upon the pictorial organization. Includes course work in watercolor, oil, and acrylics. (3 cr)

**ART 230 DRAWING II**

In-depth exploration of the techniques learned in Drawing I but with renewed emphasis on theme and mood in compositions. Introduces pen and ink and colored pencil techniques. Prerequisites: ART 130. (3 cr)

**ART 250 CERAMICS I**

Introductory course in hand building techniques, surface decoration, glazing, and the firing process. (3 cr)

**ART 251 CERAMICS II**

Additional study of the production avenue of pottery. Designing and pouring molds, tile design, and throwing on the potter's wheel are taught. Prerequisite: ART 250. (3 cr)

**ART 274 CALLIGRAPHY AND PENMANSHIP**

This course begins with an assortment of writing tools and progresses to penmanship and the variations of calligraphic styles. (3 cr)

**ART 277 FIBERS**

This course will investigate a variety of media in the Fiber Arts. Students will learn about the possibilities of Fiber Arts including, but not limited to: weaving, basketry, pot holder rugs, punch hooking, silk painting, stitchery and crochet hook creations. (3 cr)

**ART 280 PHOTOGRAPHY I**

Introduction to the use of a digital camera, editing software, and tools. Designed to teach technical and aesthetic basic photographic principles to the novice. (3 cr)

**ART 281 PHOTOGRAPHY II: PHOTOSHOP ELEMENTS**

This is a beginning level course emphasizing manipulation of digital photography; specifically relating to aesthetic, design and compositional aspects. The course objective is to enhance the understanding of Photoshop Elements and to create a greater comprehension of photographic fine art. (3 credits)

**ART 299 SPECIAL TOPICS**

Independent study designed for the self-motivated learner. Approval of instructor. (1-3 cr)

**ASC—ACADEMIC SKILLS****ASC 086 PREPARATORY ENGLISH**

Rules of grammar, punctuation, word usage, basic paragraph structure and techniques needed to write and read effectively. Designed for students whose test scores indicate a lack of basic English skills. Prerequisite: Student Placement into College Courses. (3 cr)

**ASC 088 COMPOSITION LAB**

Supplemental and developmental instruction taken concurrently with a first year English course. Instruction based on student need with time allowed for application to English course assignments. Prerequisite: Student Placement into College Courses. (1 cr)

**ASC 092 ALGEBRA PREP II**

This course continues the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include the solutions of linear equations and inequalities, formula manipulation, Cartesian geometry and the graphing of linear equations and inequalities, systems



of equations, and an introduction to functions. Study skills will be incorporated throughout. Prerequisite: ASC 091 or Student Placement into College Courses. (3 cr)

**ASC 093 INTERMEDIATE ALGEBRA**  
Properties of the real number system, factoring, linear and quadratic equations, functions, polynomial and rational expressions, inequalities, systems of equations, exponents, and radicals. Graphing of basic functions. Cross-listed with MATH 098: Intermediate Algebra. (4 cr)

## ASL—AMERICAN SIGN LANGUAGE

### **ASL 101 AMERICAN SIGN LANGUAGE I**

Basic knowledge of American Sign Language (ASL) vocabulary and basic conversational skills. A study of linguistics, grammar, classifiers and non-manual markers. Fundamental aspects of deaf culture and the deaf community are incorporated. (4 cr)

### **ASL 102 AMERICAN SIGN LANGUAGE II**

Increased understanding of American Sign Language including linguistics, grammar, classifiers and non-manual markers. Vocabulary is also increased. Continuation of ASL I with greater emphasis on expressive signing skills. Prerequisite: ASL 101. (4 cr)

### **ASL 150 SPECIALIZED VOCABULARY I**

Focus on vocabulary used in special settings such as educational, legal, medical, vocational rehabilitation, athletics, mental health and community events. Basics of ethical behaviors and professionalism while interpreting in different settings. Prerequisite: ASL 101 or 102 or at discretion of instructor. (2 cr)

### **ASL 160 FINGER SPELLING AND NUMBERS**

Fundamentals of fingerspelling and the complex number systems of American Sign Language. The study of lexicalized signs and

distinctions between the various number systems. Tips provided for improving expressive and receptive skills. (3 cr)

### **ASL 170 SPECIALIZED VOCABULARY II**

Focus on vocabulary used in special settings such as educational, legal, medical, vocational rehabilitation, athletics, mental health and community events. Basics of ethical behaviors and professionalism while interpreting in different settings. Prerequisite: ASL 101 and 102 or at discretion of instructor. (2 cr)

### **ASL 201 AMERICAN SIGN LANGUAGE III**

Continuation of ASL 102 through further study of American Sign Language including linguistics, grammar, classifiers, non-manual markers and cultural features. Gain knowledge of ASL characteristics and its structural applications. Expands students use of face, eyes and head to convey grammatical information. Opportunities to develop competency and fluency in ASL. Prerequisite: ASL 101 and 102 or permission of instructor. (3 cr)

### **ASL 202 AMERICAN SIGN LANGUAGE IV**

Continuation of ASL 201 through further study of American Sign Language including linguistics, grammar, classifiers, non-manual markers and cultural features. Acquire in-depth knowledge of ASL characteristics and its structural applications. Students analyze the various parts of ASL such as hand shape, movement, location, repetition, palm orientation and non-manual grammatical signals for the purpose of strengthening and developing their skills. Opportunities to develop competency and fluency in ASL. Prerequisite: ASL 201. (3 cr)

### **ASL 250 SURVEY OF DEAF CULTURE**

Information that defines Deaf persons as members of a cultural minority exploration of the effect of language on the culture as well as Deaf culture values, traditions and norms. Addresses identity and membership in Deaf culture. Prerequisite: ASL 101 or per

discretion of instructor. (3 cr)

### **ASL 299 SPECIAL TOPICS**

Independent study designed for the self-motivated learner. Approval of instructor. (1-3 cr)

## **ASM—AGRICULTURAL SYSTEMS MANAGEMENT**

### **ASM 130 AGRICULTURE INDUSTRY MACHINERY OPERATION**

Students will learn the safe operation of skid and oscillating loaders, fork lifts, tractors, trucks, trailers, agriculture application equipment and other agri-business equipment. Assists students in preparing for a commercial driver's license, teaches defensive driving skills and studies equipment lease vs. ownership. (3 cr)

### **ASM 220 COMPUTER APPLICATIONS IN AGRICULTURAL SYSTEMS MANAGEMENT**

Focus on the application and use of the Microsoft Suite in agriculture environments. Students will create a resume, cover letter and networking card in Microsoft Word. In Excel students will complete budgeting and farm management spreadsheets. In Power Point students will create a sales presentation. (3 cr)

## **AUTO—AUTOMOTIVE TECHNOLOGY**

### **AUTO 111 ENGINE FUNDAMENTALS**

Introduction to fundamentals of automotive engines, engine principles, engine measurements, types of engine designs, basic engine construction, cylinder heads and valves, lubrication systems, and engine cooling systems. (6 cr)

### **AUTO 112 ENGINE OVERHAUL**

Engine diagnosis, removal from chassis, disassembly, cleaning, and inspecting components for possible 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 procedures. (6 cr)

### **AUTO 148 SUSPENSION & STEERING**

Demonstration and performance course covering steering gears, power steering pumps, steering, linkage, suspension systems, two and four wheel alignment, and wheel balancing. Included in the course is a study of the operation, construction differences, diagnosing, and repair procedures of the steering, suspension and wheel alignment systems. (4 cr)

### **AUTO 158 BRAKES**

Introduction to brake hydraulics, operation of brake systems (drum and disc, power assist units, anti-lock systems, and related electrical and wiring circuits) factory specifications and procedures stressed. Practical application of the theory of brake systems. Hydraulic, mechanical & electrical-Anti-lock Brake System (ABS) diagnosis and repair in accordance with established rules and safety standards. (4 cr)

### **AUTO 161 ELECTRONICS**

Basic electronics preparation for advanced training in diagnosis and repair of current automobile electronic- and microprocessor-controlled vehicle electrical systems and future multiple-microprocessor-controlled vehicle systems. (3 cr)

### **AUTO 162 ELECTRICAL SYSTEMS**

Theory and fundamentals of electricity and electronics as it applies to the modern automobile. Includes cleaning, servicing, and testing batteries. Testing, diagnosing, and repairing of starting, charging, and ignition systems. Prerequisite: AUTO 161. (6 cr)

**AUTO 181 Fuel Systems** . . . . .  
Instruction in theory, construction, principles of operation, diagnosis, and repair of fuel supply systems, evaporative emission controls, fuel injection, and exhaust systems. Strong emphasis on fuel injection and computerized fuel system controls. (3 cr)

**AUTO 182 COMPUTER CONTROLS**  
General description of the computer system and its features. Identification of fuel delivery systems and their operations, learning the inputs and outputs of the system, how the sensors and electronic signals are sent to the control module to control fuel timing and emissions, how to diagnose these systems using scan tools, built-in self-tests, special tools, and service codes and code charts. Prerequisite: AUTO 161. (3 cr)

**AUTO 208 HYBRID AND LIGHT DUTY DIESEL SYSTEMS**  
Theory, construction, principles of operation, diagnosis and repair of hybrid and light duty diesel vehicles. Strong emphasis on safety measures and diagnosis of computer controlled fuel and emission systems. (4 cr)

**AUTO 221 AUTOMATIC TRANSMISSION FUNDAMENTALS**  
Introduction to automatic transmissions and tranaxles. Includes basic principles of torque converter construction and operation, planetary gear set, construction and power flow. (4 cr)

**AUTO 222 AUTOMATIC TRANSMISSION DIAGNOSIS AND REPAIR**  
Vehicle diagnosis procedures and common trouble shooting practices including computer control diagnosis, transmission remove and replace procedures, and transmission overhaul using manufacturer's recommended reconditioning procedures. (4 cr)

**AUTO 238 MANUAL DRIVELINES**  
Theory, construction principles of

operation, overhaul of clutches, standard transmissions, differentials, axles, transaxles, and transfer cases. (6 cr)

**AUTO 278 HEATING & AIR CONDITIONING**  
Heating and air conditioning course on the theory of heat transfer, systems operation and controls, servicing and diagnosis of standard and automatic temperature control systems. (3 cr)

**AUTO 288 ENGINE PERFORMANCE II**  
Theory, construction, operation and new development in the tune-up electronics and emission control areas, including the use of the most modern special tools, scan tools and test equipment available. (6 cr)

**AUTO 299 SPECIAL TOPICS**  
Hands-on work experience with live units. Practical application of theory. Approval of instructor. (1-7 cr)

## AVIA—AVIATION

**AVIA 126 INTRODUCTION TO UNMANNED AERIAL SYSTEM OPERATIONS**  
Students will learn FAA policy, rules and regulations regarding unmanned aerial vehicles. This includes understanding U.S. airspace classifications, flight sectional charts, weather briefings, and NOTAMS. Students will recognize runway signs as well as other information needed to pass part 107 FAA exam for remote pilot airman certificate. (2 cr)

**AVIA 200 GROUND SCHOOL**  
Study of the topics needed to successfully complete the written component of the Federal Aviation Administration Private Pilot Examination. Corequisite: AVIA 201. (3 cr)

**AVIA 201 INTRODUCTION TO FLIGHT**  
Introduction to flying techniques and procedures in preparation for Private Pilot Examination. Corequisite: AVIA 200. (1 cr)

**AVIA 231 INTRODUCTION TO UNMANNED AERIAL SYSTEM FLIGHT**  
Students will learn and operate unmanned

aerial systems. Students will complete preflight inspection check list before each flight including: weight, balance and hazards of flight. Students will conduct safe and professional flight control both manually and autonomously. Students will learn different UAV platforms, software and camera technologies. (1 cr)

## **BADM—BUSINESS ADMINISTRATION**

### **BADM 201 PRINCIPLES OF MARKETING**

Introduction to the types of business enterprises, channels of distribution, competition, coordination of promotional plans, pricing policies, market research, and marketing costs. (3 cr)

### **BADM 202 PRINCIPLES OF MANAGEMENT**

Basic functions of the manager; planning, organizing, staffing, directing, and controlling activities at all levels. Designed to provide students with the information essential to develop a framework about management and to develop managerial knowledge and skill. Specific case problems reviewed. (3 cr)

### **BADM 210 ADVERTISING I**

Designed to familiarize students with the techniques used in advertising, principles and elements of designed advertising, study of media, advertising planning and budgeting, and effects of advertising. (3 cr)

### **BADM 240 SALES**

Basic principles and fundamentals of selling psychology, customer motivation, and sales steps through practical demonstrations and illustrations. Special emphasis on the development of poise, personality, and confidence in selling. (3 cr)

### **BADM 241 SALES MANAGEMENT**

Insider's view of the concepts and processes involved in the management operation, covering managerial topics of sales planning, staffing, training, directing, as well as analyzing and evaluating the sales

force. (3 cr)

### **BADM 260 PRINCIPLES OF RETAILING**

History of retailing as well as current types of retail organizations, organizational structures, retailing activities, and retailing careers. (3 cr)

### **BADM 265 DIGITAL MARKETING**

Topics include advertising, marketing, and promotional strategies within the scope of social media. Students are introduced to the contexts and forms of social media. Current media landscape and the strategic opportunity that it presents to marketers, managers, and consultants who are concerned with how to efficiently and effectively understand social media, how to build social media marketing strategies and how to track their effectiveness are covered. (3 cr)

### **BADM 280 PERSONNEL MANAGEMENT**

Basic principles of managing and supervising personnel including current policies and practices; techniques applicable to problems such as employee staffing, training, labor relations, wages, communications, evaluation, and retention. (3 cr)

### **BADM 291 CAREER SEMINAR**

Focus on self-assessment, networking, and collecting information related to specific industries or businesses, learning about the labor market, and researching job opportunities. Projects include creating electronic résumés and applications, conducting information-gathering interviews, effective communication, writing résumés and letters, interviewing techniques, practice interviewing, follow-up strategies, portfolio development, and guaranteeing the product. (2 cr)

### **BADM 295 COLLEGIATE DECA**

Various topics in marketing including DECA competitive events. (1-3 cr)

### **BADM 299 SPECIAL TOPICS**

Various topics in Marketing including DECA competitive events. Approval of instructor.

(1-3 cr)

## BIOL—BIOLOGY

### **BIOL 111 CONCEPTS OF BIOLOGY**

Study of cells, cellular reproduction, genetics, DNA, ecology, DNA, human anatomy and physiology, evolution, population growth and ecosystems. Labs used to supplement concepts. (4 cr)

### **BIOL 115 HUMAN STRUCTURE AND FUNCTION**

This course integrates the structure and function of the human body. Examines the structure and function of cells, tissues and the organ systems through models, preserved specimens, and physiological tests. (4 cr)

### **BIOL 124 ENVIRONMENTAL SCIENCE**

Study of ecological principles as related to human involvement with nature, with emphasis on current ecological problems and possible solutions. Solutions will be emphasized by way of conversation techniques, renewable resources, recycling, reducing pollution and controlling overpopulation. Basic themes will include overpopulation, resource depletion, pollution, management and land-use planning. (4 cr)

### **BIOL 130 INTRODUCTION TO BIOLOGICAL CHEMISTRY**

An introduction to biological and chemical processes that are crucial to agriculture at the molecular, cellular, and organismal levels. Topics include an introduction to atoms, molecules, chemical bonding, soil nutrients, salinity and pH; the structure and function of biomolecules, including proteins, lipids, carbohydrates, and nucleic acids; plant and soil cell biology; cell energy metabolism and cycling through photosynthesis and cellular respiration; molecular interactions occurring in living systems. (4 cr)

### **BIOL 150 GENERAL BIOLOGY I**

Basic concepts in biology, general chemistry, biochemistry, cellular

biology, membrane transport, enzymes, photosynthesis, cellular respiration, cellular reproduction DNA, genetics and viruses. The course is broadly designed to satisfy the requirements for lecture/laboratory curricula and biological/professional careers.

(4 cr)

### **BIOL 151 GENERAL BIOLOGY II**

Study of the unity and diversity of life with topics in botany, zoology, evolution and ecology. The course will relate organism structure and function to the environment and evolutionary processes. Botany involves the review of photosynthesis, phylogenetic classifications of plants and structure and function of higher plants. Zoology encompasses the classification of invertebrates and vertebrates with detailed examination of their structures, functions and ecology. Basic evolutionary processes will be defined and evaluated. Prerequisite: BIOL 150. (4 cr)

### **BIOL 202 MICROBIOLOGY**

Introduction to Microbiology primarily geared to nursing students and allied health careers with a basic background in chemistry and biology. The course is designed for a survey of all bacteria in general with emphasis in their structures, function, and growth factors. It also provides a background in bacterial diseases of humans, techniques, collecting, skills, and microbial agents used to control bacteria and viruses. Includes three laboratory hours per week. Prerequisite: BIOL 150 or BIOL 221. (4 cr)

### **BIOL 215 GENETICS**

Study of the basis of heredity with emphasis on structure and function of DNA and Mendelian Genetics, including molecular genetics, solving problems in Mendelian inheritance, understanding population genetics and evolution, and developing an appreciation for the relationship of genetics to other disciplines. Prerequisite: Grade of "C" or better in at least one of the following

courses: BIOL 111, BIOL 150, BIOL 202, BIOL 221. (3 cr)

### **BIOL 220 ANATOMY AND PHYSIOLOGY I**

Basic concepts of body organization, cellular chemistry, cell and tissue biology, study of the integumentary, skeletal, muscular, nervous and endocrine systems. Special emphasis of study will be done in microscopical studies of cells and tissues, the skeleton, muscles, and brain of the human body. Includes three laboratory hours per week. (4 cr)

### **BIOL 221 ANATOMY AND PHYSIOLOGY II**

Continuation of Anatomy and Physiology I with study of the Human Cardiovascular, Respiratory, Digestive, Lymphatic, Urinary, and Reproductive systems. Special studies will be done on blood, cardiovascular blood pressure, ECG's, digestion, exercise physiology, and urinalysis. Includes three laboratory hours per week. Prerequisite: BIOL 220. (4 cr)

### **BIOL 299 SPECIAL TOPICS**

Lower division topics in the biological sciences of contemporary or classical interest. Approval of instructor. (1-4 cr)

## **BOTE—BUSINESS**

### **OFFICE TECHNOLOGY & EDUCATION**

#### **BOTE 171 MEDICAL TERMINOLOGY**

Study of prefixes, suffixes, and word roots of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. (3 cr)

#### **BOTE 214 BUSINESS REPORTS AND COMMUNICATIONS**

Study of oral and written communication in business settings. Exploration of nonverbal and group communication, listening and research skills, cross-cultural communication, job search techniques, ethics, technology, and preparation of

correspondence. (3 cr)

## **BUSN—BUSINESS**

### **BUSN 170 ENTREPRENEURSHIP**

Course for starting a business, assessing the possibility of new ventures, and solving problems of small business. Term project is an integral part of the course. (3 cr)

### **BUSN 192 CUSTOMER SERVICE**

This course provides students with the basic concepts and current trends in the customer service industry. Special areas of emphasis include problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, customer retention, and measuring satisfaction. (3 cr)

### **BUSN 254 FINANCIAL STATEMENT ANALYSIS**

Develop analytical skills to understand and interpret financial statements and accounting data through the study of actual company financial statements, annual reports, and case studies. Course includes ratio and trend analysis and industry/peer benchmarking concepts. Prerequisite: ACCT 200. (3 cr)

## **CD—COMMUNICATION DISORDERS**

### **CD 110 SURVEY OF COMMUNICATION DISORDERS**

Designed to help the student make a career decision. Introduction to the Speech-Language Pathology Paraprofessional program. Reviews the legal and academic guidelines for the Certificate of Completion, the scope of practice, various disorders, and basic terminology. (3 cr)

### **CD 210 INTRODUCTION TO SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONALS**

Discuss the legal duties and responsibilities of the SLPP working under the supervision of a master-level Speech-Language

Pathologist (SLP). Course covers major communication disorders, including language, articulation, phonology, fluency, voice, hearing, cleft palate, neurological, and issues related to cultural diversity. Emphasis is placed on therapy procedures required by the SLPP. Prerequisite: CD 110. (3 cr)

**CD 220 APPLIED PHONETICS FOR THE SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL**

Study of the production and perception of speech sounds and learn to transcribe spoken language. Uses the International Phonetic Alphabet (IPA) to record normal and disordered articulatory production. Prerequisite: CD 210 and CD 221. (3 cr)

**CD 221 LANGUAGE THEORY & TREATMENT FOR THE SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL**

Study of events and processes which combine in relatively predictable and observable ways and are evidenced in the acquisition of language. Prerequisite: CD 110 (3 cr)

**CD 222 ARTICULATORY PHONOLOGICAL DISORDERS FOR THE SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL**

Study of normal articulatory phonological development and the types, causes, and treatment of articulatory-phonological disorders. Ten hours of clinical observation are required. Prerequisites: CD 210 and CD 221. (3 cr)

**CD 224 TECHNIQUES FOR THE SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL**

Therapy approaches and techniques for planning and carrying out clinical practicum designed for assistants. Prerequisite: CD 220 and CD 222. (3 cr)

**CD 225 LANGUAGE DISORDERS AND INTERVENTION FOR SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL**

The study of deviant language patterns in school-age children and language

differences among varied cultures. Evidence based intervention techniques and strategies for children with language impairments will be covered. Prerequisite: CD 220 and CD 222. (3 cr)

**CD 241 PRACTICUM**

Twenty-five hours of supervised practicum in a clinical setting. Students must enroll for a minimum of 4 credits (100 hours). Maximum of 8 credits. Prerequisites: CD 224 and CD 225. (4-8 cr)

## CHEM—CHEMISTRY

**CHEM 115 INTRODUCTORY CHEMISTRY**

Course on elementary principles and skills of inorganic chemistry. Designed to satisfy the requirements for certain health fields. Includes three laboratory hours per week. Prerequisites: MATH 103. (4 cr)

**CHEM 116 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY**

Survey course in Organic and Biochemistry designed to satisfy the requirements in certain health fields. Includes three laboratory hours per week. (4 cr)

**CHEM 121 GENERAL CHEMISTRY I**

Course on elementary principles and theories of chemistry, chemical elements, and their compounds. Atomic and molecular structure, periodicity, stoichiometry, states of matter, solutions and their reactions. Redox reactions included. Includes three laboratory hours per week. Corequisite: MATH 103. (5 cr)

**CHEM 122 GENERAL CHEMISTRY II**

Course on liquids, solids, and gases; reaction rates, thermodynamics, solutions, acids, and bases. Includes three laboratory hours per week. Prerequisite: CHEM 115 or 121. (5 cr)

**CHEM 241 ORGANIC CHEMISTRY I**

This course will emphasize the nomenclature, structure, reactivity, methods of preparation, chemical behavior, and reaction mechanisms of carbon compounds together with

fundamental principles and theories of organic spectroscopy. Some applications of carbon-based compounds include proteins, medicines, artificial flavorings, and polymers. By understanding relationships between structure and reactivity, you will be able to predict reactions and formations of compounds. Prerequisite: CHEM 122. Corequisite: CHEM 241L. (3 cr)

#### **CHEM 241L ORGANIC CHEMISTRY LAB**

This lab will support Organic Chemistry, CHEM 241, by emphasizing the nomenclature, structure, reactivity, methods of preparation, chemical behavior, and reaction mechanisms of carbon compounds together with fundamental principles and theories of organic spectroscopy. The experiments will consist of carbon-based compounds including proteins, medicines, artificial flavorings, and polymers. Corequisite: CHEM 241. (1 cr)

#### **CHEM 260 ELEMENTS OF BIOCHEMISTRY**

This course will emphasize many topics and principles of modern biochemistry, beginning with the chemical structure and function of proteins, carbohydrates and lipids. Enzyme chemistry, bioenergetics, metabolism and recombinant DNA technology will also be addressed. Prerequisite: CHEM 116. (4 cr)

#### **CHEM 299 SPECIAL TOPICS**

Lower division topics in chemistry. Approval of instructor. (1-5 cr)

## **CIS—COMPUTER INFORMATION SYSTEMS**

#### **CIS 104 MICROCOMPUTER DATABASE**

Practice of skills required to construct databases to be used for data analysis and reporting. Appreciation of in-depth concepts and features of database management software and the types of applications adaptable to this software. Students will take the Access MOS Certification Exam at the end of the semester. (3 cr)

#### **CIS 105 MICROCOMPUTER SPREADSHEET**

Practice of skills required to construct a useful spreadsheet to be used for data analysis and reporting. Appreciation of in-depth concepts and features of an electronic spreadsheet and the types of applications adaptable to this software. Students will become prepared to take the MOS Excel Core Certification Exam. (3 cr)

#### **CIS 128 MICROCOMPUTER HARDWARE I**

Lecture and lab course which introduces the development and maintenance of the personal computer. Participants upgrade and assemble personal computers, configure systems, and install operating systems. Prepares students for the A+ Essentials Certification Exam. (3 cr)

#### **CIS 129 MICROCOMPUTER HARDWARE II**

Continuation of CIS 128. Students gain a higher level of skills in the diagnosis of hardware and software faults and the upgrading of computer systems. Software adaption to hardware, installation, and troubleshooting of network hardware including modems, network interfaces, and peripheral connections and local area network hardware design covered. Prerequisite: CIS 128 (3 cr)

#### **CIS 141 INTRODUCTION TO CYBER SECURITY**

This course will provide an introduction to concepts related to cyber security. Students will learn safe practices which can be deployed to secure computer systems. Students will gain an understanding of different tools which can be used to defend attacks on computer systems. Special emphasis will be given to systems and applications that non-CS majors will likely encounter in daily life. In addition to lecture classes, security lab exercises will be conducted to perform hands-on experiments on safe security practices. (3 cr)



## **CIS 142 ETHICAL HACKING AND NETWORK DEFENSE**

This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. (3 cr)

## **CIS 147 PRINCIPLES OF INFORMATION SECURITY**

Provides information systems students with a thorough examination of the field of information security and prepares them to make decisions about securing information in a business environment. (3 cr)

## **CIS 164 NETWORKING FUNDAMENTALS I**

The first level of a four-part series on computer networking. Participants learn current and emerging networking technology. Course covers safety, networking terminology and protocols, network standards, LANs, WANs, OSI, cabling, router configuration, typologies, IP addressing, and other general networking information. Successful completion prepares the student to take the industry certification exam, CCENT. (3 cr)

## **CIS 165 NETWORKING FUNDAMENTALS II**

The second level of a four-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. Prerequisite: CIS 164. (3 cr)

## **CIS 180 CREATING WEB PAGES I**

The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload complete web sites to a remote server. Other skills used include critical thinking by solving problems with coding syntax and viewing websites “live” on the World Wide Web. (3 cr)

## **CIS 181 CREATING WEB PAGES II**

Students create web sites using a current version of a graphical user interface (GUI) web authoring tool. (3 cr)

## **CIS 202 ADVANCED SOFTWARE APPLICATIONS**

In-depth study of database and spreadsheet applications. Students will learn to design, deploy, and manage applications. (3 cr)

## **CIS 211 WEBSITE PLAN AND DESIGN**

An in-depth study of the planning and design processes that are utilized in the creation of a website. (3 cr)

## **CIS 212 MICROSOFT WINDOWS OPERATING SYSTEM CLIENT**

The course helps learners to gain knowledge and skills to install, configure, customize, optimize and troubleshoot the Microsoft Windows operating system in the stand-alone and network environment. (3 cr)

## **CIS 215 IMPLEMENTING A MICROSOFT WINDOWS SERVER ENVIRONMENT**

Study of the Microsoft Windows Server operating system and its supporting networking technologies including the common tasks required for administration and support. (3 cr)

## **CIS 217 MS EXCHANGE SERVER**

The course is intended to provide information about and working with Microsoft Exchange Server. The learner will

know how to install and manage routing, client access and the backup and restore of databases. They will also learn how to manage addressing and recipient objects such as mailboxes, distribution groups and contacts. (3 cr)

### **CIS 220 OPERATING SYSTEMS—UNIX**

Introduction to the Unix operating system from a user perspective. History of Unix, command syntax, environment configuration, graphical user interface, file management, and basic scripting covered. (3 cr)

### **CIS 224 NETWORKING**

Students gain a higher level of network management skills and strategies necessary to administer a local area network. Students will learn how to install a network operating system, perform appropriate procedures to prevent and recover from problems, how to analyze and improve network performance, multiple protocol support, advantages and considerations for using various utilities and functions, and advanced printing capabilities. Students will also be exposed to other network operating systems. (3 cr)

### **CIS 227 DATA COMMUNICATIONS**

Introduction to concepts of communications and data transmission, communication hardware and protocols, communication channels, media, modems, communication software, and the introduction to, performance and management of computer networks. Transmission Control Protocol/Internet Protocol (TCP/IP) and networking technologies concepts such as Open Systems Interconnection (OSI) layers, protocol suites, and network services covered. This course offered at GFAFB. (3 cr)

### **CIS 232 GRAPHIC DESIGN**

Students will learn how to edit photos and how to design composite images using Adobe Photoshop. (3 cr)

### **CIS 233 VECTOR IMAGES AND WEB**

### **ANIMATION**

Students will learn how to design vector graphics for animation, presentation, applications and web sites. The course will provide students with experience in creating web forms in Adobe Acrobat. (3 cr)

### **CIS 241 INTRODUCTION TO DIGITAL FORENSICS**

This course introduces students to digital forensics. Topics include the investigative process, preservation of evidence, computer and mobile forensics issues, and working with forensics. (3 cr)

### **CIS 243 NETWORKING II**

Advanced coverage of network management. Students gain a higher level of network management skills and strategies necessary to administer a local area network. The course includes lecture and lab activities which help students prepare for the Network+ Certification Exam. Prerequisites: CIS 215 or CIS 224. (3 cr)

### **CIS 255 COMPUTER AND NETWORK SECURITY**

This course introduces students to the terminology and tasks required when dealing with securing computers and computer networks. Networking and operating system knowledge recommended before taking this course. (3 cr)

### **CIS 267 INTERMEDIATE NETWORKING I**

Third level of a four-part series. Focuses on configuring routers and switches and using network management techniques. Prerequisites: CIS 164 & CIS 165. (3 cr)

### **CIS 268 INTERMEDIATE NETWORKING II**

Fourth level of a four-part series. Focuses on student observation and participation in a computer networking project consisting of designing, building, implementing, and troubleshooting. Prerequisites: CIS 164, CIS 165 & CIS 267. (3 cr)

### **CIS 299 SPECIAL TOPICS**

Approval of instructor. (1-4 cr)

## CJ—CRIMINAL JUSTICE

### **CJ 101 FUNDAMENTALS OF LAW ENFORCEMENT**

Basic subject matter knowledge necessary for the proper performance of police duties. Deals with the subjects consistently relied upon by the law enforcement officer in making the decisions associated with all law enforcement tasks. (3 Credits)

### **CJ 102 INVESTIGATION TECHNIQUES**

Fundamental principles and abstractions of investigations. Emphasis placed on the basics of criminal investigation, methods, and techniques. (2 cr)

### **CJ 104 DEFENSIVE TACTICS**

Legal principles of the use of force and physical self-defense with hands on training including pepper spray, baton, Pressure Point Control Tactics (PPCT), and force on force simulation training. (2 cr)

### **CJ 150 PATROL PROCEDURES**

Theories, procedures, and methods of operations associated with police patrol duties. Specifically, the course deals with the development of a working knowledge of traffic codes, traffic offenses, and the discretionary powers available to the working police officer. (3 cr)

### **CJ 155 POLICE SKILLS**

Extensive hands-on approach to learning the tasks commonly performed by the working police officer. Special emphasis placed on learning by doing and includes performance of several duties, such as searches, handcuffing, interviews, court testimony, report writing, and public speaking. (4 cr)

### **CJ 201 INTRODUCTION TO CRIMINAL JUSTICE**

Study of the American criminal justice system emphasizing the system, its legal factors, and its political constraints. Designed for the students majoring in law enforcement, criminology, sociology, social

work, legal secretary, political science, pre-law and/or those interested in the jurisprudence system. (3 cr)

### **CJ 210 INTRODUCTION TO POLICING IN AMERICA**

Provides a solid foundation by tracking the historical development of policing in American from its English roots to the organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. (3 cr)

### **CJ 220 CRIMINAL LAW**

In-depth study of criminal law and procedure. Development of an understanding of criminal jurisdiction and the elements of criminal offenses and issues. Study of criminal procedure including search and seizure, right to counsel, evidence motions, sentencing, and prisoner rights. (4 cr)

### **CJ 271 COMMUNITY BASED CORRECTIONS**

Basic concepts, history, legislation, and practices used in work with juveniles and adults who have been placed on probation or parole; criteria of selection, methods of supervision, and elements of case reporting. (3 cr)

### **CJ 299 SPECIAL TOPICS**

Approval of instructor. (1-4 cr)

## COMM—COMMUNICATIONS

### **COMM 110 FUNDAMENTALS OF PUBLIC SPEAKING**

Basic principles of speech from the viewpoint of delivery and composition. Emphasis on student performance and self-evaluation. (3 cr)

### **COMM 120 INTRODUCTION TO MASS COMMUNICATIONS**

An introduction to mass communication history, theory, and practice, through the exploration of print, audio-visual, and online forms of mass media, with an emphasis on the student as media consumer. (3 cr)

### **COMM 212 INTERPERSONAL COMMUNICATION**

Introduction to fundamental concepts of communication between individuals. Explores aspects of self expression and relationship communication. (3 cr)

### **COMM 216 INTERCULTURAL COMMUNICATION**

This course will study definitions, concepts, models, and processes of communication between distinct cultural groups. Students will explore how factors such as beliefs, values, traditions, gender, and geography can affect communication. Students will learn to engage in intercultural situations with a broader understanding of diverse cultural patterns and their role within them. (3 cr)

### **COMM 299 SPECIAL TOPICS**

Approval of instructor. (1-3 cr)

## **COOP—COOPERATIVE EDUCATION**

### **COOP 197, 198, 297, 298 COOPERATIVE EDUCATION**

Educational program that enables students to integrate classroom learning with practical, professional, experience in their field of study. Students experience the working world through an educationally managed agreement between the employer, the student, and the institution. (1-3 cr each)

## **CSCI—COMPUTER SCIENCE**

### **CSCI 101 INTRODUCTION TO COMPUTERS**

Designed for the transfer student or the student in the Information Technology Curriculum. Provides the fundamental

concepts and terminology related to hardware, software, communications, and the use of computers in society. Introduces and explains general computing concepts such as word processing, spreadsheets, database management, Internet usage, and the operating system. (3 cr)

### **CSCI 122 BEGINNING BASIC/VISUAL BASIC**

Introduction to computer programming in a high-level language, with emphasis on problem solving and logical thinking. Students learn to design, implement, test, and debug programs for small-scale problems using elementary data types and control structures. (3 cr)

### **CSCI 124 BEGINNING C++/VISUAL C++**

Introduction to programming in the C++/ Visual C++ language. Students learn problem solving, algorithm development, and structured programming in the C++ programming language. Emphasis on learning how to design, code, debug and document programs using techniques of good programming style. (3 cr)

### **CSCI 172 INTERMEDIATE BASIC/VISUAL BASIC**

Advanced techniques in programming in a high-level language. Topics include recursion, pointers, and fundamental data structures and their use in developing small- to medium-scale programs. Prerequisites: CSCI 122 and MATH 103 or approval of instructor. (3 cr)

### **CSCI 299 SPECIAL TOPICS**

Approval of instructor. (1-3 cr)

## **EC—EARLY CHILDHOOD**

### **EC 210 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

Introduction to types of childcare programs and developmental and learning theories as they apply to the care and education of the teacher observing the child, guiding the child's behavior, and selecting developmentally appropriate activities. (4 cr)

### **EC 220 INFANTS AND TODDLERS**

This course guides students through the best practice process in providing quality care for infants and toddlers involving the knowledge of the sequence of development in the physical, intellectual, language, social and emotional areas. Involves weekly participation in the routine of a child care facility and development of activities. (4 cr)

### **EC 222 ADMINISTRATION AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION**

Includes the study of various models of Early Childhood Program Management. Students will develop a business plan including job descriptions, personnel policies, budget, record keeping, advertising, facility design, and employee evaluation. Involves weekly participation in the management of an early childhood facility. (3 cr)

### **EC 233 PRE K METHODS AND MATERIALS**

Information on why activities should be incorporated as well as how to include them. Topics on creative environments, developmental needs of children, art, games, music/movement, language arts/books, math, science, career awareness, food, health, and safety activities for young children. Care givers, teachers, parents, and future parents will find this class practical and informative. (5 cr)

### **EC 236 SOCIAL AND EMOTIONAL DEVELOPMENT AND GUIDANCE**

Social and emotional development of children 0 to 8 years of age is examined as a basis for understanding and working with children in early care and educational settings. Involves application of guidance principles in a laboratory setting. (3 cr)

### **EC 297 EARLY CHILDHOOD INTERNSHIP**

The day-to-day experiences and responsibilities of a child care provider. This course will focus on providing a safe, healthy, learning environment, physical and cognitive development,

and communication. The student will plan, implement, and evaluate activities appropriate to the developmental level of the children at the work site. (5 cr)

## **ECON—ECONOMICS**

### **ECON 201 PRINCIPLES OF MICROECONOMICS**

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.(3 cr)

### **ECON 202 PRINCIPLES OF MACROECONOMICS**

Nature, method, and scope of economic analysis: aggregate levels of income and employment; business cycles, unemployment, inflation and economic growth; inflation, monetary and fiscal policy; the role of the U.S. economy as part of a world economic system. (3 cr)

### **ECON 299 Special Topics**

Approval of instructor. (1-4 cr)

## **EDUC—EDUCATION**

### **EDUC 250 INTRODUCTION TO EDUCATION**

Study of teaching as a profession, including historical, philosophical, social, and psychological foundations of education. Thirty hours of field-based observation in K-12 setting is required. (3 cr)

### **EDUC 299 SPECIAL TOPICS**

Approval of instructor. (1-4 cr)

## **ELEC—ELECTRONICS**

### **ELEC 100 DC ANALYSIS/LAB**

Concepts of direct current circuits emphasizing the basics of electricity, series and parallel circuits, conductors and insulators, resistors, batteries and magnetism. Some coverage of network analysis techniques is also included.

Lab exercises designed to familiarize the student with electronic components, multi-meters, power supplies, and Ohm's law circuits. Construction and measurement of circuits to verify electronic principles and theory. (4 cr)

### **ELEC 101 AC ANALYSIS/LAB**

Concepts of alternating current (AC) circuits emphasizing magnetism, Resistive (R), Inductive (L), Capacitive (C), RC, RCL circuits. Trigonometric functions are used to explain the details of AC Circuits. Electromagnetic topics are covered as a lead into AC circuits. Labs include circuit construction to help in understanding the operation and testing of AC circuits. Circuits will be analyzed using Oscilloscopes, multi-meters, and other special test equipment. Prerequisite: ELEC 100. (4 cr)

### **ELEC 272 INTRODUCTION TO SIMULATION**

Introduction to simulation, emulation, and imitation techniques. Reviews of applicable physics, aerodynamics, and computer fundamentals. Topics include an introduction to environment creation techniques, simulator architecture, hardware/software interface, mission development, and maintenance related tasks and skills. (3 cr)

### **ELEC 275 VISUAL SYSTEMS/GRAPHICS**

Introduction to visual image generation and display systems. Topics include image generators, real-time processors, graphics processors, data and signal flow within the image generator, direct view displays, projector displays, diagnostics, troubleshooting, and alignments. (2 cr)

### **ELEC 281 DIGITAL INTEGRATED CIRCUITS/LAB**

Introduction to digital logic emphasizing number systems, logic gates, Boolean algebra, combinational logic, arithmetic circuits, flip-flops, counters, registers, decoders, encoders, multiplexers, A/D conversion, D/A conversion, and IC logic families. Laboratory exercises will include construction of digital circuits to help in

understanding the operation of basic logic gates, flip-flops, adders, multi-vibrators, comparators, timing diagrams and the relationship of timing signals to system operation. Circuits are analyzed using Oscilloscopes, logic pulsers, and logic probes. Prerequisites: ELEC 100 and ELEC 101. (4 cr)

### **ELEC 282 TECHNICAL SIMULATION**

In-depth examination of navigational procedures, flight instrumentation, and methods for simulating their characteristics and effects. Topics include types of navigation and navigation equipment, aircraft situational awareness and warning systems, simulated instrumentation, preflight and post-flight. (3 cr)

### **ELEC 283 SIMULATOR SYSTEMS**

A basic study of current systems utilized in simulators and will include but may not be limited to the following topics of hydraulics, motion systems, control-loading systems, input/output systems, simulator networking, aural cueing systems, and instructor operator stations. (2 cr)

### **ELEC 284 SEMI-CONDUCTOR DEVICES**

Analysis of active electronic devices to include transistors, thyristors, diodes, FET's, and IC's as the building blocks for Oscillators, Detectors, power supplies, multi-vibrators, and amplifiers. Prerequisites: ELEC 100 and ELEC 101. (4 cr)

### **ELEC 285 ELECTRONIC CIRCUITS**

Interpretation and understanding of schematic diagrams, electronic tables, data books, timing diagrams, and flow charts to facilitate expeditious identification, and repair of circuit malfunctions. Class utilizes all that has been learned to assist in troubleshooting. Prerequisites: ELEC 281, and ELEC 284. (3 cr)

### **ELEC 290 ADVANCED SIMULATION TECHNOLOGY**

This course is designed for advanced development of simulator technician knowledge and skills. Topics to be covered include, but are not limited to: DC / AC, digital circuits, semiconductor

devices, simulator networking, CRT and digital projectors, image generator, control loading, motion, I/O System, and troubleshooting. Prerequisite: Previous knowledge of electronics theory, simulation technology, and repair practices. (5 cr)

### **ELEC 299 SPECIAL TOPICS**

Instruction in various topics related to Simulator Maintenance that require special permission. (1-3 cr)

## **EMS—EMERGENCY MEDICAL SERVICES**

### **EMS 102 INTRODUCTION TO COMMUNITY PARAMEDICINE**

This course explores community paramedicine and its integration in the healthcare system. Students will examine the role of the EMT in community outreach and patient advocacy. The student will learn about the functions of the community assessment, while understanding the impact of social and cultural determinants of health. (3 cr)

### **EMS 103 CLINICAL APPLICATIONS OF COMMUNITY PARAMEDICINE I**

This course will allow students to apply concepts of community paramedicine into the lab and clinical settings. Students will implement skills learned in the theory and lab course and will participate in clinical experiences for enhanced learning opportunities. (1 cr)

### **EMS 104 HEALTH CARE DELIVERY IN COMMUNITY PARAMEDICINE**

Students will strengthen communication skills through enhanced interviewing techniques. The student will develop physical assessment skills necessary to identify potential problems in the home setting for patients across the lifespan. Students will enhance their understanding of pharmacology and identify possible duplication or misuse of prescribed medications. (3 cr)

### **EMS 105 CLINICAL APPLICATIONS OF**

### **COMMUNITY PARAMEDICINE II**

Students will be given an opportunity to apply knowledge obtained through the theory course into the clinical setting. Students will participate in 48 hours of lab and clinical experiences and in doing so, develop assessment and communication skills to be used within the role of the community paramedic. Will gain knowledge regarding medications and chronic illness. (2 cr)

### **EMS 206 CLINICAL APPLICATIONS OF COMMUNITY PARAMEDICINE III**

The student will recommend appropriate health and/or social care professionals for the patient in the community. Students will collaborate with other health care disciplines to assist the patient in achieving and maintaining their optimal level of functioning. Students will prioritize interventions according to the plan of care, evaluate outcomes, and implement changes as indicated. Provide health and safety education to patients and the community. (1 cr)

## **ENGL—ENGLISH**

### **ENGL 105 TECHNICAL COMMUNICATIONS**

Development of written and oral communication skills, instruction in writing applications, résumés, various types of letters, and oral expression. (3 cr)

### **ENGL 110 COLLEGE COMPOSITION I**

Guided practice in college-level reading, writing, and critical thinking. (3 cr)

### **ENGL 120 COLLEGE COMPOSITION II**

Advanced practice in college-level writing and in applying rhetorical strategies. Prerequisite: ENGL 110. (3 cr)

### **ENGL 125 INTRODUCTION TO PROFESSIONAL WRITING**

Advanced practice in college-level writing which emphasizes writing and research in professional settings. (3 cr)

### **ENGL 211 INTRODUCTION TO CREATIVE WRITING**

Guided practice of writing skills related to the imaginative uses of language. (3 cr)

### **ENGL 213 LITERARY PUBLICATION**

Explores the methods and history of literary publication, with real-world application in the production of an annual literary and art magazine. Students will prepare the publication for printing, experience editing at a high level, and work collaboratively to produce a high-quality final publication. Additional activities include planning and hosting public readings, open mic nights, and other activities related to fostering the campus community's involvement in the magazine. (3 cr)

### **ENGL 220 INTRODUCTION TO LITERATURE**

Reading and discussion of representative examples of poetry, drama and fiction, with emphasis on the use of common literary terminology. (3 cr)

### **ENGL 221 INTRODUCTION TO DRAMA**

Survey of drama from Greek times to the present studied as a literary type and for critical appreciation. (2 cr)

### **ENGL 223 INTRODUCTION TO THE NOVEL**

Study of long works of fiction illustrating the history of the form, its purposes, and its audiences. (3 cr)

### **ENGL 224 INTRODUCTION TO FICTION**

Study of representative short stories and novels and their historical and literary backgrounds. (2 cr)

### **ENGL 231 BIBLE AS LITERATURE**

Examination of the Bible's literature with an emphasis on biblical culture, history, and geography as well as comparisons of translations. (3 cr)

### **ENGL 232 MYTHOLOGY**

Study of representative myths, legends, and folklore from various cultures with emphasis upon the literary aspects of myths. (3 cr)

### **ENGL 238 CHILDREN'S LITERATURE**

Introductory survey of picture books, poetry, folklore, fantasy, realistic fiction,

biography, and informational books for children from infancy through puberty. (3 cr)

### **ENGL 278 ALTERNATIVE LITERATURE**

Examines literary works in genres frequently judged outside the literary canon, such as science fiction, detective stories, ethnic and beat literature, and focuses on the literary qualities they share in high literature. (3 cr)

### **ENGL 299 SPECIAL TOPICS**

Varying areas of content, issues, or themes in study of language and literature. Approval of instructor. (1-3 cr)

## **FTT—FITNESS TRAINER TECHNICIAN**

### **FTT 220 EXERCISE PRESCRIPTION**

This course covers the general theory, principles and practice of exercise prescription for healthy and diseased individuals. Emphasis will be on aerobic and resistance exercise program design based on risk factor assessment, medical history and fitness assessment. (3 cr)

### **FTT 240 TECHNIQUES OF FITNESS ASSESSMENT**

The course looks into the theory and practice of administering exercise and fitness tests to assess an individual's health-related physical fitness. Students will learn how to perform the assessments and understand why each skill is important. (3 cr)

### **FTT 297 FITNESS TRAINER INTERNSHIP**

This capstone course is taken in the last semester of the program. This course integrates the students skills, knowledge, and abilities through hands-on application in a fitness environment. Students will complete this on-the-job training program in a pre-approved health, fitness or wellness setting that employs a variety of techniques common to the field. This is a 64 hour internship experience. (1 cr)



# HIST—HISTORY

## **HIST 101 WESTERN CIVILIZATION I**

Introductory survey of the major economic, intellectual, political and social developments from the beginning of recorded Western history through the Persian, Greek, and Roman Empires to the Medieval and Renaissance eras. (3 cr)

## **HIST 102 WESTERN CIVILIZATION II**

Survey of the major economic, intellectual, political, and social developments in European history from 1500 to the present. Study includes the Reformation era, Absolutism and Constitutionalism, the Enlightenment, the Age of Revolution, and the Imperialistic Age leading to the Great War, Depression, World War II, and the present European unification movement. (3 cr)

## **HIST 103 UNITED STATES TO 1877**

Survey of the intellectual, economic, political and social developments of our nation including colonial origins, the Revolution, early growth of the country, issue of sectionalism leading to the Civil War and the rebuilding of the South after the War. (3 cr)

## **HIST 104 UNITED STATES SINCE 1877**

Survey of the major economic, political, intellectual, and social developments beginning with the post-Civil War industrialization and frontier period through the world wars. Emphasis is also placed on the social impact of the Roaring Twenties, the Depression, the Vietnam experience, and the Reagan revolution. (3 cr)

## **HIST 207 THE U.S. AND CURRENT WORLD AFFAIRS**

Evaluation of current world issues in the context of present U.S. Society as well as its past history. Evaluates the effectiveness of the American government structure in relationship to such timely issues as the budget deficit, the health care cost question and the privacy issue. Emphasis on the role

of the United States as a global power in relation to Russia and China, the Middle East and the trading blocks of the Pacific Rim, the North American Trade partners, and the European Community. (3 cr)

## **HIST 208 UNITED STATES: 1932 TO PRESENT**

Study of the American economic, political, intellectual, and social developments since 1932. Study includes the Depression and the New Deal, the Cold War, the post-war consumer society, the Vietnam Conflict, the Watergate crisis to the Reagan revolution to discussion on America's role at home and in the world. (3 cr)

## **HIST 210 UNITED STATES MILITARY HISTORY**

The historical study of the ever-changing missions of the US Armed Forces from the formations of the first militias in December 1636 to the current War on Terror in a comprehensive eight-week accelerated course. (3 cr)

## **HIST 220 NORTH DAKOTA HISTORY**

Survey of North Dakota history emphasizing Indian groups, exploration, settlement, trading posts, Indian, and ethnic groups and their contributions. This study also centers on the agrarian movement from territorial days, the Bonanza boom to the present proposed policy of the "Buffalo Commons." (3 cr)

## **HIST 221 HISTORY OF THE AMERICAN FRONTIER**

Study of the influence and role of "the frontier experience" in the development of American society from the colonial period to 1900 and the "closing" of the American frontier. Course also studies and evaluates the influence of the "frontier experience" in present American society. (3 cr)

## **HIST 235 UNITED STATES: ROARING TWENTIES**

Focus on the social, economic, political, and intellectual aspects of America during the 1919 - 1932 period. Emphasis on the

historical events of this period and the evaluation of this period in the context of “The Roaring Twenties” versus “The Restless Years.” (3 cr)

### **HIST 239 THE U.S. AND THE VIETNAM WAR**

Study of the chronological events of the military conflicts in Vietnam from World War II to the fall of South Vietnam in 1975, the decision making of American political leaders, and the societal effects of the peace movement in the United States. The course also studies the cultural and historical “Nam Viet,” and the effect of the “Vietnam Experience” on American society. (3 cr)

### **HIST 299 SPECIAL TOPICS**

U.S. history and European history offered on the basis of student interest. Approval of instructor. (1-3 cr)

## **HORT—HORTICULTURE**

### **HORT 121 INTRODUCTION TO AQUAPONICS**

Provides an overview of aquaponics and its history, five different plant growth subsystems, fish and plant species, fish and plant health, and environmental control methods. (2 cr)

### **HORT 248 GREENHOUSE STRUCTURES**

This course identifies different greenhouse structures and will examine variables such as growing space desired, site architecture, available sites, and costs. (1 cr)

### **HORT 249 GREENHOUSE OPERATIONS**

The identification and study of greenhouse crops including potted ornamentals, bedding plants and tropical foliage plants. Production techniques such as watering, fertilizing, growth regulators, and insect and disease identification and control will be covered. (4 cr)

## **HPER—HEALTH, PHYSICAL EDUCATION & RECREATION**

### **HPER 100 CONCEPTS OF FITNESS & WELLNESS**

Facts about exercise and physical fitness designed to teach students of all ages the role of physical activity in maintaining adequate health and improving quality of life as well as how to assess, develop, and implement a complete lifetime fitness and wellness program and its components incorporated through lecture and activity. (3 cr)

### **HPER 101 ACTIVITY INTRODUCTION LEVEL**

Physical education for freshmen. Classes include activities such as: yoga, weight-training, bowling, aerobics, badminton, golf, tennis, body conditioning, winter sports, and recreational games. (1 cr)

### **HPER 102 ACTIVITY INTERMEDIATE LEVEL**

Physical education for freshmen. Classes include activities such as: yoga, weight-training, bowling, aerobics, badminton, golf, tennis, body conditioning, winter sports, and recreational games. (1 cr)

### **HPER 108 BEGINNING FITNESS CONDITIONING**

This course contains personal workouts based on ones fitness level. It includes a physical conditioning assessment, measurement of progress in fitness and the setting of realistic health goals and objectives. (1 cr)

### **HPER 111 SPORTS OFFICIATING**

Study of rules, interpretations and techniques of officiating following the guidelines of the National Federation of State High School Activities Associations. (2 cr)

### **HPER 115 INTRODUCTION TO COACHING**

Introduction to the sport science principles of coaching. Content covered follows objectives of the National Standards of Athletic Coaches and will include

coaching philosophy, sport psychology, sport pedagogy, sport physiology, sport management and a realistic perspective of coaching. (3 cr)

#### **HPER 150, 151 VARSITY ATHLETICS**

Students participating in varsity sports may enroll for one credit hour for each sport each semester. (1 cr)

#### **HPER 165 FIRST RESPONDER**

Practical course in emergency first aid training designed to prepare the peace officer training student for accident and other emergency situations faced by law enforcement officers. Course includes certification in cardiopulmonary resuscitation and the automated external defibrillator. (2 cr)

#### **HPER 170 INTRODUCTION TO EXERCISE SCIENCE**

This is an introductory course to the field of Exercise Science. This class will look into kinesiology, physiology, sport and exercise psychology and epidemiology. There will also be an investigation of the history of exercise science, professional organizations and certifications and job opportunities. (3 cr)

#### **HPER 201 ACTIVITY INTRODUCTION LEVEL**

Physical education for sophomores. Activities include bowling, dance aerobics, archery, badminton, golf, tennis, body conditioning, team sports, winter sports, and recreational games. (1 cr)

#### **HPER 202 ACTIVITY INTERMEDIATE LEVEL**

Physical education for sophomores. Activities include bowling, dance aerobics, archery, badminton, golf, tennis, body conditioning, team sports, winter sports, and recreational games. (1 cr)

#### **HPER 205 PHYSICAL EDUCATION FOR ELEMENTARY CHILDREN**

Areas of study include activities and games for elementary school children and contemporary health issues and topics. (2 cr)

#### **HPER 207 PREVENTION AND CARE OF INJURIES**

This course covers common fitness injuries, their prevention, symptoms and treatments in medical and health club settings.

This course provides students with the knowledge and skills necessary to prevent, recognize and care for fitness injuries. (3 cr)

#### **HPER 210 FIRST AID**

Instruction and laboratory practice in first aid procedures. CPR Certification is part of this course. (2 cr)

#### **HPER 218 PERSONAL TRAINER PREPARATION**

This is a preparatory course on the ACSM personal trainer certification. This course combines all of the information from the previous semesters into a 3 credit review which will fully prepare the student to excel at the ACSM certification. (3 cr)

#### **HPER 225 FITNESS LEADERSHIP**

This course helps to prepare students for a role in the fitness industry. Students will learn the importance of marketing, health promotion and community involvement. (2 cr)

#### **HPER 265 PHYSICAL TRAINING FOR PEACE OFFICER TRAINEES**

The units of instruction are required to be included as mandated by the ND POST Board as part of the Law Enforcement Basic Training Curriculum and additional requirements of the Peace Officer Training Program. Covers the principles of physical fitness for the law enforcement officer.

Activities include exercise, running, flexibility, and weight lifting. (1 cr)

#### **HPER 299 SPECIAL TOPICS**

Approval of instructor. (1-3 cr)

## **HUMS—HUMANITIES**

#### **HUMS 199 SPECIAL TOPICS: INTERNATIONAL STUDENT EXPERIENCE**

Facilitation of positive adjustments for new International Students at Lake Region State College. (1 cr)

### **HUMS 211 INTEGRATED CULTURAL EXCURSION**

Intensive study session within the society studied in Integrated Cultural Studies; tour the society to attain firsthand exposure to the culture while using language skills. This course may be repeated for credit. (1-4 cr)

### **HUMS 220 SLAVIC CULTURES, TRADITIONS AND CUSTOMS**

Study of cultures, traditions, customs, beliefs, and values of Slavic People. The course will mainly concentrate on East Slavic groups such as Russians and Ukrainians. (3 cr)

### **HUMS 251 HUMANITIES SURVEY I**

Integrated course in art, literature, and music from Early Civilization through the Middle Ages. (3 cr)

### **HUMS 252 HUMANITIES SURVEY II**

Integrated course in art, literature, and music from the Renaissance through the Modern Era. (3 cr)

### **HUMS 299 SPECIAL TOPICS**

Approval of instructor. (1-3 cr)

## **MATH—MATHEMATICS**

### **MATH 098 INTERMEDIATE ALGEBRA**

Properties of the real number system, factoring, linear and quadratic equations, functions, polynomial and rational expressions, inequalities, systems of equations, exponents, and radicals. Graphing of basic functions. Cross-listed with ASC 93: Intermediate Algebra (4 cr)

### **MATH 100 APPLIED MATHEMATICS**

Introduction to measurements, common and decimal fractions, square root, surface, volumes, and capacities. Principles of algebra including simple linear equations with applications in the technical field. (3 cr)

### **MATH 103 COLLEGE ALGEBRA**

Relations and functions, equations and inequalities, complex numbers; polynomial, rational, exponential and logarithmic

functions and systems of equations. Prerequisite: Student Placement into College Courses. (3 cr)

### **MATH 104 FINITE MATHEMATICS**

Systems of linear equations and inequalities, matrices, linear programming, mathematics of Finance, elementary probability, and descriptive statistics. Prerequisite: Student Placement into College Courses. (3 cr)

### **MATH 105 TRIGONOMETRY**

Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, parametric and polar coordinates, and general applications. Prerequisite: Student Placement into College Courses. (3 cr)

### **MATH 107 PRECALCULUS**

Study of elementary functions, their graphs and applications, including polynomials, rational and algebraic functions, exponential and trigonometric functions. Prerequisite: Student Placement into College Courses. (4 cr)

### **MATH 110 MATHEMATICS IN SOCIETY**

This course covers a broad range of mathematics that a person would encounter in their daily life. Topics include: statistical interpretation, data visualization, probability, growth models, finance, politics and voting, logic and sets, and the intersection of mathematics and the arts. Appropriate use of mathematical technology will be emphasized. (3 cr)

### **MATH 146 APPLIED CALCULUS I**

Limits, derivatives, integrals, exponential, logarithmic, and applications. Prerequisite: MATH 103. (3 cr)

### **MATH 165 CALCULUS I**

Limits, continuity, differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus, and applications. Prerequisite: MATH 103 and MATH 105, or MATH 107. (4 cr)

### **MATH 166 CALCULUS II**

Applications and techniques of integration, polar equations, parametric equations, sequences and series, power series and applications. Prerequisite: MATH 165. (4 cr)

### **MATH 207 INTRODUCTION TO LINEAR ALGEBRA**

A computational treatment of systems of linear equations, finite dimensional vector spaces, linear transformations, determinants, matrices, eigenvalues, eigenvectors, and diagonalizability. Prerequisite: MATH 165. (2 cr)

### **MATH 210 ELEMENTARY STATISTICS**

An introduction to statistical methods of gathering, presenting and analyzing data. Topics include probability and probability distributions, confidence intervals, hypothesis testing, and linear regression and correlation. Prerequisite: Student Placement into College Courses. (3 cr)

### **MATH 265 CALCULUS III**

Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green's Theorem and Stoke's Theorem. Prerequisite: Math 166. (4 cr)

### **MATH 266**

#### **INTRODUCTION TO DIFFERENTIAL EQUATIONS**

Solution of elementary differential equations by elementary techniques, Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications. Prerequisite: Math 265. (3 cr)

### **MATH 277 MATHEMATICS FOR ELEMENTARY TEACHERS**

A mathematics content course for prospective elementary school teachers. Topics include problem solving, numeration systems, real numbers, and elementary number theory. Calculators, computers, and manipulatives are used in the course. Prerequisite: MATH 103. (3 cr)

### **MATH 299 SPECIAL TOPICS**

Lower division topics in mathematics. Approval of instructor. (1-3 cr)

## **MUSC—MUSIC**

### **MUSC 155 VOCAL ENSEMBLE**

Vocal and instrumental performance ensemble. Concentration is on various music performances as well as general music theory and vocal training. (1 cr)

### **MUSC 170 INSTRUMENTAL PRACTICUM**

Participation in an instrumental ensemble such as stage band, pep band, or in a small ensemble defined by instrument family. Type of ensemble specified in the course schedule. (1 cr)

### **MUSC 299 SPECIAL TOPICS**

Study of current topics of interest. Approval of instructor. (1-3 cr)

## **NURS—NURSING**

### **NURS 100 NURSE ASSISTANT**

Designed to prepare the student for certification as a nurse assistant. Units of study are 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). (4 cr)

### **NURS 120 FOUNDATIONS OF NURSING**

Develop an understanding of the multidimensional base of nursing knowledge, including basic human needs, nursing process, nursing judgment, informatics, ethical and professional, health promotion and disease prevention concepts. Gain an understanding of the role of the practical nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence based information in their practice. (3 cr)

### **NURS 121 PRACTICAL NURSING I**

Explore three core concepts of health assessment and mental health as they

relate to client care. Learn how the nurse incorporates this knowledge in caring for the diverse client from the moment they begin care for an individual to any point along the health-illness continuum. (3 cr)

### **NURS 122 CLINICAL PRACTICE I**

Apply the social, biological, behavioral and nursing science principles to simulated and actual client care in the nursing lab and during clinical in health care facilities. Students will see, practice and perform demonstrations of basic nursing skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the nursing process and critical thinking skills to organize and provide safe and effective client care. (3 cr)

### **NURS 124 CLINICAL PRACTICE II**

Gain additional nursing skills in the laboratory and apply those advanced skills in the clinical setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities. (3 cr)

### **NURS 126 CLINICAL PRACTICE III**

Refine nursing knowledge, skills and ethical comportment in the role of a practical nursing student to provide safe and effective care 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. (3 cr)

### **NURS 127 PRACTICAL NURSING II: INTRODUCTION TO MEDICAL SURGICAL NURSING**

Examine safe and effective client care of the bio-psychosocial individual along the health-illness continuum. Students will be

involved in teaching and learning activities that enhance critical thinking skills, examine aspects of self-determination, health promotion, disease prevention and evidence based practice. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner. (2 cr)

### **NURS 129 PRACTICAL NURSING III**

Continue to examine evidence based nursing interventions, nursing process, nutrition and drug therapy for health promotion and disease prevention in the culturally diverse client across the lifespan along the health-illness continuum. Students will have access to additional knowledge in the areas of quality improvement, informatics, accountability, ethical, legal and professional issues of the practical nurse. (3 cr)

### **NURS 145 INTRODUCTION TO MATERNAL CHILD NURSING:**

Focus on the nursing care of the woman, newborn, child and families. Examine health maintenance and study the diseases and disorders affecting women, newborns, and children. Gain an understanding of pediatric growth and development and common illnesses. Use knowledge of family centered care, teaching and learning principles, and therapeutic communication while working within the interdisciplinary team to assist clients to use self-determination in decisions affecting their health. (2 cr)

### **NURS 201 NURSING CONCEPTS TRANSITION I FOR THE PARAMEDIC**

Acquire an understanding of the multidimensional base of nurse knowledge including basic human needs, nursing process, nursing judgment, informatics, health promotion and disease prevention concepts. Gain knowledge of the role of the

**NURS 202 NURSING CONCEPTS  
TRANSITION II FOR THE PARAMEDIC**

Investigate safe and effective client care of the diverse bio-psychosocial individual along the health-illness continuum. Students will be involved in teaching and learning activities that enhance critical thinking skills, client management, evidence-based practice and quality improvement. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner. (3 cr)

**NURS 203 NURSING PRACTICE  
TRANSITIONS FOR THE PARAMEDIC**

Gain nursing skills in the laboratory and apply those skills in the clinical and simulation setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities. (3 cr)

**NURS 224 PROFESSIONAL ROLE  
DEVELOPMENT**

Investigate the role of the RN. Students will learn about historical trends, increase their knowledge of the background and current application of safety goals and competencies, and use previous skills in management to now refine leadership skills. Students will start the process of analyzing individual performance and system effectiveness. (2 cr)

**NURS 225 ALTERATIONS IN HEALTH I**

This course introduces concepts related to Explore the pathophysiology and nursing interventions used in caring for individuals experiencing acute and chronic alterations in health that build on concepts, knowledge and skills introduced in practical nursing courses and the supporting sciences. Utilize evidence based practice, nursing judgment, therapeutic communication, and the nursing process as a framework for providing and managing nursing care to diverse individuals along the health-illness continuum. (3 cr)

**NURS 226 MATERNAL CHILD NURSING**

Integrate prior learning while expanding knowledge of the neonate, developing child, women's health, and childbearing family. Health maintenance and study of diseases and disorders affecting diverse neonates, children, women, and families along the health-illness continuum and during the end stages of life are examined. Emphasis is placed on therapeutic communication, the role of the registered nurse, ethical/legal issues, and health promotion and maintenance during life stages of growth and development for neonates, children and women. (3 cr)

**NURS 227 CLINICAL APPLICATIONS I**

Participate collaboratively with members of the interdisciplinary healthcare team to provide safe and culturally sensitive client centered care in the lab, clinical area and simulation lab. Practice parenteral medication therapies and demonstrate professional and leadership competencies while incorporating evidence based practices and sound nursing judgment. (4 cr)

**NURS 228 ALTERATIONS IN HEALTH II**

Continue the study of acute and chronic alterations in health across a variety of healthcare environments. Discuss the principles of clinical judgment, leadership and delegation while prioritizing and providing safe, effective and culturally sensitive client care for individuals experiencing complex alterations in health. Analyze ethical health care, quality improvement processes, and effective work practices within the healthcare system. (4 cr)

**NURS 229 HEALTH PROMOTION AND  
PSYCHOSOCIAL NURSING**

Examine safe and effective client care in the areas of health promotion for individuals and groups in communities and in care of the client experiencing psychosocial issues. Expand skills in promoting a client's self-determination, advocating for clients, and working within the interdisciplinary healthcare team while making evidence

based decisions to improve the safety and quality of client care. (2 cr)

### **NURS 237 CLINICAL APPLICATIONS II**

Prioritize safe, effective, and culturally competent client care in acute and community settings during this clinical and simulation lab course. Clients with complex alterations in health and psychosocial issues are managed with a spirit of inquiry and collaboration to make evidence based clinical judgments. Quality improvement practices related to national safety goals are examined. Students will be challenged with a precepted activity during the latter part of this course. (5 cr)

### **NURS 259 ROLE TRANSITION**

Examine the process of identifying and obtaining a position as a registered nurse. Explore nursing organizations, the legislative process, and lifelong learning. Investigate what it takes to prepare for and be successful in passing the NCLEX RN® examination. Be part of developing an evidence based research question, use technology to prepare a portfolio, and reflect on what it means to be accountable and responsible in the role of the RN. (1 cr)

### **NURS 299 SPECIAL TOPICS**

Instruction in various nursing topics based on the needs and/or interest of students. (1-5 cr)

## **NUTR—NUTRITION**

**NUTR 240 PRINCIPLES OF NUTRITION** Study of basic nutrition principles and their application in the selection of foods for the well and ill. (3 cr)

### **NUTR 241 MATERNAL AND CHILD NUTRITION**

To present and discuss principals of human nutrition from conception through adolescence. Emphasis is placed on promoting health for pregnant and lactating mothers as well as for infants, children and adolescents. (2 cr)

### **NUTR 260 NUTRITION PROMOTION STRATEGIES**

This course focuses on the types of nutrition education services that fitness professionals can incorporate into their programs. This course provides students with the knowledge on how to incorporate nutrition education effectively to assist clients in changing behaviors. (2 cr)

### **NUTR 270 NUTRITION FOR THE FITNESS SPECIALIST I**

The course covers the principles of sound nutrition as it relates to the average individual in our society. The student will explore nutrition for a healthy lifestyle as well as clinical nutrition for those with health concerns. Topics include client recommendations in nutrition, food preparation, supplementation, and weight loss. This course will help the student recognize nutrition misinformation as well as the falsehood in nutrition product advertising and dispute “miracle diet” claims. Prerequisite: NUTR 240. (3 cr)

### **NUTR 271 NUTRITION FOR THE FITNESS SPECIALIST II**

This course introduces the student to energy production and performance as well as the ramifications of nutrition on sports activities. Students learn the principles of nutrition as they relate specifically to fitness, sports, and performance. Students also learn how to distinguish between fact and fallacy in the confusing world of sport nutrition and supplements. Prerequisite: NUTR 270. (3 cr)

## **PAG - PRECISION AGRICULTURE**

### **PAG 115 INTRODUCTION TO PRECISION AGRICULTURE**

An introduction to the principles of precision agriculture. Students will receive instruction in GPS, GIS, remote sensing, and data management. (3 cr)



### **PAG 215 MAPPING OF PRECISION AG DATA**

An introduction to mapping data in precision agriculture. Emphasis is placed on zone management, variable rate prescriptions, and basic GIS functions. (3 cr)

## **PHIL—PHILOSOPHY**

### **PHIL 101 INTRODUCTION TO PHILOSOPHY**

Basic problems, concepts, and methods of philosophy. (3 cr)

### **PHIL 299 SPECIAL TOPICS**

Exploration of Philosophy topics not covered by the standard curriculum. Approval of instructor. (1-3 cr)

## **PHRM—PHARMACOLOGY**

### **PHRM 215 INTRODUCTION TO PHARMACOLOGY**

The course is designed to survey the terminology, drug laws, math, and drug dosages used in medication administration. A study of medications within each drug classification using the nursing process emphasizes safe, effective drug therapy. Prerequisites: BIOL 220 or anatomy equivalent and MATH 103 eligible; Prerequisite or corequisite: BIOL 221 or physiology equivalent. (3 cr)

## **PHYS—PHYSICS**

### **PHYS 211 COLLEGE PHYSICS I**

This non-calculus general physics course is recommended for pre-medical or pre-professional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. Prerequisite: MATH 103 or approval of instructor. (4 cr)

### **PHYS 212 COLLEGE PHYSICS II**

This non-calculus general physics course is recommended for pre-medical or pre-professional students. Topics: vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. Prerequisite: PHYS 211. (4 cr)

### **PHYS 251 UNIVERSITY PHYSICS I**

The calculus-based 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. Prerequisite: MATH 165. (4 cr)

### **PHYS 252 UNIVERSITY PHYSICS II**

The calculus-based general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. Prerequisite: PHYS 251 and MATH 165. (4 cr)

## **PLSC—PLANT SCIENCE**

### **PLSC 110 World Food Crops**

Scientific principles of crop growth, worldwide production, management alternatives, and processing for domestic and international consumption. (4 cr)

### **PLSC 210 Horticulture Science**

Principles of plant classification, structure, function, growth, propagation, culture and use of horticulture crops. Lab exercises will involve identification, propagation and culture of house, garden and landscape plants. (4 cr)

### **PLSC 223 INTRODUCTION TO WEED SCIENCE**

Identification principles of weeds, understanding herbicide groups and modes of action, the use of pesticides and understanding of Integrated Pest Management principles will be the focus of this class. Safe application of pesticide and earning a commercial pesticide applicators license will also be obtained. (4 cr)

### **PLSC 225 PRINCIPLES OF CROP PRODUCTION**

Introduction to basic principles of plant science and field crop production with emphasis on relationships of crops to their climate and production considerations as a means of managing resources and the environment. (3 cr)

### **PLSC 235 FIELD SCOUTING TECHNIQUES**

Focus on field scouting practices for the common pests of corn, small grains and soybeans. (3 cr)

### **PLSC 255 PLANT DISEASE MANAGEMENT**

An introductory course to plant pathology. Students will learn which organisms cause plant disease, the plants response, and how these diseases can be treated or prevented. (3 cr)

## **POLS—POLITICAL SCIENCE**

### **POLS 115 AMERICAN GOVERNMENT**

Study of American government, political behavior, and institutions with emphasis on the U.S. Constitution, the democratic process, and the structures and powers of the executive, legislative, and judicial branches of government. (3 cr)

### **POLS 116 STATE AND LOCAL GOVERNMENT**

Emphasis on state and local governmental structures as applied to North Dakota and many of the present problems confronting state governments, including the ongoing issues of federalism, the balancing of powers between the executive, legislative, and judicial branches, and the effectiveness of the political party power structures. (3 cr)

### **POLS 195 STUDENT SENATE**

Credit for participation in Student Senate. The Senate is the coordinating student body for meeting student needs in the area of education, culture, social activity, and student welfare. Student senators participate in college decisions, the allocation of student activity funds, and provide the communication lines between college administration and students. (1 cr)

### **POLS 220 INTERNATIONAL POLITICS**

Study the struggle for power and order in the international system with emphasis on the nation-state and sovereignty, power politics, diplomacy, the network of economic, political, cultural, and technological interdependence of peoples, and the motivations and national

interests of countries. Concentration on the specific factors that shape present American foreign policy, reviewing the sources of past and present international friction and cooperation. (3 cr)

### **POLS 236 AMERICAN CONSTITUTION—CIVIL LIBERTIES**

Analysis of U.S. Supreme Court decisions and interpretations which focus on civil liberties, equal protection, due process, and First Amendment rights. (3 cr)

### **POLS 299 SPECIAL TOPICS**

Topics such as “The Crisis of the Presidency,” “The Role of the Media in Government,” and “The Politician in the American Political System”. Based on student interest. Approval of instructor. (1-3 cr)

## **PSYC—PSYCHOLOGY**

### **PSYC 100**

#### **HUMAN RELATIONS IN ORGANIZATIONS**

Study of building effective, successful work and social relationships. Topics covered include the impact of personal and organizational values, motivation, self-awareness, goal setting, conflict management, communications, and stress management. (3 cr)

### **PSYC 111 INTRODUCTION TO PSYCHOLOGY**

Basic ideas, concepts, and perspectives of psychology. Course enables student to pursue upper level psychology courses. (3 cr)

### **PSYC 250 DEVELOPMENTAL PSYCHOLOGY**

Study of human development from a life-span perspective, an on-going process from conception to death. Physical, cognitive, social, and personality changes examined throughout the life cycle. Prerequisite: PSYC 111. (3 cr)

### **PSYC 270 ABNORMAL PSYCHOLOGY**

Multidimensional approach to study of mental disorders using the most current diagnostic information such as the DSM-IV-TR. Symptomatology, etiology, diagnosis, causes, and treatment of mental disorders

emphasized. Prerequisite: PSYC 111. (3 cr)

### **PSYC 299 SPECIAL TOPICS**

Small group instruction in various aspects of psychology and its influence on human relationships. Approval of instructor. (1-3 cr)

## **RNG—RANGE SCIENCE**

### **RNG 236 INTRODUCTION TO RANGE MANAGEMENT**

Principles of range management which include plant identification, range evaluation, and range improvement. (3 cr)

## **RELS—RELIGION**

### **RELS 220 OLD TESTAMENT**

Study of the religious, political, and social history of ancient Israel as reflected in the Hebrew Bible. (3 cr)

### **RELS 230 NEW TESTAMENT**

An overview of the developments in the primitive Christian community as reflected in the New Testament. (3 cr)

## **SOC—SOCIOLOGY**

### **SOC 110 INTRODUCTION TO SOCIOLOGY**

Study of human interaction within various social units. Emphasis on basic sociological concepts, principles, ideas, and theory. (3 cr)

### **SOC 115 SOCIAL PROBLEMS**

Critical analysis of contemporary problems in the United States. Discussed with respect to sociological theories, issues include wealth distribution, racial inequalities, family problems, education environment, health care, mental illness, crime, and drugs. (3 cr)

### **SOC 220 THE FAMILY**

Examination of contemporary families including cultural, economic, and historical influences. A critical evaluation of marriage, work, parenthood, dating, love, sexuality, and divorce examined from a sociological perspective. (3 cr)

### **SOC 235 CULTURAL DIVERSITY**

Awareness of diversity in its many forms including, but not limited to, ethnicity, race, gender, and age. Diversity examined mainly from a macro perspective, with exercises designed to personalize the issues. Understanding, appreciating, and learning to communicate effectively with diverse people emphasis of this course. (3 cr)

### **SOC 252 CRIMINOLOGY**

Overview of the criminal justice system and its effects on criminal behavior. Examination of crime from multiple theoretical perspectives which include sociology, biology, and psychology. Theories, concepts, nature, extent, and types of criminal behaviors studied in detail. Prerequisite: SOC 110 or approval of instructor. (3 cr)

### **SOC 253 JUVENILE DELINQUENCY**

A critical evaluation of the role of family, school, community, and social agencies in delinquency and prevention. Theoretical explanations and a study of the juvenile justice system will be examined. (3 cr)

### **SOC 275 NATIVE AMERICAN STUDIES**

A study of American Indian culture from historical and modern contexts. The concepts of tribal sovereignty, culture, tradition, religion, and social structures will be examined. (3 cr)

### **SOC 299 SPECIAL TOPICS**

Exploration of topics in sociology not covered by the standard curriculum. Approval of instructor. (1-3 cr)

## **SOIL—SOIL SCIENCE**

### **SOIL 210 INTRODUCTION TO SOIL SCIENCE**

Introduction to basic principles of soil science and the study of soil properties such physical, chemical and biological and how each relates to the crop production resources and the environment. (3 cr)

### **SOIL 222 SOIL FERTILITY AND FERTILIZERS**

Review of soil chemistry, plant required nutrients, soil testing, soil test interpretation, liming soils, soil fertilizers, fertilizer analysis, methods of fertilizer application, manure applications, environmental concerns about fertilizer applications and economics of fertilizer use. Emphasis on the profitable use of fertilizers in crop production. (3 cr)

## **SPED—SPECIAL EDUCATION**

### **SPED 110 INTRODUCTION TO EXCEPTIONAL CHILDREN**

An introduction to special education and overview of children with special needs. (3 cr)

### **SPED 120 INTRODUCTION TO POSITIVE BEHAVIOR SUPPORT**

Focus on principles of behavior intervention procedures, and designing and implementing behavior intervention procedures and programs. Learn how to write behavioral objectives, and measure and graph behavior. (3 cr)

### **SPED 237 SPECIAL NEEDS IN EARLY CHILDHOOD EDUCATION**

Focuses on likenesses and differences among normally developing children, children with developmental disabilities, and gifted children. It includes public policy, early intervention, and early mainstreaming for young children with developmental disabilities. Emphasis is on promoting the development of basic skills through individualized programming. Working with specific identifiable disabilities, managing behavior problems, and parent participation are included. (3 cr)

## **TECH—TECHNOLOGY**

### **TECH 238 BASIC WELDING**

Broad overview of safe work habits and safe working conditions for welding as well

as the basic principles and practices in the fundamentals of shielded metal arc welding and oxy-acetylene gas welding. (2-5 cr)

### **TECH 299 SPECIAL TOPICS**

Students work on projects to increase their knowledge in a special area. Approval of instructor. (2-5 cr)

## **THEA—THEATRE ARTS**

### **THEA 110 INTRODUCTION TO THEATRE ARTS**

Basic orientation and historical perspective to theatre arts. Study of the roles of playwright, director, actor, designer, producer, and audience members in current theater practice. Course will include attendance at area performances. (3 cr)

### **THEA 161 ACTING I**

Basic principles of acting with emphasis on movement; basic character development through improvisation and script. (3 cr)

### **THEA 201 THEATRE PRACTICUM**

Projects in all areas from acting in a production to technical areas, such as lighting, makeup, planning, publicity, and set construction. Approval of instructor. Maximum of four semester hours. (1 cr)

### **THEA 299 SPECIAL TOPICS**

Instruction in various topics based on the needs and/or interest of students. (1-12 cr)

## **UAS—UNMANNED AIRCRAFT SYSTEM**

### **UAS 101 INTRODUCTION TO UAS OPERATIONS**

This course explores the history, designs, operations, regulations, and economics of small Unmanned Aircraft Systems (sUAS). Students will explore common uses of sUASs such as precision agriculture, public safety, communications, aerial filming, resource management, and research. Legal and environmental considerations

will be discussed as well as business opportunities and growth areas. The course will also examine future applications of sUAS operations, with an emphasis on commercial and public applications. (3 cr)

### **UAS 102 BASIC UAS FLIGHT TRAINING**

This course provides hands-on training in preflight, post flight, pilot in command responsibilities, spotter responsibilities, and hazard avoidance. Students will gain an understanding of spatial disorientation and become proficient in basic small unmanned aircraft systems operations such as ascent, descent, altitude hold, and directional change. Students will gain experience by demonstrating level flight, horizontal, vertical, circle, and figure-8 patterns. Numerous stage checks will be utilized to ensure student understanding and proficiency in basic operations and maneuvers. (1 cr)

### **UAS 107 COMMERCIAL UAS OPERATIONS**

This course gives students the knowledge needed to earn a Commercial UAS Certificate as outlined in Chapter 14 CFR Part 107 of the Federal Aviation Administration regulations. Topics such as weather, airspace, on and off airport operations, emergency procedures and human factors will be explored in detail. (1 cr)

### **UAS 110 UAS APPLICATIONS IN AGRICULTURE**

This course explores the use of small Unmanned Aircraft Systems (sUAS) in precision agriculture. Crop monitoring, crop scouting, yield assessments, weather damage, and precision crop spraying will be investigated. sUAS software and agricultural image processing will also be examined. Legal and environmental considerations will be reviewed as it pertains to safe and ethical use of UAS in precision agriculture. (2 cr)

## **UNIV—UNIVERSITY**

### **UNIV 101 INTRODUCTION TO COLLEGE LIFE**

Introduction to skills needed to succeed in college lectures, in-class exercises, communication with instructors and each other; understanding videos, guest speakers, learning modules, and textbooks. (1 cr)

## **WNDR—WIND ENERGY TECHNICIAN**

### **WNDR 100 ELECTRICITY I**

Introduction to electricity and electrical generation. Includes a survey of electrical concepts from atoms and electrons to doubly fed induction generators. Studies of direct current and circuit analysis with a focus on Ohm's law and alternating current including magnetism, inductance and rotating machines. (3 cr)

### **WNDR 101 INTRODUCTION TO WIND OPERATIONS**

Introduction to wind turbine generator systems, operational control of those systems and wind site operations including an introduction to turbine technician's roles and job duties. (3 cr)

### **WNDR 110 WIND TURBINE SAFETY**

Study of the skills required to safety access and preform wind technician duties within a wind turbine generator. Topics includes practical training in fall protection, ladder and nacelle rescue. Provides an introduction to the OSHA Power Generation Standard, National Fire Protection Association 70E with an emphasis on lock out tag out skills, hazardous energy control techniques and a general understanding of how a culture of safety affects activities within wind site operations. (5 cr)

### **WNDR 115 WIND TURBINE SAFETY II**

Continued study of wind turbine access safety protocol, fall protection, and rope

access from WNDT 110 Wind Turbine Safety. (2 cr)

### **WNDT 150 HYDRAULIC FUNDAMENTALS**

Introduction to basic principles of fluid power. Subjects include theory, generation, storage and use of hydraulic energy. Includes study of flow rates, velocity, pressure, hydraulic components and circuit design. (2 cr)

### **WNDT 200 ELECTRICITY II**

Continued study of alternating current from WNDT 100. Emphasizes three phase power, alternating current motors and generators and resistive inductive and resistive capacitive circuits. Includes study of power generation transmission and distribution methods. (3 cr)

### **WNDT 201 WIND OPERATIONS: TROUBLESHOOTING AND MAINTENANCE**

A detailed study and application of the duties required to complete a yearly or semi-annual maintenance procedures for a wind turbine generator. Students will spend considerable time within a wind turbine generator and carry out the required maintenance activity for that turbine. Introduces students to wind turbine generator schematic reading and required record keeping of turbine maintenance activities. (3 cr)

### **WNDT 205 MOTORS AND GENERATOR CONTROL**

Continuation of alternating current concepts. Provides a practical understanding of motor control wiring including interlocked circuits and motor starters. Includes a study of alternating current motors both single phase and three phase and generators and a study of doubly fed induction generators. (2 cr)

### **WNDT 215 OPERATIONS AND MAINTENANCE SITE SUPPORT**

A detailed study and application of the duties required to complete yearly or semi-annual maintenance procedures for a wind turbine generator. Students will spend

considerable time within a wind turbine generator and carry out the required maintenance activity for that turbine. Introduces students to procedure writing, transformer switching and grounding, balance of plant underground feeder systems, rigging and underground power line locating methods. (3 cr)

### **WNDT 230 ADVANCED TROUBLESHOOTING**

This course provides students an opportunity to continue to develop greater wind turbine system and component understanding. Much of the course will be spent in the actual environment of a turbine. Course includes training on pad mount transformer switching and related high voltage safety gear. (3cr)

### **WNDT 235 FAULT ANALYSIS AND QUALITY IMPROVEMENT**

This course offers students an opportunity to consider fault trends across site fleets. Students will then be introduced to quality improvement reporting and use the knowledge to construct a site specific quality improvement report based on collected data. (4 cr)

### **WNDT 240: PROGRAMMABLE LOGIC CONTROLLERS**

Students will learn the operations and basic troubleshooting of programmable logic controllers including basic ladder programming and input and output concepts. (2cr)