



CERTIFICATE and ASSOCIATE OF APPLIED SCIENCE

Technical Studies

The technical studies program will provide career and technical education-bound students with the opportunity to create a flexible, customized program of study to acquire the education and training they need to be successful in the workforce and meeting career goals. This program will also provide students with the opportunity to acquire career development skills needed to increase their employability. This program was developed to expand students' knowledge, understanding, and practice of fundamental skills needed for employment including interpersonal, employability, and leadership. Students will work closely with their academic advisor to develop an individualized plan of study based on their career goals.

Why study technical studies?

The technical studies program provides students with the flexibility to create a program of study which provides them with the specific education and training they need to accomplish their career goals. Students have the option of completing a one-year certificate program or a two-year Associate of Applied Science degree.

Career choices

Based on the career a student wants to pursue, a unique program of study will be created that provides specific skills and training. For example, if a student wanted to start their own business that specializes in outdoor photography, they could enroll in a combination of business, photography, wildlife and horticulture classes. Likewise, if a student wanted to start their own precision agriculture business, they could enroll in a combination of business, agriculture, GIS/GPS, and Unmanned Aircraft Systems (UAS) courses.

Focused courses for your degree

Both the certificate program and AAS degree in Technical Studies programs require students to complete a cooperative education course or internship in order to receive the hands-on learning and real-world experience they need to acquire essential skills. In some cases, this requirement may be fulfilled through the awarding of prior learning credit. In addition, students are required to complete a Job Search course which provides them with experience writing cover letters, creating resumes, and honing their interview skills. Finally, students will enroll in a career exploration course which will allow them the opportunity to develop career goals and focus their program of study in a specific area.



“ I enjoy the small class sizes at DCB. It allows me to receive one-on-one attention from all of my instructors. **”**

— Zach Garrett
Creighton, SK



START SMALL...GO FAR
WITH DAKOTA COLLEGE AT BOTTINEAU

COURSES REQUIRED

Freshman Year

	Fall	Spring
ACCT 200 Elements of Accounting I	3 cr	
BOTE 108 Business Math	3 cr	
BOTE 152 Keyboarding II.....	3 cr	
CSCI 101 Intro. to Computers	3 cr	
ENGL 110 College Composition I	3 cr	
ACCT 201 Elements of Accounting II	3 cr	
ACCT 260 Accounting Info. Systems	2 cr	
BOTE 147 Word Processing	3 cr	
BOTE 210 Business Communications.....	3 cr	
BOTE 247 Spreadsheet Applications	3 cr	
Business or technology elective.....	3 cr	

Sophomore Year

	Fall	Spring
ACCT 215 Business in the Legal Env't.	3 cr	
BOTE 217 Records Management	3 cr	
CIS 104 Microcomputer Database	3 cr	
COMM 110 Fund. of Public Speaking	3 cr	
ECON 201 Principles of Microeconomics	3 cr	
Business elective	3 cr	
ACCT 294 Independent Study: Certified Bookkeeper Professional Exam Preparation	3 cr	
ACCT 297 Co-op Education	2 cr	
BOTE 209 Office Management.....	3 cr	
ECON 202 Principles of Macroeconomics.....	3 cr	
CARS 105 Job Search	1 cr	
HPER 100 Concepts of Wellness/Fitness	2 cr	
UNIV XXX Leadership through Service.....	1 cr	

All courses subject to change.

CONTACT INFORMATION



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Admission Application and Campus Tours

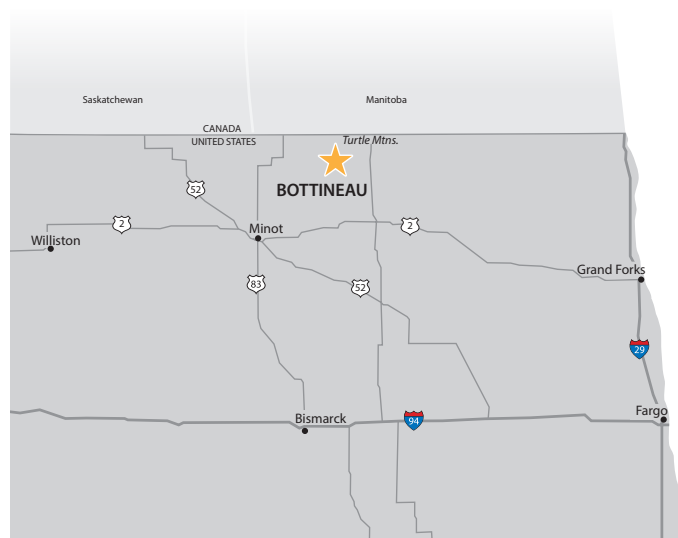
Admission/Student Services: 800-542-6866

WWW.DAKOTACOLLEGE.EDU



DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



DCB offers several varsity sports!
Visit www.dcbjacks.com.