

Articulation Agreement
Dickinson State University and Williston State College
CERTIFICATE PROGRAMS

ACCOUNTING TECHNICIAN CERTIFICATE

ACCOUNTING TECHNICIAN CERTIFICATE COURSE REQUIREMENTS

Dickinson State University		CR	Williston State College	
ACCT 200	Elements of Accounting I	3	ACCT 200 Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3	ACCT 201 Elements of Accounting II	3
ACCT 301	Computerized Accounting	3		
ACCT 302	Payroll Accounting	3		
BOTE 247	Spreadsheet Applications	3	BOTE 247 Spreadsheet Applications	3
BADM 297	Office Administration Internship, Externship, Cooperative Education one credit required OR	1		
BOTE 210	Business Communication	3	COMM 217 Organization Communication	3
TOTAL CREDIT HOURS ACCOUNTING TECHNICIAN CERTIFICATE- 16-18 credits				

BANKING CERTIFICATE

BANKING CERTIFICATE COURSE REQUIREMENTS

Dickinson State University		CR	Williston State College	
ACCT 200	Elements of Accounting I	3	ACCT 200 Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3	ACCT 201 Elements of Accounting II	3
FIN 300	Financial Institutions and Markets	3		
FIN 326	Managerial Finance	3		
Select 4 to 6 credits from the following:				
ACCT 331	Intermediate Accounting I (4 credits)			
BADM 360	Real Estate Principles (3 credits)		BUSN 250 Principles of Real Estate	3
BADM 497	Business Administration Internship, Externship, Cooperative Education (1-12 credits)			
FIN 320	Personal Finance (3 credits)		BADM 251 Personal Finance	3
FIN 328	Investments (3 credits)		BADM 226 Personal Investing	3
FIN 426	Corporate Finance (3 credits)			
TOTAL CREDIT HOURS BANKING CERTIFICATE- 16-18 Credits				

BUSINESS FUNDAMENTALS CERTIFICATE

BUSINESS FUNDAMENTALS CERTIFICATE COURSE REQUIREMENTS

Dickinson State University		CR	Williston State College	
ACCT 200	Elements of Accounting I	3	ACCT 200 Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3	ACCT 201 Elements of Accounting II	3
BOTE 247	Spreadsheet Applications	3	BOTE 247 Spreadsheet Applications	3
FIN 326	Managerial Finance	3		
MRKT 301	Principles of Marketing	3	BADM 201 Principles of Marketing	3
from the following for one to three credits:				
BOTE 210	Business Communication (3 credits)		COMM 217 Organization Communication	3
BADM 297	Business Internship, Externship, Cooperative Education (1-6 credits)		COOP 197 Cooperative Education/Internship	3
TOTAL CREDIT HOURS BUSINESS FUNDAMENTALS CERTIFICATE- 16-18 credits				

DATA ENTRY SPECIALIST CERTIFICATE

DATA ENTRY SPECIALIST CERTIFICATE COURSE REQUIREMENTS

Dickinson State University		CR	Williston State College	
BOTE 247	Spreadsheet Applications	3	BOTE 247 Spreadsheet Applications	3
BOTE 297	Office Administration Internship, Externship, Cooperative Education	1-6 credits		
CSCI 101	Introduction to computers	3	CSCI 101 Introduction to Computers	3
CSCI 200	Database software Application	3		
ENGL 110	College Composition I	3	ENGL 110 College Composition I	3
Choose One of the following:				
Comm 110	Fundamentals of Public Speaking (3 credits)		Comm 110 Fundamentals of Public Speaking	3
Comm 216	Intercultural Communication (3 credits)		Comm 216 Intercultural communications	3
MRKT 386	Retailing: Virtual and Brick-and- Mortar (3 credits)			
MRKT 466	Consumer Behavior and Consumption (3 credits)			
TOTAL CREDIT HOURS DATA ENTRY SPECIALIST CERTIFICATE- 16-18 Credit Hours				

HUMAN RESOURCE MANAGEMENT CERTIFICATE				
HUMAN RESOURCE MANAGEMENT CERTIFICATE COURSE REQUIREMENTS				
Dickinson State University		CR	Williston State College	
BADM 336	Management and Leadership	3		
BADM 346	Human Resource Management	3		
BADM 356	Organizational Behavior	3		
BADM 369	Business Ethics and Critical Thinking	3	BADM 269 Business Ethics	3
BADM 460	Human Resource Development	3		
BADM 497	Business Administration Internship, Externship, Cooperative Education One Credit Required		1-12 credits	
TOTAL CREDIT HOURS HUMAN RESOURCE MANAGEMENT CERTIFICATE- 16 Credits				

DIGITAL MARKETING CERTIFICATE				
DIGITAL MARKETING CERTIFICATE COURSE REQUIREMENTS				
Dickinson State University		CR	Williston State College	
BADM 357	Visual Merchandising, Design, and Storytelling	3		
MRKT 301	Principles of Marketing	3	BADM 201 Principles of Marketing	3
MRKT 340	Advertising, Sales Promotion, and Digital Media	3		
MRKT 491	Business Administration Seminar, Marketing	3		
Elective (Select 4-6 credits of the following):				
BADM 364	Electronic Commerce (3 credits)			
BADM 497	Business Administration Internship, Externship, Cooperative Education (1-12 credits)			
MRKT 357	International Marketing (3 credits)			
MRKT 386	Retailing: Virtual and Brick-and-Mortar (3 credits)			
MRKT 466	Consumer Behavior and Consumption (3 credits)			
TOTAL CREDIT HOURS DIGITAL MARKETING CERTIFICATE- 16-18 Credits				

OFFICE ADMINISTRATION SPECIALIST CERTIFICATE				
OFFICE ADMINISTRATION SPECIALIST CERTIFICATE COURSE REQUIREMENTS				
Dickinson State University		CR	Williston State College	
ACCT 200	Elements of Accounting I	3	ACCT 200 Elements of Accounting I	3
BOTE 210	Business Communication	3	COMM 217 Organization Communication	3
BOTE 275	Administrative Office Procedures	3		
CSCI 200	Database Software Applications	3		
Choose from the following for four to six credits:				
BOTE 297	Office Administration Internship, Externship, Cooperative Education (1-6 credits)			
COMM 216	Intercultural Communication (3 credits)		COMM 216 Intercultural Communication	3
PSYC 111	Introduction to Psychology (3 credits)		PSYC 111 Intro to Psychology	3
TOTAL CREDIT HOURS OFFICE ADMINISTRATION SPECIALIST CERTIFICATE- 16 credits				

RECEPTION SERVICES SPECIALIST CERTIFICATE				
RECEPTION SERVICES SPECIALIST CERTIFICATE COURSE REQUIREMENTS				
Dickinson State University		CR	Williston State College	
BOTE 275	Administration Office Procedures	3		
COMM 110	Fundamentals of Public Speaking	3	COMM 110 Fundamentals of Public Speaking	3
CSCI 101	Introduction to Computers	3	CSCI 101 Introduction to Computers	3
ENGL 110	College Composition I	3	ENGL 110 College Composition I	3
Choose from the following for four to six credits				
COMM 216	Intercultural Communication (3 credits)		COMM 216 Intercultural Communications	3
PSYC 111	Introduction to Psychology (3 credits)		PSYC 111 Introduction to Psychology	3
BOTE 297	Office Administration Internship, Externship, Cooperative education (1-6 credits)			
TOTAL RECEPTION SERVICES SPECIALIST CERTIFICATE- 16-18 Credits				