

# 2006-2008 c a t a l o g



North Hennepin  
Community College

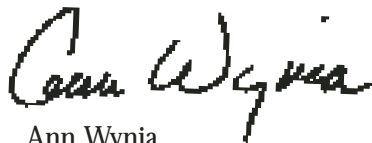
# Turn To Us for a new direction

Dear Students:

Welcome to North Hennepin Community College. This catalog will enable you to explore options and take advantage of all that NHCC has to offer. Whether your goal is to transfer to a four-year college or university, to prepare for a new career, or to learn new skills, we have many resources to help you reach your goal.

As you look through this catalog, identify your areas of interest and arrange to talk with one of our counselors or academic advisors. We have excellent teachers, accessible library and computing centers and an array of support services designed to help you succeed. The College also offers club activities, intramural sports and cultural events to enrich and expand the classroom experience. The information here, although current at the time of publication, is subject to change. Please reference our website at [www.nhcc.edu](http://www.nhcc.edu) for updated information.

At North Hennepin Community College, we want to help you succeed. I urge you to explore new ideas and to challenge yourself.



Ann Wynia  
NHCC President



North Hennepin  
Community College

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Member of the Minnesota State Colleges and Universities System.  
Equal opportunity educator and employer.

To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

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Mission Statement

Vision

Accreditation

History

Student Profile

Equal Opportunity



## Mission Statement

North Hennepin Community College is committed to educating a diverse community of learners to maximize their intellectual, creative and leadership potential.

## Vision

The world is enriched by North Hennepin Community College students, alumni and employees who lead full and prosperous lives and are actively engaged in their communities.

## Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accreditation means that North Hennepin Community College has been found to meet the Commission's requirements and criteria. This accreditation provides public certification of acceptable institutional quality. North Hennepin Community College's most recent comprehensive evaluation occurred in 2003 and is scheduled for reaffirming this status in 2013.

In addition to the College accreditation, the following programs have received specialized accreditation or approval by national and/or international organizations.

### *Business Program*

Association of Collegiate Business Schools and Programs  
7007 College Boulevard, Suite 420  
Overland Park, KS 66211  
913-339-9356

### *Medical Laboratory Technician Program*

National Accrediting Agency for Clinical Laboratory Sciences  
8410 W Bryn Mawr Avenue, Suite 670  
Chicago, IL 60631  
312-714-8880

### *Nursing Program*

National League for Nursing Accreditation Commission  
61 Broadway  
New York, NY 10006  
212-363-5555 ext.153

### *Minnesota Board of Nursing*

2829 University Avenue SE, Suite 500  
Minneapolis, MN 55414  
612-617-2270

### *Paralegal Program*

American Bar Association  
Standing Committee on Paralegals  
541 North Fairbanks Court  
Chicago, IL 60611-3314  
312-988-6738

### *Peer Tutor Program*

College Reading and Learning Association  
CRLA Member Services  
P.O. Box 6251, Auburn, CA 95604  
856-225-6812

## History

North Hennepin Community College was established in 1966 (as North Hennepin State Junior College) with authority granted by the Minnesota Legislature to offer Associate degrees, transfer courses and programs and occupational programs. North Hennepin Community College serves a diverse population in the northwest metropolitan area of the Twin Cities and has evolved to meet the changing needs of surrounding communities - offering evening and weekend programs, technical certificates, online classes, off-campus classes in Buffalo, scholarships, programs for youth, continuing education and customized training.

Today the College serves more than 9,000 students with credit courses and an additional 2,000+ with professional development and technical training. North Hennepin Community College employs a professional team of approximately 360 faculty, staff and administrators.

## Equal Opportunity

North Hennepin Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, sexual orientation, or membership activity in a local commission. In adhering to this policy, the College abides by all applicable statutes and regulations relating to equal opportunity.

## Student Profile\*

Enrollment	9,340
Full Time Equivalents (FTE)	4,292
Female Student Population	61%
Male Student Population	39%
Median Age	23
Average Age	26.7
Students originally from another country (100 different countries)	1,136

\*2004-2005 Academic year

1. Apply for Admission
2. Apply for Financial Aid
3. Take Placement Test(s)
4. Complete Orientation
5. Register for Classes
6. Pay Tuition and Fees



## 1. Apply for Admission

### How to Apply

#### *All New Students*

All new students must complete a North Hennepin Community College admissions application. A one-time, non-refundable \$20 application fee is required for all students. The North Hennepin Community College application may be obtained from area high school counseling offices, the NHCC Information Center and [www.nhcc.edu](http://www.nhcc.edu). All materials should be sent directly to the College Admissions Office.

### Who Can Apply

Students who have graduated from high school or who have qualified for the General Education Development certificate (GED) are eligible for admission to North Hennepin Community College.

#### *Post-Secondary Enrollment Options (PSEO) Students*

High school students must meet the following criteria to enroll under the PSEO program:

- Seniors in the upper half of their class (rank)
- Juniors in the upper third of their class (rank)
- Meet with high school counselor to determine courses that will fulfill high school graduation requirements
- Complete the NHCC application
- Submit a high school transcript showing class rank
- Submit a completed Minnesota Department of Education "Post-Secondary Enrollment Options Program Notice of Student Registration" form
- Complete placement testing and attend orientation

Students admitted under PSEO may attend full or part-time. Students eligible for the PSEO program are not charged tuition for most courses. Students are provided books that must be returned to the college upon completion of the course(s).

#### *Home Schooled, Charter Schools and Alternative Schools*

Students who are at a secondary institution that does not officially rank their students (home school programs, charter schools, alternative learning centers, etc.) and are interested in the PSEO program must submit the results of an approved national achievement test (ACT, PSAT, etc.). To meet the PSEO eligibility requirements, juniors must show composite test results at or above the 67th percentile and seniors must be at or above the 50th percentile.

#### *Non-PSEO High School Students*

High school students (not under the PSEO program) wishing to attend college, in addition to full-time high school attendance, must meet the following requirements:

- Be at least 16 years of age
- Have written permission from a high school official
- Have written permission from their parent/guardian
- Have a high school transcript
- Pay tuition

These students will be required to go through placement testing or provide ACT scores of 24 or higher before admission to the College.

#### *International Students*

An applicant from a foreign country must provide the following to be considered for admissions:

- Completed admission form
- Documentation of high school graduation or its equivalency
- Documentation of English proficiency
- Financial documents
- A brief autobiography

More information as well as an International Student Application Form can be found on the web at [www.nhcc.edu](http://www.nhcc.edu).

#### *Transfer Students*

All transfer students must obtain and furnish to NHCC an official transcript for each institution from which transfer credits are to be considered.

- The institution at which the student earned course credit for which transfer is under consideration must be regionally accredited at the higher education level
- The course under consideration must be comparable in nature, content and level to a course offered by NHCC
- The course must be applicable to the student's declared area of study
- A grade earned for the course in question must be at a "D" level or higher, provided the student's cumulative GPA at the originating institution is 2.00 (on a 4.00 scale) or higher
- If earned at a technical college, the student must have completed the course within the last 5 years
- Credit for non-equivalent college-level technical courses will be considered up to a maximum of sixteen credits to be used as electives
- Credits are transferred into North Hennepin Community College without grade point average (GPA)

See the web at [www.nhcc.edu](http://www.nhcc.edu) for more details.

## Statement of Student Transfer Rights

Students are entitled to:

- A clear, understandable statement of an institution's transfer policy
- A fair credit review and an explanation of why credits were or were not accepted
- A copy of the formal appeals process

Common appeal steps are:

1. Student completes an academic appeal form – Supplemental information provided to reviewers can include: a syllabus, course description, reading list, final exams and other assignments, depending upon the type of appeal
2. Department or committee will review
3. Student receives, in writing, the outcome of the appeal
4. Student can appeal decision
5. A review of eligibility for financial aid or scholarship

## Immunizations

North Hennepin Community College complies with State Law MS 135A-14, requiring proof of immunization against Rubeola (red) and Rubella (German) measles and mumps; and Diphtheria, Pertussis (whooping cough) and Tetanus (DPT) within the last 10 years. Students not able to furnish proof are required by law to be immunized.

## Application Procedures for Admission into Selected Programs

North Hennepin's Registered Nurse, Histotechnology, Medical Laboratory Technician, the second year of Non-Invasive Cardiology Technician, Business ASAP, Graphic Design and Individualized Studies programs require special admission. See the web at [www.nhcc.edu](http://www.nhcc.edu) for program information and application procedures and requirements.

## Resident Status

Resident status shall be determined at the time of application according to the permanent residence of the student, based on the following:

- Students must have resided in Minnesota for one (1) calendar year immediately prior to application
- Residency must not be primarily for the purpose of attending a college or university
- Students may appeal residency determinations by contacting the Admissions Office for an appeal form
- Application for residency must be submitted by the second week of the term in which you are applying

Applicants who are residents of North Dakota, South Dakota and Wisconsin may attend North Hennepin Community College under the reciprocity agreement between the states of Minnesota and Wisconsin, Minnesota and North Dakota and Minnesota and South Dakota. The reciprocity form must be filed, processed and North Hennepin notified that the student is approved before being eligible to pay reciprocity rates for tuition. Students approved for reciprocity will pay home-state tuition rates, not Minnesota resident tuition rates.

Residents of Wisconsin, North Dakota, or South Dakota should follow the appropriate application procedures described above. In addition, he or she must apply for reciprocity to qualify for reciprocity tuition rates. Residents of North Dakota and Wisconsin are encouraged to apply for reciprocity online at [www.ohe.state.mn.us](http://www.ohe.state.mn.us). Residents of South Dakota can access a paper application at the above web address or by contacting the admissions office at North Hennepin Community College.

## Information Sessions and Tours

Information sessions are held on campus every Tuesday at 6:00 pm. If you are thinking about attending North Hennepin Community College, we encourage you to join us for an information session and campus tour. Sessions are held at the campus Information Center in the Educational Services Building located at the intersection of 85th Avenue North and West Broadway in Brooklyn Park. Call 763-424-0702 for directions.

Student Ambassadors are available to accommodate individual tours daily. Along with individual tours, prospective students new to the college system have the opportunity to meet with one of our New Student Specialists. New student advising and student tours are available on a walk in and/or appointment basis. Appointments may be set up by calling 763-424-0702.





## 2. Apply for Financial Aid

### Application Process

Those students seeking financial aid must apply for aid each year. Start the application process by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA's are available January 1 for the upcoming academic year. Financial Aid funding is limited, so students are encouraged to apply early. To be considered for Minnesota State Grant, the FAFSA must be received by the 30th day of the semester. Students interested in loans also need to complete a loan application. Information on the loan application process will be included with the award letter.

### Programs

Financial assistance is available in three forms:

- Grants and scholarships (money that does not have to be repaid)
- Work study (money in the form of a part-time job on campus)
- Student loans (money that has to be paid back with interest)

Additional information about financial aid programs is available at [www.nhcc.edu/financialaid](http://www.nhcc.edu/financialaid).

### Eligibility

To be eligible for financial aid, students must meet the requirements detailed on the FAFSA, enroll as a student working toward a degree or certificate in an eligible program and maintain satisfactory academic progress. The Academic Progress Policy can be found at [www.nhcc.edu](http://www.nhcc.edu).

### Withdrawal Policy

Students should contact the Financial Aid Office prior to withdrawing from all classes. NHCC is required to calculate the return of Title IV financial aid funds for students who officially or unofficially withdraw from classes prior to the 60% point of the semester. The calculation determines the amount of financial aid that must be returned by the institution and the student. If a return of aid is calculated, the funds must be repaid to the financial aid programs in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant and Federal SEOG. Examples of the withdrawal calculation are available upon request from the Financial Aid Office.

- Students must officially drop or withdraw from any class(es) that they do not plan to complete
- The tuition refund policy is located in the schedule of classes or is available from the Accounting and Fees Office

- The Financial Aid Office checks attendance/last date of activity information on financial aid students. If it is determined that a student received financial aid for a class they did not attend, all financial aid for the class(es) will be returned to the appropriate aid program and the student will need to repay the college.

### Contact Information

Call 763-424-0728 or email [financialaid@nhcc.edu](mailto:financialaid@nhcc.edu) if you have questions.

### North Hennepin

#### Community College Foundation Scholarships

The North Hennepin Community College Foundation, through its scholarship program, supports and encourages student success with a variety of scholarships, which range in value from \$250 to \$5,000.

High school seniors planning to attend North Hennepin Community College may apply for two-year scholarships, which cover approximately one-half of the cost of tuition and books for a full-time student. Selection criteria include academic performance, extracurricular activities and financial need. Applications are available through the NHCC website at [www.nhcc.edu](http://www.nhcc.edu), high school counseling offices, the NHCC Information Center, the NHCC Foundation Office or Financial Aid.

Scholarships are also available to new and returning students who have been out of high school one year or more. These awards are based on a combination of career plans, commitment to education and financial need. Current students at NHCC are also eligible for a variety of scholarships emphasizing different career programs, academic interests, or student activities. Information and/or applications are available through the NHCC website at [www.nhcc.edu](http://www.nhcc.edu), the Information Center, the Foundation Office and the Financial Aid Office.



### 3. Take Placement Exam(s)

Admission to the College does not automatically qualify a student for all courses and curricula. Some courses have prerequisites or required skill levels. Prerequisites and special enrollment criteria are noted in the class schedules and this catalog.

To ensure academic success, students attending North Hennepin Community College are required to complete a placement test in the areas of reading, English composition and mathematics. NHCC administers Accuplacer, the College Board-approved placement test. The placement information is used to determine your skill level and place you in appropriate courses. The Accuplacer is offered on a regular basis by appointment and is free of charge. Please call 763-424-0928 to schedule an appointment. Accuplacer is administered periodically at the Buffalo High School site.

Placement tests are required for:

- New students seeking a degree or certificate
- New students enrolling in a Math, English or ESOL course
- All PSEO students
- Transfer students who have not completed college level English and Math classes with a grade of “C” or higher
- Prospective nursing applicants who must meet assessment requirements for the Nursing program

The tests are not timed so you may take as much time as you need to answer the questions. The tests are adaptive, which means that each question is automatically chosen to yield the most information about the examinee, based on skill level indicated by the examinee’s answers to the prior questions.

Although the tests do not determine admission to NHCC, they do determine entry into some courses. For example, if your reading placement scores place you into ESOL 0830, ESOL 0930, ADEV 0951 or ADEV 0952, **you must enroll in this course during your first semester at the College.** You must begin any English or math coursework at your assessed skill level. Students who do not follow listed placement and prerequisite requirements may be required to change registration to comply with NHCC’s Placement Testing policy.

A student’s course enrollment may be cancelled if the student does not take the placement test or registers for a course above the placement of his or her test scores. Course refunds may not be issued for inappropriate registration. Students who are not satisfied with their placement results

may appeal by retesting once a semester. This option applies only to initial course placements. If you have already begun course work in math, English or reading, you may not use the retest option to attempt to change your placement.

A Placement Testing Waiver is available for students who have:

- Completed a college-level English composition and/or a college-level algebra course with a grade of “C” or higher
- At least a 2.0 G.P.A. in general education, reading intensive courses such as Introduction to Psychology, Biology or Sociology
- An ACT subscore of 24 or higher in math, English or reading

Waiver forms are available by calling 763-424-0928 or at the NHCC website [www.nhcc.edu/forms](http://www.nhcc.edu/forms).

Students applying to the Nursing program are not eligible for a waiver.

Transfer students submitting official transcripts for credit evaluation will be evaluated for eligibility for placement testing waiver(s).

Students with disabilities who require accommodations should contact the Disability Access Service Office in advance by calling 763-493-0555 (V) or 763-493-0558 (TTY).



## 4. Complete Orientation

The new student orientation session is a valuable academic course planning session with NHCC counselors and advisors. The purpose is to prepare students to register for a course or courses meaningful and appropriate to their educational goals. New students are notified of available dates for these sessions when the acceptance letter is sent. Participation in an orientation session is required for all new students prior to initial course registration. Students with previous college experience may elect to complete orientation on-line.

## 5. Register for Classes

Registration for classes is completed online at [www.nhcc.edu](http://www.nhcc.edu). Students must have received an 8-digit student identification number from Admissions and a PIN (Personal Identification Number) upon completion of orientation.

Registration dates are listed in the class schedule for each term and on-line at [www.nhcc.edu](http://www.nhcc.edu).

## 6. Pay Tuition and Fees

The Minnesota State College and University Board approves the schedule of tuition for the state community colleges. Tuition and fees are charged on a per credit basis. Please see the web each semester for current tuition and fee rates since tuition is subject to change. Auditing a course (taking a course without receiving a grade) costs the same rate as for credit. Tuition is due by the published deadline each term. Payment by Visa, MasterCard and Discover Card is available.

### Tuition and Fees per Credit

Refer to the College website for current rates at [www.nhcc.edu](http://www.nhcc.edu).

### Application Fee

A non-refundable application fee of \$20 shall be assessed to students when they apply for admission.

### Music Fee

A music fee is assessed for individual lessons in instrumental, piano, or vocal music. This fee provides for a one-half hour lesson each week of the semester.

### Other Special Course Fees

Consult the web for other special fees in courses such as backpacking, field study, bowling, skiing, theater and others.

### Rates for Senior Citizens

Senior Citizens, age 62 or older, may register during the add/drop period the day after the first day of class. Senior Citizens will be charged \$20.00 per credit for courses taken for credit. Courses audited may be taken at no charge.

### Returned Check Charge

Checks, drafts, or money orders offered in payment of tuition and fees that are not honored by the bank or other depository on which the order is drawn will be assessed a service charge, not to exceed \$30.00. The individual will be responsible for the fee in addition to the original obligation.

### Failure to Pay Financial Obligations

If a student fails to meet financial obligations, the student will not be eligible to register for future semesters. Degrees and official transcripts may be withheld until all financial obligations are satisfied.

### Outstanding Obligation

The College may utilize the Minnesota Revenue Recapture Act and/or a collection agency as a means of collecting outstanding obligations.

### Tuition Refund

Students are entitled to attend one regularly scheduled class session with the option to request a full refund by the date shown in the class schedule for the tuition and fees paid for that course. Students who choose to drop from any course must do so on the web at [www.nhcc.edu](http://www.nhcc.edu).

### Withdrawal from College

If, after completing registration, a student decides to withdraw from some or all classes, he/she must do so formally through the Web registration system at [www.nhcc.edu](http://www.nhcc.edu). Non-attendance in classes or stopping payment on a check does not constitute a withdrawal or eliminate the liability for a student's registration and payment.

The grade of "W" for withdrawal from a class does not affect the GPA; however, it will affect the completion rate and could put the student's academic standing and/or financial aid and scholarships in jeopardy.

### Last Date of Attendance

The Financial Aid Office checks attendance/last date of activity information on financial aid students. If it is determined that a student received financial aid for a class they did not attend, all financial aid for the class(es) will be returned to the appropriate aid program and the student will need to repay the college.

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**Academic Support**  
**Student Life and Activities**  
**Resources for Student Issues**



## *Academic Support*

North Hennepin Community College has a variety of resources and services that support the needs of students, faculty and staff. Complete information including contact names, phone numbers, available hours, etc. for each area can be found at [www.nhcc.edu](http://www.nhcc.edu).

### Bookstore

Located in the Educational Services Building, the Bookstore carries textbooks needed for classes at NHCC. It also has reference materials, school and art supplies, clothing, greeting cards, gifts and postage stamps. For more information, call 763-424-0808.

### Bridge to Academic Success

Students who fall below the College's academic standards for two semesters must have an approved academic supervision appeal and participate in the Bridge program. Through a series of intervention workshops and individual appointments, students work with Academic Success staff to design plans for improving their academic progress. For more information, call: 763-424-0905.

### Career Resource Center

The Career Resource Center, located in the Educational Services Building, has resources to help students identify their educational career goals and develop strategies to accomplish them. Resources include occupational guides, college directories and catalogs, information on transfer to other colleges, computer-based career and occupational information systems and a variety of career assessments. Many of these services are free and available to both students and members of the community. For more information, call: 763-424-0707.

### Computer Labs

North Hennepin Community College has four computer classrooms and one open lab available for student use. They are located in the Center for Business and Technology building. The labs are open more than seventy hours a week, Monday through Sunday. These computers run the latest versions of various software packages including Microsoft Office XP, Desktop Publishing, Internet browsers and programming languages. The labs are fully equipped with laser printers, color overhead projectors and flat bed scanners. An open lab is where students can come at any time during the lab's open hours to work on assignments and other course related projects.

The library is equipped with 35 computers available to NHCC students. For the convenience of our students, the library computers have most of the programs and applications that are in the computer labs.

A Macintosh lab of 20 Macintosh computers is available to the students in the Graphic Design program in the Fine Arts building. These computers have Desktop Publishing and Graphics software.

### Counseling and Advising

Students are encouraged to schedule an appointment with a counselor or advisor for registration assistance, educational planning and conferring about academic difficulties. In addition, counselors provide career and personal counseling. Call 763-424-0703 to make an appointment. Walk-in service is available during the day, some evenings and limited Saturdays. Advising is available in Buffalo during fall and spring semester. For dates and times, call: 763-424-0730.

### Disability Access Services

Disability Access Services (DAS), located in the Learning Resource Center, offers services to students with physical, learning, psychological or other documented disabilities to provide equal access to NHCC programs, services and activities. DAS works with students to determine the services needed and to develop a plan for providing reasonable and appropriate accommodations. Examples include alternate format for printed materials, note-takers, testing services and sign language interpreters. Students and guests must contact DAS if accommodations are needed. Please call 763-424-0827 (voice) or 763-493-0558 (TTY) to schedule a time to discuss your needs.

All buildings and grounds are wheelchair accessible with handicapped parking nearby.

### English for Speakers of Other Languages (ESOL) Resources

There are many resources available to English language learners. Some of the resources include advising for appropriate placement into ESOL courses, advising for business and health career programs, tutoring in many subjects including ESOL, mini-workshops to help improve study skills, and resource materials designed to help build English skills. For more information, call: 763-424-0827.

### First Year Experience Programs

NHCC is developing a variety of programs for new college students, designed to help students make successful transitions to college. As programs are developed, information will be available at [www.nhcc.edu/fye](http://www.nhcc.edu/fye).

### Information Center

The Information Center is located in the Educational Services Building and is a one-stop location for College publications, application forms, class cancellations, College closings and other information. For more information, call: 763-424-0702.

## Job Placement

Students and alumni have an opportunity to work with the Job Placement Coordinator in developing and implementing a job search. Assistance is available one-on-one and through workshops in developing a resume, networking, interviewing and job search skills. In addition, internship opportunities and job leads are available through this office. For more information, call: 763-424-0707.

## Library

The Library serves as the information and resource center for students, faculty and staff of the College. The collections include 42,000 books, access to more than 2,500 magazines and periodicals in both paper and electronic formats and 1,500 audio-visual items. Access to other resources is provided by the library's website and through a statewide resource sharing network. Research assistance is available in the library as well as through the website's "Ask A Librarian" online service at [www.nhcc.edu/library](http://www.nhcc.edu/library). For more information, call: 763-424-0732

## Mathematics Resource Center

The Mathematics Resource Center provides drop-in tutoring for math and math-related courses. Staff members and trained student tutors are available to provide individualized assistance to students enrolled in math courses. Programmed materials, audio and videotapes, computer-assisted instruction and a mathematics library are available to help improve mathematical skills. For more information, call: 763-424-0742.

## Peer Tutoring

Peer tutors from the Peer Tutoring Program and Writing Center are available weekdays and several evenings each week to help students with many courses; both programs are located in the Learning Resource Center. For more information, call: 763-424-0827.

Peer tutors work individually with students and lead small study groups in class and outside of class to provide learning assistance. Peer tutors typically help students work through ideas, develop study strategies for tests, generate ideas for assignments and engage with course material. Computers are also available to all students for writing papers and improving skills. For more information, call: 763-424-0827.

## Student Support Services/TRIO Program

The Student Support Services (SSS) Program, a Federal TRIO program, is funded to serve 230 NHCC students annually by the Department of Education with in-kind support from North Hennepin Community College.

Participants choose from a variety of services each semester from a menu which includes academic advising, individual tutoring, career exploration, assistance completing financial

aid forms, help searching for and preparing scholarship applications and support transferring to a four-year institution. For more information, call: 763-424-0937.

To qualify, students must be U.S. citizens or hold permanent residence or refugee status, be admitted to North Hennepin Community College and meet at least one of the following criteria:

1. first-generation college student (neither parent graduated with a four-year college degree), or
2. meet federal low-income guidelines, or
3. have a documented disability

## Testing Center

Testing Center staff administers placement tests to determine appropriate course placements for new NHCC students.

Make-up tests are given in the Testing Center after proper arrangements have been made with the instructor.

North Hennepin Community College serves as a testing site for the College Level Examination Program (CLEP). Tests are available only to current NHCC students. Payment (including an exam fee and administrative fee) is required prior to testing. Testing appointments can be made by contacting the Testing Center at 763-424-0928 for more information regarding CLEP policies, please contact the Adult Learning Department at 763-424-0730 or the Counseling/Advising Office at 763-424-0703.

General Education Development (GED) certificate examinations also are administered in the Testing Center.

The Testing Center is open each week during the semester. Check the website for exact hours at [www.nhcc.edu](http://www.nhcc.edu) or call: 763-424-0857.

## Writing Center

The Writing Center offers individualized help to writers from all college courses. The Center also provides an informal atmosphere where students, faculty and staff may focus on a wide range of writing projects from academic, professional and business writing to personal and creative writing. In addition to quiet space and tutorial support, a limited number of computers are available for students and tutors to use during tutoring sessions. For more information, call: 763-424-0934.

## *Student Life and Activities*

Student Life provides social, recreational, cultural and educational opportunities. Opportunities include, but are not limited to, student clubs and organizations, recreational sports, student newspaper and literary magazines, art, music, theater and other activities reflecting students' interests. The Student Handbook and Academic Planner has a complete listing of College services and Student Life opportunities.

### Campus Center

The Campus Center provides facilities, services and programs to accommodate the College community. Facilities include a multipurpose area suitable for dining and other functions, student meeting and study rooms, student organization offices, an outside patio area, a security desk, a large screen TV and internet computer use. Announcements are made relating to daily activities and cancelled classes. For more information, call: 763-424-0802.

### Evans-Nordby Lectureship

The Evans-Nordby Lectureship, inaugurated in 1995, presents a national speaker who is an expert on grief and loss. The lecture is presented in cooperation with HealthPartners and sponsored by an endowment fund. Though presented for the benefit of the general public, professionals within nursing and social service fields also take the opportunity to earn continuing education units by attending this three hour lecture. For more information, call: 763-424-0916.

### Food Service

Cafeteria and vending machine service is available in the Campus Center. Vending machines may also be found in most classroom buildings.

### Recreational Activities

Student Life provides recreational opportunities through the Recreational Activities Office located in the Heath and Wellness Center, HWC 165. Activities provided include intramural leagues and tournaments, special events and event challenges to promote wellness through participation. Specific activities offered include basketball, soccer, flag football, tennis, ice hockey, fun run/walks and volleyball to name a few. Getting involved in Recreational Activities is a great opportunity to enhance lifelong skills, develop leadership skills and make new friends, all while having a great time. All participants must be currently enrolled NHCC students or NHCC faculty and staff. Contact the Recreational Activities Office for information on current activities and events at [recsports@nhcc.edu](mailto:recsports@nhcc.edu) or 763-424-0825.

### Safety and Security

The Safety and Security desk is located in the Campus Center. Call Safety and Security at 763-424-0807 to report safety or

security concerns, obtain incident reports, get car jump-starts, receive security escorts, etc. Please note the College is not responsible for lost, stolen, or damaged personal property. In compliance with federal law, the Safety and Security Department produces an annual security report for the College. The report is available on-line at [www.nhcc.edu](http://www.nhcc.edu) or in hard copy upon request.

Please help prevent crime on campus; never leave your belongings unattended; report any suspicious persons to Safety and Security; be alert to your surroundings and be safety and security conscious.

### Student Life Committee

In accordance with Minnesota State Colleges and Universities Student Life Policy 2.8, the Student Life committee shall develop and monitor all budgets and expenditures funded by the Student Life fee within the guidelines of system and College policies and procedures. The committee is comprised primarily of students. Interested students are encouraged to participate. For further information, inquire at the Student Life desk in the Campus Center.

### Student Life Notification of Events

The following resources are available for student organizations to communicate planned events:

- Activities Wall Calendar in the Campus Center
- College Monitors
- Online Calendar of Events
- College Bulletin Boards
- Student Life Campus News (Student Bulletin)

Refer to the Student Handbook for additional information.

### Student Senate

The NHCC Student Senate is a member of the Minnesota State College Student Association, which represents student issues with the Minnesota State Colleges and Universities Board of Trustees. The system-wide Student Association provides opportunities for students to be involved with student issues at the College, state and federal level. This is an excellent way to voice and represent concerns of the student body. Get involved and participate in the decision making process at the College. Look for meeting information in the Student Life Campus News. For more information, call: 763-424-0802 or 763-493-0526.

### Youth Academy

Youth Academy classes are designed to expand the knowledge of children, develop their skills and help them pursue special interests in a fun, creative environment. For more information, call: 763-424-0794.

## Resources for Student Issues

The Student Handbook and Academic Planner include the complete listing of North Hennepin Community College student policies.

Who do you contact when you have a complaint about:

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**General Harassment  
and Code of Conduct:**

**Kitty Hennemann**, Director of Student Life  
763-424-0803  
[kitty.hennemann@nhcc.edu](mailto:kitty.hennemann@nhcc.edu) – Campus Center

**Jim Borer**, Associate Dean of Student Success Programs  
763-424-0736  
[jim.borer@nhcc.edu](mailto:jim.borer@nhcc.edu) – LRC 155

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**Sexual Harassment and 504/  
American Disabilities Act:**

**Kitty Hennemann**, Director of Student Life  
763-424-0803  
[kitty.hennemann@nhcc.edu](mailto:kitty.hennemann@nhcc.edu) – Campus Center

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**Sexual Harassment:**

**Jim Borer**, Associate Dean of Student Success Programs  
763-424-0736  
[jim.borer@nhcc.edu](mailto:jim.borer@nhcc.edu) – LRC 155

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**Racial Harassment:**

**Paul Mazur**, Dean of Liberal Arts  
763-424-0884  
[paul.mazur@nhcc.edu](mailto:paul.mazur@nhcc.edu) – CLA 175

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**Academic Issues:**  
*Dean of the relevant  
Department or Program*

**Mary Diedrich**, Interim Dean of Student Success Programs  
763-424-0912  
[mary.diedrich@nhcc.edu](mailto:mary.diedrich@nhcc.edu) – LRC 156

**Paul Mazur**, Dean of Liberal Arts  
763-424-0884  
[paul.mazur@nhcc.edu](mailto:paul.mazur@nhcc.edu) – CLA 175

**Jane Reinke**, Dean of Science, Math & Health Careers  
763-424-0819  
[jane.reinke@nhcc.edu](mailto:jane.reinke@nhcc.edu) – SC 120

**Lawrence Schaaf**, Interim Dean of Business & Technology Career Programs  
763-424-0746  
[lawrence.schaaf@nhcc.edu](mailto:lawrence.schaaf@nhcc.edu) – CBT 150

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**Safety and Security Issues:**

**In Case of Emergencies: Call 911 or call Safety and Security 763-424-0807**

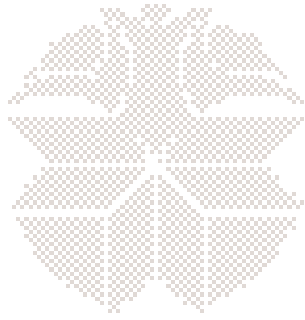
**Jesse Cashman**, Director of Public Safety  
763-424-0806  
[jesse.cashman@nhcc.edu](mailto:jesse.cashman@nhcc.edu) – HWC 117

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**Student Rights and Responsibilities**

Detailed policies pertaining to the student code of conduct, academic dishonesty, drugs and alcohol, racial discrimination, sexual harassment and disability discrimination can be found in the Student Handbook/Academic Planner and on the College website at [www.nhcc.edu](http://www.nhcc.edu).





# North Hennepin Community College



## Learner Outcomes Assessment

### Associate Degree Programs

### Certificate Programs

### Minnesota Transfer Curriculum

### Academic Policies and Procedures

### Alternatives for Earning Academic Credit

### Course Delivery Methods

North Hennepin Community College provides curricula to meet these goals:

- Lower division transfer curriculum that provides the first two years toward a bachelor's degree program
- Associate degree programs designed to articulate to four-year programs
- Career programs and certificates designed for employment with a varying number of courses that can be used toward a bachelor's degree program
- Continuing education and non-credit programs responsive to personal, professional and industry needs
- College courses for personal and professional enrichment

Students may complete as many degree programs at North Hennepin Community College as desired.

North Hennepin Community College Philosophy of General Education:

- General education provides a foundation of knowledge in a variety of disciplines; students learn to communicate, think, and apply what they learn in their family, career, and social lives
- The College values independent thinking, creativity, and teamwork; it helps students develop lifelong learning skills to prepare them for the interdependent, changing global economy

At North Hennepin Community College, learners...

- Expand their intellectual capacity by developing deeper, broader understandings of the world and building communication and thinking skills
- Make life decisions by reflecting on their values, connecting them to what they learn and applying them as engaged citizens
- Engage in scholarly activities, develop and understanding and appreciation of culture, and enjoy the pursuit of knowledge

*www.nhcc.edu*

## *Learner Outcomes Assessment*

North Hennepin Community College conducts assessment of student learning at the formative and summative levels to improve teaching and learning and to be accountable to the communities it serves. A college culture that values ongoing assessment is the foundation for continuing improvement of the quality of higher education.

While at North Hennepin, students will participate in a variety of assessment activities, both inside and outside class. In class, students will, in addition to taking quizzes and tests, write essays and papers, make reports and presentations, create visual representations of concepts, prepare portfolios and participate in a variety of other assessment activities. Students will also learn to assess their own work and that of their peers. In addition, they will complete assessments of the courses they complete.

As a participant in the larger College-wide community, students will take computer-based assessment tests that will assist NHCC in placing students into appropriate courses in reading, writing and mathematics and will complete surveys to assess academic support services and College programs. Students who complete certain career programs will take assessments required by national certification boards. Students will also be asked to participate in graduate follow-up surveys once they graduate.

All these assessments have a single focus, improving learning. Each instructor at the College designs his or her own learning activities and assessments. All faculty and staff work together to help students achieve the College's educational goals.

## *Associate Degree Programs*

### Associate in Arts (A.A.) Degree

The Associate in Arts (A.A.) is awarded for successful completion of 60 credits and is designed to constitute the first two years of a liberal arts bachelor degree program. An A.A. degree includes the entire Minnesota Transfer Curriculum (40 semester credits) as the general education requirement. Students may also choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college by following the pre-major requirements of the desired transfer institution in addition to the MnTC and A.A. requirements.

A student shall:

- Earn a minimum of 60 semester credits with a grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College
- Earn a minimum of 20 semester credits at North Hennepin Community College
- Complete the general education distribution requirement listed in the Minnesota Transfer Curriculum. The student shall select general education (MnTC) courses numbered 1000 or above to complete a minimum of 40 credits
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation

### Required A.A. Degree Course Distribution

1. Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas
2. Complete at least 3 credits for the Wellness requirement with at least one course from each of the following areas: Health (all courses) and Physical Education (all courses)

Complete 17 elective credits selected from all courses listed in the College's offerings, which are numbered 1000 or higher. If the student intends to transfer, he or she is encouraged to work with a counselor or adviser to fulfill requirements for transfer to the other institution.

### Associate in Fine Arts (A.F.A.) Degree

An Associate in Fine Arts (A.F.A.) degree is intended for students whose primary goal is to complete a program in a designated discipline in fine arts. The A.F.A. degree is designed for transfer to a baccalaureate degree.

A student shall:

- Earn a minimum of 64 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average
- Earn a minimum of 20 semester credits at North Hennepin Community College
- A student must complete at least 50% of fine arts courses at North Hennepin Community College
- Earn 24 credits in at least 6 MnTC goal areas
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation

North Hennepin Community College offers the following A.F.A. degree program:

- Studio Arts



### Associate in Science (A.S.) Degree

The Associate of Science (A.S.) degree is intended for students whose primary goal is to complete the credentials for a specific career and/or prepare for transfer to complete a bachelor's degree at a college or university who North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 62 - 64 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average
- Earn a minimum of 20 semester credits at North Hennepin Community College
- A student must complete at least 50% of career specific courses at North Hennepin Community College
- Earn 30 credits in at least 6 MnTC goal areas
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation

North Hennepin Community College offers the following A.S. degree programs:

- |  |                                      |
|--|--------------------------------------|
| • Accounting                               | • (Pre) Engineering                  |
| • Biology                                  | • Graphic Design                     |
| • Business Computer Systems and Management | • Individualized Studies             |
| • Business Management                      | • Law Enforcement                    |
| • Chemistry                                | • Marketing                          |
| • Computer Science                         | • Non-Invasive Cardiology Technology |
| • Construction Management                  | • Nursing                            |
| • Criminal Justice                         | • Paralegal                          |

*See the NHCC website and student publications for degree application deadlines.*

## Associate in Applied Science (A.A.S.) Degree.

The Associate in Applied Science (A.A.S.) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The A.A.S. degree includes a minimum of 20 semester credits in general education selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). The MnTC courses within the A.A.S. programs transfer to any Minnesota State College or University. Many of the A.A.S. degree programs have articulation agreements with four-year institutions for transfer of the program.

A student shall:

- Earn a minimum of 60-71 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average
- Earn a minimum of 20 semester credits at North Hennepin Community College
- A student must complete at least 50% of the professional or technical courses at North Hennepin Community College
- Earn 20 credits in at least 3 MnTC goal areas
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation

North Hennepin Community College offers the following A.A.S. degree programs:

- Accounting Technology
- Building Inspection Technology
- Business Computer Systems and Management
- Finance Management
- Histotechnology
- Management
- Marketing
- Medical Laboratory Technology
- Small Business Management



## *Certificate Programs*

Certificates can be earned in the following areas for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 32 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

### **Accounting**

- Fundamental Accounting
- General Accounting
- Small Business Accounting

### **Building Inspection Technology**

- Building CORE
- Building Inspection Technology
- Building Permit Technician
- Construction Management
- Housing Inspection
- Public Works

### **Business Computer Systems and Management**

- Business Computer Systems: Introduction, Intermediate & Advanced
- Business Computer Systems and Management
- Computer Information Systems
- E-Commerce
- Fundamentals of E-Commerce
- Word Processing

### **Business Management**

- Advertising
- Business Communications
- Finance
- General Business
- General Management
- General Marketing
- Leadership
- Management
- Marketing
- Retail Management
- Sales
- Small Business Management

### **Chemistry**

- Chemistry Laboratory Assistant

### **Computer Science**

- Application Programming
- Internet Programming
- Object Oriented Programming

### **Paralegal**



# Minnesota Transfer Curriculum

At North Hennepin Community College, the Minnesota Transfer Curriculum (MnTC) provides the general education distribution requirements for the Associate in Arts degree and provides the general education component for each of the career programs. The MnTC is designed to give students a college-level general education curriculum that focuses on the knowledge and skills necessary to be successful in modern society.

Minnesota. Upon full completion of the MnTC, a student will receive credit for all lower-division general education requirements (40 credits) upon admission. Partial completion of the MnTC will first be evaluated for completion of any of the 10 Goal Areas within the MnTC and then on a course-by-course basis. In all cases, courses recognized with in particular Goal Area(s) by the previous institution will be accepted at North Hennepin within the same Goal Area(s).

The Minnesota Transfer Curriculum (MnTC) is an agreement among Minnesota public institutions that aids in transfer among public colleges and universities in

Superscript number (#) indicates additional Goal Area.

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## Goal Area 1: Communication

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills are reinforced through multiple opportunities for interpersonal communication, public speaking and discussion.

### *MnTC approved courses for goal area 1:*

Students must complete a minimum of nine (9) credits by taking at least six (6) credits in writing and three (3) credits in speech and/or theater from the following list:

English 1111 or 1112\*                                      Speech 1010 or 1110                                      Theater, Film & Television 1500<sup>#</sup>, 1510<sup>#</sup> or 1520<sup>#</sup>

\* English 1140 also is certified as a substitute for English 1112, but only for specified A.S. or A.A.S. degrees.

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## Goal Area 2: Critical Thinking

Goal: To develop thinkers who are able to unify factual, creative, rational and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

### *MnTC approved courses for goal area 2:*

Completion of the MnTC and/or the completion of an A.S. or A.A.S. degree fulfill the Critical Thinking requirement.

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## Goal Area 3: Natural Sciences

Goal: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students are encouraged to study both the biological and physical sciences.

### *MnTC approved courses for goal area 3:*

Students must complete a minimum of seven (7) credits in two of these courses. Each course must come from a different department and at least one must be a lab course indicated by an \*:

Anthropology 1020 <sup>10</sup>	Chemistry 1000*, 1010*, 1061* or 1062*	Natural Science 1010, 1020, 1030 or 1110 <sup>10*</sup>
Biology 1000*, 1001*, 1002*, 1030 <sup>10</sup> , 1120, 1160 <sup>10</sup> , 1200 <sup>10*</sup> , 1350, 1610 <sup>10</sup> , 1650, 2020* or 2030*	Geography 1010 <sup>10</sup>	Physics 1000*, 1120*, 1140, 1201*, 1202*, 1400, 1410*, 1450, 1460*, 1501, 1511* or 1502, 1512*
	Geology 1010 <sup>10</sup> , 1020 <sup>10</sup> , 1030 <sup>10</sup> , 1040 <sup>10</sup> , 1110*, 1120 <sup>10*</sup> , 1130*, 1150 <sup>10</sup> , 1160 <sup>10</sup> or 1850 <sup>10</sup>	

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## Goal Area 4: Mathematical/Logical Reasoning

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments and detect fallacious reasoning. Students will learn to apply mathematics, logic and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

### *MnTC approved courses for goal area 4:*

Students must complete a minimum of three (3) credits in one of these courses.

Mathematics 1010, 1031, 1032, 1130, 1140,      Philosophy 1050  
1150, 1170, 1180, 1200, 1221, 1222, 2010,  
2220, 2300 or 2400

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### Goal Area 5: History and the Social and Behavioral Sciences

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

#### *MnTC approved courses for goal area 5:*

Students must complete a minimum of nine (9) credits in three of these courses. One course must come from the Behavioral Sciences and one from Social Sciences.

<b>Behavioral Sciences</b>	Sociology 1110 <sup>7</sup> , 1140 <sup>7</sup> , 1210, 1510, 1710, 1750, 2110, 2210 <sup>7</sup> , 2310 <sup>9</sup> , 2410 <sup>8</sup> or 2730	<b>Social Sciences</b>
Anthropology 1010 <sup>8</sup>	Women's Studies 1110	Economics 1060 <sup>8</sup> or 1070
History 1010 <sup>8</sup> , 1020 <sup>8</sup> , 1240 <sup>7</sup> , 1270 <sup>7</sup>		History 1110 <sup>8</sup> , 1120 <sup>8</sup> , 1130 <sup>8</sup> , 1150 <sup>8</sup> , 1200, 1210 or 1220 <sup>7</sup>
Psychology 1150, 1170, 1210, 1220, 2320, 2330 or 2340		Humanities 1100 <sup>6</sup> , 1200 <sup>6</sup> , or 1300 <sup>6</sup>
		Political Science 1100 <sup>9</sup> , 1140, 1600 <sup>8</sup> , 2130 or 2180 <sup>9</sup>

### Goal Area 6: Humanities and Fine Arts

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy and the fine arts, students will engage in critical analysis, form aesthetic judgments and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

#### *MnTC approved courses for goal area 6:*

Students must complete a minimum of nine (9) credits in three of these courses. Courses must come from at least two different departments.

American Studies 1010 <sup>7</sup> , 1020 <sup>7</sup> , 2210 <sup>7</sup> or 2220 <sup>7</sup>	English 1150, 1400, 1920, 1930, 2270, 2310, 2350 <sup>7</sup> , 2360 <sup>8</sup> , 2370 <sup>7</sup> , 2380 <sup>7</sup> , 2450 <sup>7</sup> , 2460 <sup>7</sup> , 2550 <sup>8</sup> , 2560 <sup>8</sup> , 2580 <sup>8</sup> or 2590 <sup>8</sup>	Philosophy 1010 <sup>8</sup> , 1020 <sup>9</sup> , 1030 <sup>8</sup> , 1040 <sup>7</sup> or 1060 <sup>8</sup>
Art 1040 <sup>8</sup> , 1101, 1102, 1140, 1160, 1301, 1302, 1330, 1341, 1342, 1401, 1402, 1510, 2180 <sup>8</sup> , 2190 <sup>8</sup> , 2300 <sup>8</sup> , 2400, 2611, 2612, 2613, 2641, 2700, 2741, 2742, 2780, 2800, 2820, 2850 or 2970	German 1030 <sup>8</sup>	Spanish 1030 <sup>8</sup> , 2201 <sup>8</sup> or 2202 <sup>8</sup>
	Music 1130, 1200, 1220 <sup>8</sup> , 1300 <sup>8</sup> , 1350, 1560, 1600, 1610, 1810, 1840 or 2970	Theater, Film & Television 1200, 1210, 1250, 1260 <sup>8</sup> , 1290, 1300, 1500 <sup>1</sup> , 1510 <sup>1</sup> , 1520 <sup>1</sup> , 1600, 1700 or 2950

*Designated Themes: Students must take courses in three (3) of the four (4) goal Areas: Human Diversity, Global Perspective, Ethical and Civic Responsibility and People and the Environment. Courses in goal areas 1-6 that are also listed in these four goal areas can be used to satisfy both areas.*

### Goal Area 7: Human Diversity

Goal: To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

#### *MnTC approved courses for goal area 7:*

American Studies 1010 <sup>6</sup> , 1020 <sup>6</sup> , 2210 <sup>6</sup> or 2220 <sup>6</sup>	Geography 1000, 1040 <sup>6</sup> or 1120	Psychology 1170 or 2340
Business 1110	Health 1900	Sociology 1110 <sup>5</sup> , 1130 <sup>6</sup> , 1140 <sup>5</sup> , or 2210 <sup>5</sup>
English 2350 <sup>6</sup> , 2370 <sup>6</sup> , 2380 <sup>6</sup> , 2450 <sup>6</sup> or 2460 <sup>6</sup>	History 1220 <sup>5</sup> , 1240 <sup>5</sup> , 1270 <sup>5</sup>	Speech 1310 <sup>8</sup>
	Philosophy 1040 <sup>6</sup>	

### Goal Area 8: Global Perspective

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

#### *MnTC approved courses for goal area 8:*

American Sign Language 2201 or 2202	English 2360 <sup>6</sup> , 2550 <sup>6</sup> , 2560 <sup>6</sup> , 2580 <sup>6</sup> or 2590 <sup>6</sup>	Music 1220 <sup>6</sup> , 1300 <sup>6</sup>
Anthropology 1010 <sup>6</sup>	Geography 1040 <sup>7</sup> or 1100	Philosophy 1010 <sup>6</sup> , 1030 <sup>6</sup> , 1060 <sup>5</sup> or 1210
Art 1040 <sup>6</sup> , 2180 <sup>6</sup> , 2190 <sup>6</sup> or 2300 <sup>6</sup>	German 1030 <sup>6</sup> , 1101 or 1102	Political Science 1600 <sup>5</sup> or 1700 <sup>8</sup>
Business 1700	History 1010 <sup>5</sup> , 1020 <sup>5</sup> , 1110 <sup>5</sup> , 1120 <sup>5</sup> , 1130 <sup>5</sup> , 1150 <sup>5</sup> or 1390 <sup>5</sup>	Spanish 1030 <sup>6</sup> , 2201 <sup>6</sup> or 2202 <sup>6</sup>
Economics 1060 <sup>5</sup>		Speech 1310 <sup>7</sup>

### Goal Area 9: Ethical and Civic Responsibility

Goal: To develop students' capacity to identify, discuss and reflect upon the ethical dimensions of political, social and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others' positions, be part of the free exchange of ideas and function as public-minded citizens.

#### *MnTC approved courses for goal area 9:*

Geography 1050 <sup>10</sup>	Philosophy 1020 <sup>6</sup> , 1110, 1200 or 1210	Sociology 1130 <sup>7</sup> or 2310 <sup>5</sup>
Health 1030, 1060 or 1900	Political Science 1100 <sup>5</sup> , 1700 <sup>8</sup> or 2180 <sup>5</sup>	

### Goal Area 10: People and the Environment

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the interrelatedness of human society and the natural environment. Knowledge of both biophysical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

#### *MnTC approved courses for goal area 10:*

Anthropology 1020 <sup>3</sup>	Geography 1010 <sup>3</sup> or 1050 <sup>9</sup>	Natural Science 1110 <sup>3</sup>
Biology 1030 <sup>3</sup> , 1160 <sup>3</sup> , 1200 <sup>3</sup> , 1600 or 1610	Geology 1010 <sup>3</sup> , 1020 <sup>3</sup> , 1030 <sup>3</sup> , 1040 <sup>3</sup> , 1120 <sup>3</sup> , 1150 <sup>3</sup> , 1160 <sup>3</sup> or 1850 <sup>3</sup>	Philosophy 1200 <sup>9</sup>
Chemistry 1000	Health 1050 or 1070	Physics 1120



## Academic Policies and Procedures

### Academic Progress Policy

Students must maintain satisfactory academic progress to be eligible to attend college and receive financial aid. The college policy is based upon Federal and State regulations. The following requirements are reviewed when determining satisfactory academic progress:

#### **Grade Point Average (GPA)**

All students must maintain a cumulative G.P.A. of 2.0.

#### **Completion Rate**

All students must maintain a cumulative completion rate of 67%.

All students are expected to complete their degree/certificate within an acceptable time frame. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may receive aid until their cumulative registered credits equals 150% of the required number of credits needed to complete their degree/certificate.

Cumulative Registered Credits	Minimum Required G.P.A.	Minimum Required Completion Rate
5	--	--
6 or above	2.0	67%

#### **Evaluation period**

Academic progress is evaluated at the end of each term (fall, spring and summer). The evaluation process is completed by the Registrar.

#### **Failure to meet standards**

- Students who do not maintain satisfactory academic progress are placed on probation. Students on probation are allowed to register and receive financial aid
- Students on probation who achieve a term GPA of 2.0 and a term completion rate of 67% can continue their probation status. Students on a continuing probation status are allowed to register and receive financial aid
- Students on probation who do not achieve a term GPA of 2.0 and a term completion rate of 67% will be suspended from the college for one semester. Suspended students lose eligibility for future financial aid until the cumulative standards are met or an appeal is approved
- Students who fail to meet the college's maximum time-frame requirement will be suspended from financial aid eligibility
- Financial aid eligibility may be immediately suspended for a student in the event of extraordinary circumstances, such as a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, a student who registered

for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid either at NHCC or prior institutions. Financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before the student would reach the end of the program

#### **Notification**

Students will be notified by mail or email when placed on probation status and/or suspension status.

#### **Appeals**

Students can appeal their academic suspension. To appeal an academic suspension, complete an Appeal Academic Suspension form. Appeals should include supporting documentation. Students will be notified in writing of the committee's decision.

Students with extenuating circumstances can appeal their financial aid suspension. Extenuating circumstances include, but are not limited to, an extended illness, hospitalization, or a death of a family member. Appeals should include supporting documentation. To appeal a financial aid suspension, complete an Appeal Financial Aid Suspension form. Students will be notified in writing of the committee's decision.

#### **Reinstatement**

The academic reinstatement policy is separate from the financial aid reinstatement policy. It is possible to be readmitted to the college, but not be eligible for financial aid.

*Academic Reinstatement* – After the suspension period ends, contact the Bridge to Academic Success Program (BTAS) for information on academic reinstatement.

*Financial Aid Reinstatement* – If a student has been suspended, financial aid eligibility is reinstated when a cumulative GPA of 2.0 and a cumulative completion rate of 67% are earned or if a Financial Aid Suspension Appeal is approved.

#### **Additional Elements**

*Earned Credits* – Earned credits includes grades of A, B, C, D, P (pass), and Honor grades HA and HB. Earned credits count toward the completion rate requirement.

*Attempted, Not Earned Credits* – Letter grades of I (incomplete), W (withdraw), AU (audit), F and NC (no credit) or Z (no grade) are treated as credits attempted but not successfully completed (earned).

*Grade Point Average* – Grade Point Average (GPA) is calculated using a grade point value for grades of A, B, C, D, E, and Honor grades HA and HB. Although a P will count as a credit completed, it carries no grade point value.

**Incomplete Grade** – A grade of I (incomplete) is assigned at the discretion of the instructor and only in exceptional circumstances and is a temporary grade. Incompletes are given to students who have completed most of the work in the course at a passing level, and who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. Incompletes are included when calculating the completion rate. A grade of I automatically becomes an F grade (or NC in the case of courses numbered below 1000) at the end of the next semester (not including summer session) if requirements have not been satisfactorily met. A student must be receiving a passing grade at the time an incomplete is requested. Students need to request an incomplete from the instructor. Instructors have the option of setting an alternate completion date for the student.

**Academic Amnesty** – If academic amnesty is approved, credits for which a student has been granted academic amnesty will be included in all financial aid academic progress calculations.

**Audited Courses** – Audited courses are not funded by financial aid and are not included in academic progress calculations.

**Consortium Credits** – Consortium credits are included in all financial aid academic progress calculations.

**Developmental Credits** – Developmental credits are awarded for course work below the 1000 level. Developmental credits are included in academic progress calculations. Students may receive financial aid for developmental credits up to a maximum of 30 credit hours (excluding ESOL). Up to 30 developmental credits shall be excluded from the maximum time-frame calculation.

**ESOL Credits** – ESOL credits are included in academic progress calculations.

**Repeated Credits** – Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The higher grade will be used in the GPA calculation. Both grades remain printed on the transcript. All repeated credits are included in the percent of completion and maximum time frame calculations.

**Transfer Credits** – Transfer credits (credits earned at another college which are accepted by this college) are not included in the GPA and completion rate calculation, but are considered in the maximum time frame calculation.

**Withdraws** – A “W” is assigned when a student withdraws from a class after the drop period for the semester has ended. Credits for which a “W” is received are considered attempted credits but not successfully completed credits. Thus, a “W” does not impact GPA but does negatively impact the completion rate.

## Grading

### *Auditing a Course*

Students must declare intent to audit a course in person at the Registrar’s Office prior to the start of the term or course. Current tuition rates are charged for audits.

### *Grade Point Average*

Grading System	A	B	C	D	F
Grade Points	4	3	2	1	0
W	Withdraw		AU	Audit	
I	Incomplete		NC	No Credit	
P	Pass				

*W, I, P and NC grades do not affect the grade point average.*

A student’s grade point average is determined by adding all grade points and dividing by the sum of all GPA Credits. All courses completed for a grade of A, B, C, D, or F enter into the grade point average.

Selected developmental courses (numbered below 1000) may be graded on a P (Pass) / NC (No Credit) grading system, however most developmental courses are graded A, B, C, D, or NC. Neither the P nor the NC affects the grade point average.

Selected courses, numbered above 1000, may be graded on a P/NC grading system. Individual students do not have the option of requesting a P/NC grading system.

### *Grade Reports*

Student grade reports will be available through the College Web Site, [www.nhcc.edu](http://www.nhcc.edu) and may be accessed only through use of the student’s identification number and pin number.

## Honors Recognition

### *Academic Honors List*

The Academic Honors List is prepared for the fall and spring semesters. The list consists of the names of all students who have completed 12 credits or more in college-level courses that semester (excluding developmental courses), graded A-F, with a minimum grade point average of 3.50.

### *Honor Societies*

Phi Theta Kappa, an international community college honor society, is for students earning a 3.5 grade point average with 12 or more credits at North Hennepin Community College.

Kappa Beta Delta, an honor society for business students, is available for students with a grade point average of 3.0 with 15 credits at North Hennepin Community College and at least 6 credits in business courses.

### ***Recognition at Graduation***

There are three ways to receive honors recognition at graduation.

1. The associate degree will be awarded with honors to those students graduating with a grade point average of 3.50 or better in all courses taken at North Hennepin Community College (20 credit minimum)
2. Students completing the Honors program requirements will be recognized for that achievement
3. Phi Theta Kappa and Kappa Beta Delta members will be recognized at graduation for their academic achievements

### **Registration Procedures**

#### ***Registration Limits***

Students may register for a maximum of 20 credits per semester during the academic year or 12 credits in Summer College. PSEO students may register for a maximum of 16 credits during the academic year. Students with a cumulative GPA of 3.0 or higher and an 80% course completion rate may request a waiver of these limits from a College counselor, advisor or the Registrar.

#### ***Dropping a Course***

Dropping a course within the first week of a semester will be classified as a registration adjustment and will not be recorded on the student's permanent record. See the NHCC website for withdrawal deadlines for each term, [www.nhcc.edu](http://www.nhcc.edu).

To drop a course, a student must go through the drop process via the web registration system.

#### ***Withdrawal from a Course***

If a student withdraws from a course before the end of the term, a grade of "W" will be recorded on the student's transcript. See the NHCC website for withdrawal deadlines for each term, [www.nhcc.edu](http://www.nhcc.edu).

To withdraw from a course, a student must do so via the web registration system.

#### ***Total Withdrawal from College***

Students who wish to totally withdraw from College should do so via the web registration system. Follow the steps for "Withdrawal from a Course." Failure to comply with this regulation will result in unsatisfactory grades. See the NHCC website for withdrawal deadlines for short-term and late-start courses, [www.nhcc.edu](http://www.nhcc.edu).

#### ***Last Date of Attendance***

The Financial Aid Office checks attendance/last date of activity information on financial aid students. If it is determined that a student received financial aid for a class they did not attend, all financial aid for the class(es) will be returned to the appropriate aid program and the student will need to repay the college.

### **Release of Student Information**

The following items are considered "Directory Information" and may be released by the College without authorization from the student:

- Name
- Credit load carried
- Dates of attendance
- Degrees and honors received
- Current academic standing
- Most recent prior educational institution attended
- Major/program
- Participation in officially recognized activities including sporting event roster information
- Email address

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, students have the right to withhold the disclosure of any or all of the "Directory Information" by completing a Non-Disclosure form at the Registrar's Office. Additional detailed information on Data Privacy regulations is available on request from the Registrar's Office.

- Federal legislation (The Solomon Amendment) requires North Hennepin Community College, as a federal grant recipient to supply the following student data to the Department of Defense, military services and other related federal agencies for the purpose of recruitment/manpower fulfillment: address, telephone number and date of birth.
- Without record of the appropriate instruction from the student, North Hennepin Community College must comply with all requests for student data, which are authorized under federal law.

### **Student Classification**

#### ***Full-Time Students***

A student carrying at least 12 credits per semester in Fall or Spring or 6 credits per Summer Session. State Financial Aid programs or Veteran's programs may require higher credit loads for maximum eligibility.

#### ***Part-Time Students***

A student enrolled in at least one course for credit and carrying fewer than 12 credits per semester in Fall or Spring; or fewer than 6 credits per Summer Session.

#### ***First Year Student***

A student who has completed fewer than 32 semester credits at the time of registration.

#### ***Second Year Student***

A student who has completed 32 or more semester credits at the time of registration.

### **Transcripts**

Academic transcript requests must be made in writing. Due to the confidential nature of the transcript, telephone requests and email requests can not be accepted. Subpoenas and other legal requests for copies of all educational and related records will be complied with after required notification attempts are made. Ten (10) days are required for notification. A \$25 charge is required to cover costs of complying with subpoena and related legal requests.

## *Alternatives for Earning Academic Credit*

North Hennepin Community College offers several non-traditional options for earning academic credit. Students are encouraged to use these alternative educational forms.

### Independent Study Policy

All independent study requests must receive prior approval from the Dean of the area and each request will be evaluated as to the students' need and fiscal impact on the College. The student discusses his/her preliminary plans with the instructor to determine the purpose of the study; what knowledge will be acquired; and the outcomes of the independent study. The proposal is to involve advanced inquiry and research into a discipline and the student shall have acquired basic knowledge in the proposed field of study prior to the independent study. If the independent study is approved, the faculty member and the student develop the study approval. This form is available from the Dean. This form requires the student's rationale for the study, specific objectives, the process through which the objectives are met and the means by which the attainment of objectives is to be evaluated. The student registers for the course as they would for other credit classes. When the study is completed, the instructor sends the grade to the registrar. The grade is transcribed as per policies of the Registrar's Office. The student earns credit in the discipline chosen and the course has the number of the discipline "Topics" course. The students' transcript will indicate the department abbreviation, the course number and the specific title of the course. Tuition for this course is the same as for any other North Hennepin Community College course. All independent studies must be approved and paid before the term withdrawal deadline. Failure to do so will prevent the student from receiving credit for the current term. The maximum number of credits that can be counted toward degree requirements through independent study is 12.

### Credit by Examination

Currently enrolled students, who have achieved knowledge and skills comparable to those obtained by completing a course, may take a Credit by Examination for that course, provided that no CLEP exam exists. Approval by the academic department is required. Students may not exchange/replace a Credit by Examination for a section in which they are currently enrolled. Upon receiving approval, students must obtain the "Credit by Examination" form from the Admissions and Registration Office and pay a nonrefundable \$10 per credit fee. Once the exam is passed, the full tuition (minus the per credit fee previously paid) must be paid before a grade of Pass ("P") will be recorded on the transcript. A maximum of 12 credits may be earned by Credit by Examination. Credits earned by examination do not count toward the 20 credit residency requirement for a degree. Please contact the Adult Learning Department at 763-424-0730 for more information.

### Credit for Prior Learning

Credit for Prior Learning is the opportunity for students to earn college credits based on previous knowledge gained through work or other life experience. Students have the opportunity to earn credits utilizing a variety of assessment methods, including standardized testing, assessment of previous training and certifications and portfolio assessment. Credit for Prior Learning offers students the opportunity to:

- Validate the worth of their own learning as they have achieved on their own
  - Demonstrate what they need to learn in order to achieve personal, career or academic goals
  - Shorten the amount of time necessary to earn a college degree
  - Enhance pride and self-esteem for what they have accomplished as learners
  - Increase awareness of learning as a life-long process
- Adapted from the Council for Adult and Experiential Learning (CAEL)*

Credit for Prior Learning helps individuals earn credit for the learning they have achieved from experience. Assessment is a process of defining, documenting, measuring, evaluating and granting credit for learning acquired through experience.

Please contact the Adult Learning Department at 763-424-0730 to set-up an individual appointment.

### Service Learning

**Service + Learning = Success!**

Are you interested in building your resume, getting community involvement into your background, networking, or enhancing your marketability for a four year program, and beyond to that dream job? Then North Hennepin Community College's service learning program is what you have been looking for!

Look for the "alternative delivery" option when you register for classes and select the service learning designate. Merge your education with involvement in the community to enhance your real-world, work, life, and interpersonal skills today!



## Standardized Examinations

### Advanced Placement (AP)

The Advanced Placement Program is a program of college-level courses and exams designed for secondary students. College credit will be granted to students who have scored three or above on AP exams. The credits, generated from AP exams, may be used to complete the distribution requirements of the A.A., A.S. or A.A.S. degrees.

### College Level Examination Program (CLEP)

CLEP are examinations, developed by the College Board that offers students an opportunity to demonstrate college-level achievement through a program of examinations. Credits earned through CLEP will be recorded on the College Transcript as transfer credits earned. The credits, generated from CLEP exams, may be used to complete the distribution requirements of the A.A., A.S. or A.A.S. degrees.

### Defense Activity for Non-Traditional Education Support (DANTES)

Defense Security Service Test (DSST) is a nationally recognized program which allows students to earn college credits for learning acquired outside the traditional classroom through examinations. Credits earned through DANTES will be recorded on the College Transcript as transfer credits earned. The credits, generated from DANTES exams, may be used to complete the distribution requirements of the A.A., A.S. or A.A.S. degrees.

### International Baccalaureate (IB)

The International Baccalaureate (IB) program is an internationally recognized program through which secondary students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. The examination for the diploma covers six subjects, three or four of which must be at the higher level and others at the subsidiary level. The credits, generated from IB exams, may be used to complete the distribution requirements of the A.A., A.S. or A.A.S. degrees. Students may also receive credit for higher level exams.

Students intending to transfer to other institutions should be advised that the receiving institution determines the acceptability of standardized examinations; these institutions may have different regulations from that of NHCC.

For more information regarding standardized examinations, contact the Adult Learning Department at 763-424-0730 or the Counseling/Advising Office 763-424-0703.

## Course Delivery Methods

North Hennepin Community College offers a variety of course delivery methods to provide access and meet the learning styles of our students. The following descriptions provide an overview of these delivery methods to help students select the method that best suits their need.

### Accelerated Class

A class in which students participate in learning activities outside the classroom in lieu of a portion of in-class meeting time. Outside learning activities may include active learning projects, service learning opportunities, in-depth research projects, web enhanced content and team projects that are applicable to the course. In-class meeting time is reduced but the material covered is equivalent to normal full-time class delivery for the same number of credits.

### Lab

A class or portion of a course taught as practical application of theory in a room equipped for scientific experimentation, computer work, practice or research.

### Lecture

The course content is delivered by face-to-face communication and discussion of the information by the instructor in the classroom.

### Online Class

A class that is delivered on the web. An instructor may meet the students face-to-face for an initial session; testing may be at a proctored site. The material covered is equivalent to normal full-time class delivery for the same number of credits.

### Video-Based Class

A class that is delivered via produced videotapes in addition to classroom instruction. Students view the videotapes and complete assignments outside of class. Discussion, classroom activities and testing are conducted in the classroom. Class meeting time is reduced but the material covered is equivalent to normal full-time class delivery for the same number of credits.

### Web-Enhanced Class (Hybrid or Blended)

A class in which student use of the web for course material, discussions, projects, assignments, etc., reduces the amount of seat time in the classroom. Class meeting time is reduced but the material covered is equivalent to normal full-time class delivery for the same number of credits.

### Web-Supplemented Class

A class in which the instructor uses the web as an additional resource for students, student seat time is not reduced. Examples: posting syllabi, course outline material and assignments on the web; using a secure, password-protected Instructional Management System to post grades and provide course resources on the web.

### Other Modes of Class Delivery

Any media delivery system not mentioned above that is used to deliver course material.

**Certified Minnesota Transfer Curriculum**  
**Associate in Arts Degree Program**  
**Associate in Fine Arts Degree Program**

Studio Arts – A.F.A.

**Associate Degree Programs**

- |   |   |
|---|---|
| Accounting – A.S., A.A.S.                               | Histotechnology – A.A.S.                  |
| Biology – A.S.  | Individualized Studies – A.S.             |
| Building Inspection Technology – A.A.S.                 | Law Enforcement – A.S.                    |
| Business Computer Systems and Management – A.S., A.A.S. | Management – A.A.S.                       |
| Business Management – A.S.                              | Marketing – A.S., A.A.S.                  |
| Chemistry – A.S.  | Medical Laboratory Technology – A.A.S.    |
| Computer Science – A.S.                                 | Non-Invasive Cardiology Technology – A.S. |
| Construction Management – A.S.                          | Nursing: Standard Option – A.S.           |
| Criminal Justice – A.S.                                 | Nursing: Mobility Option – A.S.           |
| (Pre) Engineering – A.S.                                | Paralegal – A.S.                          |
| Finance Management – A.A.S.                             | Small Business Management – A.A.S.        |
| Graphic Design – A.S.                                   |   |



**Certificate Programs**

- Accounting
- Building Inspection Technology
- Business Computer Systems and Management
- Business Management
- Chemistry
- Computer Science
- Paralegal

**Program Options**

- Buffalo
- Business ASAP
- Evening/Weekend Nursing
- Every Other Weekend
- Online

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## Certified Minnesota Transfer Curriculum

The MnTC curriculum will be accepted by any Minnesota public higher education institution to fulfill the lower division general education requirements for a Bachelor in Arts degree. Students must complete at least 40 credits in MnTC courses distributed over the 10 goal areas. Credits can only be counted once toward the 40 credit MnTC minimum, but may fulfill more than one Goal Area.

For more information, see the NHCC website [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<u>Courses</u>	<u>Titles</u>	<u>Credits</u>
<i>MnTC</i>		
Engl 1111	Freshman English I .....	3
Engl 1112	Freshman English II.....	3
Spch 1010 or 1110		
Or TFT 1500, 1510, or 1520 .....		3
Natural Science (selected from two science departments, at least one lab course) .....		7
Mathematical/Logical Reasoning .....		3
History and the Social and Behavioral Sciences (at least one from Social Sciences and one from Behavioral Sciences) ....		9
Humanities and Fine Arts (at least two disciplines) .....		9
<i>Students must also take courses in three (3) of these four (4) goal areas. Courses in goal areas 1 – 6 that are also listed in these four goal areas can be used to satisfy both areas.</i>		
Human Diversity		
Global Perspective		
Ethical and Civic Responsibility		
People and the Environment		
<b>SUBTOTAL .....</b>		<b>40</b>

*Consult a counselor or advisor early in your academic planning.*

## Associate in Arts Degree Program

The Associate in Arts (A.A.) is designed to constitute the first two years of a liberal arts bachelor degree program. An A.A. degree includes the entire Minnesota Transfer Curriculum (40 semester credits) as the general education requirement. Students may also choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college by following the pre-major requirements of the desired transfer institution.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>MnTC</i></b>		
Engl 1111	Freshman English I .....	3
Engl 1112	Freshman English II.....	3
Spch 1010 or 1110		
Or TFT 1500, 1510, or 1520 .....		3
Natural Science (selected from two science departments, at least one lab course) .....		7
Mathematical/Logical Reasoning .....		3
History and the Social and Behavioral Sciences (at least one from Social Sciences and one from Behavioral Sciences) ....		9
Humanities and Fine Arts (at least two disciplines) .....		9
<i>Students must also take courses in three (3) of these four (4) goal areas. Courses in goal areas 1 – 6 that are also listed in these four goal areas can be used to satisfy both areas.</i>		
Human Diversity		
Global Perspective		
Ethical and Civic Responsibility		
People and the Environment		
<b>SUBTOTAL .....</b>		<b>40</b>
<b><i>Health and Physical Education</i></b>		
<i>A minimum of 3 credits with one course from Hlth and one course from PE</i>		
Hlth Elective (Select from all Hlth courses)		
PE (Select from all PE courses)		
<b>SUBTOTAL .....</b>		<b>3</b>
<b><i>Electives</i></b>		
Electives can be selected from all courses numbered 1000 or above .....		17
<i>(should be appropriate to the student's transfer program)</i>		
<b>TOTAL A.A. DEGREE CREDITS.....</b>		<b>60</b>

Note: Credits can only be counted once toward the 40 credit MnTC minimum, but may fulfill more than one Goal Area. Consult a counselor or advisor early in your academic planning.



## Studio Arts A.F.A.

The Associate in Fine Arts degree is designed for students who want to pursue a career in the studio arts by preparing them for further studies in a baccalaureate program. In addition to a general education core set of courses, students will take Fine Arts courses designed to transfer into B.F.A. and B.A. art programs at four-year institutions.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<i>Fine Arts Foundation Courses</i>		
Art 1301	Two-Dimensional Design I .....	3
Art 1311	Three-Dimensional Design I .....	3
Art 1341	Fundamentals of Color I .....	3
Art 1401	Drawing I (Goal Area 6) .....	3
Art 1402	Drawing II.....	3
Art 2180	Art History I (Goal Areas 6 & 8) – Pre-History to the Age of Cathedrals .....	3
Art 2190	Art History II (Goal Areas 6 & 8) – Renaissance to 20th Century Art .....	3
<i>Fine Arts Elective Courses - Choose courses totaling 21 credits from the following</i>		
Art 1101	Photography I (required) .....	3
Art 1102	Photography II .....	3
Art 1160	Digital Photography .....	3
Art 1140	Beginning Color Photography .....	3
Art 1312	Introduction to Sculpture .....	3
Art 1510	Digital Video Production.....	3
Art 2611	Painting I (required) .....	3
Art 2612	Painting II .....	3
<i>General Education Courses</i>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Spch 1110	Interpersonal Communications (Goal Area 1) .....	3
	Natural Science or Math (Goal Area 3 or 4) .....	4
	History and the Social or Behavioral Sciences (Goal Area 5) .....	6
	People and the Environment (Goal Area 10) .....	3
<b>TOTAL A.F.A. DEGREE CREDITS .....</b>		<b>64</b>

Certified Minnesota Transfer Curriculum  
 Associate in Arts Degree Program  
 Associate in Fine Arts Degree Program

Studio Arts – A.F.A.

**Associate Degree Programs**

- |   |   |
|---|---|
| Accounting – A.S., A.A.S.                               | Histotechnology – A.A.S.                  |
| Biology – A.S.  | Individualized Studies – A.S.             |
| Building Inspection Technology – A.A.S.                 | Law Enforcement – A.S.                    |
| Business Computer Systems and Management – A.S., A.A.S. | Management – A.A.S.                       |
| Business Management – A.S.                              | Marketing – A.S., A.A.S.                  |
| Chemistry – A.S.  | Medical Laboratory Technology – A.A.S.    |
| Computer Science – A.S.                                 | Non-Invasive Cardiology Technology – A.S. |
| Construction Management – A.S.                          | Nursing: Standard Option – A.S.           |
| Criminal Justice – A.S.                                 | Nursing: Mobility Option – A.S.           |
| (Pre) Engineering – A.S.                                | Paralegal – A.S.                          |
| Finance Management – A.A.S.                             | Small Business Management – A.A.S.        |
| Graphic Design – A.S.                                   |   |



**Certificate Programs**

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## Accounting A.S.

The Associate in Science Degree in Accounting is designed for students who are interested in a baccalaureate or a professional degree in business, marketing, education, or training, as well as students preparing for career entry positions. This business track transfers into selected upper division programs at a variety of 4-year institutions. Careers exist in the administration, management, marketing, sales, merchandising, or accounting departments of a business or organization.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Acct 2112	Managerial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1600	Introduction to Marketing .....	3
Bus 1300	Legal Environment of Business.....	3
CIS 1101	Business Computer Systems I.....	3
<b><i>Accounting Specialty Courses</i></b>		
Acct 2100	Accounting Cycle .....	1
Acct 2230	Computerized Accounting .....	3
Acct 2200	Applied Accounting .....	3
CIS 1220	Business Decision Making: Excel .....	3
<b><i>*General Education Courses</i></b>		
Engl 1111	Freshman English I.....	3
Engl 1112	Freshman English II .....	3
Econ 1060	Principles of Economics: Macro .....	3
Econ 1070	Principles of Economics: Micro .....	3
Psyc 1150 <b>or</b> Soc 1110	General Psychology <b>or</b> Introduction to Sociology.....	3
Spch 1010	Fundamentals of Public Speaking .....	3
<b><i>MnTC Electives</i></b>		
Humanities and Fine Arts (Goal Area 6) .....		3
Natural Science or Mathematical/Logical Reasoning (Goal Area 4) .....		3
Additional Credits .....		6
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>63</b>

### ***Recommendations:***

- Math 1130 – Statistics (Goal Area 4)
- Math 1150 – College Algebra or Math 1140 – Finite Math (Goal Area 4)

\*Selection of courses in this category should be based on articulation agreements with the college you plan on transferring to. Plan carefully if you are transferring for a baccalaureate degree.

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Accounting Technology A.A.S.

The Accounting Technology program prepares students for positions in the accounting field with a specialization in practical accounting and general business education.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Accounting Specialty Courses</i></b>		
Acct 2100	The Accounting Cycle .....	1
Acct 2112	Managerial Accounting .....	4
Acct 2200	Applied Accounting.....	3
Acct 2230	Computerized Accounting Systems .....	3
Acct 2250	Small Business Payroll .....	2
Acct 2260	Small Business Income Taxes .....	2
CIS 1220	Business Decision Making: Excel.....	3
<b><i>Electives</i></b>		
Any other Accounting, Business, Computer Information Systems Courses .....		3
<b><i>General Education Courses</i></b>		
Econ 1070	Principles of Economics: Micro (Goal Area 5).....	3
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112 <b>or</b>	Freshman English II <b>or</b> (Goal Area 1)	
Engl 1140	Business Communications.....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Selected from at least 3 of the 10 goal areas.....		8
<b>TOTAL A.A.S. DEGREE CREDITS .....</b>		<b>63</b>

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Biology A.S.

North Hennepin Community College's Associate in Science degree in Biology allows students to take all of the required biology courses and many general education courses to allow them to transfer to a four year institution with a junior standing in the sciences. This program prepares graduates to work as a biology lab assistant or to continue on to obtain the bachelors degree in biology or related biological science field.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<i>General Education Courses</i>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Math 1150 <sup>1</sup>	College Algebra (Goal Area 4) .....	3
Math 1130 <sup>1</sup>	Elementary Statistics (Goal Area 4) .....	3
Soc 1110	Introduction to Sociology (Goal Area 5 &7) .....	3
Hlth 1030 <b>or</b>	Personal and Community Health (Goal Area 9) <b>or</b>	
Hlth 1060	Drugs and Health (Goal Area 9) .....	3
Chem 1061	Principles of Chemistry I (Goal Area 3).....	4
Chem 1062	Principles of Chemistry II (Goal Area 3) .....	4
<i>Biology Core Courses</i>		
Biol 1001	Biology I (Goal Area 3) .....	4
Biol 1002	Biology II (Goal Area 3) .....	4
Biol 2020	Animal Biology .....	4
Biol 2030	Plant Biology .....	4
Chem 2061	Organic Chemistry I .....	5
Chem 2062	Organic Chemistry II .....	5
Phys 1201 <sup>2</sup>	Principles of Physics I (Goal Area 3) .....	5
Phys 1202 <sup>2</sup>	Principles of Physics II (Goal Area 3) .....	5
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>62*</b>

<sup>1</sup> Students may substitute Math 1221 and 1222 to fulfill this requirement. Students will be advised to consult the math requirements of the institution to which they plan to transfer.

<sup>2</sup> Students may substitute Physics 1501 and 1502 with the accompanying labs (1511/1512) to fulfill this requirement. Students will be advised to consult the physics requirements of the institution to which they plan to transfer.

\* This credit total may increase if other mathematics and/or physics courses are substituted.

## Building Inspection Technology A.A.S.

Students in this program will develop and apply an understanding of the concepts, theories, and principles of construction codes, which will be developed through a comprehensive curriculum including a variety of technical, administrative, and interpersonal course offerings. Graduates may become employed by public and private enforcement agencies, construction firms, and other related industries. For more information regarding certification of Building Officials in Minnesota, visit [www.mncodes.com](http://www.mncodes.com). It may not be possible to complete this program in two years. Upon completion of the requirements, students are eligible to receive an Associate in Applied Science degree.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Building Inspection Courses</i></b>		
BIT 1000	Introduction to Building Inspection .....	2
BIT 1100	Field Inspection .....	2
BIT 1210	Advanced Field Inspection.....	2
BIT 1300	Building Inspection Plan Review, Non-Structural .....	2
BIT 1305	Advanced Building Inspection Plan Review, Non-Structural .....	2
BIT 1310	Building Inspection Plan Review, Structural .....	2
BIT 1410	Mechanical Inspection .....	4
BIT 1420	Electrical Inspection.....	2
BIT 1500	Soils Engineering.....	2
BIT 1600	Energy Conservation in Building Construction.....	2
BIT 1700	Plumbing Code .....	3
BIT 2000	Public Administration for the Code Official .....	2
BIT 2020	Legal Aspects of Building Inspection .....	2
BIT 2100	Concrete and Concrete Inspection.....	2
BIT 2500	Fire Suppression Systems .....	2
BIT 2650	Administering the Minnesota State Building Code .....	2
BUS 1220	Supervision .....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Electives</i></b>		
Any Accounting, Building Inspection Technology, Business, Computer Information Systems or Construction Management Supervision Courses.....		4
<b><i>General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112 <b>or</b>	Freshman English II (Goal Area 1) <b>or</b>	
Engl 1140	Business Communications.....	3
Spch 1010 <b>or</b>	Fundamentals of Public Speaking (Goal Area 1) <b>or</b>	
Spch 1110	Principles of Interpersonal Communication (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Selected from at least 3 of the 10 goal areas.....		11
<b>TOTAL A.A.S. DEGREE CREDITS .....</b>		<b>65</b>

## Business Computer Systems and Management A.S.

The Associate of Science Degree in Business Computer Systems & Management is designed for students who after completion of this degree are interested in continued study in a baccalaureate degree program in a related field as well as for students who are interested in careers in computers, management, business, education, or training. This degree is also meant for students who wish to enhance their computer and management knowledge in today's business world to help further their career. Students should consult an advisor/counselor for transfer opportunities to various Minnesota colleges. The courses from this program are delivered in the classroom and/or online.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Computer Information Systems Specialty Courses – (Choose 4 courses – 12 credits)*</i></b>		
CIS 1102	Business Computer Systems II.....	3
CIS 1200	Word Processing .....	3
CIS 1210	Desktop Publishing .....	3
CIS 1220	Business Decision Making: Excel.....	3
CIS 1230	Business Presentations: PowerPoint .....	3
CIS 1240	Information Management: Access .....	3
CIS 1310	The Whole Internet.....	3
CIS 1400	Windows/Operating Systems.....	3
CIS 2310	Introduction to E-Commerce .....	3
CIS 2400	Introduction to Computer Networking .....	3
<b><i>CIS, Bus, or Acct Electives – (Choose 2 courses – 6 credits)*</i></b>		
Any Accounting, Business, or Computer Information Systems Courses.....		6
<b><i>*General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Econ 1060	Principles of Economics: Macro (Goal Areas 5 & 8) .....	3
Econ 1070	Principles of Economics: Micro (Goal Area 5) .....	3
Psyc 1150 <b>or</b>	General Psychology (Goal Area 5) <b>or</b>	
Soc 1110	Introduction to Sociology (Goal Areas 5 & 7).....	3
Sphc 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Humanities and Fine Arts (Goal Area 6) .....		3
Natural Science or Math/Logical Reasoning .....		3
Additional courses .....		6
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

### ***Recommendations:***

- Math 1130 – Statistics (Goal Area 4)
- Math 1150 – College Algebra or Math 1140 – Finite Math (Goal Area 4)
- Lab Science

\* Selection of courses in this category should be based on articulation agreements with the college you plan on transferring to. Plan carefully if you are transferring for a baccalaureate degree.

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Business Computer Systems and Management A.A.S.

The Business Computer Systems and Management program prepares students for a variety of occupations in today's dynamic, ever-changing business world. The program is designed for students interested in a business management background with an opportunity to concentrate on utilizing the computer in managerial decision-making. The program incorporates the latest computer technology and software programs. The courses from this program are delivered in the classroom and/or online.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Computer Information Systems Specialty Courses</i></b>		
Bus 1230	Leadership and Teamwork .....	3
CIS 1102	Business Computer Systems II.....	3
CIS 1220	Business Decision-Making: Excel.....	3
CIS 1310 <b>or</b>	<b>The Whole Internet <b>or</b></b>	
CIS 2400	Introduction to Networking .....	3
<b><i>Electives – (Choose 10 credits from the following Business and Computer Information Systems courses)</i></b>		
Bus 1000	Career Planning	
Bus 1010	Job Seeking Skills	
Bus 1400	Business Math	
Bus 2010	Business Internship	
CIS 1000	Keyboarding	
CIS 1200	Word Processing	
CIS 1210	Desktop Publishing	
CIS 1230	Business Presentations: PowerPoint	
CIS 1240	Information Management: Access	
CIS 1300	Introduction to the Internet	
CIS 1310	The Whole Internet	
CIS 1400	Windows/Operating Systems	
CIS 1990	Computer Information Systems: Special Topics	
CIS 2310	Introduction to E-Commerce	
CIS 2400	Introduction to Computer Networking	
<b><i>General Education Courses</i></b>		
Econ 1070	Principles of Economics: Micro (Goal Area 5) .....	3
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112 <b>or</b>	<b>Freshman English II (Goal Area 1) <b>or</b></b>	
Engl 1140	Business Communications.....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Selected from at least 3 of the 10 goal areas .....		8
<b>TOTAL A.A.S DEGREE CREDITS.....</b>		<b>64</b>

North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.



## Business Management A.S.

The Associate in Science degree in Business Management is designed for students who are interested in a baccalaureate or a professional degree in business, marketing, education, or training, as well as students preparing for career entry positions. This business track transfers into selected upper division programs at a variety of 4-year institutions. Careers exist in the administration, management, marketing, sales, merchandising, or accounting departments of a business or organization. The courses from this program are delivered in the classroom and/or online.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Acct 2112	Managerial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1600	Introduction to Marketing .....	3
Bus 1700	Introduction to International Business (Goal Area 8) .....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Electives</i></b>		
Any other Accounting, Business, or Computer Information Systems Courses .....		5
<b><i>*General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Econ 1060	Principles of Economics: Macro (Goal Areas 5 & 8) .....	3
Econ 1070	Principles of Economics: Micro (Goal Area 5) .....	3
Psyc 1150 <b>or</b>	General Psychology (Goal Area 5) <b>or</b>	
Soc 1110	Introduction to Sociology (Goal Areas 5 & 7) .....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Humanities and Fine Arts (Goal Area 6) .....		3
Natural Science or Math/Logical Reasoning .....		3
Additional courses .....		6
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

### ***Recommendations:***

- Math 1130 – Statistics (Goal Area 4)
- Math 1150 – College Algebra or Math 1140 – Finite Math (Goal Area 4)
- Lab Science

\* Selection of courses in this category should be based on articulation agreements with the college you plan on transferring to. Plan carefully if you are transferring for a baccalaureate degree.

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Chemistry A.S.

This program allows students to take all of the required chemistry courses and many general education courses to allow them to transfer to a four year institution with a junior standing in the sciences. This program prepares graduates to work as a degreed chemist or to continue on to obtain the bachelors degree in chemistry.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>General Education Courses</i></b>		
*Engl 1111	Freshman English I (Goal Area 1) .....	3
Speech 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
Math 1221	Calculus I (Goal Area 4) .....	5
Math 1222	Calculus II (Goal Area 4).....	5
Psyc 1150	General Psychology (Goal Area 5) .....	3
Soc 1110	Introduction to Sociology (Goal Area 7) .....	3
CIS 1101	Business Computer Systems I .....	3
Hlth 1030 <b>or</b> Hlth 1060	Personal and Community Health (Goal Area 9) <b>or</b> Drugs and Health (Goal Area 9) .....	3
<b><i>MnTC Electives</i></b>		
	Humanities and Fine Arts (Goal Area 6) .....	3
	Goal Area 7, 8 or 10 .....	3
<b><i>Chemistry Core Courses</i></b>		
Chem 1061	Principles of Chemistry I (Goal Area 3).....	4
Chem 1062	Principles of Chemistry II (Goal Area 3) .....	4
Chem 2061	Organic Chemistry I .....	5
Chem 2062	Organic Chemistry II .....	5
**Phys 1201	Principles of Physics I (Goal Area 3) .....	5
**Phys 1202	Principles of Physics II (Goal Area 3) .....	5
	<b>TOTAL A.S. DEGREE CREDITS .....</b>	<b>62</b>

\* Many institutions require both Engl 1111 and Engl 1112 for transfer credits. Please check with the transfer institution for their requirements.

\*\* Check with the transfer institution for their physics requirement. Some require Phys 1501, Phys 1511, Phys 1502, Phys 1512.

## Computer Science A.S.

This Associate in Science in Computer Science prepares students for continued study in a baccalaureate degree program in computer science or computer information systems, as well as for positions in information technology, computer programming, software development and technical documentation. Students will learn the fundamentals of computer programming and acquire expertise in design, coding and testing development methodology. This degree transfers to the University of Minnesota (Information Technology Infrastructure) and Metropolitan State University (Computer Science and Computer Information Systems majors).

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### CURRICULUM:

Courses	Titles	Credits
<b>Professional/Technical Courses:</b>		
CSci 1120 <b>or</b> CSci 1130	Programming in C Language <b>or</b> Introduction to Computer Programming in Java ***	4
CSci 2001	Structure of Computer Programming I ***	4
CSci 2002	Structure of Computer Programming II ***	4
CSci 2030	Database Management	4
<b>A minimum of 8 credits from the following courses:</b>		
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for the Internet	3
CSci 1090	Programming in VB.NET	4
CSci 1120	Programming in C Language	4
CSci 1130	Introduction to Computer Programming in Java ***	4
CSci 1150	Programming in C# for .NET	4
CSci 1190	Introduction to C++ Programming	4
CSci 1990	Computer Science Special Topics	1-4
CSci 2010	Discrete Mathematical Structures ***	4
CSci 2020	Machine Architecture and Organization ***	4
CSci 2050	Internship Computer Science	3
<b>A minimum of 6 credits from the following courses:</b>		
Any Computer Science Course(s)		varies
Acct 2111	Financial Accounting	4
Bus 1200	Introduction to Management	3
Engl 1940	Technical Communications ***	3
Engr 2501	Circuit Analysis I, plus lab	5
Engr 2502	Circuit Analysis II, plus lab	5
Math 1221	Calculus I *** (Goal Area 4)	5
Math 2300	Linear Algebra (Goal Area 4)	3
<b>General Education Courses:</b>		
Engl 1111	Freshman English I *** (Goal Area 1)	3
Engl 1140 <b>or</b> Spch 1010 <b>or</b> Spch 1110	Business Communication <b>or</b> Public Speaking (Goal Area 1) <b>or</b> Interpersonal Communication *** (Goal Area 1)	3
Econ 1060	Principles of Economics: Macro (Goal Areas 5 & 8)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
<b>MnTC Electives</b>		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science or Math/Logical Reasoning *	4
	Additional courses**	11
	Additional course(s) from any department or career area	4
<b>TOTAL A.S. DEGREE CREDITS</b>		<b>64</b>

\* Any Math course numbered 1130 or higher.

\*\* The remaining 11 credits may be taken in any course in the Minnesota Transfer Curriculum. The choices made by the student would reflect the receiving institution's requirements or the student's anticipated employment needs.

\*\*\* These courses are recommended by the University of Minnesota

College of Continuing Education (CCE) recommends taking Phys 1201, Phys 1202, and Phil 1050

## Construction Management A.S.

The Associate in Science in Construction Management is designed to articulate to the University of Minnesota's Bachelor of Construction Management (BCM) degree. This program has been developed to meet the need for managers who blend an understanding of building design and engineering with management and business skills. This program will prepare students for supervisory and management positions in the construction industry. The curriculum combines basic fundamentals with key courses in applied management, engineering, design and business that are required to manage heavy construction projects.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<i>Professional/Technical Courses</i>		
Acct 2111	Financial Accounting .....	4
BIT 1100	Field Inspection .....	2
BIT 1410	Mechanical Inspection .....	4
BIT 1420	Electrical Inspection.....	2
BIT 1500	Soils Engineering .....	2
BIT 2100	Concrete and Concrete Inspection.....	2
Bus 1200	Introduction to Management .....	3
CMSV 2860	Building Construction Plan Reading .....	2
CMSV 2870	Construction Management .....	2
CMSV 2880	Construction Estimating and Critical Path Method .....	2
CMSV 2890	Building Organization and Technology .....	3
Engr 1200	Engineering Graphics .....	3
Engr 2301	Statics .....	3
<i>General Education Courses</i>		
Art 2300	Architectural History (Goals 6 & 8) .....	2
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1940	Technical Communications .....	3
Math 1221	Calculus I (Goal Area 4) .....	5
Phil 1110	Problem Solving (Goal Area 9) .....	3
Phys 1501	General Physics I .....	5
Phys 1511	General Physics Lab I (Goal Area 3) .....	1
Psyc 1150	General Psychology (Goal Area 5) .....	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1) .....	3
<i>MnTC Electives</i>		
Additional Courses .....		2
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

*CIS 1101 Business Computer Systems I or CSci 1000 Microcomputer Applications is part of the lower division requirements at the University of Minnesota. It is recommended that the student complete this course at NHCC.*

## Criminal Justice A.S.

North Hennepin's Associate in Science degree program in Criminal Justice provides students with a broad analysis of the relationship between law and society as well as a thorough examination of the interrelationships, functions and operations of the different components of the criminal justice system. It is designed to provide preparation for a variety of entry-level positions in state, county and municipal law enforcement agencies. Students who earn this associate degree are eligible to apply for admission to the "Professional Licensing Core" courses at the Center for Criminal Justice and Law Enforcement (651-999-7600) to earn the Law Enforcement Certificate.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Professional Courses</i></b>		
Hlth 1060	Drugs and Health .....	3
Phil 1020	Introduction to Ethics (Goal Areas 6 & 9) .....	3
PolS 2130	Constitutional Law (Goal Area 5) .....	3
Soc 1710	Introduction to Criminal Justice (Goal Area 5) .....	3
Soc 1720	Police and Community .....	3
Soc 1730	Juvenile Justice.....	3
Soc 2730	Introduction to Corrections (Goal Area 5) .....	3
Soc 2740	Criminal Behavior .....	3
<b><i>General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Psyc 1150	General Psychology (Goal Area 5) .....	3
Soc 1110	Introduction to Sociology (Goal Areas 5 & 7).....	3
Soc 1130	Social Problems/Deviance (Goal Areas 7 & 9).....	3
Soc 1750	Families in Crisis (Goal Area 5).....	3
Soc 2210	Minority Groups (Goal Areas 5 & 7) .....	3
Spch 1110	Interpersonal Communication (Goal Area 1).....	3
Spch 1310	Intercultural Communications (Goal Areas 7 & 8) .....	3
<b><i>MnTC Electives</i></b>		
Humanities and Fine Arts (Goal Area 6) .....		4
Natural Science or Mathematical/Logical Reasoning (Goal Areas 3 or 4) .....		4
<b>or</b> Math 1150 College Algebra* (Goal Area 4).....		3
<b><i>A minimum of 5 elective credits from the following courses:</i></b>		
CIS 1101 <b>or</b>	Business Computer Systems I <b>or</b>	
CSci 1000	Computer Applications .....	3
Hlth 1600	First Responder .....	3
PE 1010	Physical Fitness .....	2
PolS 1140	State and Local Politics (Goal Area 5) (highly recommended) .....	3
Psyc 1165	Psychology of Adjustment (Goal Area 5) .....	3
Soc 1140	Sexuality, Marriage and Family (Goal Areas 5 & 7).....	3
Soc 1990	Special Topics .....	2-3
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

\* A cooperative agreement between North Hennepin Community College and Metropolitan State University exists for students earning the A.S. degree in Criminal Justice who intend to transfer to Metropolitan State to pursue their B.A. degree in Criminal Justice. To satisfy Metro's lower division general education requirements, students earning the A.S. degree will need to complete a college level algebra class (or place at or above the college algebra level on Metropolitan's assessment test).

## (Pre) Engineering A.S.

This program helps to prepare students interested in pursuing a Bachelor's Degree in engineering for transfer to a 4-year institution.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<u>Courses</u>	<u>Title</u>	<u>Credits</u>
<b><i>General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Phil 1020	Ethics (Goal Area 6 &9) .....	3
Econ 1060	Principles of Economics: Macro (Goal Area 5) .....	3
CSci 1120 OR CSci 1130 OR CSci 1190.....		3
Phys 1501, 1511	General Physics I Lecture, Lab (Goal Area 3) .....	6 (5, 1)
Phys 1502, 1512	General Physics II Lecture, Lab (Goal Area 3) .....	6 (5, 1)
Math 1221	Calculus I (Goal Area 4) .....	5
Math 1222	Calculus II (Goal Area 4).....	5
Math 2220	Calculus III (Goal Area 4) .....	5
Math 2300	Linear Algebra (Goal Area 4) .....	3
Math 2400	Differential Equations (Goal Area 4) .....	3
Chem 1061	Principles of Chemistry I (Goal Area 3).....	4
Chem 1062	Principles of Chemistry II (Goal Area 3) .....	4
Biol 1000 OR Biol 1001 OR Biol 1200 (Goal 3) .....		4
<b><i>Engineering Course</i></b>		
Engr 1000	Introduction to Engineering (All subfields) .....	3
<b>TOTAL A.S. DEGREE CREDITS:</b> .....		<b>63</b>
<b><i>Additional Recommended Courses</i></b>		
Engr 1200	Engineering Graphics (Aerospace, Civil, Mechanical) .....	3

### ***Developmental Courses***

Some students may need preparatory course(s) in the areas of English or math. Courses numbered below 1000 will not apply toward the A.S. degree.

## Finance Management A.A.S.

The Finance Management program major provides a background for entry positions in financial occupations. It includes courses in business and personal finance and investments as well as general business and management courses.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<u>Courses</u>	<u>Titles</u>	<u>Credits</u>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1400	Business Mathematics .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Finance Specialty Courses</i></b>		
Acct 2112	Managerial Accounting .....	4
Bus 1410	Introduction to Business Finance.....	3
Bus 1430	Financial Statement Analysis .....	2
Bus 1440	Personal Financial Planning.....	3
Bus 1450	Investments .....	3
<b><i>Electives</i></b>		
Any other Accounting, Business, Computer Information Systems Courses .....		3
<b><i>General Education Courses</i></b>		
Econ 1070	Principles of Economics: Micro (Goal Area 5) .....	3
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112 <b>or</b>	Freshman English II (Goal Area 1) <b>or</b>	
Engl 1140	Business Communications.....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Selected from at least 3 of the 10 goal areas.....		8
<b>TOTAL A.A.S. DEGREE CREDITS .....</b>		<b>63</b>

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Graphic Design A.S.

The Associate in Science degree program prepares students for continued study in a baccalaureate or professional degree program in graphic design, illustration, or computer graphics, as well as for positions in design studios, advertising agencies, corporate art departments, magazines and newspapers. Students will learn the fundamentals of design and the application of design principles in realistic and stimulating assignments. An important aspect of the program is problem solving and developing an ability to communicate using typography and images within the design format. Students study computer graphics on state-of-the-art hardware and software and they learn the necessary skills needed to produce professional design work. Admission to the program takes place after the fine arts core is completed. Since placement is limited, the student should see a counselor or the coordinator of graphic design for requirements and procedures for admission.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Title</b>	<b>Credits</b>
<b><i>Fine Arts Core</i></b>		
Art 1040	Introduction to Art (Goal Areas 6 & 8).....	3
Art 1101	Photography I (Goal Area 6) .....	3
Art 1301	Two-Dimensional Design I (Goal Area 6) .....	3
Art 1310	Three-Dimensional Design (Goal Area 6) .....	3
Art 1341	Fundamentals of Color I (Goal Area 6) .....	3
Art 1401-1402	Drawing I, II (Goal Area 6).....	6
Art 2611	Painting I (Goal Area 6) .....	3
<b><i>General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
	Goal Areas 7, 9, or 10 .....	3
	Natural Science or Mathematical/Logical Reasoning (Goal Areas 3 & 4) .....	3
	History and the Social and Behavioral Sciences (Goal Area 5).....	3
<b><i>Graphic Design Courses</i></b>		
GDes 2550	Typography I.....	3
GDes 2560	Web Design/Graphics .....	3
GDes 2601, 2602	Graphic Design I, II .....	6
GDes 2851	Illustration.....	3
GDes 2860	Web Animation .....	3
GDes 2811-2812	Publication Design Lab I, II .....	4
GDes 2901-2902	Desktop Design I, II .....	6
	<b>Fine Arts Core .....</b>	<b>24</b>
	<b>General Education Courses.....</b>	<b>12</b>
	<b>GDes Courses.....</b>	<b>28</b>
	<b>TOTAL A.S. DEGREE CREDITS: .....</b>	<b>64</b>

### ***Requirements and Procedures for Admission:***

1. Requests to enter the second year of the Graphic Design program must be received by the third Friday in March.
2. A maximum of twenty-eight (28) students will be selected from those completing the Fine Arts Core of the Graphic Design program, or the equivalent in the case of transfer students. Students will be selected on the basis of their academic standing and on their portfolios.
3. Students must submit the following to the Humanities Office:
  - Request for admission to the second year of the Graphic Design program
  - Current transcript
  - Portfolio: this will include ten pieces of matted/mounted artwork or slides of three dimensional pieces or paintings
  - Program planning sheet, obtained from Humanities Office.
4. A panel of Art Department faculty will review the credentials and make recommendations.
5. All applicants will be informed of their status by mail by the third Friday in April.
6. Transfer students may be called in for interviews.
7. Those students who are not selected for enrollment in the Graphic Design program will be placed on an alternate list for enrollment in the case of openings. These alternate students will be asked to meet with the faculty members regarding their deferment in the program at this time.
8. Those students who are not selected may re-apply for the program the following year.
9. Students selected must be committed to following the Graphic Design sequence (courses with GDes as a prefix) full-time for the year for which they are accepted.



## Histotechnology A.A.S.

North Hennepin Community College's Histotechnology Program is jointly sponsored with Allina Hospitals and Clinics Medical Laboratories. The program is delivered by current certified practitioners in the field through evening classes including a day shift internship component. Upon completion of the HTN program, the student will be eligible to sit for the national certification examination. They will enter the health care team as a Histotechnician.

The HTN Program is seeking accreditation by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS).

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<u>Courses</u>	<u>Titles</u>	<u>Credits</u>
<b><i>General Courses</i></b>		
Biol 1001	Biology I (Goal Area 3) .....	4
Biol 1230	Medical Terminology I - Basic .....	1
Biol 1231	Medical Terminology II - Application .....	1
Biol 2111	Human Anatomy and Physiology I .....	4
Biol 2112	Human Anatomy and Physiology II .....	4
Chem 1061	Principles of Chemistry I (Goal Area 3).....	4
Chem 1062	Principles of Chemistry II (Goal Area 3) .....	4
Math 1150	College Algebra (Goal Area 4) .....	3
Engl 1111	Freshman English I (Goal Area 1) .....	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1) .....	3
<b><i>HTN Courses</i></b>		
HTN 1000	Clinical Laboratory Basics .....	1
HTN 1001	Histotechnique I .....	4
HTN 1002	Histotechnique II .....	2
HTN 2003	Histotechnique III.....	3
HTN 2100	Special Stains .....	4
HTN 2150	Special Procedures .....	2
HTN 2200	Histo-Anatomy .....	1
HTN 2300	Clinical Experience .....	12
<b>TOTAL A.A.S. DEGREE CREDITS .....</b>		<b>60</b>

*There is a formal application process that is separate from the College admission application.*

### ***PREREQUISITES:***

Completion of one year of Chemistry - either high school or college (Chem 1010) and two years of Algebra – high school or college (Math 0901 and 0902) are required with a grade of “C” or better.

## Individualized Studies A.S.

The Associate of Science in Individualized Studies is designed for students who are currently working or have experience in a professional career. The student-defined curriculum is designed to offer students the opportunity to develop career-related goals and pursue a program which is uniquely special and focuses on educational and professional development. There is a separate application in addition to the college admission process.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Planning Courses</i></b>		
PLA 1010	Individualized Studies Development .....	2
PLA 1020	Prior Learning Portfolio Development (recommended) .....	1
<b><i>Program Courses</i></b>		
CIS 1101 <b>or</b>	Business Computer Systems I <b>or</b>	
CSci 1000	Computer Basics .....	3
<i>Similar transfer course or demonstrated computer application competency may apply in lieu of course.</i>		
<i>A total of 27 credits are designed by the student to fit their career goals. They can be earned in the following ways: NHCC Courses, prior learning assessment, internships, transfer credits or ACE Equivalencies. The guidelines are as follows:</i>		
• A minimum of 12 program area credits must be earned in NHCC courses and/or prior learning assessment.....		12
• No more than 15 credits may be applied to this area from transfer credits (additional transfer credits, however, may still be used as General Education credits) from accredited institutions or ACE equivalencies .....		15
<b><i>General Education Courses*</i></b>		
Engl 1111	Freshman English I.....	3
Engl 1112	Freshman English II .....	3
Spch 1010 <b>or</b>	Fundamentals of Public Speaking <b>or</b>	
Spch 1110	Interpersonal Communication .....	3
<b><i>MnTC Electives</i></b>		
Natural Science or Math/Logical Reasoning (Goal Area 3 or 4) .....		3
Social/Behavioral Sciences (Goal Area 5) .....		3
Humanities/Fine Arts (Goal Area 6) .....		3
Additional Course (Goal Area 7-10) .....		3
<b><i>Electives**</i></b>		
Additional Courses	.....	9
<b>TOTAL A.S. DEGREE CREDITS</b> .....		<b>63</b>

\* Selection of courses in this category should be based on articulation agreements with the college you plan to transfer. Plan carefully if you are transferring for a baccalaureate degree.

\*\* St. Cloud State University requires completion of a wellness course for graduation. PE/HLTH 1250 transfers to meet requirement.

## Law Enforcement A.S.

North Hennepin's Associate in Science degree program in Law Enforcement provides students with a broad analysis of the relationship between law and society as well as a thorough examination of the interrelationships, functions and operations of the different components of the criminal justice system. It is designed to provide preparation for a variety of entry-level positions in state, county and municipal law enforcement agencies. Students who earn this associate degree are eligible to apply for admission to the "Professional Licensing Core" courses at the Center for Criminal Justice and Law Enforcement (651-999-7600) to earn the Law Enforcement Certificate. (To qualify for admission to the Law Enforcement program, applicants must first meet certain criteria. Please consult a counselor or advisor in NHCC Counseling and Advising Center for more information)

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### **CURRICULUM:**

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Professional Courses****</i></b>		
	Crime Investigation .....	3
	Legal Issues in Law Enforcement .....	3
	Criminal and Traffic Codes .....	3
	Patrol Operations .....	3
	Law Enforcement Integrated Curriculum .....	3
<b><i>Health and Physical Education Courses</i></b>		
PE 1010	Physical Fitness .....	2
Hlth 1600	First Responder*** .....	3
<b><i>General Education Courses</i></b>		
Engl 1111*	Freshman English I (Goal Area 1) .....	3
Engl 1112*	Freshman English II (Goal Area 1) .....	3
Soc 1720*	Police and Community .....	3
Soc 1730*	Juvenile Justice.....	3
Phil 1020	Introduction to Ethics (Goal 6 & 9) .....	3
Psyc 1165*	Psychology of Adjustment (Goal 5) .....	3
Soc 1110*	Introduction to Sociology (Goal 5) .....	3
Soc 1710*	Introduction to Criminal Justice (Goal 5 & 7) .....	3
Soc 1750*	Families in Crisis (Goal 5) .....	3
Soc 2210*	Minority Groups (Goal 5) .....	3
Spch 1110	Principles of Interpersonal Communication (Goal 1) .....	3
<b><i>MnTC Electives</i></b>		
	Humanities and Fine Arts** (Goal Area 6) .....	2
	Natural Science or Mathematical/Logical Reasoning (Goal Area 3) .....	4
	others if needed.....	to total 43 credits
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

\* Prerequisite courses

\*\* Refer to the Minnesota Transfer Curriculum (MnTC) requirements or consult a North Hennepin Community College Counselor.

\*\*\* Certified First Responders can waive the Hlth 1600 given they provide a copy of their current certification. An additional 3 credits of electives is required to total 43 semester credits.

\*\*\*\* Law Enforcement professional courses are taken at the Center for Criminal Justice and Law Enforcement.

## Management A.A.S.

The Management program major is designed for students wanting a diversified business background with an opportunity to concentrate on specialized functions of management.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<u>Courses</u>	<u>Titles</u>	<u>Credits</u>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting.....	4
Bus 1100	Introduction to Business and the American Economy.....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1400	Business Mathematics .....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Management Specialty Courses</i></b>		
Acct 2112	Managerial Accounting .....	4
Bus 1110	Human Relations: Applications of Psychology in Business (Goal Area 7) .....	3
Bus 1410	Introduction to Business Finance.....	3
Bus 1510	Operations Management .....	3
<b><i>Electives</i></b>		
Any other Accounting, Business, Computer Information Systems courses.....		5
<b><i>General Education Courses</i></b>		
Econ 1070	Principles of Economics: Micro (Goal Area 5).....	3
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112 <b>or</b>	Freshman English II (Goal Area 1) <b>or</b>	
Engl 1140	Business Communications.....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
Selected from at least 3 of the 10 goal areas.....		8
<b>TOTAL A.A.S. DEGREE CREDITS .....</b>		<b>63</b>

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## Marketing A.S.

The Associate in Science degree in Marketing is designed for students who are interested in a baccalaureate or professional degree in marketing or marketing education or training. Careers exist in sales, advertising, marketing, retail, management, merchandising, training and teaching. The courses from this program are delivered in the classroom and/or online.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1600	Introduction to Marketing .....	3
Bus 1630	Professional Sales and Management .....	4
CIS 1101	Business Computer Systems I .....	3
<b><i>Marketing Specialty Courses – (Select courses from the following to total at least 10 credits)</i></b>		
Bus 1400	Business Mathematics .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620	Advertising and Sales Promotion .....	4
Bus 1640	Retail Management .....	4
Bus 1650	Marketing Research .....	2
Bus 1800	Small Business Management .....	4
Bus 2310	Introduction to E-Commerce .....	3
<b><i>*General Education Courses</i></b>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Econ 1060	Principles of Economics: Macro (Goal Areas 5 & 8) .....	3
Econ 1070	Principles of Economics: Micro (Goal Area 5) .....	3
Psyc 1150 <b>or</b>	General Psychology <b>or</b> (Goal Area 5)	
Soc 1110	Introduction to Sociology (Goal Areas 5 & 7) .....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
	Humanities and Fine Arts (Goal Area 6) .....	3
	Natural Science or Math/Logical Reasoning .....	3
	Additional courses .....	6
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>63</b>

### ***Recommendations:***

- Math 1130 – Statistics (Goal Area 4)
- Math 1150 – College Algebra or Math 1140 – Finite Math (Goal Area 4)
- Lab Science

\* Selection of courses in this category should be based on articulation agreements with the college you plan on transferring to. Plan carefully if you are transferring for a baccalaureate degree.

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## Marketing A.A.S.

The Marketing program major is designed for students interested in professional sales, marketing, or marketing research careers. Opportunities exist in a variety of firms including wholesale, industrial, service organizations and manufacturers. The courses from this program are delivered in the classroom and/or online.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting.....	4
Bus 1100	Introduction to Business and the American Economy.....	3
Bus 1200	Introduction to Management.....	3
Bus 1210	Managerial Communication.....	3
Bus 1300	Legal Environment of Business.....	3
Bus 1400	Business Mathematics.....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I.....	3
<b><i>Marketing Specialty Courses</i></b>		
Bus 1610	Consumer Behavior.....	3
Bus 1620	Advertising and Sales Promotion.....	4
Bus 1630	Professional Sales and Management.....	4
Bus 1640	Retail Management.....	4
Bus 1650	Marketing Research.....	2
<b><i>Electives</i></b>		
Any other Accounting, Business, or Computer Information Systems Courses.....		4
<b><i>General Education Courses</i></b>		
Econ 1070	Principles of Economics: Micro (Goal Area 5).....	3
Engl 1111	Freshman English I (Goal Area 1).....	3
Engl 1112 <b>or</b>	Freshman English II <b>or</b> (Goal Area 1)	
Engl 1140	Business Communications.....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1).....	3
<b><i>MnTC Electives</i></b>		
Selected from at least 3 of the 10 goal areas.....		8
<b>TOTAL A.A.S. DEGREE CREDITS.....</b>		<b>66</b>

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Medical Laboratory Technology A.A.S.

North Hennepin Community College's Medical Laboratory Technology Program is jointly sponsored with Allina Hospitals and Clinics Medical Laboratories. The program is delivered by current certified practitioners in the field through both day and evening classes including a day shift internship component. Upon completion of the MLT program, the student will be eligible to sit for the national certification examination. They will enter the health care team as a Medical Laboratory Technician (MLT) (AKA Clinical Laboratory Technician-CLT).

Those students who choose to continue on to the baccalaureate degree in Clinical Laboratory Science (AKA Medical Technology) may do so at the University of Minnesota or the University of North Dakota as North Hennepin Community College holds articulation agreements with both.

The MLT Program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 W Bryn Mawr Ave., #670, Chicago IL 60631, Phone 312-714-8880.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### *CURRICULUM:*

General Courses	Title	Credits
Biol 1001	General Biology (Goal Area 3).....	4
Biol 1120	Human Biology (Goal Area 3).....	3
Biol 2100	Microbiology.....	4
Chem 1061	Principles of Chemistry I (Goal Area 3).....	4
Chem 1062	Principles of Chemistry II (Goal Area 3).....	4
Math 1150	College Algebra (Goal Area 4).....	3
Engl 1111	Freshman English (Goal Area 1).....	3
Psyc 1150	General Psychology (Goal Area 5).....	3
<i>MnTC Electives</i>		
	Humanities and/or Fine Arts (Goal Area 6).....	3
<i>MLT Courses</i>		
MLT 1000	Clinical Laboratory Basics.....	1
MLT 1100	Urinalysis.....	2
MLT 1150	MLT Basic Immunology.....	1
MLT 1200	MLT Principles of Laboratory Instruments.....	1
MLT 2000	MLT Clinical Orientation.....	1
MLT 2050	MLT Hematology.....	4
MLT 2080	MLT Medical Microbiology.....	4
MLT 2100	MLT Chemistry.....	4
MLT 2150	Immunochemistry.....	3
MLT 2200	Immunology Lab Applications.....	2
MLT 2300	Clinical Immunology.....	1
MLT 2310	Clinical Phlebotomy.....	1
MLT 2320	Clinical Hematology.....	3
MLT 2340	Clinical Urinalysis.....	1
MLT 2350	Clinical Immunochemistry.....	2
MLT 2380	Clinical Chemistry.....	5
<b>TOTAL A.A.S. DEGREE CREDITS:</b> .....		<b>71 Credits</b>

*There is a formal application process that is separate from the College admission application.*

### *PREREQUISITES:*

Completion of one year of Chemistry, either high school or college (Chem 1010) is required as well as two years of Algebra, high or college (Math 0901 and 0902) is required with a grade of "C" or better.

## Medical Laboratory Technology A.A.S. (continued)

### NOTES:

- Biol 1001 and Math 1150 must be completed summer before fall semester to complete the program in two years.
- Application process is separate from the College application process.
- There is a new class admitted each fall.
- The first year and a half of the program will be spent in the classrooms and laboratories of North Hennepin Community College. The program is available as a day or evening option.
- The last semester of the program will be spent in the laboratories of Allina Medical Laboratories, Hennepin County Medical Center, Methodist Hospital or other affiliates where clinical experience will be obtained. It is only available as a day option.
- Once admitted to the program, the requirements are designed to be completed in two years. Students who desire to pursue a part-time curriculum may complete the required general education and science prerequisite courses prior to acceptance into the MLT program.
- Upon graduation from the College, students receive the Associate in Applied Science degree and are eligible to sit for both the NCAMLPT (National Credentialing Agency for Medical Laboratory Personnel) and the American Society of Clinical Pathology Board of Registry national certification exams.
- The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Ave., #670, Chicago, IL 60631. Phone: (312) 714-8880.
- Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health must have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.



## Non-Invasive Cardiology Technology (NICT) A.S.

North Hennepin Community College's Non-Invasive Cardiology Technology Program is jointly sponsored with Park Nicollet Heart Center, Methodist Hospital. The program is delivered by current certified practitioners in the field including an internship component. Upon completion of the NICT program and after completion of 12 months of clinical ultrasound experience, the individual may apply to take the registry examination offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). They will enter the health care team as a Non-Invasive Cardiology Technologist. Our graduates find employment in hospitals, clinics, and doctors offices. The NICT Program is currently seeking accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>General Courses</b>	<b>Title</b>	<b>Credits</b>
Biol 1001	General Biology (Goal Area 3) .....	4
Biol 2111	Anatomy and Physiology I.....	4
Biol 2112	Anatomy and Physiology II .....	4
Chem 1061	Principles of Chemistry I (Goal Area 3) .....	4
Math 1150	College Algebra (Goal Area 4) .....	3
Math 1130	Elementary Statistics (Goal Area 4) .....	3
Engl. 1111	Freshman English (Goal Area 1) .....	3
Psyc 1150	General Psychology (Goal Area 5) .....	3
<b><i>MnTC Electives</i></b>		
	Humanities and/or Fine Arts (Goal Area 6) .....	3
*Physics 1220	Allied Health Physics.....	2
Biol 1230	Medical Terminology.....	1
<b><i>Program Courses</i></b>		
NICT 2220	Thorax Anatomy, Physiology, and Pathophysiology.....	2
NICT 2230	NICT Techniques .....	3
NICT 2241	Clinical Experience I .....	10
NICT 2242	Clinical Experience II .....	15
<b>TOTAL A.S. DEGREE CREDITS:</b> .....		<b>64</b>

\*This course must be completed prior to admission to the NICT program. It is only offered Spring Semester.

*There is a formal application process including an interview before admission into the program will be granted. This application process occurs in the spring semester before the summer of the second year. This is a separate application from the College admission application.*

### ***PREREQUISITES:***

All General Courses must be completed before summer of the year you are admitted into the program. Chem 1061 has a prerequisite of College Algebra – Math 1150 and one year of high school or college chemistry (Chem 1010) or must have achieved a successful score on the chemistry assessment test.

## Non-Invasive Cardiology Technology (NICT) A.S. *(continued)*

### *NOTES:*

- Biol 1001 and Math 1150 must be completed summer before fall semester to complete the science sequence for admission.
- All applicants must meet the requirements for admission to the College. The first year of the program is open admission. Students apply for admission to the second year. There is a formal application process including an interview before admission into the program will be granted. This application process occurs in the spring semester before the summer of the second year. This is a separate application from the College admission application. The second year courses begin in Summer term.
- NICT 2230 NICT Techniques and NICT 2241 Clinical Experience are held off site at Park Nicollet Heart located at Methodist Hospital. NICT 2242 will be held at clinical sites in the metro area.
- Enrollment in this program is limited. The College reserves the right to offer the program when enrollment warrants.
- Students accepted for the second year of the program must complete certification in Basic Rescue Techniques before starting NICT clinical courses in Fall term.
- Students are required to purchase Professional Liability Insurance in Fall term. This insurance is made available for students under a blanket policy negotiated by the State of Minnesota.
- Upon satisfactory completion of the program, a student will be eligible to receive the Associate in Science degree.
- Upon graduation and after completion of 12 months of clinical ultrasound experience, an individual may apply to take registry examinations offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).
- Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health must have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

*continued on next page*

## Nursing A.S.: Standard Option (for students with no previous experience)

The mission of the North Hennepin Community College Nursing Program is to prepare associate degree nurses who value and provide service as safe, competent and caring members of the nursing profession. Upon satisfactory completion of the graduation criteria stated in Nursing Program policies, the student will be eligible to receive the Associate in Science degree and be qualified for recommendation to write the National Council Licensure Examination for Registered Nurses®. In order to qualify for licensure, graduates must satisfy the requirements stated by the Minnesota Board of Nursing.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### **PREREQUISITES:**

Chemistry (Chem1010) at the high school or college level and completion of assessment testing are required. Check college website for current requirements [www.nhcc.edu/nursing/](http://www.nhcc.edu/nursing/).

### **CURRICULUM:**

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Nursing Courses</i></b>		
Nurs 1211	Foundations in Nursing.....	8
Nurs 1212	Nursing: Provider of Care I .....	8
Nurs 2211	Nursing: Provider of Care II .....	8
Nurs 2212	Manager of Care and Member of the Discipline of Nursing .....	8
<b><i>General Education Courses</i></b>		
Biol 1001	General Biology (Goal Area 3).....	4
Biol 2100	Microbiology .....	4
Biol 2111	Human Anatomy and Physiology I .....	4
Biol 2112	Human Anatomy and Physiology II .....	4
Engl 1111	Freshman English (Goal Area 1) .....	3
Psyc 1150	General Psychology (Goal Area 5) .....	3
Spch 1110	Principles of Interpersonal Communications (Goal Area 1).....	3
Soc 1110	Introduction to Sociology (Goal Area 7) .....	3
<b><i>Elective</i></b>		
Any Course .....		1
<b><i>MnTC Electives</i></b>		
Humanities and Fine Arts (Goal Area 6) .....		3
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

### **SEQUENCES AND PREREQUISITES**

Courses are planned to build upon previous course work. Therefore, the following sequence of courses is required.

- Biology 1001 is taken prior to Biology 2111 and Nursing 1211.
- Biology 2111 is taken concurrently or prior to Nursing 1211.
- Biology 2112 is taken concurrently or prior to Nursing 1212.
- Biology 2100 is taken before entering 2nd year nursing courses.
- Speech 1110 is taken concurrently or prior to Nursing 1211.
- Psychology 1150 is taken concurrently or prior to Nursing 1212.
- English 1111 and Sociology 1110 are taken concurrently or prior to Nursing 2211.
- Nursing courses are taken in sequence: 1211 - 1212 - 2211 - 2212.

### **PROGRESSION AND GRADUATION REQUIREMENTS**

- Each nursing course must be completed with a C or better for progression to the next nursing course.
- A 2.5 cumulative grade point average in biology courses required in the nursing curriculum must be maintained.
- To graduate, students must earn a minimum of 64 credits with a cumulative grade point average of 2.5 in the nursing curriculum.

## Nursing A.S.: Standard Option (for students with no previous experience) *(continued)*

### *NOTES:*

- Applications are available at Admissions 763-424-0719.
- A physical examination and CPR certification are required for beginning nursing courses after a student is accepted into the program.
- Standard Option (for students with no previous experience)
- The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway - 33 Floor, New York, NY 10006; Phone 212-363-5555, ext. 153, and approved by the Minnesota Board of Nursing.
- This option is designed to be completed in two years. However, it is recommended that students pursue the general education and supporting science courses first, making them more competitive applicants for the Nursing Program.
- This program is available in both day and the evening-weekend option.
- This option is designed for students who wish to complete the degree requirements through attendance at classes scheduled in the evening and on weekends. The only difference between this option and the pathway through the Associate Degree Nursing Program - Standard Option is the schedule. This option is designed so courses can be completed in two years. Courses are generally offered two evenings a week with clinical or laboratory experiences scheduled for every other weekend on Saturday and Sunday.
- Applicants may seek admission to only one of these options. One class of students for each option is admitted once a year.
- Articulation Information
- Students interested in pursuing a baccalaureate degree in nursing after acquiring their associate degree are strongly encouraged to seek information on specific baccalaureate programs from counselors or the Health Career Advisor in the Counseling Center at the College. This information can be utilized in determining which electives to complete to facilitate articulating with the selected program.
- Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health must have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility.

*Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.*

## Nursing A.S.: Mobility Option (for Licensed Practical Nurses)

This option is designed for graduates from Practical Nursing programs approved by the Minnesota Board of Nursing or the approving agency in other states. It builds on the foundation provided in the practical nursing curriculum. The major difference between this option and the pathway through the generic Associate Degree Nursing Program is the replacement of first-year nursing courses with a single transition course.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### PREREQUISITES:

Licensure as LPN and the completion of all the NHCC general education courses required for the standard option. Chemistry (Chem 1010) at the high school or college level and completion of assessment testing are required. Check College website for current requirements [www.nhcc.edu/nursing/](http://www.nhcc.edu/nursing/).

### CURRICULUM:

Courses	Titles	Credits
<i>Nursing Courses</i>		
Nurs 1220	Nursing Transition.....	4
Nurs 2211	Nursing: Provider of Care II .....	8
Nurs 2212	Manager of Care and Member of the Discipline of Nursing .....	8
<i>General Education Courses</i>		
Biol 1001	General Biology (Goal Area 3).....	4
Biol 2100	Microbiology .....	4
Biol 2111	Human Anatomy and Physiology I .....	4
Biol 2112	Human Anatomy and Physiology II .....	4
Engl 1111	Freshman English (Goal Area 1) .....	3
Psyc 1150	General Psychology (Goal Area 5) .....	3
Spch 1110	Principles of Interpersonal Communications (Goal Area 1).....	3
Soc 1110	Introduction to Sociology (Goal Area 7) .....	3
<i>Elective</i>		
Any Course .....		1
<i>Electives</i>		
Humanities and Fine Arts (Goal Area 6) .....		3
<b>CREDITS FROM PN PROGRAM - NURSING .....</b>		<b>12</b>
<b>NURSING COURSES.....</b>		<b>20</b>
<b>GENERAL EDUCATION .....</b>		<b>32</b>
<b>TOTAL A.S. DEGREE CREDITS .....</b>		<b>64</b>

### NOTES:

- Practical Nursing Mobility students complete the same 32 general education credits as the students in the generic associate degree nursing option. However, 12 semester nursing course credits are granted as transfer from the practical nursing program.
- Mobility Option is designed so nursing courses can be completed in two terms and a summer session.
- LPN's take the general education courses required as prerequisites to the second year and Nursing 1220 a transition course before entering the second year of the program.
- This program is available in both day and the evening-weekend option.
- The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway - 33 Floor, New York, NY 10006; Phone 212-363-5555, ext. 153, and approved by the Minnesota Board of Nursing.

## Paralegal A.S.

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes (1) general education courses, (2) law-related courses and (3) legal specialty courses. The specialty courses are the core of the program and include the following areas of law: legal research and writing, domestic relations, evidence and investigation, property, wills and estate administration, business organizations and litigation. Paralegal students are encouraged to take the general education and law-related courses before enrolling in the specialty courses.

The paralegal courses are offered primarily in the evening program of the College. Courses prepare students for entry into a paralegal career and provide presently employed paralegals an opportunity to enhance their legal knowledge and skills. The Paralegal program does not train graduates to provide legal services directly to the public. Any person who attempts to provide legal services directly to the public, but is not licensed to practice law, engages in the illegal and unauthorized practice of law. The Paralegal program is approved by the American Bar Association.

Students who complete the paralegal specialty courses and thirty-two (32) credits of designated general education courses may apply for and receive an Associate in Science degree.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### Upon completion of the Paralegal program, graduates will be able to:

1. Describe the nature and scope of the occupational opportunities in the paralegal field.
2. Articulate the relationship between their chosen occupation and their general education coursework.
3. Perform specific legal procedures in specific areas of law.
4. Make ethical decisions about carrying out specific legal procedures.
5. Use appropriate written, oral and interpersonal skills in the legal and business setting.
6. Use critical and creative thinking to analyze, synthesize and evaluate information.
7. Exercise discretion in carrying out specific legal procedures.

### CURRICULUM:

Courses	Titles	Credits
<i>Paralegal Courses</i>		
Pleg 1111	Basic Law I .....	4
Pleg 1112	Basic Law II .....	3
Pleg 1310	Litigation .....	4
Pleg 1320	Evidence and Investigation .....	3
Pleg 1330	Domestic Relations .....	2
Pleg 2211	Legal Research & Writing I .....	3
Pleg 2212	Legal Research & Writing II .....	3
Pleg 2410	Business Organizations .....	2
Pleg 2620	Property .....	3
Pleg 2710	Wills/Estate Administration .....	3
Pleg 2910 or Pleg 2920	Legal Practicum or Internship .....	2
<i>Elective Paralegal Courses</i>		
Pleg 1210	Computer Applications in the Law Office.....	2
Pleg 1990	Special Topics .....	1
Pleg 2810	Employment Search .....	1
<i>General Education Courses</i>		
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112	Freshman English II (Goal Area 1) .....	3
Engl 1910	Advanced Composition (Goal Area 1).....	3
Phil 1050	Introduction to Logic (Goal Area 4) .....	3
PolS 1100	American Government: Citizen Politics (Goals 5 & 9) .....	3
Psyc 1150	General Psychology (Goal Area 5) .....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<i>MnTC Electives</i>		
	Humanities and Fine Arts (Goal Area 6) .....	3
	Natural Science or Mathematical/Logical Reasoning.....	3
	Additional General Education.....	5
<b>TOTAL A.S. DEGREE CREDITS:</b> .....		<b>64</b>

## Small Business Management A.A.S.

The Small Business Management program major is designed for students interested in managing or buying a small business or franchise and for students interested in starting a new business.

For more information, see the NHCC website at [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

### ***CURRICULUM:***

<b>Courses</b>	<b>Titles</b>	<b>Credits</b>
<b><i>Business Foundation Courses</i></b>		
Acct 2111	Financial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1400	Business Mathematics .....	3
Bus 1600	Introduction to Marketing.....	3
CIS 1101	Business Computer Systems I .....	3
<b><i>Small Business Specialty Courses</i></b>		
Acct 2112	Managerial Accounting .....	4
Bus 1410	Introduction to Business Finance.....	3
Bus 1630	Professional Sales and Management.....	4
Bus 1800	Small Business Management .....	4
<b><i>*Electives – (Select courses from the following to total at least 5 credits)</i></b>		
Bus 1110	Human Relations: Application of Psychology in Business (Goal Area 7) .....	3
Bus 1510	Operations Management .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620	Advertising and Sales Promotion .....	4
Bus 1640	Retail Management .....	4
Bus 1650	Marketing Research .....	2
Bus 1700	Introduction to International Business (Goal Area 8) .....	3
Bus 2000	Creative Field Project .....	2
<b><i>General Education Courses</i></b>		
Econ 1070	Principles of Economics: Micro (Goal Area 5).....	3
Engl 1111	Freshman English I (Goal Area 1) .....	3
Engl 1112 <b>or</b>	Freshman English II (Goal Area 1) <b>or</b>	
Engl 1140	Business Communications .....	3
Spch1010	Fundamentals of Public Speaking (Goal Area 1) .....	3
<b><i>MnTC Electives</i></b>		
	Selected from at least 3 of the 10 Goal Area areas .....	8
<b>TOTAL A.A.S. DEGREE CREDITS.....</b>		<b>65</b>

*North Hennepin Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for its business programs that culminate in the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The Business Management program majors can be used for enhanced career growth or can form the basis for transfer to selected four-year institutions.*

## Certified Minnesota Transfer Curriculum

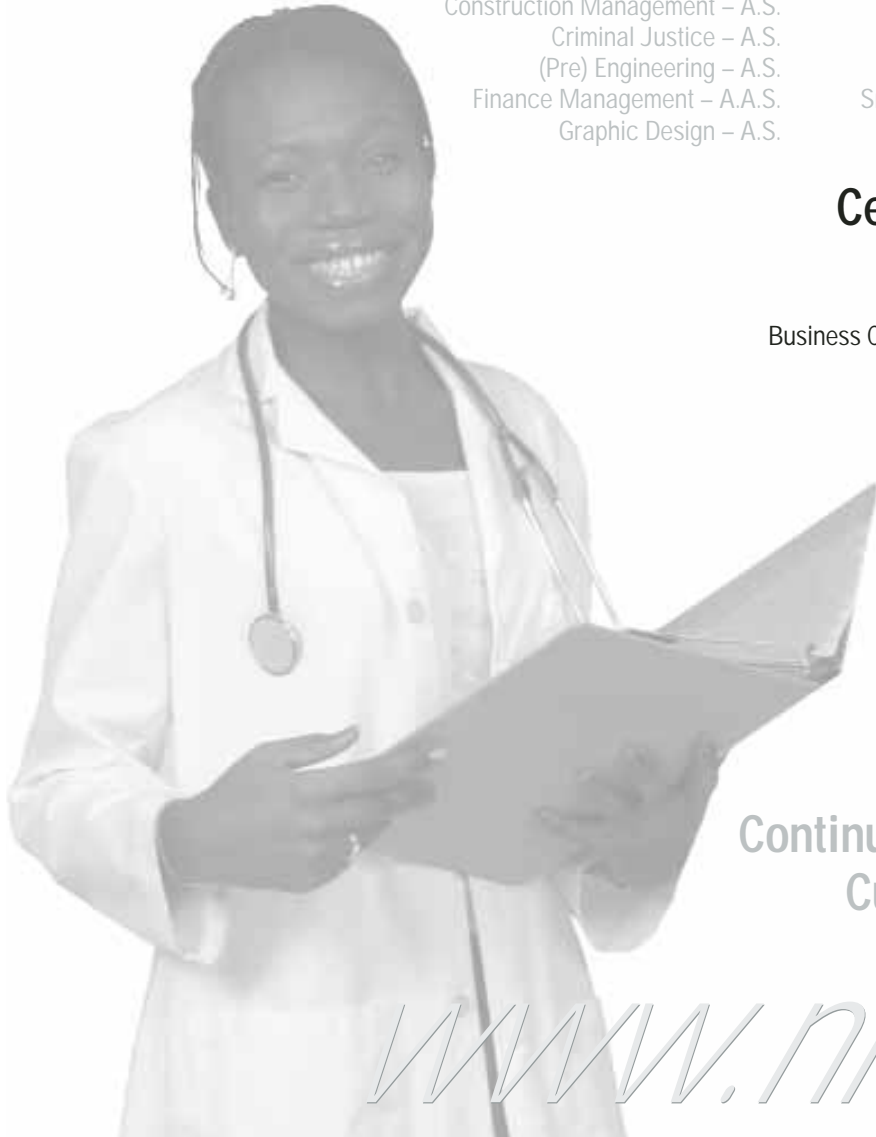
### Associate in Arts Degree Program

### Associate in Fine Arts Degree Program

Studio Arts – A.F.A.

## Associate Degree Programs

- |   |   |
|---|---|
| Accounting – A.S., A.A.S.                               | Histotechnology – A.A.S.                  |
| Biology – A.S.  | Individualized Studies – A.S.             |
| Building Inspection Technology – A.A.S.                 | Law Enforcement – A.S.                    |
| Business Computer Systems and Management – A.S., A.A.S. | Management – A.A.S.                       |
| Business Management – A.S.                              | Marketing – A.S., A.A.S.                  |
| Chemistry – A.S.  | Medical Laboratory Technology – A.A.S.    |
| Computer Science – A.S.                                 | Non-Invasive Cardiology Technology – A.S. |
| Construction Management – A.S.                          | Nursing: Standard Option – A.S.           |
| Criminal Justice – A.S.                                 | Nursing: Mobility Option – A.S.           |
| (Pre) Engineering – A.S.                                | Paralegal – A.S.                          |
| Finance Management – A.A.S.                             | Small Business Management – A.A.S.        |
| Graphic Design – A.S.                                   |   |



## Certificate Programs

- Accounting
- Building Inspection Technology
- Business Computer Systems and Management
- Business Management
- Chemistry
- Computer Science
- Paralegal

## Program Options

- Buffalo
- Business ASAP
- Evening/Weekend Nursing
- Every Other Weekend
- Online

## Continuing Education and Customized Training

*www.nhcc.edu*



# Certificate Programs

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C).

## Accounting

### Fundamental Accounting Certificate

9 Credits Minimum

#### Curriculum:

Courses	Titles	Credits
Acct 2100*	The Accounting Cycle.....	1
Acct 2111*	Financial Accounting.....	4
Acct 2112	Managerial Accounting .....	4
Acct 2230	Computerized Accounting Systems .....	3
CIS 1220	Business Decision Making: Excel .....	3

\*Required

### General Accounting Certificate

29 Credits

#### Curriculum:

Courses	Titles	Credits
Acct 2100	The Accounting Cycle.....	1
Acct 2111	Financial Accounting.....	4
Acct 2112	Managerial Accounting.....	4
Acct 2230	Computerized Accounting Systems .....	3
Acct 2250	Small Business Payroll .....	2
or Acct 2260	Small Business Income Taxes .....	2
Bus 1110	Human Relations: Application of Psychology in Business .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Managerial Communication.....	3
Bus 1300	Legal Environment of Business.....	3
CIS 1101	Business Computer Systems I.....	3

### Small Business Accounting Certificate

9 Credits Minimum

#### Curriculum:

Courses	Titles	Credits
Acct 2100*	The Accounting Cycle.....	1
Acct 2111*	Financial Accounting.....	4
Acct 2200	Applied Accounting.....	3
Acct 2230	Computerized Accounting Systems .....	3
Acct 2250	Small Business Payroll .....	2
or CIS 1220	Business Decision Making: Excel .....	3

\*Required

## Building Inspection Technology

### Building Inspection CORE Certificate

10 Credits

This certificate is designed to provide students with the foundational concepts necessary to prepare for certification through the State of Minnesota as a building official. Information about state certification can be obtained at [www.mncodes.com](http://www.mncodes.com).

#### Curriculum:

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
BIT 1100	Field Inspection.....	2
BIT 1300	Building Inspection Plan Review, Non-Structural 2	
BIT 2020	Legal Aspects of Code Administration.....	2
BIT 2650	Administering the Minnesota State Building Code2	

### Building Inspection Technology Certificate

31 Credits

This certificate is designed for people with some experience in building inspection or construction who are interested in a concentrated program in Building Inspection.

The courses from this program are delivered in the classroom and/or online.

#### Curriculum:

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
BIT 1100	Field Inspection.....	2
BIT 1300	Building Inspection Plan Review, Non-Structural 2	
BIT 1310	Building Inspection Plan Review, Structural.....	2
BIT 1410	Mechanical Inspection.....	4
BIT 1420	Electrical Inspection .....	2
BIT 1500	Soils Engineering.....	2
BIT 1600	Energy Conservation in Building Construction ...2	
BIT 1700	Plumbing Code.....	3
BIT 2000	Public Administration for the Code Official .....	2
BIT 2020	Legal Aspects of Code Administration.....	2
BIT 2100	Concrete and Concrete Inspection .....	2
BIT 2500	Fire Suppression Systems.....	2

**Building Permit Technician Certificate**  
18 Credits

This certificate is designed to enhance the competencies of the present permit clerks or technicians, to prepare persons for the national certification examination as building permit technicians and to provide certain knowledge of building codes, zoning codes, permit processes, legal aspects, customer service and standards of building, to prepare persons for a career as a building permit technician.

**Curriculum:**

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
CMSV 2860	Building Construction Plan Reading.....	2
BIT 2000	Public Administration for the Code Official .....	2
BIT 2020	Legal Aspects of Code Administration.....	2
BIT 2400	Land Use and Zoning .....	2
BIT 2650	Administering the Minnesota State Building Code...2	
CIS 1101	Business Computer Systems I.....	3
<i>Select one of the following:</i>		
BUS 1110	Human Relations: Application of Psychology in Business (Goal 7)....	3
BUS 1210	Managerial Communications .....	3
SPCH 1110	Interpersonal Communications (Goal 1).....	3

**Construction Management Certificate**  
30 Credits

This certificate will prepare students for entry-level supervisory and management positions in the construction industry. The curriculum combines basic fundamentals with key courses in applied management, engineering, design and business that are required to manage heavy construction projects.

**Curriculum:**

Courses	Titles	Credits
Acct 2111	Financial Accounting.....	4
BIT 1100	Field Inspection.....	2
BIT 1410	Mechanical Inspection.....	4
BIT 1420	Electrical Inspection.....	2
BIT 1500	Soils Engineering.....	2
BIT 2100	Concrete and Concrete Inspection .....	2
Bus 1200	Introduction to Management.....	3
CMSV 2860	Building Construction Plan Reading.....	2
CMSV 2870	Construction Management.....	2
CMSV 2880	Construction Estimating and Critical Path Method.....	2
CMSV 2890	Building Organization and Technology.....	3
Engr 1200	Engineering Graphics.....	3

**Housing Inspection Certificate**  
13 Credits

The purpose of this program is to provide education and training for the housing inspection industry, both public and private. The program is designed to provide housing inspections with basic understanding of current and historical construction methods and codes. It provides practical applications of mechanical, plumbing, electrical and structural components of housing inspection. It also emphasizes other aspects of housing inspections such as zoning, nuisance abatement, unsanitary living conditions, graffiti abatement, weed control, health codes and multi-housing inspections.

**Curriculum:**

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
BIT 1800	Housing Field Inspection Fundamentals .....	2
BIT 1805	Advanced Housing Field Inspections.....	2
BIT 1810	Multi-Housing .....	2
BIT 2000	Public Administration for the Code Official .....	2
BIT 2020	Legal Aspects of Code Administration.....	2
BIT 2400	Land Use and Zoning .....	2
BIT 2650	Administering the Minnesota State Building Code.2	

**Public Works Certificate**  
22 Credits

The following courses are offered as continuing education and as an in-service training series for public works personnel. The American Public Works Association, Minnesota Chapter (APWA), will issue a certificate to students completing the following courses:

**Curriculum:**

Courses	Titles	Credits
Engl 1111	Freshman English (Goal Area 1).....	3
Bus 1210	Managerial Communication.....	3
or Spch 1110	Principles of Interpersonal Communication (Goal Area 1) .....	3
or Engl 1140	Business Communications.....	3
PubW 1020	Public Works Organization and Administration...4	
PubW 1030	Public Works Management and Communication.4	
PubW 1040	Technical Aspects of Public Works .....	4
PubW 1050	Public Works Operations and Maintenance .....	4

**Business Computer Systems and Management**

**Business Computer Systems Certificate: Introduction**

*9 Credits Minimum*

*Curriculum:*

Courses	Titles	Credits
CIS 1000	Electronic Keyboarding Communications.....	3
CIS 1101*	Business Computer Systems I.....	3
CIS 1200	Word Processing.....	3
CIS 1230	Business Presentations: PowerPoint.....	3
CIS 1310	The Whole Internet.....	3
CIS 1990	Computer Information Systems Special Topics.....	1-3

\*Required

**Business Computer Systems Certificate: Intermediate**

*9 Credits Minimum*

*Curriculum:*

Courses	Titles	Credits
CIS 1102*	Business Computer Systems II.....	3
CIS 1210	Desktop Publishing.....	3
CIS 1220	Business Decision Making: Excel.....	3
CIS 1310	The Whole Internet.....	3
CIS 1400	Windows/Operating Systems.....	3
CIS 1990	Computer Information Systems Special Topics...1-3	

\*Required

**Business Computer Systems Certificate: Advanced**

*9 Credits Minimum*

*Curriculum:*

Courses	Titles	Credits
CIS 1240	Information Management: Access.....	3
CIS 1400	Windows/Operating Systems.....	3
CIS 1990	Computer Information Systems Special Topics...1-3	
CIS 2310	Introduction to E-Commerce.....	3
CIS 2400	Introduction to Computer Networking.....	3

**Business Computer Systems and Management Certificate**

*24 Credits*

*Curriculum:*

Courses	Titles	Credits
Bus 1200	Introduction to Management.....	3
Bus 1210	Managerial Communication.....	3
CIS 1101	Business Computer Systems I.....	3
CIS 1102	Business Computer Systems II.....	3

*Choose 6 credits from the following courses:*

Bus 1000	Career Planning.....	2
Bus 1010	Job Seeking Skills.....	1
Bus 1100	Introduction to Business and the American Economy.....	3
Bus 1230	Leadership and Teamwork.....	3
Bus 2010	Business Internship.....	3

*Choose 6 credits from the following courses:*

CIS 1000	Electronic Keyboarding Communications.....	3
CIS 1200	Word Processing.....	3
CIS 1210	Desktop Publishing.....	3
CIS 1220	Business Decision Making: Excel.....	3
CIS 1230	Business Presentations: PowerPoint.....	3
CIS 1240	Information Management: Access.....	3
CIS 1300	Introduction to Internet.....	1
CIS 1310	The Whole Internet.....	3
CIS 1400	Windows/Operating Systems.....	3
CIS 1990	Computer Information Systems Special Topics.1-3	
CIS 2310	Introduction to e-Commerce.....	3
CIS 2400	Introduction to Computer Networking.....	3

**Computer Information Systems Certificate**

*24 Credits*

*Curriculum:*

Courses	Titles	Credits
CIS 1101	Business Computer Systems I.....	3
CIS 1102	Business Computer Systems II.....	3

*Choose 18 credits from the following:*

Bus 1400	Business Mathematics.....	3
CIS 1000	Electronic Keyboarding Communications.....	3
CIS 1200	Word Processing.....	3
CIS 1210	Desktop Publishing.....	3
CIS 1220	Business Decision Making: Excel.....	3
CIS 1230	Business Presentations: PowerPoint.....	3
CIS 1240	Information Management: Access.....	3
CIS 1310	The Whole Internet.....	3
CIS 1400	Windows/Operating Systems.....	3
CIS 1990	Computer Information Systems Special Topics.1-3	
CIS 2310	Introduction to E-Commerce.....	3
CIS 2400	Introduction to Computer Networking.....	3

**E-Commerce Certificate**

26-30 Credits

**Curriculum:**

Courses	Titles	Credits
Bus 1100	Introduction to Business .....	3
Bus 1600	Introduction to Marketing .....	3
Bus 1990	Business Special Topics .....	1-4
Bus 2000	Creative Field Project .....	2-3
or Bus 2010	Internship .....	3
CIS 1240	Information Management: Access .....	3
CIS 2310	Introduction to E-Commerce.....	3
CSci 1020	Beginning Web Page Programming.....	1
CSci 1030	Programming for Internet .....	3

*Choose 4-5 credits from the following:*

Art 1160	Digital Photography.....	3
Art 1651	Computer Art .....	3
Bus 1210	Managerial Communication .....	3
Bus 1410	Introduction to Business Finance .....	3
Bus 1510	Operations Management.....	3
Bus 1620	Advertising and Sales Promotion.....	4
Bus 1800	Small Business Management .....	4
CIS 1990	Computer Information Systems: Special Topics 1-4	
CIS 2400	Introduction to Computer Networking.....	3
CSci1130	Introduction to Computer Programming in Java .4	
CSci 2001	Structure of Computer Programming I.....	4

*Prerequisites: Before taking a CIS or CSci class students must take one of the following: CIS 1101, CIS 1310, CSci 1000 or CSci 1010 and have a working knowledge of windows or instructor's permission.*

**Fundamentals of E-Commerce Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1600	Introduction to Marketing .....	3
CIS 1240	Information Management: Access .....	3
CIS 2310*	Introduction to E-Commerce.....	3
CSci 1020	Beginning Web Page Programming.....	1
CSci 1030	Programming for Internet .....	3

\*Required

**Word Processing Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
CIS 1000	Electronic Keyboarding Communications.....	3
CIS 1101	Business Computer Systems I.....	3
CIS 1102	Business Computer Systems II .....	3
CIS 1200*	Word Processing .....	3
CIS 1210	Desktop Publishing.....	3
CIS 1230	Business Presentations: PowerPoint .....	3

\*Required

**Business Management****Advertising Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620*	Advertising & Sales Promotion .....	4
CIS 1210	Desktop Publishing.....	3

\*Required

**Business Communications Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1210*	Managerial Communication.....	3
Bus 1230	Leadership and Teamwork.....	3
CIS 1101	Business Computer Systems I.....	3
CIS 1200	Word Processing .....	3
CIS 1210	Desktop Publishing.....	3
CIS 1230	Business Presentations: PowerPoint .....	3
CIS 1310	The Whole Internet .....	3

\*Required

**Finance Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1400	Business Mathematics.....	3
Bus 1410*	Introduction to Business Finance .....	3
Bus 1420	Principles of Credit .....	2
Bus 1440	Personal Financial Planning.....	3
Bus 1450	Investments.....	3

\*Required

**General Business Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Acct 2111	Financial Accounting.....	4
Bus 1100*	Introduction to Business and the American Economy .....	3
Bus 1110	Human Relations: Application of Psychology in Business.....	3
Bus 1200	Introduction to Management.....	3
Bus 1410	Introduction to Business Finance .....	3
Bus 1600	Introduction to Marketing .....	3
CIS 1101	Business Computer Systems I.....	3

\*Required

**General Management Certificate** 9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1110	Human Relations: Application of Psychology in Business.....	3
Bus 1200*	Introduction to Management .....	3
Bus 1210	Managerial Communication.....	3
Bus 1220	Supervision.....	2
Bus 1230	Leadership and Teamwork.....	3

\*Required

**General Marketing Certificate** 9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620	Advertising and Sales Promotion.....	4
Bus 1630	Professional Sales and Management .....	4
Bus 1650*	Marketing Research .....	2

\*Required

**Leadership Certificate** 9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1110	Human Relations: Application of Psychology in Business.....	3
Bus 1200	Introduction to Management .....	3
Bus 1210*	Managerial Communication.....	3
Bus 1220	Supervision.....	2
Bus 1230*	Leadership and Teamwork.....	3

\*Required

**Management Certificate** 30 Credits

**Curriculum:**

Courses	Titles	Credits
Acct 2111	Financial Accounting.....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1110	Human Relations: Application of Psychology in Business.....	3
Bus 1200	Introduction to Management .....	3
Bus 1300	Legal Environment of Business .....	3
Bus 1410	Introduction to Business Finance .....	3
Bus 1600	Introduction to Marketing .....	3
CIS 1101	Business Computer Systems I.....	3

**Electives**

Choose from any Accounting,  
Business or Computer Information Systems courses .....5

**Marketing Certificate** 30 Credits

**Curriculum:**

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1600	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior.....	3
Bus 1620	Advertising and Sales Promotion.....	4
Bus 1630	Professional Sales and Management .....	4
Bus 1640	Retail Management .....	4
Bus 1650	Marketing Research.....	2
CIS 1101	Business Computer Systems I.....	3

**Electives**

Choose from any Accounting,  
Business or Computer Information Systems courses .....4

**Retail Management Certificate** 9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620	Advertising and Sales Promotion.....	4
Bus 1630	Professional Sales and Management .....	4
Bus 1640*	Retail Management .....	4

\*Required

**Sales Certificate** 9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620	Advertising and Sales Promotion.....	4
Bus 1630*	Professional Sales and Management .....	4
Spch 1010	Fundamentals of Public Speaking.....	3

\*Required

**Small Business Management Certificate**

9 Credits Minimum

**Curriculum:**

Courses	Titles	Credits
Acct 2111	Financial Accounting.....	4
Bus 1410	Introduction to Business Finance .....	3
Bus 1600	Introduction to Marketing .....	3
Bus 1800*	Small Business Management .....	4
CIS 1101	Business Computer Systems I.....	3

\*Required

## Chemistry

### Chemistry Laboratory Assistant Certificate 25 Credits

#### Curriculum:

Courses	Titles	Credits
Chem 1061	Principles of Chemistry I.....4 (Goal Area 3)	4
Chem 1062	Principles of Chemistry II.....4 (Goal Area 3)	4
Chem 2061	Organic Chemistry I.....5	5
Chem 2062	Organic Chemistry II.....5	5
Chem 2073	Introduction to Instrumental Methods and Analysis.....4	4
CIS 1101	Business Computer Systems I.....3	3

\*\* Acceptance into the Certificate program will require students to meet the prerequisite for Chem 1061, which is Math 1150 College Algebra (Goal Area 4).

## Computer Science

### Application Programming Certificate 12 Credits

#### Curriculum:

Courses	Titles	Credits
CSci 1090	Programming in VB.NET.....4	4
CSci 1120	Programming in C Language.....4	4
CSci 1130	Introduction to Computer Programming in Java.....4	4
CSci 1150	Programming in C# for .NET.....4	4
CSci 1190	Introduction to C++ Programming.....4	4
CSci 2001	Structure of Computer Programming I.....4	4
CSci 2002	Structure of Computer Programming II.....4	4
CSci 2020	Machine Architecture & Organization.....4	4
CSci 1990	Computer Science Special Topics.....1-4	1-4

### Internet Programming Certificate 19 Credits Minimum

The Internet Programming Certificate concentrates on the methodological and technical aspects of software design and programming. The students will acquire expertise in software design, coding and testing in addition to essential knowledge of development methodology. To assure their success in the work place, students will learn how design and then program robust, interactive programs conforming to industry standards. The students will get sufficient knowledge to enter the job market.

#### Curriculum:

Courses	Titles	Credits
<i>Computer Science Courses – Choose 19 credits from the following:</i>		
CSci 1030	Programming for Internet.....3	3
CSci 1090	Programming in VB.NET.....4	4
CSci 1130	Introduction to Computer Programming in Java.....4	4
CSci 1150	Programming in C# for .NET.....4	4
CSci 1990	Computer Science Special Topics.....1-4	1-4
CSci 2001	Structure of Computer Programming I.....4	4
CSci 2030	Database Management.....4	4

#### Requirements

1. A student shall complete all courses required in the program
2. A student shall earn a minimum of 19 semester credits as required in the program, with a grade point average of 2.00 ( C ) or above in courses taken at North Hennepin Community College.
3. Courses must be numbered 1000 or above.

### Object-Oriented Programming Certificate 12 Credits

#### Curriculum:

Courses	Titles	Credits
CSci 1090	Programming in VB.NET.....4	4
CSci 1130	Introduction to Computer Programming in Java.....4	4
CSci 1150	Programming in C# for .NET.....4	4
CSci 1190	Introduction to C++ Programming.....4	4
CSci 2001	Structure of Computer Programming I.....4	4
CSci 2002*	Structure of Computer Programming II.....4	4

\* Required

## Paralegal

### Paralegal Certificate

32 Credits

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes (1) general education courses, (2) law-related courses and (3) legal specialty courses.

The specialty courses are the core of the program and include the following areas of law: legal research and writing, domestic relations, evidence and investigation, property, wills and estate administration, business organizations and litigation. Paralegal students are encouraged to take the general education and law-related courses before enrolling in the specialty courses.

The paralegal courses are offered primarily in the evening program of the College. Courses prepare students for entry into a paralegal career and provide presently employed paralegals an opportunity to enhance their legal knowledge and skills. The Paralegal program does not train graduates to provide legal services directly to the public. Any person who attempts to provide legal services directly to the public, but is not licensed to practice law, engages in the illegal and unauthorized practice of law. The Paralegal program is approved by the American Bar Association.

Students who already possess an A.A., A.S., Bachelor's or higher degree may apply for a paralegal certificate upon successful completion of the paralegal specialty courses only.

#### Upon completion of the Paralegal Certificate, graduates will be able to:

1. Describe the nature and scope of the occupational opportunities in the paralegal field.
2. Articulate the relationship between their chosen occupation and their general education coursework.
3. Perform specific legal procedures in specific areas of law.
4. Make ethical decisions about carrying out specific legal procedures.
5. Use appropriate written, oral and interpersonal skills in the legal and business setting.
6. Use critical and creative thinking to analyze, synthesize and evaluate information.
7. Exercise discretion in carrying out specific legal procedures.

### Curriculum:

Courses	Titles	Credits
Pleg 1111	Basic Law I.....	4
Pleg 1112	Basic Law II .....	3
Pleg 1310	Litigation .....	4
Pleg 1320	Evidence and Investigation.....	3
Pleg 1330	Domestic Relations .....	2
Pleg 2211	Legal Research and Writing I .....	3
Pleg 2212	Legal Research and Writing II .....	3
Pleg 2410	Business Organizations.....	2
Pleg 2620	Property .....	3
Pleg 2710	Wills/Estate Administration .....	3
Pleg 2910	Legal Practicum or	
or Pleg 2920	Internship .....	2



## Program Options

### Buffalo Program

The Buffalo Program, an extension program of North Hennepin Community College, offers credit courses that apply to an Associate in Art degree, A.S. in Business Management, transfer to four-year colleges, career training, job preparation and professional development during the evenings in Buffalo, MN. Specific liberal art requirements for other majors and certificates may also be earned in Buffalo. The Buffalo program offers students in Wright County and surrounding communities the opportunity to take college classes in a convenient location. The courses are offered on weeknights with some workshops on Saturdays. Classes meet one or two nights a week. Students can choose to attend full-time or part-time. Classes are held at Buffalo High School, 877 Bison Blvd (intersection of County Rd 35 and Bison Blvd.) in Buffalo, MN. Students can receive information by stopping by Buffalo High School in the evening when classes are in session or attending an open house. Assessment Testing and course planning are available in Buffalo. Contact the Adult Learning Department at 763-424-0730 for information.

### Business ASAP

Business ASAP is a fully accredited Associate in Science degree program in Business Management. Business ASAP provides working adults the opportunity to balance career and educational goals, with the daily demands of work, family and personal responsibilities. The program uses an accelerated learning approach with much of the coursework completed outside the classroom. Practical assignments allow students use “real world” work experiences as the basis for many class projects.

Business ASAP students may complete this degree in two years by attending classes two nights a week. The academic year for this program is divided into eight-week terms. Students can enter the Business ASAP program at the beginning of each new term. Students transferring credits into the program can work with program advisors to choose the courses needed to complete the degree. Students must apply and be accepted into this program. This Associate of Science degree program completes the requirement for many degree completion programs at four-year colleges and universities. For more information, contact 763-424-0755.

### Evening / Weekend Nursing Program

This program is designed for students who wish to complete the degree requirements through attendance at classes scheduled in the evening and on weekends. The only difference between this option and the pathway through the Associate Degree Nursing program - Day Option is the schedule. This option is designed so nursing courses can be completed in

two years including a summer session. Courses are generally offered two evenings a week with clinical experiences scheduled for every other weekend on Saturday and Sunday.

### Every Other Weekend College

Every-Other Weekend College is a program for students who find it most convenient to attend classes on the weekend. General education, career program and enrichment courses are offered Saturday morning and afternoon and Sunday afternoon. Classes meet every-other weekend. The reduced seat time means more work outside of class, demanding greater personal responsibility and discipline on the part of the student. The course outcomes are the same as in a regular semester class. A student can complete all requirements for an Associate in Arts degree and specific liberal art requirements for other majors in the Every-Other Weekend College program. More information is available from the Adult Learning Department at 763-424-0730, or the Information Center.

### Online Programs

North Hennepin Community College offers more than 80 web-enhanced or online courses each fall and spring semester. Students have access to materials through the internet and/or via D2L (Desire to Learn) for class materials and instructor contact.

NHCC is fully accredited by the Higher Learning Commission and MnOnline as an online provider of Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees. The courses from the following programs are delivered online or in the classroom.

- Building Inspection Technology Certificate
- Business Computer Systems and Management A.S.
- Business Computer Systems and Management A.A.S.
- Business Management A.S.

To see what classes are scheduled online, go to [www.nhcc.edu/schedule](http://www.nhcc.edu/schedule) then click on the ‘Online Classes’ link.





## *Continuing Education and Customized Training*

North Hennepin Community College's Center for Training and Development (CTD) offers a broad range of options in continuing education and customized training. The Center for Training and Development develops vital skills, prepares our community and workforce for career advancement, provides professional and personal growth and ever-changing skills for business and technology needs. We work with our clients to customize a training program to fit their needs and career objectives.

CTD offers scheduled classes, online classes, customized training and certification testing.

Scheduled classes are held Monday-Saturday on campus and at our local Minnesota WorkForce Center. Day and evening classes are available to fit your busy schedule. For a current class schedule visit [www.nhcc.edu/ctd](http://www.nhcc.edu/ctd), call 763-424-0880 or email [ctd@nhcc.edu](mailto:ctd@nhcc.edu).

Online classes are instructor facilitated, self paced and flexible. A new section of every online class begins monthly. For additional information, go to [www.ed2go.com/nhcc](http://www.ed2go.com/nhcc).

Customized training allows a company to invest in its employees, management and customers through personalized training programs. We offer convenient, affordable and quality training at the place of business or at our training facilities. CTD training memberships offer discount pricing and scheduling flexibility. As a member of the Metro Consortium for Customized Training (MCCT), we use the power of ten MnSCU schools to create the training your business needs. For more information, please contact us at 763-493-0580 or [ctd@nhcc.edu](mailto:ctd@nhcc.edu).

Certification testing is administered for both Pearson VUE and Certiport testing. CTD provides testing for hundreds of certification tests published by IT vendors, technology manufacturers, financial institutions and the insurance industry. Call 763-424-0880 to schedule a testing appointment.

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Course Numbers  
Course Descriptions



*www.nhcc.edu*

## Course Numbers

The first digit indicates the course level, the second and third digits are department designated and the fourth digit indicates sequence. Only courses that are required to be taken in order are considered sequential.

Level:

- 0 = Developmental
- 1 = Introductory Course
- 2 = Second class in a sequence
- 3 = Third class in a sequence

Sequence:

- 0 = Not a sequential course
- 1 = First class in a sequence
- 2 = Second class in a sequence

In some instances development courses may be accepted for transfer by four-year colleges, but can not be used as credits toward a North Hennepin Community College (NHCC) degree. Courses numbered 1000-1990 are open to both first-year and second-year students while courses numbered 2000-2990 are second-year courses. (Independent study courses are numbered 9990.)

*Note: Prerequisite indicates placement test score and/or previous coursework is required before students are eligible to take a course.*

*Note: (Goal #) after course title indicates MnTC goal area(s) which course satisfies.*



## Course Descriptions

### ACADEMIC DEVELOPMENT

#### ADev 0940

##### **Building A College Vocabulary.....1 Credit**

Students will learn the major strategies used by adults to increase their vocabularies, such as learning word parts, word families, using context clues and memory strategies. Learning will be assessed in a variety of ways: for example, weekly quizzes, written assignments and discussions. Credit does not apply to a degree.

#### ADev 0951

##### **College Reading and Learning Strategies I.....4 Credits**

This course emphasizes learning strategies to improve comprehension and understanding of how various texts are organized. This course introduces students to study techniques necessary for college success, such as prereading, marking and annotating, identifying writing patterns and vocabulary enhancement. *Prerequisite: Placement test score.*

#### ADev 0952

##### **College Reading and Learning Strategies II .....3 Credits**

Students in this course get extended practice with literary and informational texts. They will be expected to produce written products that demonstrate their understandings of these texts. Students who successfully complete this course will have acquired strategies for learning from a variety of college-level materials. *Prerequisite: Placement test score and/or completion of ADev 0951 with a grade of "C" or better.*

#### ADev 1000 (& Bus 1000)

##### **Career Planning .....2 Credits**

This course is designed to empower students with career decision-making skills that can be used their entire lifetime. Students will explore their strengths, attitudes, interests, potential, abilities, skills and values as they apply to either a career, changing careers, or career planning in general. Three widely respected inventories used in business and industry will be administered in class. Students will evaluate the results of each of the inventories and learn how these findings relate to possible careers. Current issues and trends in the workforce related to hiring and job opportunities will be evaluated. Students will develop a Career Portfolio including a Career Plan and an Educational Plan which will help them meet their career goals. *Bus 1000 and this course are the same; credit may not be earned for both. Recommend students also enroll in ADev 1010 Job Seeking Skills.*

**ADev 1010 (& Bus 1010)****Job Seeking Skills .....1 Credit**

This course is designed to empower students with the skills and resources necessary to find a job. Topics covered will include effective job searching resources, developing interviewing skills, networking techniques and learning how to write effective resumes and cover letters. Students will develop their own dynamic resume and cover letter in this class and also learn many effective techniques to use before, during and after an interview. Students will develop a Job Seeking Portfolio including their up-to-date resume and cover letter to help meet their goal of securing a job. *Bus 1010 and this course are the same; credit may not be earned for both. Recommend students also enroll in ADev 1000 Career Planning.*

**ADev 1020****College Success Seminar .....2 Credits**

This course will benefit any college student by providing specific skills needed for college success. Through lecture, discussions, group exercises and guest speakers, students are introduced to a variety of topics critical to student success: time management, setting priorities, learning styles, campus resources and policies, critical thinking, diversity, motivation and test-taking.

**ADev 1950****Reading College Textbooks.....3 Credits**

After taking this course, students will be able to analyze a variety of college reading texts by applying critical reading and thinking techniques. Students will be challenged to make connections between the texts they read and formulate opinions using appropriate support and documentation. *Prerequisite: Placement test score and/or completion of ADev 0952 with a grade of "C" or better.*

**ADev 1990****Academic Development Special Topics.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**ACCOUNTING****Acct 1000****Small Business Accounting .....4 Credits**

This course is for the student who wants to understand and practice accounting in a small business environment. Topics include: assets, liabilities, equity, revenue, expenses, accruals and deferrals, preparation/analysis of financial statements, fixed assets and cash control. *This course does not transfer to four-year colleges.*

**Acct 1990****Accounting Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Acct 2100****The Accounting Cycle.....1 Credit**

The purpose of this course is to provide the beginning accounting student a basic understanding of the "Debit & Credit" concept along with a basic understanding of assets, liabilities, owner's equity, deferrals, accruals and basic financial statement preparation.

**Acct 2111****Financial Accounting .....4 Credits**

This course is a study of the accounting principles and concepts used to understand financial statements. Topics include accruals and deferrals, revenues, expenses, assets, equities and cash flows. The course will analyze current industry financial statements from the point of view of investors and creditors, for profitability, liquidity and risk.

**Acct 2112****Managerial Accounting .....4 Credits**

Managerial accounting consists of analyzing and preparing reports for internal use in the company's management decision-making process. This course will cover job costing, budgeting, break-even and cost variance analysis, evaluation of several types of cost and profit centers and profitability review. *Prerequisite: Acct 2111*

**Acct 2200****Applied Accounting .....3 Credits**

Topics covered are: in-depth review of assets and liabilities, preparation of journal entries, budgeting, cash flow, internal controls and analysis of small business financial statements. *Prerequisite: Acct 2112 and experience with spreadsheets*

**Acct 2220**

**Cost Accounting for Small Businesses.....3 Credits**  
Topics covered in this course are job costing, preparation of manufacturing company financial statements, activity based costing, variances and cost reporting for small businesses.

*Prerequisite: Acct 2112*

**Acct 2230**

**Computerized Accounting Systems.....3 Credits**

This course provides a hands-on approach to learning how current (on the market) computerized accounting systems are used and installed. The following modules are covered: general ledger, financial statements, accounts receivable, accounts payable, purchasing, inventory and payroll.

*Prerequisite: Acct 2111 or knowledge of accounting debits and credits and CIS 1101 or computer experience*

**Acct 2250**

**Small Business Payroll .....2 Credits**

Students taking this course will prepare and analyze payroll transactions, federal/state payroll tax reports. *Prerequisite:*

*Acct 2112*

**Acct 2260**

**Small Business Income Taxes.....2 Credits**

This course will assist the student in understanding corporation and personal (Schedule A) tax requirements. It will also show what they must do to prepare and maintain tax information for the year end income tax statements.

*Prerequisite: Acct 2112*

### AMERICAN SIGN LANGUAGE

**ASL 1101**

**American Sign Language I.....4 Credits**

Students will be taught the basics for communication with deaf and hard-of-hearing individuals. The courses include receptive and expressive fingerspelling, signing, conversational behaviors and various aspects of Deaf Culture.

**ASL 1102**

**American Sign Language II..... 4 Credits**

This course continues from ASL 1101. The student's signing and fingerspelling will be increased to improve their signing skills. *Prerequisite: ASL 1101*

**ASL 2201**

**Intermediate American Sign Language I (Goal Area 8) ...4 Credits**

This course gives students an opportunity to practice their signing skills, while increasing their knowledge of various vocabularies, using appropriate body language and facial expression. The course also will prepare students to read signers and introduce more complex ASL structure.

*Prerequisite: ASL 1102*

**ASL 2202**

**Intermediate American Sign Language II (Goal Area 8) ...4 Credits**

This course gives students an opportunity to increase their listening and signing skills in depth. Students will meet deaf people in a field trip setting to expose them to the deaf world. Students may do observations with hearing impaired people approximately three times. *Prerequisite: ASL 2201*

### AMERICAN STUDIES

**AmSt 1010, 1020**

**Women in American Society I and II**

**(Goal Areas 6 & 7).....3 Credits Each**

These courses survey topics on the role of American women from the perspectives of social history, the social sciences, literature and the arts. Myths and assumptions about the social position of American women are examined.

**AmSt 2210, 2220**

**American Studies Topics I, II (Goal Areas 6 & 7) ....3 Credits**

Broad issues and problems of American thought and experience relating to such topics as the American Dream, individualism, religion, nationalism, feminism, historical paradoxes are analyzed through a consideration of poetry, essays, fiction, drama, historical documents, music and the arts. *Prerequisite: Engl 1111*

## ANTHROPOLOGY

### Anth 1010

**Introduction to Anthropology: Cultural Anthropology (Goal Areas 5 & 8) .....3 Credits**

This course examines the nature of culture by studying the forms of conventional behavior (language, ideology, social organization and technology) and their material manifestations. It also seeks to explain the variation in cultures of representative ethnic groups and societies of present and recent past in terms of ecological adaptation and cultural evolution.

### Anth 1020

**Introduction to Anthropology: Physical Anthropology, Archaeology and Prehistory (Goal Areas 3 & 10) .....3 Credits**

This course studies the relationship of prehistoric physical and cultural origins and development of humankind to the establishment of the first civilizations of the Old and New Worlds. It examines the archaeological evidence for the theory of bio-cultural evolution, which helps to explain both the prehistoric developments and much of the cultural variation that is in the world today.

### Anth 1990

**Anthropology Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.



## ART

### Art 1040

**Introduction to Art (Goal Areas 6 & 8).....3 Credits**

This course introduces the basic concepts of the visual arts, the organization of visual elements and principles of design and the historical development of architecture, painting and sculpture with an emphasis on contemporary art. A general world view of art is presented through lecture and discussion. Students will investigate the creative aspects of the visual arts through occasional hands-on projects and a field trip to a Twin Cities' museum.

### Art 1101

**Photography I (Goal Area 6).....3 Credits**

This is an introduction to the fundamentals of black and white photography. Both technical and creative skills are developed in the use of the camera, exposing and developing film, enlarging and finishing the black and white photograph. Class critiques help articulate individual visual growth while slide presentations and field trips to galleries and museums acquaint students with photographers who have influenced the medium. *Students must have their own camera with adjustable shutter speed and f-stop.*

### Art 1102

**Photography II (Goal Area 6) .....3 Credits**

This course is for students with a basic background in camera operations and darkroom procedures. There is a greater emphasis on the photograph as a fine print, the student's personal growth and perceptions in the medium. Class time will include discussions, slide shows and guest lectures. *Students must have their own camera with adjustable shutter speed and f-stop. Course may be repeated for credit. Prerequisite: Art 1101*

### Art 1140

**Beginning Color Photography (Goal Area 6).....3 Credits**

This beginning course instructs the fundamentals of photography through color. Students will learn both technical and creative controls on their camera, printing color negatives, developing color film, shooting slides, Polaroid transfer and an introduction to the use of the computer as a creative tool. Class critiques help develop individual personal growth; slides presentations and field trips acquaint students with photographers who have influenced the medium. *Students must have their own camera with adjustable shutter speed and f-stop.*

**Art 1160**

**Digital Photography (Goal Area 6).....3 Credits**  
A logical sequence to Art 1101 or 1140, this class emphasizes the computer as a digital darkroom to create photographic images through the traditional camera or a digital camera. Course content includes an overview of basic photographic techniques, a rigorous examination of the Adobe Photoshop through assignments and personal exploration, class critiques and artist presentations to help student understanding of digital photographic art.

**Art 1301**

**Two-Dimensional Design I (Goal Area 6).....3 Credits**  
This course introduces basic two-dimensional design and composition principles such as unity, balance, rhythm, emphasis and illusory space through a series of visual problem solving exercises. Students work with a variety of materials and methods to investigate basic elements of design such as line, shape, texture, value and color.

**Art 1302**

**Two-Dimensional Design II (Goal Area 6).....3 Credits**  
This course expands upon using basic design principles and elements to explore issues of context, function and personal expression. Students are encouraged to investigate and develop their own individual direction and style.  
*Prerequisite: Art 1301*

**Art 1310**

**Three-Dimensional Design.....3 Credits**  
As an introduction to the basic language of three-dimensional design, this course includes constructive, additive, subtractive and substitution techniques using traditional and contemporary media. Various methods of presentation are explored ranging from small freestanding works to site-specific models and proposals.

**Art 1320**

**Introduction to Sculpture .....3 Credits**  
This course is a specialized study on an individual basis in plastics, wood, metals, plaster, clay, stone or mixed media. The student will work with the sculptural possibilities of these materials and refine their ability to work in one particular medium. *Prerequisite: Art 1310*

**Art 1341**

**Fundamentals of Color I (Goal Area 6) .....3 Credits**  
This course is an introduction to the physical and perceptual aspects of color. Subtractive color relationships are emphasized through the use of paint. Additive systems are also explored. An approach is used that follows the Bauhaus theories of color relationships, grounded in the color wheel. A student will increase a color vocabulary and learn to evaluate color interactions.

**Art 1342**

**Fundamentals of Color II (Goal Area 6).....3 Credits**  
Students further investigate the potential of color as an expressive dimension, the Munsell theory of color space and materials with special color characteristics. *Prerequisite: Art 1341*

**Art 1401**

**Drawing I (Goal Area 6).....3 Credits**  
This course develops basic observational and perceptual drawing concepts and skills such as composition, gesture, contour, form, proportional analysis, value, chiaroscuro, texture and perspective. Students work with a range of drawing media and techniques to draw a variety of subjects such as the figure, still life, interior spaces and architectural forms.

**Art 1402**

**Drawing II (Goal Area 6).....3 Credits**  
This course further develops basic observational drawing techniques while exploring issues of concept, context and personal expression. Students may begin to explore color media and techniques, mixed media and other non-traditional approaches and media and are encouraged to investigate their own individual direction and style. *Prerequisite: Art 1401*

**Art 1510**

**Digital Video Production (Goal Area 6).....3 Credits**  
This course introduces basic video production concepts and techniques with an emphasis on using the elements of motion and sound as creative artistic tools. Students will critically analyze video in terms of genre, context, meaning, visual language and form and then produce and edit their own short projects that explore creative and experimental applications of the medium rather than the traditional mass communication form.

Digital video editing facilities will be provided, but students must provide their own camera and are encouraged to use their own computer for editing if possible.

**Art 1990**

**Art Special Topics**.....1-4 Credits  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Art 2180**

**Art History I - Pre-History to the Age of Cathedrals (Goal Areas 6 & 8)** .....3 Credits  
This course studies the painting, sculpture and architecture of cultures from prehistory to the end of the 15th century. It includes an overview of the art of prehistory, Europe, Asia, Africa and the Americas before 1500. *Museum visits support the lectures and text.*

**Art 2190**

**Art History II - Renaissance to 20th Century Art (Goal Areas 6 & 8)** .....3 Credits  
This course examines painting, sculpture and architecture of cultures from the 16th century to the present, as well as new media of the modern era. While the emphasis is on developments in Europe and the United States, the course will include overviews of the arts of Asia, Africa and the Americas. *Museum visits support the lectures and text.*

**Art 2300**

**Architectural History (Goal Areas 6 & 8)** .....2 Credits  
This course is an analytical and concise study of architectural development of past civilizations in terms of their respective cultures, physical environments and technological developments.

**Art 2400**

**Life Drawing (Goal Area 6)** .....3 Credits  
An intensive study of drawing pertinent to the figure, this course emphasizes bone and muscle structure. Some location drawing of landscapes and buildings also are studied in relation to the human figure.

**Art 2611**

**Painting I (Goal Area 6)** .....3 Credits  
This course is an introduction to the basic skills and techniques of painting. The study of paint and materials, the use of color in painting and the development of ideas are important elements in this class. Exploration of realism, abstraction and contemporary painting are all important aspects of Painting I. *Prerequisite: Art 1401 or consent of instructor*

**Art 2612**

**Painting II (Goal Area 6)** .....3 Credits  
Using advanced painting techniques; this course emphasizes student's development of a personal style. *Prerequisite: Art 2611*

**Art 2613**

**Painting III (Goal Area 6)**.....3 Credits  
This course further explores painting techniques and development of the ideas in painting. *Prerequisite: Art 2612*

**Art 2641**

**Watercolor I (Goal Area 6)**.....3 Credits  
This basic course introduces watercolor painting concepts and techniques using various watercolor papers to explore both traditional and abstract uses of the medium.

**Art 2700**

**Calligraphy (Goal Area 6)** .....1 Credit  
This introduction to calligraphy will include the study of italic handwriting using broad-edge pen techniques as well as a historical survey.

**Art 2741**

**Jewelry Workshop I (Goal Area 6)**.....1 Credit  
This workshop is a basic introduction to jewelry-making which includes lost wax casting, soldering, enameling and/or textile techniques using silver, brass and copper.

**Art 2742**

**Jewelry Workshop II (Goal Area 6)** .....1 Credit  
This workshop continues the study of techniques, materials and ideas generated in Jewelry Workshop I. *Prerequisite: Art 2741*

**Art 2780**

**Quiltmaking Workshop (Goal Area 6)** .....1 Credit  
This is a basic workshop introducing quilting techniques with an emphasis on design.

**Art 2800**

**Painting Workshop (Goal Area 6)** .....1 Credit  
This is a basic course in acrylic and oil painting. Emphasis is on painting procedures, color use and composition.

**Art 2820**

**Drawing Workshop (Goal Area 6)**.....1 Credit  
This workshop is an introduction to basic concepts in drawing and visual perception using traditional drawing materials and techniques.



**Art 2850**

**Computer Art Workshop for Artists (Goal Area 6) ....1 Credit**  
This basic workshop includes experimentation with the computer in a studio art setting. Output will be slides or printed materials. This workshop is recommended for anyone who wishes to gain graphic knowledge of computer art applications.

**Art 2860**

**Photography Workshop.....1 Credit**  
This basic course is an intensive, personal exploration of various photo-related topics for those who wish a sampler. Topics for separate workshops are color photography, digital photography, nature and landscape photography, among others.

**Art 2970**

**Art Appreciation Field Trip (Goal Area 6) .....1-3 Credits**  
This course consists of tours to various cultural centers to experience a variety of art exhibits, lectures, demonstrations and facilities. *This course may be repeated for credit.*

**BIOLOGY****Biol 1000**

**Life Science (Goal Area 3).....4 Credits**  
This course examines the general principles of chemistry, the organization of cells and the properties and functions of biological macromolecules. The production and utilization of biological energy are explored at the cellular level and the similarity found in all organisms is emphasized. Principles of inheritance and cellular reproduction are explored at the molecular and cellular level. This course examines general principles of ecology and evolution. The laboratory is an integral part of the course; activities are hands-on. *(3 hours lecture, 3 hours lab)*

**Biol 1001**

**Biology I (Goal Area 3).....4 Credits**  
The course introduces students to the concepts of cell structure and function, cellular metabolism, heredity and genetics, reproduction and development. Although the course is intended for science and allied health majors, it is open to all interested students. High school chemistry and algebra are recommended. *(3 hours lecture, 3 hours lab)*

**Biol 1002**

**Biology II (Goal Area 3) .....4 Credits**  
This course is the second in the two semester sequence of introductory biology. Topics include principles of evolution, ecology, biodiversity and an introduction to living systems. Utilization of preserved animal specimens is a required part of this course. *(3 hours lecture, 3 hours lab) Prerequisite: Biol 1001 or consent of instructor, one semester consisting of college chemistry recommended*

**Biol 1030**

**BWCA Field Biology (Goal Areas 3 & 10) .....4 Credits**  
This is a lecture, lab and field based course in the field biology of the Boundary Waters Canoe Area of Northeastern Minnesota and adjacent areas of southern Ontario, Canada. Students will study the biological communities and ecology of the mixed coniferous/ deciduous forests, lakes and wetland ecosystems of the BWCA region. Special attention will be paid to the terrestrial plant communities and the bog habitats that abound. The course culminates with an eight-nine day long field trip to the area.

**Biol 1120**

**Human Biology (Goal Area 3) .....3 Credits**  
A study of the structure and function of the human body, this course is designed to be taught at an introductory level and is open to all students. It does not fulfill the human anatomy and physiology requirement for the student in the health service programs, but does satisfy the degree requirements in non-lab science course.

**Biol 1160**

**Global Environmental Field Biology (Goal Areas 3 & 10) .....4 Credits**  
This course will introduce students to the ecology and environmental issues of various locations abroad and present them within the context of the social, cultural and political conditions of that country or region. Students will examine how various cultures and societies approach ecological and environmental problems. The impact of globalization on these issues will be a major focus of the course. Students will travel to the country or region of study to examine first-hand the issues covered in the course.

**Biol 1200**

**Current Environmental Issues (Goal Areas 3 & 10)..4 Credits**  
Using an interdisciplinary approach, this course examines various aspects of natural and human-made ecosystems, human's intervention and the subsequent impact on society and nature. It emphasizes current problems, values and projection for the future. The lab involves internet exercises, videos, group discussion, individual and group projects, field trips and other outdoor activities. *(3 hours lecture, 4 hours lab)*

**Biol 1230**

**Medical Terminology I - Basic .....1 Credit**  
This course is designed to introduce students to the Greek and Latin derivatives used to form medical terminology.

**Biol 1231**

**Medical Terminology II - Application.....1 Credit**  
This course is the continuation of Biol 1230 Medical Terminology I - Basic. Focus is applying the medical terminology in reading medical reports, case histories and using the medical dictionary. *Prerequisite: Biol 1230*

**Biol 1350**

**Biology of Women (Goal Area 3).....3 Credits**  
This course is designed to present students with information about the biological aspects of being female with a focus on understanding the female life cycle from sex cell formation to post menopausal and aging. Students will be provided with a historical perspective, an introduction to science and the use of the scientific method, gender differences as well as a comprehensive study to female and male reproductive biology including sex cell formation, genetic inheritance, gene expression and related topics including pre-menstrual syndrome, birth control, sexually transmitted disease, cancer and others as time allows.

**Biol 1600**

**Biology of Nature Series (Goal Area 10) .....1 Credit**  
Explore the natural history of Minnesota! A series of courses on topics as diverse as wetlands, wild flowers, edible plants, predatory birds, prairie ecology and winter biology are offered throughout the year. These one-credit courses are taught on an introductory level. Each course may be taken for one credit. *Check website for each semester offerings.*

**Biol 1610**

**Field Ecology (Goal Areas 3 & 10) .....1 Credit**  
This course is a team-taught, field-based introduction to the flora, fauna and biological communities of the mixed coniferous/deciduous forest, lake and wetland ecosystems of northern Minnesota and Wisconsin. A three-day trip to a university biological field station provides the venue for this hands-on course.

**Biol 1650**

**Human Biology Series (Goal Area 3) .....1 Credit**  
These courses include a variety of topics of interest to any students. Topics have included: Bioethics, Biology of Alcoholism, Biology of HIV, Biology of Viruses, Emerging Diseases, Psychoneuroimmunology, Mavericks, Miracles and Medicine and other current topics pertaining to human biology. *Check website for each semester offerings.*

**Biol 1990**

**Biology Special Topics .....1-4 Credits**  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Biol 2020**

**Animal Biology (Goal Area 3).....4 Credits**  
This course provides a framework for understanding the phylogenetic relationships among the major groups (phyla) of animals. Knowledge of the ecology, morphology and evolutionary history of the phyla informs the student's understanding of how diverse groups of animals have solved the common problems of existence (e.g., feeding, movement, respiration and reproduction) and how their solutions have given rise to increasing levels of structural complexity. The laboratory is an integral part of the course; activities are hands-on and require dissection of preserved animals. *(3 hours lecture, 4 hours lab) Prerequisite: Biol 1001, Biol 1002, or consent of instructor*

**Biol 2030**

**Plant Biology (Goal Area 3).....4 Credits**  
Content includes organization of the plant body, growth, development and physiology, reproduction, survey of classification and evolution of the plant kingdom. *(3 hours lecture, 3 hours lab) Prerequisite: Biol 1001 and Biol 1002, or consent of instructor*

**Biol 2100****Microbiology .....4 Credits**

This course is a study of bacteria, viruses, rickettsiae, fungi and protozoa, infection, resistance, human diseases and microbiology of food and water. Laboratory exercises stress detection, isolation and control of microorganisms.

*(3 hours lecture, 3 hours lab) Prerequisite: Biol 1001 with grade of "C" or better*

**Biol 2111****Human Anatomy and Physiology I.....4 Credits**

This course is the first course of a two-course sequence. The course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include anatomical terminology, homeostasis, cell structure and function, histology and introduction to neoplasms, as well as the anatomy and physiology of the following organ systems; integumentary, skeletal, articular, muscular, nervous and endocrine.

Utilization of preserved specimens in the laboratory is a required part of the course. Strongly recommend college level reading abilities, a working knowledge of elementary algebra and a medical terminology course. Utilization of preserved specimens in the laboratory is a required part of the course. *(3 hours lecture, 3 hours lab) Prerequisite: Biol 1001 with grade of "C" or better*

**Biol 2112****Human Anatomy and Physiology II.....4 Credits**

This course is the second course of a two-course sequence. This course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include circulatory system, non-specific and specific defenses, digestive system, urinary system, male and female reproductive systems and early development. Strongly recommend college level reading abilities, a working knowledge of elementary algebra and a medical terminology course. Utilization of preserved specimens in the laboratory is a required part of the course.

*(3 hours lecture, 3 hours lab) Prerequisite: Biol 2111*

**BUILDING INSPECTION TECHNOLOGY****BIT 1000****Introduction to Building Inspection .....2 Credits**

This course is designed to provide an introduction to the field of building inspection. The student will learn about the history of codes, what codes and standards are and how they are developed, along with receiving an introduction to plan reading, field inspections, department administration and information on the industry and types of positions that work in a building department. This course is intended to provide a student with a broad overview of the building inspection industry and is suited for students working toward a career in the code enforcement industry.

**BIT 1100****Field Inspection .....2 Credits**

This course provides a basic understanding of how to conduct field inspections under the IRC. Students will learn about building components and systems and how building code requirements are applied to these systems during construction. This course is intended for a student working toward a career in the construction industry as an inspector or as a project manager. *Prerequisite: BIT 1000 for BIT students*

**BIT 1210****Advanced Field Inspection .....2 Credits**

This course is designed to give the experienced construction inspector an understanding of the more detailed requirements of the International Building code. Topics covered will include standards referenced in the International Building Code, which are considered an extension of the code. Emphasis will be on commercial, industrial and multi-story buildings. *Prerequisite: BIT 1100*

**BIT 1300****Building Inspection Plan Review, Non-Structural.....2 Credits**

This course will emphasize techniques for plan review on single-family dwellings, town homes and accessory structures associated with dwellings, in accordance with the current Minnesota State Building Code. Discussion topics include egress components, basic fire and life safety, building construction techniques and other requirements related to residential dwellings. *Prerequisite: BIT 1000 and CMSV 2860 or equivalent knowledge*

**BIT 1305****Advanced Plan Review: Non-Structural.....2 Credits**

This course emphasizes techniques for plan review on commercial, industrial and multi-family structures in accordance with the Minnesota State Building Code. Discussion topics shall include, but not limited to, occupancy classification, allowable area, types of construction, fire resistive construction, fire protection requirements, exiting and accessibility. *Prerequisite: BIT 1000 and BIT 1300*

**BIT 1310****Building Inspection Plan Review, Structural.....2 Credits**

This course will introduce the techniques of conducting the structural plan review of a building design with special emphasis on wood frame construction, wood beams, joists, rafters, studs, columns and shear-resisting elements. Students will learn how to apply relevant equations to computer load, shear and other relevant structural forces. Ability to deal with equational material is essential.

*Prerequisite: CMSV 2860 or equivalent knowledge*

**BIT 1410****Mechanical Inspection .....4 Credits**

This course acquaints the student with the methods and techniques using the Minnesota Mechanical Code in plan review and field inspection of mechanical systems that include heating, ventilation, air conditioning and refrigeration. The course is intended for anyone looking for a BIT degree/certificate, students pursuing a Construction Management degree, or those entering the mechanical inspection field. *Prerequisite: BIT 1000, Math 0901 and CMSV 2860 or equivalent knowledge*

**BIT 1420****Electrical Inspection.....2 Credits**

This course acquaints the student with a working knowledge of plan review and field inspection relative to the international electrical code and the state code. Students will have the opportunity to study electrical design and perform electrical computations. *Prerequisite: CMSV 2860 or equivalent knowledge*

**BIT 1500****Soils Engineering .....2 Credits**

This is an introductory course in soils engineering with emphasis on soil identification and analysis techniques and procedures for building on different soil conditions. The course covers classification of soils, procedures for boring, analysis, compaction and development of building design alternatives for differing soil conditions.

**BIT 1600****Energy Conservation in Building Construction.....2 Credits**

This course presents the principles involved in the design of energy efficient buildings and familiarizes the student with the Minnesota Energy Code and its application to different types of buildings.

**BIT 1700****Plumbing Code.....3 Credits**

The objective of this course is to familiarize the student with the Minnesota Plumbing Code, including code provisions, plan review, and field inspection. This course also provides a comprehensive overview of common plumbing materials and practices.

**BIT 1800****Housing Field Inspection.....2 Credits**

This course provides both new and experienced housing inspectors with historical and current techniques and materials used in the construction of the structural, electrical and mechanical components within existing residential structures. The course focuses on common construction and installation techniques and equipment, while giving special emphasis to the visible indicators of system deterioration and failure and hazardous and/or non-professional installations.

**BIT 1805****Advanced Housing Field Inspection.....2 Credits**

This course provides students with information about housing construction elements that extend beyond basic structural, electrical and mechanical systems. The primary emphasis is to look at non-technical issues, including legal and constitutional requirements for enforcement as well as personal liability concerns. How to become an effective communicator and how to evaluate the supplemental housing elements are important components of the course. In addition, the course considers the leadership and management skills required for directing a comprehensive municipal housing inspection program. For those students interested in starting a home inspection business, the course offers information to understand marketing, liability and insurance issues. *Prerequisite: BIT 1800*

**BIT 1810****Multi-Housing.....2 Credits**

This course provides a basic understanding of fire stopping, general fire codes and state codes which apply to rental and/or multi-housing. Students will learn the plumbing and mechanical elements, management/owner role in property maintenance and tenant/landlord issues of multi-housing. Right of entry issues and rental licensing programs will be covered.

**BIT 2000****Public Administration for the Code Official.....2 Credits**

This course covers establishment and maintenance of a building inspection department and its relationship with other community departments. Typical problems of functions, duties, intra- and inter-department relations, personnel, budget, legislative, public relations and records-keeping are discussed.

**BIT 2020****Legal Aspects of Code Administration.....2 Credits**

The class will consist of an overview of modern administrative government, legal responsibilities in building inspection, inspector's authority, courtroom procedures, building inspection liability, the application of legal rules pertaining to public negligence, governmental liability and ethics. This class is intended for governmental officials, building inspectors, elected officials, contractors and real estate professionals. *Prerequisite: BIT 1000*

**BIT 2100****Concrete and Concrete Inspection.....2 Credits**

This course familiarizes students with a working knowledge of concrete mixing, additives, aggregates and strengths plus weather protection for concrete (both hot and cold). It helps students recognize and prevent possible problems in placing reinforced and non-reinforced concrete. *Prerequisite: BIT 1100*

**BIT 2300****Advanced Plan Review Structural .....2 Credits**

This course acquaints the inspector with engineering principles and provides some understanding of their application in the design and plan review areas. The course covers design of wood trusses; steel and wood beams; and columns and reinforced concrete systems. *Prerequisite: BIT 1310*

**BIT 2400****Land Use and Zoning .....2 Credits**

This course has been designed to give the student an understanding of land-use and zoning regulations. These regulations include variances, conditional-uses, grading and preliminary plats. Students will learn what a municipal ordinance is and the state regulations for county and municipal governments to enforce them. Also included are the DNR regulations pertaining to shoreline and flood plane elevations.

**BIT 2500****Fire Suppression Systems .....2 Credits**

This course will provide a review of the National Fire Prevention Guidelines along with a review of fire suppression blueprint. Field inspection and design of fire suppression systems also is covered.

**BIT 2600****Building Inspection Internship .....2 Credits**

Supervised work experience in a municipal building inspection department provides a variety of experiences for people new to the field. *Prerequisite: Consent of instructor*

**BIT 2650****Administering the Minnesota State Building Code...2 Credits**

The role of the building official is a complex one. Key aspects of a building official's job involves: having a solid understanding of codes and standards, an understanding of how to properly administer these codes and standards, along with working with various federal, state and local agencies in order to provide conditions for a safe built environment. This course will bring together the concepts that the student has collected throughout the BIT curriculum and apply this knowledge in a comprehensive review of the role of the building official. This course will provide essential background and understanding of how to properly administer the Minnesota State Building Code. This course is recommended for current and future building officials, inspectors and other interested parties. *Prerequisite: BIT 1000, 1100, 1300 and 2020*

**BUSINESS****Bus 1000 (& ADev 1000)****Career Planning .....2 Credits**

This course is designed to empower students with career decision-making skills that can be used their entire lifetime. Students will explore their strengths, attitudes, interests, potential, abilities, skills and values as they apply to either a career, changing careers, or career planning in general. Three widely respected inventories used in business and industry will be administered in class. Students will evaluate the results of each of the inventories and learn how these findings relate to possible careers. Current issues and trends in the workforce related to hiring and job opportunities will be evaluated. Students will develop a Career Portfolio including a Career Plan and an Educational Plan which will help them meet their career goals. *ADev 1000 and this course are the same; credit may not be earned for both. Recommend students also enroll in Bus 1010 Job Seeking Skills*

**Bus 1010 (& ADev 1010)****Job Seeking Skills .....1 Credit**

This course is designed to empower students with the skills and resources necessary to find a job. Topics covered will include effective job searching resources, developing interviewing skills, networking techniques and learning how to write effective resumes and cover letters. Students will develop their own dynamic resume and cover letter in this class and also learn many effective techniques to use before, during and after an interview. Students will develop a Job Seeking Portfolio including their up-to-date resume and cover letter to help meet their goal of securing a job. *ADev 1010 and this course are the same; credit may not be earned for both. Recommend students also enroll in Bus 1000 Career Planning.*

**Bus 1100****Introduction to Business and the American Economy...3 Credits**

This course involves a comprehensive study of American business operating under the profit system, including its responsiveness to the environment, the common forms of ownership, internal organization and management. Special emphasis is placed on the operation and coordination of production, marketing, human resources and finance functions. The course helps students understand the contribution of business to the American economy and to establish more specific career goals in the field of business.

**Bus 1110****Human Relations: Application of Psychology in Business (Goal Area 7) .....3 Credits**

This course focuses on the interpersonal skills necessary to be successful in the business environment. Topics include understanding human behavior, communication, motivation and team building in successfully dealing with a diverse population.

**Bus 1200****Introduction to Management.....3 Credits**

This course is an introduction to the functions of management: planning, organizing, directing and controlling. The course will explore how each of the functions of managers is used to impact operations of any organization for efficiency and effectiveness. Local, national and global environments are presented as strategic factors to be understood by contemporary managers. *Bus 1100 recommended or business background*

**Bus 1210****Managerial Communication .....3 Credits**

This course provides students knowledge to become a successful manager through improving and practicing your managerial communication skills, processes and strategies. Students will learn to assess their own communication style, adapt their communication style when needed and overcome barriers and miscommunications. Students will also apply improved verbal, nonverbal, listening, writing, presentation, team, conflict and negotiation skills in organizational situations. Technology, how it is changing the way we work and communicate and management's role will be covered. This course is for managers or for anyone who wants to become a manager. Emphasis will be placed on management communication techniques that empower employees to do their best work to achieve and succeed in business.

**Bus 1220****Supervision .....3 Credits**

This course is designed as a study of the functions of management at the operating level in an organization. Students will apply theory and develop skills in the management functions, communications, conflict management, leadership practices, labor-management relations and control concepts through cases and experiential exercises. *Bus 1100 or business background recommended.*

**Bus 1230****Leadership and Teamwork .....3 Credits**

This course provides students with an understanding of the nature of teams, how they develop and their potential for augmenting performance in the business environment. Emphasis will be on team goal setting, techniques for developing cooperation and creativity, techniques for teams in crisis and various communication structures for team effectiveness. Leadership concepts and theories and the effect of differing leadership styles on team decision making will be studied and practiced.

**Bus 1300****Legal Environment of Business.....3 Credits**

Students will study the basic principles of law and the societal forces, which influence the development of these principles. Topics include legal procedure, court structure, ethics, international law, constitutional law, administrative law, contracts, sales, torts, business entities, business regulation and consumer protection. The focus of the course is on business entities, their employees and customers.

**Bus 1310****Business Law .....3 Credits**

This course is an introduction to the legal framework within which business is transacted, not only by business and professional people but also by consumers. Topics include origin of law, ethics, international law, contracts, sales, bailments, negotiable instruments, secured transactions, bankruptcy, real and personal property, agency and business entities.

**Bus 1400****Business Mathematics.....3 Credits**

This course provides the students with essential mathematical concepts and practical business applications of pricing, discounts, simple and compound interest, installment buying, consumer credit, simple business statistics and other business finance situations. Problem-solving skills are developed. *Computational math skills are needed and recommend Math 0800 or assessment placement.*

**Bus 1410****Introduction to Business Finance.....3 Credits**

This course is an introduction to the world of finance. Basic concepts covered include business organization, security markets, interest rates, taxes, risk analysis, time value of money and the basics stock and bond valuation. Maximizing company value through capital budgeting and selection of appropriate capital structure also are covered. It provides an understanding of how funds are acquired in the financial markets and the criteria that investors use in deciding where to place their investments. *Recommend accounting course or relevant background. For online class, recommend computer and internet literacy.*

**Bus 1430****Financial Statement Analysis.....2 Credits**

This course provides students with the tools to analyze financial statements for decision-making about cash flow, investments and management in a business organization. *Prerequisite: An accounting course or some knowledge of accounting*

**Bus 1440****Personal Financial Planning.....3 Credits**

This course is designed for personal financial planning and to provide a better understanding of money issues related to the use of credit. The topics in the course include goal setting, budgeting, credit cards, debt management, types of savings and investments, insurance, home and car buying, taxation and estate planning for a lifetime of creating wealth. *Bus 1400 recommended. For online classes, computer and internet skills recommended.*

**Bus 1450****Investments.....3 Credits**

This course is a practical introduction to investments for the individual investor. The course focuses on stocks, bonds, mutual funds, REITs, annuities and other investment alternatives. Emphasis is placed on how to determine the value of stocks and bonds. It is designed to impart knowledge of practical value to anyone interested in becoming actively involved in managing personal investments.

**Bus 1510****Operations Management .....3 Credits**

This course provides a study of the principles and practices used in production/operation management, including capacity planning, forecasting, MRP, MRP II, JIT, master scheduling, production and inventory control and quality management. It is designed to orient students to the production/operation management function.

**Bus 1600****Introduction to Marketing.....3 Credits**

This course surveys American and international marketing systems in the development and distribution of products and services. Concepts, practices and policies of manufacturers, wholesalers and retailers are included. Current trends and developments in marketing practices are analyzed.

**Bus 1610****Consumer Behavior .....3 Credits**

Students will study how and why people buy and gain an understanding of the factors influencing a purchase decision. Topics include social structures and their effect on consumer purchase behavior, individual adoption and resistance behavior and marketing efforts based on consumer research. *Bus 1600 highly recommended prior to taking this course.*

**Bus 1620****Advertising and Sales Promotion .....4 Credits**

This course is a study of the principles and practices of promotion for the business organization. Students will study the components and the interrelationships of the promotional mix: advertising, sales promotion, personal selling, direct marketing and public relations. Topics include: an integrated marketing communications strategy, creative techniques of advertising and media strategies. *Bus 1600 recommended.*

**Bus 1630****Professional Sales and Management.....4 Credits**

This course provides an introduction to the principles and practices of professional selling and sales management. Topics will include the steps of the sale; customer service; principles, issues and problems associated with managing a sales force; and ethics in selling. Problem solving techniques, monitoring of sales performance and sales simulations are examined. *Bus 1600 recommended*

**Bus 1640****Retail Management.....4 Credits**

This course focuses on the exciting and dynamic nature of the retail industry. Topics include: the changing customer demographics, needs and shopping behaviors; the development of retail formats, strategies and location opportunities to satisfy these needs; and the emergence of new technologies that dramatically affect retail operations. Students are provided an intensive study of the retail buying, merchandising and management functions of a retail store. *Bus 1600 recommended.*

**Bus 1650****Marketing Research .....2 Credits**

This course is an in-depth study of the relationship of marketing research to marketing decision making. Marketing research procedures, methods and information sources are identified and evaluated. The ability to perform basic marketing research is emphasized. *Prerequisite: Bus 1600 or consent of instructor*

**Bus 1700****Introduction to International Business  
(Goal Area 8) .....3 Credits**

This course is an overview of the international nature of business. Topics include concepts, models and theory of international trade and strategy; a review of the economics and politics of international trade and investment; the functions and form of the global monetary systems; the strategies and structure of international business; and how and why the world's countries differ. The students will develop a global perspective of business. *Bus 1100 recommended*

**Bus 1800****Small Business Management.....4 Credits**

This course is an introduction to the functions of planning and operating a small business. Topics covered include the functional areas of small business: marketing, management, accounting and finance. Students will learn how to use resources to start and operate a small business and create a complete business plan. *Bus 1100 and Bus 1200 recommended.*

**Bus 1990****Business Special Topics.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Bus 2000****Creative Field Project.....2 Credits**

Students will do independent research on a project of their choice under the guidance of an instructor. This is a capstone course for students in a Business program.

**Bus 2010****Internship Business.....3 Credits**

This is a capstone course for students in a business program including: Accounting, Business Computer Systems and Management, Marketing, Management or Retailing. *It includes practical, on-the-job training in a business or organizational environment under executive supervision and related learning activities. Internships are arranged on the basis of the student's interests and career goals. Prerequisite: Enrollment in a business program and consent of instructor*

**Bus 2310 (& CIS 2310)****Introduction to E-Commerce.....3 Credits**

This course will introduce students to the key technological and strategic aspects of e-commerce. This course is for students who want to put their business on the Internet or work at companies that want to do business over the Internet. Students will focus on applying key concepts through hands-on web site development. Topics covered include marketing and selling on the Web, building a web presence, designing an electronic web site, business-to-business strategies, online auctions, electronic commerce software and hardware, electronic payment systems, electronic commerce security, legal, ethical and tax issues and planning. Also includes current issues in e-commerce. *Prerequisite: Knowledge of the Internet*





**CHEMISTRY****Chem 1000****Chemistry and Society (Goal Areas 3 & 10).....4 Credits**

This is a basic introduction to chemistry in the “everyday world,” with emphasis on the role that chemistry plays in personal and professional lives and is intended for anyone seeking to become a better-informed citizen of our technological society. Basic chemical principles will be introduced and their impact on society will be discussed. The course enables students to use concepts of chemistry to think critically about current issues in science and technology. No background in Chemistry or other Natural Sciences is presumed. Heavy use of the internet for research and communication will be an important component of this course. This course will primarily be taught as a reduced seat time, web enhanced, hybrid course.

**Chem 1010****Introduction to Chemistry (Goal Area 3) .....4 Credits**

This course is an introduction to chemical principles with an overview of chemical terminology, techniques and topics. Material will be presented that shows the importance of chemistry in our society. The course is designed for non-science majors, pre-nursing students as well as students preparing to take Chemistry 1061. (3 hours lecture, 3 hours lab) *Prerequisite: Math 0901 or equivalent*

**Chem 1061****Principles of Chemistry I (Goal Area 3).....4 Credits**

This course includes a study of basic concepts of chemistry including atomic theory, stoichiometric relationships, kinetic-molecular theory, molecular structure and chemical bonding as related to the gas and liquid and solid phases. The laboratory portion includes observation, data collections and mathematical application related to topics covered in lecture. (3 hours lecture, 3 hours lab) *Prerequisite: Math 1150 and one year of high school chemistry or achieving a successful score on the chemistry assessment test*

**Chem 1062****Principles of Chemistry II (Goal Area 3) .....4 Credits**

A continuation of Chem 1061, this course emphasizes chemical equilibrium, solution chemistry, acid-base chemistry, precipitation reactions, complex ion formation, oxidation-reduction and electrochemical reactions. The laboratory portion includes equilibrium constant determinations and applications of the lecture topics in determination of cation and anion (qualitative) content of unknown mixture. (3 hours lecture, 3 hours lab) *Prerequisite: Chem 1061*

**Chem 1990****Chemistry Special Topics.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Chem 2061****Organic Chemistry I .....5 Credits**

This course is a study of the covalent molecules associated with carbon, emphasizing the mechanism of the reactions and the stereochemistry of aliphatic, alicyclic and olefinic molecules. Functional groups that will be studied include the saturated and unsaturated hydrocarbons, alcohols, ethers and halides. The laboratory portion of the course includes a thorough study of the basic techniques for the isolation and purification of molecules isolated from natural products and from reaction mixtures. (4 hours lecture, 4 hours lab) *Prerequisite: Chem 1062*

**Chem 2062****Organic Chemistry II .....5 Credits**

This course is a study of the mechanism of reactions of and the structure of, all of the carbonyl compounds and their derivatives and of the carbohydrates, amino acids, proteins, heterocyclics, other natural products sequence reactions, unknown identification and original literature preparations. Spectroscopic analysis will be utilized throughout these experiments. (4 hours lecture, 4 hours lab) *Prerequisite: Chem 2061*

**Chem 2073****Introduction to Instrumental Methods and Analysis.....4 Credits**

This course is intended to primarily provide students with an added advantage for employment while pursuing an education toward a career. The students would be taught the proper methods for solution and sample preparation, along with becoming familiar with state of the art instrumentation. They also would be exposed to safety and manufacturing practices that are important in chemical industry. This course aims at making a student versatile with laboratory techniques and would provide a student with an edge over other candidates in the job market for lab assistants' positions. (2 hours lecture, 6 hours lab) *Prerequisite: Chem 1061, 1062 and 2061*

## COMPUTER INFORMATION SYSTEMS

Most of the computer information system classes require some lab time to complete computer assignments. Lectures occur in the lab but additional time is usually required.

### **CIS 1000**

#### **Electronic Keyboarding Communications.....3 Credits**

This is an introductory course to develop mastery of the computer keyboard. Students will learn to type the alphabet, number and symbol key by touch. Emphasis is on the mastery and the development of speed and accuracy sufficient to make the computer a communication tool. Simple tables, memos, business letters and reports are covered.

### **CIS 1101**

#### **Business Computer Systems I.....3 Credits**

This course develops computer literacy and emphasizes its importance in today's society. Through hands-on experience, students will gain an understanding of computer concepts, capabilities and applications and be able to implement this knowledge in your professional and personal lives. Computer applications covered include word processing, spreadsheets, presentation graphics, databases, windows/operating system, email use and management, folder and file organization and use of the Internet. Computer concepts covered include understanding the basic hardware components of a computer, how a computer works, computer files and storage, application programs, input and output devices, how we store information and Internet basics. *Prerequisite: Knowledge of the keyboard*

### **CIS 1102**

#### **Business Computer Systems II.....3 Credits**

Emphasis is on further development and understanding of the software covered in CIS 1101. This course covers advanced applications in Word, Excel, Access, PowerPoint and integration of these applications. Topics include form letters, merging, financial functions, amortization schedules, pivot and data tables, creating and querying a worksheet database, templates, creating customized reports and forms in Access as well as modifying visual elements and presentation formats in PowerPoint. *After this course, the student would be prepared to take the Microsoft Office User Specialist core exams in Word, Excel or Access or the comprehensive exam in PowerPoint. Prerequisite: CIS 1101 or consent of instructor*

### **CIS 1200**

#### **Word Processing .....3 Credits**

This course will introduce students to the word processing cycle and how word processing is used in the work place. Students will use Microsoft Word to create and edit business documents, enhance page layout, create tables, create reports, create columns and construct a form letter and merge with a mailing list. Other topics covered include: use of macros, styles, templates, wizards, build a document in Outline view, table of contents, index, master documents, create charts and diagrams, mailing labels, drawing objects, graphics, WordArt and integrate Word with other applications. *After this course, the student would be prepared to take the Microsoft Office User Specialist core exam in Word. Prerequisite: Knowledge of keyboard*

### **CIS 1210**

#### **Desktop Publishing.....3 Credits**

This course introduces students to desktop publishing through hands-on experience with computer software. Students will become proficient using the computer and applying design concepts to create professional business publications including newsletters, advertising, flyers, forms, brochures and manuals. Students will create a portfolio of their work. *Prerequisite: Knowledge of the keyboard*

### **CIS 1220**

#### **Business Decision Making: Excel.....3 Credits**

This course uses Excel as a problem solving tool in analyzing and designing solutions for common business and organizational problems. Problems are taken from the functional areas of accounting and finance, manufacturing and production, sales and marketing and human resources. Spreadsheet concepts covered include creating, editing and formatting worksheets, creating charts, filtering lists, creating pivot tables, using macros, importing data, creating data tables, using functions and integrating worksheet data with other programs. *After this course, the student would be prepared to take the Microsoft Office User Specialist expert exam in Excel. Prerequisite: Prior spreadsheet experience and knowledge of the keyboard*

**CIS 1230****Business Presentations: PowerPoint .....3 Credits**

This course introduces students to business presentation concepts and covers the basic to the advanced features of PowerPoint software. Students will plan, organize and produce professional quality presentations to meet business objectives. Features studied include customizing a presentation, using pictures, movies and sound, adding slide transitions and applying custom animation, creating charts and diagrams, integrating PowerPoint with word processing and spreadsheet software and creating presentations as web pages, 35 mm slides, posters and banners. *After this course, the student would be prepared to take the Microsoft Office User Specialist core exam in PowerPoint. Prerequisite: Knowledge of the keyboard.*

**CIS 1240****Information Management: Access .....3 Credits**

In this course students will learn how to plan, design, create, query, create forms and reports, export and import data and maintain a database. Applications will be taken from a variety of business and organizational scenarios. Students will integrate databases with Excel and Word. Students will learn how databases interact and can become the foundation for an e-commerce web site. Students will develop an understanding of how an effective database supports the business decision-making process. *After taking this course, the student would be prepared to take the Microsoft Office User Specialist core exam in Access. Recommend CIS 1101. Prerequisite: Knowledge of the Keyboard*

**CIS 1300****Introduction to the Internet .....1 Credit**

This course develops a basic understanding of the Internet and the World Wide Web using a popular browser such as Internet Explorer. Students will search the web; download, save and print web pages; learn and use search tools to find information quickly; bookmark and organize your favorite web sites; learn about communication on the Internet using email, accessing newsgroups and chat rooms; learn how to email attachments and download files from your email; and discuss personal security on the Internet. Hands-on exercises will give students the opportunity to apply these concepts. *Prerequisite: Knowledge of the keyboard*

**CIS 1310****The Whole Internet .....3 Credits**

This course provides a comprehensive understanding of the Internet through hands on experience. Students will learn how to use the Internet safely, create web pages, search the Internet to find reliable information, protect your computer with anti-virus software and Firewalls, manage cookies, customize your Internet browser, shop online and participate in auctions and evaluate and download software. Students will also learn how to use email, filter out spam email, attach documents to email and download files from your email, as well as how to use other types of Internet-based communication like chat, instant messaging, mailing list and newsgroups. *Prerequisite: Knowledge of the keyboard.*

**CIS 1400****Windows/Operating Systems .....3 Credits**

This course introduces students to operating systems through hands on experience and covers the basic to advanced features of Windows. Topics will include safeguarding your personal computer, customizing your desktop, using online help, organizing and managing files, creating and customizing your shortcuts, implementing a backup strategy, optimizing disks, troubleshooting computer problems, evaluating system performance, installing and troubleshooting software and hardware, updating the Windows registry and working in the command-line environment. Discussions will also cover other operating systems. *Prerequisite: Knowledge of the keyboard*

**CIS 1510****Introduction to Computers and Basic Word Processing...1 Credit**

This course is designed to be a basic introduction to the computer. Students will develop an understanding of how a computer works and the basic hardware and software needed for computer processing. Microsoft Word will be used to develop basic word processing skills: how to create a document, format it and then print it; how to save work; how to find files already saved. Hands on exercises will give the opportunity to apply these concepts. *Prerequisite: Knowledge of the keyboard*

**CIS 1520****Spreadsheets .....1 Credit**

This course introduces students to the problem solving capabilities of spreadsheet software. Students will use Microsoft Excel to develop the basic spreadsheet skills of planning, formatting and analyzing data. Topics covered include worksheet set-up and formatting; charting data; and using formulas and functions to perform calculations and analyze data. Hand on exercise will give the opportunity to apply these concepts. *Prerequisite: Knowledge of the keyboard*

**CIS 1530****Business Graphics.....1 Credit**

This course is designed to introduce students to delivering a presentation using computer presentation graphics. Students will learn how to plan and organize an effective presentation. Then they will learn techniques for creating this presentation using Microsoft PowerPoint. Hands on exercises will give the opportunity to apply these concepts.  
*Prerequisite: Knowledge of the keyboard*

**CIS 1990****Computer Information Systems Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**CIS 2310 (& Bus 2310)****Introduction to E-Commerce.....3 Credits**

This course will introduce students to the key technological and strategic aspects of e-commerce. This course is for students who want to put their business on the Internet or work at companies that want to do business over the Internet. Students will focus on applying key concepts through hands-on web site development. Topics covered include marketing and selling on the Web, building a web presence, designing an electronic web site, business-to-business strategies, online auctions, electronic commerce software and hardware, electronic payment systems, electronic commerce security, legal, ethical and tax issues and planning. Also includes current issues in e-commerce.  
*Prerequisite: Knowledge of the Internet*

**CIS 2400****Introduction to Computer Networking .....3 Credits**

This course provides students an understanding of the fundamental concepts of computer networking and managing network data and infrastructure security. Topics include design and topologies, communication protocols and standards, network operating systems and architectures, network management and support, problem solving practice and Internet resources. Issues and trends in networking and data security will be covered. This course is designed for the non-technical as well and the technical professional.  
*Prerequisite: CIS 1101 or CSci 1000 or equivalent computer experience*

**COMPUTER SCIENCE**

Most of the computer classes require some lab time to complete programming assignments. Lectures occur in the lab but additional time is usually required.

**CSci 1000****Computer Basics.....3 Credits**

The students will get hands-on experience with an operating environment (the current version of Microsoft Windows) and Windows-based applications, which include spreadsheets, word processors and presentation packages. The course enables students to use computers to process information and communicate using e-mail and World Wide Web.

**CSci 1010****Computers and Society .....3 Credits**

This course prepares students for real-world uses of computers and studies the impact of information technologies on society at large. Students build skills in electronic research and development through the use of interactive media, computer magazines, CDs and in Website creation.  
*Prerequisite: Some experience with Microsoft Windows*

**CSci 1020****Beginning Web Page Programming.....1 Credit**

Students learn practical techniques and principles of Website authoring; create multimedia-enhanced commercial, entertainment or educational sites; and plan site maintenance, promotion and implementation of user feedback.  
*Prerequisite: Some experience with Microsoft Windows*

**CSci 1030****Programming for Internet.....3 Credits**

This course covers the practical aspects of a programming language used for development of advanced Internet applications which include: on-line animation and interactivity, feedback and browser control enhancements. The actual language used (JavaScript, Perl, or Java) will be chosen by the instructor. The course also includes a brief introduction to advanced HTML and CSS, uploading the site to a Web server and promoting it. *Prerequisite: Math 0901 and one of the following: CSci 1000, CSci 1010, CIS 1101, CIS 1102, previous computer experience or consent of instructor*

**CSci 1090****Programming in VB.NET.....4 Credits**

This course provides an introduction to problem solving and applications development using VB.NET, an object-oriented language. Methods of structured programming and modularization are taught using sequence, loops and decision statements, sub procedures and functions. This course also focuses on event-driven programming where the user designs the user interface using objects. *Prerequisite: CSci 1000 or CIS 1101 or computer experience*

**CSci 1091****Advanced Visual Basic Programming.....4 Credits**

This course studies more advanced features of the VB.NET language. It continues the study of programming, problem solving and programming logic, as well as the design techniques of an OOP language. Topics included accessing and updating data in a relational database, developing applications for the Web and for mobile devices and adding browser-based Help files to an application. *Prerequisite: CSci 1090 and Math 0902*

**CSci 1120****Programming in C Language.....4 Credits**

This course continues the study of the computer science topics of looping, branching and modular design using the C language. Additional topics studied are multi-dimensional arrays, structures and pointers. *CSci 1110 recommended. Prerequisite: Math 1150 and knowledge of a programming language*

**CSci 1130****Introduction to Computer Programming in Java.....4 Credits**

This course provides an introduction to object-oriented programming using the Java programming language. Topics include objects and classes, encapsulation and inheritance. The course will also cover applets, graphics and events handling. *CSci 1030 or CSci 1090 recommended. Prerequisite: Math 1150 and completion of one computer science course*

**CSci 1150****Programming in C# for .NET .....4 Credits**

This course provides an introduction to object-oriented programming using the C# programming language. The majority of the course will be on the semantics of the C# language, a major component of Microsoft .NET development environment. Topics include: Visual Studio .NET integrated development environment, selected value and reference types, control structures, operators and expressions, methods, classes and inheritance. Completion of this class will prepare the student for advanced topics in C#. *Prerequisite: Knowledge of a programming language or consent of instructor*

**CSci 1190****Introduction to C++ Programming.....4 Credits**

The chief objective of this course is to provide a classroom and laboratory environment that enables students to become familiar with concepts of C++ programming language. The majority of the course will be on the semantics of the C++ language. Topics include both the common heritage with the ANSI C language (e.g. syntax, primitive types, iteration, conditional expressions, functions, arrays, pointers and dynamic memory allocation) as well as the object-oriented and unique aspects of programming with C++. These include classes and inheritance, encapsulation, polymorphism and overloaded functions. Completion of this class will prepare the student for advanced topics in C++. *Prerequisite: CSci 1120 or CSci 1130*

**CSci 1990****Computer Science Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**CSci 2001****Structure of Computer Programming I.....4 Credits**

Students will use the object-oriented programming language Java as a means of expressing algorithms and data structures. Procedures, recursion and iteration will be presented in the development of algorithms. Inheritance and polymorphisms are studied. Use of abstraction to hide program details will be emphasized throughout the course. *Prerequisite: CSci 1120 or CSci 1130*

**CSci 2002****Structure of Computer Programming II .....4 Credits**

This course continues using abstract data types and the concepts presented in CSci 2001 and introduce stacks, queues, linked lists and trees. This course also covers advanced programming topics of recursion, sorting methods and complexity measures. The object-oriented language Java will be used. *Prerequisite: CSci 2001*

**CSci 2010****Discrete Mathematical Structures .....4 Credits**

This course includes topics of the mathematical methods of computer science: logic, combinatorics, recursion, complexity analysis, graph theory, Boolean algebra and mathematical induction. *Prerequisite: Math 1221*

**CSci 2020**

**Machine Architecture and Organization .....4 Credits**  
 As an introduction to computer organization and structure, this course includes beginning machine and assembly language programming. Topics to be covered include logic gates and Boolean algebra, basic elements of computing devices, basic components of a computer, data representation and number systems, micro operations, microprogramming and input-output programming. *Prerequisite: Completion of a computer science programming course.*

**CSci 2030**

**Database Management.....4 Credits**  
 This course covers relational databases from conceptual design to implementation. The course will include logical and physical design, normalization, as well as the definition of tables and indexes. The use of Structured Query Language (SQL) for data retrieval and manipulation will be emphasized. *Prerequisite: Completion of a computer science programming class or consent of instructor*

**CSci 2050**

**Internship Computer Science .....3 Credits**  
 This is a capstone course for students in the computer science program. It includes practical, on-the-job training in a computer science operation under executive supervision and a related learning activity. *Placement is arranged on the basis of the student's interest and career goal. Prerequisite: Enrollment in the computer science program, completion or concurrent enrollment in CSci 2002, a "B" average in all CSci courses and consent of instructor*

**CONSTRUCTION MANAGEMENT/SUPERVISION**

**CMSV 2860**

**Building Construction Plan Reading .....2 Credits**  
 The basic course in reading of construction working drawings emphasizes symbols used in the production of architectural, structural, mechanical and electrical drawings. Course includes interpretation of drawing details, sections, elevations, floor plans, etc. This course should be of value to students interested in drafting, estimating and construction.

**CMSV 2870**

**Construction Management .....2 Credits**  
 Students in this course examine estimating, purchasing, bidding, scheduling, coordinating, expediting and supervising work and dealing with public agencies, the design professions, suppliers and subcontractors as these activities relate to the operation of a building contracting company.

**CMSV 2880**

**Construction Estimating and Critical Path Method....2 Credits**  
 The course covers basic techniques and guidelines of estimating considering the important aspect of time and cost scheduling. The theory and practices of the critical path method will be studied and applied to an actual construction project.

**CMSV 2890**

**Building Organization and Technology .....3 Credits**  
 This course is an introduction to the varied technology that comprise buildings and an exploration into the sequential process of building construction. Theories of building types, functional organizations and material applications are presented. This course also includes the identification of historic basis for and comparison between, basic building materials and construction methods. The importance of building assembly sequences also is presented.

**ECONOMICS**

**Econ 1060**

**Principles of Economics: Macro (Goal Areas 5 & 8) .....3 Credits**  
 This course covers mainstream theories and the economy's recent performance in national income and output levels, money and the banking system, inflation and unemployment, fiscal and monetary policies, issues over stabilization policy and economic growth.

**Econ 1070**

**Principles of Economics: Micro (Goal Area 5) .....3 Credits**  
 This course covers theories of product pricing under different market structures, production costs and input pricing, income distribution and the role of government in the economy. It includes the study of monopolies, oligopolies, unions, poverty, deregulation of industries and implications of public policy for the economy.

**Econ 1990**

**Economics Special Topics .....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**EDUCATION****Educ 1210**

**Introduction to Education .....3 Credits**  
 This course will familiarize students with the historical, philosophical and social foundations of education. The development and purpose of education will be of particular interest to those involved in K-12 classrooms, e.g. prospective teachers and paraprofessionals. Other topics include the development and purpose of education; the legal, political and economic aspects of education; governance in education; and the roles and responsibilities of various educational participants.

**Educ 1280**

**Diversity in Education .....3 Credits**  
 This course will examine various kinds of student diversity, including race, ethnicity, religion, gender, sexual orientation, socioeconomic class, learning abilities and styles and language background. The course assignments will give students the opportunity to consider implications for educators and learners in the multicultural classroom.

**Educ 1350**

**Language and Learning.....3 Credits**  
 This course focuses on the important factors in literacy learning—the development of skills in language, reading and writing and also looks at the instructional practices that are effective in helping all children develop their literacy potential. The topics of emergent literacy and literacy difficulties are explored, as well as the role that language, cognitive development and culture play in literacy learning. This course is intended for paraprofessional educators and prospective teachers.

**ENGINEERING****Engr 1000**

**Introduction to Engineering and Design .....3 Credits**  
 This course is designed for people interested in learning about the engineering profession including mechanical, electrical, civil, chemical, computer and environmental. An overview of engineering tools and problem solving methodologies also is included. Students will solve engineering problems. Speakers from engineering firms and field trips will provide information and contact with the professional community. (3 hours lecture) *Prerequisite: Intent to major in engineering*

**Engr 1200**

**Engineering Graphics.....3 Credits**  
 This course is designed for people interested in mechanical, civil and aerospace engineering and the Bachelor of Construction Management degree. The student will learn to make AUTOCAD drawings in a Windows environment. The topics that will be covered include: drawing, editing, pan, zoom, view, laying, plotting, dimensioning, blocks, inquiry, purge, DXF, ZIP, UNZIP, XREF and work in three dimensions. (3 hours lecture/lab)

**Engr 1990**

**Engineering Special Topics .....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Engr 2301 (1300)**

**Statics .....3 Credits**  
 This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. It is also intended for the Bachelor of Construction Management degree. The topics include: vector algebra, equilibrium of a particle, equivalent systems of forces, equilibrium of rigid bodies, distributed forces, friction, centroids and center of mass. *Prerequisite: Math 1221 and Physics 1501*

**Engr 2302 (2300)**

**Mechanics of Materials .....3 Credits**  
 This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. The topics include: stress, strain, mechanical properties of materials, axial load, torsion, bending, transverse shear, combined loadings, stress transformation and strain transformation. *Prerequisite: Math 1221, Physics 1501 and Engr 2301*

**Engr 2303 (2300)**

**Dynamics.....3 Credits**  
 This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. The topics include: particle kinematics, particle kinetics, Newton's Second Law, rotation of rigid bodies and energy momentum methods. *Prerequisite: Math 1222, Physics 1501 and Engr 2301*

**Engr 2501****Circuit Analysis I .....4 Credits**

This course is designed for people interested in electrical, civil and mechanical engineering, computer science and the Bachelor of Information Networking degree. The topics to be covered include: Kirchhoff's Laws, mesh analysis, nodal analysis, source transformations, superposition, Thevenin's and Norton's Theorems, operational amplifiers, first order response of RL and RC circuits, natural and step response of RLC circuits, sinusoidal steady-state analysis and power calculations and balanced three phase circuits. This is the first course in a two course sequence. (4 hours lecture)

*Prerequisite: Physics 1502, 1512 and Math 1222*

**Engr 2511****Circuits Analysis I Laboratory .....1 Credit**

This course is a laboratory which complements the lecture course Engr 2501. The topics to be covered include: resistance, voltage, current, Kirchhoff's laws, voltage divider, bridge circuits, power transfer, operational amplifiers, natural and step responses and integrating amplifiers. (2 hours lab) *Prerequisite: Engr 2501 or concurrent enrollment*

**ENGLISH****Engl 0900****Preparation for College Writing I .....3 Credits**

This composition course introduces the processes and strategies of essay writing from first thoughts through revision to the final, edited, short essay. Students learn and practice the basic skills of standard American written English, including grammar, punctuation and sentence structure. *Prerequisite: Placement in this class will be determined by student's college assessment score.*

**Engl 0950****Preparation for College Writing II .....3 Credits**

This composition course is for students who need a more intensive review of standard American written English (grammar, punctuation and sentence structure) than English 1111 alone provides. The course also introduces the processes and strategies of essay writing from first thoughts through revision to the final, edited, 2-3 page essay. *Prerequisite: Placement in this class will be determined by student's college assessment score and/or successful completion of English 0900 and recommendation of instructor.*

**Engl 1111****Freshman English I (Goal Area 1) .....3 Credits**

This composition course requires writing based on close reading of short stories, essays and other materials. Students will write essays, which demonstrate effective organization, a clear thesis statement and skill in employing common stylistic and rhetorical devices. Essays must exhibit mastery of MLA style. *Prerequisite: Placement in this class will be determined by student's college assessment score and/or successful completion of English 0950.*

**Engl 1112****Freshman English II (Goal Area 1) .....3 Credits**

As a continuation of English 1111, this course requires writing based on novels, drama, poetry and/or nonfiction. Composition will focus on critical analysis of the literature and include standard forms of introducing evidence. A research paper using MLA documentation is required. *Prerequisite: Engl 1111*

**Engl 1140\*****Business Communications (Goal Area 1) .....3 Credits**

This course offers students the opportunity to improve their writing skills and adapt them for professional communications such as business memos, letters and reports. Students also learn to assess purpose and audience to determine appropriate transmission forms (including electronic) and document formats. *\*English 1140 is also certified as a substitute for English 1112, but only for specified A.S. and A.S.S. degrees and Goal Area 1. Prerequisite: Engl 1111 or consent of instructor.*

**Engl 1150****Introduction to Literature (Goal Area 6) .....3 Credits**

This course is designed to introduce students to literary terms, critical approaches and their application to literature.

**Engl 1400****Reading Poetry (Goal Area 6) .....3 Credits**

This course is a study of poetry-its content, language, structure and ways of meaning-from its beginnings in the oral tradition down to its use in modern song. Diversity is celebrated by enjoying the poetry of minority poets.

**Engl 1910****Advanced Composition 1 (Goal Area 1) .....3 Credits**

This course is designed to refine the skills that writers use to effectively present their ideas. Emphasis is on developing precise, unambiguous writing. Students will learn to develop a critical, objective eye. *Prerequisite: Engl 1112*



**Engl 1920**

**Writing Stories (Goal Area 6).....3 Credits**  
This is for those interested in developing their ability to write short fiction. *Prerequisite: Engl 1112*

**Engl 1930**

**Writing Poetry (Goal Area 6).....3 Credits**  
This course is for those interested in developing their ability to write poetry. *Prerequisite: Engl 1112*

**Engl 1940**

**Technical Communications.....3 Credits**  
This course further develops writing skills as applied to technical subjects for a specialized or lay audience. Credit does not apply to 40 MnTC credits required in the A.A. degree. *Prerequisite: Engl 1112*

**Engl 1960**

**Writing Workshop.....1 Credit**  
This course is designed for people interested in more intensive work with creative writing projects. The emphasis could range from poetry to story or nonfiction writing.

**Engl 1990**

**English Special Topics .....1-4 Credits**  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Engl 2270**

**Contemporary American Literature (Goal Area 6)....3 Credits**  
This course will introduce students to literature of the contemporary American scene. *Prerequisite: Engl 1111*

**Engl 2310**

**The American Short Story (Goal Area 6).....3 Credits**  
The short story is a form that was created and nurtured by American writers of the 19th and 20th centuries. Students will study those writers, their stories and their views of American life.

**Engl 2350**

**Women and Literature (Goal Areas 6 & 7).....3 Credits**  
This course concerns women as characters in literature and as writers of fiction, drama and poetry. It also may explore the effects of role stereotypes upon individual women.

**Engl 2360**

**Global Literary Perspectives (Goal Areas 6 & 8).....3 Credits**  
Student will interpret world literature and film (either in translation or originally written in English) that presents culturally diverse voices and viewpoints. Special attention will be given to colonial and postcolonial literatures that reflect the immigrant communities of Twin Cities college campuses, such as Egyptian, Finnish, Ethiopian, Hmong, Icelandic, Iranian, Korean, Liberian, Mexican Norwegian, Russian, Somali, Swedish and Vietnamese. *Prerequisite: English 1111 or consent of instructor*

**Engl 2370**

**African-American Literature (Goal Areas 6 & 7) .....3 Credits**  
This course introduces the student to the writings of African-Americans from the colonial period to the present and explores the contributions of these writers to American culture, letters and life. The course may be organized either by historic periods or topically. *Prerequisite: Engl 1111*

**Engl 2380**

**American Indian Literature (Goal Areas 6 & 7).....3 Credits**  
This course introduces the student to North American Indian literature. Readings include fiction, non-fiction and poetry from traditional and contemporary authors. *Prerequisite: Engl 1111*

**Engl 2450, 2460**

**Survey of American Literature I, II  
(Goal Areas 6 & 7) .....3 Credits**  
These courses will acquaint the student with a chronological survey of American literature from the colonial period to the present. Engl 2450: beginning to 1850; Engl 2460: 1850 to present. *Prerequisite: Engl 1111*

**Engl 2550**

**Survey of English Literature I  
(Goal Areas 6 & 8) .....3 Credits**  
This course covers the literature of Great Britain with its historical background from its beginnings to 1785. Chaucer, Shakespeare, Milton, Donne, Swift and Johnson, among others, are studied in this course. *Prerequisite: Engl 1111*

**Engl 2560, Survey of English Literature II**

**(Goal Areas 6 & 8) .....3 Credits**  
This course covers the literature of Great Britain with its historical background from 1785 into the 20th century. Wordsworth, Keats, Browning, Dickens, Eliot and Joyce, among others, are studied in this course. *Prerequisite: Engl 1111*

**Engl 2580, 2590**

**The Shakespeare Plays I and II (Goal Areas 6 & 8)...3 Credits**  
 The Shakespeare plays introduce the students to the drama of William Shakespeare. The students will view full-length, professional quality tapes or films of most of the plays studied in the course.

**Engl 2900**

**Fantasy Literature .....3 Credits**  
 This course surveys the literature from high fantasy through contemporary developments in the genre. It will include works by well-known authors such as J.R. Tolkien, Ursula Le Guin, Charles de Lint, Jane Yolen as well as other authors in the genre. *Prerequisite: Engl 1111 or equivalent or consent of instructor.*

**Engl 2950**

**Mystery and Detective Fiction .....3 Credits**  
 The course will introduce students to detective and mystery literature as a genre and as popular literature. *Engl 1111 is recommended*

***ENGLISH FOR  
 SPEAKERS OF OTHER LANGUAGES***

**ESOL 0800**

**ESOL College Vocabulary Development I .....2 Credits**  
 This class provides intermediate level ESOL students with academic vocabulary necessary for college success. Students will study vocabulary which is used frequently in college textbooks and courses. *Prerequisite: Placement test score.*

**ESOL 0830**

**ESOL Reading Skills Development.....4 Credits**  
 This class is for ESOL students who want to advance and develop their reading skills. The course is designed to introduce students to reading strategies, vocabulary development strategies, the importance of understanding context and paraphrasing. Students will increase their reading comprehension and speed. The course provides continuous exposure to the stages of reading tasks, using increasingly more complex varieties of written material. *Prerequisite: Placement in this class will be determined by student's college assessment score.*

**ESOL 0860**

**ESOL Language Skills Development .....5 Credits**  
 This course is for students who want to improve their formal English language skills in reading, writing, vocabulary development and grammar. Emphasis is on learning and using grammatical structures to strengthen and develop basic English literacy skills for college success. Students practice writing to build fluency and grammatically correct sentences. Students engage in reading as a regular academic activity and learn strategies to continue their language development. *Prerequisite: Placement test score.*

**ESOL 0880**

**ESOL Speaking and Understanding.....4 Credits**  
 This course builds upon the existing listening and speaking skills of non-native English speakers to begin their preparation for college-level communication activities. The course emphasizes the development of basic intercommunication skills through in-class activities, while working to increase awareness and mastery of English pronunciation. Class activities focus on developing speaking strategies and academic listening skills. *Prerequisite: Placement test score.*

**ESOL 0900**

**ESOL College Vocabulary Development II .....2 Credits**  
 This course will help advanced level ESOL students continue learning the vocabulary in the Academic Word List. Students will acquire knowledge of and facility with the most frequently used words in academic texts. *Prerequisite: Placement test score with a grade of "C" or better.*

**ESOL 0930**

**ESOL Reading and Study Strategies .....4 Credits**  
 This course provides advanced level ESOL readers with essential practice and extensive reading tasks in various writing styles. Students develop advanced vocabulary building strategies using college content reading materials. Students develop and improve reading proficiency and speed, comprehension and ability to make inferences from text. Understanding of complex English sentence structure, identifying main and supporting ideas, marking, annotating and mapping are among the skills learned and practiced as students progress toward skillful, independent reading. *Prerequisite: Placement test score and/or completion of ESOL 0830 with a grade of "C" or better.*

**ESOL 0960**

**ESOL Academic Writing Skills Development .....4 Credits**  
 This course provides intermediate-level ESOL students with concentrated practice developing writing process skills. Students develop paragraphs through multiple drafts, working towards academic essays. With instructor guidance, students will continue study of persistent grammar troublespots through independent computer-assisted assignments. *Prerequisite: Placement test score and/or completion of ESOL 0860 with a grade of "C" or better.*

**ESOL 0980**

**ESOL Academic Listening and Speaking .....4 Credits**  
 This course concentrates on preparing ESOL students for the listening and speaking needed in the American college classroom. The class focuses on understanding classroom lectures, efficient note-taking and giving class presentations. An examination of American English as spoken in college classrooms further develops the skills necessary for successful college work. *Prerequisite: Placement test score and/or completion of ESOL 0880 with a grade of "C" or better.*

**ESOL 1230**

**ESOL College Reading and Studying Skills .....4 Credits**  
 This course focuses on the college textbook reading, language and study skills students will need in their content-area courses. Students will study content-course readings and complete tests and assignments typical of those they will complete in college content courses. *Prerequisite: Placement test score and/or completion of ESOL 0930 with a grade of "C" or better.*

**ESOL 1260**

**ESOL College Writing Skills Development.....4 Credits**  
 In this course, students will continue to develop advanced English language skills as they learn the writing skills needed for college coursework. Through multiple stages of the writing process, students will work towards completion of extended writing assignments. This course also emphasizes continued development of reading skills and will ask students to integrate information from reading into academic writing assignments. *Prerequisite: Placement test score and/or completion of ESOL 0960 with a grade of "C" or better.*

**ESOL 1280**

**ESOL Listening and Speaking for College Success ...4 Credits**  
 This class emphasizes the development of notetaking skills through the presentation of content material in the form of lectures and presentations. Students research and make presentations to their class. The lecture and research materials include exploration of campus resources and development of skills needed for college success. The course also examines American English in terms of intonation, rhythm, stress, reduction and emphasis. *Prerequisite: Placement test score and/or completion of ESOL 0980 with a grade of "C" or better.*

***FOREIGN LANGUAGES***

*See German and Spanish*

***GEOGRAPHY*****Geog 1000**

**Geography of the United States (Goal Area 7) .....2 Credits**  
 This course provides a broad overview of those factors, cultural and physical, that identify the United States. Topics covered include climate, topography, population, language, history and regionalism. Students will gain an introductory knowledge of United States history, economics, politics, physical landscapes and culture. *This course is recommended for international students or those new to the United States.*

**Geog 1010**

**Physical Geography (Goal Areas 3 & 10) .....3 Credits**  
 This course describes, explains and evaluates the significance for people of the natural features of the earth's surface with particular respect to the interrelations and the similarities and differences in their worldwide distribution. The concepts of the Hydrologic Cycle, the heat and water balances, landforms and regional landscapes are the course's main frames of reference and development. *This course provides valuable background for Anth 1010 and Anth 1020.*

**Geog 1040****Human Geography (Goal Areas 7 & 8) .....3 Credits**

This course surveys occupancy and use of the earth. The great diversity of this human experience as well as the nature of the people/land relationship are examined in terms of distinctive culture realms which have manifested varying degrees of technological and sociological development in time and space. Essential to this examination is a comparative review of the contemporary geographies of race, language, religion, political ideologies, economic activity, settlement and population.

**Geog 1050****Geography Field Study (Goal Areas 9 & 10) .....3 Credits**

This course will examine, through field study and research, the human land relationship. It explores the forces and motivations that have initiated those interactions. Students will examine the scientific, legal, economic, political and ethical considerations. Students will then examine the consequences, positive and negative of those interactions. Fieldwork could include international experience such as the tropical rainforests or research within the United States.

**Geog 1100****World Geography (Goal Area 8) .....3 Credits**

This course is a region-by-region study of the world. It includes the identification of physical and human place locations, along with emphasizing whatever best explains the character of each country. This may be population, economics, resources, or any aspect of nature or humanity that gives an insightful understanding of each country.

**Geog 1120****Minnesota Geography (Goal Area 7) .....2 Credits**

This course will examine the forces that have formed the physical landscape of Minnesota. Topics will include vulcanism, the forces of water, glaciation and wind. The second part of the course will examine the cultural landscape. Discovery of how humans have shaped the cultural landscape of Minnesota will be accomplished by examining the religious, ethnic, political, linguistic and economic factors of culture.

**Geog 1990****Geography Special Topics.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

***GEOLOGY*****Geol 1010****Glacial Geology (Goal Areas 3 & 10) .....2 Credits**

This course will examine the glacial geologic influence on some of the state's economic, environmental and political issues. Topics include: geologic time, plate tectonics, hydrologic cycle, rock cycle, rock classification and identification, formation and destruction of continental ice sheets, sedimentary processes, recognition of erosional and depositional glacial landforms and topographic map usage. *Three-day field trip around Minnesota is mandatory.*

**Geol 1020****Volcanic, Plutonic and Metamorphic Geology (Goal Areas 3 & 10) .....2 Credits**

This course will examine the earliest geologic history of Minnesota, which includes greenstone belts, iron ore deposits and flood and pillow basalts. Topics include: geologic time, plate tectonics, rock cycle, rock classification and identification, Mid-continental rift, intrusive and extrusive igneous processes and products, metamorphism and mineral resources and topographic map usage. *Three-day field trip around Minnesota is mandatory.*

**Geol 1030****Fluvial Geology (Goal Areas 3 & 10).....2 Credits**

This course will examine the development of the Mississippi, Minnesota, Red and St. Croix Rivers and the influence of their development and present geomorphology on some of the state's economic, environmental and political issues. Topics include: geologic time, plate tectonics, hydrologic cycle, rock cycle, rock classification and identification, weathering and erosion, drainage patterns, flooding, fluvial landform recognition, meandering, wetlands, topographic map.

**Geol 1040****Caves, Karst and Ancient Seaways****(Goal Areas 3 & 10) .....2 Credits**

Come explore Minnesota's caves and ancient ocean floors! This course will examine the hydrogeologic processes involved in cave formation and the development of karst topography. In addition, we will evaluate the evidence of ancient oceans in Minnesota using the sedimentary and fossil record. Additional topics include: plate tectonics, geologic time, hydrologic cycle, rock, mineral and fossil identification, weathering and erosion, sea level change, marine sedimentary processes. *Three-day field trip around Minnesota is mandatory.*

**Geol 1110****Physical Geology (Goal Area 3) .....4 Credits**

A course examining the earth's formation, composition, structure and natural systems. Including exploration of the earth's internal and external processes and how they shape the surface of the earth. Topics include: geologic time, plate tectonics, rock and mineral identification, introduction to topographic and geologic maps, surficial processes and environmental concerns. *(3 hours lecture, 3 hours lab)*

**Geol 1120****Historical Geology (Goal Areas 3 & 10).....4 Credits**

A temporal survey of the development of earth as we know it today and the evolution of life as deciphered from the sedimentary rock and fossil record. Topics include: principles of geology, sedimentary rocks, fossil identification and classification, plate tectonics, evolution of life, hominid development and mass extinction. *(3 hours lecture, 3 hours lab)*

**Geol 1130****Rocky Mountain Field Study (Goal Area 3).....4 Credits**

This course is designed for people interested in learning about basic principles of astronomy, geology and meteorology in an applied setting. This course is offered as a component of our Outdoor Education Program, usually during summer session. Classes meet on campus for several weeks followed by 7-10 days in the Rocky Mountains and surrounding areas. Topics include: rock and mineral identification, geologic history of the area, geologic time, plate tectonics, topographic maps, surficial processes, physical processes of weather and astronomical features.

**Geol 1150****BWCA Field Geology (Goal Area 3).....4 Credits**

This lecture, lab & field-based course is designed for people interested in learning about basic principles of astronomy, geology and meteorology in an applied setting. This course will be offered as a component of our Outdoor Education Program, usually during summer session. Topics include: rock and mineral identification, geologic history of the area, geologic time, plate tectonics, topographic maps, surficial processes, physical processes of weather and astronomical features. *Students will participate in an 8-9 day mandatory field trip to BWCA-Quetico Wilderness Area.*

**Geol 1160****Global Environmental Field Geology****(Goal Areas 3 & 10) .....4 Credits**

An introduction to environmental geology with emphasis on the impact that globalization has on the environments and on geologic resources of various regions of the world, including the United States. Students will examine the geologic development of a particular region and how various cultures and societies approach environmental and geologic resource management problems. Students will explore their own community for the presence of globalization and they will travel to the country or region of study to meet with environmental experts and to observe first-hand the issues covered in this course. Mandatory 7-10 day field trip

**Geol 1850****Oceanography (Goal Areas 3 & 10).....3 Credits**

This course is a survey of the biological, chemical, physical and geologic processes at work in the world's oceans; with emphasis on the interplay between these processes and the implications of this interplay for life on earth as well as in the oceans. Topics include waves, tides, marine biology, seawater chemistry, plate tectonics, ocean currents, El Niño, coastal processes and effects of man's influence on oceans.

**Geol 1851****Oceanography Lab (Goal Areas 3 & 10) .....1 Credit**

This course is designed to complement GEOL 1850, Oceanography. The lab sessions will include group and individual projects that supplement concepts and topics from oceanography lecture. Students will collect their own data and use oceanographic data from internet resources. Lab topics that will be covered include plate tectonics, marine sediments, temperature and salinity, water masses and ocean circulation, mapping the seafloor, marine ecosystems, coastal erosion, climate change, primary productivity, El Niño and biogeochemical cycling. *(3 hour lab)*

*Prerequisite: Geol 1850 or equivalent, or concurrent enrollment.*

**Geol 1990****Geology Special Topics.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

## ***GERMAN***

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### **Germ 1030**

#### **Culture of the German-speaking Countries**

(Goal Areas 6 & 8) .....3 Credits

Taught in English, this course will introduce the student to contemporary life in the German language areas of Austria, Germany and Switzerland, exploring the historical and artistic interrelationships that make each culture unique.

### **Germ 1990**

#### **German Special Topics** .....1-4 Credits

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

## ***GRAPHIC DESIGN***

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### **GDes 1990**

#### **Graphic Design Special Topics** .....1-4 Credits

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter. *Prerequisite: Admission to Graphic Design program*

### **GDes 2550 (2551)**

#### **Typography** .....3 Credits

This course explores basic concepts of typography including history, anatomy and mechanics; copyfitting; legibility; syntax; and communication within the context of process-oriented, problem-solving projects. *Prerequisite: Admission to Graphic Design program*

### **GDes 2560**

#### **Web Design / Graphics** .....3 Credits

Web design for the graphic designer. This course explores web design concepts from a graphic designer's perspective on how to adapt print design and illustration to web design using Image Ready, Dreamweaver and Fireworks & Flash. *Prerequisite: Admission to Graphic Design program*

### **GDes 2601**

#### **Graphic Design I** .....3 Credits

This course is a study of Graphic Design theory and applications. Students explore the creative process in the development of visual communication and its relationship to creating graphic design ideas. The visual language of design is explored as students design a variety of projects using professional design software. *Prerequisite: Admission to Graphic Design program*

### **GDes 2602**

#### **Graphic Design II** .....3 Credits

This is an advanced studio course in the techniques of graphic design. *Prerequisite: GDes 2601*

### **GDes 2811-2812**

#### **Publication Design I, II** .....2 Credits

This course is a study of the techniques of publication design and production. Concepts in magazine and book page layouts are studied through lectures and studio projects. The magazine Under Construction is designed and printed in this class. *Prerequisite: Admission to Graphic Design program*

### **GDes 2851**

#### **Illustration I** .....3 Credits

This course introduces students to various illustration techniques used in graphic design studios. The development of an image, research and creative problem solving are all aspects of this class. Through critiques and class discussions, students learn how to design and create professional illustrations. *Prerequisite: Admission to Graphic Design program*

### **GDes 2860**

#### **Web Animation** .....3 Credits

This course is an introduction to multimedia design in web animation. A study of advanced illustration will accompany an exploration of computer illustration Flash animation techniques, including: animation effects, integration of sound with animation and use of type design in web applications. *Prerequisite: Admission to Graphic Design program*

### **GDes 2901**

#### **Desktop Design I** .....3 Credits

This is a studio course in computer-generated graphics. Students will study techniques in preparing copy and artwork on Macintosh computers for publication. Applications of production will include graphics for magazines, newspapers, newsletters and brochures. *Prerequisite: Admission to Graphic Design program*

### **GDes 2902**

#### **Desktop Design II** .....3 Credits

This course is a continuation of Desktop Design I. The advanced capabilities of the Macintosh computer are explored. In addition, QuarkXPress (a popular page layout program), Photoshop® (color photo manipulation software) and Adobe Illustrator (drawing and design program) are introduced. *Prerequisite: GDes 2901*

**HEALTH****Hlth 1030****Personal and Community Health (Goal Area 9) .....3 Credits**

This course is directed toward individual health concerns, emphasizing positive life style changes. Among topics studied are physical fitness, nutrition, stress, sexual health, sexually transmitted diseases, cardiovascular health, mental health and death and dying. It also discusses health matters that require community action including chronic disease, communicable disease, accidents, environmental health and consumer issues. Fundamental concepts and terminology relating to the causes, effects, prevention and community resources in the area are studied.

**Hlth 1050****Stress Management (Goal Area 10).....3 Credits**

This class is designed to examine the differences between stress and personal challenges with an emphasis on the importance of the role of perception in distinguishing between the two. This course will also examine the many common sources of stress for most people and practice strategies for managing these stressors. The students will also discover how to control their stress instead of letting their stress control them.

**Hlth 1060****Drugs and Health (Goal Area 9).....3 Credits**

This course is designed to provide basic up-to-date information regarding drug issues in today's society. We examine the sociological, physiological and psychological basis for what we define as use, abuse, dependency and addiction. We examine the perceptions, the similarities and differences produced by various drugs. We examine the linkages between the demand for drugs, crime and the implications of individual criminal behavior as well as organized and syndicated trafficking. We will discuss the current laws and strategies for preventing and treating drug use and how we can deter people from harming themselves and others with inappropriate drug use. There will be emphasis for providing information and tools for individuals interested in pursuing fields such as teaching, social work, law enforcement, business and/or nursing. *This course meets the Minnesota Teacher Certification requirements in drug education.*

**Hlth 1070****Nutrition (Goal Area 10) .....3 Credits**

This course is intended to provide basic knowledge of nutrition and its relationship to overall health and wellness. We review foods, social concepts and facts regarding various diets and how they apply to the promotion of optimal health and the prevention or forestalling of various diseases. This course focuses on the needs of the curious student interested in developing a scope of understanding of nutrition and its application to family and/or training in various medical fields. Each student will have the opportunity to investigate his/her own personal diet.

**Hlth 1080****Consumer Health ..... 3 Credits**

The course will cover several areas of consumer concern, including protection, quackery, drugs, products, nutrition and weight control, fitness, self-care, advertising, insurance and the health care system.

**Hlth 1100****Responding to Emergencies .....3 Credits**

The course is intended for the citizen first responder to an emergency. It is aimed at providing that responder with the necessary information and skills to make appropriate decisions and actions regarding first aid care. Techniques of basic life support cardiopulmonary resuscitation (CPR) are taught. It will include the fundamental knowledge required in safely administering these techniques. An American Red Cross CPR certificate may be earned.

**Hlth 1250 (& PE 1250)****Wellness for Life .....3 Credits**

This course is designed to investigate the implications of exercise, diet, nutrition, stress and physical activity in the total health of the individual. The course involves lecture, discussion and lab assessments of the student's present health status. *PE 1250 and Hlth1250 are the same: credit may not be earned for both. (2 hours lecture, 2 hours lab)*

**Hlth 1600****First Responder .....3 Credits**

The course provides training in emergency medical care for persons who are apt to be responding to accidents. The course emphasizes development of skills in patient assessment and emergency medical procedures.

**Hlth 1900**

**Healthy Sexuality (Goal Areas 7 & 9) .....3 Credits**  
 Healthy Sexuality will examine how the dimensions of well-ness-physical, intellectual, emotional, social, spiritual, envi-ronmental and occupational influence our sexual health. It is also the intention of this class to show how healthy expressions of sexuality can improve one's overall wellness.

**Hlth 1990**

**Public Health Special Topics .....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

***HISTORY***

**Hist 1010**

**History of World Civilization Pre 1500 (Goal Areas 5 & 8).....3 credits**  
 This course examines the development of World Civilizations from ancient origins through the 15th century. We will approach the material from a broad comparative scope, rather than comprehensive, following a rough chronological progression. The course will have two main components. In the first, we will examine emergent civilizations around the world to understand what strategies were employed to develop civilizations in places like Mesopotamia, India, China, Africa and the Americans. The second component will focus on expansionary civilizations, such as ancient Rome and medieval Islam. Students are expected to gain a basic understanding of the different civilizations and the periods in which they flourished, as well as begin to develop the basic skills of a historian.

**Hist 1020**

**History of World Civilization Post 1500 (Goal Areas 5 & 8).....3 credits**  
 This course examines world civilizations from 15th century to the present day. The course will examine the interactions between different civilizations and their neighbors and the problems involved in developing a global community. Students are expected to gain basic knowledge of different world civilizations, to think critically about problems that have faced different civilizations and to develop the basic skills of a historian.

**Hist 1110**

**History of Western Civilization Pre 1550 (Goal Areas 5 & 8) .....3 Credits**  
 This course studies the earliest civilization to the 18th Century and includes prehistoric age, the earliest civiliza-tions, Greece, Rome and the Middle Ages.

**Hist 1120**

**History of Western Civilization 1550 to Present (Goal Areas 5 & 8) .....3 Credits**  
 This course studies the 18th Century through the present time and includes the Age of the French Revolution and Napoleon, the Industrial Revolution and the 19th Century. Twentieth century developments are emphasized, among them, World War I, World War II, Nazi Germany, the Soviet Union, the Cold War and the end thereof.

**Hist 1130**

**History of the Medieval West (Goal Areas 5 & 8) ....3 Credits**  
 This course examines the development of the three major Western cultures that emerged during the Middle Ages: Western Europe, Byzantium and Islam. Specific emphasis will be given to the interactions between these three cul-tures, both positive and negative. Students are expected to gain a working knowledge of the history of the period, as well as begin to develop the skills necessary to analyze doc-uments as historical evidence and to present a historical argument.

**Hist 1150**

**History of Canada (Goal Areas 5 & 8) .....3 Credits**  
 This course investigates the cultural, ethnic, economic and political history of Canada. We examine its indigenous populations, the impact of the French, English colonial rule, confederation, The Depression, the Trudeau era, Separatism and current Canadian concerns. The course provides students with perspectives on Canada's history and on the nation's understanding of itself.

**Hist 1200**

**History of the United States through 1877 (Goal Area 5) .....3 Credits**  
 This course covers United States history from the begin-ning to the Compromise of 1877.

**Hist 1210**

**History of the United States since 1877 (Goal Area 5) .....3 Credits**  
 This course covers United States history from the Compromise of 1877 to the present.



**Hist 1220 American Colonial History**  
(Goal Areas 5 & 7).....3 credits

This course investigates the 300 year history of the European colonization of America. Students will study the origins and consequences of Spanish, Russian, Dutch, French and English colonization efforts and how the era of European colonial rule has shaped American history. The goal of the course is to provide students with an understanding of how the European struggle to dominate the continent has significant consequences that continue to shape the nation politically, socially and culturally.

**Hist 1240 History of the American West**  
(Goal Areas 5 & 7).....3 credits

This course investigates the cultural, ethnic, economic and political history of the American West. We examine Native American cultures of the West, white settlement and the Transcontinental Railroad. We also look at the changing role of the West since WWII, particularly regarding the effects of nuclear testing and radioactive disposal sites in the desert. The course provides students with a perspective on the central role played by the American West both as a region and as an idea in the nation's history and in its understanding of itself.

**Hist 1270**  
**Race in America (Goal Areas 5 & 7).....3 credits**

This course investigates the role played by race in the shaping of United States history. We examine the concept of race and the historical reasons for the antagonistic relationships in America between those of European descent and those of Native, African and Asian descent. We will examine Reconstruction, the Civil Rights Movement and current racial issues. The goal is to broaden student understanding of United States history by a focused study of its multi-faceted racial relationships throughout the centuries.

**Hist 1990**  
**History Special Topics.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**HISTOTECHNOLOGY**

**HTN 1000**

**Clinical Laboratory Basics.....1 Credit**  
This course introduces the student to the role of the laboratory in health care. Basics of laboratory safety, quality assurance, microscopy, pipetting techniques and laboratory mathematics will be presented. *Prerequisite: Admission to HTN program*

**HTN 1001**

**Histotechnique I.....4 Credits**  
This course will introduce current theory and practice in histotechnology including specimen processing and preservation, tissue embedding, histology instrumentation, microtomy and the theory of routine H&E staining. *Prerequisites: Admission to HTN program and Biology 1001*

**HTN 1002**

**Histotechnique II.....2 Credits**  
This course is a continuation of Histotechnique I with emphasis on reinforcement of fundamental principles of histology. Procedures and maintenance of basic histology instruments will be introduced. Students will be expected to achieve entry-level competencies in basic lab techniques and additional techniques will be practiced. *Prerequisite: HTN 1001*

**HTN 2003**

**Histotechnique III.....2 Credits**  
This course is a continuation of Histotechnique II with emphasis on additional reagents used for techniques previously covered, maintenance of instrumentation, slide preparation and processing of biopsy specimens. *Prerequisite: HTN 1002*

**HTN 2100**

**Special Stains.....4 Credits**  
Preparation of chemical reagents for the histology lab will be discussed and performed. The theory, practice and microscopic evaluation of staining procedures for various applications will be covered. *Prerequisites: Admission to the HTN program and concurrent with HTN 2003*

**HTN 2150**

**Special Procedures.....2 Credits**  
Lectures and labs will build on skills learned and practiced in Histotechnique I and II. Reprocessing specimens for better results will be practiced with the use of simulated labs to emphasize organization and teamwork. Specialized procedures will be introduced including cryotomy, immuno-histochemistry and cytology preparation. *Prerequisites: Admission to the HTN program and concurrent with HTN 2003*

**HTN 2200**

**Histo-Anatomy.....1 Credit**  
 This course focuses on the description of microstructures of human organs and on cellular components of specific organs. Microscopic identification of these cellular components will be practiced. *Prerequisites: Admission to the HTN program and Biol 2111 and Biol 2112*

**HTN 2300**

**Histology Clinical Experience.....12 Credits**  
 This course gives students clinical experience necessary to develop entry-level technical skills in all aspects of the histology laboratory under the supervision of certified histotechnicians, histotechnologists and pathologists. Emphasis will also be placed on acquiring effective team skills and preparation for the practical component of the certification exam. *Prerequisites: Admission to the HTN program and successful completion of all program-required general education and histotechnology courses*

***HONORS SEMINAR***

**HSem 1000**

**Honors Seminar .....1 Credit**  
 Exploring in depth each year's Phi Theta Kappa Honors Topic, the seminar uses various avenues/techniques of inquiry. Students will identify and discuss issues that arise from the topics. *Course may be repeated for credit. Prerequisite: GPA of 3.5, PTK member, Honors Program member or instructor's permission*

**HSem 1010**

**Honors Colloquy .....1 Credit**  
 This course will study the annual PTK Honors Topic through speakers and programs brought from off-campus, discussion sessions, reaction papers or student projects. *Course may be repeated for credit. Students and community may attend the lectures without enrolling. Prerequisite: GPA of 3.5, PTK member, Honors Program member, or instructor's permission*

**HSem 1990**

**Honors Special Topics .....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter. *Prerequisite: Admission to Honors program or PTK, 30 credits or more with a cumulative GPA of 3.5 or better, or permission of instructor. Introductory course in subject area or consent of instructor*

***JOURNALISM***

**Jour 1010**

**Introduction to Mass Communication .....3 Credits**  
 This course is a survey of the content, structure and control of the communications in American society. The influences, social functions and responsibilities of newspapers, television, film, the internet and other print, broadcast and recording media will be studied.

**Jour 1110**

**Newspaper Writing.....1 Credit**  
 The students will meet at least one hour each week in a laboratory format to edit and publish the student newspaper. *May be repeated for credit.*

**Jour 1250**

**Magazine Workshop .....1-2 Credits**  
 Students in this workshop will publicize and edit the student literary magazine, Under Construction. *May be repeated for credit.*

**Jour 1990**

**Journalism Special Topics.....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

***MATHEMATICS***

*No student may enroll in a math class that is at a higher level than their placement score indicates.*

**Math 0800**

**Computational Mathematics .....3 Credits**  
 Topics covered include operations with decimals and fractions, ratios, proportions, percent and pre-algebra. *Credit does not apply to a degree. This course is graded on a pass/no credit basis.*

**Math 0901**

**Introduction to Algebra .....4 Credits**  
 This is the first course in a two-course developmental algebra sequence and assumes no background in algebra on the part of the student. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: linear equations and inequalities, polynomial algebra, polynomial factoring and rational expression algebra. Additional topics include applications, absolute value, integer exponents and more equation solving. *Credit does not apply to a degree. Placement in this course is determined by the student's score on the mathematics placement test.*

**Math 0902****Intermediate Algebra** .....4 Credits

This is the second course in a two-course developmental algebra sequence. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: introduction to functions, linear functions, radicals and rational exponents, quadratic equations and inequalities and systems of equations, particularly linear equations. Additional topics may include exponential and logarithmic functions and their graphs. Credit does not apply to a degree. *Prerequisite: Math 0901 with a "C" or better or Placement Test*

**Math 0903****Pre College Algebra**.....5 Credits

A fast-track course alternative to Math 0901 and 0902. *Prerequisite: Placement test and 1 year of high school algebra*

**Math 1010****Survey of Mathematics (Goal Area 4)** .....3 Credits

Designed for the liberal arts student, this course explores the diversity of math and develops quantitative skill and reasoning ability. Topics include networks and scheduling (logic, problem solving), data analysis (collecting and describing data, probability and statistics), mathematics of social choice, measurement (geometry), financial mathematics, computer use and its impact on society. *Prerequisite: Math 0902 or Placement Test*

**Math 1031****Math for Elementary Education I (Goal Area 4)**.....3 Credits

This course is a progression from the whole numbers to the real numbers, focusing on their models, properties and algorithms. Other topics include sets, logic, elementary number theory and applications. *Prerequisite: Math 0902 or Placement Test*

**Math 1032****Math for Elementary Education II (Goal Area 4)** .....3 Credits

This course includes the topics of statistics, probability, measurement and geometric and spatial relationships. *Prerequisite: Math 1031*

**Math 1130****Elementary Statistics (Goal Area 4)**.....3 Credits

This is an introductory course in descriptive statistics, probability, random variables and inferential statistics. Topics include exploratory data analysis, measures of central tendency, measures of dispersion, basic probability, binomial and normal distributions, the central limit theorem, confidence intervals and hypothesis tests. Additional topics may include inferential procedures for two populations, linear regression, analysis of variance and chi-squared tests. *Prerequisite: Math 0902 or Placement Test*

**Math 1140****Finite Math (Goal Area 4)** .....3 Credits

Topics in probability, financial mathematics, systems of equations, matrices, linear programming, game theory and Markov chains are included in the course. Some computer applications may be included. *Prerequisite: Math 0902 or Placement Test*

**Math 1150****College Algebra (Goal Area 4)** .....3 Credits

This college-level course continues the study of algebra conducted in the development algebra courses. The function concept is central to this course. The primary topics of this course are: review of the general introduction to functions, polynomial and rational functions, exponential and logarithmic functions, an extended treatment of systems of equations (particularly linear equations) and permutations and combinations. *Prerequisite: Math 0902 with a "C" or better or Placement Test*

**Math 1170****Trigonometry (Goal Area 4)**.....4 Credits

This is a comprehensive course in trigonometry which also includes extended topics in algebra. The primary topics of the course are: trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, conic sections, sequences, series, mathematical induction and the binomial theorem. *Prerequisite: Math 1150*

**Math 1180****Pre-Calculus (Goal Area 4)** .....5 Credits

This course is a fast-track alternative to Math 1150 and 1170. This course is a comprehensive study of polynomial, rational, exponential, logarithmic, algebraic and trigonometric functions. Additional topics include sequences, series, systems of equations, the binomial theorem, powers and roots of complex numbers and some topics of analytic geometry. *Prerequisite: Math 0902 or Math 0903*

**Math 1200****Calculus Survey (Goal Area 4)** .....3 Credits

This course in differential and integral calculus is designed for those students who require only one semester of calculus. The emphasis is on methods and applications of calculus rather than on theory, with the applications primarily from business. *Students who wish to take more than one semester of calculus should enroll in Math 1221. Prerequisite: Math 1150 or 4 years high school math*

**Math 1221**

**Calculus I (Goal Area 4) .....5 Credits**  
 This course covers a thorough treatment of the derivative of functions of a single variable and an introduction to the definite and indefinite integrals. Topics include review of functions, the development of the definition of derivative including discussion of limits and continuity, differentiation of elementary functions, applications of the derivative, the development of the definition of the definite and indefinite integrals including the Fundamental Theorem of Calculus and an introduction to antidifferentiation techniques. *Prerequisite: Math 1170 or 1180 or 4 yrs. of high school math including trigonometry*

**Math 1222**

**Calculus II (Goal Area 4).....5 Credits**  
 This course continues the study of the definite and indefinite integrals and leads to a study of improper integrals and infinite series with emphasis on the subject of approximation. Topics include advanced techniques of antidifferentiation, numerical integration techniques and error bounding, applications of the integral, improper integrals, infinite series, parametric equations, vectors in the plane and polar coordinates. *Prerequisite: Math 1221*

**Math 1990**

**Mathematics Special Topics.....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Math 2010**

**Probability and Statistics (Goal Area 4) .....3 Credits**  
 This course examines numerical summary measures, random variables, discrete and continuous probability distributions, sampling, estimation, paired data, regression and categorical data. *Prerequisite: Math 1222 with grade of C or better*

**Math 2220**

**Calculus III (Goal Area 4).....5 Credits**  
 This course covers solid analytic geometry, vectors in space, scalar and vector products, vector functions and derivatives/integrals, multi-variable functions, partial derivatives and double and triple integrals. The geometry of space curves, line and surface integrals, curl and gradient divergence and Stoke's theorem are also included in the course. Emphasis will be on learning relevant mathematical methods. *Prerequisite: Math 1222*

**Math 2300**

**Linear Algebra (Goal Area 4) .....3 Credits**  
 This course includes vectors and vector spaces, matrices, matrix algebra, linear systems of equations, determinants, linear transformations, eigenvalues and eigenvectors. *Prerequisite: Math 1222*

**Math 2400**

**Differential Equations (Goal Area 4) .....3 Credits**  
 The content of this course covers first and second order ordinary differential equations with applications, higher order linear equations, constant coefficients, differential operators, variation of parameters, power series methods and Laplace transforms. *Prerequisite: Math 1222*

**MEDICAL LABORATORY TECHNOLOGY****MLT 1000**

**Clinical Laboratory Basics.....1 Credit**  
 This course introduces the student to the role of the laboratory in health care. Basics of laboratory safety, quality assurance, microscopy, pipetting techniques and laboratory mathematics will be presented. *Prerequisite: Admission to MLT Program*

**MLT 1100**

**Urinalysis.....2 Credits**  
 This course will include basic lab skills such as pipetting, microscopy and centrifugation; review of the anatomy and physiology of the kidney, role of the kidney in disease; physical, chemical and microscopic properties of urine; and clinical correlation of lab test results. Other body fluids and seminal fluid analysis will be reviewed in the lecture portion. *Prerequisite: Biol 1120 and MLT 1000*

**MLT 1150**

**MLT Basic Immunology .....1 Credit**  
 This course will include current theory and knowledge of the immune system and apply this to technical procedures. Clinical correlations of inherited and acquired disease processes will be discussed. *Prerequisite: Biol 1120 and MLT 1000*

**MLT 1200**

**MLT Principles of Laboratory Instruments.....1 Credit**  
 This course covers basic physical operating principles, care/maintenance and problem-solving skills of clinical laboratory instruments. *Prerequisite: Admission to MLT Program*

**MLT 1990**

**Medical Laboratory Technology Special Topics.....1-4 Credits**  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**MLT 2000**

**MLT Clinical Orientation.....1 Credit**  
This course is designed to prepare students to enter the clinical phase of their curriculum. Policies and procedures regarding quality control, record keeping, risk management, confidentiality, legal issues and advanced specimen collection techniques will be presented. Students also will prepare resumes and cover letters. *Prerequisite: MLT 1000*

**MLT 2050**

**MLT Hematology.....4 Credits**  
The course will include development, normal and abnormal characteristics of the cellular elements of the blood; the basic techniques and instrumentation utilized in the hematology laboratory; the theory and techniques of coagulation studies; and the clinical correlation of all procedures.  
*Prerequisite: MLT 1150 and 1200*

**MLT 2080**

**MLT Medical Microbiology.....4 Credits**  
This course covers the isolation, identification and significance of clinically associated bacteria, mycobacteria, fungi and parasites. *Prerequisite: Biol 2100 and MLT 1150*

**MLT 2100**

**MLT Chemistry.....4 Credits**  
This course introduces the basic principles, procedures and correlations of the clinical chemistry laboratory. The theory of basic laboratory instrumentation and procedures will be discussed and practiced. *Prerequisite: Chem 1062*

**MLT 2150**

**Immunohematology.....3 Credits**  
This course will include principles of immunohematology and transfusion service procedures, including blood typing, antibody screening, compatibility testing, antibody identification, problem resolution, hemolytic disease of the newborn and transfusion therapy. *(2 hours lecture, 3 hours lab)*  
*Prerequisite: MLT 1150 and MLT 2050*

**MLT 2200**

**Immunology Lab Applications.....2 Credits**  
This course will enable the student to describe the theory, principles and techniques used in the aid of diagnosis of immunologic diseases. *Prerequisite: MLT 1150*

**MLT 2300**

**Clinical Immunology.....1 Credit**  
This course is designed to give the student clinical experience in the area of serology/ immunology. *Prerequisite: Completion of MLT Didactic Courses*

**MLT 2310**

**Clinical Phlebotomy.....1 Credit**  
The course provides the student with experience in phlebotomy skills. *Prerequisite: Completion of MLT Didactic Courses*

**MLT 2320**

**Clinical Hematology.....3 Credits**  
The course is designed to give the student clinical experience in the area of hematology, coagulation and body fluids. *Prerequisite: Completion of MLT Didactic Courses*

**MLT 2340**

**Clinical Urinalysis.....1 Credit**  
This course is designed to give the student clinical experience in the area of urinalysis. *Prerequisite: Completion of MLT Didactic Courses*

**MLT 2350**

**Clinical Microbiology.....4 Credits**  
The course is designed to give the student clinical experience in the area of microbiology. *Prerequisite: Completion of MLT Didactic Courses*

**MLT 2360**

**Clinical Immunohematology.....2 Credits**  
Clinical application of immunohematology; policies and procedures in a transfusion service setting. *Prerequisite: Completion of MLT Didactic Courses*

**MLT 2380**

**Clinical Chemistry.....5 Credits**  
The course provides the student with experience in the clinical chemistry laboratory as well as study in the theory and principles involved. *Prerequisite: Completion of MLT Didactic Courses*

## MUSIC

### Musc 1130

**College Choir (Goal Area 6).....1 Credit**  
This course includes the study and performance of choral repertoire. *Course may be repeated for credit.*

### Musc 1150

**Chamber Singers.....1 Credit**  
This course is a select auditioned group of singers which will perform a wide spectrum of choral repertoire from Madrigals to Vocal Jazz. *Auditions will be held early fall semester for the yearly commitment. May be repeated for credit.*

### Musc 1200

**Fundamentals of Music (Goal Area 6) .....3 Credits**  
This general course in music fundamentals includes basic theory, sight singing, piano keyboard, creative activity and student demonstration.

### Musc 1220

**Music Appreciation (Goal Areas 6 & 8).....3 Credits**  
This general cultural course is designed to develop an understanding and enjoyment of music. It includes a study of great music from 1600 through the present. Emphasis upon class listening supplemented by historical background. *Live concert attendance optional.*

### Musc 1300

**Music In World Cultures (Goal Areas 6 & 8) .....3 Credits**  
This course teaches music primarily from non-Eurocentric cultures including Indonesian, Chinese, Japanese, Middle Eastern, African, Native American and African American. Through their studies of the diversity of world music, students will develop a broader understanding and appreciation of other cultures.

### Musc 1320

**Applied Music: Guitar.....1 Credit**  
This course is private instrumental instruction; one-half hour lesson per week. *Course may be repeated for credit. Special "Music Fees" apply. Prerequisite: Consent of instructor*

### Musc 1350

**History of Rock 'n Roll (Goal Area 6) .....3 Credits**  
The history of popular music in Western Culture will be presented. The course will cover early American music, jazz, American musical theater, pop, rock and rap.

### Musc 1560

**Class Guitar (Goal Area 6) .....1 Credit**  
The first steps in playing chords and melodies on the guitar are included. This course is designed for those with no previous training in guitar. *Prerequisite: Must provide acoustic type guitar*

### Musc 1600

**Class Voice (Goal Area 6) .....1 Credit**  
This course is devoted to basic vocal techniques and skills. It is required of all vocal and instrumental music majors. *The course also is open to non-music majors.*

### Musc 1610

**Applied Voice (Goal Area 6) .....1 Credit**  
This course is private vocal instruction; one-half hour lesson per week. *It may be repeated for credit. Special "Music Fees" apply. Prerequisite: Musc 1600 and consent of instructor*

### Musc 1640

**Vocal Seminar.....1 Credit**  
Applied vocal techniques and solo repertoire are included in this course. *Prerequisite: Musc 1600 and consent of instructor*

### Musc 1810

**Applied Piano (Goal Area 6) .....1 Credit**  
This course is private instruction in piano; one-half hour lesson per week. *It may be repeated for credit. Special "Music Fees" apply.*

### Musc 1840

**Class Piano (Goal Area 6) .....1 Credit**  
This course offers basic piano technique for the student with no previous training in piano.

### Musc 1990

**Music Special Topics .....1-4 Credits**  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

### Musc 2970

**Field Trip (Goal Area 6) .....1 Credit**  
This course consists of tours to various cultural centers to experience a variety of musical performances, lectures, demonstrations and facilities. *This course may be repeated for credit.*

**NATURAL SCIENCE****NSci 1010, 1020, 1030**

**Science of Disasters Workshops (Goal Area 3)...1 Credit Each**  
 These courses examine the scientific basis and mechanisms of hazards that are of local, regional, national and global concern for public health, safety and environmental impact. Scientific background of distributions, risks and case histories for each major hazard will be presented. Topics are divided as follows: 1010 Disasters related to the Lithosphere (rigid portion of earth's surface); 1020 Disasters related to the Hydrosphere (water) and Atmosphere (air); 1030 Disasters related to the Biosphere (realm where life exists), including those societally-induced. *See Web schedule for reading assignment prior to first class meeting.*

**NSci 1110**

**Minnesota Natural History (Goal Areas 3 & 10).....4 Credits**  
 This course is a team-taught, field-based introduction to the flora, fauna, ecology and geologic development of Minnesota. A series of in-class sessions will prepare students for recognition and identification of plants, animals, habitats and geologic features and for the integration of these biotic and abiotic components of ecosystems. This course will include an examination of natural resource issues and policies in the context of Minnesota's politics and economy. *Two weekend field trips are mandatory. These field trips will begin on Friday afternoon and end on Sunday afternoon or early evening. This course fulfills lab requirement for Goal Area 3. (3 hours lecture, 3 hours lab)*

**NSci 1990**

**Natural Science Special Topics .....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**NON-INVASIVE CARDIOLOGY****NICT 2220**

**Thorax Anatomy, Physiology and Pathophysiology ..2 Credits**  
 This very focused course provides students with an intensive study of the structure and function of the thorax and organs it contains. Special emphasis will be given to understanding the in situ orientation and spatial relationships between external and internal thoracic structures. After a firm foundation has been laid students will begin an in depth study of cardiovascular anatomy, physiology and pathophysiology. *Students are expected to review the cardiovascular chapter in their anatomy and physiology textbook before coming to class. The instructor will mail a review packet to each student prior to the first class. Prerequisite: Admission to NICT program*

**NICT 2230**

**Non-Invasive Cardiology Techniques.....3 Credits**  
 This course will introduce the student to non-invasive cardiac techniques (vector electrocardiography, exercise stress testing, ambulatory EKG monitoring and Doppler echocardiography). Instruction will include classroom presentation and lab practice with various types of equipment. This course will provide the basic knowledge and skill to perform exams in the clinical setting. *Prerequisite: Admission to the NICT program*

**NICT 2241**

**Clinical Experience I.....10 Credits**  
 This course will provide practical application in a clinical site of the skills in electrocardiography, exercise stress testing, M-mode, Two-dimensional and Doppler echocardiography testing. Students will be assigned to an affiliating hospital and perform under the direction of a qualified technician. Learning activities will include hands-on time on equipment, relevant hospital conferences, assigned reading(s) and/or research of relevant subjects. *At the end of this course, the student should be able to perform simple echocardiography studies with minimal assistance. Prerequisite: Concurrent registration in NICT 2230*

**NICT 2242**

**Clinical Experience II .....15 Credits**  
 This course provides further clinical exposure in non-invasive testing procedures with the emphasis placed on echocardiography testing and test interpretation. This course will utilize learning activities already described in Clinical Experience I. In addition, the student will be expected to write a research paper. The short paper will give the student an opportunity to do an in depth study on a given cardiac disease process. *Learning activities also may include attendance at a weekly cardiac conference. Prerequisite: NICT 2241*

## ***NURSING***

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### **Nurs 1211**

#### **Foundations in Nursing .....8 Credits**

This course assists the students to build a foundation for the practice of nursing. Students are introduced to NHCC's components of nursing practice including professional behaviors, communication, assessment, clinical decision making, therapeutic nursing interventions, teaching and learning, collaboration and managing care. The nursing process is presented as a problem solving method for providing nursing care. Fundamental concepts of nursing are presented including pharmacology, community, aging/lifespan, culture/ethnicity and nutrition. Selected experiences in the basic care of adult medical-surgical clients are completed. (4 hours lecture, 1 hour seminar, 3 hours lab) *Prerequisites: Admission to Nursing Program; Biol 1001, Biol 2111 and Spch 1110 or concurrent enrollment*

### **Nurs 1212**

#### **Provider of Care I .....8 Credits**

This course is designed to introduce the integration of the pathophysiology of selected diseases, the nursing process and NHCC's components of nursing practice in the holistic care of clients within selected medical-surgical settings. Emphasis is on identifying and prioritizing client care needs. (4 hours lecture, 1 hour seminar, 3 hours lab) *Prerequisites: Nursing 1211; Biol 2112 and Psyc 1150 or concurrent enrollment*

### **Nurs 1220**

#### **Nursing Transition .....4 Credits**

This course presents content from Nursing 1211 and 1212 that builds on the foundation of a practical nursing curriculum. NHCC's components of nursing practice including professional behaviors, communication, assessment, clinical decision making, therapeutic nursing interventions, teaching and learning, collaboration and managing care are presented. The nursing process is emphasized as the problem solving method for providing nursing care. The fundamental concepts of pharmacology, community, aging/lifespan, culture/ethnicity, nutrition as well as the pathophysiology and nursing care of selected diseases are presented. Identification and prioritization of client care needs are emphasized. *Prerequisite: Admission to the Associate Degree Nursing Program: PN Mobility Option; Biol 1001, Biol 2111, Biol 2112, Biol 2100, Psyc 1150 and Spch 1110*

### **Nurs 1990**

#### **Nursing Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. Topics go beyond the introductory courses in examining specific aspects of the subject matter.

### **Nurs 2211**

#### **Provider of Care II .....8 Credits**

This course is designed to provide the student with the opportunity to utilize the nursing process in a variety of settings involving the family during the reproductive phase of the life cycle and pediatric and adult medical - surgical clients. Further development of assessment and clinical decision making skills and the management of client care will be emphasized. The continued development of professional behaviors, communication skills, therapeutic nursing interventions, teaching-learning and collaboration are inherent in course strategies and experiences. (5 hours lecture, 3 hours lab) *Prerequisites: Nursing 1212 or 1220; Biol 2100; Engl 1111 and Soc 1110 or concurrent enrollment*

### **Nurs 2212**

#### **Manager of Care and Member of**

#### **Discipline of Nursing .....8 Credits**

This course provides an opportunity for the integration of NHCC's nursing components and concepts in the holistic care of individuals. Course experiences enable students to integrate, coordinate and apply the nursing process in situational crises and complex nursing situations. Beginning concepts and skills in leadership and management are introduced. Emphasis is placed on strengthening the students' understanding of the graduate nurse's dependent, interdependent and independent roles and responsibilities in a variety of health care settings. (5 hours lecture, 3 hours lab) *Prerequisite: Nursing 2211 and MnTC electives or concurrent enrollment*

## ***PARALEGAL***

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### **Pleg 1111**

#### **Basic Law I .....4 Credits**

This course presents an introduction to the American legal system, including sources of law, court systems and procedures, the relationship between state and federal laws and procedure and the roles of court-related personnel. In addition, the course introduces students to the nature of paralegal work, to job requirements and opportunities and to ethical considerations in paralegal work. *This course includes a component on writing skills also.*



**Pleg 1112****Basic Law II.....3 Credits**

This course is a continuation of Basic Law I with an emphasis on various areas of substantive law including, but not limited to, contracts, sales of goods, secured transactions, banking, administrative law, bankruptcy, employment, discrimination, alternative dispute resolution and taxation. *Prerequisite: Pleg 1111*

**Pleg 1210****Computer Applications in the Law Office .....2 Credits**

Students will obtain a basic understanding of computer software commonly used in legal organizations: including programs in word processing, spreadsheets, database management systems, timekeeping and billing, case management and docket control, litigation support, presentation graphics and electronic mail. Students will also study legal ethics as applied to computer technology. *Students must have access to a computer (computer labs are available on campus), but no prior computer experience is necessary. Prerequisite: Knowledge of keyboard.*

**Pleg 1310****Litigation.....4 Credits**

This is a study of the paralegal's role in assisting a lawyer to conduct civil litigation, emphasizing the Rules of Civil Procedure for Minnesota District Courts and the General Rules of Practice for District Courts. The course presents information on how to obtain, read and understand, summarize, organize and evaluate medical records. The course also examines ethical considerations relating to medical records and litigation. *Prerequisite: Pleg 1111*

**Pleg 1320****Evidence and Investigation .....3 Credits**

This course presents a study of the relationship between the Minnesota rules of evidence and the investigation and fact-gathering techniques used by lawyers. In addition, ethical considerations relating to investigation will be studied. *Prerequisite: Pleg 1111*

**Pleg 1330****Domestic Relations.....2 Credits**

This course provides an overview and analysis of the main issues in marriage dissolution and family matters, including division of marital and non-marital property; child custody and parenting time; domestic abuse; spousal maintenance; adoption; ethical considerations of the attorney and paralegal in family matters; forms analysis; statutory analysis; and alternative dispute resolution. *Prerequisite: Pleg 1111*

**Pleg 1990****Topics Course.....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Pleg 2211****Legal Research and Writing I.....3 Credits**

This course will provide the student with an understanding of the fundamentals of legal research utilizing print libraries and computer assisted legal research. Topics include legal citation, organization of law library, ethics, research process, writing process, case law and digests. A research memorandum is written and research using internet resources and off-campus libraries is required. *Prerequisite: Pleg 1111*

**Pleg 2212****Legal Research and Writing II.....3 Credits**

This course will provide the student with an understanding of the fundamentals of legal research utilizing print libraries and computer assisted legal research. Topics studied include legal citation, ethics, research process, writing process, computer assisted legal research and primary sources of law including constitutions, statutes, administrative law, court rules and secondary sources. A research memorandum is written and research using internet resources and off-campus libraries is required. *Prerequisite: Pleg 2211*

**Pleg 2410****Business Organizations .....2 Credits**

This introduces the student to business entities, including sole proprietorships, partnerships, corporations, limited liability companies and other business entities. It emphasizes the fundamental principles of law applicable to each entity and the preparation of the documents necessary to the organization and operation of each. Ethical considerations are examined. *Prerequisite: Pleg 1111*

**Pleg 2620****Property.....3 Credits**

This course introduces the student to personal property, intellectual property, mechanic's liens, landlord and tenant law, types of real estate, documents used to transfer real estate and how to prepare, under the supervision of a lawyer, routine real estate documents. The general concepts of legal description, title examination, mortgage theory, townhouse/ condominium and closing procedures also are covered, as well as ethical considerations. *Prerequisite: Pleg 1111*

**Pleg 2710****Wills, Trusts and Estate Administration .....3 Credits**

This course introduces the student to the use of wills in estate planning. The students will cover the fundamental property law of wills and estates; including how property passes without a will and the tasks to be performed in the administration of estates. Taxation issues will be reviewed. This course also provides an introduction to the concept of a trust as used in estate planning, including trust vocabulary, elements of a trust, uses of a trust and the creation and taxation of trusts, as well as ethical considerations relating to trusts, wills and estate administration. *Prerequisite: Pleg 1111*

**Pleg 2810****Employment Search for Paralegals .....1 Credit**

This course teaches skills in preparing a professional resume, in interviewing and in locating paralegal employment opportunities. In addition, ethical considerations relating to paralegal employment and the variety of career options open to paralegals will be studied. *Prerequisite: Pleg 1111*

**Pleg 2910****Legal Practicum .....2 Credits**

Students will apply legal principles and procedural skills used by paralegals to assignments which simulate law office duties typically assigned to a paralegal. The exercises will require students to use their research, writing and critical-thinking skills. Students also are introduced to law office procedures. Finally, this course will emphasize and reinforce the rules of professional responsibility as they apply to a paralegal. *This course will be taken immediately prior to graduation. Prerequisites: All paralegal required courses*

**Pleg 2920****Internship .....2 Credits**

An intern will work a minimum of 150 hours during the semester in a law office or other law related host site. *To be eligible for an internship, a student must have a grade point average of at least 2.0. Prerequisites: All paralegal required courses and all general education courses*

**PHILOSOPHY****Phil 1010****Introduction to Philosophy (Goal Areas 6 & 8).....3 Credits**

This course will introduce students to philosophical inquiry and major problems philosophers think about (including the nature of existence and the difficulty of saying whether any knowledge is certain). Students will be encouraged to question their basic beliefs and recognize their philosophical assumptions. No definite conclusions will be reached.

**Phil 1020****Ethics (Goal Areas 6 & 9).....3 Credits**

This course will introduce students to both the methods and issues connected with thinking about morality and ethical systems. Moral skepticism will also be examined. The aim of this class is to allow students to be more aware of their own ethical modes of thinking and the diversity of ways morality enters into human lives.

**Phil 1030****Eastern Religions (Goal Areas 6 & 8) .....3 Credits**

This course is a study of Eastern religions (Hinduism, Buddhism, Confucianism and Taoism). The emphasis of the course is to develop knowledge of these belief systems and how they deal with philosophical and spiritual questions.

**Phil 1040****Western Religions (Goal Areas 6 & 7) .....3 Credits**

This course is a study of Western religions (Judaism, Christianity and Islam) as well as nonreligious orientations (Scientific Naturalism and Agnosticism). The emphasis of this course is to develop knowledge of these belief systems and how they deal with philosophical and spiritual questions.

**Phil 1050****Introduction to Logic (Goal Area 4) .....3 Credits**

This course is an investigation of the principles of deductive and inductive reasoning. The course includes Aristotelian logic, propositional and symbolic logic, validity, invalidity and proofs. *Since this course can be taken to fulfill the Mathematical-Logical Reasoning general education requirement, students should expect a Math-like course, with exercises and exams.*

**Phil 1060****Philosophy of Religion (Goal Areas 6 & 8) .....3 Credits**

This course will examine some of the basic questions in the field of philosophy of religion: Does God exist? Can God's existence or nonexistence be rationally proven? Can people be religious in light of the discoveries of science? What does it mean to be religious or nonreligious? Students will be encouraged to draw from their own experience and beliefs to critically think about the issues in this class.

**Phil 1110****Problem Solving (Goal Area 9) .....3 Credits**

The goal of this course is to improve students' skills at solving a broad range of problems. Each week students will be presented with a different problem-type or solution-strategy and they will work on problems taken from a variety of disciplines, professions and situations. Emphasis will be placed on group work and creativity.

**Phil 1200****Environmental Ethics (Goal Areas 9 & 10) .....3 Credits**

Environmental ethics is concerned with developing rational and moral theories of dealing with our environmental concerns and with discussing ways of putting them into practice. Using a variety of specific philosophical and ethical perspectives, we will look at the effects of population growth, depletion of tropical rain forests, the extinction of vast numbers of species, effects of pollution, concern for future generations, etc. We will look at the effects of these changes on our own lives and the lives of third world peoples. We will discuss individual, social and ethical responsibilities with regard to the environment and develop ways in which we can act on these responsibilities.

**Phil 1210****Peace Ethics (Goal Areas 8 & 9) .....3 Credits**

This course acquaints the student with major ethics and issues in peace studies and introduces approaches and strategies for working toward peace at the personal, family, community, national, global and environmental levels.

The effort is to inform students on many issues and areas of human endeavor, both local and global, in order to promote critical and educated thinking and communication around peace and conflict. Some study of cultural difference surrounding economic, political, religious and sociological perspectives is crucial to demonstrating how understanding is a necessary foundation for peace-making. Students will learn about changes in personal philosophies of life, conflict resolution, mediation and non-violent strategies for peace-making through studying specific peace-makers and peace organizations as well as case studies of successful non-violent change or conflict resolution.

**Phil 1990****Philosophy Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**PHYSICAL EDUCATION**

*Reminder: North Hennepin Community College provides students with disabilities equal access to the College through the Disability Access Service Office.*

**PE 1010****Physical Fitness .....2 Credits**

This course introduces various methods for improving physical fitness. Physical fitness skills will be practiced and tested using Super Circuit. *This course may be repeated for credit. NOTE: Course will be 1 credit only during Summer College because of time constraints. Prerequisite: Good general health*

**PE 1020****Adult Fitness .....1 Credit**

Adult fitness exercises are designed to reclaim the variety of movement and the strength that helps to make living pleasurable. Full joint mobility is explored for its worth in contributing naturally to daily physical maintenance. Classes provide an opportunity to learn how to take full charge of the physical equipment we have and bring it to full potential. *This course may be repeated for credit. Recommended for students over 30 years old.*

**PE 1040****Volleyball .....1 Credit**

This course covers instruction and practice in skills of volleyball through drills and game play. Rules, terminology and strategy are included.

**PE 1050****Weight Training .....1 Credit**

Students are introduced to methods of lifting weights for development of physical fitness. Students develop fundamental skills in the Olympic and power lifts and work on training methods. *This course may be repeated for credit.*

**PE 1070**  
**Soccer**.....1 Credit  
 This course includes instruction and practice in skills of soccer through drills and game play. Rules, terminology and strategy also are studied.

**PE 1110**  
**Co-Ed Softball**.....1 Credit  
 This course includes instruction and practice in skills of co-ed softball through drills and game play. History, rules, terminology and strategy are included in this course.

**PE 1130**  
**Leisure Time Games** .....1 Credit  
 Introduction and participation in selected individual and team games of a recreational nature is the core of this course. Rules and techniques are included in this course.

**PE 1140**  
**Recreational Games**.....1 Credit  
 Students learn to teach/present low organizational games. Members of the class will present and participate in the various games.

**PE 1151**  
**Golf I** .....1 Credit  
 A beginner's class in fundamental skills of golf, full swing, pitching, chipping and putting, this course includes rules, terminology and strategy. *Classes meet on campus and at the driving range/golf course. Students are expected to furnish golf clubs and golf balls. Additional fee charged for use of golf course.*

**PE 1152**  
**Golf II**.....1 Credit  
 The nine fundamental errors in golf are analyzed to help students correct individual errors. Match play arranged between class members using established handicaps. *Classes meet on campus and on a golf course. Additional fee charged for use of golf course.*

**PE 1200**  
**Bowling**.....1 Credit  
 This course includes instruction and practice in skills of bowling through drills and play. Rules, terminology and scoring are included. *Classes meet at bowling lanes. Additional fee charged for use of bowling lanes.*

**PE 1230**  
**Basketball**.....1 Credit  
 This course provides instruction and practice in skills of basketball through drills and game play. Rules, terminology and strategy are included.

**PE 1250 (& Hlth 1250)**  
**Wellness for Life** .....3 Credits  
 This course is designed to investigate the implications of exercise, diet, nutrition, stress and physical activity in the total health of the individual. The course involves lecture, discussion and lab assessments of the student's present health status. *PE 1250 and Hlth 1250 are the same: credit may not be earned for both. (2 hours lecture, 2 hours lab)*

**PE 1400**  
**Women's Self Defense** .....1 Credit  
 This course will help a woman explore and expand her own capabilities of self-defense options.

**PE 1420**  
**Walk, Jog, Run**.....1 Credit  
 This course provides the opportunity for students to increase their cardiovascular health by regularly running, walking or jogging. Class includes individual goals and information on proper technique for each mode of exercise. *Prerequisite: Good general health*

**PE 1430**  
**Tai Chi Chih**.....1 Credit  
 Tai Chi Chih consists of twenty simple, repetitive, non-strenuous, pleasant movements which involve no physical contact, but rather emphasize a soft flowing continuity of motion. Tai Chi Chih can be performed by anyone, regardless of age or physical condition and the substantial benefits of the practice are surprisingly easy to realize with regular practice.

**PE 1440**  
**Karate**.....1 Credit  
 This course will enable the student to obtain a basic knowledge or appreciation of self-defense and the martial arts, specifically the Soo Bahk Do style of martial arts. Students will learn to execute basic self-defense techniques, increase their flexibility and improve their mental focus. Soo Bahk Do has been taught on campus since 1978 and was one of the "pioneer" arts introduced in Minnesota in the 1960's.

Upon completion of the curriculum, the student will be eligible to test for rank recognized by the United State Soo Bahk Do Federation at an additional fee and can continue their training at a local studio.

**PE 1451****Beginning Tennis .....1 Credit**

This is a class for those who have never played tennis or have played very little. Instruction and practice in fundamental skills of tennis - forehand, backhand, serve and volley - are studied through drills and game play. Rules, terminology and strategy are included. *Students are expected to furnish tennis rackets and tennis balls.*

**PE 1452****Intermediate Tennis .....1 Credit**

This course is for people who have had beginning tennis lessons and reviews the basic skills of forehand, backhand, volley and serve through drills and game play. Use of these basic skills in game situations will be emphasized. Rules, scoring and terminology will be reviewed. Lob and smash will be introduced into play. A more thorough knowledge of tennis strategy will be developed through drills and game play. *Students are expected to furnish tennis rackets and tennis balls.*

**PE 1500****Foundations of Physical Education .....3 Credits**

This course is an introduction to the study of exercise science. The class includes presentation of historical information and philosophical foundations of physical education. The course content will investigate a major or minor in Physical Education, areas of concentration and certifications within degree programs. The purpose of the class is to acquaint students with perspective career paths within the Physical Education field and introduce them to professional organizations which provide certification and career enrichment opportunities.

**PE 1510****Coaching and Management .....2 Credits**

This course develops skills in areas of coaching and management of sports. Topics include theories of coaching, competency levels, teaching techniques, training, equipment purchasing and inventory, facility management, public relations, fundraising and legal issues relating to sport. Students will gain the knowledge necessary to coach and/or manage sports at the high school, collegiate and/or recreational levels.

**PE 1520****Movement and Exploration .....3 Credits**

This course is an exploration of the various types of body movements. It will include loco-motor movements, spatial elements, tumbling skills, rhythmic movements, as well as an introduction to paired and cooperative activities. It will incorporate developmental skills and low rope activities. Also, the course introduces cultural, folk and square dance. Students will explore dances of other cultures and present a dance to the class along with a brief cultural history.

**PE 1600****Downhill Sports .....1 Credit**

Certified instruction is provided on all levels from beginning to advanced in downhill sports which include downhill skiing, telemark skiing or snowboarding. Evaluation will be by attendance, skill and written tests. *The student must provide transportation to the ski area. Rental equipment is available for those who do not have their own equipment. Additional fee is charged for use of ski area.*

**PE 1700****Canoe Camping .....3 Credits**

This course prepares the student for camping in the Boundary Waters Canoe Area. Students learn food preparation, handling and bagging in bear country. Other areas emphasized are water purification, exercising in extreme heat and camping rules specific to the BWCA. Minimal Impact Camping guidelines are followed on the actual trip into the BWCA.

**PE 1710****Wilderness Camping.....3 Credits**

This course is designed to prepare the student enrolled in the Outdoor Education Program for backpacking in the wilderness. Special attention is paid to the effects of altitude, hypothermia and water purification. Other information included in the curriculum includes wilderness etiquette and the principals of Minimal Impact Camping. The course culminates with a camping trip in the wilderness.

**PE 1720****Introduction to Camping .....2 Credits**

Instruction and practice in the basic skills of camping are included. Topics to be covered include selection and care of equipment and clothing; planning for a trip; selection and preparation of a campsite; fire building and food preparation; and emergency care.

**PE 1730**

**Conditioning for Backpacking** .....1 Credit  
A combination strength and aerobic conditioning program designed to help students enrolled in the Wilderness Backpacking package adapt to altitude and climate conditions they will experience on the trip. Students are required to have a physical exam prior to the trip and should be in moderate to excellent physical condition.

**PE 1740**

**Hiking**.....1 Credit  
This course gives students basic knowledge and experience hiking local parks. Instruction includes basic hiking precautions and first aid, trail food and preparation for a day-long hiking experience.

**PE 1750**

**Yoga** .....1 Credit  
The focus of yoga will be on the physical dimension. We will stress exercise, movements and poses which will enhance overall mobility, flexibility, balance and muscle training. Yoga will train used, underused and opposing muscles which may improve one's physical quality of life. In addition, due to the training involved, individual sport performance may also be improved. Yoga will touch on the mental aspect as well. We will begin to develop, practice and train the relationship between mind and body in order to improve the body's mental and physical communication.  
*Prerequisite: Students must be in good physical health and report any problems and/or concerns to the Instructor prior to the first workout*

**PE 1800**

**Aerobics** .....1 Credit  
This course provides instruction and practice in a physical fitness program which involves a series of vigorous movements. Music is utilized with a combination of dancing, jogging and jumping. *This course may be repeated for credit.*  
*Prerequisite: Good general health*

**PE 1810**

**Step Aerobics**.....1 Credit  
This course provides instruction and practice in a physical fitness program which involves a series of vigorous stepping movements. Music is utilized with a combination of a stepping apparatus and an extensive upper body workout to raise the heart rate to within the exercise heart rate zone.  
*This course may be repeated for credit. Prerequisite: Good general health*

**PE 1830**

**Social Dance**.....1 Credit  
This course includes instruction and practice in basic ballroom dance technique, including dance positions and posture, basic step patterns, rhythm and styles.

**PE 1990**

**Physical Education Special Topics** .....1-4 Credits  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**PE 2490**

**Kinesiology** .....4 Credits  
The study of human movement and the muscular system. Skeletal and major muscular systems will be studied in detail in order to better understand how human movement is produced. Students will anatomically analyze movements and be introduced to the concepts of biomechanics.  
*Prerequisite: Biology 1001; Biol 2111 and 2112*

**PHYSICS****Phys 1000**

**Conceptual Physics (Goal Area 3)**.....4 Credits  
This course is a combined lecture and laboratory course designed for people who want to learn about the fundamental laws and principles that form the basis of the working of the physical universe. This course helps the student understand and appreciate how and why a wide range of common and everyday physical phenomena occur. Topics include: laws of motion, work, energy, momentum, fluids, heat, vibration, wave motion, electricity, magnetism and light. *Some algebra is used in the presentation, so a mathematical preparation equivalent to Math 0902 is recommended. (3 hours lecture, 2 hours lab)*

**Phys 1120**

**Meteorology (Goal Area 10)** .....4 Credits  
This course is designed for people who desire to learn about the weather. This course helps the student learn to observe and interpret the sky, to read weather maps and to understand the sequence of meteorological phenomena. The topics to be covered include: air temperature, humidity, condensation, clouds, air pressure, wind, atmospheric circulation, weather forecasting, computer modeling, thunderstorms, tornadoes and hurricanes. *(3 hours lecture, 2 hours lab)*

**Phys 1140****Energy Aspects of our Physical Environment****(Goal Area 3) .....3 Credits**

This course is designed for people who desire to learn about the various sources of energy and the problems associated with its production and consumption on the state, national and international levels. Topics to be covered include: energy principles, fossil fuels, electric energy, acid rain, electromagnetic radiation, infringements on the global atmosphere, thermodynamic principles, automobiles, nuclear physics principles, radon radioactivity in houses, nuclear energy, solar energy, solid waste management and energy conservation. *(3 hours lecture)*

**Phys 1201****Principles of Physics I (Goal Area 3).....5 Credits**

This course is the first of a two-semester introductory physics course for students with a mathematical preparation of algebra and some trigonometry. Topics to be covered include: motion in one and two dimensions, Newton's laws of motion, energy, momentum, rotational motion, oscillations, gravitation, fluids and heat. *(4 hours lecture, 2 hours lab) Prerequisite: Math 0902 or equivalent*

**Phys 1202****Principles of Physics II (Goal Area 3) .....5 Credits**

This course is the second of a two-semester introductory physics course for students with a mathematics preparation of algebra and some trigonometry. Topics to be covered include: wave motion, electricity, magnetism, electromagnetic waves and light. *(4 hours lecture, 2 hours lab) Prerequisite: Physics 1201 or consent of instructor*

**Phys 1220****Allied Health Physics .....2 Credits**

This course provides the freshman allied health or paramedical student with a concentrated treatment of specific physical principles needed as background for sophomore courses in allied health programs. Specific coverage includes aspects of fluid flow, heat transfer, electrical safety, piezoelectric effects and wave properties and bio-effects of ultrasound and Doppler ultrasound. Medical applications are stressed. *At least one college level science course and college algebra are strongly recommended.*

**Phys 1400****The Solar System (Goal Area 3).....3 Credits**

This course is designed for students who desire to learn about the nature of our Solar System. It starts by examining and explaining observations we can make about the sky: movement of the stars and planets, the seasons, phases of the Moon, lunar and solar eclipses. This leads to an understanding of structure of the Solar System. Next, the properties of light and how it can be used to investigate the heavens (including the function and use of telescopes) is discussed. The properties of each of the planets and their major moons are examined, along with ring systems, asteroids and comets. Emphasis is placed on explaining the similarities and differences that we observe. The course also looks at the origin and history of the Solar System, including how planets may change over time and *the role of giant impacts*. *(3 hours lecture)*

**Phys 1410****Solar System Lab (Goal Area 3).....1 Credit**

An optional course designed to complement the Solar System Astronomy lecture class. It will involve investigation of the process of astronomy through videotapes, internet exercises, computer simulation software, analysis of astronomical data and observational sessions. *(2 hour/week) Prerequisite: Phys 1400 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

**Phys 1450****Concepts of the Stars and Universe (Goal Area 3) ....3 Credits**

This course is designed for students who desire to learn about the nature of our universe. It starts by helping students understand the characteristics of the Sun and processes that produce its energy and drive solar activity. This information is then used as a springboard to investigating the wide range of star types and their properties. Emphasis is placed on understanding how stars are born, how they change as they age and how they die. This will reveal the connection between various types of astronomical objects and events (white dwarf stars, black holes, pulsars, quasars, supergiant stars, variable stars, supernova explosion, etc.) Galaxies, including our own Milky Way Galaxy, are discussed next. The course finishes with a discussion of the origin and the fate of the universe, drawing upon such important ideas as the Hubble Law, dark matter and dark energy and cosmic background radiation. *(3 hours lecture)*

**Phys 1460**

**Concepts of the Stars and Universe Lab**

**(Goal Area 3).....1 Credit**  
 An optional course designed to complement the Stars and the Universe lecture class. It will involve investigation of the process of astronomy through videotapes, internet exercises, computer simulation software, analysis of astronomical data and observational sessions. *(2 hours/week) Prerequisite: Phys 1450 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

**Phys 1501**

**General Physics I (Goal Area 3).....5 Credits**  
 This course is the first course of a two-semester introductory physics course for students in engineering, science and mathematics. This course requires a mathematics preparation of one semester of calculus. The topics to be covered include: motion in one and two dimensions, Newton's laws of motion, energy, momentum, rotational motion, oscillations, gravitation, fluids and wave motion. *(5 hours lecture) Prerequisite: Math 1221; registration in Phys 1511*

**Phys 1502**

**General Physics II (Goal Area 3).....5 Credits**  
 This course is the second course of a two-semester introductory physics course for students in engineering, science and mathematics. This course requires a mathematical preparation of two semesters of calculus. The topics to be covered include: thermodynamics, electricity, magnetism, electromagnetic waves and optics. *(5 hours lecture) Prerequisite: Phys 1501; Math 1222; registration in Phys 1512*

**Phys 1511**

**General Physics I Lab (Goal Area 3) .....1 Credit**  
 This course is a laboratory course that complements the lecture course Phys 1501. *Prerequisite: Phys 1501 or concurrent enrollment*

**Phys 1512**

**General Physics II Lab (Goal Area 3) .....1 Credit**  
 This course is a laboratory course that complements the lecture course Phys 1502. *Prerequisite: Phys 1502 or concurrent enrollment*

**Phys 1990**

**Physics Special Topics .....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

***POLITICAL SCIENCE***

**PolS 1100**

**American Government and Politics (Goal Areas 5 & 9) .....3 Credits**  
 This course is a general introduction to American politics with emphasis on the Constitution, citizen participation, elections and the role of the major governmental institutions - Congress, presidency and judiciary - in the formulation of public policy in the United States.

**PolS 1140**

**State and Local Politics (Goal Area 5).....3 Credits**  
 This course studies the operation and structure of state governments including executive, legislative, judicial functions as well as elections and policy formation, with an emphasis on Minnesota.

**PolS 1600**

**Modern Governments of the World (Goal Areas 5 & 8).....3 Credits**  
 This course is a comparative study of the similarities and differences in the organization and politics of modern governments around the world. Several countries will be selected in order to examine their governmental systems and policy development.

**PolS 1700**

**World Politics (Goal Areas 8 & 9) .....3 Credits**  
 This course is an introduction to international relations, policies of the great powers, nationalism, international organizations, diplomacy and military affairs. The historical development of the modern international system is also studied.

**PolS 1990**

**Political Science Special Topics.....1-4 Credits**  
 This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**PolS 2130**

**Constitutional Law (Goal Area 5).....3 Credits**  
 This course will acquaint students with the content of the United States Constitution and its amendments; its interpretations within political, social and historical contexts; and will examine the reasoning process in major judicial decisions. *Prerequisite: Soc 1710 or PolS 1100*

**PolS 2180**

**Women in Politics and Government (Goal Areas 5 & 9).....3 Credits**  
 This course studies women as political participants, including a history of women's political movements and an analysis of female political socialization, voting behavior and the growing role of women as political leaders. Women's role in the public policy process is examined through selected issues.



**PRIOR LEARNING ASSESSMENT****PLA 1010**

**Individualized Studies Development** .....2 Credits  
This course will assist students in developing their individualized studies degree plan while focusing on the central question of “what does it mean to be an educated person”. Upon completion of the course, students will have a completed Degree Plan. *This course is by permission only and registration can not take place until after acceptance into the Individualized Studies Program.*

**PLA 1020**

**Prior Learning Portfolio Development** .....1 Credit  
This course will assist students in assessing what they have learned, whether some of that learning may be appropriate for assessment of college credit and how to go about earning that credit. This course will allow students to begin the development of a portfolio for assessment of credit by a faculty member. *Admission by permission only. Contact the Adult Learning Department.*

**PSYCHOLOGY****Psyc 1150**

**General Psychology (Goal Area 5)** .....3 Credits  
As an introduction to psychology, this course provides a study of human behavior and mental processes. Topics may include history of psychology, research methods, physiological psychology, sensation and perception, consciousness, learning, memory, motivation and emotion, personality, stress and coping, abnormal behavior, therapy and social psychology.

**Psyc 1165**

**Psychology of Adjustment**.....3 Credits  
This course is an in-depth look at the processes of normal human adjustment and their application in the student life's adjustment. Topics may include: goal setting and change processes, self awareness and identity, physical and psychological health, stress and coping, interpersonal relationships and communication, emotions and motivation, social interactions, psychological growth and development, meaning and values, dealing with diversity and decision making.

**Psyc 1170**

**Psychology of Gender (Goal Area 7)**.....3 Credits  
Psychological of gender includes the theory and research relating to sexuality, gender roles and sexual orientation.

**Psyc 1210**

**Child Development (Goal Area 5)** .....3 Credits  
This course focuses on the psychological, intellectual and physical development from the prenatal period through adolescence. Topics include general theoretical approaches and research methods in studying child and adolescent development, birth and the newborn child and development in the following areas: prenatal, physical, perceptual, cognitive, intellectual, language, personality, social and atypical.

**Psyc 1220**

**Adult Development (Goal Area 5)** .....3 Credits  
As a psychological journey through the stages of adulthood, this course covers individual differences in adjustment strategies used to cope with normal problems from early adulthood to the time of dying and death.

**Psyc 1990**

**Psychology Special Topics** .....1-4 Credits  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Psyc 2320**

**Abnormal Psychology (Goal Area 5)** .....3 Credits  
This course is an introduction to the origin, classification and treatment of psychological disorders. Topics include historical and research issues, adjustment reactions to stress, neuroses, personality disorders, psychoses, types of psychotherapy, legal and ethical issues. *Prerequisite: Psyc 1150 or consent of instructor*

**Psyc 2330**

**Personality (Goal Area 5)** .....3 Credits  
This course provides a review of the major theories of personality which typically include the psychodynamic, behavioral, cognitive, humanistic and trait approaches. *Prerequisite: Psyc 1150*

**Psyc 2340**

**Human Sexuality (Goal Areas 5 & 7)** .....3 Credits  
This course is an overview of past and current research on human sexuality. The course will address: the human sexual response; models and sources of arousal; cultural influences on human sexual behavior and sexual diversity; emotional aspects of sexuality and sexual dysfunction; sexual communication, intimacy, dependency and jealousy; sexual exploration and courting behavior across the life span; atypical behavior, commercialized sex and sexual coercion.

## ***PUBLIC WORKS***

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### **PubW 1020**

**Public Works Organization and Administration .....4 Credits**  
This course is designed to give an individual a general overview of public works; its organizational structure, function, responsibilities and inter-relationships and financing mechanisms within our governmental systems. It will also give an overview of the systems typically managed by the public works professional and will focus on the public works supervisor's role in managing those functions and activities including budgeting, performance measuring, management systems and computer applications.

### **PubW 1030**

**Public Works Management and Communication.....4 Credits**  
This course is designed to familiarize the student with general principles such as safety, liability, public relations to include dealing with the public sector, handling complaints, use of written communications and news media as well as securing citizen acceptance for projects that would be expected of a leadership position. It also covers the techniques for job interviewing and conducting public meetings.

### **PubW 1040**

**Technical Aspects of Public Works.....4 Credits**  
This course provides supervisory personnel the basic principles of public works engineering functions and overviews the engineering attributes of materials used in public works projects. Subjects covered include reading plans, elements of roadway design, surveying, proposals, specifications, bituminous and concrete construction, computer applications, pavement management and public works systems.

### **PubW 1050**

**Public Works Operations and Maintenance.....4 Credits**  
This course relates to the delivery of maintenance and operations products and services to the public. It will cover the identification of equipment and personnel resource needs, the planning and scheduling of needed work and the performance measures required to assure that efficiency and effectiveness are achieved. Discussions will include factors involved with making choices of preventive vs. breakdown maintenance, in-house vs. contract, rent vs. buying and partnering as applied to street, highway, utility, equipment, grounds and building maintenance.

## ***SOCIOLOGY***

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### **Soc 1110**

**Introduction to Sociology (Goal Areas 5 & 7) .....3 Credits**  
This course is a study of social and cultural aspects of human behavior. Topics include society and culture, roles and norms, groups and organizations, deviance, inequality, social and cultural change and research methods.

### **Soc 1130**

**Social Problems / Deviance (Goal Areas 7 & 9).....3 Credits**  
This course examines issues and concerns in the modern world such as population, global warming, the environment, natural resources, terrorism, poverty, racism, sexism, mental illness, drug abuse, crime, sexual assault, prostitution and suicide. Social policies designed to deal with those issues are also considered. *Prerequisite: Soc 1110*

### **Soc 1140**

**Sexuality, Marriage and Family (Goal Areas 5 & 7) ..3 Credits**  
This course explores the nature and structure of the family as a social institution. Topics include dating, mate selection, marital roles, marital adjustments, parenthood and cross-cultural family forms. *Prerequisite: Soc 1110*

### **Soc 1210**

**Introduction to Social Work (Goal Area 5) .....3 Credits**  
This course reviews the field of social work, with a generalist practice focus emphasizing interventions at the individual, environmental and societal level. Topics include the development of social work, human diversity, social problems, social work values, roles, skills and settings.

### **Soc 1710**

**Introduction to Criminal Justice (Goal Area 5).....3 Credits**  
This course covers the history, organization and function of the criminal justice system in the United States. Topics include foundations of crime and justice, victimization, crime statistics and the extent of crime, police issues, court systems, corrections and future trends. *Prerequisite: Soc 1110 or Consent of instructor*

### **Soc 1720**

**Police and Community .....3 Credits**  
This course addresses the affective-oriented aspects of contemporary law enforcement. Topics include crime prevention, police community relations, ethical decision-making, cultural diversity, bias-motivated crimes and interpersonal communications.

**Soc 1730**

**Juvenile Justice** .....3 Credits  
This course analyzes the juvenile justice system and its historical and philosophical development, including theories of social causes and effects of delinquency. Students will learn strategies for working with juveniles and for preventing and investigating delinquency. The course provides a working knowledge of Minnesota statutes pertaining to juveniles through the study of case law, report writing, skills exercises and simulation.

**Soc 1750**

**Families in Crisis (Goal Area 5)** .....3 Credits  
This course analyzes the dimensions and dynamics of family dysfunctions. Topics include violence, poverty, homelessness and the abuse of drugs as they relate to families.  
*Prerequisite: Soc 1110*

**Soc 1990**

**Sociology Special Topics** .....1-4 Credits  
This course provides flexible, in depth study of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**Soc 2110**

**Principles of Social Psychology (Goal Area 5)** .....3 Credits  
This course analyzes how individual's thoughts, feelings and actions are influenced by others. Topics include perception, attraction, altruism, aggression, attitudes, leadership, conformity and obedience, persuasion and propaganda and the self-concept. *Prerequisite: Soc 1110*

**Soc 2210**

**Minority Groups (Goal Areas 5 & 7)** .....3 Credits  
This course considers the social history, current conditions and future prospects of minority groups in the United States. Topics include racism, sexism, prejudice, discrimination, affirmative action and other related issues and social policies. *Prerequisite: Soc 1110*

**Soc 2310**

**Death and Dying (Goal Areas 5 & 9)** .....3 Credits  
This course examines death, dying and grief as they are experienced in contemporary society. Topics include death in early and preliterate cultures, cultural case studies, euthanasia, hospice, funerals and the rights of the terminally ill individuals. *Prerequisite: Soc 1110 or Consent of Instructor*

**Soc 2730**

**Introduction to Corrections (Goal Area 5)** .....3 Credits  
This course examines corrections as a major component of the criminal justice system in the United States. Topics include programs, practices and critical issues. *Prerequisite: Soc 1710 or Consent of Instructor*

**Soc 2740**

**Criminal Behavior** .....3 Credits  
This course introduces students to crime and criminal behavior from a sociological perspective. Topics include: major sociological theories of criminal behavior, research on crime and social control issues, victimization, violent and property crime, white-collar, political, public order and organized crime. *Prerequisite: Soc 1110 or consent of instructor*

**SPANISH****Span 1030**

**Spanish and Latin American Culture (Goal Areas 6 & 8)** .....3 Credits  
This course is an introduction to the civilization and culture of Spain and Spanish America, with particular emphasis on comparative cultures, modern trends and the ancient Indian civilizations of Latin America. *The course is taught in English; no previous knowledge of Spanish is required.*

**Span 1101**

**Beginning Spanish I** .....4 Credits  
Designed for the student with little or no previous experience with languages, this course stresses correct pronunciation, aural comprehension, basic structure and a practical reading knowledge of Spanish.

**Span 1102**

**Beginning Spanish II** .....4 Credits  
Continuing the activities and skill development from Span 1101, this course will emphasize basic proficiency reinforcing the student's knowledge and awareness of appropriate language use in a variety of situations. *Prerequisite: Span 1101 or equivalent*

**Span 1390**

**Field Study Spanish/Latin American Civilization** ..1-3 Credits  
This course will take students to Spain, Mexico, or other Spanish-speaking countries to experience contemporary life in a Spanish-speaking country, while observing the influences of the past. Credit level depends on the length and intensity of individual study on a topic agreed upon in advance by the student and instructor.

**Span 1990**

**Spanish Special Topics** .....1-4 Credits  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

### Span 2201

**Intermediate Spanish I (Goal Area 8) .....4 Credits**  
This course continues the development of the multiple language skills introduced in the beginning sequence. The student is introduced to the literature and culture of Spain and Spanish America. *Prerequisite: Span 1102 or equivalent*

### Span 2202

**Intermediate Spanish II (Goal Area 8) .....4 Credits**  
This course continues the development of multiple language skills with the opportunity to improve reading, writing, speaking and listening comprehension, with emphasis on developing skills in conversation and in expanding vocabulary. The student will also have a more extensive exposure to the literature and culture through readings and films. *Prerequisite: Span 2201 or equivalent*

## SPEECH

### Spch 1010

**Fundamentals of Public Speaking (Goal Area 1) .....3 Credits**  
This course provides instruction and practical experience in the basics of public speaking. This course has a performance component: students are expected to create and deliver informative, persuasive and other types of speeches.

### Spch 1110

**Principles of Interpersonal Communication (Goal Area 1) .....3 Credits**  
This introductory course looks at communication in one-to-one relationships-in friendships, families, the workplace and elsewhere. Students will be challenged to discover and assess their own communication strengths and weaknesses as they define and discuss what it means to be a competent interpersonal communicator. Course content includes both theory and practice (skill development).

### Spch 1210

**Small Group Communication.....3 Credits**  
This course examines communication in small groups. Students will participate in and analyze how small groups function, how leadership roles evolve, how decisions are made and how conflicts can be resolved. Students will work in small groups, complete group projects and analyze group interaction.

### Spch 1310

**Intercultural Communication (Goal Areas 7 & 8) ....3 Credits**  
The influence of culture is an especially important and sensitive issue facing us today. A person's culture strongly influences his/her identity, beliefs, expectations and communication style. This course explores communication across culture as defined by nationality, gender and ethnicity while concentrating on effective use of communication in all of these areas.

### Spch 1990

**Speech Special Topics .....1-4 Credits**  
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

## THEATER, FILM AND TELEVISION

### TFT 1200

**Theater Exploration (Goal Area 6).....3 Credits**  
Attendance at 5 to 7 plays in the Twin Cities area serves as the basis for this experiential course. In addition to the play going experience there are on-campus discussions about the productions. Students examine the productions' cultural bonds and impact. Participants are encouraged to explore their own personal backgrounds and values as a part of their response.

### TFT 1210

**Introduction to Theater (Goal Area 6) .....3 Credits**  
Students become involved in a play's production while they explore the roots of the theater as a reflection of culture and community. Students investigate major theatrical historical periods and personalities, work on self-selected crews, analyze dramatic literature for production and create and perform their own scenarios as a means of understanding the transformation of theater from page to stage.

### TFT 1250

**Introduction to Film (Goal Area 6).....3 Credits**  
This course is an introduction to the history and techniques of entertaining and communicating ideas through motion pictures. The course consists of viewing, analyzing, discussion and writing about films as a means of understanding visual communication and developing greater visual literacy. *This course is web enhanced and there is an online section.*

### TFT 1260

**Introduction to Television (Goal Areas 6 & 8) .....3 Credits**  
This course is an introduction to television's history, development, emerging technologies, influence and future. It explores digital convergence as well as programming, distribution, regulation and audience, emphasizing the effect of money on this pervasive medium. Both television shows and movies about television will help illuminate the course content. *This course is web enhanced and there is an online section.*

**TFT 1290****Design for Theater (Goal Area 6) .....3 Credits**

The elements of design: line, texture, color and form are explored as they are used by designers and directors for theatrical productions. An examination of various types of design: set, costume, properties and lighting serve as the foundation of the course. Students are responsible for analysis and design projects. *Prerequisite: TFT 1210 or permission of instructor*

**TFT 1300****Introduction to Technical Theater (Goal Area 6) .....2 Credits**

A practical survey of technical theater practices, the course will serve as an introduction to the various areas of technical theater such as lighting, costuming, make-up, stagecraft and set design. Part of the involvement in the course consists of hands-on work in various areas of technical theater.

**TFT 1500****Acting: Foundations and Improvisations and Foundations (Goal Areas 1 & 6) .....3 Credits**

Students engage in games and exercises to learn basic acting skills including a focus on the uses of improvisation. Emphasis is placed on self-awareness: both the inner-self and outer self, non-verbal communication through body language, vocal variety, projection and the development of confidence on stage. When appropriate, students may make a presentation for an audience at the conclusion of the course to demonstrate their improvisational, comedy and performance abilities.

**TFT 1510****Acting: Stage Voice and Movement (Goal Areas 1 & 6).....3 Credits**

This course is an exploration of character development through the use of voice and movement. Emphasis is placed on vocal development, using rhythm, pitch and dialects to create more effective performances. Enhancing the movement aspect of any performance, a valuable and often underutilized tool for the actor, begins with expanding the student's physical confidence on stage and eventually moves to a more energetic and focused use of the space within which the performance must take place.

**TFT 1520****Acting: Building Characters (Goal Areas 1 & 6).....3 Credits**

This course offers students the opportunity to analyze characters more fully, using different styles and values to get "inside" their roles - as well as exploring how to accurately depict their characters' physical characteristics. For example, students in this class select characters from a particular period, classic to contemporary and use the style and history of that time to develop a deeper understanding of those characters. Also, students in NHCC theatre productions are encouraged to select roles for which they have been cast as a basis for some of their work.

**TFT 1530****Improvisation for Character Development****(Goal Areas 1 & 6) .....3 Credits**

Students use skills developed in Acting: foundations and Improvisations to construct characters from scripts and of their own creation. A focus is placed on scene work through the improvisational discovery of appropriate physicalization of characters through movement and in conjunction with the given circumstances of a play or situation.

**TFT 1600****Theater Practicum (Goal Area 6).....1-3 Credits**

Effective participation in a North Hennepin production is required for this course. This participation may include acting, directing, assistant director, a technical crew assignment, or another major responsibility. *This course may be repeated for credit. Prerequisite: Must have approval of a member of the theater faculty*

**TFT 1990 Theater Special Topics .....1-4 Credits**

This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

**TFT 2950****Theater Tours (Goal Area 6).....1-3 Credits**

Theater tours are designed to give participants an opportunity to experience and explore theater productions and areas outside the Twin Cities. Theater centers in the United States and world wide are toured. In addition to the live productions, other aspects of the various cities visited will be explored such as architecture, music, museums and galleries. This course may be repeated for credit.

***WOMEN'S STUDIES*****WoSt 1110****Introduction to Women's Studies (Goal Area 5).....3 Credits**

This inter-disciplinary course explores many varieties of feminist thought from domestic, international and multi-cultural perspectives. The following topics are among those related to women's lives and history: race, class, ethnicity, work, sexuality, family life, religion, mythology, health, self-image and pop-culture stereotyping. Readings are drawn from literature, history, the social sciences and popular media.

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M.S. University of Minnesota

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M.Ed. University of Minnesota

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 B.A. Physics, St. Olaf College  
 B.A. Chemistry, St. Olaf College  
 M.S. Ohio State University

Restad, Steven, Business\*  
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 M.B.A. University of St. Thomas

Robertson, John, Psychology  
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 M.A. California State University, San Francisco  
 Ph.D. University of Minnesota

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 M.S. New Mexico Tech

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 M.S. Cornell University

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 M.S. Indiana University  
 J.D. Hamline University, School of Law

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 Ph.D. University of Nebraska

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 M.S. Mankato State University

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 M.B.A. University of St. Thomas

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 Ph.D. University of Minnesota

Shier, Gloria, Mathematics  
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 B.A. University of Minnesota  
 M.A. St. Mary's Graduate Center

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 M.S. Portland State University

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 M.B.A. University of St. Thomas

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 M.S. University of Delhi, India  
 M.S. University of Minnesota  
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 M.A. University of St. Thomas

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 M.S. North Dakota State University

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 M.A. University of Iowa

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 M.Ed. University of Minnesota

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 M.A. University of Minnesota

Wills, John, Physics\*  
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 M.A. University of Northern Iowa  
 Ed.D. Columbia University

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 M.M. University of Wisconsin, Madison  
 M.S. St. Cloud State University

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 M.A. University of California, Berkeley

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 J.D. University of Minnesota

Zainer, Leanne, English  
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 M.A. University of Wisconsin, Madison  
 Ph.D. University of Wisconsin, Madison

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 B.A. St. John's College  
 B.F.A. University of New Mexico  
 M.F.A. University of Minnesota

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 M.S. University of Minnesota, Duluth  
 Ph.D. University of Minnesota

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\* *Temporary or Adjunct Faculty*



## *Professional, Supervisory and Support Staff*

Ahmann, Jan  
Accountant, Finance and Facilities

Anderson, Lary  
Program Coordinator, Development and Foundation

Anderson, Patricia, A.A.S.  
Financial Aid Officer, Financial Aid Office

Asfaw, Abel, A.S., B.S., M. S.  
Network Administrator, Technology Services

Atkins, Debra, A.A.  
Coordinator, Testing Center

Babcock, Amy, B.S.  
Registration Specialist, Admissions and Registration Office

Bagaus, Daniel  
Lab Assistant, Art

Bajjnauth, Rabindranauth  
General Maintenance Worker, Plant Services

Barilla, Colleen, A.A., A.A.S.  
Financial Aid Assistant, Financial Aid Office

Belko, Dawn, A.A.  
Supervisor, Accounting and Fees Office

Birchard, Michael, B.A., M.S.  
Academic Advisor, Student Support Services

Bjerke, Tracy, A.A., A.A.S.  
Administrative Specialist, Humanities

Blegen, Carla  
Library Technician, Library

Boganey, Carolyn, B.A.  
Financial Aid Student Advisor, Financial Aid Office

Boner, Juliana  
Writing Tutor, Student Support Services

Boretzki, Jaime, B.S.  
Customized Training Representative,  
Center for Training and Development

Bradtke, Dale, B.S., CPhT  
Lab Assistant/Coordinator, Math Resource Center

Brosko, Stephen  
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Byholm, Cynthia  
Administrative Specialist, Student Success

Canavan, Amelia  
Math/Science Tutor, Student Support Services

Carey, Thomas  
Building Services Supervisor, Plant Services

Cashman, Jesse, B.A., M.A.  
Director of Public Safety, Safety and Security

Chaput, Aaron, B.A., M.Ed.  
Recreational Activities Coordinator, Student Life

Chiza, Miriam, B.S., M.S., Ph.D.  
Academic Advisor, Student Success

Clausen, Cheryl  
Administrative Specialist, Nursing

Clinton, Rebecca  
General Maintenance Worker, Plant Services

Collins, Dean, A.A., A.S., B.S., M.S.  
Construction Coordinator, Finance and Facilities

Collins, Joseph, A.A.S., B.A.  
Classroom Technology Specialist, Technology Services

Cooney, Erin, B.A.  
Academic Advisor, Counseling Advising and Career Planning

Crowe, Joseph, B.A.  
Coordinator, Tutoring and Writing Center

Curtis, Thomas, B.S.  
Central Services Specialist, College Bookstore

Deonarine, Tanuja  
General Maintenance Worker, Plant Services

Donaldson, George  
Administrative Specialist, Library

Erickson, Chad  
Technology Specialist, Technology Services

Evenson, Michelle  
Admissions Specialist, Tutoring & Disability Access Services

Fabozzi, Kirsten  
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Farum, Amy Jo, A.A.  
Lab Assistant, Chemistry

Fiedler, Margaret  
Lab Assistant, Math Resource Center

Finlayson, Karen Beth, B.A.  
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General Maintenance Worker, Plant Services

Flermoen, Cynthia, A.A., Elec. Diploma  
Telephony Specialist, Technology Services

Fuecker, Robert, B.A., M.A.  
Theater Technician/ Designer

Fugate, Debra, A.A.  
Administrative Specialist, Business/Marketing/Retailing

Ganab, Bernard  
General Maintenance Worker, Plant Services

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Building Maintenance Foreman, Plant Services

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Hinrichs, Donna  
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Hodges, Sandra  
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Counseling Advising and Career Planning

Horn, Julie  
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Jensen, Gene  
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Johnson, Dianna, B.S.  
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Johnson, Karen  
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Johnson, Michele  
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Kirkeby, Lori, B.S., M.Ed.  
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Lumley, Stacey  
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Nguyen, Cahn  
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Pope, Deborah, A.A.S.  
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Customer Service Specialist,  
Admissions and Registration Office

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Engineer Helper, Plant Services

Rustad, James  
General Maintenance Worker, Plant Services

Ruzek, Janet, B. S.  
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Account Clerk Senior, Center for Training and Development

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Customer Service Specialist, Accounting and Fees Office

Sheffield, Ted  
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Sherman, Connie, M.A., L.P.  
Director, Disability Access Services

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Smaby, Michele, B.A.  
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Center for Training and Development

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Utz, Cheryl  
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Center for Training and Development

Yechout, Patty, A.A.S.  
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Yechout, Robyn, A.A., B.S.  
Lab Assistant, Biology

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# Campus Map

Center for Business and Technology (CBT)  
 Business Department Offices  
 Center for Training and Development  
 College Learning Place  
 Computer Labs  
 Dean of Business and Technology Career Programs Office

Campus Center (CC)  
 Cafeteria  
 Nursing Department Offices  
 Security Desk  
 Student Life Desk  
 Student Organization Offices

Center for Liberal Arts (CLA)  
 Dean of Liberal Arts Office  
 English Department Offices  
 Math Department Offices  
 Social Science Department Offices

Educational Services Building (ES)  
 Accounting and Fees  
 Admissions  
 Assessment Center  
 Bookstore  
 Bridge to Academic Success  
 Career Resource Center  
 Community Relations  
 Counseling and Advising  
 Dean of Student Affairs Office  
 Financial Aid  
 Foundation and Alumni Association  
 Human Resources  
 Information Center  
 President's Office  
 Recruitment

Registration  
 Research  
 Student Services  
 Veterans Affairs Office  
 Vice President of Academic and Student Affairs

Fine Arts Center (FAC)  
 Fine Arts Gallery  
 Humanities Department  
 Macintosh Computer Lab  
 Music Rooms  
 Student Support Services  
 Theater

Health and Wellness Center (HWC)  
 Athletic Department Offices  
 Fitness/Wellness Center  
 Gymnasium  
 Weight Room

Learning Resource Center (LRC)  
 College Learning Center  
 Computer Lab  
 Dean of Student Success Office  
 Disability Access Services  
 Instructional Technology  
 Library  
 Math Resource Center  
 The Center for Writing  
 Tutoring

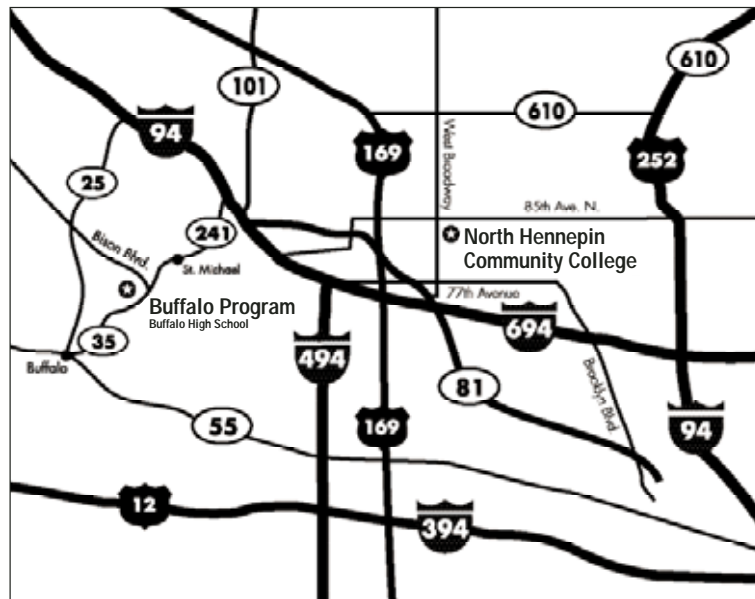
Science Center (SC)  
 Dean of Sciences, Mathematics and Health Careers Office  
 Science Department Offices



Campus Map / Driving Directions

# Driving Directions

For directions to North Hennepin Community College or Buffalo High School (for the Buffalo Program) go to the NHCC website at [www.nhcc.edu](http://www.nhcc.edu).







# 2006-2007 Academic Calendar

## Fall Semester

Classes Begin .....	Aug. 21
Labor Day Holiday .....	Sept. 2 - 4
Weekend College Classes Begin.....	Sept. 9
Faculty Association Meetings - No Classes .....	Oct. 16 - 20
Veterans Day Holiday .....	Nov. 10
Thanksgiving Holiday .....	Nov. 23 - 26
Development Day.....	Dec. 15
Final Exams.....	Dec. 18 - 21
Semester Break .....	Dec. 23 - Jan. 16

## Spring Semester

Martin Luther King, Jr. Birthday Holiday.....	Jan. 15
Classes Begin.....	Jan. 17
Weekend College Classes Begin.....	Feb. 3
President's Day Holiday.....	Feb. 19
Faculty Association Meeting - No Classes.....	Mar. 2
Spring Break.....	Mar. 19 - 25
Study Day.....	May 11
Final Exams.....	May 14 - 17
Commencement .....	May 17

## Summer Session

Summer Session 1 Classes Begin.....	May 21
Memorial Day Holiday .....	May 28
8-Week Summer Session Begins.....	June 11
Summer Session 1 Ends.....	June 29
Summer Session 2 Begins.....	July 2
Independence Day Holiday.....	July 4
8-Week Summer Session Ends.....	Aug. 3
Summer Session 2 Ends.....	Aug. 10



Check the NHCC website at [www.nhcc.edu](http://www.nhcc.edu) for the 2007-2008 Academic Calendar.

The North Hennepin Community College logo was designed by one of our own graphic design students.

Together its elements of a person celebrating success, potato blossoms and books symbolize the opportunity for success created by the transformation of a potato field into a thriving college campus.



North Hennepin  
Community College

## *Key Contacts on Campus*

Accounting & Fees .....	763-424-0718	Humanities Department .....	763-424-0775
Admissions.....	763-424-0719	Information Center .....	763-424-0702
Adult Learning Department.....	763-424-0730	Information Center (Hearing Impaired/TTY) .....	763-424-0949
Alumni Association .....	763-424-0916	Instructional Technology Center .....	763-424-0903
Art Department .....	763-424-0775	Library.....	763-424-0732
Assessment & Testing Center.....	763-424-0928	Math Department .....	763-424-0833
Biology Department .....	763-424-0863	Math Resource Center .....	763-424-0742
Bookstore.....	763-424-0808	Medical Laboratory Technology (MLT) Department..	763-424-0768
Bridge/Academic Success .....	763-424-0905	Music Department.....	763-424-0792
Buffalo Program (day only) .....	763-424-0730	North Star Student Newspaper .....	763-493-0533
Buffalo Program (evening only) .....	763-682-8114	Nursing Department .....	763-424-0759
Business ASAP Information Line .....	763-424-0755	Outreach Department .....	763-424-0946
Business Careers Advisor .....	763-424-0892	Physical Education Department.....	763-424-0862
Business Department .....	763-424-0758	Physics Department.....	763-424-0863
Campus Outreach .....	763-424-0702	President's Office .....	763-424-0812
Career Resource Center .....	763-424-0707	Registration .....	763-424-0719
Center for Training and Development .....	763-424-0880	Recreational Activities .....	763-424-0825
Chemistry Department .....	763-424-0863	Safety and Security.....	763-424-0807
Community Relations .....	763-424-0902	Science Department.....	763-424-0863
Computer Lab .....	763-424-0898	Service Learning.....	763-424-0409
Counseling and Advising .....	763-424-0703	Social Science Department.....	763-424-0822
Credit for Prior Learning .....	763-424-0730	Special Events .....	763-424-0794
Dean of Student Affairs .....	763-424-0712	Speech Department .....	763-424-0775
Disability Access Services (Voice).....	763-493-0555	Student Life .....	763-424-0802
Disability Access Services (Hearing Impaired/TTY)....	763-493-0558	Student Senate .....	763-493-0526
English Department.....	763-424-0845	Student Success Programs .....	763-424-0752
English for Speakers of Other Languages (ESOL) .....	763-424-0894	Student Support Services/TRIO .....	763-424-0937
Every Other Weekend College .....	763-488-0201	Testing Center .....	763-424-0928
Facilities Use .....	763-424-0837	Theater Department .....	763-424-0775
Financial Aid .....	763-424-0728	Theater Ticket Office.....	763-424-0788
Fitness Center .....	763-424-0923	Transcript Requests .....	763-493-0509
Foundation .....	763-424-0916	TTY - General Information.....	763-424-0949
GED Testing .....	763-424-0857	Tours/Student Ambassadors.....	763-424-0702
Health Career Advisor .....	763-424-0938	Tutoring Center.....	763-424-0934
Health Department .....	763-424-0862	Weather and Emergency Closing .....	763-488-0488
Histotechnology Department.....	763-424-0768	Writing Center.....	763-424-0934
Human Resources .....	763-424-0878	Youth Academy .....	763-424-0794

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