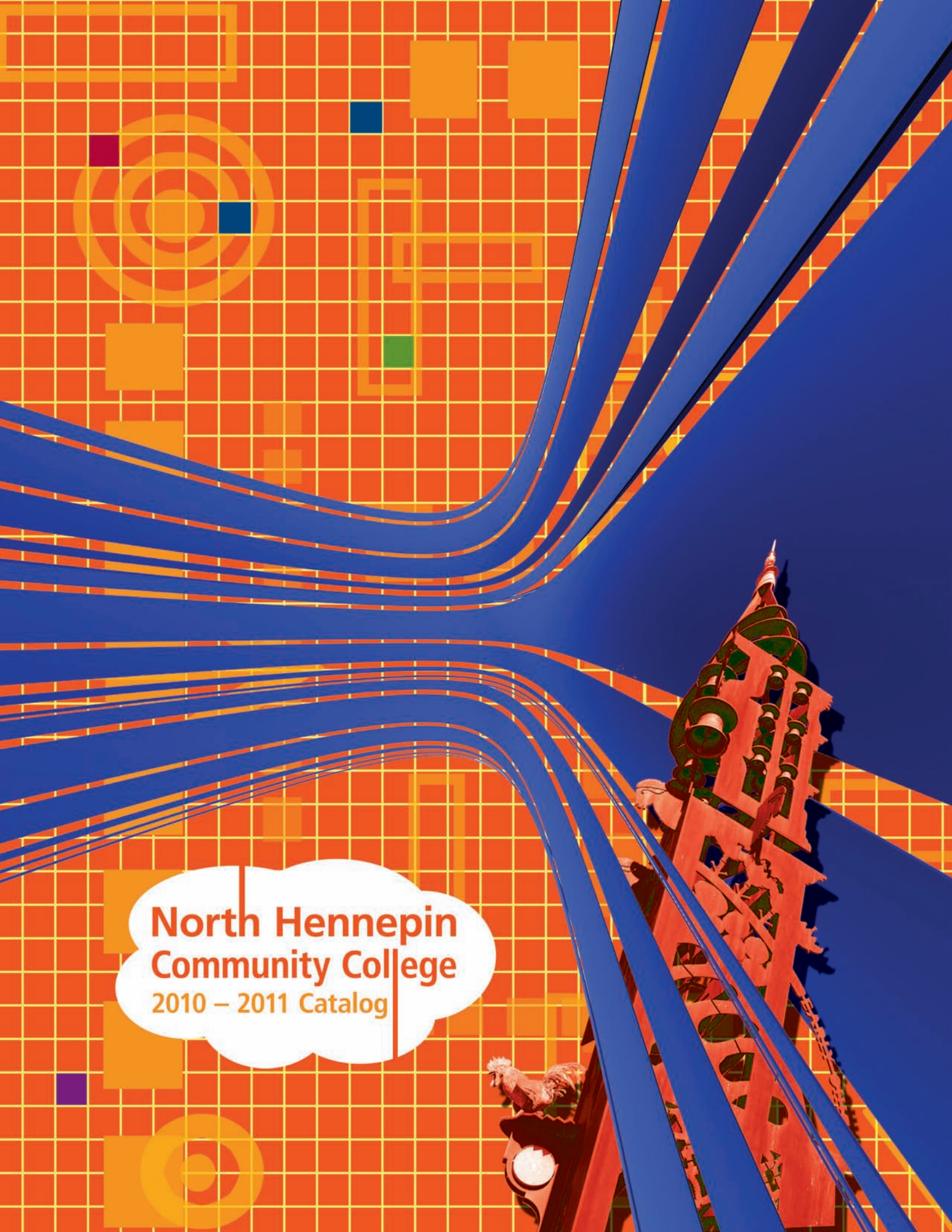

North Hennepin Community College

2010 – 2011 Catalog

Welcome

Welcome, Students!

I want you to know how pleased we are to have you join our teaching and learning community. This catalog will help you to explore options and take advantage of all that North Hennepin Community College has to offer. Whether your intent is to transfer, prepare for a new career, or 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 numerous support services designed to help you succeed academically.
Get involved in club activities, intramural sports, multicultural events and performing and visual arts to enrich your classroom experience.

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

From here you can go anywhere…picture the possibilities!

John O'Brien
NHCC President

North Hennepin
Community College

7411 Eighty-Fifth Avenue North
Brooklyn Park, MN 55445-2299
Phone: 763-424-0702 • Out-State: 1-800-818-0395
Fax: 763-424-0929 • TTY# 763-424-0949

www.nhcc.edu
Email: info@nhcc.edu

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).
The college reserves the right to cancel, postpone and reschedule course offerings.
Lack of English skills should not be a barrier to admission and participation.

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About the College

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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.

Values

- Integrity
- Innovation
- Excellence

Strategic Goals

The following strategic goals give direction for moving North Hennepin Community College forward:

- Promote Student Success
- Cultivate an educational environment that enhances students' personal and professional growth
- Recruit and invest in faculty, staff and administrators to support the college values of integrity, innovation, and excellence
- Measure Outcomes to foster continuous improvement in college processes and practices

General Education Philosophy

North Hennepin Community College values independent thinking, creativity, and teamwork; students develop lifelong learning skills to prepare them for the interdependent, changing global economy.

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.

At NHCC, 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 an understanding and appreciation of culture, and enjoy the pursuit of knowledge

Essential Learning Outcomes

1. Knowledge of Human Cultures and the Physical World
   - Through studies in sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.

   Focused by engagement with big questions, both contemporary and enduring.

2. Intellectual and Practical Skills, Including
   - Inquiry and analysis
   - Critical and creative thinking
   - Written and oral communication
   - Quantitative literacy
   - Information literacy
   - Teamwork and problem solving

   Practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.

3. Personal and Social Responsibility and Engagement, Including
   - Civic knowledge and involvement – campus, local and global
   - Intercultural knowledge and competence
   - Ethical reasoning and action
   - Foundations and skills for lifelong learning

   Anchored through active involvement with diverse communities and real-world challenges.

4. Integrative and Applied Learning, Including
   - Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community

   Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems.

North Hennepin Community College Logo

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.

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 2003-2004. Our reaffirmation of accreditation will be in 2013-2014.

HLC has also provided NHCC Online Accreditation
for the following programs:
A.A.S. in Business Computer Systems and Management
A.S. in Business Computer Systems and Management
A.S. in Business Management
Associate in Art Degree Liberal Arts and Science
Certificate in Application Programming
Certificate in E-Commerce Essentials
Certificate in General Business
Certificate in Internet Programming
Certificate in Microsoft Office Administrative Professional
Certificate in Microsoft Office Essentials
Certificate in Object-Oriented Programming
Certificate in Small Business Management
Certificate in Word Processing Essentials

Higher Learning Commission of the
North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400, Chicago, IL 60602
1-800-621-7440

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
11520 West 119th Street, Overland Park, KS 66213
PH: (913) 339-9356
FAX: (913) 339-6226
www.acbsp.org

Histotechnology Program

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

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
3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326
(404) 975-5000

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
321 N. Clark Street, MS 19.1, Chicago, IL 60654-7598
(800) 285-2221

Peer Tutor Program

College Reading and Learning Association
CRLA Member Services
2900 Finfeather Road, Bryan, TX 77801

Program and Discipline Review

To ensure all our programs, disciplines, and degrees maintain their quality and meet the needs of our graduates, an intensive Program Review is completed on a five-year cycle. Outcomes of these reviews are available upon request.

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 10,400 students with credit courses and an additional 6,600 with professional development and technical training. North Hennepin Community College employs a professional team of approximately 421 faculty, staff and administrators.

Student Profile

Enrollment	9940
FYE	4624.0
Female	58%
Male	42%
Median Age	23.0
Average Age	25.5

** Academic Year 2009*

Employee Profile

Full Time Faculty	119
Part Time Faculty	166
Staff/Administrators	195
Male	38%
Female	62%

** Fiscal Year 2009*

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.

For a list of building codes see campus maps on pages 150-155.

The North Hennepin Community College carillon is an example of the largest type of musical instrument in the world. First developed in medieval Europe, carillons were first used to notify people of fires, storms and other serious events. The use of bells to play music originated in the 14th the century in the Low Countries of Belgium, the Netherlands and northern France, where the most carillons can still be found today.

In 1991, the Tessman family of Brooklyn Park made a gift to the NHCC Foundation for the construction and maintenance of our carillon. The design of this 25-ton, sixty-foot high campus landmark honors the agrarian traditions of the community and the German heritage of the Tessman family.

The golden potato on the very top of the bell tower is a symbol of an important piece of history of the Brooklyn Park region. During the early 20th century, this region was the potato producing capital of the world.

Every fifteen minutes, the carillon's twenty-five bronze bells sound a musical welcome to the College.

Becoming a Student

Apply for Admission

Apply for Financial Aid

Take Placement Test(s)

Complete Orientation

Register for Classes

Pay Tuition and Buy Books

1. Apply for Admission

Apply online or download an application at **www.nhcc.edu/admissions**. All applicants to North Hennepin Community College must submit:

- A completed North Hennepin Community College application.
- A one-time, non-refundable $20 application fee (PSEO students and veterans currently serving overseas are exempt from this fee).
- High school transcript or GED certificate.
- Transfer students must also furnish an official transcript from all non-MnSCU schools previously attended. Transcripts are required to evaluate all course equivalencies toward prerequisites and toward degree requirements. (It is not necessary to request an official transcript from a MnSCU college or university as a student's application to NHCC makes it possible for us to retrieve/view your academic record from another MnSCU colleges or university).

Regular Admission

Persons with either a high school diploma or a General Education Development (GED) certificate are eligible for admission.

Post-Secondary Enrollment Options (PSEO) Admission

High school seniors and juniors who meet the following criteria may be eligible for PSEO admission.

- Seniors must rank in the top half of their class as shown on their high school transcript or must rank in the top half nationally on a standardized test.
- Juniors must rank in the top third of their class as shown on their high school transcript or must rank in the top third nationally on a standardized test.
- Authorization from high school counselor that courses will fulfill high school graduation requirements.
- A completed Minnesota Department of Education "Post-Secondary Enrollment Options Program Notice of Student Registration" form.

PSEO funding covers the cost of tuition and fees for most college-level courses as well as required textbooks for these courses. PSEO funding does not cover the cost of coursework that is developmental in nature. PSEO students enrolling in developmental coursework are responsible for payment of the tuition and fee cost. Textbooks that are provided under the PSEO program are the property of the College and must be returned to the College upon completion of the course(s). PSEO students are limited to coursework that does not have special course fees.

Non-PSEO High School Admission

High school students not eligible for PSEO admission, who wish to attend college in addition to their full-time high school attendance, must meet the following requirements:

- Be at least 16 years of age
- Complete placement testing with results demonstrating college readiness or submit ACT scores of 24 or higher, which demonstrates college readiness
- Submit a high school transcript
- Submit written permission from a high school official
- Submit written permission from their parent/guardian

International Admission

An applicant from a foreign country seeking admission as an F-1 international student must provide the following:

- Documentation of high school graduation or its equivalency
- Documentation of English proficiency
- Documentation of adequate financial support
- A brief autobiography

Admission into Select Programs

The following academic programs at NHCC have limited and competitive admission and may require a supplemental application and/or fee:

- Business ASAP
- Graphic Design
- Histotechnology
- Medical Laboratory Technology
- Nursing
- Paralegal

Contact the Information Center (763-424-0702) or the Counseling, Advising and Career Planning Office (763-424-0703) for more information.

Immunization Requirement

North Hennepin Community College complies with Minnesota Statute 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.

Resident Status

Resident status is 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 at least one (1) calendar year immediately prior to application
- Residency must not be primarily for the purpose of attending a college or university

For information regarding residency or to submit an appeal of residency status, contact the Admissions and Outreach Office at 763-424-0724.

Students who are residents of North Dakota, South Dakota and Wisconsin may attend North Hennepin Community College under each state's respective reciprocity agreement (qualifies the student to pay the home state tuition rate rather than the Minnesota tuition rate). Reciprocity forms must be submitted and approved by the respective state, which in turn notifies NHCC of the student's eligibility.

Reciprocity application forms may be obtained at www.ohe.state.mn.us or through the Admissions Office at North Hennepin Community College.

Information Sessions and Tours

Prospective students considering North Hennepin Community College are encouraged to join us for an information session and/or a campus tour. Information sessions are scheduled every Tuesday at 6:00 p.m. and individual tours are available on a walk-in or appointment basis. New Student Specialists are available to meet with students new to North Hennepin or the college system. Contact the Information Center or call 763-424-0702 for an appointment.

2. Apply for Financial Aid

Application Process

All students are encouraged to apply for financial aid as early as possible each year. Students begin the application process by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Some aid programs, such as loans, require additional applications in addition to the FAFSA. Information on the loan application process is distributed to students with the award letter.

Additional information is available at **www.nhcc.edu/financialaid**

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)

Eligibility

To be eligible for financial aid, students must meet general requirements as detailed in the FAFSA, declare and be working toward an eligible degree or certificate, and maintain satisfactory academic progress.

North Hennepin Community College Foundation Scholarships

The North Hennepin Community College Foundation supports and encourages student success with a variety of scholarships. Scholarships are available for new and returning students, and range in value from $250 to $5,000. Applicants are considered based on a variety of factors including, academic performance, extracurricular activities, educational and career goals, social and civic engagement, and financial need.

Information and/or applications are available at **www.nhcc.edu/scholarships** as well as, high school counseling offices, the NHCC Information Center or the NHCC Foundation Office.

3. Take Placement Test(s)

The ACCUPLACER placement test supports student success by assessing the student's current skill level in reading comprehension, English and mathematics, and identifying the appropriate course in which to enroll.

Placement tests are required for:

- New students seeking a degree or certificate
- New students enrolling in a reading, English, mathematics or ESOL course
- Students enrolled in high school programs
- Applicants to the Nursing, Histotechnology and Medical Laboratory Technology programs

Placement Test Waiver

Successful completion of prior college-level coursework, ACT scores or ACCUPLACER test scores from another college may qualify a student for a waiver of the placement test. Waiver forms may be accessed at **www.nhcc.edu/forms**.

Retests

Retests are limited to once a term. Retest options apply only to initial course placements. Once coursework in math, English, or reading has begun, the retest option cannot be used to change course placement. Retest fees apply.

Mandatory Course Placement

Students may not enroll in course above their assessed skill level. Students placing into developmental or ESOL reading courses are required to register for this coursework in their initial semester and continue the course sequence until completion. A student's course registration is subject to cancellation if registration is outside of placement requirements. Course refunds are not issued for inappropriate registration.

Test Preparation and Scheduling

Sample test questions and math study guides are available at **www.nhcc.edu/testing**. To inquire about testing or schedule a testing appointment, contact:

- NHCC Testing Center: 763-424-0928
- Buffalo High School testing: 763-424-0730
- Remote testing information: 763-424-0857

Students requiring disability accommodations should contact the Disability Access Service Office at 763-493-0555(V) or 763-493-0558(TTY) before scheduling an appointment.

4. Complete Orientation

All new students at North Hennepin Community College are required to complete Orientation prior to registering for classes. During orientation, students receive important information about NHCC and work with counselors and advisors to register for courses that are meaningful and appropriate to their educational goals. The orientation schedule and sign up process can be accessed at **www.nhcc.edu/orientation**.

5. Register for Classes

All admitted students receive an 8-digit Student ID number and a 6-digit Password, which is the student's secure access to their online eServices account (**www.nhcc.edu**). Students use their eServices account for all registration (add, drop and withdraw) transactions. Students are advised to register carefully and print a copy of all screen transactions. Students are responsible for all financial obligations incurred as a result of registration transactions.

6. Pay Tuition and Buy Books

Tuition and Fees Rates

Tuition and fee rates are established by the Minnesota State College and University (MnSCU) Board.

2010-2011*	Classroom	Online	Nursing
Tuition and Fees per credit:	$165.45	$180.70	$187.65

Per credit fees includes tuition and:
$6.00 technology fee
$3.20 parking/security fee (excluded from Online fee)
$5.00 student life fee (excluded from Online fee)
$0.31 MN State College Student Association (MSCSA) fee
$5.00 MN Online fee (included in Online fee only)

** For current tuition and fee rates, visit **www.nhcc.edu/tuition**.*

Special Fees

- Special Course Fees – Some courses such as rock climbing, bowling, ceramics, field study, golf, music lessons, photography, skiing, theatre, etc. have additional fees. Special course fee information is indicated in the course note section in the online Course Schedule.
- Senior Citizen Rates – MN Senior citizens (66 years of age or older) may register on a space available basis at a reduced rate of $20 per credit. Space availability is defined as beginning the second day of the term.
- Returned Check Charges – A service charge of $30 is assessed for each returned check, draft, or money order.

Payment

Students are responsible for making tuition and fee payment arrangements by the published due date each term. See **www.nhcc.edu/dates**. Tuition invoice statements are not mailed, but may be accessed through the student's eServices account at **www.nhcc.edu**. It is the student's responsibility to read all e-mail sent reminders on behalf of NHCC. The College reserves the right to cancel registration for students who have not made the appropriate payment arrangements. North Hennepin Community College accepts Visa, MasterCard and Discover Card payment and also offers a payment plan.

Managing your Registration

Add

Drop

Withdrawal

Registration Limits

Registration Cancellation Policy

Tuition Refunds for Total Drop or Withdrawal

Attendance Policy

Last Date of Attendance, Early Withdrawal and Return of Financial Aid

All registration (add, drop, and withdrawal) transactions are to be completed online at **www.nhcc.edu** through the student's eServices account and requires the student's Student Tech ID and Password. Students also use this site to check on financial aid status and make payment of tuition and fees. Students are advised to register carefully and print a copy of all screen transactions. Students are responsible for all financial obligations that result from registration transactions.

Add

Students may add a course through the fifth business day of the term or through the first business day after the first scheduled class meeting, whichever is later.

Drop

Students may drop a course through the fifth business day of the term or through the first business day after the first scheduled class meeting, whichever is later. A dropped course means the course does not appear on your transcript and generates a full refund of tuition and fees.

Withdrawal

After the add/drop period has passed, removing yourself from a course results in a withdraw. A course withdrawal appears as a "W" on your transcript. A "W" does not affect GPA, but does affect completion rate, and may jeopardize your academic progress and/or financial aid.

Refunds are issued only for a total withdraw (withdrawal from ALL classes) and only through the refund period (see Refund Policy). Non-attendance or non-payment does not constitute a withdrawal from class.

For full-term length courses, the withdraw period extends through approximately 80% of the term. Courses of adjusted length have adjusted withdraw deadlines. Refer to the course schedule for course-specific withdraw dates.

Withdrawing may require repayment of financial aid. Financial aid recipients considering a total withdraw are advised to contact the Financial Aid Office for information regarding the repayment of financial aid.

Registration Limits

Students, with the exception of PSEO, may register for a maximum of 20 credits each Fall and Spring Semester or 12 credits in Summer Session. PSEO students may register for a maximum of 16 credits each Fall and Spring Semester. Students with a cumulative GPA of 3.0 or higher and cumulative completion rate of 80% or higher may request a waiver of these limits from a counselor or advisor.

Registration Cancellation Policy

Students are responsible for making payment arrangements by the payment deadline to avoid possible cancellation of registration. The College reserves the right to cancel registration for non-payment or non-deferment.

Registration is not dropped for:

- Students who make payment in full
- Students whose FAFSA results have been received by NHCC
- Students who have documented outside party payment authorizations
- Students who have applied for a payment plan
- Students who are enrolled as PSEO
- Students who have met the requirements for a GI Bill deferment
- Students who have paid the minimum down payment requirement

Tuition Refunds for Drop or Total Withdrawal

Students who drop or totally withdraw from college have tuition and fee refunds processed according to the following schedule:

Fall and Spring Semesters

Refund Period for Full Semester Courses*	Refund Amount
Course or courses dropped through the 5th business day of the term (courses are removed from transcript)	100%
Total withdrawal from all courses the 6th - 10th business day of the term ("W" on transcript)	75%
Total withdrawal of all courses the 11th - 15th business day of the term ("W" on transcript)	50%
Total withdrawal of all courses the 16th - 20th business day of the term ("W" on transcript)	25%
After the 20th business day of the term ("W" on transcript)	0%

Summer Session

Refund Period *	Refund Amount
Course or courses dropped through the 5th business day of the term	100%
Total withdrawal from all courses the 6th - 10th business day of the term ("W" on transcript)	50%
After the 10th business day of the term ("W" on transcript)	0%

**Late start, adjusted-length courses must be dropped no later than the following business day following the first class session to qualify for a full refund.*

Attendance Policy

Students are expected to attend and participate in all sessions of each class in which they are enrolled. Students are advised to notify the faculty member - in advance whenever possible - of any absence. It is the students' responsibility to adjust (add/drop) their course registration within the add/drop period if their anticipated "life events" will conflict with course attendance/participation expectations as stated in the syllabus.

Faculty members are expected to provide a course syllabus to students within the first week of class for full term courses and within the first session for short term courses. The syllabus should include clearly stated attendance/participation expectations and treatment of absences for "life events." Best practice syllabus statements, allowing for flexibility, range from "make-ups are allowed for all absences" to "make-ups are not allowed, but assignments/quizzes/tests may be dropped." Faculty members have the authority to assign an FN (failure for non-attendance) for any student who has never attended or who has stopped attending and who did not officially drop/withdraw.

The College reserves the right to deregister a student who does not attend the first class session if it is in the best interest of the College. Deregistration may negatively impact financial aid, veteran's benefits, and international student status.

The College will default to syllabus statements when conflicts related to attendance/participation occur between the faculty member and the student.

Faculty and student responsibilities for military deployment are delineated by the following policies and state statute:

- System Procedure 5.12.1, **www.mnscu.edu/board/procedure/512p1.html**
- Minnesota Statute 192.502, **www.revisor.leg.state.mn.us/statutes/?id=192.502**

Last Date of Attendance, Early Withdrawal, and Return of Financial Aid

In accordance with federal regulations, the Financial Aid Office reviews the last date of class attendance/participation for all students and calculates the return of Title IV financial aid funds for students whose last date of attendance is prior to the 60% point of the term. If a return of aid is required, the funds are 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, Academic Competitiveness Grant and Federal SEOG. Examples of the withdrawal calculation are available upon request from the Financial Aid Office.

Students are responsible for full repayment of all aid canceled due to lack of attendance/participation in their classes.

Resources

Accounting and Fees
Admissions and Outreach
Adult Education and Training
Alumni Relations
Books and Supplies
Bridge to Academic Success
Campus Art Collection
Campus Center
Career Planning
Cornerstone Scholars
Counseling and Advising
Disability Access Services
Diversity and Multiculturalism
Email Accounts
English for Speakers of Other Languages (ESOL) Resources
Financial Aid
First Year Experience
Food Service
Health and Wellness
Information Center
Library Resources
Literary Arts Magazine Under Construction
Mathematics Resources
Music Performing Groups
Records and Registration
Recreational Sports and Activities
Safety and Security
Service Learning
Student Life Office
Student Senate
Student Support Services/Federal TRIO Program
Technology Resources
Testing
Theatre Performing Opportunities
Tutoring
Veterans Affairs
Writing Resources
Youth Academy

North Hennepin Community College is proud to offer a variety of resources and services that support the needs of students, faculty and staff. Complete information including contact information and service hours for each area can be found at **www.nhcc.edu**.

Accounting and Fees

ES 41, 763-424-0718, **www.nhcc.edu/tuition**
Students pay tuition and fees and sign up for a payment plan through the Accounting and Fees Office.

Admissions and Outreach

ES 70, 763-424-0724, **www.nhcc.edu/admissions**
The Admissions and Outreach Office works with prospective students and processes applications for admission.

Adult Education and Training (AET)

Northern Light Center (NLC), 763-424-0880
The Adult Education and Training Department offers many opportunities for adult learners, including degrees designed for working adults, continuing education and customized training.

Alumni Relations

ES 35, 763-424-0506
Alumni Services helps alumni stay connected with friends and helps to maximize the value of your NHCC degree.

Books and Supplies

ES 88, 763-424-0808, **www.nhcc.edu/bookstore**
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.

Bridge to Academic Success

ES 69, 763-424-0905, **www.nhcc.edu/cad**
Students who fall below required academic progress standards are required to participate in the Bridge program. Students participate in intervention workshops and develop individualized plans for academic improvement by working closely with Academic Success Advisors.

Campus Art Collection

FAC 154, 763-424-0775, **www.nhcc.edu/finearts**
The Joseph Gazzuolo Fine Art Gallery exhibits paintings, sculptures, prints, and drawings by artists from the northern Midwest, invitational exhibits, nationally circulating shows, and works from the Walker Art Center permanent collection. The gallery displays six exhibits each academic year including the annual high school art exhibit in February and the annual NHCC student art exhibit in April.

Campus Center

CC, 763-424-0804

The Campus Center is the hub of the College and provides facilities, services and programs to accommodate the College community. The large multipurpose area is suitable for dining and other functions. In addition, students may take advantage of student meeting and study rooms, student organization offices, TV entertainment area, computers, and patio area. Food Service, Campus Security and Student Life offices are located in the Campus Center.

Career Planning

ES 69, 763-424-0707, **www.nhcc.edu/career**

The Career Resource Center helps students explore career options and identify educational goals. The center provides a large library of college and occupational materials and offers computerized career assessments free of charge to students and the community. The Career Resource Center also provides students with information about careers and schools, choosing a major, job skills and job opportunities.

Cornerstones Scholars

LRC 164, 763-488-0264

The Cornerstones Scholars Program provides invigorating college-preparation services for promising high school students in the Twin Cities area. Services include testing and skills assessment, financial aid and scholarship tutorials, tutoring services and supplemental instruction, career planning and advising, leadership development opportunities, art and cultural events, summer bridge programs, referrals and a college success course for credit.

Counseling and Advising

ES 69, 763-424-0703, **www.nhcc.edu/cad**

Counselors and advisors offer assistance with registration, educational and career planning as well as intervention assistance with academic difficulties. Our counselors also provide professional personal counseling. Appointments are recommended. Walk-in service is available during the day, Tuesday and Wednesday evenings and limited Saturdays. Advising is available at the Buffalo site periodically during the academic year.

Disability Access Services

LRC 170, 763-493-0555 (763-493-0558 TTY), **www.nhcc.edu/das**

Disability Access Services (DAS) facilitates equal access to NHCC programs, services and activities for students with physical, learning, psychological or other disabilities. Students must request accommodation in advance and provide documentation of the disability. Reasonable and appropriate accommodation may include alternate format for printed materials, note-takers, testing services and sign language interpreters. North Hennepin buildings and grounds are wheelchair accessible. Parking lots are designed with handicapped parking.

Diversity and Multiculturalism

SC 127, 763-424-0850, **www.nhcc.edu/diversity**

The Office of Diversity and Multiculturalism works closely with faculty, staff and students to provide quality programming opportunities which actively promote personal growth and development.

Email Accounts

The College provides each registered NHCC student a free-for-life MetNet email account. The College uses email accounts to send important information pertaining to deadlines, notices and special events. Students are expected to utilize their email account to the extent that permits them to stay abreast of important messages and notices broadcast through student email accounts.

English for Speakers of Other Languages (ESOL) Resources

ES 69, 763-424-0703, **www.nhcc.edu/cad**

North Hennepin offers a variety of services to English language learners. Examples include course placement advising, career advising, specialized tutoring, study skill workshops and resource materials designed to help build English skills.

Financial Aid

ES 48, 763-424-0728, **www.nhcc.edu/financialaid**

All students are encouraged to apply for financial assistance through the Free Application for Federal Student Aid (FAFSA). In 2009-2010, the Financial Aid Office disbursed well over $30 million dollars of financial assistance to students of NHCC.

First Year Experience

LRC 163, 763-424-0752

First Year Experience opportunities help ease the transition into college life for new college students by providing a solid foundation of skills, information and support. Among the many services offered are extended orientation, on-going advising, tutoring assistance, enrollment in learning communities, success seminars, service learning opportunities and social activities.

Food Service

CC First Floor

The College Café is a hub of activity and offers a varied luncheon menu. Vending machine service is available in the Campus Center and also in most classroom buildings.

Health and Wellness

HWC, 763-424-0825, **www.nhcc.edu/recreation**

Student Life makes it possible for NHCC students to use the Weight Room. Work out on state-of-the-art machines or use free weights and equipment. If you have successfully completed PE 1010, you may use the fitness center as long as you are a current student at NHCC. Your Student ID is required to use these facilities.

Information Center

ES Atrium, 763-424-0702

The Information Center is your one-stop location for College publications, application forms, class cancellations, College closings and other information.

Library Resources

LRC, 763-424-0732, **www.nhcc.edu/library**

The Library serves as the information and resource center for students, faculty and staff. The Library provides a vast collection of books, magazines, periodicals and audio-visual items. The Library also maintains an extensive virtual reference collection and tutorial assistance online. Research assistance is available on-site as well as online.

Literary Arts Magazine Under Construction

FAC 154, 763-424-0775, **www.nhcc.edu/graphicdesign**

Under Construction is NHCC's literary and arts magazine. Founded in 1969, the magazine has won nine first-place awards in national competitions, including first place awards in two categories in the Annual Literary Magazine Competition sponsored by the Community College Humanities Association. Under Construction has also won nine first-place awards in the Society for Professional Journalists Competition which includes two- and four-year colleges throughout the Midwest. The literary and graphic design staff for the magazine is comprised of volunteer student editors who work diligently throughout the year to produce the magazine. Their jobs are varied and include soliciting writings and artworks for publication, judging, editing and page layout. Students learn an incredible amount of information during the publishing process–from the conceptual to the economic to the actual production. It's real-world publishing on our own campus.

Mathematics Resources

LRC 169, 763-424-0742, **www.nhcc.edu/tutoring**

The Mathematics Resource Center provides drop-in tutoring for math and math-related subjects. Staff members and trained student-tutors provide individualized assistance. Programmed materials, audio and videotapes, computer-assisted instruction and a mathematics library are available to help improve mathematical skills.

Music Performing Groups

FAC 154, 763-424-0775, **www.nhcc.edu/finearts**

The Music Department offers many opportunities for students to participate in performance groups. The NHCC choirs are known for exploring new music from many world cultures as well as traditional and contemporary choral literature. The Concert Choir rehearses several times a week during the day and is open to all. The Community Choir meets one night a week and is open to all. The Chamber Singers is an auditioned group that performs at concerts and at community venues throughout the year.

The Instrumental Jazz Ensemble is open to all students who are able to read music for their instrument and rehearses one night a week. The Ensemble performs a variety of jazz repertoire and jazz standards.
The Percussion Ensemble is a performance group that plays a variety of composed and/or improvised literature. The ensemble may consist of a combination of traditional drums and percussion instruments and may incorporate non-traditional percussion instruments, such as found items, to produce sound and rhythm. Ability to read musical notation is helpful but not necessary. Enrollment is open to all students.

Records and Registration

ES 70, 763-424-0719, **www.nhcc.edu/registration**

The Records and Registration Office evaluates records for transfer and for graduation.

Recreational Sports and Activities

HWC 165, 763-424-0825, **www.nhcc.edu/recreation**

Through the Student Life Office, Recreational Activities is a great way to improve your health and wellness, make new friends, and develop lifelong skills – all at the same time! Recreational activities include intramural leagues, tournaments, special events and the opportunity to use the weight room. Participants must be currently enrolled students.

Safety and Security

CC 236, 763-424-0807, **www.nhcc.edu/safety**

Safety and Security has two uniformed patrols and student patrols on campus every hour the campus is open. Call Safety and Security to report safety or security concerns, get car jump-starts, receive security escorts, etc. In compliance with federal law, the Safety and Security Department produces an annual Campus Security Report. The report is available online at **www.nhcc.edu/safety**. A hard copy is available upon request.

Service Learning

LRC 162, 763-488-0409, **www.nhcc.edu/servicelearning**

Service learning links classroom instruction to meaningful service in the community, giving students the opportunity to practice real-world, work, life, and interpersonal skills.

Student Life Office

CC 106, 763-424-0804, **www.nhcc.edu/studentlife**

Student Life offers a wide variety of programming outside the classroom, including student organizations, recreational activities, art, music, theatre and literary opportunities. Student Life provides an informal atmosphere for students to get to know one another as well as provide opportunities to enhance leadership skills. Student Life works closely with various academic departments to provide extra-curricular, social, recreational, cultural and educational opportunities. The Student Life Office together with the Student Life Committee develops and monitors all budgets and expenditures funded by the Student Life fee in accordance with MnSCU Policy 2.8 and College policies and procedures.

Student Senate

The North Hennepin Community College Student Senate is a member of the Minnesota State College Student Association (MSCSA), which represents student issues and concerns with the Minnesota State Colleges and Universities (MnSCU) Board of Trustees. The Student Senate and the MSCSA provide opportunities for students to be involved at the College, state and federal level.

Student Support Services/Federal TRIO Program

FAC 103, 763-424-0937, **www.nhcc.edu/sss**

The Student Support Services (SSS) Program is funded by the Federal Department of Education to serve 230 NHCC students. Participants choose from a variety of services, 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.

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:

- First-generation college student (neither parent graduated with a four-year college degree), *or*
- Meet federal low-income guidelines, *or*
- Have a documented disability.

Technology Resources

The Library in the LRC is equipped with computers for student use while the CBT is under construction. When complete, the new building will provide 13 more classrooms and additional computers and lab space.

The Fine Arts Building houses a lab with 20 Macintosh computers, which are available for students in Graphic Design programs. These computers run Desktop Publishing and Graphics software.

Testing

ES 108, 763-424-0928, **www.nhcc.edu/testing**

The Testing Center administers ACCUPLACER placement tests to new students, make-up tests for students who have made the proper arrangements with an instructor, and testing accommodations for students with disabilities who receive appropriate approval from the Disability Access Services Office.

The Testing Center also serves as a testing site for the General Education Development (GED) certificate examinations, the College Level Examination Program (CLEP) and may be used as a proctor site for online course tests.

Theatre Performing Opportunities

FAC 154, 763-424-0775, **www.nhcc.edu/finearts**

The Theatre Department produces four shows each academic year ranging from productions with a small cast to large dramas and comedies to musical theatre productions. All students are welcome to audition. There is usually one audition period early each semester for the two productions to be done during that semester.

Tutoring

LRC 169, 763-424-0927, **www.nhcc.edu/tutoring**

Peer tutors are available weekdays and also several evenings each week to help students with subject matter from numerous courses. Tutors work individually with students or lead small study groups both in class and outside of class in order to provide learning assistance. Tutors typically help students work through ideas, develop study strategies, generate ideas for assignments and engage with course material. Computers are also available for writing papers and/or improving skills.

Veterans Affairs

ES Atrium, 763-493-0573, **www.nhcc.edu/veterans**

Veterans, current or past military members and military families may depend upon the Veterans Resource Center for the broad range of resources and programs that are available to student veterans. Experts in Veterans Affairs are available to certify military forms and to provide educational advising and planning assistance.

Writing Resources

LRC 169, 763-424-0934, **www.nhcc.edu/tutoring**

The Writing Center offers individualized assistance to students with writing assignments. The Writing Center 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.

Youth Academy

CBT, 763-424-0808, **www.nhcc.edu/ya**

NHCC Youth Academy offers exciting classes to expand student knowledge develop skills and pursue special interests in a fun, creative environment on the campus of North Hennepin Community College. The instructors are enthusiastic and talented experts in their fields.

Academic Policies & Expectations

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Alternative Credit Options / Credit for Prior Learning

North Hennepin Community College offers several alternative options for earning academic credit. In general, the following applies to alternative credit options:

- Unless otherwise indicated, there is no limit to the amount of credits earned through alternative methods. It is important to note that credits earned through alternative methods are not resident credits and may not be used to satisfy resident credit requirements for graduation.
- The evaluation of alternative coursework requires the student to provide official documentation/transcripts of the earned credit to Records and Registration.
- Unless otherwise indicated, credits earned through alternative methods are noted on the student's transcript as transfer credit, but with no letter grade.
- Equivalent course credit shall be granted for credits earned through alternative methods which are substantially similar to an existing course.
- Elective course credit shall be granted for credits earned through alternative methods which are college-level, but not substantially similar to an existing course.
- Credits granted through alternative credit methods may or may not be accepted in transfer when transferring to another institution.

For more information and links to alternative credit options, visit **www.nhcc.edu/transfer** or contact Adult Learning at 763-424-0730, Counseling and Advising at 763-424-0703, or the Transfer Specialist at 763-424-0701.

Advanced Placement (AP)

Advanced Placement program offers more than 30 courses across multiple subject areas. AP courses are high school courses taught with the breadth of information and rigor of corresponding college courses. College credit shall be granted for AP examinations with a score of three (3) or higher.

College Level Examination Program (CLEP)

CLEP examinations developed by the College Board allow students to demonstrate college-level achievement in 33 college-level introductory subject areas. North Hennepin is a testing site. Call 763-424-0928 to make an appointment to take a CLEP test.

Credit by Examination

Provided no CLEP exam exists, currently enrolled students who have the knowledge and skills comparable to those obtained by completing a specific course, may arrange to take a Credit by Examination for that course in accordance with the following:

- Students may not exchange/replace a Credit by Examination for a course in which they are currently enrolled.
- The student must first consult with the Director of Adult Learning to determine whether credit for a particular course may be earned through credit by examination.
- If so, the student completes the Credit by Examination form (available from Records and Registration) and the faculty member and academic dean authorize their approval by signing the form.
- Upon approval, the student submits the form and non-refundable fee to Records and Registration.
- The balance of the full per credit tuition payment is due after passing the credit by examination.

International Baccalaureate (IB) Credit

The International Baccalaureate (IB) program is an internationally recognized program of rigorous study for high school students. The examination for the diploma covers six subjects. College credit shall be granted for individual higher level IB examination scores of 4 or higher.

Independent Study

Independent study in a particular discipline requires prior approval from the appropriate academic dean after consultation with the faculty member regarding the purpose and expected outcomes of the independent study course.

- Independent study may not replace an existing course.
- Independent study is generally reserved for advanced inquiry and research into a discipline.
- The fee for independent study is the current per credit tuition rate.
- Credits earned through independent study are recorded on the transcript and graded with the letter grade earned.
- The maximum number of credits that may be earned through independent study is 12.

Military Education and Experience through DANTES

North Hennepin Community College considers academic credit for military education and experience gained while on active duty by utilizing DANTES. DANTES works with the American Council on Education (ACE), which conducts the Military Evaluation Program and the Military Installation Voluntary Education Review (MIVER) Program, and the American Association of State Colleges and Universities (AASCU), which conducts the Service members Opportunity Colleges (SOC) Programs.

Prior Learning Assessments (PLA)/Competencies

Students with a variety of work and life experiences may receive college credit for knowledge and skills they have gained outside of a formal classroom. Prior Learning Assessment (PLA) is a process of defining, documenting, measuring, evaluating, and granting credit for prior learning acquired through experience.

- North Hennepin adheres to MnSCU policies and procedures on prior learning assessment and the Council for Adult and Experiential Learning (CAEL) national standards for awarding college credit for previous learning.
- Assessment of competencies may include standardized testing, evaluation of previous training and certifications, demonstration, written documentation, performance, evaluator/student discussions and/or portfolio assessment.
- Credits earned are recorded on the student's transcript in the semester for which the student registers with a grade of P (pass) or NC (no credit). The student may receive other documentation that denotes grade equivalencies.

For more information, contact the Director of Adult Learning at 763-424-0730.

Grading System

Grade Point Average (GPA) – GPA is determined by adding all grade points and dividing by the sum of all GPA Credits. Grades of A, HA, B, HB, C, D, or F are calculated in grade point average; grades of AU, FN, I, NC, P, and W are not calculated in grade point average.

Grades and Grade Points

A = 4 grade points
HA = 4 grade points
B = 3 grade points
HB = 3 grade points
C = 2 grade points
D = 1 grade points
F = 0 grade points

AU Audit – An audit must be declared in person at the Records and Registration Office prior to the start of the term or the course. Regular tuition rates apply for audited courses. Audited courses are not eligible for financial aid and may not be applied toward a degree.

FN Failure for Non-attendance – An FN (and corresponding last-date-of-attendance) may be assigned at the discretion of the instructor when students have never attended or are no longer attending or completing class assignments.

HA, HB Honors Option – The student has completed the course with an Honors Option and received a grade of either an A or a B.

I Incomplete – An incomplete may be assigned at the discretion of the instructor when students have completed most of the course work at a passing level, cannot complete the remaining work on schedule because of illness or other unusual circumstance, and have requested a grade of incomplete. A grade of I is a temporary grade and will automatically become 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 the required course work is not completed.

NC No Credit – An NC is assigned for no achievement and reserved for developmental coursework numbered below 1000.

P Pass – Individual students do not have the option of requesting the P/NC grading method; only courses selected by NHCC are graded using P/NC or P/F.

W Withdraw – A W is student initiated and recorded when a student officially withdraws during the withdraw period (after the add/drop period and through @ 80% of the term and/or course).

Repeated credits: Repeats may be allowed in order to improve a grade or review course material. All grades appear on the transcript, but the highest grade is used in calculating GPA.

Academic Amnesty

To be considered for academic amnesty, a student must:

- Have at least a five year continuous break from credit-based coursework at NHCC
- Upon returning to NHCC, complete a minimum of 12 credits with a 2.0 cumulative GPA

A student who has met these conditions may request academic amnesty by first meeting with a counselor or advisor to discuss options and then filing an appeal with the Registrar. All courses and grades remain on the transcript, however all D and F grades earned prior to the date of academic amnesty will not count in the student's GPA. Federal financial aid regulations do not recognize academic amnesty. Subsequent transfer institutions may or may not recognize the academic amnesty granted by North Hennepin Community College.

Grade Reports

Student grade reports are not mailed. Grade reports are accessible through eServices at **www.nhcc.edu** using your Student ID and Password.

Graduation Requirement

Students have four years to complete their graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

Honors Recognition

Dean's List

The Dean's List is prepared after each fall and spring semester. Students completing 12 or more college-level credits during the semester who earn a minimum grade point average of 3.50 receive recognition.

Honor Society

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.

Honors recognition is bestowed at graduation for the following students:
NHCC Scholar – Associate degree and advanced certificate students graduating with a GPA of 3.50 or better in all courses taken at NHCC (20 credit minimum)

Honors Program – Graduates completing the Honors program requirements

Honor Society – Graduates who are members of Phi Theta Kappa

Privacy of Education Records Policy

North Hennepin Community College complies with the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA) and other applicable laws and regulations concerning the handling of education records.

Directory Information

At North Hennepin Community College, the following student information is designated as public Directory Information and may be released by the College without consent:

- Student's name
- Dates of attendance
- Date of graduation
- Degrees and honors received
- Email address
- Enrollment status (full-time, part-time, etc.)
- Major field of study
- Most recent prior educational institution attended
- Participation in officially recognized activities and sports
- Photographs

Notice to Students about Directory Information

A student may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the NHCC Registrar in writing. The non-disclosure request will be honored until rescinded by the student.

For the complete Privacy of Education Records Policy, refer to **www.nhcc.edu/policies**

Satisfactory Academic Progress Policy

Students must maintain Satisfactory Academic Progress (SAP) to be eligible to attend North Hennepin Community College and receive financial aid. The College policy is based upon federal Title IV regulations, Minnesota Statutes Chapter 136 A, and MnSCU Board Policy 2.9.

The College President shall be responsible for the implementation of the Satisfactory Academic Progress (SAP) Policy. The Registrar shall be responsible for overseeing that the MnSCU student data system (currently ISRS) is used for monitoring and recording SAP. The Associate Dean of Financial Aid and the Dean of Student Affairs shall be responsible for monitoring SAP in compliance with this policy. At a minimum the SAP policy shall be posted to the NHCC financial aid web pages and printed in the NHCC student planner.

Progress Standards

North Hennepin Community College shall monitor all credits for all students, whether or not a student receives financial aid. The standards below shall be applied beginning with the student's 6th attempted credit.

- Qualitative: Grade Point Average (GPA) All students must maintain a minimum cumulative GPA of 2.0.
- Quantitative: Completion Rate All students must maintain a minimum cumulative completion rate of 67%.
- Maximum Time Frame: 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. Students pursuing a double major or a second degree are eligible to receive financial aid until their cumulative registered credits equals 150% of the required number of credits for their dual or second program.

Evaluation Period

Academic progress is evaluated at the end of each term (fall, spring and summer).

Failure to Meet Standards

- Probation: Students who do not maintain satisfactory academic progress are placed on probation. Students on probation are allowed to register and receive financial aid.
- Continued Probation: Students on probation who earn a term GPA of 2.5 and a term completion rate of 100% continue on probation and are allowed to register and receive financial aid.
- Suspension: Students on probation who do not meet either the cumulative progress standards or the term continued probation standards are placed on suspension. Suspended students are unable to register and/or receive financial aid until an appeal is approved or satisfactory academic standards are met.
- Maximum Time Frame: Students who fail to meet the maximum time frame standard are immediately suspended from financial aid eligibility.
- Suspension due to Extraordinary Circumstances: Eligibility for registration and financial aid 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 registers 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. In addition, 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 for which they are receiving financial aid.

Notification

Students shall be notified in writing of their probation and/or suspension status as well as the result of all appeals.

Appeals

Students have the right to appeal their suspension status based on unusual or extenuating circumstances, including, but not limited to death of a relative, or an extended illness, hospitalization, or injury of the student. Appeals require appropriate supporting documentation.

- Academic Suspension: To appeal academic suspension, students need to complete an Appeal Academic Suspension form. Academic Appeals are reviewed by Counselors and Advisors in accordance with the BTAS (Bridge to Academic Success) Program.
- Financial Aid Suspension: To appeal a financial aid suspension, students need to complete an Appeal Financial Aid Suspension form. Financial aid appeals are reviewed by the Financial Aid Appeal Committee.

Appeals of adverse decisions shall be considered by an Appeals Committee.

Reinstatement

Academic reinstatement may be separate from financial aid reinstatement. It is possible to regain eligibility to register for classes, but not regain eligibility for financial aid. Neither a period of absence from college, nor paying for classes out-of-pocket is sufficient to reinstate eligibility.

- Academic Reinstatement: Students on academic suspension may regain eligibility to register only after an academic suspension appeal is approved. Such students remain on academic suspension and subject to the conditions of the appeal.
- Financial Aid Reinstatement: Students on financial aid suspension may regain eligibility for financial aid only after a financial aid suspension appeal is approved. Such students remain on financial aid suspension and subject to the conditions of the appeal.
- Return to Academic/Financial Aid Good Standing: Students return to good standing only after achieving a cumulative GPA of 2.0 and a cumulative completion rate of 67%. Such students are no longer on suspension and are eligible to register and receive financial aid.

For the complete Satisfactory Academic Progress Policy, refer to **www.nhcc.edu/sap**

Student Classification

Full-Time Students

A student enrolled in 12 or more credits per term. State Financial Aid programs or Veteran's programs may require higher credit loads for maximum eligibility.

Part-Time Students

A student enrolled in fewer than 12 credits per term.

Transcripts

Requests for official transcripts must be made in writing. It is not necessary to request that transcripts be sent between colleges and universities that belong to the MnSCU–MN State Colleges and Universities–system. A student's academic record at one MnSCU institution may be accessed by another MnSCU institution in order to evaluate credits for transfer and academic progress.

Transfer

Students requiring an evaluation of previous coursework for purposes of satisfying a prerequisite or determining progress toward a degree must furnish an official transcript from previously attended institutions. It is not necessary to request that transcripts be sent between colleges and universities that belong to the MnSCU – MN State Colleges and Universities – system. A student's academic record at one MnSCU institution may be accessed by another MnSCU institution in order to evaluate credits for transfer and academic progress.

In general, course credit (up to a maximum of 44 accepted credits) will be considered for transfer in accordance with the following:

- Coursework must be completed at an accredited college or university.
- Coursework must be comparable in nature, content and level to coursework offered by NHCC.
- Coursework in which an A, HA, B, HB, C, D or P was earned will be considered for transfer. If the student's cumulative GPA at the originating institution is less than a 2.00, D grades will not be accepted in transfer unless the course meets a MnTC goal at that institution.
- Credit for non-equivalent college-level professional, occupational courses will be considered as electives up to a maximum of 16 credits.
- Coursework transfers in NHCC without GPA, unless stated otherwise within degree requirements.

For transfer information go to **www.mntransfer.org**.

Students have the right to a clear, understandable transfer process, a fair credit review, and an explanation of why credits are or are not accepted. A student has the right to appeal a transfer evaluation through four (4) steps if necessary:

- Step 1: The initial appeal is to the NHCC Transfer Specialist. In this step, the student provides any additional supporting documentation regarding transfer requests, such as course descriptions or course syllabi.
- Step 2: If the initial appeal is not resolved, the student may appeal to the NHCC Academic Dean overseeing the corresponding discipline or program. The Dean will consult with faculty as appropriate. Students are required to meet with an Academic Advisor to prepare for this appeal step.
- Step 3: If the step 2 appeal is not resolved, the student may appeal to the NHCC Vice President of Academics and Student Affairs.
- Step 4: If the step 3 appeal is not resolved, the student may appeal to the MnSCU Transfer Staff within the Office of the Chancellor. The decision of the MnSCU Office of the Chancellor Transfer Staff is final and binding on all parties.

The student shall be notified in writing of all appeal decisions.

Student Rights and Responsibilities

Detailed student policies as well as student rights and responsibilities can be found in the annual Student Planner and on the College website at **www.nhcc.edu/policies**. Please refer to these resources for:

- Academic Amnesty
- Add, Drop, Withdraw, and Refunds
- Alcohol and Drug Free Campus
- Class Attendance and Participations
- Code of Conduct
- Complaints and Grievances
- Copyright and Intellectual Property
- Grading
- Non-Discrimination in Employment and Education Opportunity
- Privacy of Education Records
- Safety and Security / Crime and Security Report
- Satisfactory Academic Progress
- Smoking
- Student Involvement in Decision-Making
- Student Rights and Responsibilities
- Transfer of Credit
- Tuition Refunds, Withdrawal and Waivers

Student Contacts

General Harassment and Student Code of Conduct:
Jim Borer, Associate Dean of Student Success Programs
LRC 155, 763-424-0736, jim.borer@nhcc.edu

Sexual Harassment and/or Racial Harassment:
Jim Borer, Associate Dean of Student Success Programs
LRC 155, 763-424-0736, jim.borer@nhcc.edu

Jackie Olsson, Associate Dean of Financial Aid and Scholarship
ES 51, 763-424-0756, jackie.olsson@nhcc.edu

Jaime Simonsen, Dean of Adult Education and Training
CBT 122, 763-424-0887, jaime.simonsen@nhcc.edu

504/American Disabilities Act:
Kitty Hennemann, Director of Student Life,
CC 112, 763-424-0803, kitty.hennemann@nhcc.edu

Academic and/or Student Affairs Issues:
Elaina Bleifield, Dean of Science, Math and Health Careers
SC 120C, 763-424-0868, elaina.bleifield@nhcc.edu

Jim Borer, Associate Dean of Student Success
LRC 155, 763-424-0736, jim.borer@nhcc.edu

Mary Diedrich, Dean of Student Success Programs
LRC 156, 763-434-0912, mary.diedrich@nhcc.edu

Renae Fry, Interim Dean of Business Career Programs
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Margaret Kotek, Associate Dean of Nursing
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Karen Kraft, Dean of Student Affairs
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Education Plan

Curricular Goals

Learner Outcomes Assessment

Associate Degree Programs

Certificate Programs

Minnesota Transfer Curriculum/Goal Areas

Course Delivery Options

Curricular Goals

North Hennepin Community College provides curricula to meet these goals:

- Lower division transfer curriculum that provides the first two years toward a liberal arts bachelor's degree program.
- Associate of Science programs designed to articulate to four-year professional programs.
- Associate of Fine Arts transfer to a designated fine arts discipline bachelor's degree program.
- 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.
- Enrolling in college courses for personal and professional enrichment is also encouraged. Students may complete as many degree programs at North Hennepin Community College as desired.

When students receive degrees from North Hennepin Community College, they will have demonstrated that they have:

- Knowledge of concepts, principles and methods of academic disciplines and can apply their knowledge in real-life situations.
- Knowledge, skills and attitudes for becoming life-long learners, including critical thinking, personal responsibility and self-awareness.
- Communication skills that provide a foundation for participation in family, academic, career and community settings.
- The ability to function in complex, diverse environments.

North Hennepin Community College degrees include:

Associate in Arts Degree

Primary Purpose:

- Designed for transfer
- Fulfills lower division general education requirements at all MnSCU institutions and some private institutions

Credit Length: 60 credits

MnTC Requirements: 40 credits in all 10 goal areas

Other Course Requirements: Health and Physical Education courses (3 credits)

Associate in Science Degree

Primary Purpose:

- Designed for transfer
- May also be used for career preparation

Credit Length: 60 credits

MnTC Requirements: 30 credits in 6 goal areas

Other Course Requirements: 30-34 professional/technical credits

Associate in Applied Science Degree

Primary Purpose:
- Designed for career preparation
- May also be used for transfer

Credit Length: 60-72 credits
MnTC Requirements: 20 credits in 3 goal areas
Other Course Requirements: 40-52 professional/technical credits

Associate in Fine Arts Degree

Primary Purpose:
- Designed for transfer to BFA or BA art programs
- May also be used for career preparation

Credit Length: 60 credits
MnTC Requirements: 24 credits in 6 goal areas
Other Course Requirements: 40 professional/technical credits

Learner Outcomes Assessment

North Hennepin Community College conducts assessment of student learning 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 Community College, 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, but all faculty and staff work together to help students achieve the College's educational goals:
- Discipline, knowledge and the ability to apply it
- Life-long learning and critical thinking skills
- Effective communication skills
- The ability to function in complex, diverse environments

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.

The A.A. Degree requires a minimum of 60 semester credits.

A student shall:
- Earn 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 of the 60 semester credits required for the A.A. Degree at NHCC.
- 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 four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their 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).
3. 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/she is encouraged to work with a counselor or adviser to fulfill requirements for transfer to the other institution.

North Hennepin Community College offers the following A.A. degree program:
- A.A. with an emphasis in Liberal Arts and Sciences
- A.A. with an emphasis in History

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 60 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 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 four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

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

Associate in Science (A.S.) Degree

The Associate in Science (A.S.) degree is intended for students whose primary goal is to prepare for transfer to complete a bachelor's degree at a college or university who North Hennepin Community College has an articulation agreement and/or complete the credentials for a specific career. 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 60 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 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 four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

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

- Accounting
- Biology
- Business Computer Systems and Management
- Business Management
- Chemistry
- Computer Science
- Construction Management
- Criminal Justice
- (Pre) Engineering
- Graphic Design
- Individualized Studies
- Law Enforcement
- Marketing
- Mathematics
- Nursing
- Paralegal
- Physical Education

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 60-72 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 four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

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

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

See the NHCC website (**www.nhcc.edu**) and student publications for degree application deadlines.

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). 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.

North Hennepin Community College offers the following Certificate programs:

Academic English Language Proficiency Certificate
Accounting
- Accounting Essentials
- General Accounting
- Small Business Accounting

American Sign Language
Building Inspection Technology
- Building CORE Certificate
- Building Inspection Technology Certificate
- Building Permit Technician
- Construction Management
- Housing Inspection
- Public Works

Business Computer Systems and Management
- Desktop Publishing Essentials
- E-Commerce Essentials
- E-Commerce Professional
- Microsoft Office Administrative Professional
- Microsoft Office Essentials
- Microsoft Office Fundamentals
- Microsoft Office Introduction
- Microsoft Office Specialist
- Microsoft Office Technical Professional
- Word Processing Essentials

Business Management
- Advertising
- Business Communication Essentials
- Entrepreneurship
- Finance
- General Business
- General Management
- General Marketing
- Leadership Essentials
- Management
- Marketing
- Retail Management
- Sales

Chemistry
- Chemistry Laboratory Assistant

Computer Science
- Application Programming
- Game Programming
- Internet Programming
- .NET Programming
- Object Oriented Programming

Paralegal
Personal Training

Minnesota Transfer Curriculum

(effective date 7-1-2010)

At North Hennepin Community College, the Minnesota Transfer Curriculum (MnTC) provides the general education distribution requirements for the Associate of 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.

The Minnesota Transfer Curriculum (MnTC) is an agreement among Minnesota public institutions that aids in transfer among public colleges and universities in 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 within particular Goal Area(s) by the previous institution will be accepted at North Hennepin Community College within the same Goal Area(s).

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.

	Title	Credits
Engl 1140	Business Communications	3
Engl 1201	College Writing I	4
Engl 1202	College Writing II	2
Spch 1010	Fundamentals of Public Speaking	3
Spch 1110	Principles of Interpersonal Communication	3
Spch 1210	Small Group Communication	3
Spch 1410	Human Communication Theory	3
Spch 1710	Oral Interpretation and Traditions	3
TFT 1710	Oral Interpretation and Traditions	3

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 fulfills the Critical Thinking requirement.

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. The courses must come from at least two different departments and at least one must be a lab course.

	Title	Credits
Anth 1020	Introduction to Physical Anthropology: Anthropology, Archaeology, and Prehistory	3
Biol 1000	Life Science	4
Biol 1001	Biology I	4
Biol 1002	Biology II	4
Biol 1030	Boundary Waters Canoe Area Field Biology	4
Biol 1120	Human Biology	3
Biol 1160	Global Environment Field Biology	4
Biol 1200	Current Environmental Issues	4
Biol 1350	Biology of Women	3
Biol 1360	Biology of Women with a Lab	4
Biol 1610	Field Ecology	1
Biol 1650	Human Biology Series	1
Biol 2020	Animal Biology	4
Biol 2030	Plant Biology	4
Biol 2100	Microbiology	4
Biol 2111	Human Anatomy and Physiology I	4
Biol 2112	Human Anatomy and Physiology II	4
Chem 1000	Chemistry and Society	4
Chem 1010	Introduction to Chemistry	4
Chem 1030	Introduction to Physical Sciences	4
Chem 1061	Principles of Chemistry I	4
Chem 1062	Principles of Chemistry II	4
Geog 1010	Physical Geography	3
Geol 1010	Minnesota Field Geology Series: Glacial Geology	2
Geol 1020	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	2
Geol 1030	Minnesota Field Geology Series: Fluvial Geology	2
Geol 1040	Minnesota Field Geology Series: Caves, Karst and Ancient Seaways	2
Geol 1110	Physical Geology	4
Geol 1120	Historical Geology	4
Geol 1130	Rocky Mountain Field Study	4
Geol 1150	Boundary Waters Field Geology	4
Geol 1160	Global Environmental Field Geology	4
Geol 1850	Oceanography	3
Geol 1851	Oceanography Lab	1
Nsci 1010	Science of Disaster Workshop	1
Nsci 1020	Science of Disaster Workshop	1
Nsci 1030	Science of Disaster Workshop	1
Nsci 1050	Astronomy	4
Nsci 1060	The Solar System	3
Nsci 1061	Solar System Lab	1
Nsci 1070	Concepts of the Stars and Universe	3
Nsci 1110	Minnesota's Natural History	4
Phys 1000	Conceptual Physics	4
Phys 1030	Introduction to Physical Sciences	4
Phys 1050	Astronomy	4
Phys 1060	The Solar System	3
Phys 1061	Solar System Lab	1
Phys 1070	Concepts of the Stars and Universe	3
Phys 1071	Stars and the Universe lab	1
Phys 1120	Meteorology	4
Phys 1140	Energy Aspects of Our Physical Environment	3
Phys 1201	Principles of Physics I	5
Phys 1202	Principles of Physics II	5
Phys 1601	General Physics I	5
Phys 1602	General Physics II	5

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 one college level math or logic course.

	Title	Credits
Math 1010	Survey of Mathematics	3
Math 1130	Elementary Statistics	3
Math 1140	Finite Mathematics	3
Math 1150	College Algebra	3
Math 1170	Trigonometry	4
Math 1180	Pre-Calculus	5
Math 1200	Calculus Survey	3
Math 1221	Calculus I	5
Math 1222	Calculus II	5
Math 2010	Probability and Statistics	3
Math 2220	Calculus III	5
Math 2300	Linear Algebra	3
Math 2400	Differential Equations	3
Math 1050	Introduction to Logic	3

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.

	Title	Credits
Anth 1010	Introduction to Anthropology:Cultural Anthropology	3
Econ 1050	Economics of Crime	3
Econ 1060	Principles of Economics Macro	3
Econ 1070	Principles of Economics Micro	3
Hist 1010	World History: Origins to 1300	3
Hist 1020	World History: 1300 to Present	3
Hist 1110	History of Western Civilization Pre 1550	3
Hist 1120	History of Western Civilization 1550 to Present	3
Hist 1130	History of the Medieval West	3
Hist 1140	History of the Ancient West	3
Hist 1200	History of United States Through 1877	3
Hist 1210	History of the United States Since 1877	3
Hist 1220	American Colonial History	3
Hist 1240	History of the American West	3
Hist 1270	Race in America	3
Hist 1700	History and Popular Culture	3
Hist 2500	World Regional History	3
Hist 2600	Intellectual History	3
Pols 1100	American Government and Politics	3
Pols 1140	State and Local Politics	3
Pols 1600	Modern Governments of the World	3
Pols 1700	World Politics	3
Pols 2130	Constitutional Law	3
Psyc 1150	General Psychology	3
Psyc 1165	Psychology of Adjustment	3
Psyc 1170	Psychology of Gender	3
Psyc 1210	Child Development	3
Psyc 1220	Adult Development	3
Psyc 2320	Abnormal Psychology	3
Psyc 2330	Personality	3
Psyc 2340	Human Sexuality	3
Soc 1110	Introduction to Sociology	3
Soc 1710	Introduction to Criminal Justice	3
Soc 1750	Families in Crisis	3
Soc 2110	Principles of Social Psychology	3
Soc 2210	Minority Groups	3
Soc 2730	Introduction to Corrections	3

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. Designated Themes: Students must take courses in each of Goal Areas 7, 8, 9, and 10: 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.

	Title	Credits
Arbc 1030	Arab Cultures	3
Art 1040	Introduction to Art	3
Art 1101	Photography I	3
Art 1102	Photography II	3
Art 1160	Digital Photography	3
Art 1270	Digital Video Production	3
Art 1301	Two Dimensional Design I	3
Art 1302	Two Dimensional Design II	3
Art 1310	Three Dimensional Design	3
Art 1320	Introduction to Sculpture	3
Art 1340	Fundamentals of Color	3
Art 1361	Ceramics I	3
Art 1362	Ceramics II	3
Art 1401	Drawing I	3
Art 1402	Drawing II	3
Art 1770	Quilt Arts	3
Art 2180	Art History: Pre-History to the Age of Cathedrals	3
Art 2190	Art History: Renaissance to 21st Century Art	3
Art 2300	Architectural History	2
Art 2611	Painting I	3
Art 2612	Painting II	3
Art 2640	Watercolor	3
Art 2740	Jewelry Workshop	1
Art 2750	Ceramics Workshop	1
Art 2782	Quiltmaking Workshop II	1
Art 2800	Painting Workshop	1
Art 2820	Drawing Workshop	1
Art 2860	Photography Workshop	1
Art 2900	Studio Arts Capstone Practicum	1
Art 2970	Art Appreciation Field Trip	1
Engl 1150	Introduction to Literature	3
Engl 1250	Magazine Workshop	2
Engl 1400	Reading Poetry	3
Engl 1450	Reading Plays	3
Engl 1900	Introduction to Creative Writing	3
Engl 1950	Graphic Novels	3
Engl 2010	Writing Creative Non-Fiction and Memoir	3
Engl 2020	Writing Stories	3
Engl 2030	Writing Poetry	3
Engl 2270	Contemporary American Literature	3

Engl 2310	American Short Story	3
Engl 2320	Language Structure in Thought and Action	3
Engl 2340	Nature in Literature	3
Engl 2350	Women and Literature	3
Engl 2360	Global Literary Perspectives	3
Engl 2370	African-American Literature	3
Engl 2380	American Indian Literature	3
Engl 2450	Survey of American Literature I	3
Engl 2460	Survey of American Literature II	3
Engl 2500	Playwrighting	3
Engl 2550	Survey of British Literature I	3
Engl 2560	Survey of British Literature II	3
Engl 2580	Shakespeare Plays I	3
Musc 1130	College Choir	1
Musc 1170	Instrumental Jazz Ensemble	1
Musc 1200	Fundamentals of Music	3
Musc 1220	Survey of Western Music	3
Musc 1300	Music in World Cultures	3
Musc 1350	History of Rock 'n Roll	3
Musc 1500	Class Guitar	2
Musc 1510	Applied Music: Guitar	1
Musc 1600	Class Voice	2
Musc 1610	Applied Voice	1
Musc 1801	Class Piano I	2
Musc 1802	Class Piano II	2
Musc 1810	Applied Music Lessons: Piano	1
Musc 1830	Applied Music: Strings	1
Musc 1850	Applied Music: Percussion	1
Musc 1860	Applied Music: Brass	1
Musc 1870	Applied Music: Woodwinds	1
Musc 2010	Advanced Applied Music Lessons	2
Musc 2970	Music Appreciation Field Trip	1
Phil 1010	Introduction to Philosophy	3
Phil 1020	Ethics	3
Phil 1030	Eastern Religions	3
Phil 1040	Western Religions	3
Phil 1060	Philosophy of Religion	3
Span 1030	Spanish and Latin American Culture	3
TFT 1200	Theatre Exploration	3
TFT 1210	Introduction to Theatre	3
TFT 1250	Introduction to Film	3
TFT 1260	Introduction to Television	3
TFT 1270	Digital Video Production	3
TFT 1280	Introduction to Screenwriting	3
TFT 1290	Design for Theatre	3
TFT 1320	World Cinema	3
TFT 1350	The American Musical Theatre	3
TFT 1500	Acting I: Improvisation and Foundations	3
TFT 1510	Foundations of Acting: Stage Movement	3
TFT 1520	Acting II: Building Characters	3
TFT 1540	Acting for the Camera	3
TFT 1600	Theatre Practicum: Performance	
TFT 1610	Theatre Practicum: Technical	
TFT 2950	Theatre Tours	

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:

Title		Credits
Asl 1300	Deaf Culture	3
Engl 1450	Reading Plays	3
Engl 2320	Language Structure in Thought and Action	3
Engl 2350	Women and Literature	3
Engl 2370	African-American Literature	3
Engl 2380	American Indian Literature	3
Engl 2450	Survey of American Literature I	3
Engl 2460	Survey of American Literature II	3
Geog 1000	Geography of the United States	2
Geog 1040	Human Geography	3
Geog 1120	Minnesota Geography	2
Hist 1210	History of the United States Since 1877	3
Hist 1220	American Colonial History	3
Hist 1240	History of the American West	3
Hist 1270	Race in America	3
Phil 1040	Western Religions	3
Psyc 1170	Psychology of Gender	3
Psyc 2340	Human Sexuality	3
Soc 1110	Introduction to Sociology	3
Soc 1130	Social Problems/Deviance	3
Soc 2210	Minority Groups	3
Spch 1310	Intercultural Communication	3
TFT 1350	The American Musical Theatre	3

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:

	Title	Other Goal Areas
Anth 1010	Introduction to Anthropology:Cultural Anthropology	3
Arbc 1030	Arab Cultures	3
Arbc 1101	Introduction to Arabic	4
Arbc 1102	Beginning Arabic II	4
Arbc 2201	Intermediate Arabic I	4
Art 1040	Introduction to Art	3
Art 2180	Art History: Pre-History to the Age of Cathedrals	3
Art 2190	Art History: Renaissance to 21st Century Art	3
Art 2300	Architectural History	2
ASL 1101	American Sign Language I	4
ASL1102	American Sign Language II	4
ASL2201	Intermediate American Sign Language I	4
ASL2202	Intermediate American Sign Language II	4
Econ 1060	Principles of Economics Macro	3
Engl 2360	Global Literary Perspectives	3
Engl 2550	Survey of British Literature I	3
Engl 2560	Survey of British Literature II	3
Engl 2580	Shakespeare Plays I	3

Geog 1040	Human Geography	3
Geog 1100	World Geography	3
Hist 1010	World History: Origins to 1300	3
Hist 1020	World History: 1300 to Present	3
Hist 1110	History of Western Civilization Pre 1550	3
Hist 1120	History of Western Civilization 1550 to Present	3
Hist 1130	History of the Medieval West	3
Hist 1140	History of the Ancient West	3
Hist 2500	World Regional History	3
Intd 1210	The History, Philosophy, and Practice of Traditional Aikido	3
Musc 1220	Survey of Western Music	3
Musc 1300	Music in World Cultures	3
Phil 1010	Introduction to Philosophy	3
Phil 1030	Eastern Religions	3
Phil 1060	Philosophy of Religion	3
Phil 1070	Political Philosophy	3
Phil 1210	Peace Ethics	3
Pols 1600	Modern Governments of the World	3
Pols 1700	World Politics	3
Span 1030	Spanish and Latin American Culture	3
Span 1101	Beginning Spanish I	4
Span 1102	Beginning Spanish II	4
Span 2201	Intermediate Spanish I	4
Span 2202	Intermediate Spanish II	4
Spch 1310	Intercultural Communication	3
Spch 1710	Oral Interpretation and Traditions	3
TFT 1260	Introduction to Television	3
TFT 1320	World Cinema	3
TFT 1710	Oral Interpretation and Traditions	3

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:

	Title	Credits
Econ 1050	Economics of Crime	3
Hist 1700	History and Popular Culture	3
Hist 2600	Intellectual History	3
Intd 1210	The History, Philosophy, and Practice of Traditional Aikido	3
Phil 1020	Ethics	3
Phil 1070	Political Philosophy	3
Phil 1110	Problem Solving	3
Phil 1200	Environmental Ethics	3
Phil 1210	Peace Ethics	3
Pols 1100	American Government and Politics	3
Pols 1140	State and Local Politics	3
Soc 1130	Social Problems/Deviance	3

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:

	Title	Credits
Anth 1020	Introduction to Anthropology: Physical Anthropology,Archaeology & Prehistory	3
Biol 1030	Boundary Waters Canoe Area Field Biology	4
Biol 1160	Global Environment Field Biology	4
Biol 1200	Current Environmental Issues	4
Biol 1600	Biology of Nature Series	1
Biol 1610	Field Ecology	1
Chem 1000	Chemistry and Society	4
Engl 2340	Nature in Literature	3
Geog 1010	Physical Geography	3
Geol 1010	Minnesota Field Geology Series: Glacial Geology	2
Geol 1020	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	2
Geol 1030	Minnesota Field Geology Series: Fluvial Geology	2
Geol 1040	Minnesota Field Geology Series: Caves, Karst and Ancient Seaways	2
Geol 1120	Historical Geology	4
Geol 1150	Boundary Waters Field Geology	4
Geol 1160	Global Environmental Field Geology	4
Geol 1850	Oceanography	3
Geol 1851	Oceanography Lab	1
Nsci 1110	Minnesota's Natural History	4
Phil 1200	Environmental Ethics	3
Phys 1120	Meteorology	4

Course Delivery Options

Adult Education and Training

NHCC's Adult Education and Training (AET) mission is to collaborate with diverse learners, businesses, and communities to develop and maximize professional skills and personal growth.

We accomplish this by:

- Offering the most affordable pricing possible
- Delivering industry leading courses and training
- Continuously assessing business needs for timely and applicable training programs
- Providing flexible training delivery options including:
  - Open Enrollment classes at the North Hennepin campus and the Minnesota WorkForce Center
  - Off-Site classes at your place of business or other facilities
  - Online classes for maximum flexibility
- Providing superior customer service
- Giving back to the community

Blended/Hybrid

A course with some instruction delivered online and reduced classroom seat time. The course blends online and face-to-face delivery. Some of the course content is delivered online. The course has more than two face to face class sessions during the term.

Business ASAP

Business ASAP is a fully accredited Associate of 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 may also take classes online or in the every other weekend format. 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.

CareerSmart

CareerSmart certificate programs are designed to provide students with the skills they need in the workplace, fast. This program may be especially relevant for individuals experiencing job transition. CareerSmart programs use an accelerated learning approach with some coursework completed outside of the classroom. Courses are offered during fall and spring terms and can be completed in one semester or less. To register, students follow the normal admissions process, as well as complete a short CareerSmart Program Application. For more information, contact the Adult Education and Training Department at 763-424-0880.

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. 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 of Arts degree and specific liberal art requirements for other majors in the Every-Other Weekend College program. More information is available from the Director of Adult Learning at 763-424-0730, the Information Center or the website.

Four Year Options

The NHCC campus hosts bachelor degree completion options for the following institutions:

Minnesota State University Moorhead
- Bachelor of Science in Operations Management
- Bachelor of Science in Construction Management
- Bachelor of Science in Biochemistry and Biotechnology

Concordia University
- Bachelor of Science in Business Administration

Metropolitan State University
- Bachelor of Science in Business Administration
- Bachelor of Science in Individual Studies
- Bachelor of Science in Nursing

University of Wisconsin-Green Bay
- Bachelor of Science in Nursing

Bethel University
- Bachelor of Science in Nursing

St. Cloud University
- Master's of Science in Regulatory Affairs

Students who complete an associate degree can remain on campus the last two years of the bachelor's degree.

Online Programs

North Hennepin Community College offers more than 220 blended-hybrid 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. For more information contact onlinelearning@nhcc.edu.

NHCC is fully accredited by the Higher Learning Commission to provide the following Associate degrees and certificates. The courses from the following programs are delivered online or in the classroom:
- A.A.S. in Business Computer Systems and Management
- A.S. in Business Computer Systems and Management
- A.S. in Business Management
- Associate in Art Degree Liberal Arts and Science
- Certificate in Application Programming
- Certificate in E-Commerce Essentials
- Certificate in General Business
- Certificate in Internet Programming
- Certificate in Microsoft Office Administrative Professional
- Certificate in Microsoft Office Essentials
- Certificate in Object-Oriented Programming
- Certificate in Small Business Management
- Certificate in Word Processing Essentials

To see what classes are scheduled online, go to **www.nhcc.edu/schedule** then click on the **Online Classes** link.

Predominantly Online

Nearly all instruction is delivered online. No more than two required activities or meetings of the class as a cohort may occur face to face in the same physical location. The course may have required proctored exams, in addition to the one or two face to face meetings. A proctored exam is considered one of the face to face meetings if the proctored exam is given to the entire class at a specified time and location. If the student has a choice in when and where to get the exam proctored, the proctored exam is not considered to be one of the face to face meetings. The course may have required synchronous components: the full class may meet online at a specified or scheduled time, in addition to the proctored exams and the one or two face to face meetings.

Degree & Certificate Program Guides

Liberal Arts/General Studies

Business/Computer Science

Art/Design

Science/Health Careers

Legal/Protective Services

Construction/Trades

Liberal Arts/General Studies
- Academic English Language Proficiency
- American Sign Language
- History
- Mathematics
- Liberal Arts
- Individualized Studies

Business/Computer Science
- Accounting
- Business Management
- Business Computer Systems and Management
- Computer Science
- Marketing/Advertising/Sales

Art/Design
- Graphic Design
- Studio Arts

Science/Health Careers
- Biology
- Chemistry
- Histotechnology
- Medical Lab Technology
- Nursing
- Physical Education

Legal/Protective Services
- Criminal Justice
- Law Enforcement
- Paralegal

Construction/Trades
- Building Inspection Technology
- Construction Management
- Engineering (Pre)
- Housing Inspection
- Operations Management
- Public Works

Academic English Language Proficiency Certificate

This certificate recognizes that a student in the ESOL (English for Speakers of Other Languages) program has demonstrated a high level of proficiency in academic English language and literacy skills to support student academic and career success. Students will also gain skills for education and employment through the completion of elective courses which support continued development of written, verbal, and technology communication, advancement of international perspectives, and career exploration.

Prerequisites

Some students may need preparatory course(s) in ESOL reading, writing, listening/speaking, and vocabulary. Courses numbered below 1000 will not apply toward the Certificate. Students must follow their placement test scores and recommended course sequence.

Curriculum

Courses	Titles	Credits
Successful completion of at least 3 of the following, including Engl 1201:		
Engl 1201	College Writing I (Goal Area 1)	4
ESOL 1230	College Reading and Studying Skills	4
ESOL 1260	College Writing Skills Development	4
ESOL 1280	Listening and Speaking for College Success	4
Choose 6 credits from the following courses:		
Adev 1000	Career Planning *-or-*	
Bus 1000	Career Planning	2
ADev 1010	Job Seeking Skills *-or-*	
Bus 1010	Job Seeking Skills	1
Biol 1230	Medical Terminology I	1
Bus 1100	Introduction to Business and the American Economy	3
Bus 1210	Managerial Communication	3
Bus 1700	Introduction to International Business	3
CIS 1000	Electronic Keyboarding Communications	3
CIS 1101	Business Computer Systems	3
CIS 1200	Word Processing	3
CSci 1000	Computer Basics	3
CSci 1020	Beginning Web Page Programming	1
Engl 1202	College Writing II (Goal Area 1)	3
Engl 1140	Business Communications (Goal Area 1)	3
Geog 1000	Geography of the United States (Goal Area 7)	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1)	3
Spch 1210	Small Group Communication	3
Spch 1310	Intercultural Communication (Goal Areas 7 & 8)	3
	TOTAL CERTIFICATE CREDITS *(Minimum)*	18

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

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American Sign Language Certificate

The purpose of the ASL Certificate is to provide training for students who wish to learn basic American Sign Language and understand Deaf Culture. This certificate is appropriate for students who are planning to enter or are currently employed in all areas of customer relations. Students who complete this certificate will be in a position to use basic communication with colleagues or customers who are ASL users. This program will not prepare students to become interpreters.

What You'll Learn

Upon completion of this program, a student will be able to communicate with Deaf and Hard of Hearing people on a basic level in American Sign Language (ASL), including the use of fingerspelling, numbers and signs. Students who earn this certificate may choose to continue their studies in an Interpreter Program for ASL.

Curriculum

Courses	Titles	Credits
ASL 1101	American Sign Language I (Goal Area 8)	4
ASL 1102	American Sign Language II (Goal Area 8)	4
ASL 2201	Intermediate American Sign Language I (Goal Area 8)	4
ASL 2202	Intermediate American Sign Language II (Goal Area 8)	4
ASL 1300	Deaf Culture (Goal Area 7)	3
ASL 1400	Fingerspelling & Numbers	3
	TOTAL CERTIFICATE CREDITS	22

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Associate of Arts - Emphasis in History Degree

The Associate of Arts with a history emphasis fulfills all MnTC requirements and provides students with all the required history courses to allow them to transfer to a four-year institution with a junior standing in history. This program prepares the graduate to continue on toward a bachelor's degree with either a minor or a major in history.

What You'll Learn

In addition to acquiring knowledge specific to course content, students who complete the Associate in Arts with Emphasis in History will also become acquainted with the tools used by historians in their work. Specifically, students will become familiar with the use of primary source documents, which are fundamental to the historian's research. Primary source documents examined range from diaries, correspondence, official records kept by organizations, scientific treatises, song lyrics, and poems-in short, anything written at the time the historian is studying. When research papers are required, they will be formatted according to the Chicago Manual of Style, the standard formatting for history papers throughout the United States. Facility with CMS will also be useful when writing papers for many other disciplines as well.

Career Opportunities

Students interested in careers in History should consult Beyond Academe at www.beyondacademe.com and Careers for History Majors at www.historians.org developed by the American Historical Association.

Curriculum

Courses	Titles	Credits
History Core Courses Required:		
Hist 1110	History of Western Civilization Pre 1550 (Goal Areas 5 and 8)	3
Hist 1120	History of Western Civilization 1550 to Present (Goal Areas 5 and 8)	3
Hist 1200	History of the United States Through 1877 (Goal Areas 5 and 7)	3
Hist 1210	History of the United States Since 1877 (Goal Areas 5 and 7)	3
Hist 2900	Applied History	3
Two of the Following Electives in History:		
Hist 1130	History of the Medieval West (Goal Area 5 and 8)	3
Hist 1220	American Colonial History (Goal Areas 5 and 7)	3
Hist 1240	History of the American West (Goal Areas 5 and 7)	3
Hist 1270	Race in America (Goal Areas 5 and 7)	3
Hist 1990	Special Topics	3
Hist 2500	Regional History (Goal Areas 5 and 8)	3
General Education Courses		
Anth 1020	Introduction to Anthropology: Physical Anthropology, Archeology, and Prehistory (Goal Areas 3 and 10)	3
Art 2180	Art History (Goal Areas 6 and 8)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Geog 1040	Human Geography (Goal Areas 7 and 8)	3
Geol 1120	Historical Geology (lab) (Goal Areas 3 and 10)	4
Health and Physical Education (Select from any course)		2
Math 1130	Elementary Statistics (Goal Area 4)	3
Music 1300	Music in World Cultures (Goal Areas 6 and 8)	3
Phil 1030	Eastern Religions (Goal Areas 6 and 8)	3
PolS 1700	World Politics (Goal Areas 5 and 8)	3
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
	TOTAL CREDITS	60

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

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Mathematics A.S. Degree

The Associate of Science degree in Mathematics prepares students for continued study in a baccalaureate degree program in mathematics, statistics, computer science, science, and engineering as well as for positions in those fields.

What You'll Learn

After completing the A.S. degree in Mathematics at North Hennepin Community College, will be able to achieve junior status and will be qualified for junior level courses in mathematics at their transfer institution.

Career Opportunities

Graduates with an A.S. degree in Mathematics will be prepared for a variety of positions including:

- Pharmacy
- Engineering
- Physics
- Mathematics Teacher
- Actuary
- Other Applied Science and Applied Mathematics professions

Curriculum

Courses	Titles	Credits
Mathematics & Computer Science Core Courses:		
CSci 2001	Structure of Computer Programming I	4
CSCI 2010/Math 2000	Discrete Mathematical Structures	4
Math 1221	Calculus I (Goal Area 4)	5
Math 1222	Calculus II (Goal Area 4)	5
Choose one of the following:		
CSci 1120	Programming in C/C++ Language	4
CSci 1130	Introduction to Computer Programming in Java	4
Choose one of the following:		
Math 1170	Trigonometry (Goal Area 4)	4
Math 1180	Pre-Calculus (Goal Area 4)	5
Choose one of the following:		
Math 2220	Calculus III (Goal Area 4)	5
Math 2300	Linear Algebra (Goal Area 4)	3
General Education Courses:		
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Phil 1050	Introduction to Logic (Goal Area 4)	3
Phys 1601	General Physics I (Goal Area 3)	5
Psyc 1150	General Psychology (Goal Area 5)	3
Soc 1110	Introduction to Sociology (Goal Area 5)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
Choose 4 credits from Goal Areas 5, 6, 7, 8, 9 and/or 10		
	TOTAL CREDITS	60

**Math 1150 College Algebra is a prerequisite to Math 1170 Trigonometry. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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Associate of Arts Degree

The Associate of 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.

What You'll Learn

After completing the Liberal Arts A.A. degree at North Hennepin Community College, graduates should be able to:

- Think critically and creatively about their local, state, national and global communities
- Apply their values to be engaged citizens
- Appreciate and enjoy cultural activities
- Seek new knowledge independently
- Connect learning to values
- Communicate clearly and effectively
- Evaluate arguments and detect fallacious thinking
- Understand the scientific method and the influence of science on society
- Make aesthetic judgments about art and culture
- Compare and evaluate social, economic and political experiences
- Discuss and reflect on the ethical dimensions of political, social and personal life
- Examine the interrelatedness of human society and the natural environment

Curriculum

Courses	Titles	Credits
MnTC:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Spch 1010	Fundamentals of Public Speaking -or-	
Spch 1110	Principles of Interpersonal Communications (Goal Area 1)	3
	Natural Science (selected from two science departments, at least one lab course) (Goal Area 3)	7
	Mathematical/Logical Reasoning (Goal Area 4)	3
	History and the Social and Behavioral Sciences (at least one from Social Sciences and one from Behavioral Sciences) (Goal Area 5)	9
	Humanities and Fine Arts (at least two disciplines) (Goal Area 6)	9
Students must also take courses in goal areas 7, 8, 9 and 10. Courses in goal areas 1-6 that are also listed in these four goal areas can be used to satisfy both areas:		
	Human Diversity	
	Global Perspective	
	Ethical and Civic Responsibility	
	People and the Environment	
	Subtotal	*40*
Health and Physical Education:		
	A minimum of 3 credits with one course from Hlth and one coursefrom PE	3
Electives:		
	Electives can be selected from all courses numbered 1000 or above (should be appropriate to the student's transfer program)	17
	TOTAL CREDITS	60

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. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Individualized Studies A.S. Degree

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.

What You'll Learn

After completing the A.S. degree in Individualized Studies at North Hennepin Community College, graduates should be able to:

- Understand the relationship between their course work and their career goals
- Plan and execute a program focus that matches their career goals by combining liberal arts with career education courses
- Better understand the components of credit for prior learning and to make educated decisions regarding future higher education goals

Curriculum

Courses	Titles	Credits
Planning Course:		
PLA 1010	Individualized Studies Development	2
Program Courses:		
CIS 1101	Business Computer Systems I	3
	Similar transfer course or demonstrated computer application competency may apply in lieu of course.	
A total of 27 credits are designed by the student to fit their life or career goals.They can be earned in the following ways: NHCC Courses, prior learning assessment, internships, transfer credits or ACE Equivalencies.		
Guidelines:		
	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
General Education Courses:*		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) -or-	
Spch 1110	Interpersonal Communication (Goal Area 1)	3
MnTC Electives:		
	Natural Science or Math/Logical Reasoning (Goal Area 3 or 4)	3
	MnTC Electives Social/Behavioral Sciences (Goal Area 5)	3
	MnTC Electives Humanities/Fine Arts (Goal Area 6)	3
	MnTC Electives Additional Course (Goal Area 7-10)	3
	Electives**	
	Additional Courses	9
	TOTAL CREDITS	63

**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. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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Accounting A.S. Degree

An Accountant examines, analyzes and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include performing such activities as recording receipts and disbursements, and preparing state and federal reports. The accountant may prepare reports and financial statements electronically.

North Hennepin Community College offers this degree for students who are interested in transferring their credits to earn a baccalaureate degree at a four-year institution.

NHCC offers an Associate in Applied Science A.A.S. degree in Accounting for students who are interested in moving directly into an accounting career.

What You'll Learn

After completing the A.S. degree in Accounting at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Bus 1100	Intro to Business and the American Economy	3
Bus 1200	Introduction to Management	3
Bus 1600	Introduction to Marketing	3
CIS 1101	Business Computer Systems I	3
Accounting Specialty Courses:		
Acct 2100	Accounting Cycle	1
Acct 2200	Applied Accounting	3
Acct 2230	Computerized Accounting	3
CIS 1220	Business Decision Making: Excel	3
**General Education Courses:*		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Psyc 1150	General Psychology (Goal Area 5) -or-	
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science (Goal Area 3) -or-	
	Mathematical/Logical Reasoning (Goal Area 4)	3
	Additional Courses	6
	TOTAL CREDITS	60

Recommendations: Math 1130 Elementary 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 to which you plan on transferring. Plan carefully if you are transferring for a baccalaureate degree.*
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a 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 of Arts, Associate of Science and Associate of 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.

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Accounting Technology A.A.S. Degree

An Accountant examines, analyzes and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include performing such activities as recording receipts and disbursements, and preparing state and federal reports. The accountant may prepare reports and financial statements electronically.

North Hennepin Community College offers the Accounting Technology A.A.S. Degree for students who are interested in moving directly into an accounting career.

NHCC offers an Associate in Science A.S. degree in Accounting for students who are interested in transferring their credits to earn a baccalaureate degree at a four-year institution.

What You'll Learn

After completing the A.A.S. degree in Accounting Technology at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
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
Accounting Specialty Courses:		
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
General Education Courses:		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1) -or-	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Selected from at least 3 of the other 10 goal areas	8
	TOTAL CREDITS	60

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

North Hennepin Community College

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Accounting Essentials Certificate

The purpose of this certificate is for students to learn basic accounting (manual & computer) skills. Some of the courses are offered online. Courses can be applied to the 29-credit General Accounting Certificate or the A.A.S. or A.S. in Accounting. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

Curriculum

Courses	Titles	Credits
Acct 2100	The Accounting Cycle	1
Acct 2111	Financial Accounting	4
Acct 2230	Computerized Accounting Systems	3
CIS 1220	Business Decision Making: Excel	3
	TOTAL CREDITS	11

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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General Accounting Certificate

The purpose of this certificate is for students to learn accounting (manual & computer) skills that could get someone an entry-level accounting position in a small to medium-size business. Some of the courses are offered online. Courses can be applied to the A.A.S. or A.S. in Accounting. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

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 -or-	
Acct 2260	Small Business Income Taxes	2
Bus 1110	Human Relations: Application of Psych 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
	TOTAL CREDITS	29

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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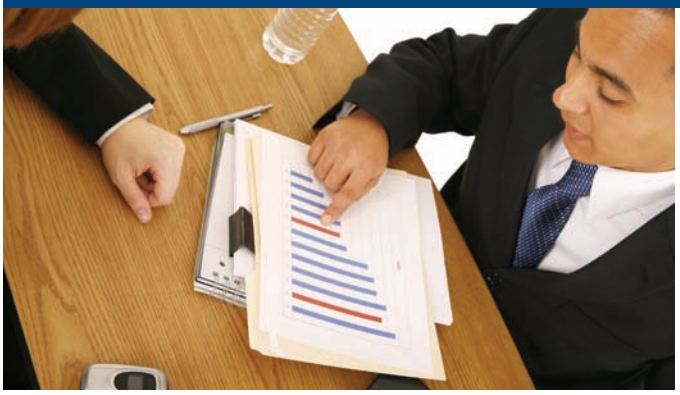
Small Business Accounting Certificate



The purpose of this certificate is for students to learn basic accounting (manual & computer) skills that are used in small businesses. Some of the courses are offered online. Courses can be applied to the 29-credit General Accounting Certificate or the A.A.S. or A.S. in Accounting. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

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 -or-	2
CIS 1220	Business Decision Making: Excel	3
**Required*		
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Business Management A.A.S. Degree

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

What You'll Learn

After completing the A.A.S. degree in Business Management at North Hennepin Community College, graduates should be able to:

- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations

Career Opportunities

Graduates with an A.A.S. degree in Business Management will be prepared for a variety of positions including:

- Mangement Trainee
- Supervisor
- Customer Relations
- Human Resource Generalist
- Shop Foreman
- Logistics Technician
- Department Manager

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
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
Management Specialty Courses:		
Acct 2112	Managerial Accounting	4
Bus 1110	Human Relations: Applications of Psych in Business	3
Bus 1410	Introduction to Business Finance	3
Bus 1510	Operations Management	3
Electives:		
	Any other Accounting, Business, Computer Information Systems courses	5
General Education Courses:		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II or (Goal Area 1) -or-	2
Engl 1140	Business Communications (Goal Area 1)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Selected from at least 3 of the other 10 goal areas	8
	TOTAL CREDITS	63

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Business Management A.S. Degree

The Associate of 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.

What You'll Learn

After completing the A.S. degree in Business Management at North Hennepin Community College, graduates should be able to:

- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Access and evaluate information effectively
- Operate effectively in diverse work environments

Career Opportunities

Graduates with an A.S. degree in Business Management will be prepared for a variety of positions including:

- Management Trainee or Supervisor
- Customer Relations
- Human Resource Generalist
- Shop Foreman
- Logistics Technician
- Small business owner or Sales

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Bus 1100	Intro to Business and the American Economy	3
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1200	Introduction to Management	3
Bus 1210	Managerial Communication	3
Bus 1600	Introduction to Marketing	3
Bus 1810	Entrepreneurship	4
CIS 1101	Business Computer Systems I	3
**General Education Courses:*		
Econ 1060	Principles of Economics: Macro (Goal Areas 5 and 8)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Psyc 1150	General Psychology or (Goal Area 5) -or-	
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science or Math/Logical Reasoning (Goal Area 4)	3
	Additional courses	6
	TOTAL CREDITS	60

*Recommendations: Math 1130 Elementary Statistics (Goal Area 4), Math 1150 College Algebra, or Math 1140 Finite Math (Goal Area 4), Lab Science (Goal Area 3). *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. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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Entrepreneurship A.A.S. Degree

The Entrepreneurship 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.

What You'll Learn

After completing the A.A.S. degree in Entrepreneurship at North Hennepin Community College, graduates should be able to:

- Assess financial data
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
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
Entrepreneurship Specialty Courses:		
Acct 2112	Managerial Accounting	4
Bus 1410	Introduction to Business Finance	3
Bus 1630	Professional Sales and Management	4
Bus 1810	Entrepreneurship	4
Electives (Select courses from the following to total at least 5 credits):		
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1510	Operations Management	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1640	Retail Management	4
Bus 1700	Introduction to International Business	3
Bus 2000	Creative Field Project	2
General Education Courses:		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1) -or-	2
Engl 1140	Business Communications (Goal Area 1)	3
Spch1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Selected from at least 3 of the other 10 Goal Area areas	8
	TOTAL CREDITS	65

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Entrepreneurship Certificate

This certificate is for students already owning their own small business or exploring owning their own business. Students will learn the basics: advertising, consumer behavior, marketing, sales promotion and selling. This certificate can be earned entirely online. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Gain knowledge of the context, concepts and process of entrepreneurship
- Apply central entrepreneurial concepts
- Be better able to recognize entrepreneurial opportunities
- Be able to determine the viability or feasibility of a new business concept
- Reflect on personal goals and the realization of these goals in the professional field
- Develop a business model and business plan
- Develop the ability to critique a business plan
- Apply methods to plan and execute essential activities in entrepreneurial companies
- Apply general managerial methods and creativity to support decision making

Curriculum

Courses	Titles	Credits
Acct 2111	Financial Accounting	4
Bus 1410	Introduction to Business Finance	3
Bus 1600	Introduction to Marketing	3
Bus 1810*	Entrepreneurship	4
CIS 1101	Business Computer Systems I	3
**Required*		
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Finance Management A.A.S. Degree

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

What You'll Learn

After completing the A.A.S. degree in Finance Management at North Hennepin Community College, graduates should be able to:

- Assess financial data
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business

Career Opportunities

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

- Insurance Sales
- Credit Specialist
- Management Trainee
- Account Executive
- Personal Banker

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
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
Finance Specialty Courses:		
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
Electives:		
	Any other Accounting, Business, Computer Information Systems Courses	3
General Education Courses:		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II or (Goal Area 1) -or-	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Selected from at least 3 of the other 10 Goal Area areas	8
	TOTAL CREDITS	63

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Finance Certificate

This certificate covers the basic functions of finance: business finance, financial planning and investments for professional development and/or career exploration. Many of the courses can be taken online. Courses can be applied to the A.A.S. degree in Finance Management. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Understand the basic concepts of finance as it relates to business
- Understand the basic economic concepts of finance
- Determine the opportunity cost of making decisions
- Identify those factors that affect interest rates
- Understand how financial statements are used by business
- Analyze the components of the basic accounting equation
- Understand the purpose of financial statement analysis
- Analyze the relationships that exist between the several categories of ratios in determining the health of a business
- Understand the general concept of working capital management
- Calculate the future value and present value factors that are used to solve time value of many problems
- Understand the purpose and need for capital budgeting
- Understand how companies make capital budget decisions
- Apply knowledge gained to assess financial risks of both individual and business decisions

Curriculum

Courses	Titles	Credits
Bus 1100	Intro 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*		
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Business Communications Essentials Certificate

This certificate is for students to learn computer and marketing skills, communication principles and techniques used by successful managers. Courses can be taken online. And courses can be applied to many of the A.A.S. or A.S. Degrees in Business. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Develop awareness of the importance of good communication skills in effective management and organizational success
- Identify factors that contribute to miscommunication
- Assess personal communication style
- Adapt personal communication style to the situation at hand
- Apply improved verbal, nonverbal, listening, written, presentation, interviewing, team, conflict, negotiation skills in business situation
- Examine how technology impacts the way we work and communicate
- Demonstrate the appropriate use of up-to-date technology to enhance communication effectiveness in business
- Assess personal communication weaknesses and develop strategies to compensate

Curriculum

Courses	Titles	Credits
Bus 1210	Managerial Communication	3
Bus 1230	Leadership and Teamwork	3
CIS 1230	Business Presentations: PowerPoint	3
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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General Business Certificate

This certificate is for students who want an overview of the broad areas of business: accounting, computers, finance, management and marketing. Most of the courses can be taken online. Courses can be applied to the 30-credit Management Certificate, the A.A.S. or A.S. degree in Business Management. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Identify and define terminology used in business
- Describe how American businesses operate profitably
- Describe the major forms of business ownership
- Demonstrate knowledge of the functional areas of business
- Describe the importance of international business
- Discuss ethics and ethical dilemmas in business
- Explain how businesses market products and services
- Discuss the role of money and banks
- Identify how businesses manage their finances
- Understand the basics of the stock market
- Use resources to have a better understanding of current business events

Curriculum

Courses	Titles	Credits
Acct 2111	Financial Accounting	4
Bus 1100*	Intro to Business and the American Economy	3
Bus 1110	Human Relations: Application of Psych 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	3
**Required*		
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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General Management Certificate

This certificate is for students who want to concentrate on the main functions of management: accounting, finance, legal and marketing. Most of the courses can be taken online. Courses can be applied to the 30-credit Management Certificate or the A.A.S. degree in Management. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Interpret the role of management in an organization
- Apply the functions of management to impact business decisions
- Demonstrate managerial communication skills
- Investigate workplace diversity and identify its advantages
- Survey global environments to develop management strategies
- Value the ethical environment and use it as a manager

Curriculum

Courses	Titles	Credits
Bus 1110	Human Relations: Applic of Psychology in Business	3
Bus 1200*	Introduction to Management	3
Bus 1210	Managerial Communication	3
Bus 1220	Supervision	3
Bus 1230	Leadership and Teamwork	3
**Required*		
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

North Hennepin Community College

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Leadership Essentials Certificate

This certificate is for students to learn successful leadership, teamwork, and communication skills that can be applied in business situations. All of the classes can be taken online. Courses can be applied to many of the A.A.S. or A.S. Degrees in Business and Business computer Systems and Management. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Understand the nature of leadership and teams
- Understand the characteristics of leaders and leadership styles
- Identify and develop own unique strengths and preferences relative to leadership and teamwork
- Discover the attributes of other leaders and contrast them with their own
- Apply teamwork and leadership skills in their own personal and professional lives

Curriculum

Courses	Titles	Credits
Bus 1200	Introduction to Management	3
Bus 1210	Managerial Communication	3
Bus 1230	Leadership and Teamwork	3
	TOTAL CREDITS	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Management Certificate

This certificate is for students who want to learn the basics of management. Most of the courses can be taken online. Courses can be applied to the A.A.S. or A.S. degree in Management. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Access and evaluate information effectively
- Operate effectively in diverse work environments

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	3
Electives:		
	Choose from any Accounting, Business or Computer Information Systems courses	5
	TOTAL CREDITS	30

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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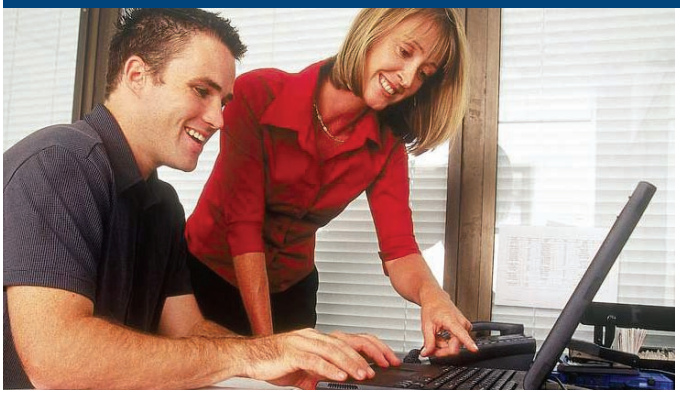
Business Computer Systems and Management A.A.S. Degree



This program is for students interested in a business management background with an opportunity to concentrate on utilizing the computer in managerial decision making. This is for students interested in careers in administrative support, computers, management, business, education or training. The program incorporates the latest computer technology and software programs. The courses from this program are delivered in the classroom and/or online.

What You'll Learn

After completing the A.A.S. degree in Business Computer Systems and Management at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Access and evaluate information effectively
- Demonstrate the use of up-to-date technology and computer applications
- Display Information literacy
- Formulate solutions to business problems using facts, logic, creativity, and values
- Access and evaluate information effective
- Solve mathematical problems related to business operations
- Operate effectively in diverse work environments
- Effectively support a team environment
- Apply effective human relations skills
- Interact and collaborate across cultures in business
- Display the foundation and skills for lifelong learning

Curriculum

Courses	Titles	Credits
Business Computer Systems and Management Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1200	Introduction to Management	3
Bus 1210	Managerial Communication	3
Bus 1230	Leadership and Teamwork	3
CIS 1101	Business Computer Systems	3
CIS 1102	Business Computer Systems II	3
CIS 1220	Business Decision-Making: Excel	3
CIS 1310	The Whole Internet	3
Computer Information Systems Elective Courses (Choose at least 15 credits):		
Acct 2112	Managerial Accounting	3
Bus 1100	Introduction to Business and the American Economy	3
Bus 1300	Legal Environment of Business	3
Bus 1600	Introduction to Marketing	3
Bus 2010	Business Internship	3
Bus 2310/CIS 2310	Introduction to E-Commerce	3
CIS 1000	Keyboarding	3
CIS 1200	Word Processing	3
CIS 1210	Desktop Publishing	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1240	Information Management: Access	3
CIS 1250	Photoshop Essentials for Business	3
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems: Special Topics	1-3
CIS 2310/ Bus 2310	Introduction to E-Commerce	3
CIS 2400	Introduction to Computer Networking	3
General Education Courses:		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II or (Goal Area 1) -or-	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
Selected from at least 3 of the other 10 goal areas		8
	TOTAL CREDITS	60

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a 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 of Arts, Associate of Science and Associate of 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.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

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Business Computer Systems and Management A.S. Degree

This program is for students interested in transferring to a 4-year baccalaureate program as well as for students who are interested in working for a while in careers in computers, management, business, education or training and then transferring. 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. This entire degree is available online.

What You'll Learn

After completing the A.S. degree in Business Computer Systems and Management at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal communication skills in business situations
- Access and evaluate information effectively
- Demonstrate the use of up-to-date technology and computer applications
- Display Information literacy
- Formulate solutions to business problems using facts, logic, creativity, and values
- Access and evaluate information effective
- Solve mathematical problems related to business operations
- Operate effectively in diverse work environments
- Effectively support a team environment
- Apply effective human relations skills
- Interact and collaborate across cultures in business
- Display the foundation and skills for lifelong learning

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 of Arts, Associate of Science and Associate of 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.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1200	Introduction to Management	3
Bus 1210	Managerial Communication	3
CIS 1101	Business Computer Systems I	3
CIS 1220	Business Decision Making: Excel	3
CIS 1310	The Whole Internet	3
Computer Information Systems Elective Courses (Choose at least 11credits):*		
Acct 2112	Managerial Accounting	3
Bus 1100	Introduction to Business and the American Economy	3
Bus 1230	Leadership and Teamwork	3
Bus 1300	Legal Environment of Business	3
Bus 1600	Introduction to Marketing	3
Bus 2010	Business Internship	3
Bus 2310/CIS 2310	Introduction to E-Commerce	3
CIS 1000	Keyboarding	3
CIS 1102	Business Computer Systems II	3
CIS 1200	Word Processing	3
CIS 1210	Desktop Publishing	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1240	Information Management: Access	3
CIS 1250	Photoshop Essentials for Business	3
CIS 1320	Web Tools	2
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems: Special Topics	1-3
**General Education Courses:*		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Psyc 1150	General Psychology (Goal Area 5) -or-	
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science (Goal Area 3) -or-	
	Math/Logical Reasoning (Goal Area 4)	3
	Additional courses	6
	TOTAL CREDITS	60

**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. Recommendations: Math 1130 Elementary Statistics (Goal Area 4); Math 1150 College Algebra or Math 1140 Finite Math (Goal Area 4); Lab Science (Goal Area 3) Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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Desktop Publishing Essentials Certificate

This certificate provides introduces students to digital page layout, and digital images as well as a comprehensive understanding of the internet and is for anyone who needs to prepare professional business publication such as newsletters, advertising media, flyers, brochures, forms and manual. Some of the courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Create and edit digital images
- Restore and retouch digital photographs
- Prepare images and animations for the web
- Use type and imagery effectively to produce business publications for print
- Search for complementary images for print and web publications
- Plan and design web pages

Curriculum

Courses	Titles	Credits
CIS 1210	Desktop Publishing	3
CIS 1250	Photoshop Essentials for Business	3
CIS 1310	The Whole Internet	3
	TOTAL CREDITS	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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E-Commerce Essentials Certificate

Curriculum

Courses	Titles	Credits
Bus 1600	Introduction to Marketing	3
CIS 1310	The Whole Internet	3
CIS 2310*	Introduction to E-Commerce	3
	TOTAL CREDITS	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

This certificate is for students who want to learn essential computer and marketing skills and create a business on the internet. All courses can be taken online. A course completed while earning a certificate can be applied to the E-Commerce Professional Certificate and the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Apply technology, business and marketing skills to create a business on the internet or contribute to business internet efforts
- Identify E-Commerce Opportunities
- Market and sell on the internet
- Build a web presence
- Design a web site
- Utilize E-Commerce strategies
- Understand electronic payment systems, and security, international, legal, ethical and tax issues
- Understand how the internet works
- Use the internet safely and effectively
- Use up-to-date technology and computer applications.
- Display information literacy
- Access and evaluate information effectively
- Formulate solutions to business problems using facts, logic, creativity, and values
- Demonstrate effective written communications skills in business situations
- Interact and collaborate across cultures in business

For transfer information: www.mntransfer.org

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E-Commerce Professional Certificate

This certificate is for students who want to learn advanced computer and marketing skills and the business principles necessary to do business over the internet. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Apply technology, business and marketing skills to create a business on the internet or contribute to business internet efforts
- Identify E-Commerce Opportunities
- Market and sell on the internet
- Build a web presence
- Design a web site
- Utilize E-Commerce strategies
- Understand electronic payment systems, and security, international, legal, ethical and tax issues
- Prepare digital images for business publications for print or for the Web
- Use Photoshop's tools to create and enhance digital images
- Use the latest tools and applications on the Internet
- Understand how the internet works
- Use the internet safely and effectively
- Use up-to-date technology and computer applications
- Display information literacy
- Access and evaluate information effectively
- Formulate solutions to business problems using facts, logic, creativity, and values
- Demonstrate effective written communications skills in business situations
- Interact and collaborate across cultures in business
- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Integrate the global, ethical and legal aspects of business

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Bus 1100	Introduction to Business	3
Bus 1600	Introduction to Marketing	3
CIS 1250	Photoshop Essentials for Business	3
CIS 1310	The Whole Internet	3
CIS 1320	Web Tools	2
CIS 2310	Introduction to E-Commerce	3
	TOTAL CREDITS	17

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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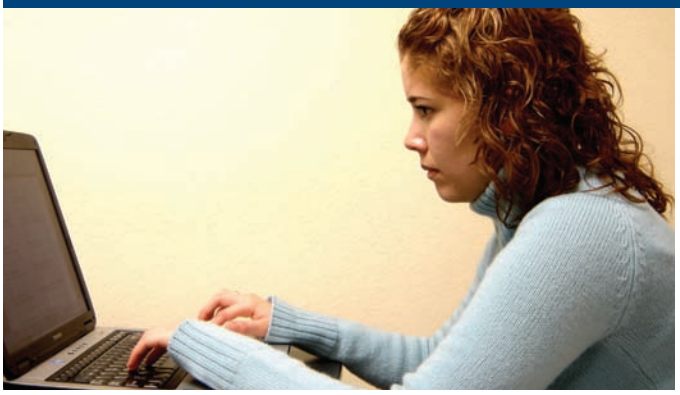
Microsoft Office Administrative Professional Certificate



This certificate provides a study of business concepts and advanced computer skills needed by Administrative Professionals in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Perform and coordinate office activities
- Manage information: how to store, retrieve, integrate, and disseminate information
- Organize and maintain business communication
- Use Microsoft Office applications
- Solve business problems using web tools for efficiency
- Communicate in a business environment: written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations
- Access and evaluate information effectively

Curriculum

Courses	Titles	Credits
CIS1101	Business Computer Systems	3
CIS 1200	Word Processing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1240	Information Management: Access	3
CIS 1320	Web Tools	2
	TOTAL CREDITS	17

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Microsoft Office Essentials Certificate

This certificate provides essential computer skills needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees and also come courses will apply towards more advanced certificates. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Perform specialized tasks using Microsoft Office applications
- Maintain computer information records
- Use of Microsoft Office for reports creation
- Verify information using information technology
- Gain advanced knowledge of Microsoft Office applications
- Communicate in a business environment: written, verbal, and nonverbal
- Access and evaluate information effectively
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

Curriculum

Courses	Titles	Credits
CIS 1101	Business Computer Systems	3
CIS 1102	Business Computer Systems II	3
CIS 1220	Business Decision Making: Excel	3
	TOTAL CREDITS	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Microsoft Office Fundamentals Certificate

This certificate will provide students with the most common office skills demanded and used in the market today. Students will learn and perform intermediate techniques in Microsoft Word and Excel and basic techniques in Access and PowerPoint. Students will also learn how to integrate the Office Applications.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Learn the most common Microsoft Office skills used in the market today
- Perform intermediate techniques in Microsoft Word and .... Excel, and integrate Microsoft Office applications
- Communicate in a business environment including written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations
- Access and evaluate information effectively

Curriculum

Courses	Titles	Credits
CIS 1101*	Business Computer Systems I	3
CIS 1200*	Word Processing	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 1500	Developing Keyboarding Skills	1
**Required*		
	TOTAL CREDITS	12

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Microsoft Office Technical Professional Certificate

This certificate provides in-depth technical computer skills needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Provide technical assistance for an organization
- Demonstrate knowledge of computer systems
- Provide support services
- Resolve computer problems and software issues
- Train users of Microsoft Office products
- Use web tools for efficiency in solving problems
- Demonstrate knowledge of Windows Operating system
- Communicate in a business environment: written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations
- Access and evaluate information effectively

Curriculum

Courses	Titles	Credits
CIS 1101	Business Computer Systems	3
CIS 1200	Word Processing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1240	Information Management: Access	3
CIS 1320	Web Tools	2
CIS 1400	Windows/Operating Systems	3
	TOTAL CREDITS	17

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Microsoft Office Specialist Certificate

This certificate provides advanced computer skills and business concepts needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. All courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees and other certificates. Qualifies for Work Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Solve business problems using Microsoft Office applications
- Increase productivity using Microsoft Office applications
- Create business documents using Microsoft applications which include Word, Excel, Access and PowerPoint
- Communicate in a business environment: written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations
- Access and evaluate information effectively

Curriculum

Courses	Titles	Credits
CIS 1101	Business Computer Systems	3
CIS 1200	Word Processing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1240	Information Management: Access	3
	TOTAL CREDITS	12

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

North Hennepin Community College

7411 85th Avenue North • Brooklyn Park, MN 55445
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Word Processing Essentials Certificate

This certificate is for students who want to learn advanced word processing computer skills. Some courses can be taken online. Courses can be applied to the A.A.S. or A.S. in Business Computer Systems and Management. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Perform clerical and administrative duties for an organization
- Implement the Information processing cycle
- Prepare technical reports and complicated tables
- Integrate information from various Microsoft Office applications into a Word document
- Create documents using desktop publishing skills
- Communicate in a business environment: written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Access and evaluate information effectively

Curriculum

Courses	Titles	Credits
CIS 1101	Business Computer Systems I	3
CIS 1200	Word Processing	3
CIS 1210	Desktop Publishing	3
	TOTAL CREDITS	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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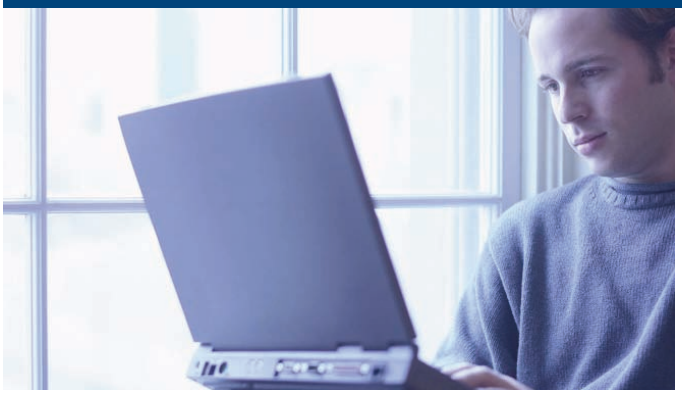
Computer Science A.S. Degree



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).

What You'll Learn

After completing the A.S. degree in Computer Science at North Hennepin Community College, graduates should be able to:

- Understand methodical and technical aspects of software design and programming
- Design, code and test robust, interactive programs conforming to industry standards
- Understand major abstract data types and the efficient ways to manipulate data
- Design databases and use Structured Query Language (SQL) to access, manage, update and store data
- Understand and develop the necessary computer skills for file management, retrieving and evaluating information, as well as creating documents, web content and presentations

Career Opportunities

Graduates with an A.S. degree in Computer Science will be prepared for a variety of positions including:

- Application Programmer
- Programmer Analyst/Developer
- Systems Administrator or DBA
- Software Process Analyst or Software Engineer
- .NET Programmer or Database Programmer
- Web Applications Developer
- Network Analyst
- Help Desk Support

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Professional/Technical Courses:		
CSci 1120	Programming in C/C++ -or-	
CSci 1130	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
A minimum of 14 credits from the following courses:		
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for the Internet	3
CSci 1040	Beginning Microsoft SQL Server	3
CSci 1090	Programming in VB.NET	4
CSci 1120	Programming in C/C++	4
CSci 1130	Introduction to Computer Programming in Java ***	4
CSci 1150	Programming in C# for .NET	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
General Education Courses:		
Econ 1060	Principles of Economics Macro (Goal Areas 5 and 8) -or-	
Econ 1070	Principles of Economics Micro (Goal Area 5)	3
Spch 1010	Public Speaking (Goal Area 1) -or-	
Engl 1140	Business Communication (Goal Area 1) -or-	
Engl 1940	Technical Writing	3
Engl 1201	College Writing I (Goal Area 1)	4
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science (Goal Area 3)	
	-or- Math/Logical Reasoning (Goal Area 4)**	4
	Additional courses***	13
	Additional course(s) from any department or career area	4
	TOTAL CREDITS	60

**CSci 2030 Database management has a prerequisite of CSci 1040. **Any Math course numbered 1130 or higher. ***The remaining 13 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. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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.NET Programming Certificate

The .NET Programming Certificate provides students with an opportunity to learn .NET application development. It targets students who want to acquire skills needed for .NET programming, web programming, and web site development. The Certificate offers a choice between the two most popular .NET programming languages: C# and VB.NET. It also covers ASP.NET, a technology for creating Web applications. The Certificate's database management courses utilize Microsoft SQL Server.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- How to program in one of the major .NET computer languages
- How to design and deploy a Web site
- Specifics of programming Internet-based applications and services
- How to program ASP.NET-based Web sites utilizing C# language
- How to employ Microsoft SQL Server to process and store the data associated with .NET applications

Career Opportunities

Graduates with a Certificate in .NET Programming will be prepared for a variety of positions including:

- IT consulting companies
- health care groups
- government agencies
- companies in manufacturing sectors
- financial institutions and insurance companies
- software development companies

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Program Specific Courses		
Choose 12 credits from the following (CSci 1160 is required)::		
CSci 1020	Beginning Web Page Programming	1
CSci 1040	Beginning Microsoft SQL Server	3
CSci 1090	Programming in VB.NET	4
CSci 1150	Programming in C# for .NET	4
CSci 1160	Web Programming in ASP.NET	4
CSci 2030	Database Management	4
	TOTAL CREDITS	12

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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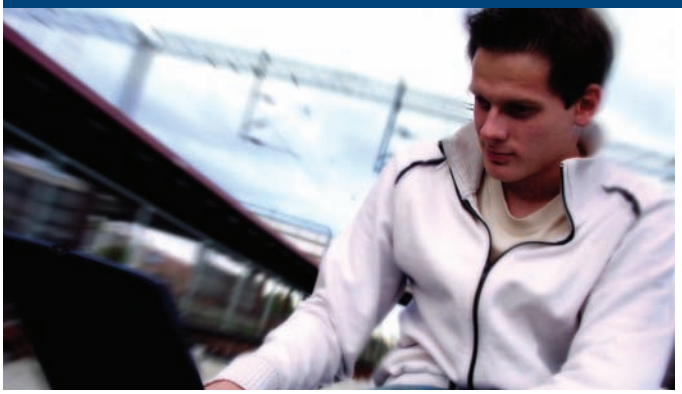
Application Programming Certificate



The Application Programming Certificate helps students to build and develop an understanding for designing, coding, testing and debugging applications in various programming languages.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- write programs to handle a specific job, such as a program to track inventory within an organization
- revise existing software
- customize generic applications
- write custom Web applications
- differentiate Application Programming with System Programming

Career Opportunities

Graduates with a Certificate in Applications Programming will be prepared for a variety of positions including:

- Application Programmer
- Programmer Analyst/Developer
- Software Process Analyst
- Web Applications Developer
- Software Engineer
- Help Desk Support

Curriculum

Courses	Titles	Credits
CSci 1090	Programming in VB.NET	4
CSci 1120	Programming in C/C++	4
CSci 1130	Introduction to Computer Programming in Java	4
CSci 1150	Programming in C# for .NET	4
CSci 1160	Web Programming in ASP .NET	4
CSci 1190	Introduction to C++ Programming	4
CSci 2001	Structure of Computer Programming I	4
CSci 2002	Structure of Computer Programming II	4
CSci 2020	Machine Architecture and Organization	4
	TOTAL CREDITS	12

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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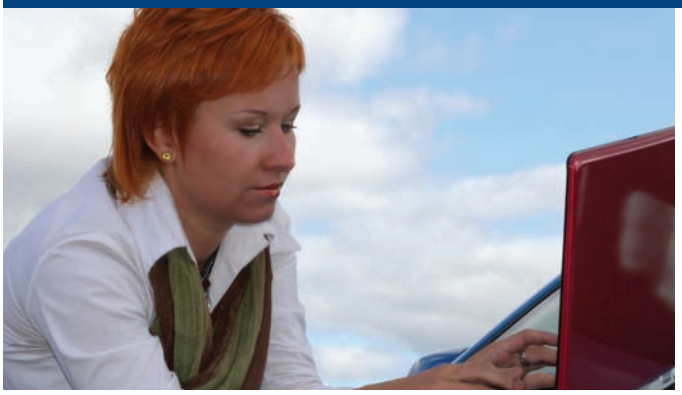
Game Programming Certificate



The Game Programming Certificate provides students with an opportunity to learn how to create interactive computer games, including Web-based ones. It targets students who want to acquire skills needed for game design and programming. The required Game Programming course utilizes Adobe Flash and ActionScript programming language. The Certificate offers a choice between the three most popular programming languages: Java, C++ and C#. Client-side scripting techniques will be covered as well.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- How to plan an interactive game
- Specifics of game design for Internet delivery
- How to design and deploy a Web site
- How to program in one of the major general computer languages
- Programming in ActionScript utilized by Adobe Flash platform

Curriculum

Courses	Titles	Credits
Required courses:		
CSci 1030	Programming for Internet	3
CSci 1135	Flash Game Programming	4
Take 4 credits from the following courses:		
CSci 1120	Programming in C/C++ Language	4
CSci 1130	Introduction to Computer Programming in Java	4
CSci 1150	Programming in C# for .NET	4
Take 5 credits from the following courses:		
CSci 1020	Beginning Web Page Programming	1
CSci 1040	Beginning Microsoft SQL Server	3
CSci 1160	Web Programming in ASP.NET	4
CSci 1990	Computer Science Special Topics	1-4
	TOTAL CREDITS	16

Requirements: A student shall complete all courses required in the program. A student shall earn a minimum of 16 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. Courses must be numbered 1000 or above. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Internet Programming Certificate

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.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- How to program in Java
- How to program ASP.NET-based Web sites utilizing C# language
- How to design and deploy Web pages
- Specifics of programming Internet-based applications and services
- How to handle the data associated with Web applications and services

Career Opportunities

Graduates with a Internet Programming Certificate will be prepared for a variety of positions including:

- Web Applications Developer
- Software Engineer
- Help Desk Support
- Web Designer
- Programmer
- Interactive Software Designer
- Multi-Media Author/Developer

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Computer Science Courses. Choose 19 credits from the following:		
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for Internet	3
CSci 1040	Beginning Microsoft SQL Server**	3
CSci 1090	Programming in VB.NET***	4
CSci 1130	Introduction to Computer Programming in Java*	4
CSci 1150	Programming in C# for .NET***	4
CSci 1160	Web Programming in ASP.NET*	4
CSci 1990	Computer Science Special Topics	1-4
CSci 2001	Structure of Computer Programming I	4
CSci 2030	Database Management**	4
	TOTAL CREDITS *(Minimum)*	19

**Required courses, **At least one of those courses required, ***At least one of these courses required, Requirements: A student shall complete all courses required in the program. 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. Courses must be numbered 1000 or above. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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Object-Oriented Programming Certificate

The Object-Oriented Programming Certificate provides students with the opportunity to learn the fundamentals and more advanced topics of object-oriented design and programming. The certificate is designed in the way allowing the students to select one or two programming languages, among the most popular ones. The major language elements are introduced in connection with the related algorithms. The students will also learn about the major abstract data types and the efficient ways to manipulate data.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- How to design professional-grade object-oriented applications in Java
- How to program in one or two major computer languages
- How to debug and test computer programs
- How utilize the standard data structures to handle and store the data associated with the applications

Career Opportunities

Graduates with a Object-Oriented Programming Certificate will be prepared for a variety of positions including:

- Application Programmer
- Programmer Analyst/Developer
- Software Process Analyst
- .NET Architect
- Web Applications Developer
- Software Engineer
- Help Desk Support

Curriculum

Courses	Titles	Credits
Computer Science Courses. Choose 19 credits from the following:		
CSci 1090	Programming in VB.NET	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 2001	Structure of Computer Programming I	4
CSci 2002*	Structure of Computer Programming II	4

**Denotes a required course for the certificate*

TOTAL CREDITS *(Minimum)* 12

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Marketing A.A.S. Degree

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.

What You'll Learn

After completing the A.A.S. degree in Marketing at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business

Career Opportunities

Graduates with an A.A.S. degree in Marketing will be prepared for a variety of positions including:

- Sales Representative
- Events Coordinator
- Product Development Specialist
- Marketing Specialist
- Purchasing Agent
- Marketing Representative
- Assistant Buyer

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
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	3
Marketing Specialty Courses:		
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1630	Professional Sales and Management	4
Bus 1640	Retail Management	4
Electives:		
	Any other Accounting, Business, or Computer Information Systems Courses	6
General Education Courses:		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II or (Goal Area 1)	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Selected from at least 3 of the other 10 goal areas	8
	TOTAL CREDITS	66

Recommendations: Math 1130 Elementary Statistics (Goal Area 4), Math 1150 College Algebra or Math 1140 Finite Math (Goal Area 4), Lab Science (Goal Area 3)
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a 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 of Arts, Associate of Science and Associate of 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.

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Marketing A.S. Degree

The Associate of 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.

What You'll Learn

After completing the A.S. degree in Marketing at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business

Career Opportunities

Graduates with an A.S. degree in Marketing will be prepared for a variety of positions including:

- Sales Representative
- Events Coordinator
- Product Development Specialist
- Marketing Specialist
- Purchasing Agent
- Marketing Representative
- Assistant Buyer

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
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 1600	Introduction to Marketing	3
CIS 1101	Business Computer Systems I	3
Marketing Specialty Courses:		
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1630	Professional Sales and Management -or-	
Bus 1810	Entrepreneurship	4
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Econ 1060	Principles of Economics: Macro (Goal Areas 5 and 8)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Psyc 1150	General Psychology or (Goal Area 5) -or-	
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science (Goal Area 3) -or-	
	Mathematical/Logical Reasoning (Goal Area 4)	3
	Additional courses	6
	TOTAL CREDITS	60

Recommendations: Math 1130 Elementary Statistics (Goal Area 4), Math 1150 College Algebra or Math 1140 Finite Math (Goal Area 4), Lab Science (Goal Area 3)
**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.
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a 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 of Arts, Associate of Science and Associate of 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.

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Marketing Certificate

The Marketing Certificate is designed for students who are interested in careers that exist in sales, advertising, marketing, retail, management, and merchandising.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal, and nonverbal communication skills in business situations
- Formulate solutions to business problems using fact, creativity, and values
- Integrate the global, ethical, and legal aspects of business

Curriculum

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy	3
Bus 1600	Introduction to Marketing	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1630	Professional Sales and Management	4
Bus 1640	Retail Management	4
CIS 1101	Business Computer Systems I	3
Choose any Acct, Bus, or CIS		6
	TOTAL CREDITS	30

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Advertising Certificate

This certificate is for students who want to learn the basics of advertising for professional development and/or career exploration. Most of the courses can be taken online. Many courses can be applied to the 30-credit Marketing Certificate. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Identify the four components of the marketing mix for a company
- Explain the role of demographics and psychographics in targeting consumer groups
- Identify the six major advertising media
- Discuss the ethical issues in marketing communications
- Explain the nature and purpose of sales promotions
- Describe the role of humor in advertising
- Explain various attitude change strategies
- Design an effective sales promotion plan

Curriculum

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	4
Bus 1620*	Advertising and Sales Promotion	3
CIS 1210	Desktop Publishing	3
**Required*		
	TOTAL CREDITS *(Minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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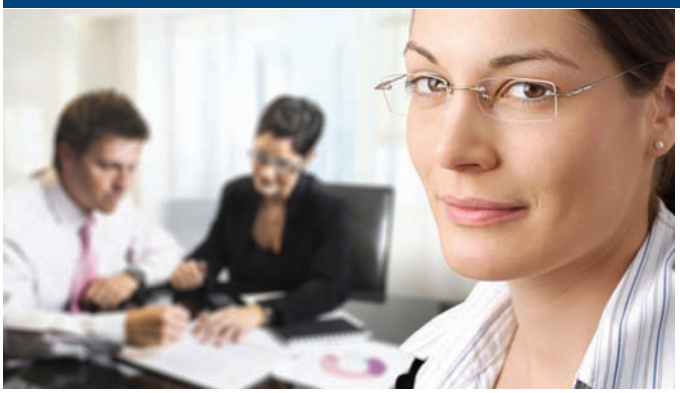
General Marketing Certificate



This certificate is for students to learn the very basics of marketing. This certificate can be earned entirely online. Courses can be applied to the 30-credit Certificate, the A.A.S. or A.S. degree in Marketing. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Analyze marketing problems and provide appropriate suggestions for resolution
- Work effectively in diverse student teams
- Understand and relate the effects of the legal, societal, ethical, competitive, and technical environment to marketing efforts
- Define terminology and concepts related to the field of marketing
- Demonstrate written and verbal marketing communication skills

Curriculum

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1630	Professional Sales and Management	4
**Required*		
	TOTAL CREDITS *(minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

North Hennepin Community College

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

Retail Management Certificate

This certificate is for students interested in a career in professional sales or already in a sales position. Students will learn the very basics of a sales career. Most of the courses can be taken online. Courses can be applied to the 30-credit Marketing Certificate, the A.A.S. or A.S. degree in Marketing. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Understand the vocabulary and practice of retailing
- List and explain each step in the retailing
- List the leading U.S. and international retailers
- Understand the management decisions made by retailers
- Learn about the types of store-based and non-store retailers
- Understand the retail evolution theories
- Describe customers' decision-making process
- Understand market attractiveness/competitive position matrix for evaluating strategic alternatives
- Learn various approaches to entering international markets
- Analyze the financial implications of retail strategy
- Understand: location decisions, pricing merchandize, negotiating with vendors, designing the layout for a store and other aspects of retailing

Curriculum

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1630	Professional Sales and Management	4
Bus 1640*	Retail Management	4
**Required*		
	TOTAL CREDITS *(minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Sales Certificate

This certificate is for students interested in a career in professional sales or already in a sales position. Students will learn the very basics of a sales career. Most of the courses can be taken online. Courses can be applied to the 30-credit Marketing Certificate, the A.A.S. or A.S. degree in Marketing. Qualifies for Workforce Investment Act.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Gain an understanding of personal selling as a major function within the marketing and promotional mix of a firm
- Improve communication ability
- Understand the principles of selling
- Prepare and present a sales presentation by visually, verbally, and nonverbally communicating
- Comprehend sales management and what it takes to train and motivate other salespeople
- Consider a career in sales

Curriculum

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Sales Promotion	3
Bus 1630*	Professional Sales and Management	4
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
**Required*		
	TOTAL CREDITS *(minimum)*	9

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Graphic Design A.S. Degree

The Associate of Science degree program in Graphic Design 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.

Visit www.nhcc.edu for full details on requirements and procedures for admission.

What You'll Learn

After completing the A.S. degree in Graphic Design at North Hennepin Community College, graduates should be able to:

- Verbally communicate their knowledge of and effectively critique design
- Design effectively with type
- Design, edit and create commercial artwork using the following computer software: PhotoShop, Quark Xpress, Illustrator, InDesign, Dreamweaver, Fireworks, Flash and Freehand MX
- Manage a design problem from conceptualization to a finished layout
- Write and design a professional portfolio

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Fine Arts Core:*		
Art 1040	Introduction to Art (Goal Areas 6 and 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 1340	Fundamentals of Color (Goal Area 6)	3
Art 1401	Drawing I (Goal Area 6)	3
Art 1402	Drawing II (Goal Area 6)	3
Art 2611	Painting I (Goal Area 6)	3
	Subtotal	*24*
Graphic Design Courses:		
GDes 2550	Typography I	3
GDes 2560	Web Design/Graphics	3
GDes 2601	Graphic Design I	3
GDes 2602	Graphic Design II	3
GDes 2811	Publication Design I	2
GDes 2812	Publication Design II	2
GDes 2850	Illustration	3
GDes 2860	Web Animation	3
GDes 2901	Desktop Design I	3
GDes 2902	Desktop Design II	3
	Subtotal	*28*
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
MnTC Electives:		
	Chosen from the Minnesota Transfer Curriculum (MnTC) Worksheet available in the CRC	
	Goal Areas 7, 9, or 10	2
	Natural Science (Goal Area 3) -or- Mathematical/Logical Reasoning (Goal Area 4)	3
	History and the Social and Behavioral Sciences (Goal Area 5)	3
	Subtotal	*12*
	TOTAL CREDITS	64

** Fine Arts Core courses must be completed before admission into the Graphic Design courses.*

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Associate of Fine Arts Degree – Studio Arts

The Associate of 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 art program. In addition to a general education core set of courses, students will take a Fine Arts core set of courses designed to transfer into B.F.A. and B.A. art programs at four-year institutions.

What You'll Learn

After completing the A.F.A. degree in Studio Arts at North Hennepin Community College, graduates should be able to:

- Transfer credits to a four-year institution to meet the lower division requirements for a B.A. in Art
- Combine work in Studio Arts with education or psychology to pursue a career in art education or art therapy

Graduates will have completed the transfer curriculum requirements for the A.F.A. degree, as well as the core courses and other course requirements to meet the lower division requirements for a B.A. in Art.

Career Opportunities

Graduates with an A.F.A. degree in Studio Arts will be prepared for a variety of positions including:

- Museum or gallery work
- Art Education
- Desktop Publisher
- Studio Artist

Curriculum

Courses	Titles	Credits
Fine Arts Foundation Courses:		
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 1340	Fundamentals of Color (Goal Area 6)	3
Art 1401	Drawing I (Goal Area 6)	3
Art 1402	Drawing II (Goal Area 6)	3
Art 2180	Art History: Pre-History to the Age of Cathedrals (Goal Areas 6 and 8)	3
Art 2190	Art History: Renaissance to 21st Century Art (Goal Areas 6 and 8)	3
Art 2611	Painting I (Goal Area 6)	3
Art 2900	Studio Arts Capstone Practicum (Goal Area 6)	1
Fine Arts Elective Courses *Choose courses totaling 14 credits from the following:*		
Art 1102	Photography II (Goal Area 6)	3
Art 1160	Digital Photography (Goal Area 6)	3
Art 1302	Two-Dimensional Design II (Goal Area 6)	3
Art 1320	Introduction to Sculpture (Goal Area 6)	3
Art 1361	Ceramics I (Goal Area 6)	3
Art 1362	Ceramics II (Goal Area 6)	3
Art 1270	Digital Video Production (Goal Area 6)	3
Art 1770	Quilt Arts (Goal Area 6)	3
Art 2612	Painting II (Goal Area 6)	3
Art 2740	Jewlery Workshop (Goal Area 6)	1
Art 2750	Ceramics Workshop (Goal Area 6)	1
Art 2781	Quiltmaking Workshop I (Goal Area 6)	1
Art 2782	Quiltmaking Workshop II (Goal Area 6)	1
General Education:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Spch 1110	Interpersonal Communications (Goal Area 1)	3
	Natural Science or Math (Goal Area 3 or 4)	3
	History and the Social or Behavioral Sciences (Goal Area 5)	3
	People and the Environment (Goal Area 10)	3
	TOTAL CREDITS	60

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

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Biology A.S. Degree

This program 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.

What You'll Learn

After completing the A.S. degree in Biology at North Hennepin Community College, graduates should be able to:

- Understand and discuss the major principles of biology
- Demonstrate fundamental laboratory techniques
- Demonstrate scientific writing, presentations, and biological research methods
- Succeed in upper division courses in biology at baccalaureate colleges and universities

Career Opportunities

Graduates with an A.S. degree in Biology will primarily transfer to a four-year institution. Biology positions could include:

- Natural resource management
- Forensic scientist
- Teacher
- Wildlife or conservation biologist
- Pharmaceutical or medical devices sales representative
- Environmental scientist
- Molecular biologist
- Ecologist
- Veterinarian

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For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Math 1150*	College Algebra (Goal Area 4)	3
Math 1130**	Elementary Statistics (Goal Area 4)	3
Soc 1110	Introduction to Sociology (Goal Area 5 and 7)	3
Hlth 1030	Personal and Community Health -or-	
Hlth 1060	Drugs and Health	3
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Biology Core Courses:		
Biol 1001	Biology I (Goal Area 3)	4
Biol 1002	Biology II (Goal Area 3)	4
Biol 2020	Animal Biology (Goal Area 3)	4
Biol 2030	Plant Biology (Goal Area 3)	4
Chem 2061	Organic Chemistry I	5
Chem 2062	Organic Chemistry	5
Phys 1201***	General Physics I (Goal Area 3)	5
Phys 1202****	General Physics II (Goal Area 3)	5
	TOTAL CREDITS	62

** Students may substitute Math 1221 to fulfill this requirement. Students will be advised to consult the math requirements of the institution to which they plan to transfer. ** Students may substitute Math 1222 to fulfill this requirement. Students will be advised to consult the physics requirements of the institution to which they plan to transfer. ***Students may substitute Physics 1601 to fulfill this requirement. Please consult the institution to which you plan to transfer. ****Students may substitute Physics 1602 to fulfill this requirement. Please consult the institution to which you plan to transfer.*
Credit total may increase if other mathematics courses are substituted.
Developmental Courses: Some students may need preparatory course(s) in the areas of Math and English. Courses numbered below 1000 will not apply toward the degree.

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Chemistry A.S. Degree

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.

What You'll Learn

After completing the A.S. degree in Chemistry at North Hennepin Community College, graduates should be able to:

- Interpret, predict, and write formulas for ionic and molecular compounds
- Explain basic concepts of atomic and chemical bonding theory
- Make observations, collect data, and perform mathematical calculations on experimental data
- Do basic operations on computers, laboratory instrumentation and wet bench analysis techniques
- Prepare samples for common forms of spectroscopy and interpret results
- Write a quality lab report which summarizes results, analyses data, proposes reasons for error and states a conclusion
- Demonstrate compliance with laboratory safety as dictated by regulatory agencies

Career Opportunities

Graduates with an A.S. degree in Chemistry will be prepared for a variety of chemical lab assistant positions. Students will primarily transfer to a four-year institution. Career settings could include:

- Biotechnology Labs
- Industrial Labs
- Environmental Labs
- Pharmaceutical Labs
- Chemistry/Biology Research Labs
- Forensic Labs
- Agriculture and Food Science Labs

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
General Education Courses:		
*Engl 1201	College Writing I (Goal Area 1)	4
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 Areas 5 and 7)	3
CIS 1101	Business Computer Systems I	3
Hlth 1030	Personal and Community Health -or-	
Hlth 1060	Drugs and Health	3
MnTC Elective	Goal Area 6 (Humanities and Fine Arts)	3
MnTC Elective	Goal Area 7,8, 9 or 10	3
Chemistry Core Courses:		
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	5
**Phys 1201	General Physics I (Goal Area 3)	5
**Phys 1202	General Physics II (Goal Area 3)	5
	TOTAL CREDITS	62

**Many institutions require both Engl 1201 and Engl 1202 for transfer credits. Please check with the transfer institution for their requirements. **Check with the transfer institution for their physics requirement. Some require Phys 1601, Phys 1602. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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Chemical Laboratory Assistant Certificate

The Certificate of Chemical Technology is designed to meet the needs of industry in the community.

Career Opportunities

Graduates with a Chemical Laboratory Assistant Certificate will be prepared for a variety of positions including:

- Biotechnology Labs
- Industrial Labs
- Environmental Labs
- Pharmaceutical Labs
- Chemistry/Biology Research Labs
- Forensic Labs
- Agriculture and Food Science Labs
- Hospitals and Government Agencies

Curriculum

Courses	Titles	Credits
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	5
Chem 2073	Introduction to Instrumental Methods and Analysis	4
CIS 1101	Business Computer Systems I	3
	TOTAL CREDITS	25

** Acceptance into the Certificate program will require students to meet the prerequisite for Chem 1061, which is Math 1150 College Algebra. (Goal Area 4) Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.*

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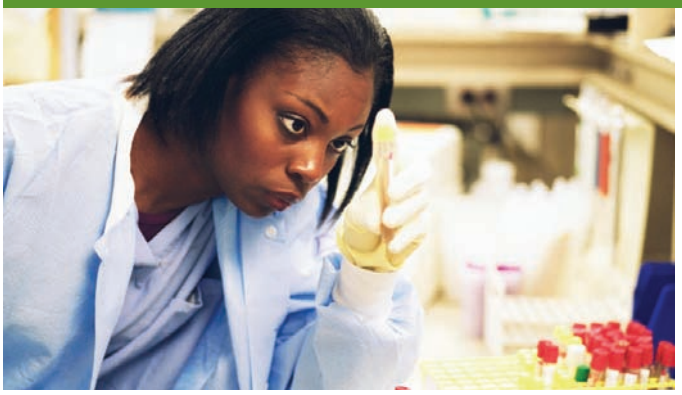
Histotechnology A.A.S Degree



North Hennepin Community College's Histotechnology (HTN) 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.

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

What You'll Learn

After completing the A.A.S. degree in Histotechnology at North Hennepin Community College, graduates should be eligible to sit for the national certification examination.

Career Opportunities

Graduates with an A.A.S. degree in Histotechnology will be prepared for a variety of positions including:

- Hospitals
- Medical clinics
- Government Agencies
- Pharmaceutical, Chemical, and Industrial Companies
- Medical Device Companies
- Private Labs with Anatomical Pathology Sections

Curriculum

Courses	Titles	Credits
General Courses:		
Biol 1001	Biology I (Goal Area 3)	4
Biol 1230	Medical Terminology I - Basic	1
Biol 2111	Human Anatomy and Physiology I (Goal Area 3)	4
Biol 2112	Human Anatomy and Physiology II (Goal Area 3)	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 1201	College Writing I (Goal Area 1)	4
Spch 1110	Princ of Interpersonal Communication (Goal Area 1)	3
HTN Courses:		
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
	TOTAL CREDITS	60

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.
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Medical Laboratory Technology A.A.S Degree

This program prepares graduates to work as members of the health care team in performing laboratory procedures that aid the physician in diagnosis and treatment of disease.

Prerequisites for Admission to the program:

- Completion of college placement tests within the 3 years prior to applying to the MLT Program, to assess current competency and readiness for college-level courses in all areas (no waivers).
- Completion of all courses indicated by college placement test scores to achieve college readiness, including: Readiness for College Algebra –Math 0902 Intermediate Algebra or Math 0903 Pre College Algebra with a "C" or better, or placement into Math 1150.
- Readiness for College Chemistry-one year of Chemistry-high school or college (Chem 1010 Introduction to Chemistry) with a grade of "C" or better.

What You'll Learn

After completing the A.A.S. degree in Medical Laboratory Technology at North Hennepin Community College, graduates should be able to:

- Evaluate the suitability of specimens for analysis and demonstrate proper specimen handling
- Correlate laboratory theory and terminology to practical work
- Demonstrate knowledge of principles, operation, and maintenance of laboratory equipment
- Identify problems and take corrective action according to protocol
- Apply basic mathematical calculations to laboratory situations
- Use quality assurance techniques to monitor procedures, equipment, and competency
- Demonstrate compliance with laboratory safety as dictated by regulatory agencies

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Program Specific Courses - MLT Didactic Courses:		
MLT 1000	Clinical Laboratory Basics	1
MLT 1100	Clinical Urinalysis/Body Fluids	2
MLT 1200	Clinical Laboratory Instrumentation	1
MLT 1250	Clinical Immunology	2
MLT 2050	Clinical Hematology	4
MLT 2080	Clinical Microbiology	4
MLT 2100	Clinical Chemistry	4
MLT 2150	Clinical Immunohematology	3
Program Specific Courses - MLT Clinical Courses:		
MLT 2310	Applied Phlebotomy	1
MLT 2320	Applied Hematology	2
MLT 2330	Applied Coagulation	1
MLT 2340	Applied Urinalysis	1
MLT 2350	Applied Microbiology	2
MLT 2360	Applied Immunohematology	2
MLT 2380	Applied Chemistry	2
General Education Courses:		
Biol 1001	Biology I (Goal Area 3)	4
Biol 1120	Human Biology (Goal Area 3)	3
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Engl 1201	College Writing I (Goal Area 1)	4
Math 1150	College Algebra (Goal Area 3)	3
Phil 1020	Introduction to Ethics (Goal Areas 6 & 9)	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1)	3
	TOTAL CREDITS	60

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.
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.
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 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 of Applied Science degree and are eligible to sit for the American Society of Clinical Pathology Board of Certification national certification exam. More details online at www.nhcc.edu.

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Nursing A.S Degree: Standard Option

Designed for students with no previous nursing 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 of 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.
Current requirements and more information on the nursing application process online at www.nhcc.edu/nursing

What You'll Learn

After completing the A.S. degree in Nursing at North Hennepin Community College, graduates should be able to:

- Adhere to standards of professional practice and practice nursing within legal, ethical and regulatory frameworks
- Rely upon the collection, analysis and synthesis of relevant data for the appraisal of a client's health status and to meet changing needs
- Utilize critical thinking and evidenced-based information as the foundation for clinical decision making
- Assist clients in meeting needs by implementing compassionate, nurturing, protective and client-centered nursing behaviors
- Promote, restore and maintain health and reduce risk through use of the teaching-learning process
- Manage care through the efficient, effective use of human, physical, financial and technological resources

Application Prerequisites

1. Completion of High School Chemistry taken in the United States (at least 1/2 year) with a "C" or better OR college level chemistry (Chem 1010) with a "C" or better.
2. All applicants are required to take the MnSCU assessment in reading, writing, math (CPT) tests regardless of degree(s) held or coursework completed. Assessment test must be taken within three years prior to your nursing application. Applicants who have not completed grades 5-12 at a United States Junior and Senior High School will complete a specific version (ESOL) of the assessment test.
3. All admitted nursing students must pass a Minnesota Criminal Background check. See www.nhcc.edu/nursing for more information.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Nursing Courses:		
Nurs 1211	Foundations in Nursing (fall)	5
Nurs 1213	Health Assessment in Nursing (fall)	3
Nurs 1212	Provider of Care I (spring)	5
Nurs 1214	Principles of Pharmacology in Nursing Practice (spring)	3
Nurs 2211	Provider of Care II (fall)	8
Nurs 2212	Manager of Care and Member of the Discipline of Nursing (spring)	8
General Education Courses:		
Biol 1001	Biology I (Goal Area 3)	4
Biol 2100	Microbiology (Goal Area 3)	4
Biol 2111	Human Anatomy and Physiology I (Goal Area 3)	4
Biol 2112	Human Anatomy and Physiology II (Goal Area 3)	4
Engl 1201	College Writing I (Goal Area 1)	4
Psyc 1150	General Psychology (Goal Area 5)	3
Spch 1110	Princ of Interpersonal Communications (Goal Area 1)	3
Soc 1110	Introduction to Sociology (Goal Area 7)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	TOTAL CREDITS	64

Sequences and Prerequisites: Courses are planned to build upon previous course work. Therefore, the following sequence of courses is required; however, it is recommended that a student pursue the general education and supporting science courses first, to be a competitive applicant for the Nursing Program.
• Biology 1001 is taken prior to Biology 2111, Biology 2100 and Nursing 1211
• Biology 2111 is taken concurrently or prior to Nursing 1211
• Biology 2112 is taken concurrently or prior to Nursing 1212
• Biology 2112 is taken concurrently or prior to Nursing 1214
• 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 1201 and Sociology 1110 are taken concurrently or prior to Nursing 2211
• Nursing courses are taken in sequence: 1211 - 1213 - 1212 - 1214 - 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. Additionally, a 2.5 cumulative grade point average in all general education courses required in the nursing curriculum must be maintained.
• To graduate, students must earn a minimum of 64 credits of the nursing curriculum.
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.
• This option is designed to be completed in two years. This program is available in both day and the evening-weekend option. The evening-weekend 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.
• Notes: Applications are available at Admissions 763-424-0719. Immunization records, tuberculosis screening, and CPR certification are required for beginning nursing courses after a student is accepted into the program. Standard Option is for students with no previous experience. The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000, and approved by the Minnesota Board of Nursing.

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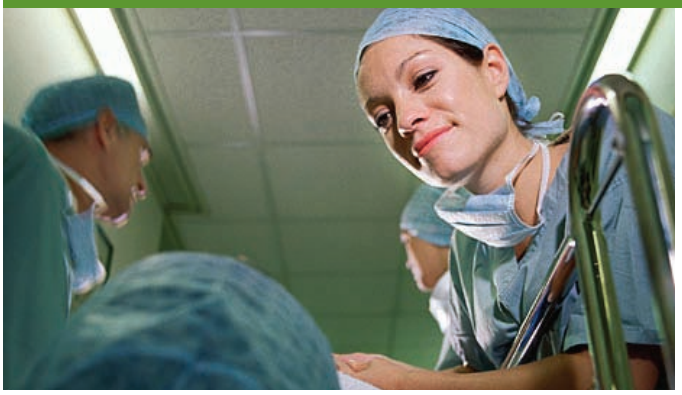
Nursing A.S. Degree: Mobility Option



Designed 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 in the replacement of first-year nursing courses with a single transition course.
Prerequisites: Licensure as LPN and the completion of all the NHCC general education courses required for the standard option; Chemistry (Chem1010) at the high school or college level, completion of assessment testing and completion of all recommended course work with a B or better is required.
Current requirements and more information on the nursing application process online at www.nhcc.edu/nursing

What You'll Learn

After completing the A.S. degree in Nursing at North Hennepin Community College, graduates should be able to:

- Adhere to standards of professional practice and practices nursing within legal, ethical and regulatory frameworks
- Rely upon the collection, analysis and synthesis of relevant data for the appraisal of a client's health status and to meet changing needs
- Utilize critical thinking and evidenced-based information as the foundation for clinical decision making
- Assist clients in meeting needs by implementing compassionate, nurturing, protective and client-centered nursing behaviors
- Promote, restore and maintain health and reduce risk through use of the teaching-learning process
- Manage care through the efficient, effective use of human, physical, financial and technological resources

Curriculum

Courses	Titles	Credits
Nursing Courses:		
Nurs 1220	Nursing Transition (summer session 1)	4
Nurs 2211	Nursing: Provider of Care II (fall)	8
Nurs 2212	Manager of Care and Member of the Discipline of Nursing (spring)	8
General Education Courses:		
Biol 1001	Biology I (Goal Area 3)	4
Biol 2100	Microbiology (Goal Area 3)	4
Biol 2111	Human Anatomy and Physiology I (Goal Area 3)	4
Biol 2112	Human Anatomy and Physiology II (Goal Area 3)	4
Engl 1201	College Writing I (Goal Area 1)	4
Psyc 1150	General Psychology (Goal Area 5)	3
Spch 1110	Principles/Interpersonal Communications (Goal Area 1)	3
Soc 1110	Introduction to Sociology (Goal Area 7)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
Credits from PN Program - Nursing		*12*
	TOTAL CREDITS	64

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.
Sequences and Prerequisites: The Nursing A.S. Mobility Option is designed so nursing courses can be completed in one year (summer, fall, and spring semester).
• Courses are planned to build upon previous course work. Therefore, the following sequence of courses is required. Mobility students take Biol 1001, Biol 2100, Biol 2111, Biol 2112, Spch 1110, and Psyc 1150 prior to the transition course (Nursing 1220) and before entering the second year of the program.
• Biology 1001 is taken prior to Biology 2111 and Biology 2100
• Biology 2111 is taken prior to Biology 2112
• Biol 1001, Biol 2100, Biol 2111, Biol 2112, Spch 1110, and Psyc 1150 are taken prior to Nurs 1220
• English 1201 and Sociology 1110 are taken concurrently or prior to Nursing 2211
• Nursing courses are taken in sequence: 1220 - 2211 - 2212
Notes:
• To apply, students must have a 2.5 cumulative grade point average in biology courses required in the nursing curriculum.
• 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.
• Each NHCC nursing course must be completed with a C or better for progression to the next nursing course.
• 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 evening-weekend options.
• The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000, and approved by the Minnesota Board of Nursing.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

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Physical Education A.S. Degree

The A.S. in Physical Education program provides students with transferable first and second year courses typically required for such a degree, and allows successful students to enter baccalaureate institutions as juniors. There is a continued and growing demand, for health and wellness educators, stimulated by the increasing costs of health care. The demand for Physical Education instructors will continue to increase as the population of youth increases that have health issues that are brought about by lack of exercise and physical activity.

What You'll Learn

After completing the A.S. degree in Physical Education at North Hennepin Community College, graduates should be able to:

- Make a seamless transfer to St. Cloud State University
- Explain how lifetime activities contribute to wellness
- Describe patterns of good nutrition and how they contribute to wellness
- Identify the stress mechanism and stress reduction techniques
- Practice habits to ensure personal safety
- Identify and analyze muscles used in single and multiple joint movements
- Describe the influence of cultural diversity in physical education and its influence in areas of dance, sports and participation
- Design a personal e-folio, which includes one's philosophy of physical education

Career Opportunities

Graduates with an A.S. degree in Physical Education will be prepared for a variety of positions including:

- personal or athletic trainer
- sport coach
- fitness specialist
- strength and conditioning intern
- group exercise specialist

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Physical Education Core Courses:		
PE 1500	Foundations in Physical Education	3
PE 2490	Kinesiology	4
PE 1050	Weight Training	1
PE 1261	Movement Exploration	3
PE/Hlth1250	Wellness for Life	3
Biol 1120	Human Biology (Goal Area 3)	3
Hlth 1060	Drugs and Health (Goal Area 3)	3
Psyc 1210	Child Development (Goal Area 5)	3
Psyc 1220	Adult Development (Goal Area 5)	3
	Physical Education Electives	3
General Education Courses:		
Math 1130	Elementary Statistics (Goal Area 4)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Chem 1000	Chemistry in Society (Goal Area 3)	4
Soc 1110	Introduction to Sociology (Goal Areas 5 & 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Musc 1300	Music in World Cultures (Goal Areas 6 & 8)	3
	Social Science Elective (Goal Area 5)	3
	Humanities Electives (Goal Area 6)	6
	TOTAL CREDITS	60

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Personal Trainer Certificate

The Personal Trainer certificate program prepares students to develop individualized exercise programs and provide knowledgeable information on weight loss, weight gain, muscle strengthening, and flexibility. According to the American College of Sports Medicine, Personal Training is the third fastest growing occupation in the nation. This certificate program is designed to assist students in developing skills to be successful in the areas of the fitness industry, business, sports, and coaching. Areas of study include health and fitness, kinesiology, and concepts of personal training. Included in the program is an internship on campus which would allow practical application of concepts learned in the areas of exercise prescription and implementation of individualized programs for fellow students.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Demonstrate an understanding of the principles of physical conditioning
- Demonstrate an understanding of parameters that are available for physical assessments
- Demonstrate the ability to interpret physical assessments and prescribe exercise programs from such results

Curriculum

Courses	Titles	Credits
PE 1500	Foundations of Physical Education	3
PE/Hlth 1250	Wellness for Life	3
Hlth 1070	Nutrition	3
PE 2490	Kinesiology	4
PE 2101	Concepts of Personal Training	3
PE 1010	Physical Fitness	2
PE 1050	Weight Training	1
PE 1750	Yoga	1
PE 2102	Concepts of Personal Training: Application	1
Biol 1120	Human Biology (Goal Area 3)	3
Bus 1600	Intro to Marketing	3
Spch 1110	Interpersonal Communications (Goal Area 1)	3
	TOTAL CREDITS	30

Upon completion of PE 2100, the student will have the opportunity to complete the ACE certification exam for Personal Training. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

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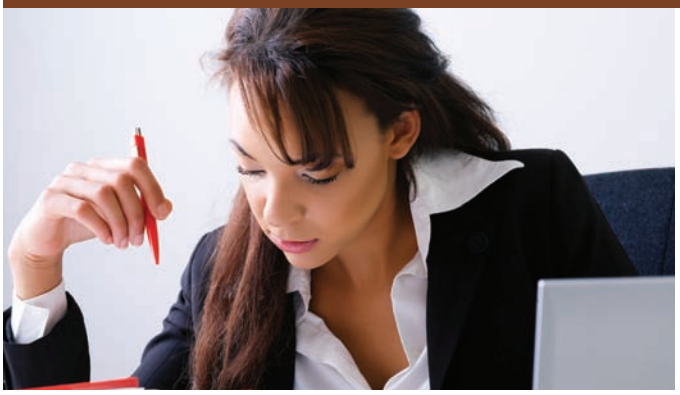
Criminal Justice A.S. Degree



North Hennepin's Associate of 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 transfer to a four year institution and 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.

What You'll Learn

After completing the A.S. degree in Criminal Justice at North Hennepin Community College, graduates should be able to:

- Articulate the history and application of Criminal Justice, as well as its relationship to the other social sciences
- Communicate effectively in work situations
- Analyze complex material, including constitutional law
- Apply concepts used in the Criminal Justice profession
- Compare and contrast traditional and change-enhancing attitudes and views used in the Criminal Justice profession
- Identify career opportunities and the requirements for those positions in the Criminal Justice field

Career Opportunities

Graduates with an A.S. degree in Criminal Justice will be prepared for a variety of positions including:

- Senior Court Clerk
- Probation Officer

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Professional Courses:		
Hlth 1060	Drugs and Health	3
Phil 1020	Introduction to Ethics (Goal Areas 6 and 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
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Psyc 1150	General Psychology (Goal Area 5)	3
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Soc 1130	Social Problems/Deviance (Goal Areas 7 and 9)	3
Soc 1750	Families in Crisis (Goal Area 5)	3
Soc 2210	Minority Groups (Goal Areas 5 and 7)	3
Spch 1110	Interpersonal Communication (Goal Area 1)	3
Spch 1310	Intercultural Communications (Goal Areas 7 and 8)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	4
	Natural Science Mathematical/Logical Reasoning (Goal Areas 3 or 4)	4
	-or- Math 1150 College Algebra** (Goal Area 4)	3
A minimum of 5 elective credits from the following courses:		
CIS 1101	Business Computer Systems I -or-	
CSci 1000	Computer Basics	3
Hlth 1600	First Responder	3
PE 1010	Physical Fitness	2
PolS 1140	State and Local Politics (Goal Areas 5 and 9) *(highly recommended)*	3
Psyc 1165	Psychology of Adjustment (Goal Area 5)	3
Soc 1990	Special Topics	2-3
	TOTAL CREDITS	64

*Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree. **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).*

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Law Enforcement A.S. Degree

North Hennepin's Associate of 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 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. Employment in Law Enforcement requires a Criminal Background Check. If you have questions regarding your eligibility contact NHCC Counseling and Advising Center for clarification.

What You'll Learn

After completing the A.S. degree in Law Enforcement at North Hennepin Community College, graduates should be able to:

- Articulate the history and application of Criminal Justice with respect to Law Enforcement, as well as its relationship to the other social sciences
- Apply concepts used in the Law Enforcement profession
- Communicate effectively in work situations
- Explain various legal issues, criminal codes and traffic codes in Law Enforcement
- Compare and contrast traditional and change-enhancing attitudes and views used in the Law Enforcement profession
- Identify career opportunities in law enforcement agencies, and the requirements for those positions
- Apply techniques and strategies used in crime investigation, patrol operations, and daily police work

Career Opportunities

Graduates with an A.S. degree in Law Enforcement will be prepared for a variety of positions including:

- Police Officer
- Security Officer
- Loss Prevention Officer

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
*Professional Courses****:*		
	Crime Investigation	3
	Legal Issues in Law Enforcement	3
	Criminal and Traffic Codes	3
	Patrol Operations	3
	Law Enforcement Integrated Curriculum	9
Health and Physical Education Courses:		
PE 1010	Physical Fitness	2
Hlth 1600	First Responder***	3
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202*	College Writing II (Goal Area 1)	2
Soc 1720*	Police and Community	3
Soc 1730*	Juvenile Justice	3
Phil 1020	Introduction to Ethics (Goal 6 and 9)	3
Psyc 1165	Psychology of Adjustment (Goal Area 5)	3
Soc 1110*	Introduction to Sociology (Goal Area 5)	3
Soc 1710*	Introduction to Criminal Justice (Goal Areas 5 and 7)	3
Soc 1750*	Families in Crisis (Goal Area 5)	3
Soc 2210*	Minority Groups (Goal Area 5)	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1)	3
MnTC Electives:		
	Humanities and Fine Arts** (Goal Area 6)	2
	Natural Science (Goal Area 3) -or- Mathematical/Logical Reasoning (Goal Area 4)	4
	Others if needed	to total 43 credits
	TOTAL CREDITS	64

** 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.*
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Paralegal A.S. Degree

The Paralegal program at North Hennepin Community College prepares students to assist lawyers and administrators of law related occupations in providing efficient legal services to the public. Courses prepare students for entry into a paralegal career and provide presently employed paralegals an opportunity to enhance their legal knowledge and skills. 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 with which 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.

The Paralegal program at North Hennepin Community College is approved by the American Bar Association.

What You'll Learn

After completing the A.S. degree in Paralegal at North Hennepin Community College, graduates should be able to:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge
- Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings
- Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings
- Think critically and creatively analyze, synthesize, and organize information
- Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format
- Successfully complete projects performed by paralegals in the various substantive areas of law
- Demonstrate ability to use word processing, spreadsheets, database and case management software as they are used in the legal profession

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Paralegal Specialty Courses - Required:		
PLeg 1111	Introduction to Law and Paralegal Studies	3
PLeg 1210	Computer Applications in the Legal Profession	2
PLeg 1411	Litigation I	3
PLeg 1412	Litigation II	3
PLeg 2211	Legal Research and Writing I	3
PLeg 2212	Legal Research and Writing II	3
PLeg 2930	Legal Studies Seminar and Internship	3
	Total Required Credits	*20*
Paralegal Specialty Courses - Electives		
Students must successfully earn 10 credits from the following:		
PLeg 1330	Family Law	2
PLeg 2310	Criminal Law and Procedure	3
PLeg 2620	Property	3
PLeg 2510	Contracts and Business Organizations	3
PLeg 2710	Wills, Trusts and Estate Administration	3
PLeg 2810	Employment Search	1
	Total Elective Credits	*10*
	Total Legal Specialty Credits	*30*
General Education Courses - Required:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 2320	Language Structure in Thought and Action (Goal Areas 6 & 7)	3
Phil 1050	Introduction to Logic (Goal Area 4)	3
PolS 1100	American Government and Politics (Goal Areas 5 & 9)	3
Psyc 1150	General Psychology (Goal Area 5)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science or Mathematical/Logical Reasoning (Goal Area 3)	3
	Additional General Education	5
	Total General Education Credits	*30*
	TOTAL CREDITS	60

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.
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Paralegal Certificate

This program prepares students who already possess an A.A., A.S., Bachelor's or higher degree, to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. 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. The Paralegal Program at North Hennepin Community College is approved by the American Bar Association.

What You'll Learn

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge
- Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings
- Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings
- Think critically and creatively analyze, synthesize, and organize information
- Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format
- Successfully complete projects performed by paralegals in the various substantive areas of law
- Demonstrate ability to use word processing, spreadsheets, database and case management software as they are used in the legal profession

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Paralegal Specialty Courses - Required:		
PLeg 1111	Introduction to Law and Paralegal Studies	3
PLeg 1210	Computer Applications in the Legal Profession	2
PLeg 1411	Litigation I	3
PLeg 1412	Litigation II	3
PLeg 2211	Legal Research and Writing I	3
PLeg 2212	Legal Research and Writing II	3
PLeg 2930	Legal Studies Seminar and Internship	3
Total Required Credits		*20*
Paralegal Specialty Courses - Electives		
Students must successfully earn 10 credits from the following:		
PLeg 1330	Family Law	2
PLeg 2310	Criminal Law and Procedure	3
PLeg 2620	Property	3
PLeg 2510	Contracts and Business Organizations	3
PLeg 2710	Wills, Trusts and Estate Administration	3
PLeg 2810	Employment Search	1
Total Elective Credits		*10*
	TOTAL CREDITS	30

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 required paralegal courses.

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Building Inspection Technology A.A.S. Degree

North Hennepin Community College is one of only a handful of institutions in the country to offer an A.A.S. in Building Inspection Technology. The program is delivered by experts in the field through evening and online classes that are targeted to adult learners. 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.

NHCC is one of only two public institutions of higher education in the Twin Cities to offer an A.A.S. degree in Building Inspection Technology, and soon the entire program will be available online. For more information regarding certification of Building Officials in Minnesota, visit www.mncodes.com

What You'll Learn

After completing the A.A.S. degree in Building Inspection Technology at North Hennepin Community College, graduates should be able to:

- Demonstrate how to effectively use the MN State Building Code and all of the referenced standards included in those codes
- Demonstrate an understanding of the intent and purpose of code enforcement
- Perform entry level inspections and plan reviews
- Effectively communicate code issues in both oral and written form
- Be prepared to pass the Minnesota State Building Official or ICC certification exams

Career Opportunities

Graduates with an A.A.S. degree in Building Inspection Technology will be prepared for a variety of positions including:

- Building , Plumbing, HVAC Inspector
- Housing Inspector
- Plans Examiner
- Quality Control Inspector for Commercial or Residential projects

For transfer information: www.mntransfer.org

For employment outlook: www.iseek.org

Curriculum

Courses	Titles	Credits
Program Specific Courses - Core Curriculum:		
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 Bldg 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 1600	Energy Conservation in Building Construction	2
BIT 1700	Plumbing Code	3
BIT 2000	Public Administration for the Code Official	3
BIT 2020	Legal Aspects of Building Inspection	2
BIT 2100	Soils and Concrete Technology	3
BIT 2500	Fire Suppression Systems	2
CIS 1101	Business Computer Systems I	3
MnTc Electives - Choose 10 credits from at least 3 of the 10 goal areas:		
	Additional Courses	10
Program Specific Electives - Choose 4 credits from the following: BIT, Business, Accounting or Construction Management Courses or any of the following:		
BIT 2600	Building Inspection Internship	2
BIT 2650	Administering the Minnesota Building Code	2
PLA 1020	Prior Learning Portfolio Development	1
General Education Courses - Students must choose between Engl 1140 or Engl 1202 and between Spch 1010 or Spch 1110:		
Engl 1140	Business Communications (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Spch 1110	Interpersonal Communication (Goal Area 1)	3
	TOTAL CREDITS	60

Equivalent courses are available at Inver Hills Community College. Students may be jointly enrolled in both institutions, taking courses wherever convenient for them. Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Building Inspection CORE Certificate

Designed to provide the core classes with foundational concepts for building inspectors in the BIT curriculum. These classes provide necessary background and points to assist an individual in qualifying to sit for the Minnesota State Building Official examination.

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 Code -or-	2
BIT 2000	Public Adminstration for the Code Official	3
	TOTAL CREDITS	10-11

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Building Inspection Technology Certificate

This certificate is designed for individuals with some experience in building inspection, architecture, engineering, or construction management who are interested in a concentrated program in building inspection.

Building Inspection courses are offered in the evenings and on weekends. Equivalent courses are available at Inver Hills Community College. Students may be jointly enrolled in both institutions, taking courses wherever convenient for them.

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 1600	Energy Conservation in Building Construction	2
BIT 1700	Plumbing Code	3
BIT 2000	Public Administration for the Code Official	3
BIT 2020	Legal Aspects of Code Administration	2
BIT 2100	Soils and Concrete Technology	3
BIT 2500	Fire Suppression Systems	2
	TOTAL CREDITS	29

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Building Permit Technician Vocational Certificate

Designed to enhance the competencies of present permit clerks or technicians, to prepare persons for the national certification examinations 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
Program Specific Courses:		
BIT 1000	Introduction to Building Inspection	2
BIT 2000	Public Administration for the Code Official	3
BIT 2020	Legal Aspects of Building Inspection	2
BIT 2400	Land Use and Zoning	2
CIS 1101	Business Computer Systems I	3
CMSV 2860	Building Construction Plan Reading	2
Program Specific Electives - Choose one course from the following:		
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1210	Managerial Communication	3
Spch 1110	Interpersonal Communication (Goal Area 1)	3
	TOTAL CREDITS	17

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Construction Management A.S. Degree

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 complex construction projects. The Associate of Science in Construction Management is designed to articulate to the University of Minnesota's B.A.S. in Construction Management degree and Minnesota State at Moorhead's B.S in Construction Management Degree.

What You'll Learn

After completing the A.S. degree in Construction Management at North Hennepin Community College, graduates should be able to:

- Develop a basic understanding of building codes and regulations
- Understanding of construction documents system and organization
- Be able to prepare a construction project cost estimates
- Be able to prepare construction project schedules
- Apply the principles of the Critical Path Method (CPM)

Career Opportunities

Graduates with an A.S. degree in Construction Management will be prepared for a variety of positions including.

- Construction Management Assistant
- Construction & Building Inspector
- Job Superintendent
- Engineering Technician

Curriculum

Courses	Titles	Credits
Construction Management Curriculum:		
ACCT 2111	Financial Accounting	4
BUS 1200	Introduction to Management	3
CMSV 2860	Building Construction Plan Reading	2
CMSV 2870	Construction Management	3
CMSV 2880	Construction Estimating & Scheduling	4
CMSV 2890	Building Organization & Technology	3
ENGR 1200	Engineering Graphics	3
Electives - Choose from the following:*		
BIT 1000	Introduction to Codes	2
BIT 1100	Field Inspection	2
BIT 1410	Mechanical Inspection	4
BIT 1420	Electrical Inspection	2
BIT 2100	Soils and Concrete Technology	3
CMSV 2895	Construction Management Internship	3
Math Elective**		
General Education Curriculum:		
Art 2300	Architectural History (Goals 6 & 8)	2
Econ 1070	Principles of Economics Micro (Goal 5)	3
Engl 1201	College Writing I (Goal 1)	4
Engl 1202	College Writing II	2
Math 1180	Pre-Calculus (Goal 4)	5
Phil 1110	Problem Solving (Goal 9)	3
Phys 1201	Principles of Physics I (Goal 3)	5
Psyc 1150	General Psychology (Goal 5)	3
Spch 1110	Principles of Interpersonal Communication (Goal 1)	3
	TOTAL CREDITS	60

**It is recommended that students consult with a counselor about the best course selection options. Students who do not plan to transfer may enhance their employability by selecting Building Inspection Technology (BIT) courses.*
***It is recommended that students intending to transfer to the University of Minnesota B.A.S. or Minnesota State Moorhead B.S. program consult with a counselor about the best course selection options. Students may best be served by choosing MATH courses to fulfill the electives. University of Minnesota students should take MATH 1200 or 1221.*
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Construction Management Certificate

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 complex construction projects. The certificate in Construction Management is designed to build upon the A.S. degree in Construction Management and articulate to the University of Minnesota's B.A.S. in Construction Management degree and Minnesota State at Moorhead's B.S. in Construction Management Degree.

Curriculum

Courses	Titles	Credits
Construction Management Curriculum:		
ACCT 2111	Financial Accounting	4
BUS 1200	Introduction to Management	3
CMSV 2860	Building Construction Plan Reading	2
CMSV 2870	Construction Management	3
CMSV 2880	Construction Estimating & Scheduling	4
CMSV 2890	Building Organization & Technology	3
ENGR 1200	Engineering Graphics	3
Electives - Choose from the following:*		
BIT 1000	Introduction to Codes	2
BIT 1100	Field Inspection	2
BIT 1410	Mechanical Inspection	4
BIT 2100	Soils and Concrete Technology	3
CMSV 2895	Construction Management Internship	3
	Math Elective**	3-5
	TOTAL CREDITS	30

**It is recommended that students consult with a counselor about the best course selection options. Students who do not plan to transfer may enhance their employability by selecting Building Inspection Technology (BIT) courses.*
***It is recommended that students intending to complete the A.S degree or transfer to the University of Minnesota B.A.S. or Minnesota State Moorhead B.S. program consult with a counselor about the best course selection options. Students may best be served by choosing MATH courses to fulfill the electives.*
Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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(Pre) Engineering A.S. Degree

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

What You'll Learn

After completing the A.S. degree in Pre-Engineering at North Hennepin Community College, graduates should be able to:

- Understand and apply the major principles of calculus-based mathematics to their engineering courses
- Understand and apply the major principles of general physics and chemistry to their engineering courses
- Demonstrate an ability to communicate technical material orally and in writing
- Demonstrate a familiarity with laboratory equipment used in introductory physics and chemistry
- Understand how to collect data, perform statistical and graphical analysis of the data and appreciate sources of error and uncertainty

Career Opportunities

Graduates with an A.S. degree in Pre-Engineering will primarily transfer to a four year institution. Pre- Engineering positions could include:

- Engineering Assistant
- Structured for transfer to 4-year colleges: Aerospace Engineer, Agricultural Engineer, Chemical Engineer, Civil Engineer, Electrical Engineer, Materials Engineer, Mechanical Engineer, Mining Engineer, Nuclear Engineer, Safety Engineer

Curriculum

Courses	Titles	Credits
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Phil 1020	Ethics (Goal Area 6 and 9)	3
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
CSci 1120	Programming in C/C++ -or-	
CSci 1130	Introduction to Computer Programming in Java -or-	
CSci 1190	Introduction to C++ Programming	4
Phys 1601	General Physics I (Goal Area 3)	5
Phys 1602	General Physics II (Goal Area 3)	5
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	Life Science (Goal Area 3) -or-	
Biol 1001	Biology I (Goal Area 3) -or-	
Biol 1200	Current Environmental Issues (Goal Area 3)	4
Engineering Course:		
Engr 1000	Intro to Engineering (All subfields)	3
	TOTAL CREDITS	62
Additional Recommended Course:		
Engr 1200	Engineering Graphics (Aerospace, Civil, Mechanical)	3

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Housing Inspection Certificate

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	3
BIT 2020	Legal Aspects of Code Administration	2
BIT 2400	Land Use and Zoning	2
BIT 2650	Administering the Minnesota State Building Code	2
	TOTAL CREDITS	16

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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Public Works Certificate

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 1201	College Writing I (Goal Area 1)	4
Bus1210 Spch 1110	Managerial Communication -or- Principles of Interpersonal Communication (Goal Area 1)	
	-or-	
Engl 1140	Business Communications (Goal Area 1)	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
	TOTAL CREDITS	22

Developmental Courses: Some students may need preparatory course(s) in the areas of math and/or English. Courses numbered below 1000 will not apply towards a degree.

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A Look Back at NHCC'S History

2010
Dr. John O'Brien named President of NHCC.

2010
Renovation and expansion of Center for Business & Technology started.

2009
GPS LifePlan implemented to help meet student's needs in all areas of academic, personal and career development.

2008
NHCC's first Student Success Day is held.

2007
Veterans Resource Center opens.

2007
B.A. in Biology with MN State University Moorhead offered at NHCC.

2007
New accreditation process called the Academic Quality Improvement Program of the Higher Learning Commission is instituted.

2006
College's 40th Anniversary celebrated.

2005
The Career & Continuing Education Building is renamed the Center for Business & Technology.

2005
Courtyard renovation complete.

The Activities Building is renamed the Health & Wellness Center.

2002
New Science Center and Tessman Greenhouse opens.

2004
Center for Liberal Arts opens.

1998
Governor-elect Jesse Ventura visits NHCC – his alma mater.

1997
Carillon bell tower installed.

1995
North Hennepin Community College becomes part of the Minnesota State Colleges & Universities System, comprised of 25 two-year colleges and 7 universities.

1996
Educational Services Building opens.

1994
President Bill Clinton visits campus.

1990
NHCC starts offering classes in Buffalo.

1986
Career & Continuing Education Building opens.

1988
Weekend College introduced.

1982
Enrollment tops 3,000.

1982
NHCC Foundation is established.

1975
2nd floor of the Campus Center and the Administration Building open.

1975
Non-credit classes begin.

1974
St. Cloud State offers courses at NHCC.

1973
Name is changed to North Hennepin Community College.

1972
Campus Center and Fine Arts Building are opened.

1971
Two-year nursing curriculum begins.

1970
Activities Building opens.

Junior College Opens Monday for Three-Year 'Run' in Osseo

1966
North Hennepin State Junior College opened in the former Osseo Junior High. Dale Lorenz was the first President.

1969
College moves to its new 104-acre campus.

Course Numbers & Descriptions

Course Numbers

Course Descriptions

Course Numbers

The first digit indicates the level of the course:
0 – Developmental
1 – First Year/Introductory
2 – Second Year/Advanced

Only courses that are required to be taken in order are considered sequential and they are indicated with a 1, 2, or 3 in the last digit.

Sequence (last digit):
0 – Not a sequential course
1 – First class in a sequence
2 – Second class in a sequence
3 – Third class in a sequence

Developmental courses 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.

Note: Prerequisite indicates placement test score and/or previous coursework is required before students are eligible to take a course. (Goal Area #) after course title indicates MnTC goal area(s).

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 prepares students for success in future college coursework. This course emphasizes learning strategies to improve comprehension and understanding of how various texts are organized. This course requires students to examine their existing learning strategies and introduces students to learning practices, processes, techniques and/or strategies necessary for college success, such as pre-reading, underlining and annotating, and/or developing study aids. *Credit does not apply to a degree. Placement in this class is determined by student's score on the reading assessment test.*

ADev 0952
College Reading and Learning Strategies II.....3 Credits
The academic focus of this course is the introduction of critical literacy skills. Students enrolled in this course are offered extended practice with various literary and informational texts. Students will be expected to produce written products that demonstrate their comprehension of these texts. Students who successfully complete this course will have acquired learning strategies for comprehending and studying a variety of college level materials. *Credit does not apply to a degree.*

ADev 1000 (and 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. Career and personality inventories 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 ADEV 1000 are the same course; credit may not be earned for both. Recommend students in this course also enroll in Bus 1010 Job Seeking Skills or ADEV 1010 Job Seeking Skills.*

ADev 1010 (and 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. *This course is listed under both Bus and ADEV; credit may not be earned for both. Recommend students also enroll in Bus 1000/ADEV 1000 Career Planning.*

ADev 1950
Reading College Textbooks .....3 Credits
This course will focus on developing critical literacy and critical thinking strategies necessary for dealing efficiently and effectively with different kinds of college reading assignments. A major focus of the class will be on developing strategies such as pre-reading, marking and annotating, identifying writing patterns and vocabulary enhancement. Critical literacy and critical thinking will be applied to a variety of assignments. *Prerequisite: ADev 0952 with a grade of C or better or equivalent reading assessment test score.*

ADev 1990
Academic Development Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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.

Acct 1990
Accounting Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 and 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 and develop 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. Experience using spreadsheets is recommended. *Prerequisite: Acct 2112*

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. *Knowledge of accounting debits and credits and CIS 1101 or computer experience is recommended. Prerequisite: Acct 2111*

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 C) 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 (Goal Area 8) .....4 Credits
Students will be taught the basics for communication with deaf and hard-of-hearing individuals. The courses include receptive and expressive finger spelling, signing, conversational behaviors and various aspects of Deaf Culture.

ASL 1102
American Sign Language II (Goal Area 8).....4 Credits
This course continues from ASL 1101. The student's signing and finger spelling will be increased to improve their signing skills. *Prerequisite: ASL 1101*

ASL 1300
Deaf Culture (Goal Area 7) .....3 Credits
This class provides students with an understanding of the History and Culture of Deaf People. Students will learn about Deaf and Hard of hearing people in the Deaf Community in all areas of the United States and how the culture has progressed since the 1800's.

ASL 1400
Fingerspelling and Numbers..... 3 Credits
Fingerspelling and Numbers course provides students the fundamentals to learn basic letters, words, and numbers in American Sign Language. This course will prepare students to communicate with Deaf and Hard of Hearing people on a basic level. Practice time in class will allow students to easily increase their speed signing. *Prerequisite: ASL 2202*

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*

Anthropology

Anth 1010
Introduction to Anthropology: Cultural Anthropology (Goal Areas 5 and 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 Physical Anthropology: Anthropology, Archaeology and Prehistory (Goal Areas 3 and 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. The course includes a lab-like experience.

Anth 1990
Anthropology Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Arabic

Arbc 1030
Arab Cultures (Goal Areas 6 and 8).....3 Credits
This course discusses the history and culture of the Arab world examining various aspects of this rich and venerable civilization, the importance attached to education, the achievements of Arab science and also the internal conflicts, wide-spread poverty, and the role of women. This course is also an introduction to how the religion of Islam created a far-flung Arab Muslim world that embraces lands reaching from the shores of the Atlantic to the Indian Ocean and examines how social institutions and culture are intertwined with politics and economics. *This course is taught in English; no previous knowledge of Arabic language is required.*

Arbc 1101
Introduction to Arabic (Goal Area 8)..... 4 Credits
Designed for the student with little or no previous experience with a second language, this course gives students the opportunity to learn basic communication needs in Arabic. The four language skills of reading, listening, writing, and speaking will be implemented and practiced. The class begins with learning the Alphabet and progresses into learning reading elementary level Arabic, writing simple sentences, speaking basic and introductory idioms. Listening drills and exercises are also applied and versed in the class. Student will also learn basic grammar and its applicability, especially in writing. The course also introduces students to the culture of the Arabic-speaking people. Some aspects of Arab heritage, traditions, and customs will be highlighted and explained.

Arbc 1102
Beginning Arabic II (Goal Area 8).....4 Credits
This course is the second of two-course series to fulfill the needs of our students as well as our community. It is designed for non-native beginners to learn formal Arabic also known as Modern Standard Arabic.
Prerequisite: ARBC 1101

Arbc 2201
Intermediate Arabic 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 Arabic speaking nations.
Prerequisite: Arbc 1102 or equivalent

Art

Art 1040
Introduction to Art (Goal Areas 6 and 8) .....3 Credits
This course introduces the basic concepts of the visual arts, the organization of art forms, 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 in-class examples 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 artist presentations and field trips to galleries and museums help acquaint students with significant photographers. Students use film-based cameras with adjustable shutter speed and f-stop. A limited number of cameras are available for rental.

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 a film-based camera with adjustable shutter speed and f-stop. Course may be repeated for credit. Prerequisite: Art 1101*

Art 1160
Digital Photography (Goal Area 6) .....3 Credits
A logical sequence to Art 1101, 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 and a rigorous examination of Adobe Photoshop through assignments and personal exploration, class critiques and artist presentations, to help student understanding of photographic art.
Students must have their own digital or analog camera.

Art 1270 (TFT 1270)
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.
Students must have their own digital video camera. Students are encouraged to use their own computer for editing if possible. Basic knowledge of the computer is helpful.

Art 1301
Two-Dimensional Design I (Goal Area 6) .....3 Credits
This course introduces a visual vocabulary and tools essential for all flat design and space, and investigates basic principles related to composition, pattern making, illusory space, and self expression. Various techniques and materials are explored including paint, pencil, pen, brush, and pastels. This course also introduces students to artists and design elements from a variety of cultures.

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 (Goal Area 6).....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
Intro to Sculpture (Goal Area 6) .....3 Credits
This course is a specialized study on an individual basis in 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.

Art 1340
Fundamentals of Color (Goal Area 6) .....3 Credits
The course teaches fundamental color theory by introducing the physical, perceptual, and artistic aspects of color. The dimensions of color are explored through theory and practice using paint and colored papers. Students also are introduced to the theories of the physiology and the psychology of color reception, cultural taste and preferences as they relate to color choices, and the color usage of well known artists, of art movements, and of different world cultures.

Art 1361
Ceramics I (Goal Area 6).....3 Credits
Ceramics is an introductory studio course that presents students with a fundamental understanding of the hand building and wheel throwing processes in clay. This course will focus on a creative and imaginative approach to solving visual problems in clay. Ceramics will introduce all methods of forming clay including pinch, throwing, coil and slab building.

Art 1362
Ceramics II (Goal Area 6) .....3 Credits
Ceramics ll is an advanced studio course that presents students with an in-depth understanding of the hand building and wheel throwing processes in clay. This course emphasizes student's development of a personal creative style taking an imaginative approach to solving visual problems in clay. Ceramics ll will introduce all methods of forming clay combining pinch, throwing, coil and slab building with comprehensive glazing techniques. *Prerequisite: Art 1361*

Art 1401
Drawing I (Goal Area 6) .....3 Credits
This course introduces basic drawing concepts such as line, value, gesture, proportion, composition, and space; and techniques using traditional and contemporary drawing media. A variety of subjects from still life, architectural forms, nature and the human figure are used as inspiration for the student's drawings. Students will also be introduced to the art of important artists who have used drawing successfully in their work.

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 1770
Quilt Arts (Goal Area 6)…….3 credits
This class explores the visual and expressive possibilities of quilting as a fine art. Students will solve design problems using fabric. Traditional and non-traditional quilting techniques will be used to enhance personal expression and to create innovative visual communications.

Art 1990
Art Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Art 2180
Art History: Pre-History to the Age of Cathedrals (Goal Areas 6 and 8) .....3 Credits
This course examines painting, sculpture and architecture of cultures from prehistory to the end of the 15th Century. While the emphasis is on developments in Western art, the course includes overviews of the arts of Asia, Africa and the Americas. Museum visits support the lectures and text.

Art 2190
Art History: Renaissance to 21st Century Art (Goal Areas 6 and 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 and 8) .....2 Credits
This course is a survey of the history of Western architecture from pre-history to the present day. The student will gain knowledge and understandings of the characteristics of the architecture of Western cultures, the ideas and intentions which motivated builders, as well as terminology related to architectural design and construction.

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*

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 2640
Watercolor (Goal Area 6) .....3 Credits
This course is an introduction to the basic skills and techniques of watercolor painting. The special characteristics of watercolor application will be explored to create both traditional and abstract results.

Art 2750
Ceramics Workshop (Goal Area 6) .....1 Credit
Ceramics Workshop is a basic studio course that presents art as well as non-art students with a fundamental understanding of the hand building and wheel throwing processes in clay. Ceramics Workshop will introduce all methods of forming clay including pinch, throwing, coil and slab building.

Art 2740
Jewelry Workshop (Goal Area 6).....1 Credit
This workshop is a basic introduction to rudimentary jewelry-making techniques which includes fabrication of metals through hand piercing, sawing, forging, soldering, riveting and forming raw materials such as silver, copper, brass and found objects. *May be repeated for credit.*

Art 2781
Quiltmaking Workshop I (Goal Area 6) .....1 Credit
This is a basic workshop introducing the processes and technical skills of quilting along with an introduction to artistic principles such as color, texture, line, form, and composition. Students are also introduced to information about the history of quilting and the cultural connections quilting holds within our society.

Art 2782
Quiltmaking Workshop II (Goal Area 6) .....1 Credit
This is an advanced workshop which further develops the processes and technical skills of quilting along with artistic principles such as color, texture, line, form, and composition. *This course may be repeated for credit. Prerequisite: Art 2781*

Art 2800
Painting Workshop (Goal Area 6).....1 Credit
This is a basic course in painting. The emphasis of this course is on painting procedures, color use and composition, but students also will explore the connection of art to historical context. Subject matter, visual elements and principles, and technique will be explored.

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 2860
Photography Workshop (Goal Area 6) .....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 2900
Studio Arts Capstone Practicum (Goal Area 6).....1 Credit
This course is intended for students who have completed a significant portion of coursework in the Studio Arts A.F.A program and are within a semester of completion. It is a capstone experience in which students will refine their skills in portfolio building, artistic presentation in the professional arts world, resume building, critique skills, exhibition preparation, and use of web resources for artists' representation. Students will work closely with faculty to integrate concepts learned throughout their program into a final portfolio of work in preparation for continued study or work. *Prerequisites: Art 1040, Art 1301, Art 1310, Art 1340, and Art 1401*

Art 2970
Art Appreciation Field Trip (Goal Area 6) .....1 Credit
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. *One semester consisting of college chemistry is recommended. (3 hours lecture, 3 hours lab) Prerequisite: Biol 1001*

Biol 1030
BWCA Field Biology (Goal Areas 3 and 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
This introductory level course in the structure and function of the human body 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 for a lab-like experience.

Biol 1160
Global Environmental Field Biology
(Goal Areas 3 and 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 and 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 – Basics .....1 Credit
This course is designed to introduce students to the Greek and Latin derivatives used to form medical terminology. Students will learn how to build and analyze medical terms. Emphasis will be placed on proper spelling, definition, usage, and pronunciation of medical terms. Other topics include: prefixes, suffixes, combining forms, introduction to basic biology, and introduction to body systems.

Biol 1231
Medical Terminology II – Application .....1 Credit
This course is the continuation of Biol 1230 Medical Terminology I – Basics. Students will continue the practice of building and analyzing medical terms with an emphasis on spelling, definition, usage, and pronunciation. Focus is on applying the medical terminology in reading medical reports, case histories and using the medical dictionary. *Prerequisite: Biol 1230*

Biol 1300
Careers in Biology .....1 Credit
Career choice is based upon your personal values, needs and goals. Through outside speakers, networking and workshops, we will explore the diversity of biology-related careers and industries to match your values and needs. We will learn how to make academic plans that involve course selection and experiences that allow us to achieve our goals. *Prerequisite: Biol 1000, 1001*

Biol 1350
Biology of Women (Goal Area 3) .....3 Credits
This course is designed to allow students to explore the biological aspects of being female throughout her life cycle from sex cell formation through menopause and aging. Students will also gain an historical perspective of women over the ages including women in science, will be introduced to the nature of science and the scientific method, study the biology of gender differences, gain a multicultural perspective of women's health issues as well as a comprehensive study of female and male reproductive biology. Topics that will be covered include sex cell formation, genetic inheritance, gene expression, sex determination, pregnancy and birth as well as other health issues such pre-menstrual syndrome, birth control, sexually transmitted diseases, cancer and others as time allows. *This course includes a lab-like experience. The course is open to both male and female students.*

Biol 1360
Biology of Women with a Lab (Goal Area 3).....4 Credits
This course is designed to allow students to explore the biological aspects of being female throughout her life cycle from sex cell formation through menopause and aging. Students will also gain an historical perspective of women over the ages including women in science, will be introduced to the nature of science and the scientific method, study the biology of gender differences, gain a multicultural perspective of women's health issues as well as a comprehensive study of female and male reproductive biology. Topics that will be covered include sex cell formation, genetic inheritance, gene expression, sex determination, pregnancy and birth as well as other health issues such pre-menstrual syndrome, birth control, sexually transmitted diseases, cancer and others as time allows. The course is open to both male and female students. *(3 hours lecture, 2 hours lab) Note: This course has a lab component that incorporates active learning in a lab setting to support classroom material.*

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.*

Biol 1610
Field Ecology (Goal Areas 3 and 10).....1 Credit
This course is a team-taught, field-based introduction to the flora, fauna and biological communities of the woodland, lake, and wetland ecosystems of northern Minnesota and Wisconsin. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. A three-day trip to a university biological field station provides the venue for this hands-on course which is open to all students.

Biol 1650
Human Biology Series (Goal Area 3) .....1 Credit
This course provides students with an Intensive overview of sophisticated, timely topics in biology related to the human condition. This course is intended for general audiences. The overview will include development of scientific background for understanding the topic historical perspective, significance of the issue in both a societal and a scientific context, and exploration of the scientific processes related to the topic. These courses include a variety of topics of interest to any student. Topics have included: Bioethics, Biology of Alcoholism, Biology of HIV, Biology of Viruses, Emerging Diseases, and other current topics pertaining to human biology. *This course fulfills the lab-like experience requirement for MnTC Goal area 3. Check web site for each semester's topics. This course is open to all students.*

Biol 1990
Biology Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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*

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

Biol 2100
Microbiology (Goal Area 3).....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 (Goal Area 3).....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, as well as the anatomy and physiology of the following organ systems; integumentary, skeletal, articular, muscular, nervous, special senses and endocrine. 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. Recommendations for student success in this class include a prior course in medical terminology, college-level reading, and basic algebra skills.*

Biol 2112
Human Anatomy and Physiology II (Goal Area 3) .....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 with a grade of "C" or better.*

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 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. *For BIT students it is recommended that BIT 1000 be completed before this course.*

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. *For BIT students it is recommended that BIT 1100 be completed before taking this course.*

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. *For BIT students it is recommended that BIT 1000 and CMSV 2860 or equivalent knowledge be completed before taking this course.*

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 be limited to, occupancy classification, allowable area, types of construction, fire resistive construction, fire protection requirements, exiting and accessibility. *For BIT students it is recommended that BIT 1000 and BIT 1300 be completed before taking this course.*

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, therefore prior math skills are recommended. *For BIT students CMSV 2860 or equivalent knowledge is recommended before taking this course.*

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 including 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. Ability to deal with equational material is essential, therefore prior math skills are recommended. *For BIT students BIT 1000, Math 0901 and CMSV 2860 or equivalent knowledge are recommended before taking this course.*

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 sate code. Students will have the opportunity to study electrical design and perform electrical computations. *Prior math skills are recommended. For BIT students it is recommended that CMSV 2860 or equivalent knowledge be completed before taking this course.*

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. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

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. *For BIT students it is recommended that BIT 1800 be completed before taking this course.*

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 about plumbing and mechanical elements, management/owners role in property maintenance, and tenant/landlord issues of multi-housing. Right of entry issues and rental licensing programs will be covered. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 2000
Public Administration for the Code Official .....3 Credits
The 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. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 2100
Soils and Concrete Technology .....3 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. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

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, and 2020*

Business

Bus 1000 (and 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. Career and personality inventories 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 ADEV 1000 are the same course; credit may not be earned for both. Recommend students in this course also enroll in Bus 1010 Job Seeking Skills or ADEV 1010 Job Seeking Skills.*

Bus 1010 (and 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. *This course is listed under both Bus and ADEV; credit may not be earned for both. Recommend students also enroll in Bus 1000/ADEV 1000 Career Planning.*

Bus 1100
Introduction to Business and the American Economy.....3 Credits
This course is designed to provide a broad overview of the functions of the for-profit and non-profit business entity. Business and its environment, organization and management, ownership, finance, production, marketing, human resources, and control systems are reviewed. The course helps students understand the contribution of business to the American economy using current business publications, media, and web resources to focus on applications of current business technologies. Business ethics and teamwork are also examined. This course will enable the student to more intelligently pursue advanced business courses and to choose a business career.

Bus 1110
Human Relations: Application of Psychology in Business.....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 working 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. Situational cases are completed to reinforce decision-making in each of these areas. *Bus 1100 or business background recommended.*

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. *Recommended: Completion of Engl 1201 and CIS 1101 prior to this course.*

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 leadership and teams. This course is for anyone who is a leader or wants to be a leader and wants to develop teamwork skills. Emphasis will be on a practical skill-building approach to leadership and teamwork so students develop skills that can be applied outside of the classroom. This course will include the nature and importance of leadership, characteristics of leaders, leadership styles, developing teams, ethics and social responsibility, communication, conflict resolution, and culturally diverse aspects of leadership.

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. Concepts covered include financial management, financial implications of different forms of business organization, understanding and analyzing financial statements and various ratios. Additional topics studied include security markets, interest rates, taxes, risk analysis, time value of money, and the basics of bonds and stocks valuation. Maximizing company value through capital budgeting and selection of appropriate capital structure also are considered. The subject of risk and return, how funds are acquired in the financial markets and how different investment criteria are used to evaluate potential investment opportunities are also examined.
An accounting course or relevant background is recommended.

Bus 1430
Financial Statement Analysis .....2 Credits
This course provides students with an understanding of financial statements for decision-making about cash flow, capital project investments, and management of a business organization. The course provides a conceptual understanding of financial data reported in various financial statements and of ratio analysis that can be used as analytical tools to interpret and obtain an understanding of the business and financial health of corporations. In addition, students will carry out a comparison of two corporations involved in similar businesses.
Recommended: An accounting course or consent of the instructor.

Bus 1440
Personal Financial Planning .....3 Credits
This course is designed for personal financial planning. The topics in the course include goal setting, financial aspects of career planning, budgeting, credit cards, debt and money management strategies, types of savings, retirement plans, investments and tax strategies, insurance, factors that affect the home and car buying versus leasing, fundamentals of investments and various investment options. In addition, basics of estate planning for a lifetime of creating wealth will also be covered.
Completion of Bus 1400 is recommended prior to taking this course.

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. This course is for anyone who wants to be 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, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.

Bus 1610
Consumer Behavior .....4 Credits
This course is an in-depth study of how and why people buy and gain an understanding of the factors influencing a purchase decision and how marketing research can enhance decision-making in this area. Topics include social structures and their effect on consumer purchase behavior, individual adoption and resistance behavior, and marketing efforts based on consumer research. Marketing research procedures, methods, and information sources are identified and evaluated. The ability to perform basic marketing research is emphasized.

Bus 1620
Advertising and Sales Promotion .....3 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, media strategies, and the evaluation of promotional plans.

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.
Completion of Bus 1600 is recommended prior to taking this course.

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 1700
Introduction to International Business .....3 Credits
This course is an overview of the international nature of business. The topics include concepts, models and theory of international trade and strategy; review of the economics and politics of international trade and investment; the functions and form of the global monetary systems; strategies and structure of international business, culture and how and why the world's countries differ. Globalization of the world economy and trade and the factors affection globalization will be thoroughly discussed in this course. The student will develop a global perspective of business and be exposed to interdependency of world trade and the integration of the world economic system.

Bus 1810
Entrepreneurship .....4 Credits
In this course you will learn the process of launching a new business venture from an original or innovative idea. The focus will be on the stages of development of the new venture including research, planning, feasibility analysis, capitalization and management. Students will learn how to use resources to start and operate a small business.

Bus 1990
Business Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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. *Student's major must be Accounting, Business, Business Computer Systems and Management, or Computer Information Systems. Please contact the instructor for permission to register for this class.*

Bus 2310 (and CIS 2310)
Introduction to E-Commerce .....3 Credits
This course introduces students to the key strategic business and technological aspects of e-commerce. This course is for students who want to put their business on the internet, work at companies that want to do business over the internet or want to know more about business and the internet. Students will focus on applying key concepts through hands-on web site development. Topics covered include identifying e-commerce opportunities, marketing and selling on the internet, building a web presence, designing a web site, business-to-business strategies, online auctions, electronic commerce software and hardware, electronic payment systems, electronic commerce security, international, legal, ethical and tax issues and planning. Also includes current issues in e-commerce. *Experience with programming languages or creating web sites is not required. Knowledge of keyboard is recommended for this course.*

Chemistry

Chem 1000
Chemistry and Society (Goal Areas 3 and 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. It 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. (3 hours lecture, 3 hours lab)*

Chem 1010
Introductory to Chemistry (Goal Area 3) .....4 Credits
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: Placement in this class will be determined by student's college assessment score and/or successful completion of Math 0901.

Chem 1030
Introduction to Physical Sciences (Goal Area 3) .....4 Credits
In this course, students will explore the basics of chemistry and physics by examining such concepts as understanding and measuring matter; atoms, elements, compounds and mixtures; physical and chemical properties of matter; states of matter; chemistry fundamentals, the periodic table; bonding and types of compounds; mixtures and solutions; chemical reactions; properties and sources of energy; heat; electricity, circuits, and power; properties of sound and light; the behavior of sound and light; forces and motion; work and simple machines. *This course is intended for students who wish to complete a science course with a lab. It is not a prerequisite for any science or health programs. This course may not be used as a substitute for a chemistry course or a physics course. Math 0901 (Intro to Algebra) or basic math skills are highly recommended.*

Chem 1061
Principles of Chemistry I (Goal Area 3) .....4 Credits
This course is a study of the basic concepts of Chemistry, with an emphasis on atomic theory, stoichiometric relationships, kinetic-molecular theory, molecular structure, and chemical bonding as related to the gas and liquid and solid phases. The lab portion with experiments includes observation, data collection, and mathematical applications that support the concepts being studied in class. *One year of high school chemistry is required for this course. (3 hours lecture, 3 hours lab) Prerequisite: Successful completion of Math 1150 with a grade of C or better.*

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 pursing 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 keys 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. The most current version of Word 2007 will be used.

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 their professional and personal lives. Computer applications covered include word processing, spreadsheets, presentation graphics, databases, windows/operating system, e-mail 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. Hands-on experience will be provided on networked computers in the Windows environment using the most current version of Microsoft Office Suite including Word, Excel, Access, and PowerPoint. *Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.*

CIS 1102
Business Computer Systems II .....3 Credits
Emphasis is on further development and understanding of the software covered in CIS 1101 including spreadsheets and macros, advanced word processing applications, presentation graphics, and relational databases. Students will complete an integrated application project. Computer concepts covered include communication networks, operating systems, the internet, database management, data security, computer careers, and background to become a knowledgeable computer consumer. Hands-on experience will be provided on computers in the windows environment using the Microsoft Office Suite including Word, Excel, Access, and PowerPoint. *If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101, please contact the instructor for permission to register for this class. Check with your instructor for the software edition that will be used. Prerequisites: CIS1101*

CIS 1200
Word Processing .....3 Credits
This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft Office Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certified Application Specialist Exam for Word. *Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.*

CIS 1210
Desktop Publishing.....3 Credits
This course introduces students to digital page layout using Adobe InDesign, the new emerging standard in page layout software. This course is for anyone who has to prepare professional business publications. Students will learn how to set type and use digital images to produce effective printed business publications including newsletter, advertising flyers, business forms, brochures, manuals, posters, and catalogues. Students will learn how to create and modify pdf files for electronic distribution of publications. *Knowledge of the keyboard and Word Processing software is recommended for this course. Software used: Current version of Adobe InDesign*

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. This course is for anyone who has to analyze, share, chart and manage information to make more informed decisions. Problems are taken from management, 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 Excel Certified Application Specialist Exam. *Knowledge of the keyboard is recommended for this course. Prior spreadsheet and keyboarding knowledge is recommended for this course. Check with your instructor for the software edition that will be used.*

CIS 1230
Business Presentations: PowerPoint.....3 Credits
This course introduces students to business presentation concepts and applications using PowerPoint software. This course is for anyone who has to prepare engaging and effective business presentations. Students will plan, organize, prepare and produce professional quality presentations to meet organizational and business needs. Features studied include customizing a presentation, design templates, slide layouts, custom slide animation and transitions, using multimedia, charts and diagrams, integration, and tools for producing multiple outputs including publishing to the web. This course will provide a thorough understanding of PowerPoint's most important tools and features. After this course, the student would be prepared to take the Microsoft Office Specialist Exam in PowerPoint. *Knowledge of the keyboard is recommended for this course.*

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. This course is for anyone who has to make more informed decisions by effectively tracking, reporting, and sharing information. 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 Specialist for Access. *Completion of CIS 1101 or prior database experience is recommended for this course.*

CIS 1250
Photoshop Essentials for Business .....3 Credits
This is an introductory course in business computer graphics. This course is for anyone who has to prepare digital images for business publications for print or for the Web. Students will learn how to use Photoshop's tools to create and enhance digital images. Students will create images from composites as well as separate document objects into layers. Course content will include techniques to retouch photos, i.e. removal of red eye, softening blemishes and imperfections, and the elimination of unwanted items from digital photographs. Students will learn how to prepare and save images in different formats for different purposes, such as for use on the Web, in print and in other computer programs.
Recommendation: knowledge of 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; create a favorite or 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. This course will give students an introduction to the capabilities of the Internet. *Knowledge of the keyboard is recommended for this course.*

CIS 1310
The Whole Internet.....3 Credits
This course provides a comprehensive understanding of the Internet. This course is for anyone who wants to use the Internet effectively and safely. Students will learn about the basic technology that supports the Internet, effectively use email and other types of communication, explore virtual communities, search the Internet using search engines and directories, evaluate the quality of web resources, create a web page, locate software, explore e-commerce concepts and learn how to use the Internet safely. Students will use email, a class web site, and electronic conferencing to develop proficiency. The course explores current internet innovations. *Previous exposure to the internet is not required.*

CIS 1320
Web Tools .....2 Credits
This class focuses on exploring, evaluating and learning how to use the latest tools and applications on the Internet. You will explore your interests and build a portfolio to demonstrate what you can do using innovative web based tools. Some of the tools and applications may include: Marketing and Business, Professional Networking, Virtual Environments, Bookmarking, Social Networks, Multimedia, Photos and Digital Images, Employment and Jobs, Collaboration, Video-Sharing Sites, Podcasts, Wikis, Blogs, Content Aggregation and Management, Organization, Games and Entertainment and more. This course is for anyone who wants to increase their internet skills and knowledge and understand current web tools. *Some knowledge of the internet is required such as ability to use email and search engines. If you need more internet knowledge before taking this class, CIS 1310 The Whole Internet is recommended. The course may be modified as class needs dictate and to incorporate current events.*

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. *Knowledge of the keyboard is recommended for this course.*

CIS 1500
Developing Computer Keyboarding Skills .....1 Credit
This course will focus on developing mastery of the electronic keyboard and the microcomputer. Specifically, as a result of this course, you will use proper keyboarding techniques to attain the speed and accuracy necessary to use the computer as an effective communication tool.

CIS 1510
Introduction to Computers and Basic Word Processing .....1 Credit
This course introduces students to the personal computer and the Microsoft Office Word application. Students will develop an understanding of how a computer works and the basic hardware and software needed for computer processing. Microsoft Office Word will be used to develop basic word processing skills. Students will create, format, print and save documents and learn how to find files already saved. Hands on exercises will give the opportunity to apply concepts. *Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.*

CIS 1520
Spreadsheets .....1 Credit
This course introduces students to the problem solving capabilities of Microsoft Office Excel spreadsheet software. Students will plan and format spreadsheets and analyze data. Topics covered include worksheet 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. Knowledge of the keyboard is recommended for this course. Microsoft Office Excel will be used. *Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.*

CIS 1530
Business Graphics .....1 Credit
This course is designed to introduce students to delivering a presentation using computer presentation graphics. This course will give students an introduction to the capabilities of Microsoft Office PowerPoint. Students will learn how to plan and organize an effective presentation. Hands on exercises will give the opportunity to apply these concepts utilizing Microsoft PowerPoint. *Knowledge of the keyboard is recommended for this course.*

CIS 1990
Computer Information Systems Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

CIS 2310 (and Bus 2310)
Introduction to E-Commerce .....3 Credits
This course introduces students to the key strategic business and technological aspects of e-commerce. This course is for students who want to put their business on the internet, work at companies that want to do business over the internet or want to know more about business and the internet. Students will focus on applying key concepts through hands-on web site development. Topics covered include identifying e-commerce opportunities, marketing and selling on the internet, building a web presence, designing a web site, business-to-business strategies, online auctions, electronic commerce software and hardware, electronic payment systems, electronic commerce security, international, legal, ethical and tax issues and planning. Also includes current issues in e-commerce. *Experience with programming languages or creating web sites is not required. Knowledge of the keyboard is recommended for this course.*

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. If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101 or CSci 1000, please contact the instructor for permission to register for this class. Prerequisite: CIS 1101 or CSci 1000*

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 email 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.

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.

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: CSci 1000 or 1010 or 1020 or CIS 1101 or 1102*

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 1020 or 1030 or CIS 1101*

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 include 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 1150*

CSci 1120
Programming in C/C++ .....4 Credits
This course continues the study of the computer science topics of looping, branching, and modular design using C and C++. Additional topics studied are arrays, structures, pointers and classes.
Prerequisite: CSci 1130 or CSci 1150

CSci 1130
Introduction to Programming in Java .....4 Credits
This course provides an introduction to object-oriented programming using the Java programming language. Topics include data types, operators, operands, expressions, conditional statements, repetition, arrays, methods, parameter passing, and returning values. The course will cover applets, graphics and events handling. Students will be also introduced to classes, objects, and inheritance. *Prerequisite: Math 1150*

CSci 1135
Flash Game Programming.....4 Credits
This course will teach students how to create interactive Flash games. Adobe Flash has become the dominant means for creating on-line movies, including 3D animation, and interactive web components. The course will teach the game development concepts and the major development techniques, including the graphical user interface and ActionScript programming language. Empowered by event-driven animation skills, the students will be prepared to advance further in Flash and take advantage of its cross-platform compatibility and easiness of publishing.
Prerequisites: CSci 1030 or CSci 1090 or CSci 1120 or CSci 1130 or CSci 1150

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: Math 1150*

CSci 1160
Web Programming in ASP.NET .....4 Credits
ASP.NET is a technology for creating web-based programs and services. This skill is in high demand on the market. This course will provide an introduction to .NET, ASP.NET and the primary development environment, Visual Studio.NET. The main goals of this course are to gain exposure to the .NET framework and ASP.NET, to learn the basics of creating and deploying an ASP.NET program utilizing the C# programming language, and to learn the basic ASP.NET controls provided with Visual Studio.NET. The course will briefly cover database access, showing how data can be read from a database and displayed in a web page.

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 learn object-oriented programming using Java. In this course, students are exposed to the concepts, fundamental syntax, and the thought processes behind object-oriented programming. The basic principles of software engineering are emphasized. By doing their own Java projects, students will develop problem-solving skills and gain experience in detecting and correcting software errors.
Prerequisite: CSci 1120 or CSci 1130 or CSci 1150

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 inputoutput programming. *Prerequisite: Csci 1030 or Csci 1090 or Csci 1120 or Csci 1130 or Csci 1150 or Csci 1190*

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: CSci 1040*

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 .....3 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 .....4 Credits

This course examines 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 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.

CMSV 2895

Construction Management Internship .....3 Credits

Provides the student an opportunity to observe and participate in all aspects of construction management that are typically encountered in the construction workplace. *Prerequisite: Construction Management Certificate completion or internship coordinator consent.*

Economics

Econ 1050

Economics of Crime (Goal Areas 5 and 9) .....3 Credits

This course covers economics theories of crime and justice. Crime topics include: illegal drug markets, violent crime, nonviolent crime, and international crime. Economic theories and concepts such as rationality, efficiency, supply, and demand are used. The course includes international and historical comparisons of enforcement techniques from both an economic efficiency framework and an ethical perspective.

Econ 1060

Principles of Economics: Macro (Goal Areas 5 and 8).....3 Credits

This course covers mainstream theories, the economy's recent performance, national income and output levels, money and the banking system, inflation and unemployment, fiscal and monetary policies, economic growth, and international trade.

Econ 1070

Principles of Economics: Micro (Goal Area 5).....3 Credits

This course covers theories of consumer and producer behavior as well as market structure, the role of government in the economy, distribution of income, externalities, and taxes.

Econ 1990

Economics Special Topics.....1-4 Credits

A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 course will be of particular interest to those students who are exploring teaching as a career or to those who currently work in classroom settings. The class is designed to provide glimpses into a variety of aspects of teaching, to promote discussion, and to encourage self-exploration. The major course topics will guide students in exploring the influences of history and society on teaching, learning, and schooling and how these influences impact what is done in classrooms today.

Educ 1280

Diversity in Education.....3 Credits

This course is designed to help current and future educators acquire the knowledge and skills needed to become effective practitioners in culturally, racially, and linguistically diverse classrooms and schools. Students will examine current and emerging research, concepts, and debates about the education of students from both genders and from different cultural, racial, ethnic, and language groups.

Educ 1350

Language and Learning .....3 Credits

This course focuses on the literacy needs and development of today's children. The course provides background on how literacy develops and places emphasis on the stages of literacy development. It presents both the theories and strategies that are needed in order to fully understand emerging readers and writers and how learners can be empowered in today's classrooms to function competently as literate adults in the twenty-first century.

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.

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 1601*

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 1601 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 1601 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 1602 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*

English

Engl 0900
Preparation for College Writing I .....3 Credits
This composition course introduces the process and strategies of writing clear, focused paragraphs. 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 the student's college assessment score.*

Engl 0950
Preparation for College Writing II.....4 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 or 1201 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: College required assessment for placement or successful completion of English 0900.*

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 1202 but only for specified A.S. and A.A.S. degrees and Goal Area 1. Prerequisite: Engl 1111 or Engl 1201*

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 1201
College Writing I (Goal Area 1).....4 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 Engl 0950.*

Engl 1202
College Writing II (Goal Area 1) .....2 Credits
This class focuses on the research process, textual analysis of primary and secondary sources, rhetorical strategies for argument and persuasion, and successful integration of sources into a longer academic paper utilizing MLA (or other, as appropriate) documentation format. The class may be disciplinary, interdisciplinary, or topical in content, as noted on the class registration site. *Prerequisite: Engl 1201*

Engl 1250
Magazine Workshop (Goal Area 6) .....2 Credits
This workshop offers students the opportunity to gain practical editorial experience by working on the college literary/arts magazine. As members of the editorial staff, students will solicit, select, and edit stories, essays and poems for publication. *May be repeated for credit.*

Engl 1260
Newspaper Writing .....1 Credit
Working in collaboration with student contributors and considering local, national and global issues, students will decide what is appropriate and relevant content for the campus newspaper. The students will meet at least one hour each week in a laboratory format to edit and publish the student newspaper. *Course may be repeated for credit.*

Engl 1400
Reading Poetry (Goal Area 6) .....3 Credits
This course is a study of poetry: the reading and analysis of poetic works from a variety of time periods and cultures. Important figures, poetic traditions and movements, formal techniques, and other methods of evoking mood and meaning will be explored through discussion and in both written and oral projects throughout the semester.

Engl 1450
Reading Plays (Goal Areas 6 and 7) .....3 Credits
This course is a survey of drama as literature; plays will be read as literary texts, not as the grounds for specific performances or performance practices. Through their engagements with the dramatic literature in this course, students will be introduced to a diversity of dramatic styles and themes. Attention will also be devoted to the social and cultural contexts in which the plays were written and in which they are read. Course materials may be organized either historically or topically.
Prerequisite: Engl 1111 or Engl 1201

Engl 1900
Introduction to Creative Writing (Goal Area 6).....3 Credits
This class is designed for students who want to try creative writing, perhaps for the first time, and learn more about the creative process. No previous creative writing experience is necessary. Coursework will include reading, writing, and discussion of both student and professional work in at least three of the following genres: fiction, poetry, creative nonfiction (or memoir), and drama. The focus of the class, students' creative work, will be presented and critiqued in a workshop environment.

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 the 40 MnTC credits required in the A.A. degree except in programs where students are permitted to substitute English 1940 for English 1112 or 1202.
Prerequisite: Engl 1111 or Engl 1201

Engl 1950
Graphic Novels (Goal Area 6) .....3 Credits
This course will introduce students to the diverse body of literature known as "graphic novels". While emphasis will be placed on works that are specifically considered graphic novels, it may also include the study of other comics- strips and books-that have significantly contributed to the development of the form. Students can expect to be exposed not only to a wide range of graphic novel types, such as autobiography, journalism, history, humor, dramatic fiction, manga, and superheroes, but also to a deeper understanding of the methods of telling stories that are unique to comics.

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 selected American writers of the twentieth and/or twenty-first centuries and their works. The course may be organized either by historic periods or topically. *Prerequisite: Engl 1111 or Engl 1201*

Engl 2310
The American Short Story (Goal Area 6) .....3 Credits
The short story is a form that was created and refined by American writers of the 19th and 20th centuries. Students will study American short story writers, their stories, and their views of American life.

Engl 2320
Language Structure in Thought and Action
(Goal Areas 6 and 7) .....3 Credits
This course focuses on the structure of language as well how its rules and applications affect written communication and authorial choices in professional and academic settings. The course further intends to create confidence in written and oral expression, to support students in business, graphic arts, paralegal, and other programs.
Prerequisite: Engl 1111 or Engl 1201

Engl 2350
Women and Literature (Goal Areas 6 and 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 and 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 1201*

Engl 2370
African-American Literature (Goal Areas 6 and 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.

Engl 2380
American Indian Literature (Goal Areas 6 and 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 or Engl 1201*

Engl 2450
Survey of American Literature I (Goal Areas 6 and 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 or Engl 1201

Engl 2460
Survey of American Literature I1(Goal Areas 6 and 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 or Engl 1201

Engl 2500
Playwrighting (Goal Area 6) .....3 Credits
Students will be introduced to the fundamentals of writing theatrical plays. They will be expected to work on several creative projects throughout the semester and to participate in workshops in which they will discuss and critique one another's work. Students may also be asked to complete other writing exercises and to analyze a selection of plays to gain a better understanding of the art of playwrighting.
Prerequisites: Engl 1900

Engl 2550
Survey of English Literature I (Goal Areas 6 and 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 or Engl 1201

Engl 2560
Survey of English Literature II (Goal Areas 6 and 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 or Engl 1201*

Engl 2580
The Shakespeare Plays I (Goal Areas 6 and 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.
Prerequisite: Engl 1111 or Engl 1201

Engl 2590
The Shakespeare Plays II (Goal Areas 6 and 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.
Prerequisite: Engl 1111 or Engl 1201

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 Engl 1201*

Engl 2940
Writing Creative Non-Fiction and Memoir (Goal Area 6).....3 Credits
Beginning instruction in the art of writing creative non-fiction, which includes the personal essay, literary journalism, and other hybrid forms, as well as memoir writing. Students will read and analyze the work of professional writers, explore a variety of techniques for discovering material and topics, and experience workshop peer review of their work.
Prerequisite: Engl 1900

Engl 2920
Writing Stories (Goal Area 6) .....3 Credit
This is for those interested in developing their ability to write short fiction. *Prerequisite: Engl 1112 or Engl 1202*

Engl 2930
Writing Poetry (Goal Area 6) .....3 Credits
Beginning instruction in the art of poetry. Exploring techniques for generating material, engaging in writing exercises both in and out of class, and discussing examples of contemporary poetry are important aspects of this class. Students will draft a collection of poems and critique others' work in a writing workshop environment.

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 or Engl 1201 is recommended.*

English for Speakers of Other Languages

ESOL 0800
College Vocabulary Development I .....2 Credits
This class focuses on academic vocabulary necessary for college success and develops the language you use in college reading, writing, listening, and speaking. You will study vocabulary from the Academic Word List compiled from word families which are most frequently encountered in college texts. *Prerequisite: Placement test scores*

ESOL 0900
College Vocabulary Development II .....2 Credits
In this course you will become familiar with the most frequently used words in academic texts. You will strengthen the vocabulary you need for college-level writing, reading, listening, and speaking by studying word families from the Academic Word List. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0800.*

ESOL 0830
Reading Skills Development .....4 Credits
In this course you will work on strengthening your reading and study strategies, developing your reading vocabulary, and improving your test-taking strategies. You will have the opportunity in this class to develop your reading speed and comprehension of a variety of written materials. This course will help prepare you for the academic skills you will need to succeed in college. *Prerequisites: Placement test scores*

ESOL 0860
Language Skills Development .....5 Credits
This course is for students who want to improve their formal English language skills in writing and grammar. Emphasis is on learning and using grammatical structures to strengthen and develop English literacy skills for college success. You will practice writing to build fluency and grammatically correct sentences. You will also engage in writing as a regular academic activity and learn strategies to continue your language development. *Prerequisite: Placement test scores*

ESOL 0880
Listening and Speaking Skill Development .....4 Credits
This course will focus on developing your academic listening and speaking skills in English. During this semester you will work on building the note-taking, presentation, and discussion skills you will need to study successfully at the college level.
Prerequisite: Placement test scores

ESOL 0930
Academic Reading and Study Strategies .....4 Credits
This course provides advanced level readers with intensive practice and extensive reading tasks in various writing genres. You will develop and improve reading proficiency, speed, and comprehension, and the ability to make inferences from text. You will also develop advanced vocabulary building strategies using college content reading materials. Active study strategies are among the skills practiced as you progress toward skillful, independent reading. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0830*

ESOL 0960
Academic Writing Skills Development.....4 Credits
This course focuses on developing writing process skills and study of various rhetorical patterns. You will engage in concentrated practice to develop paragraphs through multiple drafts, working towards academic essays. You will also continue to strengthen your English language skills. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0860*

ESOL 0980
Academic Listening and Speaking .....4 Credits
This course concentrates on preparing students for the listening and speaking needed in the American college classroom. You will develop efficient note-taking of classroom lectures and giving class presentations. An examination of American English as spoken in college classrooms further develops the skills necessary for successful college work. This course also examines American English in terms of intonation, rhythm, stress, reduction and emphasis. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0880*

ESOL 1080
English Pronunciation.....2 Credits
This course is for people who desire to speak English more clearly and with greater effectiveness. We will concentrate on addressing your pronunciation concerns and accent needs. This class will give you strategies that will help you to communicate in various situations, including your workplace.

ESOL 1230
College Reading and Studying Skills .....4 Credits
This course focuses on the college textbook reading, language and study skills you will need in your content-area courses. You will study content course readings and complete tests and assignments typical of those you will complete in college courses. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 800-level classes and ESOL 0930.*

ESOL 1260
College Writing Skills Development .....4 Credits
In this course, you will develop academic essay writing and advanced English language skills. This course emphasizes writing as a process, as well as development of analytical reading and critical thinking skills. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 800-level classes, ESOL 0930 and ESOL 0960.*

ESOL 1280
Listening and Speaking for College Success.....4 Credits
This class focuses on the development of note-taking skills through the presentation of college-success content material in the form of lectures and student presentations. You will research student success topics and make formal presentations to the class. The course also reviews tone, register, rhythm, stress, reduction and emphasis as critical elements in delivering a speech. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 800-level classes and ESOL 0980.*

First Year Experience

FYE 1020
First Year Experience Seminar .....2 Credits
This course provides both first-time and returning students with specific skills and strategies needed to accomplish their academic goals with greater success. Through lecture, discussions, group exercises, active learning 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.

Foreign Languages

See Arabic 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 and 10) .....3 Credits
This course will provide an introduction to the physical processes that are at work at all times on the surface of the earth. This course provides an introduction to the processes that influence the lithosphere, atmosphere, hydrosphere and biosphere. Topics covered include earthquakes, volcanoes, tornadoes, blizzards, winds, precipitation, the Hydrological Cycle, vegetation and soil. This course includes a basic understanding of how these systems interact and how the physical landscape interacts with the human landscape. Included in this will be discussions about environmental concerns such as acid precipitation, ozone depletion, soil degradation, desertification and rainforest destruction. This course includes lab-like coursework/exams that will enhance a student's ability to make observations, form questions, pose hypotheses, make predictions and critically evaluate scientific data and results.

Geog 1040
Human Geography (Goal Areas 7 and 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 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 volcanism, 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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Geology

Geol 1010
Glacial Geology (Goal Areas 3 and 10) .....2 Credits
Come explore the glacial geologic history of Minnesota! We will also examine its 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. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1020
Volcanic, Plutonic and Metamorphic Geology
(Goal Areas 3 and 10) .....2 Credits
Come explore the oldest rocks in Minnesota! 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. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1030
Fluvial Geology (Goal Areas 3 and 10) .....2 Credits
Come explore the geologic history of Minnesota's rivers. We 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 usage. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1040
Caves, Karst and Ancient Seaways
(Goal Areas 3 and 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, sealevel change, marine sedimentary processes. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

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. *Course is open to all students.*
(3 hours lecture, 3 hours lab)

Geol 1120
Historical Geology (Goal Areas 3 and 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 extinctions. *Course is open to all students.*
(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. *Course is open to all students. (3 hours lecture, 3 hours lab)*

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. *Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1160
Global Environmental Field Geology
(Goal Areas 3 and 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. A 7-10 day field trip to the study region is mandatory. *Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1850
Oceanography (Goal Areas 3 and 10) .....3 Credits
Science is a process, not a body of knowledge. This inquiry-based course on understanding the world's oceans emphasizes the practice of science through making observations, forming questions, posing testable hypotheses, making predictions and critically evaluating scientific data and results. By examining data and evaluating evidence related to our understanding of the geologic, biological, chemical, physical and processes at work in the world's oceans, students' will recognize the critical role that oceans play in the earth's climate system and the influence of biosphere-atmosphere interactions on the oceans. Topics may include waves, tides, marine biology, seawater chemistry, plate tectonics, ocean currents, coastal processes, climate change, marine resources, coastal processes, and human influences on the world's oceans. *Course is open to all students.*

Geol 1851
Oceanography Lab (Goal Areas 3 and 10) .....1 Credit
This course is designed to complement GEOL 1850, Oceanography. The 3 hour 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 concurrent enrollment

Geol 1990
Geology Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Graphic Design

GDes 1990
Graphic Design Special Topics.....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

GDes 2550
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. Students will learn the effective use, importance and impact of typography in graphic design. This is an advanced course in the techniques of typography for graphic design. Students work on projects that involve complex visual ideas and are encouraged to develop a personal style in their visual communication. *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 Photoshop®, Dreamweaver®, Fireworks® and 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 through application of computer graphics and use of software. *Prerequisite: Admission to Graphic Design program*

GDes 2602
Graphic Design II .....3 Credits
This is an advanced studio course in graphic design. The content and scope of the projects will help students to understand the nature of graphic design projects as well as the research and content knowledge necessary to achieve professional design solutions. Students will assemble a portfolio necessary for success in the field of professional design. *Prerequisite: Admission to Graphic Design program and GDES 2601*

GDes 2811
Publication Design I .....2 Credits
This course introduces the history and techniques of publication design and production. Concepts in magazine and book page layout are studied through lectures and studio projects. Printing technology is explored from design to production. *Prerequisite: Admission to Graphic Design program*

GDes 2812
Publication Design II .....2 Credits
This is an advanced course in publication layout and page design. Students will study how design gives form and visual meaning to publications. Through experimentation and group discussions, students will learn how to refine their design concepts into a professional format. *Prerequisite: Admission to Graphic Design program*

GDes 2850
Illustration.....3 Credits
This course introduces students to various illustration techniques used in graphic design studios. Students will be encouraged to develop illustrative skills that can be applied to design. Through creative problem solving and research, students will learn to develop and refine an image. *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 using Adobe Flash® animation techniques, including: animation effects, splash screens, banners, movies, 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 course introduces students to the use and function of graphic design software programs. Through professional design projects students will learn to effectively use the essential techniques, tools, and principles of each program. Students will apply problem solving techniques to design projects that simulate real-world design challenges faced in today's design studios. *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 as well as the use of QuarkXPress®, a popular page layout program. Adobe Photoshop® (color photo manipulation software) and Adobe Illustrator® (drawing and design program) are also studied. Students are introduced to the concepts of design and production workflow. *Prerequisite: Admission to Graphic Design program and GDES 2901*

Health

Hlth 1030
Personal and Community Health .....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 .....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 .....3 Credits
This course examines how drugs will relate with and affect holistic health, with a focus on the physiological, sociological and psychological effects these drugs may have on an individual and their relationships. The emphasis of this course is on the basic tools and information needed to understand and interact with individuals who may have problems with chemicals. It is designed to provide current information regarding the various drugs in society today.

Hlth 1070
Nutrition .....3 Credits
This course is focused on the needs of the curious student interested in developing a scope of knowledge and understanding of the truths about nutrition and its application to better health and wellness for themselves and their family. This course will help prepare students for career paths in nursing and other similar fields of study.

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 (and 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 .....3 Credits
Healthy Sexuality will examine how the dimensions of wellness-physical, intellectual, emotional, social, spiritual, environmental 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
Health Special Topics.....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

History

Hist 1010
World History: Origins to 1300
(Goal Areas 5 and 8) .....3 credits
This course examines world history from its origins to end of the 13th century. Although it is important for students of world history to have a nuanced understanding of cultures, states, and other entities that constitute the fabric of human history, the primary focus of the world historian is the study of phenomena that transcends single states, regions, or cultures. In other words, world history is not the study of the histories of discrete cultures and states one after another and in isolation from one another: world history is transregional, transnational, and transcultural. As long as one focuses on the big picture of cultural interchange and/or comparative history, one is a practicing world historian.

Hist 1020
World History: 1300 to Present
(Goal Areas 5 and 8) .....3 Credits
This course examines world history from the 14th century to the present. Although it is important for students of world history to have a nuanced understanding of cultures, states, and other entities that constitute the fabric of human history, the primary focus of the world historian is the study of phenomena that transcends single states, regions, or cultures. In other words, world history is not the study of the histories of discrete cultures and states one after another and in isolation from one another: world history is transregional, transnational, and transcultural. As long as one focuses on the big picture of cultural interchange and/or comparative history, one is a practicing world historian.

Hist 1110
History of Western Civilization Pre 1550
(Goal Areas 5 and 8) .....3 Credits
This course examines the development of Western Civilization from ancient origins through the Reformation. We will consider various "western" civilizations ranging from ancient Mesopotamian civilizations to Early Modern Europe, following a chronological progression, while maintaining a broad geographic scope. Students are expected to gain a working knowledge of the different Western civilizations and the periods in which they flourished, as well as begin to develop the skills necessary to analyze documents as historical evidence.

Hist 1120
History of Western Civilization 1550 to Present
(Goal Areas 5 and 8) .....3 Credits
This course examines the development of Western Civilization from the Reformation to the present. The course will focus on social, political, and cultural developments in Europe, covering topics such as the Industrial Revolution and Globalization in the 20th century. The course will also examine how these developments affected the rest of the world. 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 documents as historical evidence, and to present a historical argument.

Hist 1130
History of the Medieval West (Goal Areas 5 and 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 cultures, 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 documents as historical evidence and to present a historical argument.

Hist 1140
History of the Ancient West (Goal Areas 5 and 8) .....3 Credits
This course examines the origins and development of civilizations surrounding the Mediterranean, such as the Egyptians, Hittites, Greeks, and Romans, during the ancient period, from about 3000 BC through about AD 300. The course will explore the contact between the various ancient civilizations, and will seek to understand both the tendency toward empire-creation in the ancient world, and the proclivity of those empires to collapse. 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 documents as historical evidence, and to present a historical argument.

Hist 1200
History of the United States through 1877
(Goal Areas 5 and 7) .....3 Credits
This course focuses on the major cultural, social, and political issues in United States history from the revolutionary period through Reconstruction. We look at the ideas that led to the revolution, how the thirteen colonies assembled themselves into a republic, the consequences of slave culture to the course of American history, and the promises and failures of Reconstruction. The student will come to understand the multiple and inter-related forces relevant to the early years of the republic.

Hist 1210
History of the United States since 1877 (Goal Areas 5 and 7) .....3 Credits
This course focuses on the major cultural, social and political issues in United States history from the late nineteenth century Gilded Age through the end of the twentieth century. We look at the influence of the industrial revolution, the impact of increasing levels of European and Asian immigration, the rise of organized labor, the Great Depression, the Cold War, the impact of United States foreign policy, and countercultural movements. The student will gain insight into the aspects that are most crucial for a solid understanding of the nation's history.

Hist 1220
American Colonial History (Goal Areas 5 and 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 and 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 and 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 relationships in America between those of African, Asian, European, and Native descents. 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 1700
History and Popular Culture (Goal Areas 5 and 9) .....3 Credits
This course examines the relationship between history and popular film, with an emphasis on the value of film as a source for both the past and the present. We will watch several films that are set in a historical period. Students should be aware that films viewed in class may have MPA ratings anywhere from 'G' to 'R'. Students are expected to gain a working knowledge of the historical periods depicted in these films, as well as the historical periods in which the films were produced. Students will also examine questions of ethical representation of the past in mass-media. Through this course, students will begin to develop the skills necessary to analyze film and other documents as historical evidence.

Hist 1990
History Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Hist 2500
World Regional History (Goal Areas 5 and 8).....3 Credits
Each semester this course is devoted to the history of a specific world region, and the region will change from semester to semester. The goal is to provide the student with the opportunity for an in-depth study of specific societies and specific cultures from around the world. *The course may be repeated for credit under a different subtitle as the subject matter changes.*

Hist 2600
Intellectual History (Goal Areas 5 and 9) .....3 Credits
This course will examine cultural, religious, artistic, and scientific ideas in their historical contexts, explore arguments regarding the manner in which particular ideas both reflect and create the values of their own time, and investigate the manner in which certain ideas are viewed retrospectively from various subsequent historical periods. The class will read a variety of intellectual and imaginative works that will illustrate the process by which ideas are transmitted historically, and specific ideas considered will include but will not be limited to fundamentalism, nationalism, romanticism, and totalitarianism.

Hist 2900
Applied History.....3 Credits
This course is a writing-intensive research methods course that incorporates a service-learning component. Students will learn how to use and interpret various historical sources, such as archival material, oral history, photographs and video. Students will also learn how to use and interpret secondary source materials. The goal of the course is for the students to produce a publishable-quality research paper on a topic related to local history, with an emphasis on the relationship between local history and larger historical developments at the state, national, and/or global level. *Prerequisite: Any 1000 level history class; English 1201-1202 sequence*

Histotechnology

HTN 1000
Clinical Laboratory Basics .....1 Credit
This course will introduce the student to the general role of health care provider as well as the specific role of the Histotechnician. Basic aspects of chemical safety, laboratory safety, quality assurance, microscopy, pipetting techniques, and laboratory mathematics also will be presented. *Prerequisite: Admission to the Histotechnology Program*

HTN 1001
Histotechniques 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 HandE staining. *Prerequisites: Admission to HTN program and Biology 1001*

HTN 1002
Histotechniques 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: Admission to the HTN program and HTN 1001*

HTN 2003
Histotechniques 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: Admission to the HTN program and 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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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.*

Interdisciplinary Studies

INTD 1210
The History, Philosophy, and Practice of Traditional Aikido (Goal Areas 8 and 9) .....3 Credits
Join in an interdisciplinary exploration of the Japanese martial art Aikido through mental and physical practice. Realize how Aikido's unique history, philosophy, and technique can be integrated into everyday living to strengthen mind and body, appreciate nature, respect others, build positive relations, and contribute to society. Aikido is a traditional Japanese martial art. Its system includes hand-to-hand, sword, and staff techniques. Aikido principles are based on harmonizing mind and body with a partner's attack. People of all ages, sizes, and abilities can practice it. There are no tournaments or competitions. Its purpose is to build sincere people through mental and physical discipline. *Aikido is a hands-on martial art and will be instructed and conducted authentically; therefore, bowing, physical contact, and training with the opposite gender are absolute requirements of this course. Additionally, this course is an elective course in Interdisciplinary Studies fulfilling the MnTC Goal Areas 8 & 9. It will not count toward any HEALTH OR PE requirements.*

Mathematics

No student may enroll in a math class that is at a higher level than their placement score indicates.

Math 0700
Basic Mathematics .....1 Credit
This course focuses on developing number sense and by-hand operation skills on whole numbers: addition, subtraction, multiplication, and division. Other topics include place-value and order, rounding and estimation, fraction number sense, order of operations, and straightforward one-step application problems. Optional topics may include geometry, simplifying fractions, the four operations with fractions, and number sense regarding decimals. *Credit does not apply to a degree. This course is graded on a pass/no credit basis. Students needing work with the four operations on whole numbers should take this course before taking Math 0800.*

Math 0800
Pre-Algebra .....3 Credits
The focus of this course is preparing students for the algebra sequence. Students needing work with whole numbers should take Math 0700. Topics covered include: identifying algebraic components, combining like terms, using the distributive property, performing operations with integers, fractions, and decimals; and solving problems involving ratios, proportions, and percents. *Credit does not apply to a degree.*
Prerequisite: Placement test or successful completion of Math 0700

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 assessment 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 is focused on developing quantitative skill and reasoning ability. Topics are chosen by the instructor and may include but are not limited to: logic, problem solving, and data analysis, mathematics of social choice, geometry, financial mathematics, infinity, topology, and probability. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

Math 1031
Math for Elementary Education I .....3 Credits
This is the first of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical reasoning will be stressed. Topics include number systems with a progression from the whole numbers to the real numbers, focusing on their models, properties, and algorithms. Additional topics include sets, elementary number theory, logic and applications. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

Math 1032
Math for Elementary Education II .....3 Credits
Second of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical reasoning will be stressed. Topics include probability, statistics, measurement, and geometry and spatial relationships. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

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, linear regression, basic probability, binomial and normal distributions, the central limit theorem, confidence intervals and hypothesis tests. Additional topics may include inferential procedures for two populations, analysis of variance and chi-squared tests. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

Math 1140
Finite Math (Goal Area 4).....3 Credits
Topics include, but are not limited to probability, financial mathematics, systems of equations, matrices, linear programming, game theory, and Markov chains. Some computer applications may be included.
Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better

Math 1150
College Algebra (Goal Area 4).....3 Credits
This college-level course continues the study of algebra conducted in the developmental algebra courses. Topics include polynomial, rational, inverse, exponential, and logarithmic functions and their applications. Additional topics include systems of non-linear equations, systems of linear equations, and matrices. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better*

Math 1170
Trigonometry (Goal Area 4) .....4 Credits
This is a comprehensive course in trigonometry which also includes extended topics in algebra. Topics include trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, conic sections, and sequences and series. Additional topics may include mathematical induction, combinations and permutations, the binomial theorem and systems of nonlinear equations. *Prerequisites: College math placement level or successful completion of Math 1150 with grade of "C" or better*

Math 1180
Pre-Calculus (Goal Area 4) .....5 Credits
This course is a fast-track alternative to Math 1150 and 1170. Topics include polynomial, rational, exponential, logarithmic, algebraic, and trigonometric functions. Additional topics include sequences, series, systems of equations, powers and roots of complex numbers, and some topics of analytic geometry. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better*

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.
Prerequisites: College math placement level or successful completion of Math 1150 with grade of "C" or better

Math 1221
Calculus I (Goal Area 4) .....5 Credits
This course is a thorough treatment of differentiation and an introduction to integration. Topics include the definition of derivative, limits and continuity, differentiation, applications of the derivative, definite and indefinite integrals, the Fundamental Theorem of Calculus, techniques of integration, and applications of integration. *Prerequisites: College math placement level or successful completion of Math 1170 or Math 1180 with grade of "C" or better*

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. Topics include advanced techniques of anti-differentiation, numerical integration techniques and error bounding, applications of the integral, improper integrals, an introduction to differential equations, infinite series, parametric equations, and polar coordinates. *Prerequisites: Successful completion of Math 1221 with grade of "C" or better*

Math 1990
Mathematics Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Math 2000 (CSci 2010)
Probability and Statistics (Goal Area 4).....3 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*

Math 2010
Probability and Statistics (Goal Area 4).....3 Credits
This is a calculus-based first course in the study of probability and statistics. Topics include descriptive statistics, general probability theory, random variables, sampling distributions, estimation, and hypothesis testing. Additional topics may include two-sample inference, linear regression, analysis of categorical data, analysis of variance, and quality and reliability. *Prerequisite: Math 1222 with grade of "C" or better*

Math 2220
Calculus III (Goal Area 4).....5 Credits
Topics in this course include solid analytic geometry, vectors in space, scalar and vector products, vector functions and derivatives/integrals, multi-variable functions, partial derivatives, alternative coordinate systems, and double and triple integrals. The geometry of space curves, line and surface integrals, curl and gradient divergence, and Stokes' theorem are also included. Emphasis will be on learning relevant mathematical methods. *Prerequisites: Successful completion of Math 1222 with grade of "C" or better*

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. *Prerequisites: Successful completion of Math 1222 with grade of "C" or better*

Math 2400
Differential Equations (Goal Area 4).....3 Credits
The content of this course covers first and second ordinary differential equations with applications, higher order linear equations, constant coefficients, differential operators, variation of parameters, power series methods and Laplace transforms. *Prerequisites: Successful completion of Math 1222 with grade of "C" or better*

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
Clinical Urinalysis/Body Fluids .....2 Credits
This course will include 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 results. Other body fluids and seminal fluid analysis will be reviewed in the lecture portion and laboratory portion. *Prerequisite: Admission to the MLT program; BIOL 1001, MLT 1000, Biol 1120 previous or concurrent.*

MLT 1200
Clinical Laboratory Instrumentation .....1 Credit
This course covers basic physical operating principles, care/maintenance and problem-solving skills of clinical laboratory instruments.
Prerequisite: Admission to the MLT Program

MLT 1250
Clinical Immunology .....2 Credits
This course introduces students to the basic elements of the immune system and provides for application of the principles of immunology to immunologic techniques utilized in the clinical laboratory.
Prerequisite: Admission to the MLT Program; MLT 1000 Clinical Laboratory Basics

MLT 1990
Medical Laboratory Technology Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

MLT 2050
Clinical 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. This course will include development, normal and abnormal characteristics of the cellular elements of 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: Admission to the MLT Program MLT 1000, 1100, 1200, and 1250*

MLT 2080
Clinical Microbiology .....4 Credits
This course covers the isolation, identification, and significance of clinically associate bacteria, mycobacteria, fungi, and parasites. *Prerequisite: Admission to the MLT Program and Biol 1001*

MLT 2100
Clinical 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: Admission to the MLT Program; MLT 1000 and 1200 and Chem 1062.*

MLT 2150
Clinical 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. (two hours lecture, three hours lab) *Prerequisite: Admission to the MLT Program; MLT 1250 and MLT 2050.*

MLT 2310
Applied Phlebotomy.....1 Credit
The course provides the student with experience in phlebotomy skills. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2320
Applied Hematology .....2 Credits
This course is designed to give the student clinical experience in the area of hematology and body fluids. *Prerequisite: Admission to the MLT Program. Completion of MLT Didactic Courses*

MLT 2330
Applied Coagulation .....2 Credits
This course is designed to give the student clinical experience in the area of coagulation. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic courses*

MLT 2340
Applied Urinalysis.....1 Credit
This course is designed to give the student clinical experience in the area of urinalysis. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2350
Applied Microbiology .....2 Credits
The course is designed to give the student clinical experience in the area of microbiology. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2360
Applied Immunohematology.....2 Credits
This course is the application of immunohematology policies and procedures in the clinical transfusion service setting. Students will perform pretransfusion compatibility testing in accordance with the American Association of Blood Bank Standards. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2380
Applied Chemistry .....2 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. *Course may be repeated for credit.*

Musc 1170
Instrumental Jazz Ensemble (Goal Area 6) .....1 Credit
This course is an instrumental performance ensemble that plays a variety of jazz literature. Enrollment is open to all students who are able to read written musical notation for their instrument. Ensemble is open to all students. Students should provide their own instrument. One to two performances each semester are scheduled as well as weekly rehearsals. Additional rehearsals may be required. *Course may be repeated for credit.*

Musc 1180
Percussion Ensemble (Goal Area 6) .....1 Credits
This course is a percussion performance ensemble that plays a variety of composed and/or improvised literature. The ensemble may consist of a combination of traditional drums and percussion instruments and may incorporate non-traditional percussion instruments, such as found items, to produce sound and rhythm. Ability to read musical notation is helpful but not necessary. Enrollment is open to all students. One to two performances each semester are scheduled as well as weekly rehearsals. Additional rehearsals may be required. *Course 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
Survey of Western Music (Goal Areas 6 and 8) .....3 Credits
This general cultural course is designed to develop an understanding and enjoyment of music. It includes a study of art music in western civilization. In addition some world music topic will be addressed. Emphasis upon class listening supplemented by historical background. Live concert attendance may be required.

Musc 1300
Music In World Cultures (Goal Areas 6 and 8) .....3 Credits
This course teaches music primarily from non-Eurocentric cultures which may include but is not limited to Indian, 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 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 Theatre, pop, rock and rap.

Musc 1500
Class Guitar (Goal Area 6) .....2 Credits
This course is open to all students. It is designed for beginners or for guitar students wishing to fill in gaps in their knowledge from previous musical experience. It covers basic guitar techniques and musicianship skills used in a variety of different styles of music. Students will also study different types of written musical notation. It also introduces improvisation and song writing. *Student must provide their own guitar (preferably acoustic) in good playing condition.*

Musc 1510
Applied Music: Guitar (Goal Area 6) .....1 Credit
This course is open to all students and consists of private guitar instruction with one-half hour lesson per week. Students, beginners through advanced, can, in consultation instructor, pick areas of focus depending on their tastes and needs. These may include: guitar technique (i.e. chords, scales finger-picking) theory, reading, ear-training, analysis, improvisation, repertoire development and interpretation. *This course may be repeated for credit. Special Music Fees apply. Student must provide their own guitar (preferably acoustic) in good playing condition.*

Musc 1600
Class Voice (Goal Area 6) .....2 Credits
This course is devoted to basic vocal techniques and skills. Students will learn different styles of song from various cultures and historical periods and will learn to evaluate the fundamentals of the creative process as expressed through vocal performance. *This course 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 1801
Class Piano I (Goal Area 6).....2 Credits
This course offers basic piano instruction and technique for the student with no previous training in piano. Students will learn basic piano techniques and skills and be introduced to different playing styles. Students will be introduced to music and history of different cultures as related to the piano.

Musc 1802
Class Piano II (Goal Area 6) .....2 Credits
The purpose of the course is to build upon skills and musicianship begun in Class Piano I, allowing the student to continue gaining a better understanding of playing the piano and a greater appreciation of music in general. Both technique and musicianship will be addressed. Scales and/or exercises and music theory will be part of every class lesson.
Prerequisite: Musc 1801 or consent of instructor

Musc 1810
Applied Music Lessons: Piano (Goal Area 6) .....1 Credit
This course is private piano instruction with lessons of one-half hour per week. Students will expand upon basic piano technique and skills and will extend their technical ability and style interpretation skill through piano repertoire from various cultures and historical periods. Students will extend their ability to interpret and create artistic expression through piano literature and performance. *This course may be repeated for credit. Special "Music Fees" apply.*

Musc 1830
Applied Music Lessons: Strings (Goal Area 6) .....1 Credit
This course is private instruction on a stringed instrument (violin, viola, cello, bass) with lessons of one-half hour per week. Students will expand upon basic technique and skills, extending their technical ability and style interpretation through repertoire from various cultures and historical periods. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on the instrument. *Student must provide their own instrument. This course may be repeated for credit. Special "Music Fees" apply.*

Musc 1850
Applied Music Lessons: Percussion (Goal Area 6) .....1 Credit
his course is private instruction on percussion instruments (e.g., drums, xylophone, marimba, or tympani) with lessons of one-half hour per week. Students will expand upon their technique and skills, extending their technical ability and style interpretation through repertoire from various cultures and historical periods. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on the instrument. *Student must provide their own instrument. This course may be repeated for credit. Special "Music Fees" apply.*

Musc 1860
Applied Music Lessons: Brass (Goal Area 6).....1 Credit
This course is private instruction on a brass instrument (e.g., trumpet, trombone, French horn, baritone, tuba) with lessons of one-half hour per week. Students will expand upon their technique and skills, extending their technical ability and style interpretation through repertoire from various cultures and historical periods. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on the instrument. *Student must provide their own instrument. This course may be repeated for credit. Special "Music Fees" apply.*

Musc 1870
Applied Music Lessons: Woodwinds (Goal Area 6) .....1 Credit
This course is private instruction on a woodwind instrument (saxophone, flute, clarinet, oboe or bassoon) with lessons of one-half hour per week. Students will expand upon their technique and skills, extending their technical ability and style interpretation through repertoire from various cultures and historical periods. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on the instrument. *Student must provide their own instrument.This course may be repeated for credit. Special "Music Fees" apply.*

Musc 1990
Music Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Musc 2010
Advanced Applied Music Lessons (Goal Area 6) .....2 Credits
This course is private instruction for advanced students on their instrument (voice, piano, guitar, brass, woodwinds, strings, percussion) with lessons of one hour per week. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on their instrument. Students' advanced technical expertise will be incorporated into artistic expression and interpretation of repertoire that challenges their technique and demands artistic finesse and critical analysis. *Student must provide their own instrument. This course may be repeated for credit. Special "Music Fees" apply.*

Musc 2970
Music Appreciation 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 mechanisms and basis 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. This course includes a lab-like experience. Take-home final exam and/or paper/projects required.

NSci 1050 (Phys 1050)
The Solar System (Goal Area 3) .....4 Credits
This course takes a "big picture" look at the universe as a whole. Topics include history of astronomy, origin and features of the planets and the Solar System, the lives and deaths of stars, cosmology and the fate of the universe. It also covers recent discoveries and current topics in astronomy. The laboratory component provides a variety of methods to more fully investigate the process of astronomy. *(3 hours lecture/week, 2 hours lab/week)*

NSci 1060 (Phys 1060)
The Solar System (Goal Area 3) .....3 Credits
This course provides an introduction to astronomy with emphasis on our Solar System. Topics include the origin, structure, and history of the Solar System; the properties of light; the function and use of telescopes, understanding the processes that have shaped the planets, their moons and ring systems; comets, asteroids and other space debris. Recent discoveries and current topics from the exploration of the Solar System are also discussed. *This course includes a lab-like experience. (3 hours lecture; satisfies MnTC Goal Area 3)*

NSci 1061 (Phys 1061)
Solar System Lab (Goal Area 3) .....1 Credit
An optional course laboratory course designed to complement The Solar System lecture class. It will involve investigation of the process of astronomy through the analysis of astronomical data. Computer simulation software, internet exercises, videos and observational sessions may be used within the course. *(2 hrs/week) Prerequisite: NSci 1060 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

NSci 1070 (Phys 1070)
Concepts of the Stars and Universe (Goal Area 3).....3 Credits
This course provides an introduction to astronomy with an emphasis on stars and galaxies. Topics include understanding the Sun as a star; revealing the messages hidden in starlight; stellar birth, maturation, and death; black holes, white dwarfs, pulsars, quasars, and supernova explosions; the Milky Way and other galaxies; the origin and the fate of the universe. Current topics and discoveries from stellar astronomy and cosmology are also discussed. *This course includes a lab-like experience. (3 hours lecture; meets MnTC Goal Area 3 requirements)*

NSci 1071 (Phys 1071)
Concepts of the Stars and Universe Lab (Goal Area 3) .....1 Credit
An optional course laboratory course designed to complement the Concepts of Stars and the Universe lecture class, It will involve investigation of the process of astronomy through the analysis of astronomical data. Computer simulation software, Internet exercises, videotapes and observational sessions may be used within the course. *(2 hrs/week) Prerequisite: NSci 1070 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

NSci 1110
Minnesota Natural History (Goal Areas 3 and 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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Nursing

Nurs 1211

Foundations in Nursing.....5 Credits

This course assists the students to build a foundation for the practice of nursing. Students are introduced to NHCC's concepts of nursing practice including professionalism, leadership, quality, safe, evidenced-based patient-centered care, collaboration, critical thinking, and information technology. Students will begin to apply these concepts throughout the course. The nursing process is presented as a problem solving method for providing nursing care. Gordon's Functional Health Patterns are the framework for collecting patient data. Selected experiences in the basic care of adult patients are utilized in the clinical setting (long-term care or hospital). *(3 hours lecture, 2 hours lab) Prerequisites: Admission to Nursing Program; Biol 1001, Biol 2111 and Spch 1110 or concurrent enrollment*

Nurs 1212

Provider of Care I .....5 Credits

This course builds upon Nurs 1211 and is designed to introduce the pathophysiology and nursing care of selected diseases. Students utilize the nursing process and NHCC's concepts of nursing practice (professionalism; leadership; quality, safe, evidence-based patient-centered care; collaboration; critical thinking and information technology) in the holistic care of patients in selected medical-surgical settings. Gordon's Functional Health Patterns are the organizing framework for the course. Emphasis is on identifying and prioritizing patient care needs. *(2.5 hours lecture, 2.5 hours lab) Prerequisites: Nurs 1211 and Nurs 1213; Biol 2112 and Psyc 1150 or concurrent enrollment*

Nurs 1213

Health Assessment in Nursing.....3 Credits

This course introduces a systematic holistic approach to performance of a comprehensive health history and physical assessment. Students develop and refine assessment skills while gathering and organizing patient data. Based on these assessments, the student then identifies normal and abnormal patterns and functions throughout the lifespan. Emphasis is placed on health and wellness promotion, patient education, and professional communication with consideration of the developmental, socio-cultural, environmental and familial influences on health. *(2 hours web-based instruction, 3 hours classroom lab) Prerequisites: Admission to the Nursing Program and concurrent enrollment with 1211*

Nurs 1214

Principles of Pharmacology in Nursing Practice .....3 Credits

Principles of Pharmacology in Nursing Practice, is the clinical study of drugs used in the treatment, prevention, and the diagnosis of disease in human beings. The course introduces the student to the role of nursing in drug management across the lifespan and across the spectrum of health and illness. This course relates drug classes and drug prototypes, to drug actions, therapeutic use, adverse effects, nursing implications, and patient teaching. Emphasis is placed on individual responsibility and patient safety. *(Online course) Prerequisites: If admitted to the NHCC Nursing Program; Biol 2111. All Others; Biol 2111 & 2112*

Nurs 1220

Nursing Transition .....4 Credits

This course prepares the licensed practical nurse for the second year of associate degree nursing at NHCC. Students are introduced to, and then utilize, NHCC's concepts of nursing practice (professionalism; leadership; quality, safe, evidence-based patient-centered care; collaboration; critical thinking and information technology). Gordon's Functional Health Patterns is the organizing framework for the course. Emphasis is on nursing care as it relates to assessment, the principles of pharmacology, identifying and prioritizing patient care needs, and pathophysiology of selected diseases. *Prerequisite: Admission to the Associate Degree Nursing Program: Mobility Option; Biol 1001, Biol 2111, Biol 2112, Biol 2100, Psyc 1150 and Spch 1110*

Nurs 1990

Nursing Special Topics.....1-4 Credits

A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Nurs 2211

Provider of Care II .....8 Credits

This course provides an opportunity for the application of NHCC's Nursing Concepts in the holistic care of individuals and families through the lifespan. Students utilize Gordon's Functional Health Patterns as a model for assessment. Course experiences enable students to integrate, coordinate, and apply the nursing process in a variety of settings involving situational crises and complex nursing situations. Beginning concepts and skills in leadership, management and community are introduced. 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 and 1214 or 1220; Biol 2100; Engl 1111 or Engl 1201 and Soc 1110 or concurrent enrollment*

Nurs 2212

Manager of Care & Member of the Discipline of Nursing ....8 Credits

This course provides an opportunity for the integration and application of NHCC's Nursing Concepts in the holistic care of individuals and families through the lifespan. Students utilize Gordon's Functional Health Patterns as a model for assessment. Emphasis is placed on the analysis of the multiple variables necessary to develop evidenced-based nursing practice. Leadership/management theories and community need strategies are applied to professional nursing roles and practice. Clinical experiences provide students with opportunities to demonstrate mastery of the concepts and skills inherent in the beginning practice roles of an associate degree registered nurse. *(5 hours lecture, 3 hours lab) Prerequisite: Nursing 2211 and MnTC electives or concurrent enrollment*

Paralegal

PLeg 1111
Introduction Law and Paralegal Studies .....3 Credits
This course introduces students to the paralegal profession, including the nature of paralegal work, job requirements and opportunities. Students will study the Minnesota Rules of Professional Conduct and the ethical standards applicable to paralegals. The students will learn about the American legal system, including sources of law, court systems and procedures. The students will study the relationship between state and federal laws and procedure and alternative dispute resolution. Students will also study the substantive areas of torts and criminal law.

PLeg 1210
Computer Applications in the Law Office.....2 Credits
This course presents a study of the 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 the use of computer technology in the law office. *Prerequisite: PLeg 1111*

PLeg 1330
Family Law .....2 Credits
This course presents a study of the processes and procedures undertaken in a family law practice. Students will study the procedures applicable to marriage dissolution and learn to prepare the legal documents associated with such procedures. Students will also study other substantive family law topics such as marriage and premarital agreements, child custody and support, domestic abuse, and adoption. In addition, this course examines the ethical considerations relating to a family law practice.
Prerequisite: PLeg 1111

PLeg 1411
Litigation I.....3 Credits
This course is the first part of a two-part Litigation course. This course presents a study of the processes and procedures undertaken in litigation and the role of the paralegal in a litigation practice. Students will study the requirements and applications of the Rules of Civil Procedure and the general rules of practice in District Court. Students will also study the various methods of alternative dispute resolution and their application to a litigation practice. Students will learn to prepare the documents essential to a litigation practice, such as complaints, discovery requests and discovery responses. This course also examines the ethical considerations relating to litigation. *Prerequisite: PLeg 1111*

PLeg 1412
Litigation II.....3 Credits
This course is the second part of a two part Litigation course. This course presents a study of the processes and procedures undertaken in litigation and the role of the paralegal in a litigation practice. Students will study the requirements and applications of the Rules of Civil Procedure and the general rules of practice in District Court. Students will also study the various methods of alternative dispute resolution and their application to a litigation practice. Students will draft litigation documents and learn the role of the paralegal before, during and after trial. This course includes a study of the rules of evidence, and tips for preserving and protecting evidence in civil and criminal trials. Students will learn methods of investigation and fact gathering. In addition, this course also examines the ethical considerations related to evidence and the trial process.
Prerequisite: PLeg 1111

PLeg 1990
Topics Course .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 presents a study of methods of legal research related primarily to case law, which include the use of digests, encyclopedias, reporter systems, and practice manuals. The students will gain an understanding of law libraries and will be introduced to computer assisted legal research. Students will learn analytical writing skills for use in preparation of legal memoranda. Use of Blue Book citation methods will be emphasized.
Prerequisite: Engl 1111 or Engl 1201 and PLeg 1111

PLeg 2212
Legal Research and Writing II .....3 Credits
This course is a continuation of Legal Research and Writing I. This course focuses on primary sources other than case law such as constitutional law, statutory law, administrative law, and court rules. The student will also study secondary sources. This course provides the student with additional experience in the advancement of analytical writing skills for use in the preparation of legal memoranda. Blue Book citations relative to sources studied will be emphasized. The student will also gain additional experience with computer assisted legal research.
Prerequisite: PLeg 2211

PLeg 2510
Contracts and Business Organizations.....3 Credits
This course presents a study of contracts, sales of goods, products liability, secured transactions, creditor rights, consumer protection and bankruptcy. The students also study basic principles of employment law. This course also presents a study of business entities, including sole proprietorships, partnerships, corporations, limited liability companies, and other business entities. Students will learn the fundamental principles of law applicable to each entity type and how to prepare documents necessary to the organization and operation of each. In addition, this course examines the ethical considerations relating to business law practice.
Prerequisite: PLeg 1111

PLeg 2620
Property .....3 Credits
This course presents a study of personal and real property. Students study landlord and tenant law, real estate conveyancing, real estate financing, foreclosure and mechanic's liens. Students will learn to prepare a purchase agreement, deeds and other closing documents, and the documents used in mortgage foreclosure and mechanic's lien foreclosure. The general concepts of legal descriptions, title examination, and closing procedures also are covered. In addition, this course examines the ethical considerations related to a property law practice. *Prerequisite: PLeg 1111*

PLeg 2710
Wills, Trusts and Estate Administration .....3 Credits
This course presents a study of estate administration, including the preparation and use of wills and trusts as estate planning tools. Students will study powers of attorney and the use of health care directives for disability planning. The students will learn the fundamental principles of probate law and how to prepare documents used in probate procedures. Students will also learn about the impact of estate taxes on estate planning. In addition, this course examines the ethical considerations relating to estate planning, wills and trusts. *Prerequisite: PLeg 1111*

PLeg 2810
Employment Search for Paralegals .....1 Credit
This course presents a study of the skills and tools needed for locating paralegal employment opportunities. Students will study employment opportunities in both legal and non-legal settings. Students will study attitudes and work habits for a more successful career. Students will learn to prepare a professional resume and conduct an interview. *Prerequisite: PLeg 1111*

PLeg 2930
Legal Studies Seminar and Internship .....3 Credits
The course is designed to ready the student for transition from the classroom to the work place, emphasizing practical skill development and additional development of the student's organizational, communication and critical analysis skills. This is also a course designed to measure the student's learning and mastery of the program's goals and objectives and includes in-class and out of class internship experiences. Through in-class discussions and exercises, the student develops the basic skills necessary for the paralegal work setting. The student gains actual work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work completed at an internship site. The student must complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting or complete the alternative legal practicum coursework. *Prerequisites: All required paralegal specialty courses*

Philosophy

Phil 1010
Introduction to Philosophy (Goal Areas 6 and 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 and 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 and 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 and 7) .....3 Credits
This course is a study of Western religions including Judaism, Christianity and Islam. 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 and 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 1070
Political Philosophy (Goal Areas 8 and 9) .....3 Credits
In this course we will examine issues in political philosophy through discussion of a range of primary western and non-western historical texts from ancient, medieval, and modern political writers. In the process of this examination of the historical development of political philosophy, a variety of topics will be explored such as: diverse theories of human nature and their implications for the role of government, the dynamics of power, the ideals of duty, justice, liberty and equality, and justifications for private property, profit, and civil disobedience.

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 and 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 and 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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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. Students should be in good general health to enroll in this class. *Note: Course will be 1 credit only during Summer College because of time constraints.*

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 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 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 1210
Badminton .....3 Credits
Badminton is a beginning level course designed for those who have little to no experience playing. This course will include the instruction and the practice of fundamental skills through drills and game play. Rules, terminology, and strategy are included.

PE 1240
Rock Climbing .....1 Credit
Rock Climbing is a beginning-level class. It is designed to introduce the basics of indoor top-rope climbing to students. Students will learn knot tying, belaying, climbing commands, and gear management. Students will also learn the skills necessary in order to maximize their climbing performance by learning balance, footwork and body position. Emphasis will be placed on making climbing a safe and enjoyable activity. *(Additional fee for this course)*

PE 1250 (and 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 1250
Kinesthetic Learning .....1 Credits
Students in this course will examine the connection between brain science, physical activity, and becoming a successful college student. This learning community will be particularly helpful for students interested in becoming health education professionals, educators, or want to better understand how to use hands-on/kinesthetic learning in college.

PE 1270
Studio Cycle .....1 Credit
Studio Cycle is a beginning level class. It is designed to introduce the basics of indoor group cycling as well as cycle science, equipment, and heart rate training. Music is utilized with a combination of a spin bike and an extensive lower body and cardiovascular workout. Students should be in good general health to enroll in this class.
This course may be repeated for credit.

PE 1310
Disc Golf .....1 Credit
Disc Golf is designed for both the beginning player and those that are more advanced. The course will cover the concepts of game play, the history of the game, rules of the game, ethics, basic strategies, as well as course locations and components.

PE 1400
Women's Self Defense.....1 Credit
This course consists of the introduction of basic physical and psychological skills to help the student act in crisis and pre-crisis situations to avoid or stop physical assault, harassment, dangerous situations, and encounters. Physical skills, basic recognition skills, avoidance skills, and basic personal safety are covered in this course. Classroom sessions provide information on personal safety, child safety, sexual harassment, domestic abuse, sexual violence, and violence against women.

PE 1420
Walk, Jog, Run .....1 Credit
This course is an introduction to the sport of walking or running for cardiovascular exercise. This class includes individual goals, information on proper technique for improvement in each mode of exercise, and variety of methods to improve conditioning in each area.

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. *This course may be repeated for credit.*

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
This course offers students the ability to choose between Snowboarding and Alpine Skiing. It is intended to either introduce students to snowboarding/skiing and/or develop their current skill level. Using the American Teaching System (ATS), classes are split into 9 skill levels, beginning through advanced.

PE 1710
Wilderness Camping .....3 Credits
This course is designed to prepare the student enrolled in the Outdoor Education Program for an extended outdoor trip. Special attention will be paid to water purification, hypothermia, wilderness etiquette, and the principles of minimal impact camping. The course culminates with a camping trip in the wilderness.

PE 1720
Introduction to Camping .....2 Credits
Instruction and practice of the basic skills of camping are included in this course. Special attention will be paid to the 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. An overnight camping trip is required as a part of this course.

PE 1740
Hiking .....1 Credit
This course is an introduction the outdoor sport of hiking. Students will explore local parks and experience recreational hiking within the twin cities area. Classroom instruction includes basic hiking precautions, first aid, rail food, and preparation for a daylong 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. Students must be in good physical health and report any problems and/or concerns to the Instructor prior to the first workout.

PE 1760
Kayaking and Canoeing .....1 Credit
This course is designed for the beginner in both kayaking and canoeing. Students will learn how to get in and out of the kayak, wet entry, basic paddling strokes, and safety on the water for flat water kayaking. The canoeing portion covers safety, and proper steering paddling techniques. The course also includes a half day canoe trip and a half day kayak lake tour for skill application.

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. Students should be in good general health to enroll in this class.*

PE 1820
Boot Camp .....1 Credit
Boot Camp is a course designed to challenge your overall fitness. The focus of the class will be on combinations of strength, aerobic conditioning, and flexibility. All fitness levels are welcome as modifications will be given and individuals can challenge themselves based on their current fitness level. A variety of equipment will be used, and will change from day to day, in order to train the components of fitness. Choreographed cardio, athletic drills, strength training drills and circuits, as well as interval training will be incorporated to give students a full body workout which will challenge every major muscle group.

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

PE 2101
Concepts of Personal Training .....3 Credits
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topic include guidelines for instructing safe, effective, and purposeful exercise, essentials of client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming. *(2 hours lecture/2 hours lab)*

PE 2102
Concepts of Personal Training .....1 Credit
This course provides students the hands on experience they need before entering the personal training field. Students will also have the opportunity to design, implement, and modify exercise programs for their own clients under direct supervision. Students will also demonstrate their knowledge of risk factor screening, fitness assessment, nutrition, exercise science, exercise programming and appropriate progressions, instructional and spotting techniques, and lifting modifications. *Prerequisite: PE 2101*

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 1120 (3 hours lecture, 3 hours lab)*

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 1030
Introduction to Physical Sciences (Goal Area 3) .....4 Credits
In this course, students will explore the basics of chemistry and physics by examining such concepts as understanding and measuring matter; atoms, elements, compounds and mixtures; physical and chemical properties of matter; states of matter; chemistry fundamentals, the periodic table; bonding and types of compounds; mixtures and solutions; chemical reactions; properties and sources of energy; heat; electricity, circuits, and power; properties of sound and light; the behavior of sound and light; forces and motion; work and simple machines. *This course is intended for students who wish to complete a science course with a lab. It is not a prerequisite for any science or health programs. This course may not be used as a substitute for a chemistry course or a physics course. Math 0901 (Intro to Algebra) or basic math skills are highly recommended.*

Phys 1050
Astronomy (Goal Area 3) .....4 Credits
This course takes a "big picture" look at the universe as a whole. Topics include history of astronomy, origin and features of the planets and the Solar System, the lives and deaths of stars, cosmology and the fate of the universe. It also covers recent discoveries and current topics in astronomy. The laboratory component provides a variety of methods to more fully investigate the process of astronomy. *The course meets requirements as a natural sciences lab course under Goal Area 3 of the Minnesota Transfer Curriculum. (3 hours lecture/week, 2 hours lab/week)*

Phys 1050 (NSci 1050)
The Solar System (Goal Area 3) .....4 Credits
This course takes a "big picture" look at the universe as a whole. Topics include history of astronomy, origin and features of the planets and the Solar System, the lives and deaths of stars, cosmology and the fate of the universe. It also covers recent discoveries and current topics in astronomy. The laboratory component provides a variety of methods to more fully investigate the process of astronomy. *(3 hours lecture/week, 2 hours lab/week)*

Phys 1060 (NSci 1060)
The Solar System (Goal Area 3) .....3 Credits
This course provides an introduction to astronomy with emphasis on our Solar System. Topics include the origin, structure, and history of the Solar System; the properties of light; the function and use of telescopes, understanding the processes that have shaped the planets, their moons and ring systems; comets, asteroids and other space debris. Recent discoveries and current topics from the exploration of the Solar System are also discussed. This course includes a lab-like experience.
(3 hours lecture; satisfies MnTC Goal Area 3)

Phys 1061 (NSci 1061)
Solar System Lab (Goal Area 3) .....1 Credit
An optional course laboratory course designed to complement The Solar System lecture class. It will involve investigation of the process of astronomy through the analysis of astronomical data. Computer simulation software, internet exercises, videos and observational sessions may be used within the course. *(2 hrs/week) Prerequisite: Phys 1060 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

Phys 1070 (NSci 1070)
Concepts of the Stars and Universe (Goal Area 3).....3 Credits
This course provides an introduction to astronomy with an emphasis on stars and galaxies. Topics include understanding the Sun as a star; revealing the messages hidden in starlight; stellar birth, maturation, and death; black holes, white dwarfs, pulsars, quasars, and supernova explosions; the Milky Way and other galaxies; the origin and the fate of the universe. Current topics and discoveries from stellar astronomy and cosmology are also discussed. *This course includes a lab-like experience. (3 hours lecture; meets MnTC Goal Area 3 requirements)*

Phys 1071 (NSci 1071)
Concepts of the Stars and Universe Lab (Goal Area 3) .....1 Credit
An optional course laboratory course designed to complement the Concepts of Stars and the Universe lecture class, It will involve investigation of the process of astronomy through the analysis of astronomical data. Computer simulation software, Internet exercises, videotapes and observational sessions may be used within the course. *(2 hrs/week) Prerequisite: Phys 1070 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

Phys 1601
General Physics I (Goal Area 3) .....5 Credits
This is the first course of a two-semester introductory physics sequence for students with a mathematical 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. *(4 hours lecture, 2 hours lab) Prerequisite: Math 1221*

Phys 1120
Meteorology (Goal Areas 3 and 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 local, state, national, and international levels. Topics to be covered include: energy principles, fossil fuels, electric energy, acid precipitation, energy conservation, infringements on the global atmosphere, the principles of sustainability, and the orderly translation from our current energy mix to a new mix utilizing nuclear, solar, wind, geothermal, and new emerging technologies. *This course includes a lab-like experience. (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, piezo-electric 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 1602
General Physics II (Goal Area 3) .....5 Credits
This is the second course of a two-semester introductory physics sequence for students with a mathematical preparation of two semesters of calculus. The topics to be covered include: thermodynamics, electricity, magnetism, electromagnetic waves, and optics. *(4 hours lecture, 2 hours laboratory) Prerequisite: Phys 1601; Math 1222*

Phys 1990
Physics Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 and 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 and 9) .....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 and 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 5 and 8) .....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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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*

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.*

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 (Goal Area 5).....3 Credits
This course is an in-depth look at the processes of normal human adjustment and their application in the student's life 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 Areas 5 and 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 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 typical problems from early adulthood to the time of dying and death.

Psyc 1990
Psychology Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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*

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 and 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. *Prerequisite: Psyc 1150*

Public Works

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

Soc 1110
Introduction to Sociology (Goal Areas 5 and 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 and 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 1210
Introduction to Social Work .....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. Note: This course is a service learning class that combines classroom instruction and service in the community, giving students the opportunity to practice academic, real-world, work, life and interpersonal skills. Students are required to have their own transportation. Service learning opportunities range in scope from 10-40 hours of service in the community which in some cases may be an additional time commitment to completion of the course.

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.

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 1110 recommended.*

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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 and 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 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*

Spanish

Span 1030
Spanish and Latin American Culture (Goal Areas 6 and 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 (Goal Area 8) .....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 (Goal Area 8).....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*

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
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses 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*

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*

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 (Goal Area 1).....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 and 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 1410
Human Communication Theory (Goal Area 1) .....3 Credits
This introductory course examines a selection of theories of human communication. The emphasis of the course will be to provide students with the ability to understanding theorizing in general and then to apply this understanding to particular theories. Students will be challenged to explore different types, contexts, and aspects of human communication as they relate to their own lives. Course content will include theory relating to the communicator, the message, the relationships, the media and the culture.

Spch 1710 (TFT 1710)
Oral Interpretation and Traditions (Goal Areas 1 and 8).....3 Credits
Oral Interpretation and Traditions is an introductory course in the effective oral presentation of written material. Students will analyze and perform literature from a variety of sources that represent different cultures and ethnicities. Students will also make connections between the cultural implications of oral tradition and performance.

Spch 1990
Speech Special Topics.....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Theater, Film and Television

TFT 1100
North Star Film Project .....1 Credit
The North Star Film Project is a student activity class in which students will meet at least one hour per week in a laboratory format to produce at least one live action or animated short film/video per semester (planning, writing, shooting, editing, and mixing it into a finished product for viewing). Students may repeat it for credit.

TFT 1200
Theatre 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 Theatre (Goal Area 6) .....3 Credits
Students become involved in a play's production while they explore the roots of the theatre 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 theatre 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.

TFT 1260
Introduction to Television (Goal Areas 6 and 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.

TFT 1270 (Art 1270)
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. Students must have their own digital video camera. *Students are encouraged to use their own computer for editing if possible. Basic knowledge of the computer is helpful.*

TFT 1280
Introduction to Screenwriting (Goal Area 6).....3 Credits
This course is an introduction to screenwriting, dealing with the basics of drama, story, character, structure, dialogue, and meaning. It explores these elements with writing exercises that develop skills in plotting, exposition, suspense, and action. It focuses on visual storytelling, helping students to discover observable actions and images that can convey ideas effectively, while constantly emphasizing how well-developed characters' needs and wants drive the structure and conflict of an engaging story. It is intended to acquaint students with the craft screenwriting; to be a beginning course in the field that will help prepare students for further work.

TFT 1290
Design for Theatre (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.

TFT 1320
World Cinema (Goal Areas 6 and 8) .....3 Credits
World Cinema is a class in which students look at films from around the world. They explore various non-English-speaking countries' contributions to filmmaking and world culture that have been made by these countries' films. They look at two films from each country studied: one that exemplifies the historical/cultural concept that is associated with that country's films and one contemporary film from that country. The course consists of viewing, analyzing, discussing and writing about films from other cultures films as a means of understanding the impact of these works on our own as well as other cultures.

TFT 1350
American Musical Theatre (Goal Areas 6 and 7).....3 Credits
American Musical Theatre is designed to enlighten the learner about the basics of musical theatre production and its genesis as a uniquely American art form. Also, the course will take a close look at the context in which these musicals were created and how they challenged society at that time. In addition, the course will examine the writing of the book, lyrics and music of many shows in an attempt to better analyze and evaluate the content.

TFT 1500
Acting: Improvisations and Foundations (Goal Area 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 Area 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 Area 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 1540
Acting for the Camera (Goal Area 6).....3 Credits
Students will have the opportunity to perform in front of the camera and see themselves as the camera records them, revealing their strengths and challenges. Acting techniques specific to working in film and television will be covered along with methods for auditioning, script analysis, character development, communication and style. How to handle camera and editing equipment is also included.

TFT 1600
Theatre Practicum: Performance (Goal Area 6).....1-3 Credits
In this class, students choose a particular area of practicum study such as acting, directing, assisting a director, working on a technical crew assignment, or another major responsibility. Students research, analyze and participate in some aspect of a North Hennepin production. *This course may be repeated for credit. Prerequisite: Consent of instructor*

TFT 1610
Theatre Practicum: Technical (Goal Area 6) .....1-3 Credits
In this class, students choose a particular area of practicum study such as directing, assisting a director, working on a technical crew assignment, or another major responsibility. Students research, analyze and participate in some aspect of a North Hennepin production. *This course may be repeated for credit. Prerequisite: Consent of instructor*

TFT 1710 (Spch 1710)
Oral Interpretation and Traditions (Goal Areas 1 and 8) .....3 Credits
Oral Interpretation and Traditions is an introductory course in the effective oral presentation of written material. Students will analyze and perform literature from a variety of sources that represent different cultures and ethnicities. Students will also make connections between the cultural implications of oral tradition and performance.

TFT 1990
Theatre Special Topics .....1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

TFT 2950
Theatre Tours (Goal Area 6) .....1-3 Credits
Theatre tours are designed to give participants an opportunity to experience and explore theatre productions and areas outside the Twin Cities. Theatre centers in the United States and worldwide 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.*

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Jim Borer
Associate Dean of Student Success Programs

Jackie Olsson
Associate Dean of Financial Aid and Scholarship

Appendix

Faculty/Staff Directory

Driving Directions

Area Map

Campus Maps

Catalog Index

Key Contacts on Campus

Faculty/Staff Directory

Agar, Will, *Art*
M.F.A., B.A., A.A. University of Minnesota

Ahmann, Jan, *Finance and Facilities*

Ahola, Steven, *English for Speakers of Other Languages*
M.Ed. Temple University, M.A. Central Michigan University, B.S. Northern Michigan University

Alexander, Robert, *Sociology*
B.A. Hardin-Simmons University, M.A. Texas Tech University

Anderson, Kristian, *Music*
Ph. D. Florida State University

Anderson, Michelle, *Computer Information Systems*
M. E.d., B.S.B. of University of Minnesota

Appelquist, Susan,
Chief Human Resources Officer and Data Practices Compliance Official
J.D., Hamline University, B.S. Metropolitan State University, A. A. North Hennepin Community College

Asfaw, Abel, *Technology Services*
A.A. North Hennepin Community College

Atkins, Debra, *Testing Center*
B.A. Metropolitan State University, A.A. North Hennepin Community College

Axel, Roger, *Building Inspection Technology*
B.S. University of Minnesota, A.A.S. Inver Hills Community College

Baez, Carlos, *Spanish*
M.A. Ohio University, B.A. University of Puebla Mexico

Bagaus, Daniel, *Art*
A.A. North Hennepin Community College

Baijnauth, Rabindranauth, *Plant Services*

Bailey, Dale, *English*
M. A. St. Cloud State University

Bailey, Scott, *Speech*
M.A. Bethel University, B.S.C. University of Wisconsin-Superior

Baines, Charlotte, *Adult Education and Training*
B.A. Metro State, A.A. North Hennepin Community College

Banks, Amee, *Records and Registration*
A.A. North Hennepin Community College

Barilla, Colleen, *Financial Aid*
A.A. Century College, A.A.S. Century College

Bassuk, Jane, *Art*
M.F.A., M.A. University of Iowa

Baumgart, Brian, *English*
M.F.A. Minnesota State University Mankato, B.S. Winona State University

Bechtold, Brigid, *English*
Ph. D. Fielding Graduate University, M.A. St. Cloud State University, B.A. College of St Benedict

Belko, Dawn, *Accounting and Fees*

Bender, Judy, *Music*
M.F.A. University of Minnesota, B.M. E St. Cloud State University

Bendickson, Josh, *Business*
M.B.A. Augsburg College, B.A. St. Cloud University

Besser, Anna, *English for Speakers of Other Languages*
M.S. Georgetown University, B.S. Minnesota State University

Betsinger, Doug, *Mathematics*
M.S. Iowa State University, B.S. St. John's University

Birchard, Michael, *Trio/Upward Bound*
M.S., B.S. St. Cloud State University

Bjerke, Tracy, *Humanities*
A.A.S., A.A. North Hennepin Community College

Bjoraker, Pam, *Medical Laboratory Technology*
B.S. University of Minnesota MT (ASCP)

Blegen, Carla, *Library*

Bleifield, Elaina, *Dean, Science, Mathematics, and Health Careers*
Ph.D. University of Minnesota, B.A. Macalester College

Boganey, Carolyn, *Financial Aid*

Border, Michael, *Business/Marketing/Retailing*
M.B.A., B.A. University of Nebraska Lincoln

Borer, James, *Associate Dean, Student Success*
M.A University of St. Thomas, B.S. St. Cloud State University, A.A. North Hennepin Community College

Borgstrom, Steve, *Music*
M. Ed. University of Minnesota, B.S. St. Cloud State University

Bosch, Matthew Antonio, *Diversity and Multiculturalism*
M.Ed. Harvard University of Education, B.A. Cornell University

Botz, Dana, *Nursing*
M.S.N., B.S. N. University of Minnesota

Bowden, Pamela, *Nursing*
M.S. University of Minnesota, B.S.N. Mankato State University RN, P.N.P.

Bradtke, Dale, *Math Resource Center*
B.S. Southwest Minnesota State University

Brosko, Stephen, *Plant Services*

Brown, Gary, *Public Works*
M.A. Hamline University, B.S. University of Wisconsin at Platteville

Brown-Whistler, Susan, *Psychology*
M.A. University of Arkansas Fayetteville, B.A. Missouri Southern State College

Burke, Gregory, *Trio/Upward Bound*
M.S.E., B.S. University of Wisconsin-Superior

Bursik, Robert, *Biology*
M.S., B.S. University of Idaho, B.S. University of Wisconsin-Eau Claire

Cady, Sherri, *Computer Information Systems*
M.Ed., B.A. University of Minnesota

Cahill, Dustin, *Technology Services*

Campbell Charlebois, Margaret, *Business/Marketing/Retailing*
M.B.A. University of Minnesota-Twin Cities, B.S. St. Cloud State University

Cardona, Alejandro, *Plant Services*

Carey, Thomas, *Plant Services*

Carlson, Brian, *Chemistry*
Ph. D. University of Minnesota, B.S. University of Wisconsin-La Crosse

Carlson, Catherine, *English*
M.A. Brown University, B.A. Carleton College

Carlson, Erik, *Safety and Security*
A.S. North Hennepin Community College

Carlson, Nicole, *Student Affairs*

Carlson, Renae, *Business/Marketing/Retailing*
M.A. Bemidji State University, B.S. Moorhead State University, A.A. Northland Community

Carter, ShaRon, *Financial Aid*

Cashman, Jesse, *Safety and Security*
M.A. University of St. Thomas, B.A. College of St. Scholastica

Caudill, Jennifer, *Communications*
A.A. North Hennepin Community College, A.A. Brown College

Chapman, Paul, *Engineering*
Ph.D. University of Minnesota, B.S. National University of Ireland-University College Dublin

Chavez, Eduardo, *Plant Services*

Chiza, Miriam, *Student Success*
Ph. D. Iowa State University

Clausen, Cheryl, *Records and Registration*

Collins, Dean, *Finance and Facilities*
M.A. Webster University, B.S. South Dakota State University

Collins, Joseph, *Technology Services*
B.A.S. College of St. Scholastica, A.A.S. North Hennepin Community College

Commers, Sara, *Art*
Advanced Diamond and Jewelry Design Certificates

Copa, Sandra, *Accounting*
M.B.T. University of Minnesota, B.A. Gustavus Adolphus

Crawford, Claudia, *Philosophy*
Ph.D., M.A.,B.A. University of Minnesota

Crego-Ulvin, Ruth, *English*
M.A. Washington State University, B.A. University of Minnesota-Morris

Crowe, Joseph, *Student Success*
B.A. University of Minnesota

Cullen, Sean, *Physical Education*
B.S. University of Minnesota-Institute of Technology

Dahl, Lynette, *Adult Education and Training*
B.S. St. Cloud State University

Dahn, Elton, *Safety and Security*

Danzl, Thomas, *Biology*
M.A., B.S., St. Cloud State University

Darst, Lightsey, *English*
M.F.A. University of Minnesota, B.F.A. Florida State University

Davis, Ana, *English*
M.A. Bath Spa University, B.A. University of London-King's College

Davis, Sean, *Counseling, Advising, and Career Planning*
B.S. Lander University

DeGrio, David, *Chemistry*
M.S. University of Minnesota, B.A. St. John's University

Denny, Nancy, *MLT*
B.A. Augsburg College (ASCP), M.A. Saint Mary's University

Deonarine, Tanuja, *Plant Services*

Derhak, Anna, *Health*
M.S. University of Bridgeport, M.P.H. University of Minnesota-Twin Cities, B.S. University of Wisconsin-Stout

Dickerson, Gregory, *Art*
M.F.A. Minneapolis College of Art and Design, B.F.A., B.A. Edinboro University of Pennsylvania

Diedrich, Mary, *Dean, Student Success*
Ph.D., M.A., B.A. University of Minnesota

Doebbert, Kimberly, *Prior Learning*
M.S., B.S. B.T. Winona State University

Doerrer Gile, Margaret, *Library*

Dombrovskis, Jordanna, *Student Success*
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Donaldson, George, *Library*

Dooley, John, *Natural Science*
M.S., B.S. University of Wisconsin-Milwaukee

Dooley, Sean, *Theatre, Film, and Television*
M.S. University of Minnesota, B.F.A. University of Wisconsin-Eau Claire

Eastey, Anne Stiehm, *Speech*
M.A. Minnesota State University-Mankato, B.A. Old Dominion University

Eiler, Judy, *Business Computer Systems and Management*
M.S. Cardinal Stritch University, B.A. Augsburg College

El-Sawaf, Hamdy, *Arabic*
Ph. D., M.A. University of Minnesota-Twin Cities

Engel, Randy, *Construction Management/Supervision*
B.A. University of Minnesota

Enos, Denise, *Trio/Upward Bound*
B.S. University of Minnesota

Erickson, Chad, *Technology Services*
A.A. North Hennepin Community College

Erickson, Cynthia, *Technology Services*
A.A. North Hennepin Community College

Ernzer, Shayne, *English for Speakers of Other Languages*
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Esacamilla-Beltran, Judith, *Technology Services*
B.S. Instituto Tecnologico de Estudios Superiores de Monterrey

Evenson, Michelle, *President's Office*

Everett, Jill, *Physical Education*
M.Ed. University of Minnesota, B.A. Augsburg College

Ewert-Knodell, Mary, *Physical Education*
M.A. B.S. Minnesota State University-Mankato

Fabozzi, Kirsten, *Academic and Student Affairs*
A.S. North Hennepin Community College

Farnum, Amy, *Chemistry*
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Farrah, Heidi, *English*
M.F.A. George Mason University, B.E.S. St. Cloud State University

Farrah, Kaelie, *English*
M.F.A. Naropa University, B.A. The Evergreen State College

Faste, Christopher, *Building Inspection Technology*

Fawzy,Tamer, *Psychology*
M.A. University of Wyoming, Ph.D. University of Wyoming

Fenske, Mary, *Paralegal*
J.D. American University of Washington College of Law, B.A. College of St Benedict

Fiedler, Scott, *Plant Services*

Finlayson, Beth, *Library*
B.A. Hamline University

Fitzpatrick, Stacy, *Speech*
Ph.D. University of Minnesota, M.A. Michigan State University

Flaherty, Francis, *Plant Services*

Folk, Pamela, *Sociology*
M.S.W. University of Minnesota, B.A. St. Olaf College

Forestell, Meghan, *Admissions and Outreach*
A.A. Anoka Ramsey Community College

Forslund, Lisa, *Library*
M.F.A Dominican University, B.S. St. Cloud State University

Forsman, Deanna, *History*
Ph. D., M.A., B.A. University of California-Los Angeles

Foss, Mathew, *Mathematics*
M.A., B.S. Northeast Missouri State University

Fouilloux, Jean, *English*
M.F.A. Columbia University, B.A. Wichita State University

Fox, Dennis, *Safety and Security*
M.P.H. University of Minnesota, B.S. Winona State University

Fry, Renae, *Paralegal, Interim Dean of Business Career Programs*
J.D. William Mitchell College of Law, B.A. University of Minnesota

Frykman, Elizabeth, *Trio/Upward Bound*
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Fuecker, Robert, *Student Life*

Fugate, Debra, *Technology Services*
A.A. Hibbing Community College

Gagnon, Shawn, *English*
M.S., B. A. Bemidji State University

Gaitan, Catherine, *Speech*
M.A. University of University of Minnesota, B.A. St. Cloud State University

Ganab, Bernard, *Plant Services*

Gardner, Matthew, *Mathematics*
M.A. University of Colorado at Boulder, B.A. St. Olaf College

Ganesh, Shyamala, *Health*
M.S. Food and Nutrition-India, B.S. Nutrition and Dietetics Madras University-India

Gelgelu, Desta, *Economics*
Ph. D., M.A. Pune University, B.S.C. Addis Abuba University

Gieser, Paul, *Biology*
Ph. D. University of Minnesota

Godfrey, Gayle, *Nursing*
M.S. Capella University, B.S. Graceland University

Goldschmidt, Steven, *Biology*
Ph.D. Northwestern College of Chiropractic, A.A.S. Hennepin Technical College

Goode, Michelle, *Communications*
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Gorill, Charles, *Computer Science*
M.Ed. University of Minnesota, B.A. University of Morris

Gould, Alexandra, *Theatre, Film, and Television*
M.F.A. University of Southern Mississippi

Grady, Kathleen, *Online Learning*

Grafelman, Glenn, *Art*
M.A. University of California-Berkeley, B.F.A. Minneapolis College of Art and Design

Graff, Jolene, *Human Resources*

Grafft, Kathy, *Nursing*
B.S. University of Minnesota

Gray, Latisha, *Adult Education and Training*
B.A. Winthrop University

Green, Katharine, *English*
M.A. Boston University, B.A. University of Minnesota

Greenlee, Catherine, *Nursing*
M.S.N. Marquette University, B.A.N. College of St. Scholastica

Grilz, Steven, *Plant Services*

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M.S., B.S. Minnesota State University Mankato

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Gupta, Shamlall, *Mathematics*
Ph.D., M.A University of Minnesota, M.S. B.S. University of Delhi, India

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Vang, C A, *Adult Education and Training*

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Versaguis, Felix, *Spanish*
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Volk, Ted, *Computer Science*
M.S. Leningrad Mechanical Institute

Wade, Tina, *Chemistry*
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Wagner, Nancy, *Computer Information Systems*
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Warnest, Linda, *Nursing*
M.S. University of Minnesota, B.S. Augsburg College, A.D.A.S St. Mary's Junior College

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Warren, Sean, *Business/Marketing/Retailing*
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Weimholt, Joan, *Math Resource Center*
B.S. University of Minnesota

Weitzel, Jean, *Nursing*
M.S. St. Cloud State University, M.S.N. University of Minnesota, B.S., N.Ed. St. Louis University

Wells, Mary, *Nursing*
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Wendel, Don, *English*
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Whalen, Lisa, *English*
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Willadsen-Jensen, Eve, *Psychology*
Ph.D. University of Colorado

Williamette, James, *Building Inspection Technology*
B.I.T. Certification North Hennepin Community College

Wilson, Jane, *Dean, Fine Arts*
M.M., B.M. University of Wisconsin-Madison, M.S. St. Cloud State University

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Woodbury, Shawn, *Business/Marketing/Retailing/Paralegal*
J.D., B.A. University of Minnesota

Worku, Kidist, *Testing Center*
A.S. North Hennepin Community College

Wright, John, *Sociology*
M.A. University of California-Berkley, M.S. University of Oregon- Eugene, B.A. University of Minnesota

Wujcik, Rebecca, *Plant Services*

Wurzer, Gretchen, *Academic Development*

Xiong, MaiKao, *Financial Aid*
A.A. North Hennepin Community College

Xiong, Thai, *Admissions and Outreach*
M.S., B.S. University of Minnesota-Duluth

Xiong, Yaushi, *Accounting and Fees*
B.A. University of North Carolina, A.A. Catawba Valley Community College

Yang, Bor, *Paralegal*
J.D. University of Minnesota Law

Yang, Maria, *Counseling, Advising, and Career Planning*
B.A. University of Minnesota

Yechout, Patty, *Technology Services*

Young, David, *Bookstore*
B.A. Macalester College

Zainer, Leanne, *English*
Ph.D, M.A., University of Wisconsin-Madison, B.S. University of Wisconsin-Eau Claire

Zerendow, Christopher, *Art*
M.F.A. University of Minnesota, B.F.A. University of Mexico, B.A. St. Johns College

Zhao, Peng, *Chemistry*
Ph.D., M.S. University of Minnesota, B.S. Namkai University

Zieminski, Julianne, *Physical Education*
M.Ed., B.S. University of Minnesota

Driving Directions

NHCC is located at the intersection of 85th Avenue North and West Broadway in Brooklyn Park . The main entrance to the college is located in the Educational Services building on the west side of campus. For directions to Buffalo High School (for the Buffalo program) go to the NHCC website at **www.nhcc.edu**.

From Minneapolis / St. Paul
Go west on I-94 / 694 west to Brooklyn Blvd
Go north on Brooklyn Blvd to West Broadway
Turn right (north) on West Broadway
Turn right (east) into West Entrance parking lot

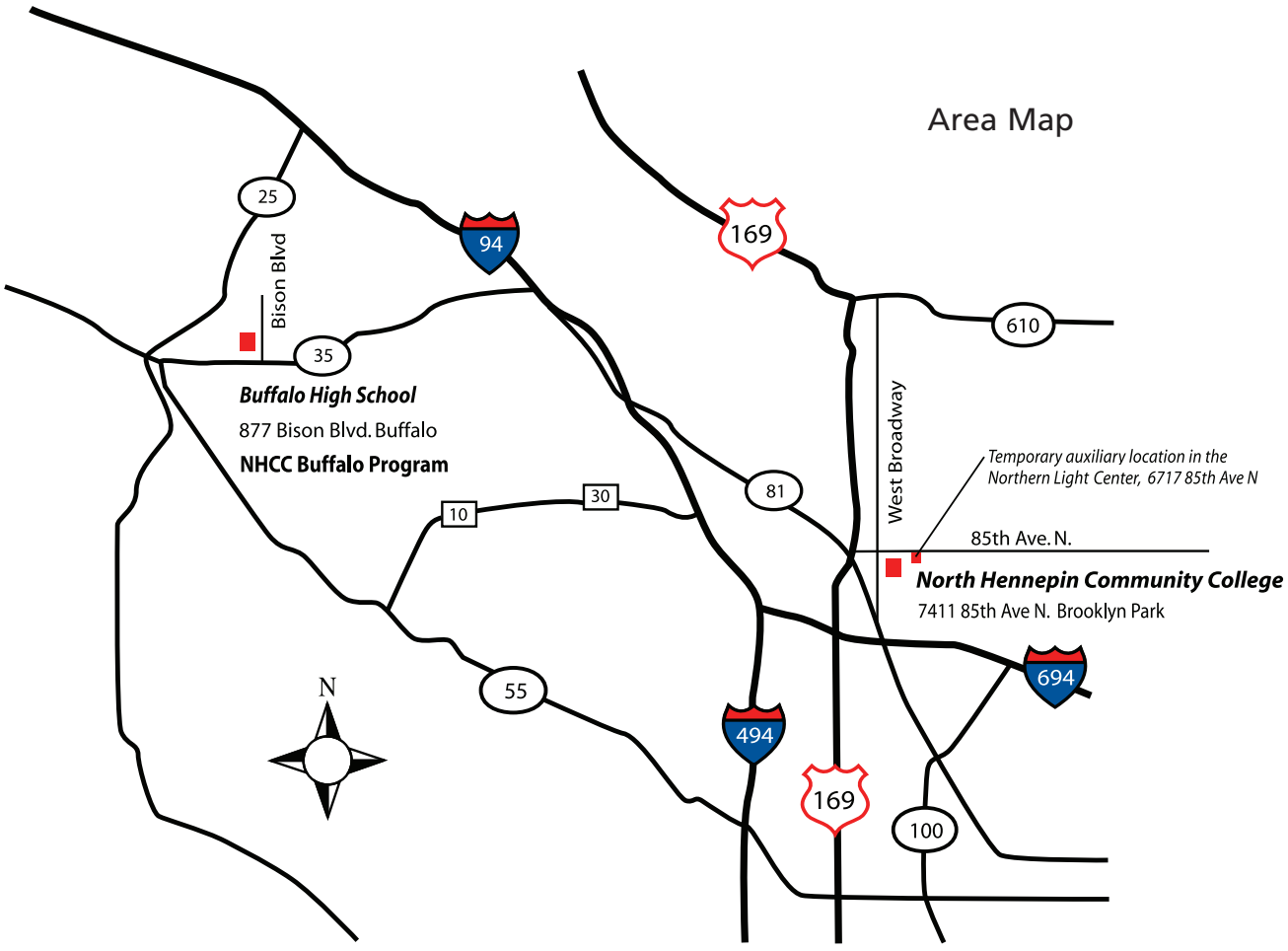
From Maple Grove
Take I-94 (east or west) to Weaver Lake Road
Go east on Weaver Lake Road / 85th Avenue North
Turn right (south) on West Broadway
Turn left (east) into West Entrance parking lot

From Anoka / Champlin
Go south on Highway 169 to 85th Avenue North
Turn left (east) on 85th Avenue North (Mills Fleet Farm)
Follow 85th Avenue North to West Broadway
Turn right (south) on West Broadway
Turn left (east) into West Entrance parking lot

From Coon Rapids / Blaine
Go west on Highway 610 to West Broadway
Go south on West Broadway past 85 Avenue North
Turn left (east) into West Entrance parking lot

From Plymouth / Minnetonka
Go north on I-494 to I-694
Go east on I-694 to Highway 81
Go north Highway 81 to Brooklyn Blvd
Turn right (west) on Brooklyn Blvd
Turn left (north) on West Broadway
Turn right (east) into West Entrance parking lot

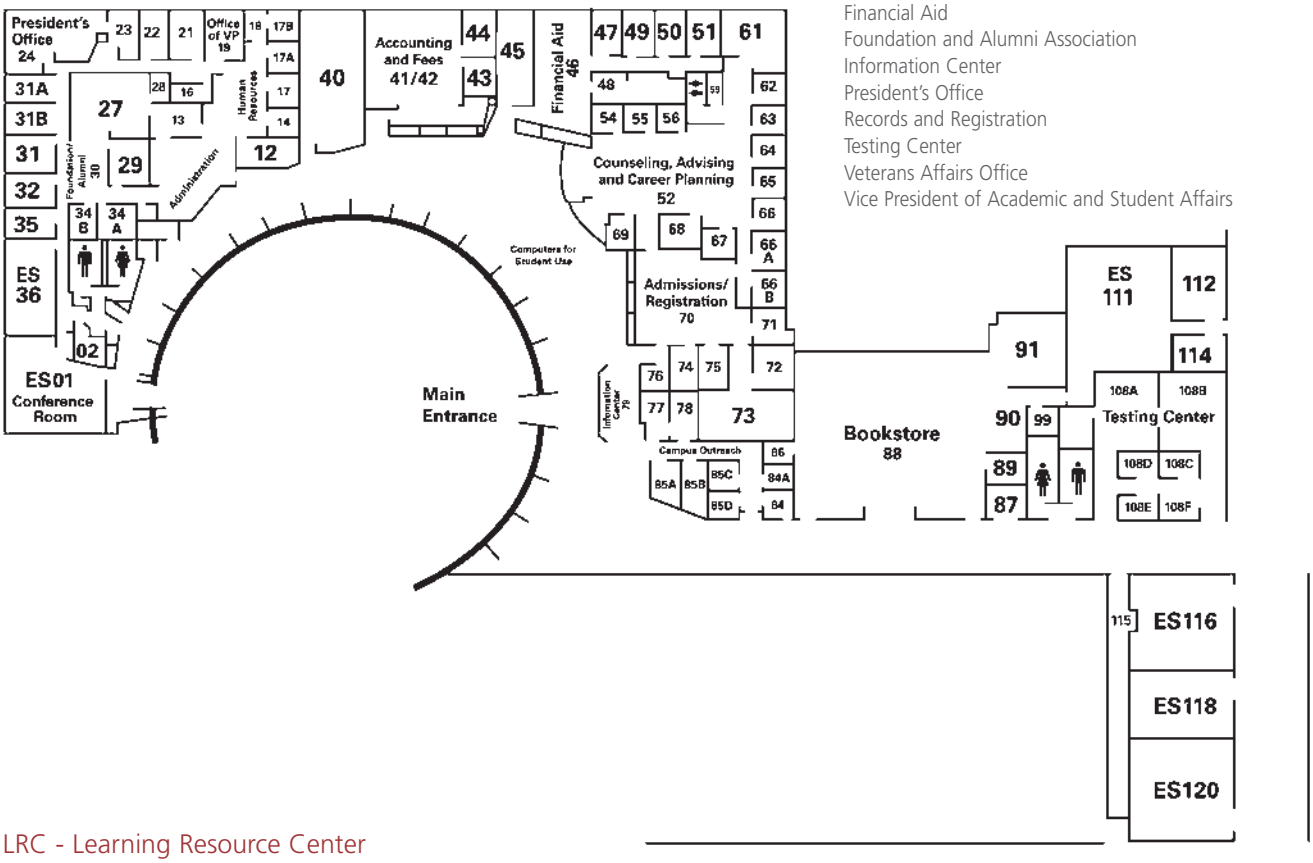
From Crystal / Robbinsdale
Go north on Highway 81 to Brooklyn Blvd
Turn right (west) on Brooklyn Blvd
Turn left (north) at West Broadway
Turn right (east) into West Entrance parking lot



Campus Maps

ES – Educational Services

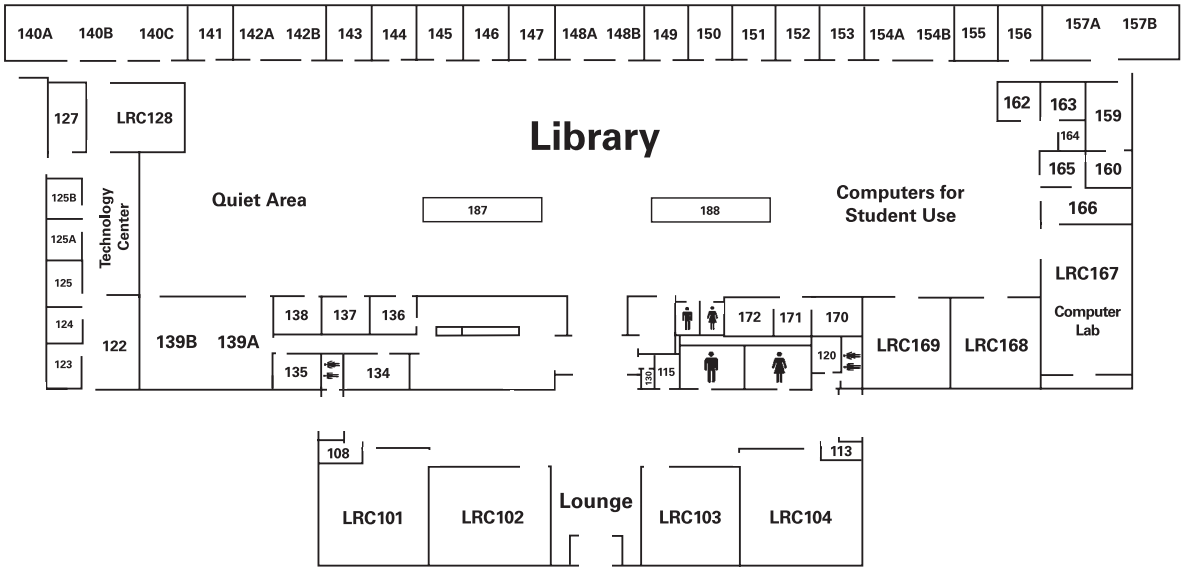
Accounting and Fees
Administration
Admissions and Outreach
Bridge to Academic Success
Bookstore
Career Resource Center
Communications
Counseling and Advising
Dean of Student Affairs Office
Financial Aid
Foundation and Alumni Association
Information Center
President's Office
Records and Registration
Testing Center
Veterans Affairs Office
Vice President of Academic and Student Affairs



LRC - Learning Resource Center

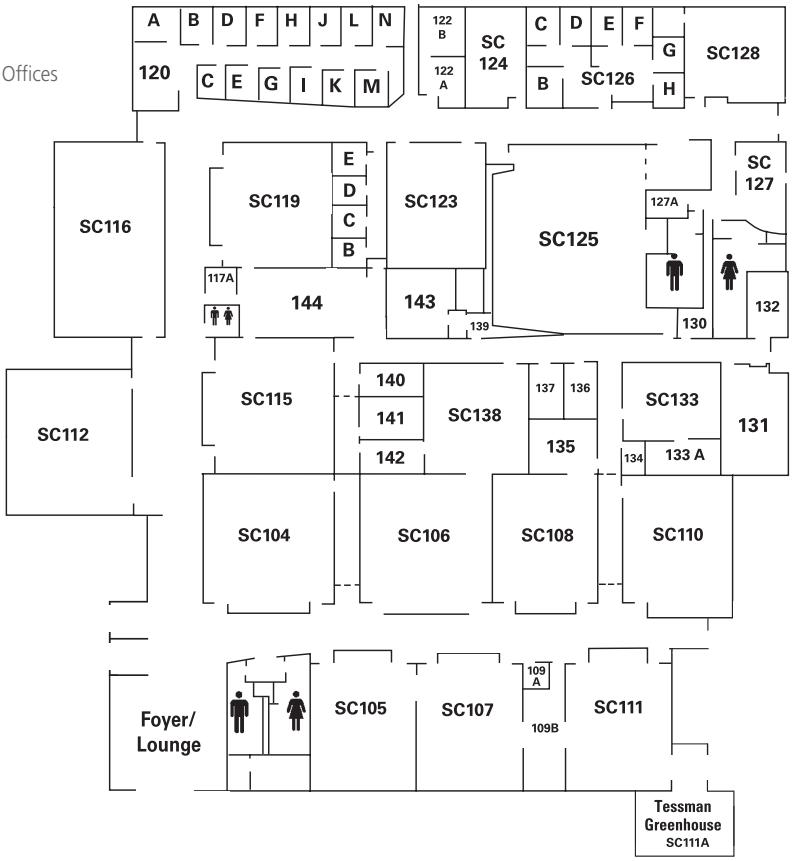
Business Department Offices
Computer Labs
Dean and Associate Dean of Student Success Programs
Dean of Academic and Technology Services
Dean of Business, Technology and Career Programs
First Year Experience
Library Services
Math Resource Center
Peer Tutoring
Service Learning
Writing Center

Group study rooms
Open study areas
Quiet study carousels



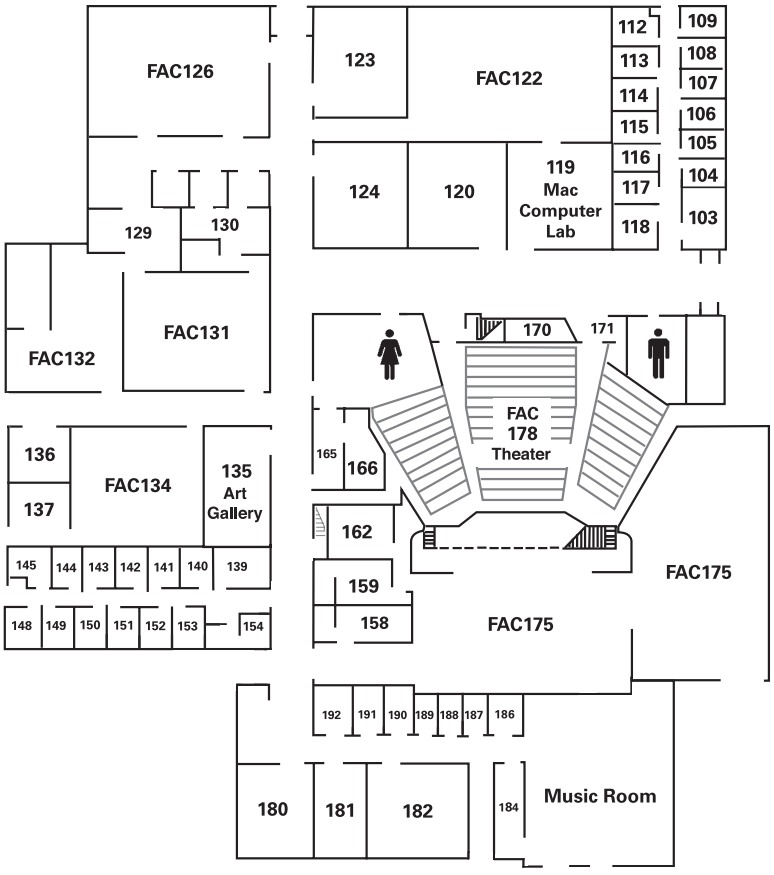
SC - Science Center

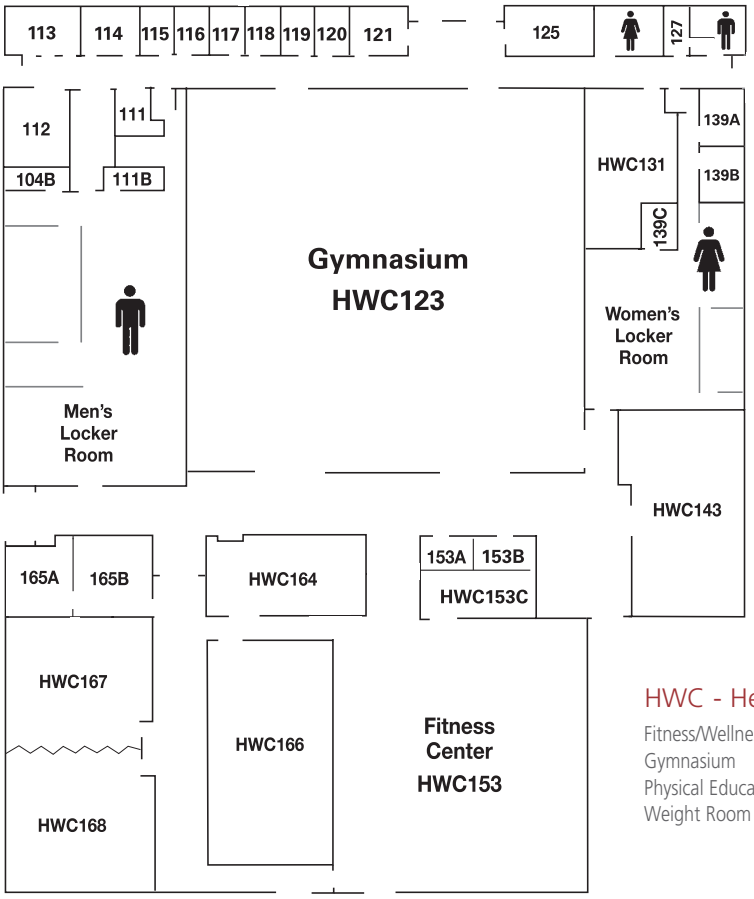
Dean of Sciences
Mathematics and Health Careers Offices
Science Department Offices



FAC - Fine Arts Center

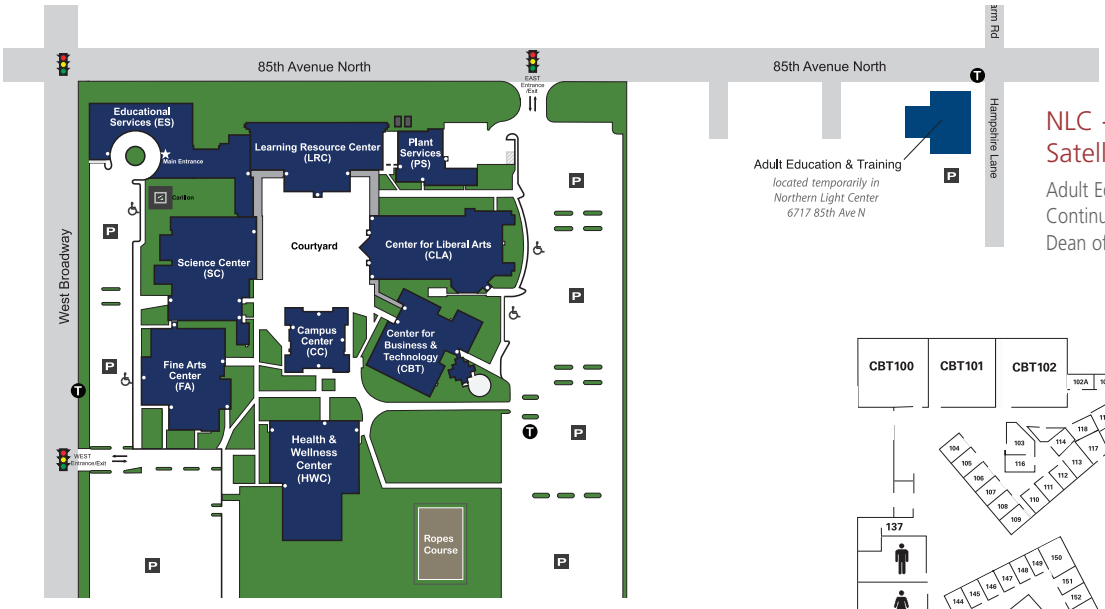
Dean of Fine Arts
Fine Arts Gallery
Graphic Design Classroom
Humanities Department Offices
Macintosh Computer Lab
Music Rooms
Student Support Services
Studio Art Classrooms
Theatre





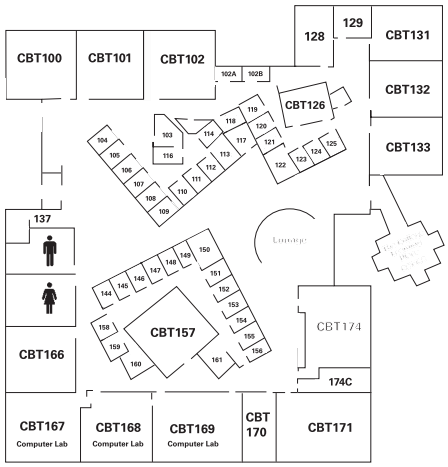
HWC - Health and Wellness Center

Fitness/Wellness Center
Gymnasium
Physical Education and Health Department Offices
Weight Room



NLC - Northern Light Center Satellite Location

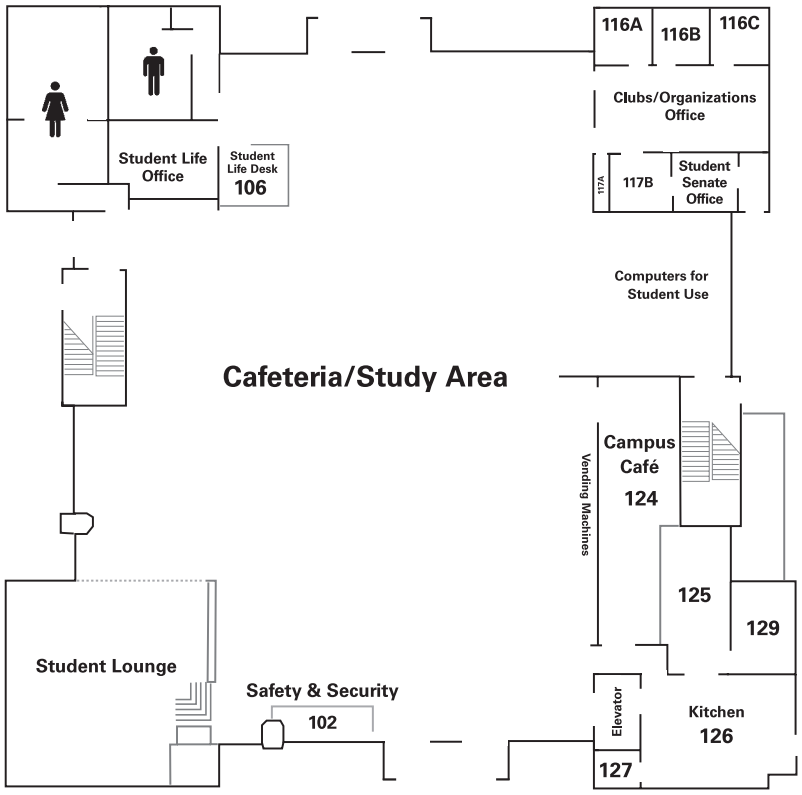
Adult Education and Training
Continuing Education and Customized Training
Dean of Adult Education and Training



CBT - Center for Business and Technology

(Under Construction)

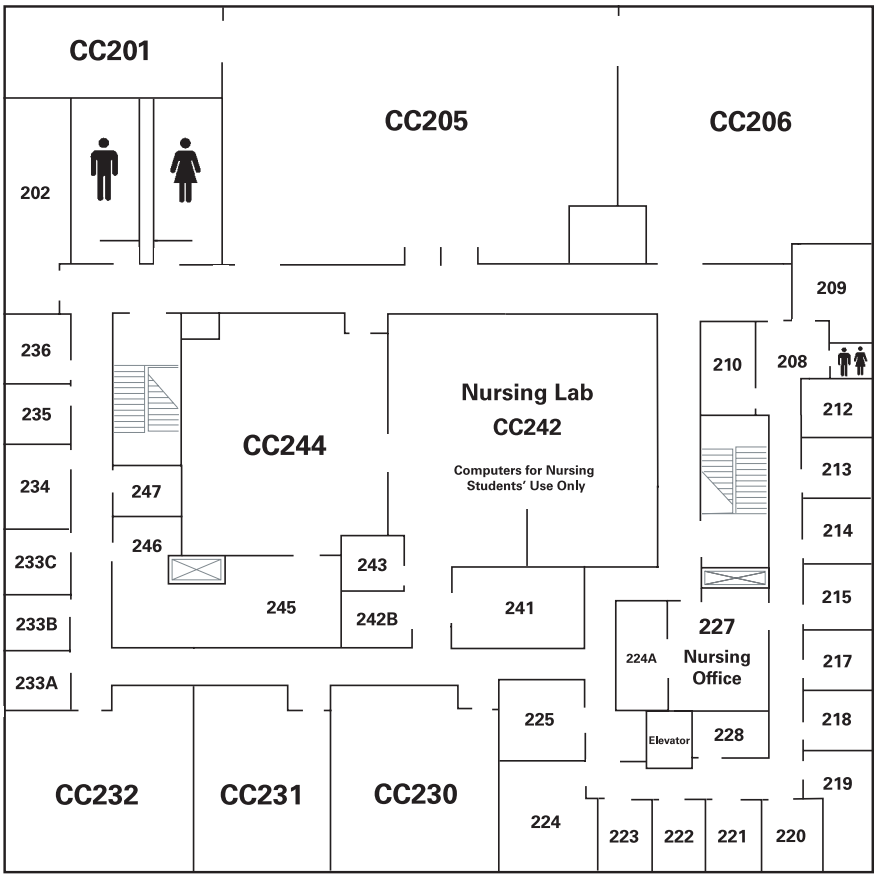
First Floor

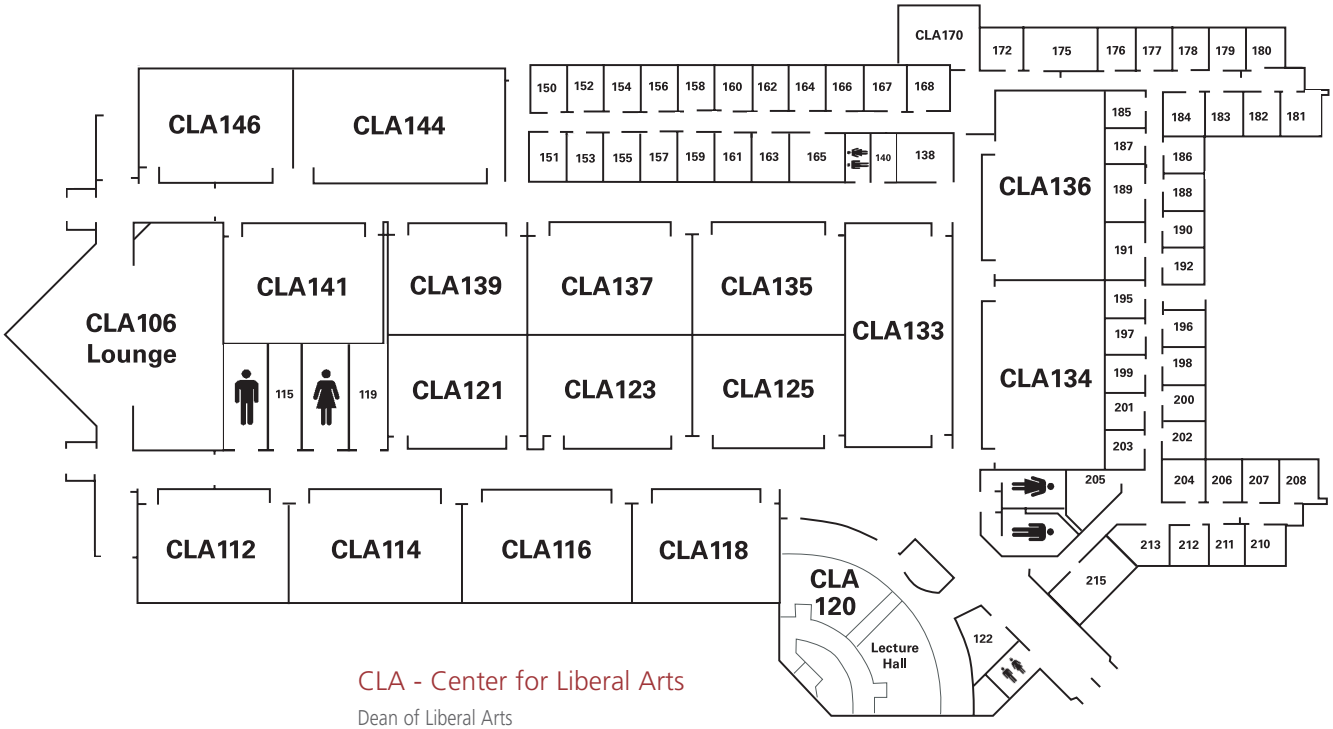


CC - Campus Center

Associate Dean of Nursing
Director of Student Life
Nursing Department Offices
Student Life
Student Organization Offices
Taher Cafe´

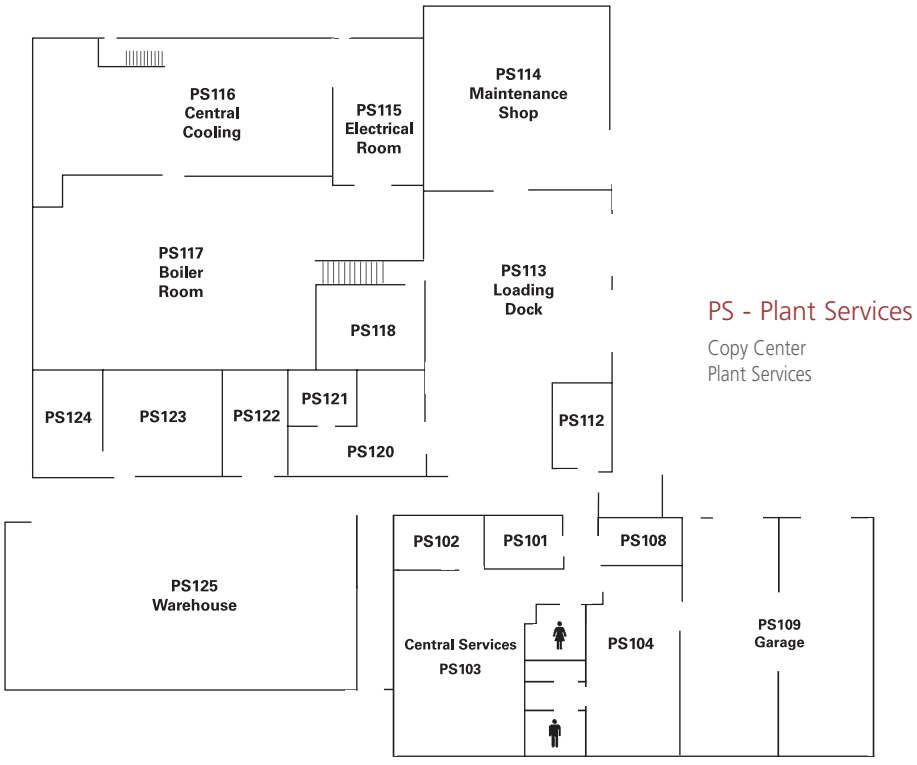
Second Floor





CLA - Center for Liberal Arts

Dean of Liberal Arts
English Department Offices
Math Department Offices
Social Science Department Offices



PS - Plant Services

Copy Center
Plant Services

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Key Contacts on Campus

Accounting and Fees 763-424-0718
Admissions and Outreach.....763-424-0724
Adult Education and Training 763-424-0880
Alumni Association 763-493-0506
Art Department 763-424-0775
Biology Department 763-424-0863
Bookstore.....763-424-0808
Bridge/Academic Success 763-424-0905
Buffalo High School (day only) 763-424-0730
Buffalo High School (evening only).....763-682-8114
Business ASAP Information Line 763-424-0755
Business Careers Advisor 763-424-0703
Business Department 763-424-0758
Career Resource Center 763-424-0707
Chemistry Department 763-424-0863
College Prep Program 763-488-0455
Communications.....763-424-0852
Computer Help Desk 763-424-0957
Continuing Education and Customized Training.....763-424-0880
Counseling and Advising 763-424-0703
Credit for Prior Learning 763-424-0730
Disability Access Services (Voice) 763-493-0555
Disability Access Services (Hearing Impaired/TTY).....763-493-0558
English Department.....763-424-0822
English for Speakers of Other Languages (ESOL) 763-424-0894
Every Other Weekend College 763-424-0730
Facilities Use 763-424-0837
Financial Aid 763-424-0728
First Year Experience 763-493-0527
Fitness Center 763-424-0923
Foundation 763-424-0815
GED Testing 763-424-0857
Graphic Design Department.....763-424-0775
Health Career Advisor 763-424-0703
Health Department 763-424-0862
Histotechnology Program 763-424-0768
Honors Program 763-424-0702
Human Resources 763-424-0827
Humanities Department 763-424-0775
Information Center 763-424-0702
Information Center (Hearing Impaired/TTY) 763-424-0949
Institutional Effectiveness 763-424-0853
Instructional Technology Center 763-424-0903
International Student Advisor 763-424-0703
Job Search Assistance 763-424-0707
Library 763-424-0732
Math Department 763-424-0833
Math Resource Center 763-424-0742
Medical Laboratory Technology (MLT) Department 763-424-0768
Music Department.....763-424-0775
Nursing Department 763-424-0759
Physical Education Department.....763-424-0862
Physics Department 763-424-0863
Phi Theta Kappa Advisor 763-424-0874
Placement and Testing Center 763-424-0928
President's Office 763-424-0812
Records and Registration 763-424-0719
Recreational Activities 763-424-0825
Safety and Security.....763-424-0807
Science Department.....763-424-0863
Service Learning.....763-488-0409
Social Science Department.....763-424-0822
Speech Department 763-424-0775
Student Affairs 763-493-0597
Student Life 763-424-0804
Student Senate 763-493-0526
Student Success Programs 763-424-0752
Student Support Services/TRIO 763-424-0937
Testing Center 763-424-0928
Theatre Department 763-424-0775
Theatre Ticket Office.....763-424-0788
Transcript Requests 763-493-0509
Tours/Student Ambassadors 763-424-0702
Tutoring Center 763-424-0827
Veterans Affairs 763-424-0573
Vice President's Office 763-424-0940
Weather and Emergency Closing 763-488-0488
Writing Center.....763-424-0934
Youth Academy 763-424-0702

North Hennepin
Community College

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www.nhcc.edu

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