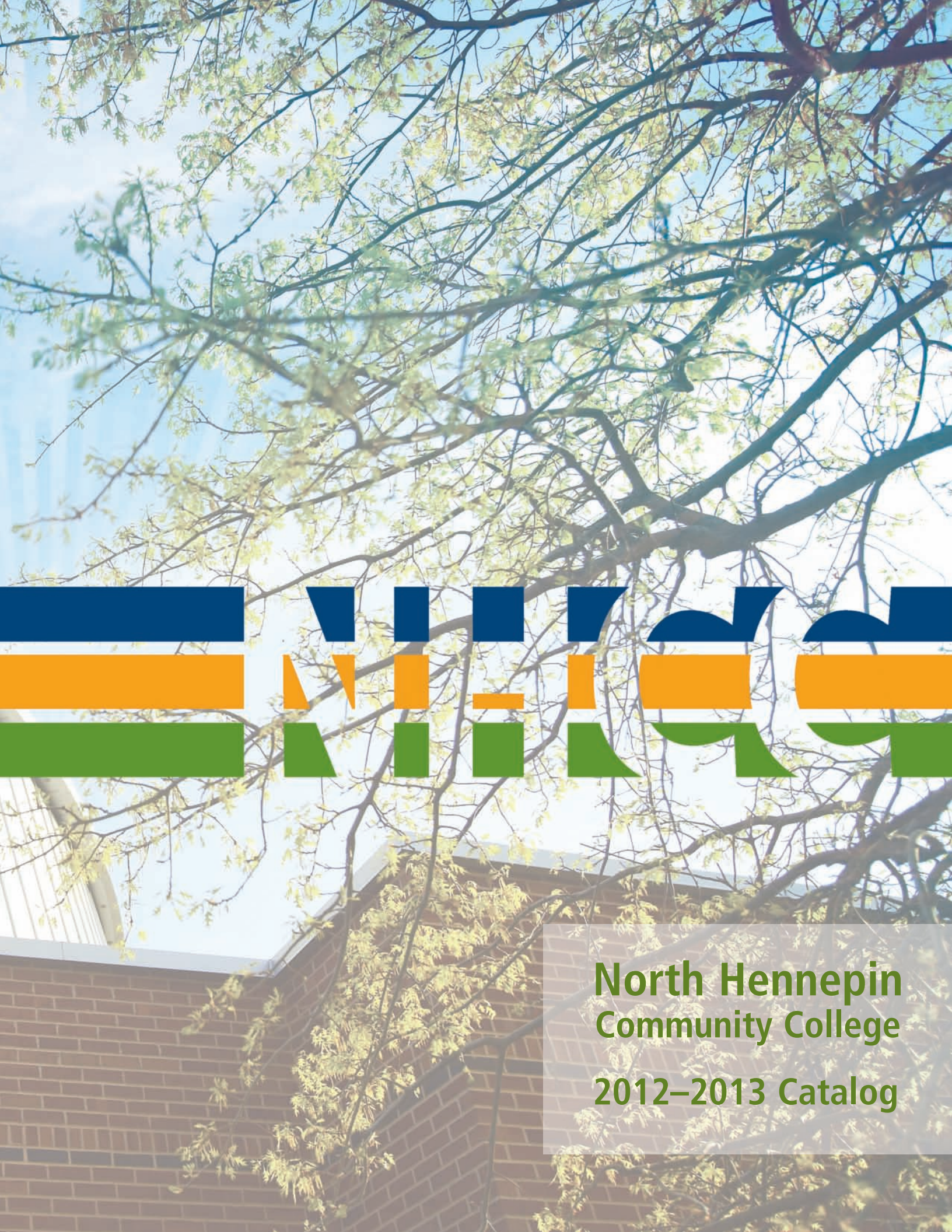

North Hennepin Community College

2012–2013 Catalog

Our Mission:
Engaging Students, Changing Lives

North Hennepin Community College creates opportunities for students to reach their academic goals, succeed in their chosen professions, and make a difference in the world.

Our Vision:
Opportunity Without Limits, Learning Without End, and Achievement Beyond Expectation

Welcome

Dear NHCC Student,

It is my pleasure to welcome you to North Hennepin Community College!

As a member of the Minnesota State Colleges and Universities System accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, North Hennepin Community College educates more than 12,000 students and is one of the largest and most diverse community colleges in Minnesota.

Though we serve a large community, we specialize in offering small classes taught by exceptional faculty who bring experience and a passion for teaching to the classroom. And we are committed to your academic success. We've got advanced learning opportunities for those students who excel academically, as well as support services for those who need help in areas like math, English, writing, career exploration, and study habits.

Flexible morning, afternoon, and evening classes are offered seven days a week in the classroom, online, and through hybrid formats like our new classroom capture option. In addition to Associate degrees and certificates, you can also complete some baccalaureate degrees from university partners right here on our campus.

I highly recommend that you get involved in activities outside of the classroom while you are here. Our theater productions, art exhibits, music concerts and cultural events provide an opportunity for enrichment outside of the classroom, as do student clubs, organizations, and recreational sports.

At North Hennepin Community College you can make your story whatever you want it to be. I encourage you to explore new ideas and challenge yourself.

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 • MN Relay 1-800-627-3529

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

North Hennepin Community College is a member of the Minnesota State Colleges and Universities System and an Equal Opportunity Educator and Employer. For disability accommodations call 763-493-0555. Minnesota Relay users may call 1-800-627-3529.

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.

Table of Contents

About the College

Mission Statement 4
Vision 4
Values 4
Strategic Goals 4
Commitment to Quality 4
General Education Philosophy 5
Essential Learning Outcomes 5
Accreditation 5
Program and Discipline Review 6
Equal Opportunity Statement 6
History 6
Student and Employee Profile 6
North Hennepin Community College Logo 6

Becoming a Student

1. Apply for Admission 8
2. Apply for Financial Aid 10
3. Take Placement Test(s) 10
4. Complete Orientation 11
5. Register for Classes 11
6. Pay Tuition and Buy Books 11

Managing Your Registration

Add 12
Drop 12
Withdrawal 12
Registration Limits 12
Registration Cancellation Policy 13
Tuition Refunds for Drop or Total Withdrawal 13
Attendance Policy 13
Last Date of Attendance, Early Withdrawal and Return of Financial Aid 13

Resources

Academic Support and Student Services 14

Academic Policies and Expectations

Transfer of Credit 18
Alternative Credit Options/ Credit for Prior Learning 19

Grading System 20
Honors Recognition 21
Privacy of Education Records Policy 21
Satisfactory Academic Progress Policy 21
Grading Appeal Policy 21
Student Classifications 21
Transcripts 21
Students Rights and Responsibilities 21
Student Contacts 22

Education Plan

Curricular Goals 24
Learner Outcomes Assessment 25
Associate Degree Programs 26
Certificate Programs 27
Minnesota Transfer Curriculum 28
Program Options 33
- Evening/Weekend Nursing
- Four Year Bachelor Degree Options
- Professional Training and Development

Course Delivery Options 33
- Blended/Hybrid
- Classroom Capture
- Every Other Weekend
- Online / Internet

Degree & Certificate Program Guides

Liberal Arts and General Studies 35
- Academic English Language Proficiency
- American Sign Language
- Creative Writing
- Film
- History
- Individualized Studies
- Liberal Arts
- Mathematics

Business and Computer Science 43
- Accounting
- Business Administration
- Business Computer Systems & Management
- Computer Science

Arts and Design 76
- Graphic Design
- Studio Arts
- Theatre

Science and Health Careers 80
- Biology
- Chemistry
- Histotechnology
- Medical Lab Technology
- Nursing
- Physical Education

Legal and Protective Services 91
- Criminal Justice
- Law Enforcement
- Paralegal

Construction and Trades 95
- Building Inspection Technology
- Construction Management
- Engineering (Pre)
- Public Works

Course Numbers and Descriptions

Course Numbers 100
Course Descriptions 100

College Leadership

MnSCU Board of Trustees 148
NHCC Advisory Board 148
NHCC President's Leadership Team 149

Appendix

Faculty/Staff Directory 150
Driving Directions 161
Area Map 161
Catalog Index 162
Key Contacts on Campus 164

About the College

Mission Statement

Vision Statement

Guiding Values

Strategic Goals

Commitment to Quality

General Education Philosophy

Essential Learning Outcomes

Accreditation

Program and Discipline Review

Equal Opportunity

History

Student and Employee Profile

North Hennepin Community College Logo

North Hennepin Community College Carillon

Mission Statement

Engaging Students, Changing Lives

North Hennepin Community College creates opportunities for students to reach their academic goals, succeed in their chosen professions, and make a difference in the world.

Vision Statement

Opportunity Without Limits, Learning Without End, and Achievement Beyond Expectation

Guiding Values

We believe the power of education to change lives.

Toward that end, we:

- Inspire intellectual curiosity
- Embrace diversity of all kinds
- Foster trust and respect
- Expect quality and continuous improvement
- Encourage creativity and innovation
- Promote individual responsibility and integrity
- Invest in professional and personal development
- Build strong, collaborative partnerships
- Serve as responsible stewards of college resources

Strategic Goals

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

Access, Opportunity, and Success
Maintain academic standards and stable enrollments while increasing retention and completion.

Innovation and Relevance
Maintain curriculum that is relevant and effective while developing innovative new courses and programs.

Culture of Commitment
Develop a more rewarding, engaged, and inclusive college environment.

Workforce and Community
Expand effective partnerships within and beyond our community.

Commitment to Quality

North Hennepin Community College will provide services and learning opportunities (course, programs, student life activities, workshops, and other ways of engaging learning) that will be of the highest quality and value (relevance). We will also provide the resources needed for success and demonstrate honesty and integrity in all of our communications and interactions, while being respectful of each other and what we bring to the college. Each person at NHCC has a responsibility to uphold this commitment.

College Commitments
- Develop policies to ensure the success of this commitment
- Provide resources and training required for a quality educational experience
- Hire employees that believe and provide all aspects of a quality education
- Provide the infrastructure necessary to fulfill this commitment

Faculty, Staff, and Administration Commitments
- Maintain their expertise by professional development opportunities
- Develop and maintain the resources needed to be successful
- Provide services and learning opportunities that are relevant and of value
- Be timely and clear in responses
- Maintain standards and excellence
- Be fully engaged
- Be available and supportive

Student Commitments
- Be in attendance
- Be fully engaged; participate
- Be prepared
- Be respectful of each other
- Ask questions and seek help
- Assume full responsibility for actions and learning

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.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). 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:

Degrees:

A.A. in Liberal Arts

A.S. in Accounting
A.S. in Business Administration
A.S. in Business and Computer Systems Management
A.S. in Computer Science

A.A.S. in Accounting Technology
A.A.S. in Management
A.A.S. in Business and Computer Systems Management
A.A.S. in Entrepreneurship
A.A.S. in Finance Management
A.A.S. in Marketing

Certificates:

Accounting Essentials
Application Programming
Building Inspection Technology
Business Communication Essentials
Business Principles
Construction Management
Desktop Publishing Essentials
E-Commerce Essentials
E-Commerce Professional
Finance and Investments
Game Programming
General Accounting
Internet Programming
Leadership Essentials
Management and Entrepreneurship
Marketing and Sales
Microsoft Office Administrative Professional
Microsoft Office Essentials
Microsoft Office Fundamentals
Microsoft Office Technical Professional
Microsoft Office Specialist
.NET Programming
Object Oriented Programming
Small Business Accounting
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 and Accounting Programs
Association of Collegiate Business Schools and Programs
11520 West 119th Street, Overland Park, KS 66213
Phone: (913) 339-9356, Fax: (913) 339-6226
www.acbsp.org

Histotechnology Program
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720, Rosemont, IL 60018-5119
(847) 939-3597 or (773) 714-8880
www.naacls.org

Medical Laboratory Technician Program
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720, Rosemont, IL 60018-5119
(847) 939-3597 or (773) 714-8880
www.naacls.org

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.

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.

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 nearly 13,000 students with 10,704 students enrolled in credit classes and more than 1,600 taking non-credit professional development and technical training courses. North Hennepin Community College employs a professional team of approximately 427 faculty, staff and administrators.

Student Profile

Enrollment	12368
FYE	5058.0
Female	57%
Male	43%
Full Time	36%
Part Time	64%
Students of Color	34%
First Generation	68%
Average Age	27.5

** Academic Year 2011*

Employee Profile

Full Time Faculty	117
Part Time Faculty	134
Staff/Administrators	176
Male	40%
Female	60%

** Academic Year 2012*

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.

North Hennepin
Community College

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 1997, 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

6 Steps to Becoming a Student:

1. Apply for Admission
2. Apply for Financial Aid
3. Take Placement Test(s)
4. Complete Orientation
5. Register for Classes
6. Pay Tuition and 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.
- Must test into college level reading on the college's placement test (currently ACCUPLACER)
- 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 developmental coursework or courses that have additional fees. 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:

- 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 Monday and Friday at 10:00 a.m. and 3:00 p.m. and Tuesday at 5:00 p.m. 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 courses 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.

Adult Basic Education (ABE)

ACCUPLACER test scores may indicate that a student is not ready to start college classes. Students who test Adult Basic Education (ABE) will need to take ABE classes before starting classes at NHCC. Attend an ABE Information Session offered by the Counseling and Advising Office to find out where and how to start ABE classes.

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) 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 Password, which are used for 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 charges 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.

2011-2012*	Classroom	Online	Nursing
Tuition and Fees per credit:	$174.00	$178.40	$198.70

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
$4.50 MN Online fee (included in Online fee only)

** 2012-2013 tuition and fees rates will be published in July 2012, visit **www.nhcc.edu/tuition**.*

Explanation of Different Tuition Rates

- Nursing credits have a higher tuition rate because of the extra costs associated with the program. These costs include, but are not limited to, lab supplies, lower student to faculty ratio for clinicals, simulations in fully equipped simulation rooms, liability insurance, Hesi exams, name pins, and classroom capture.
- Online credits have a higher tuition rate because of extra costs associated with online courses. These costs include, but are not limited to, Desire2Learn (D2L) maintenance and upgrades, closed captioning, Smarthinking online tutoring, expanded D2L technical support through MnOnline (https://d2l.custhelp.com/), and lower student to faculty ratio for some online classes.

Additional 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 (62 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. MN Senior citizens registering on or before the first day of the term are not eligible for the reduced tuition rate.
- Returned Check Charges – A service charge of $30 is assessed for each returned check, draft, or money order.
- Late Fees – Up to $50 per semester for any past due balances.
- Books and Supplies – Varies with course enrollment, approximately $125-250 per term.
- Personal Property Fee – Fees for supplies, field trips, or replacement cost for lost or damaged college property. Personal Property Fees are listed within the Class Schedule.
- Overdue Library Materials Fee – Assessed for overdue materials.

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 reminders sent 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.

Please note that course registrations will NOT be dropped for students who have applied for financial aid. Furthermore, course registrations will NOT be dropped even if the student is not approved for financial aid. Students who do not intend to take courses during a given semester must officially cancel their registration (drop their courses) before the start of the term. Students will be financially obligated for all courses not dropped before the start of the term.

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 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 (regardless of whether financial aid is awarded)
- 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 enrolled in online classes are expected to login to the online course, complete assignments, and participate in discussions. 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 Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, and Federal SEOG. Examples of the withdrawal calculation are available upon request from the Financial Aid Office.

Students 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
Alumni Relations
Books and Supplies
Bridge to Academic Success
Campus Art Collection
Campus Center
Career Planning
College Prep Program
Computers and Printing
Cornerstone Scholars
Counseling and Advising
Disability Access Services
Diversity and Multiculturalism
Email Accounts
English for Speakers of Other Languages (ESOL) Resources
Federal TRIO Program: Student Support Services, Upward Bound
Financial Aid
First Year Experience
Food Service
Health and Wellness
Honors Program
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
Testing
Theatre Performing Opportunities
Tutoring
Veterans Affairs
Writing Resources

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

ES 70, 763-424-0880
Adult Education 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, 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.

College Prep

The College Prep Program at North Hennepin Community College offers free college preparation courses designed to strengthen your academic and computer skills and help prepare you for college-level work. Work on your courses at NHCC or online 24/7. This program is a joint venture of North Hennepin and the Osseo Adult Education and Family Living Programs.

Computers and Printing

www.nhcc.edu/main/studentresources/computerlabs

North Hennepin offers students six computer classrooms (ES 116, ES 120, CBT 159, CBT 160, and CBT 161), a Macintosh classroom (CBT 162) and a large open lab in CBT 158. Laptop labs are also available in ES 118, SC 128, CLA 133, CLA 134, CLA 136 and CC 205. Computer labs directly support classroom instruction, are equipped with control systems, data projectors, document cameras, speakers, VHS/DVD players and screens, and have the latest versions of various software packages including Microsoft Office, internet browsers and programming languages. In addition, computers for student use are located in various areas across campus – ES lobby, LRC corridor, CC Cafeteria, and the library.

Lecture Capture classrooms are available in CLA 118, CLA 139, CLA 141, SC 125, CC 205, CBT 179 and CBT 211. ITV services are available in CLA 125 and by a portable system.

North Hennepin offers a printing system, which includes Wireless printing from all buildings on campus to any of the 11 printer stations. Two locations print or copy in color – CBT 158 and the Campus Center. This environmentally-friendly system has helped reduce paper and toner waste.

Printing Guidelines / Information

- Instructions are posted near all public computers
- Instructions for printing from your laptop. (If you receive an error, download the Laptop Client Zipfile and extract the print client)
- User can pay by cash or with a pre-paid/refillable print card that can be purchased in the Library and refilled at any of the 11 print stations
- Cost for a double-sided black and white print/copy is 10 cents per page
- Cost for a color print/copy is 40 cents per side

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 assessments, 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 college courses 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, **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

www.nhcc.edu/email

The College provides each registered NHCC student a free-for-life @my.nhcc.edu 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 at least once a week 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 skills workshops and resource materials designed to help build English skills.

Federal TRIO Programs

Student Support Services/TRIO

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.

Upward Bound/TRIO

FAC 103, 763-488-0260

The Upward Bound/TRIO program serves fifty low-income and first-generation high school students who attend Robbinsdale Cooper, Park Center or Brooklyn Center High Schools. Participants receive academic advising, after-school tutoring, college and career exploration, assistance with college entrance exams, and help with college admissions, financial aid, and scholarship applications. The mission is to help these students enroll in and graduate from college.

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 2010-2011, the Financial Aid Office disbursed well over $35 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 courses, on-going advising, tutoring assistance, enrollment in learning communities, GPS 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.

Honors Program

ES 10, 763-424-0878

The Honors Program is for students who wish to challenge themselves. Those who have completed 9 college level credits with a GPA of 3.5 or higher are invited to join. Honors Program articulation agreements are available for some 4-year universities.

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. Service Learning staff provides students connections to hundreds of community partners each year.

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.

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 evenings, Saturdays by prior arrangement, and online, 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. Appointments can be made online or in the Learning Resource Center.

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 as well as mini workshops on writing topics. 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.

Academic Policies & Expectations

Transfer

Alternatives Credit Options/
Credit for Prior Learning

Grading System

Honors Recognition

Privacy of Education Records Policy

Satisfactory Academic Progress Policy

Student Classification

Transcripts

Student Rights and Responsibilities

Student Contacts

Transfer of Credit

Course credit earned at another degree-granting institution will be considered for transfer provided the credits meet the following criteria:

For course credit earned at an institution located within the United States of America or one of its territories, the policy is as follows:

- The institution at which the student earned course credit for which transfer is under consideration must be regionally or nationally accredited at the higher education level;
- In order to receive credit, the student must request official evaluation of transcripts. For institutions outside of the Minnesota State Colleges and Universities (MnSCU) system, the student must obtain and furnish to North Hennepin Community College (NHCC) an official transcript for each institution from which transfer credits are to be considered;
- The course under consideration must be comparable in nature, content and level to a course offered by NHCC;
- MnSCU policy and procedure 3.21.1 and 3.37.1 will be followed for acceptance of transfer credits;
- All college courses in which a student has received a grade of A, B, C, D or P will be considered for transfer evaluation. However, if a student's cumulative GPA at the originating institution is less than 2.00, no D grades will be accepted in transfer from that school, unless the course meets a MnTC goal at the originating college;
- Credit for non-equivalent college-level professional, occupational courses will be considered up to a maximum of sixteen credits to be used as electives;
- Credits transfer into NHCC without grade point average (GPA), unless stated otherwise within degree requirements.

For course credit earned at an institution located outside the United States of America or one of its territories, the policy is as follows:

- The institution at which the student earned course credit and the course for which transfer is under consideration must be reviewed and approved by an international credential evaluator accredited by the National Association of Credential Evaluation Services (NACES). The evaluation is done at the student's expense;
- The student must obtain and furnish to NHCC a copy of the evaluation completed by the international credential evaluator;
- The course under consideration must be comparable in nature, content and level to a course offered by NHCC;
- All college courses in which a student has received a grade of A, B, C, D or P will be considered for transfer evaluation. However, if a student's cumulative GPA at the originating institution is less than 2.00, no D grades will be accepted in transfer from that school;
- Credits transfer into NHCC without grade point average (GPA), unless stated otherwise within degree requirements.

Right of Review and Appeal

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, course outlines, 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 Chief Academic Officer.

Step 4: If the step 3 appeal is not resolved, the student may appeal to the MnSCU Transfer Staff within the System Office. The decision of the MnSCU System Office Senior Vice Chancellor of Academic and Student Affairs is final and binding on all parties.

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

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. To see how AP examinations translate to college credit, go to **www.nhcc.edu/transfer**.

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. CLEP credits are considered transfer credits, therefore they do not apply to the residency requirement at NHCC. Financial Aid awards do not apply to CLEP fees. North Hennepin is a testing site. Call 763-424-0928 to make an appointment to take a CLEP test. For more information, visit **www.nhcc.edu/transfer**.

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.
- Student must first consult with appropriate faculty member and Adult Learning Director, 763-424-0730, to determine whether credit for a particular course may be earned through Credit by Examination.
- Pay current per credit fee to be registered for the appropriate class.
- Contact Testing Department, 763-424-0928, for testing appointment.
- Complete the requirement as outlined by the assigned faculty member.
- A pass/no-pass grade (P or NP) will be recorded on the transcript after all the prior steps have been completed.

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. For more information, go to **www.nhcc.edu/transfer**.

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 with final approval by the Chief Academic Officer.

- The cost for independent study is the current per credit tuition and fees rate.
- Credits earned through independent study are recorded on the transcript and graded with the letter grade earned.

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 Adult Learning Director 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, F or FN are calculated in grade point average; grades of AU, NN, 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
FN = 0 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. The FN grade will affect both GPA (0 grade points) and completion rate.

HA Honors Option – The student has completed the course with an
HB 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.

NN Failure for non-attendance – Reserved for developmental coursework numbered below 1000. NN grade will not affect GPA, but will affect completion rate.

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 up to 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 Records and Registration office. 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. Courses and grades removed from the student's GPA through academic amnesty will not be used to satisfy any academic requirements for a degree, a certificate, or the Minnesota Transfer Curriculum. 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.

Honors
Dean's List
The Dean's List is prepared after each fall and spring semester. Students, in good standing, 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
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; Highest Honors, High Honors, or Honors
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
- Institution assigned 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 taken individually or in groups

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
Federal and state laws require that students maintain satisfactory academic progress to be eligible to attend North Hennepin Community College (NHCC) and to be able to receive financial aid. Student Affairs is responsible for the implementation of satisfactory academic progress. Departments of Counseling & Advising and Financial Aid coordinate the appeals and advising process. The qualitative and quantitative standards of progress are cumulative and include all periods of enrollment, whether or not a student received financial aid. All credits are monitored for all students and the progress standards are applied beginning with the student's 1st attempted credit. The full Satisfactory Academic Progress policy is found on the web at **www.nhcc.edu/policies**

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 MN State Colleges and Universities (MnSCU) 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.

Student Rights and Responsibilities
Detailed student policies as well as student rights and responsibilities can be found on the College website at **www.nhcc.edu/policies**, including 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

Landon Pirius, Chief Student Affairs Officer
ES 45, 763-424-0712, lpirius@nhcc.edu

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

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

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

Renae Fry, Dean of Business and Career Programs
LRC 147W, 763-493-0546, renae.fry@nhcc.edu

Margaret Kotek, Associate Dean of Nursing
CC 209,763-424-0761, margaret.kotek@nhcc.edu

Suellen Rundquist, Dean of Liberal Arts
CLA 175, 763-424-0822, suellen.rundquist@nhcc.edu

Jane Wilson, Dean of Fine Arts, Assessment and Professional Development
FAC 152, 763-424-0740, jane.wilson@nhcc.edu

Student Affairs Issues:
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

Landon Pirius, Chief Student Affairs Officer
ES 45, 763-424-0712, lpirius@nhcc.edu

Safety and Security Issues:
Emergencies - call 911 or Safety and Security 763-424-0807

Security Office
Campus Center, 763-424-0807, security@nhcc.edu

Affirmative Action:
Sue Appelquist, Chief Human Resources Officer
ES 17, 763-424-0955, sue.appelquist@nhcc.edu

Education Plan

Curricular Goals

Learner Outcomes Assessment

Associate Degree Programs

Certificate Programs

Minnesota Transfer Curriculum/Goal

Areas

Program Options

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 these Essential Learning Outcomes:

1. Knowledge of Human Cultures and the Physical and Natural World
   - Through study in the 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 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 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: 36 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 for transfer 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 in all 10 goal areas) 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.**

In order to graduate, 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 in all 10 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.

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
- A.A. with an emphasis in Film

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.

In order to graduate, 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.
- Earn 36 professional/technical 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.

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

- Creative Writing
- Studio Arts
- Theatre

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.

In order to graduate, 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.
- Earn 30 professional/technical 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.

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

- Accounting
- Biology
- Business Computer Systems and Management
- Business Administration
- Chemistry
- Computer Science
- Construction Management
- Criminal Justice
- (Pre) Engineering
- Graphic Design
- Individualized Studies
- Law Enforcement
- 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.

In order to graduate, 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.
- Earn 40-52 professional/technical 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.

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

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

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

Certificate Programs

Concentrated programs of study are available in certain areas as Certificates. Certificates are designed for those students who wish to develop vocational skills for specific career areas. Certificates shall include 9 to 30 semester credits.

In order to earn a certificate, a student shall:

- Complete courses in the certificate program with a minimum grade point average of 2.00 (C).
- Complete at least one-third of the total credits required for each certificate at North Hennepin Community College
- Have four years to complete the certificate requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their certificate requirements may follow any catalog published during the four-year period preceding their completion.

North Hennepin Community College offers the following Certificate programs:

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

American Sign Language
Building Inspection Technology
Construction Management
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 Specialist
- Microsoft Office Technical Professional
- Web Graphic Design and Programming and e-Commerce
- Word Processing Essentials

Business
- Business Communication Essentials
- Business Principles
- Finance and Investments
- Leadership Essentials
- Management and Entrepreneurship
- Marketing and Sales

Chemistry
- Chemical Laboratory Assistant

Computer Science
- Application Programming
- Game Programming
- Internet Programming
- .NET Programming
- Object Oriented Programming
- Web Graphic Design and Programming and e-Commerce

Marketing/Advertising/Sales
- Marketing and Sales

Graphic Design
- Web Graphic Design and Programming and e-Commerce

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). A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree.

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 communications. Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
Comm 1010	Fundamentals of Public Speaking	3
Comm 1110	Principles of Interpersonal Communication	3
Comm 1210	Small Group Communication	3
Comm 1410	Human Communication Theory	3
Comm 1510	Nonverbal Communication (8)	3
Comm 1610	Introduction to Mass Communication	3
Comm 1710	Oral Interpretation and Traditions (8)	3
Engl 1140	Business Communications	3
Engl 1201	College Writing I	4
Engl 1202	College Writing II	2
TFT 1710	Oral Interpretation and Traditions (8)	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 associates 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-designated by *. Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
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 1130*	Human Biology with a Lab	4
Biol 1160	Global Environment Field Biology (10)	4
Biol 1200*	Current Environmental Issues (10)	4
Biol 1350	Biology of Women	3
Biol 1360*	Biology of Women with a Lab	4
Biol 1610	Field Ecology (10)	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 (10)	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 (10)	2
Geol 1020	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology (10)	2
Geol 1030	Minnesota Field Geology Series: Fluvial Geology (10)	2
Geol 1040	Minnesota Field Geology Series: Caves, Karst and Ancient Seaways (10)	2
Geol 1110*	Physical Geology	4
Geol 1120*	Historical Geology (10)	4
Geol 1130*	Rocky Mountain Field Study	4
Geol 1150	Boundary Waters Field Geology (10)	4
Geol 1160	Global Environmental Field Geology (10)	4
Geol 1850	Oceanography (10)	3

Geol 1851*	Oceanography Lab (10)	1
NSci 1000*	Conceptual Physics	4
NSci 1010	Science of Disaster Workshop I	1
NSci 1020	Science of Disaster Workshop II	1
NSci 1030	Science of Disaster Workshop III	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 1071*	Stars and the Universe Lab	1
NSci 1110	Minnesota's Natural History (10)	4
NSci 1120*	Meteorology (10)	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 (10)	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
Anth 1020	Introduction to Anthropology	3
Biol 1101	Principles of Biology I	4
Biol 1102	Principles of Biology II	4

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
Phil 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. Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
Social Sciences		
Econ 1050	Economics of Crime (9)	3
Econ 1060	Principles of Economics Macro (8)	3
Econ 1070	Principles of Economics Micro	3
Hist 1010	World History: Origins to 1300 (8)	3
Hist 1020	World History: 1300 to Present (8)	3
Hist 1110	History of Western Civilization Pre 1550 (8)	3
Hist 1120	History of Western Civilization 1550 to Present (8)	3
Hist 1130	History of the Medieval West (8)	3
Hist 1140	History of the Ancient West (8)	3
Hist 1200	History of United States Through 1877 (7)	3
Hist 1210	History of the United States Since 1877 (7)	3
Hist 1220	American Colonial History (7)	3
Hist 1240	History of the American West (7)	3
Hist 1270	Race in America (7)	3
Hist 2500	World Regional History (8)	3
Hist 2600	Intellectual History (9)	3
Hist 2700	History and Popular Culture (9)	3
PolS 1100	American Government and Politics (9)	3
PolS 1140	State and Local Politics (9)	3
PolS 1600	Comparative Politics (8)	3
PolS 1700	World Politics (8)	3
PolS 2130	Constitutional Law	3
Anth 1130	The Archaeology of Prehistoric Europe	3
Behavioral Sciences		
Anth 1010	Introduction to Anthropology: Cultural Anthropology (8)	3
Psyc 1150	General Psychology	3
Psyc 1165	Psychology of Adjustment	3
Psyc 1170	Psychology of Gender (7)	3
Psyc 1210	Child Development	3
Psyc 1220	Adult Development	3
Psyc 2320	Abnormal Psychology	3
Psyc 2330	Personality	3
Psyc 2340	Human Sexuality (7)	3
Psyc 2350	Multicultural Psychology	3
Soc 1110	Introduction to Sociology (7)	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 (7)	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.

	Title	Credits
Arbc 1030	Arab Cultures (8)	3
Art 1040	Introduction to Art (8)	3
Art 1101	Photography I	3
Art 1102	Photography II	3
Art 1160	Digital Photography	3
Art 1170	Advanced 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 (8)	3
Art 2190	Art History: Renaissance to 21st Century Art (8)	3
Art 2300	Architectural History (8)	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 2781	Quiltmaking Workshop I	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
Comm 1510	Nonverbal Communication (1)	3
Engl 1150	Introduction to Literature	3
Engl 1250	Magazine Workshop	2
Engl 1400	Reading Poetry	3
Engl 1450	Reading Plays (7)	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	Modern American Literature	3
Engl 2310	American Short Story	3
Engl 2320	Language Structure in Thought and Action (7)	3
Engl 2330	Hmong American Literature	3
Engl 2340	Nature in Literature (10)	3
Engl 2350	Women and Literature (7)	3
Engl 2360	Global Literary Perspectives (8)	3
Engl 2370	African American Literature (7)	3
Engl 2380	American Indian Literature (3)	3
Engl 2390	American Working-Class Literature	3
Engl 2450	Survey of American Literature I (7)	3
Engl 2460	Survey of American Literature II (7)	3
Engl 2500	Playwrighting	3
Engl 2550	Survey of British Literature I (8)	3
Engl 2560	Survey of British Literature II (8)	3
Engl 2580	The Shakespeare Plays (8)	3
Engl 2950	Mystery and Detective Fiction (9)	3
Musc 1130	College Choir	1
Musc 1160	Large Ensemble: Concert Band	1
Musc 1170	Instrumental Jazz Ensemble	1
Musc 1180	Small Group Performance Ensemble	1
Musc 1200	Fundamentals of Music	3
Musc 1220	Survey of Western Music (8)	3
Musc 1241	Music Theory I	3
Musc 1242	Music Theory II	3
Musc 1300	Music in World Cultures (8)	3
Musc 1350	History of Rock 'n Roll	3
Musc 1501	Class Guitar I	2
Musc 1502	Class Guitar II	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 2170	History of Music I: Medieval Through Classical Eras (8)	3
Musc 2180	History of Music II: Romantic Era to the 21st Century (8)	3
Musc 2241	Music Theory III	3
Musc 2242	Music Theory IV	3
Musc 2970	Music Appreciation Field Trip	1
Phil 1010	Introduction to Philosophy (8)	3
Phil 1020	Ethics (9)	3
Phil 1030	Eastern Religions (8)	3
Phil 1040	Western Religions (7)	3
Phil 1060	Philosophy of Religion (8)	3
Span 1030	Spanish and Latin American Culture (8)	3
TFT 1200	Theatre Exploration	3
TFT 1210	Introduction to Theatre	3
TFT 1250	Introduction to Film	3
TFT 1260	Introduction to Television (8)	3
TFT 1270	Digital Video Production	3
TFT 1280	Introduction to Screenwriting	3
TFT 1290	Design for Theatre	3
TFT 1310	American Cinema (7)	3
TFT 1320	World Cinema	3
TFT 1350	The American Musical Theatre (7)	3

TFT 1500	Acting I: Improvisation and Foundations	3
TFT 1510	Foundations of Acting: Stage Movement and Voice	3
TFT 1520	Acting II: Building Characters	3
TFT 1531	Stage Combat I	3
TFT 1532	Stage Combat II	3
TFT 1540	Acting for the Camera	3
TFT 1600	Theatre Practicum: Performance	1-3
TFT 1610	Theatre Practicum: Technical	1-3
TFT 2010	Fundamentals of Directing	3
TFT 2500	Playwrighting	3
TFT 2950	Theatre Tours	1-3
Intd 1030	Introduction to Japanese Culture	3

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. Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

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:
Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
ASL 1300	Deaf Culture	3
Comm 1310	Intercultural Communication (8)	3
Engl 1450	Reading Plays (6)	3
Engl 2320	Language Structure in Thought and Action (6)	3
Engl 2330	Hmong American Literature	3
Engl 2350	Women and Literature (6)	3
Engl 2370	African American Literature (6)	3
Engl 2380	American Indian Literature (6)	3
Engl 2450	Survey of American Literature I (6)	3
Engl 2460	Survey of American Literature II (6)	3
Geog 1000	Geography of the United States	2
Geog 1040	Human Geography (8)	3
Geog 1120	Minnesota Geography	2
Hist 1200	History of United States Through 1877 (5)	3
Hist 1210	History of the United States Since 1877 (5)	3
Hist 1220	American Colonial History (5)	3
Hist 1240	History of the American West (5)	3
Hist 1270	Race in America (5)	3
Phil 1040	Western Religions (6)	3
Psyc 1170	Psychology of Gender (5)	3
Psyc 2340	Human Sexuality (5)	3
Soc 1110	Introduction to Sociology (5)	3
Soc 1130	Social Problems/Deviance (9)	3
Soc 2210	Minority Groups (5)	3
TFT 1210	Introduction to Theatre	3
TFT 1310	American Cinema (6)	3
TFT 1350	The American Musical Theatre (6)	3
Intd 1040	American Indian Culture - Indigenous Peoples of Minnesota	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:
Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
Anth 1010	Introduction to Anthropology: Cultural Anthropology (5)	3
Arbc 1030	Arab Cultures (6)	3
Arbc 1101	Introduction to Arabic	4
Arbc 1102	Beginning Arabic II	4
Arbc 2201	Intermediate Arabic I	4
Art 1040	Introduction to Art (6)	3
Art 2180	Art History: Pre-History to the Age of Cathedrals (6)	3
Art 2190	Art History: Renaissance to 21st Century Art (6)	3
Art 2300	Architectural History (6)	2
ASL 1101	American Sign Language I	4
ASL 1102	American Sign Language II	4
ASL 2201	Intermediate American Sign Language I	4
ASL 2202	Intermediate American Sign Language II	4
Comm 1310	Intercultural Communication (7)	3
Comm 1510	Nonverbal Communication (1)	3
Comm 1710	Oral Interpretation and Traditions (1)	3
Econ 1060	Principles of Economics Macro (8)	3
Engl 2360	Global Literary Perspectives (6)	3
Engl 2550	Survey of British Literature I (6)	3
Engl 2560	Survey of British Literature II (6)	3
Engl 2580	The Shakespeare Plays (6)	3
Geog 1040	Human Geography (7)	3
Geog 1100	World Geography	3
Hist 1010	World History: Origins to 1300 (5)	3
Hist 1020	World History: 1300 to Present (5)	3
Hist 1110	History of Western Civilization Pre 1550 (5)	3
Hist 1120	History of Western Civilization 1550 to Present (5)	3
Hist 1130	History of the Medieval West (5)	3
Hist 1140	History of the Ancient West (5)	3
Hist 2500	World Regional History (5)	3
IntD 1210	The History, Philosophy, and Practice of Traditional Aikido (9)	3
Musc 1220	Survey of Western Music (6)	3
Musc 1300	Music in World Cultures (6)	3
Musc 2170	History of Music I: Medieval Through Classical Eras (6)	3
Musc 2180	History of Music II: Romantic Era to the 21st Century (6)	3
Phil 1010	Introduction to Philosophy (6)	3
Phil 1030	Eastern Religions (6)	3
Phil 1060	Philosophy of Religion (6)	3
Phil 1070	Political Philosophy (9)	3
Phil 1210	Peace Ethics (9)	3
PolS 1600	Comparative Politics (5)	3
PolS 1700	World Politics (5)	3

Psyc 2350	Multicultural Psychology (5)	3
Span 1030	Spanish and Latin American Culture (6)	3
Span 1101	Beginning Spanish I	5
Span 1102	Beginning Spanish II	5
Span 2201	Intermediate Spanish I	5
Span 2202	Intermediate Spanish II	5
TFT 1260	Introduction to Television (6)	3
TFT 1320	World Cinema (6)	3
TFT 1710	Oral Interpretation and Traditions (1)	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:
Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
Econ 1050	Economics of Crime (5)	3
Engl 2390	American Working-Class Literature	3
Engl 2950	Mystery and Detective Fiction (6)	3
Hist 2600	Intellectual History	3
Hist 2700	History and Popular Culture (5)	3
IntD 1210	The History, Philosophy, and Practice of Traditional Aikido (8)	3
Phil 1020	Ethics	3
Phil 1070	Political Philosophy (8)	3
Phil 1110	Problem Solving	3
Phil 1200	Environmental Ethics	3
Phil 1210	Peace Ethics	3
PolS 1100	American Government and Politics (5)	3
PolS 1140	State and Local Politics (5)	3
Soc 1130	Social Problems/Deviance (7)	3
Comm 1620	Introduction to Mass Communication	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:
Courses that fulfill more than one goal area show the additional goal area in parentheses (#) after course title.

	Title	Credits
Anth 1020	Introduction to Anthropology: Physical Anthropology,Archaeology & Prehistory (3)	3
Biol 1030	Boundary Waters Canoe Area Field Biology (10)	4
Biol 1160	Global Environment Field Biology (3)	4
Biol 1200	Current Environmental Issues (3)	4
Biol 1600	Biology of Nature Series	1
Biol 1610	Field Ecology (3)	1
Chem 1000	Chemistry and Society (3)	4
Engl 2340	Nature in Literature (6)	3
Geog 1010	Physical Geography (3)	3
Geol 1010	Minnesota Field Geology Series: Glacial Geology (3)	2
Geol 1020	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology (3)	2
Geol 1030	Minnesota Field Geology Series: Fluvial Geology (3)	2
Geol 1040	Minnesota Field Geology Series: Caves, Karst and Ancient Seaways (3)	2
Geol 1120	Historical Geology (3)	4
Geol 1150	Boundary Waters Field Geology	4
Geol 1160	Global Environmental Field Geology	4
Geol 1850	Oceanography (3)	3
Geol 1851	Oceanography Lab	1
NSci 1110	Minnesota's Natural History (3)	4
NSci 1120	Meteorology (3)	4
Phil 1200	Environmental Ethics (9)	3
Phys 1120	Meteorology (3)	4
Intd 1030	Introduction to Japanese Culture	3
Intd 1040	American Indian Culture - Indigenous Peoples of Minnesota	3

Program Options

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.

Four Year Bachelor Degree 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

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

St. Cloud State University
- Bachelor of Science in Medical Laboratory Science

Bethel University
- Bachelor of Science in Nursing

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

Professional Training and Development

NHCC's Professional Training and Development collaborates 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

Course Delivery Options

Blended/Hybrid

A class in which students use the web for course material, discussions, projects, assignments, and more. The amount of seat time in the classroom is reduced. Weekly classroom meeting time is replaced with online courseroom material that is equivalent to normal full-time class delivery work for the same number of credits. Web-enhanced is also known as hybrid classes. Check the class schedule for class meeting day(s) and times.

Classroom Capture

A class equipped with motion sensor cameras which allow teachers to record their classroom activities, so students have the option of attending class on campus or virtually through live streaming video. The recorded classes can also be reviewed later on demand.

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.

Online/Internet

All, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities. The course may also have required proctored exams, in addition to the face-to-face meetings.

A proctored exam is considered one of the face to face meetings if the 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.

To see what classes are scheduled online, go to **https://webproc.mnscu.edu/registration/search/basic.html?campusid=153** then click on the drop down on Delivery and select **Online**.

Degree & Certificate Program Guides

Liberal Arts/General Studies

- Academic English Language Proficiency
- American Sign Language
- Creative Writing
- Film
- History
- Individualized Studies
- Liberal Arts
- Mathematics

Business/Computer Science

- Accounting
- Business Administration
- Business Computer Systems and Management
- Computer Science
- Entrepreneurship

Performing/Visual Arts & Design

- Graphic Design
- Studio Arts
- Theatre

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)
- 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.

What You'll Learn

- develop advanced ability in English language and academic skills through the completion of reading, writing, listening/speaking, and/or vocabulary courses
- demonstrate active learning strategies
- adapt learning practices according to learning needs
- consider the effect of one's personal beliefs and experiences on learning
- engage in critical thinking, including reflecting upon diverse global perspectives
- explore ways to participate on campus and in the community

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
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Comm 1110	Principles of Interpersonal Communication (Goal Area 1)	3
Comm 1210	Small Group Communication	3
Comm 1310	Intercultural Communication (Goal Areas 7 & 8)	3
CSci 1000	Computer Basics	3
CSci 1020	Beginning Web Page Programming	1
Engl 1202	College Writing II (Goal Area 1)	2
Engl 1140	Business Communications (Goal Area 1)	3
Geog 1000	Geography of the United States (Goal Area 7)	2
	TOTAL CERTIFICATE CREDITS *(Minimum)*	18

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/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

North Hennepin Community College
7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
For disability accommodations call 763-493-0555, Minnesota Relay users may call 1-800-627-3529.

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

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/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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Creative Writing A.F.A.

The A.F.A. in Creative Writing prepares students for further university-level creative writing studies by combining liberal arts general education courses and foundation courses in various genres of writing and literary studies. Graduates will be able to write effectively in multiple genres of creative writing with the intent of beginning a career in a related field or transferring into a baccalaureate program at a 4-year institution.

What You'll Learn

- engage with literary arts in multiple genres across diverse cultures and societal perspectives, both by critically successful authors and through student writing
- significant awareness of the contemporary world, from local to global
- how to analyze and examine stylistic and literary elements
- demonstrate critical and creative thinking through group workshop-style discussion and textual analysis of writing
- strategic application of practical and applicable creative writing modes and approaches to effective revision
- knowledge of historically successful literary elements and the artists who have used them
- cultural variation in literature, as well as important ways in which literature reflects culture
- interact with college, local, national, and global publications with awareness of audience and social ramifications
- develop skills in time management, deadlines, and collaborative experiences
- participate in literary arts publication and public performance
- investigate careers related to critical and creative writing
- proficiency in at least one genre of creative writing

Curriculum

Courses	Titles	Credits
Creative Writing Core Courses:		
Students must complete a minimum of 14 credits from the following courses. These courses, beyond the minimum requirement, may also be applied to Program Specific electives.		
Engl 1250*	Magazine Workshop (Goal Area 6)	2
Engl 1900*	Introduction to Creative Writing (Goal Area 6)	3
Engl 2010	Writing Creative Non-Fiction and Memoir (Goal Area 6)	3
Engl 2020	Writing Stories (Goal Area 6)	3
Engl 2030	Writing Poetry (Goal Area 6)	3
Engl 2500	Playwriting (Goal Area 6) -or-	
TFT 2500	Playwriting (Goal Area 6)	3
TFT 1280	Introduction to Screenwriting (Goal Area 6)	3
**Required*		
Program Courses:		
Engl 2960	Creative Writing Capstone Project	1
Program Specific Elective Courses (Choose at least 12 credits):		
Engl 1140	Business Communications (Goal Area 1)	3
Engl 1150	Introduction to Literature (Goal Area 6)	3
Engl 1260	Newspaper Writing (Goal Areas 1, 9)	1
Engl 1400	Reading Poetry (Goal Area 6)	3
Engl 1450	Reading Plays (Goal Areas 6, 7)	3
Engl 1940	Technical Writing	3
Engl 1950	Graphic Novels (Goal Area 6)	3
Engl 2270	Modern American Literature (Goal Area 6)	3
Engl 2310	American Short Story (Goal Area 6)	3
Engl 2340	Nature in Literature (Goal Areas 6, 10)	3
Engl 2350	Women and Literature (Goal Areas 6, 7)	3
Engl 2360	Global Literary Perspectives (Goal Areas 6, 8)	3
Engl 2370	African-American Literature (Goal Areas 6, 7)	3
Engl 2380	American Indian Literature (Goal Areas 6, 7)	3
Engl 2450	Survey of American Literature I (Goal Areas 6, 7)	3
Engl 2460	Survey of American Literature II (Goal Areas 6, 7)	3
Engl 2550	Survey of British Literature I (Goal Areas 6, 8)	3
Engl 2560	Survey of British Literature II (Goal Areas 6, 8)	3
Engl 2580	The Shakespeare Plays (Goal Areas 6, 8)	3
Engl 2950	Mystery and Detective Fiction (Goal Areas 6, 9)	3
General Education Courses:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1) -or-	
Comm 1110	Princ of Interpersonal Communication (Goal Area 1) -or-	
Comm 1210	Small Group Communication (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
MnTC Electives (Minimum 24 credits from the following):		
History and the Social and Behavioral Sciences (Goal Area 5)		6
Natural Sciences -or-		
Mathematics/Logical Reasoning (Goal Area 3 or 4)		3-4
MnTC Goal Areas 7 or 8		3-4
MnTC Goal Areas 9 or 10		3
Additional MnTC Electives		7-9
	TOTAL CREDITS	60

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/students

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Associate in Arts – Emphasis in Film Degree

The Associate of Arts degree with an emphasis in Film prepares students to continue their studies in a baccalaureate Film Studies or Filmmaking programs such as the screenwriting B.A. at Metropolitan State University. In addition to a general education core set of courses, students will take a core set of Film courses designed to transfer into B.F.A. and B.A. film programs at four-year institutions.

What You'll Learn

Students will experience a wide variety of approaches to film-making and how filmmaking traditions and developments have contributed to American culture - at times both inhibiting and developing our understanding of cultural diversity, as well as how non-English-speaking countries have contributed to film-making and world culture. The elements of cinematography, design, editing, sound, theme, screenplay, performance, and directing, and how these combine to effect an audience will be explored. The use of film in social context and its political and religious influence will show that film is not only entertain-ment, but a powerful tool for communication of a point of view and students will learn to employ the elements of film to effectively and artistically communicate a message. Students will develop the ability to work independently and collabora-tively in a high-pressure creative environment, and use inter-pretive, evaluative, and analytical skills towards understanding a film's intent, evaluating its effect, and judging its quality from a World perspective.

Students completing the program will be prepared to transfer to a four year institution in this discipline:

- Currently articulates to Metropolitan State University's Screenwriting BA Program; pending with Film Studies at St. Cloud State University and Moorhead State University
- Graduates will have completed all 10 Goal Areas of the Minnesota Transfer Curriculum requirements and have a foundation of knowledge in film to prepare them for transfer to a baccalaureate program in Film Studies or Screenwriting

For transfer information: www.mntransfer.org/students

Curriculum

Courses	Titles	Credits
Program Foundation Courses:		
TFT 1250	Introduction to Film (Goal Area 6)	3
TFT 1310	American Cinema (Goal Areas 6, 7)	3
TFT 1320	World Cinema (Goal Area 6, 8)	3
TFT 1270	Digital Video Production (Goal Area 6)	3
TFT 1280	Introduction to Screenwriting (Goal Area 6)	3
Program Electives, choose courses totaling 6 credits:		
TFT 1110	The NHCC Filmmaking Project: Student Activities Class	up to 2
TFT 2110	The NHCC Filmmaking Project : Capstone Class	3
TFT 1260	Introduction to Television (Goal Area 6)	3
TFT 1290	Design for Theatre, Film & Television (Goal Area 6)	3
TFT 1500	Acting I: Improvisation and Foundations (Goal Area 6)	3
TFT 1540	Acting for the Camera (Goal Area 6)	3
TFT 1600	Theatre Practicum: Performance (Goal Area 6)	up to 2
TFT 1210	Introduction to Theatre (Goal Area 6)	3
TFT 2010	Fundamentals of Directing (Goal Area 6)	3
General Education Courses		
Comm 1110	Principles of Interpersonal Communication (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
	Natural Sciences or Mathematics/Logical Reasoning (Goal Area 3 or 4)	6
	History and the Social and Behavioral Sciences (Goal Area 5)	3
	People and the Environment (Goal Area 10)	3
Phil 1020	Ethics (Goal Areas 6, 9)	3
PE	Physical Education (PE) class	3
	Other MnTC electives	12
	TOTAL CREDITS	60

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

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Associate in 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.

Notes
HIST 1110 & HIST 1120 can be replaced with HIST 1010 & HIST 1020. Students planning to transfer to SCSU should complete 1110 & 1120.
Hist 1270 fulfills the General Education requirement of Diversity (MGM) at SCSU.

Curriculum

Courses	Titles	Credits
History Core Courses Required:		
Hist 1110	Hist Western Civilization Pre 1550 (Goal Areas 5, 8)	3
Hist 1120	Hist Western Civilization 1550-Present (Goal Areas 5, 8)	3
Hist 1200	Hist of United States Through 1877 (Goal Areas 5, 7)	3
Hist 1210	Hist of United States Since 1877 (Goal Areas 5, 7)	3
Hist 2900	Applied History	3
Two of the Following Electives in History:		
Hist 1130	History of the Medieval West (Goal Areas 5, 8)	3
Hist 1140	History of the Ancient West (Goal Areas 5, 8)	3
Hist 1220	American Colonial History (Goal Areas 5, 7)	3
Hist 1240	History of the American West (Goal Areas 5, 7)	3
Hist 1270	Race in America (Goal Areas 5, 7)	3
Hist 1990	Special Topics	3
Hist 2500	Regional History (Goal Areas 5, 8)	3
Hist 2600	Intellectual History (Goal Areas 5, 9)	3
Hist 2700	History and Popular Culture (Goal Areas 5, 9)	3
Required General Education Courses		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Math 1130	Elementary Statistics (Goal Area 4)	3
	Health and Physical Education (any course)	2
Choose one of the following General Education Courses		
Anth 1020	Introduction to Anthropology: Physical Anthropology, Archaeology & Prehistory (Goal Areas 3, 10)	3
Geog 1010	Physical Geography (Goal Areas 3, 10)	3
Choose one of the following General Education Courses:		
Biol 1200	Current Environmental Issues (Goal Areas 3, 10)	4
Geol 1110	Physical Geology (Goal Area 3)	4
Geol 1120	Historical Geology (Goal Areas 3, 10)	4
NSci 1110	Minnesota's Natural History (Goal Areas 3, 10)	4
Choose one of the following General Education Courses:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Comm 1710	Oral Interpretation and Traditions (Goal Areas 1, 8)	3
Choose three of the following General Education Courses:		
Art 2180	Art Hist: Pre-Hist to Age of Cathedrals (Goal Areas 6, 8)	3
Art 2190	Art Hist: Renaissance to 21st Cent Art (Goal Areas 6, 8)	3
Art 2300	Architectural History (Goal Areas 6, 8)	2
Musc 1300	Music in World Cultures (Goal Areas 6, 8)	3
Musc 1350	History of Rock 'n Roll (Goal Area 6)	3
Phil 1030	Eastern Religions (Goal Areas 6, 8)	3
Phil 1040	Western Religions (Goal Areas 6, 7)	3
TFT 1350	The American Musical Theatre (Goal Areas 6, 7)	3
Choose three of the following General Education Courses:		
Anth 1010	Intro Anthropology: Cultural Anthro (Goal Areas 5, 8)	3
Geog 1040	Human Geography (Goal Areas 7, 8)	3
Geog 1100	World Geography (Goal Area 8)	3
Pols 1100	American Government and Politics (Goal Areas 5, 9)	3
Pols 1700	World Politics (Goal Areas 5, 8)	3
Psyc 1170	Psychology of Gender (Goal Areas 5, 7)	3
Soc 1110	Introduction to Sociology (Goal Areas 5, 7)	3
	TOTAL CREDITS	60

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

Knowledge of Human Cultures and the Physical and Natural World

- Develop a background of essential knowledge about the cultural, social, and natural worlds particularly in relationship to one's educational and/or career objectives.

Intellectual and Practical Skills

- Use clear and effective communication skills.
- Understand the relationship between chosen course work and career goals.
- Apply critical thought to problems and situations.
- Develop computer skills necessary for personal use and a competitive job market.

Personal and Social Responsibility and Engagement

- Create plans and actualize goals for achieving personal, educational and/or career objectives.

Integrative and Applied Learning

- Effectively utilize the components of credit for prior learning to make educated decisions regarding future higher education goals.
- Plan and execute a program focus that matches career goals and/or further education goals and provides a liberal arts background.

For transfer information: www.mntransfer.org/students

Curriculum

Courses	Titles	Credits
Planning Course:		
PLA 1010	Individualized Studies Development	2
Program Courses:		
A total of 25 credits are designed by the student to fit their career goals. They can be earned in the following ways: NHCC Courses, prior learning assessment, internships, transfer credits or ACE Equivalencies.		
Guidelines:		
	A minimum of 12 program area credits must be earned in NHCC courses and/or prior learning assessment	
	No more than 13 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	
	Additional Courses	25
Program Courses:		
CIS 1000	Electronic Keyboarding Communications -or-	
CIS 1101	Business Computer Systems I	3
	Similar transfer course or demonstrated computer application competency may apply in lieu of course.	
General Education Courses:*		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Comm 1010	Fundamentals of Public Speaking (Goal Area 1) -or-	
Comm 1110	Interpersonal Communication (Goal Area 1)	3
MnTC Electives:		
	Natural Science or Math/Logical Reasoning (Goal Areas 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 Areas 7-10)	3
	Electives**	
	Additional Courses	9
	TOTAL CREDITS	60

**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. 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 in 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

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual well-being.

Develop intellectual and practical skills, including:

- understanding the commonalities and diversity of the human experience, values, and opinions
- understanding the forms of artistic expression and their inherent creative processes-thinking critically, applying systematic reasoning, and developing information management quantitative skills
- communicating clearly and effectively

Demonstrate personal and social responsibility, including:

- developing a code for personal and civic life as a responsible citizen in a democracy
- maintaining good mental and physical health and social adjustment
- seeking new knowledge independently

Integrative and applied learning, including:

- the ability to apply General Education to the issues of our times

Be prepared to transfer to, and succeed, at an upper-level academic institution.

Curriculum

Courses	Titles	Credits
Program specific courses:		
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2 ..
Choose one course from the following:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Comm 1110	Principles of Interpersonal Communications (Goal Area 1)	3
Comm 1210	Small Group Communication (Goal Area 1)	3
Comm 1410	Human Communication Theory (Goal Area 1)	3
Comm 1510	Nonverbal Communication (Goal Areas 1, 8)	3
Comm 1710	Oral Interpretation and Traditions (Goal Areas 1, 8)	3
TFT 1710	Oral Interpretation and Traditions (Goal Areas 1, 8)	3
MnTC electives:		
	Natural Science (Goal Area 3)	7
	Mathematical/Logical Reasoning (Goal Area 4)	3
	History and the Social and Behavioral Sciences (Goal Area 5)	9
	Humanities and Fine Arts (Goal Area 6)	9
	Health and Physical Education	4
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	
Electives:		
	Electives can be selected from all courses numbered 1000 or above (should be appropriate to the student's transfer program)	16
	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. 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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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

Knowledge of human cultures and the physical and natural world, including:

- learning to value and enjoy mathematics
- confidence in one's ability to do mathematics

Intellectual and Practical Skills, including:

- ability to be a mathematical problem solver
- ability to communicate mathematical ideas clearly, efficiently, and effectively in both written and oral forms
- ability to reason mathematically

Personal and Social Responsibility, including:

- ability to function in a mathematical, statistical, and technological society

Integrative Learning, including:

- addressing complicated problems, applying mathematical methods to arrive at solutions, and validating solutions
- synthesizing ideas, applying disciplined thinking techniques to new settings, and approaching situations with multiple perspectives

Graduates will be able to achieve junior status and will be qualified for junior level courses in mathematics at their transfer institution.

Curriculum

Courses	Titles	Credits
Mathematics & Computer Science Core Courses:		
CSci 1130	Introduction to Computer Programming in Java	4
CSci 2010	Discrete Mathematical Structures	4
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)	4
General Education Courses:		
Biol 1001	Biology I (Goal Area 3) -or-	
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
Phys 1601	General Physics I (Goal Area 3)	5
Soc 1110	Introduction to Sociology (Goal Areas 5, 7)	3
Comm 1010	Fundamentals of Public Speaking (Goal Area 1) -or-	
Comm 1110	Princ of Interpersonal Communication (Goal Area 1)	3
Choose one of the following:		
Econ 1060	Principles of Economics Macro (Goal Areas 5, 8)	3
Hist 1020	World History 1300 to Present (Goal Areas 5, 8)	3
Hist 1110	History/Western Civilization Pre 1550 (Goal Areas 5, 8)	3
Hist 1120	History of Western Civilization 1550 to Present (Goal Areas 5,8)	3
Hist 1130	History of the Medieval West (Goal Areas 5, 8)	3
Pols 1700	World Politics (Goal Areas 5, 8)	3
Psyc 1150	General Psychology (Goal Area 5)	3
MnTC Electives:		
Goal Areas 6, 8, 9 and/or 10		3
Other MnTC Electives		4
	TOTAL CREDITS	60

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 and will need to be completed before the rest of the above sequence for Math, Physics, English, and Chemistry can be started.

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Accounting A.S. Degree

An accountant analyzes and interprets financial data in order to prepare financial statements which guide business decisions. Duties may include recording receipts and disbursements, adjusting entries and reconciling accounts. Accountants use current technology to assist in these processes.

What You'll Learn

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

- The theory and practice of the accounting process
- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to communicate effectively, in oral and written forms
- How to evaluate professional responsibilities, including ethical issues
- Use of technology, including Microsoft Word, Excel and PowerPoint

NHCC offers this degree for students who are interested in transferring their credits to a four-year college. NHCC also offers an A.A.S. degree for students interested in moving directly into an entry level accounting position.

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	Principles of Management	3
Bus 1600	Principles of Marketing	3
CIS 1101	Business Computer Systems I	3
Accounting Specialty Courses:		
Acct 2100	Accounting Cycle	1
Acct 2200	Applied Accounting Capstone	3
Acct 2230	Computerized Accounting with Quickbooks	3
CIS 1220	Decision Making: Excel	3
**General Education Courses:*		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
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, 7)	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 MnTC Electives	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.*
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 accredited by the Accreditation Council for Business Schools and Programs. ACBSP accreditation certifies that the teaching and learning processes within the business department at North Hennepin Community College meet the rigorous educational standards established by ACBSP

ACBSP ACCREDITED

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Accounting Technology A.A.S. Degree

An accountant analyzes and interprets financial data in order to prepare financial statements which guide business decisions. Duties may include recording receipts and disbursements, adjusting entries and reconciling accounts. Accountants use current technology to assist in these processes.

NHCC offers this degree for students who are interested in moving directly into an accounting career. Upon completion of the program the student will prepared for entry level work in the accounting field. Courses in this degree may transfer to four-year colleges. Consult with an advisor for further information.

NHCC also 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 Accounting Technology A.A.S. Degree at North Hennepin Community College, graduates should be able to:

- The theory and practice of the accounting process
- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to communicate effectively, in oral and written forms
- How to evaluate professional responsibilities, including ethical issues
- Use of technology, including Microsoft Word, Excel and PowerPoint

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1200	Principles of Management	3
Bus 1210	Managerial Communication	3
Bus 1300	Legal Environment of Business	3
Bus 1600	Principles of 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 Capstone	3
Acct 2230	Computerized Accounting with Quickbooks	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)	2
Comm 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

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 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 the Accounting Essentials Certificate at North Hennepin Community College, graduates should be able to:

- The accounting process
- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- Use of technology, including Microsoft, Excel and QuickBooks

Curriculum

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

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 to obtain an entry level accounting position. 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 the General Accounting Certificate at North Hennepin Community College, graduates should be able to:

- The theory and practice of the accounting process
- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to communicate effectively, in oral and written forms
- How to evaluate professional responsibilities, including ethical issues
- Use of technology, including Microsoft Word, Excel, PowerPoint and QuickBooks

Curriculum

Courses	Titles	Credits
Choose 29 credits minimum:		
Acct 2100	The Accounting Cycle	1
Acct 2111	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Acct 2230	Computerized Accounting with Quickbooks	3
Acct 2250	Small Business Payroll	2
Acct 2260	Small Business Income Taxes	2
Bus 1110	Essential Employability Skills	3
Bus 1200	Principles of Management	3
Bus 1210	Managerial Communication	3
Bus 1300	Legal Environment of Business	3
CIS 1220	Decision Making Excel	3
	TOTAL CREDITS	29

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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Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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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 the Small Business Accounting Certificate at North Hennepin Community College, graduates should be able to:

- The theory and practice of the accounting process
- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to evaluate professional responsibilities, including ethical issues
- Use of technology, including Microsoft Word, Excel and PowerPoint

Curriculum

Courses	Titles	Credits
Choose 9 credits minimum:		
Acct 2100*	The Accounting Cycle	1
Acct 2111*	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Acct 2200	Applied Accounting Capstone	3
Acct 2230	Computerized Accounting with Quickbooks	3
Acct 2250	Small Business Payroll	2
Acct 2260	Small Business Income Taxes	2
CIS 1101	Business Computer Systems I	3
**Required*		
	TOTAL CREDITS *(Minimum)*	9

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 accredited by the Accreditation Council for Business Schools and Programs. ACBSP accreditation certifies that the teaching and learning processes within the business department at North Hennepin Community College meet the rigorous educational standards established by ACBSP.

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Business Administration A.S. Degree

The Associate in Science degree in Business Administration is designed for students who are interested in pursuing 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. Courses are delivered in the classroom and/or online.

What You'll Learn

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

- Access and evaluate information effectively
- Make effective decisions using critical thinking skills
- Improve operations of an organization
- Communicate and work well in diverse environments
- Supervise teams and departments
- Interview effectively for results
- Build teamwork to increase effectiveness

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/students

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Bus 1100	Intro to Business and the American Economy	3
Bus 1220	Effective Supervision	3
Bus 1600	Principles of Marketing	3
Bus 1110	Essential Employability Skills	3
Acct 2111	Financial Accounting	4
CIS 1101	Business Computer Systems I	3
Choose one Concentration Area:		
Management Concentration		
Acct 2112	Managerial Accounting	4
Bus 1200	Principles of Management	3
Bus 1810	Entrepreneurship	4
Marketing Concentration		
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Promotion	3
Bus 1630	Professional Sales and Management	4
General Electives:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Econ 1060	Principles of Economics: Macro (Goal Areas 5, 8)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
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) -or-	
Soc 1110	Introduction to Sociology (Goal Areas 5, 7)	3
Humanities and Fine Arts (Goal Area 6)		3
Natural Science or Math/Logical Reasoning (Goal Area 3 or 4)		3
Additional MnTC 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. 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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North Hennepin Community College

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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 Entrepreneurship A.A.S. degree 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
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1110	Essential Employability Skills	3
Bus 1220	Effective Supervision	3
Bus 1600	Principles of Marketing	3
CIS 1101	Business Computer Systems I	3
Entrepreneurship Specialty Courses:		
Acct 2112	Managerial Accounting	4
Bus 1200	Principles of Management	3
Bus 1410	Introduction to Business Finance	3
Bus 1610	Consumer Behavior	4
Bus 1300	Legal Environment of Business	3
Bus 1810	Entrepreneurship	4
General Electives:		
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Additional MnTC Courses in 3 Goal Areas		8
	TOTAL CREDITS	60

Class 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)
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Management A.A.S. Degree

The Management A.A.S. major is designed for students wanting a diversified business background with an opportunity to concentrate on specialized functions of management. Courses are delivered in the classroom and/or online. Qualifies for Workforce Investment Act.

What You'll Learn

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

- Access and evaluate information effectively
- Make effective decisions using critical thinking skills
- Improve operations of an organization
- Communicate and work well in diverse environments
- Supervise teams and departments
- Interview effectively for results
- Build teamwork to increase effectiveness

Career Opportunities

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

- Management 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 1110	Essential Employability Skills	3
Bus 1220	Effective Supervision	3
Bus 1600	Principles of Marketing	3
CIS 1101	Business Computer Systems I	3
Management Specialty Courses:		
Acct 2112	Managerial Accounting	4
Bus 1630	Professional Sales and Management	4
Bus 1200	Principles of Management	3
Bus 1510	Operations Management	3
Bus 1300	Legal Environment of Business	3
Bus 1810	Entrepreneurship	4
General Electives:		
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II or (Goal Area 1)	2
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Additional MnTC Courses in 3 Goal Areas		8
	TOTAL CREDITS	60

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 and Entrepreneurship Certificate

This certificate is for students exploring management and/or owning their own business. Students will learn the basics of building a strong business. This certificate can be earned entirely online. Qualifies for Workforce Investment Act.

What You'll Learn

After completing the Management & Entrepreneurship 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 and be able to recognize entrepreneurial opportunities
- Determine the viability or feasibility of a new business concept
- Develop a business model and business plan
- Use resources to have a better understanding of current business events
- Illustrate continuous organizational quality improvement practices in front-line supervisory roles and responsibilities
- Display strong decision making skills by specifying goals and constraints, generating alternatives, considering risks and evaluating and choosing best alternatives
- Demonstrate the understanding of time management organizationally by selecting goal-relevant activities, ranking them, allocating time, and preparing and following a plan
- Recognize the importance of people in an organization by understanding interviewing, coaching, motivating, teaching, evaluating performance, providing feedback in form of reviews and working well with diversity – all within current employment law
- Employ effective techniques for resolving conflicts affecting the organization, facilitating dialogues and the exchange of ideas, working collaboratively with others, both as a team player and leader.

For transfer information: www.mntransfer.org/students

Curriculum

Courses	Titles	Credits
Bus 1200	Principles of Management	3
Bus 1220	Effective Supervision	3
Bus 1810	Entrepreneurship	4
Acct 2112	Managerial Accounting	4
	TOTAL CREDITS	14

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 communication 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 or 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:

- 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 situations
- 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

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 Principles Certificate

Curriculum

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy	3
Bus 1200	Principles of Management	3
Bus 1600	Principles of Marketing	3
	TOTAL CREDITS	9

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 an overview of the broad areas of business: finance, management and marketing. All courses can be taken online. Courses can be applied to the Management, Marketing and Entrepreneurship A.A.S. degrees or the A.S. degree in Business Administration – Management Concentration.

What You'll Learn

After completing the Business Principles Certificate 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

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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:

- Understand how to assess financial data
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business
- Determine the opportunity cost of making decisions
- Identify those factors that affect interest rates
- Understand how financial statements are used by business
- Understand the purpose of and process 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 how companies make capital budget decisions
- Apply knowledge gained to assess financial risks of both individual and business decisions

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

For transfer information: www.mntransfer.org/students

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1110	Essential Employability Skills	3
Bus 1220	Effective Supervision	3
Bus 1600	Principles of Marketing	3
CIS 1101	Business Computer Systems I	3
Finance Specialty Courses:		
Bus 1400	Business Math	3
Bus 1410	Introduction to Business Finance	3
Bus 1430	Financial Statement Analysis	2
Bus 1440	Personal Financial Planning	3
Bus 1450	Investments	3
CIS 1220	Business Decision Making: Excel	3
Bus 1810	Entrepreneurship	4
General Electives:		
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Additional MnTC Courses in 3 Goal Areas		8
	TOTAL CREDITS	60

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. The courses from this program are delivered in the classroom and/or online. Qualifies for Workforce Investment Act.

What You'll Learn

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

- Create marketing plans
- Develop sales plans
- Understand and apply marketing concepts
- Communicate development, public relations, advertising, sales promotion and other core marketing concepts
- Apply understanding of advertising and promotional elements
- Understand legal principles of business
- Have knowledge of economics, ethics, and accounting concepts
- 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

For transfer information: www.mntransfer.org/students

Curriculum

Courses	Titles	Credits
Business Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1110	Essential Employability Skills	3
Bus 1220	Effective Supervision	3
Bus 1600	Principles of Marketing	3
CIS 1101	Business Computer Systems I	3
Marketing Specialty Courses:		
Bus 1200	Principles of Management	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising and Promotion	3
Bus 1630	Professional Sales and Management	4
Bus 1300	Legal Environment of Business	3
Bus 1810	Entrepreneurship	4
General Electives:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Additional MnTC Courses in 3 Goal Areas		8
	TOTAL CREDITS	60

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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Leadership Essentials Certificate

Curriculum

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

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 wishing 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 their 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

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Finance and Investment 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 the Finance and Investments Certificate at North Hennepin Community College, recipients should be able to:

- Understand the basic concepts of finance as it relates to business
- Understand how financial statements are used by business
- Analyze the components of the basic accounting equation
- Understand the purpose of financial statement analysis
- Understand the general concept of working capital management
- 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 1400	Business Mathematics	3
Bus 1410	Introduction to Finance	3
Bus 1430	Financial Statement Analysis	2
Bus 1440	Personal Finance	3
Bus 1450	Investments	3
	TOTAL CREDITS	14

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 and Sales Certificate

This certificate is for students who want to learn the basics of marketing and sales for professional development and/or career exploration. All the courses can be taken online. All courses can be applied to the Marketing A.A.S. degree and the Business Administration A.S. with the Marketing Concentration. Qualifies for Workforce Investment Act.

What You'll Learn

After completing the Marketing and Sales Certificate at North Hennepin Community College, graduates should be able to:

- Create marketing plans
- Develop sales plans
- Understand and apply marketing concepts
- Communicate development, public relations, advertising, sales promotion and other core marketing concepts
- Apply understanding of advertising and promotional elements
- Have knowledge of economics, ethics, and accounting concepts

Curriculum

Courses	Titles	Credits
Bus 1600	Principles of Marketing	3
Bus 1610	Consumer Behavior	4
Bus 1620	Advertising	3
Bus 1630	Professional Sales	4
	TOTAL CREDITS	14

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 the use of up-to-date technology and computer applications
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Formulate solutions to business problems using facts, logic, creativity, and values
- Operate effectively in diverse work environments
- Effectively support a team environment
- Access and evaluate information effectively

Curriculum

Courses	Titles	Credits
Business Computer Systems and Management Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1200	Principles of Management	3
Bus 1210	Managerial Communication	3
Bus 1230	Leadership and Teamwork	3
CIS 1101	Business Computer Systems I	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	Principles of Marketing	3
Bus 2010	Business Internship	3
Bus 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	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 (Goal Area 1)	2
Comm 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

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.S. Degree

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

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 the use of up-to-date technology and computer applications.
- Demonstrate effective written, verbal and nonverbal communications skills in business situations.
- Formulate solutions to business problems using facts, logic, creativity, and values.
- Operate effectively in diverse work environments.
- Effectively support a team environment.
- Access and evaluate information effectively.

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.

ACBSP ACCREDITED

Curriculum

Courses	Titles	Credits
Business Computer Systems & Management Foundation Courses:		
Acct 2111	Financial Accounting	4
Bus 1200	Principles of 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 Specialty Courses (Choose at least 11 credits):		
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	Principles of Marketing	3
Bus 2010	Business Internship	3
Bus/CIS 2310	Introduction to E-Commerce	3
CIS 1000	Electronic Keyboarding Communications	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:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
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, 8)	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, 7)	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

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/students

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Desktop Publishing Essentials Certificate

This certificate 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 publications such as newsletters, advertising media, flyers, brochures, forms and manuals. 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

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	Principles of Marketing	3
CIS 1310	The Whole Internet	3
CIS 2310	Introduction to E-Commerce	3
	TOTAL CREDITS	9

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/students

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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
- Build a web presence, design a web site, utilize E-Commerce strategies, and market and sell on the internet
- 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, how to use the internet safely and effectively, including 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 and demonstrate effective business communications skills
- 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

Curriculum

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy	3
Bus 1600	Principles of 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

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/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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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
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 1320	Web Tools	2
	TOTAL CREDITS	17

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

Curriculum

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

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 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

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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
Choose 12 credits minimum:		
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

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 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 I	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

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/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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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 I	3
CIS 1200	Word Processing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1240	Information Management: Access	3
	TOTAL CREDITS	12

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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Word Processing Essentials Certificate

This certificate is for students who want to learn advanced word processing computer skills. 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

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/students

Curriculum

Courses	Titles	Credits
Professional/Technical Courses:		
CSci 1040	Beginning Microsoft SQL Server	3
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 11 credits from the following courses:		
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for the Internet	3
CSci 1035	Programming with Games	4
CSci 1050	Computer Security Basics	3
CSci 1090	Programming in VB.NET	4
CSci 1120	Programming in C/C++	4
CSci 1150	Programming in C# for .NET	4
CSci 1160	Web Programming in ASP.NET	4
CSci 1180	Introduction to Linux Operating System	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:		
Engl 1201	College Writing I	4
Econ 1060	Principles of Economics Macro (Goal Areas 5, 8) -or-	
Econ 1070	Principles of Economics Micro (Goal Area 5)	3
Engl 1140	Business Communication (Goal Area 1) -or-	
Engl 1940	Technical Writing -or-	
Comm 1010	Fundamentals of Public Speaking	3
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
	TOTAL CREDITS	60

**Any Math course numbered 1130 or higher. CSci 2010 requires the pre-requisite Math 1221 Calculus I which also fulfills Goal Area 4. **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. the University of Minnesota College of Continuing Education (CCE) recommends taking Phys 1201, Phys 1202, and Phil 1050. 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/students

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
	TOTAL CREDITS	12

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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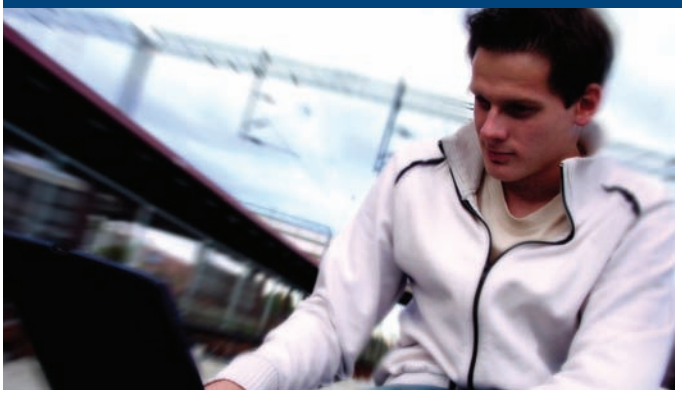
Application Programming Certificate



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
Choose 12 credits from the following:		
CSci 1090	Programming in VB.NET	4
CSci 1120	Programming in C/C++	4
CSci 1130	Introduction to 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

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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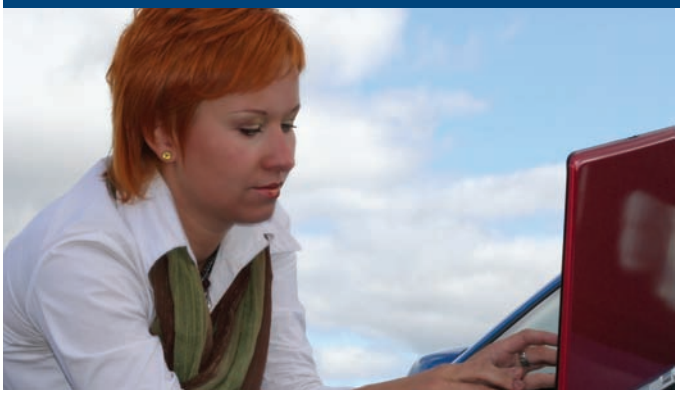
Game Programming Certificate



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 1035	Programming with Games	4
Choose 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
Choose 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

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/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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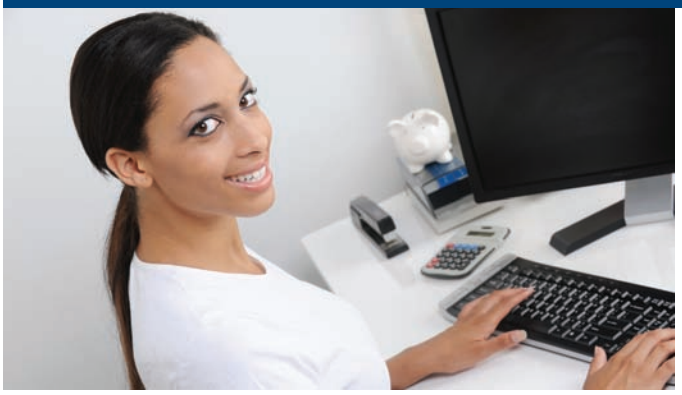
Internet Programming Certificate



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 related to Web development.

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

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

Curriculum

Courses	Titles	Credits
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 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

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

Curriculum

Courses	Titles	Credits
CSci 1130	Introduction to Programming in Java	4
CSci 1150	Programming in C# for .NET	4
CSci 2001	Structure of Computer Programming I	4
	TOTAL CREDITS	12

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.

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

For transfer information: www.mntransfer.org/students

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Graphic Design A.S. Degree

NHCC's Associate in Science Graphic Design program is built on a strong foundation of studio art skill and technique, preparing students for continued study in a baccalaureate or professional degree program in graphic design with fully accredited courses necessary for transfer to four-year schools. The Graphic Design program also prepares students for jobs in the graphic design industry such as design studios, advertising agencies, corporate art departments, magazines, and newspapers – to name a few. Realistic, engaging projects build upon the skills learned in studio arts prerequisite courses as students develop portfolios of design work that are necessary for successfully pursuing a career or educational advancement in the field.

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

What You'll Learn

The program employs state-of-the-art computer hardware and software to translate design ideas into digital media. Emphasis on producing professional-grade work, creative problem solving, and learning about the social aspects of having a career – such as working with a team, accepting constructive comments, and adapting artwork to meet changing client needs – make NHCC's Graphic Design program one of the best values in the metro area.

Curriculum

Courses	Titles	Credits
Fine Arts Core:*		
Art 1040	Introduction to Art (Goal Areas 6, 8)	3
Art 1101	Photography I (Goal Area 6)	3
Art 1301	Two-Dimensional Design I (Goal Area 6)	3
Art 1310	Three-Dimensional Design (Goal Area 6)	3
Art 1340	Fundamentals of Color (Goal Area 6)	3
Art 1401	Drawing I (Goal Area 6)	3
Art 2611	Painting I (Goal Area 6)	3
	Subtotal	*21*
Graphic Design Courses:		
Art 2540	Illustration	3
Art 2550	Typography	3
Art 2560	Web Design/Graphics	3
Art 2570	Web Animation	3
Art 2601	Graphic Design I	3
Art 2602	Graphic Design II	3
Art 2810	Publication Design	2
Art 2901	Desktop Design I	3
Art 2902	Desktop Design II	3
	Subtotal	*26*
General Education Courses:		
Engl 1201	College Writing I (Goal Area 1)	4
MnTC Electives:		
	Natural Science (Goal Area 3) -or- Mathematical/Logical Reasoning (Goal Area 4)	3
	History and the Social and Behavioral Sciences (Goal Area 5)	3
	Goal Areas 7, 9, or 10	3
	Subtotal	*9*
	TOTAL CREDITS	60

**Students must be proficient in the basics covered in the studio arts prerequisite courses before moving into the Graphic Design courses. Students take the appropriate prerequisite Art core courses in their first year before taking Graphic Design courses in their second year. It is strongly suggested that students take ART 2900 Studio Arts Capstone Practicum at the end of their program to assemble their professional portfolio. 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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Web Graphic Design and Programming and e-Commerce Certificate

The Web Graphic Design and Programming and e-Commerce certificate is a broad-based introduction to designing and scripting small business marketing and commercial websites. Students would learn the basic principles behind effective design and web programming, including uploading content to the Internet and the basics of e-commerce. This certificate is also a great entry point to begin an A.S. degree in Graphic Design, Computer Science, or Business Computer Systems and Management.

This certificate is for students who have programing skills and would like to gain creative design and e-commerce skill, or for students who have creative graphic design/art skill and would like to gain skills in programing and e-commerce, or for students who have business/e-commerce skills and would like to gain skills in computer programming and creative design.

What You'll Learn

Students completing the Web Graphic Design and Programming and e-Commerce Certificate program will learn to use visual design principles, scripting practices, and marketing and business concepts in the construction of small business websites.

Curriculum

Courses	Titles	Credits
Program Specific Courses:		
Art 1100	Creative Suite: Art, Design and the Web	2
Art 2560	Web Design/Graphics	3
Art 2570	Web Animation	3
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for Internet	3
CIS 1320	Web Tools	2
Bus/CIS 2310	Introduction to E-Commerce	3
	TOTAL CREDITS	17

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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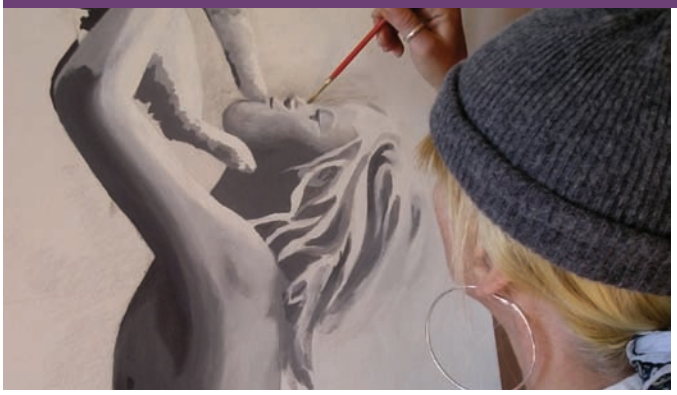
Studio Arts A.F.A. Degree



The Associate in Fine Arts degree in Studio Arts prepares students to continue their 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 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.

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 1270	Digital Video Production (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 1770	Quilt Arts (Goal Area 6)	3
Art 2612	Painting II (Goal Area 6)	3
Art 2740	Jewelry 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
Comm 1110	Princ of Interpersonal Communication (Goal Area 1)	3
	Natural Sciences or Mathematics/Logical Reasoning (Goal Area 3 or 4)	3
	History and the Social and Behavioral Sciences (Goal Area 5)	3
	People and the Environment (Goal Area 10)	3
	TOTAL CREDITS	60

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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Theatre A.F.A. Degree

The A.F.A. Degree Program in Theatre is a two-year associate degree in theatre designed to provide a broad background in theatre for students planning transfer to another college or university to complete a bachelor's degree in fine arts. Geared toward performance majors, the degree includes rigorous academic studies along with hands-on experience in theatre methods and practices.

What You'll Learn

- identify in an historical, cultural and societal perspective the genres of theatre with exemplary authors and works
- analyze and effectively communicate stylistic elements of theatre pieces and significant authors, including structural parameters, language, aesthetic factors, and interdisciplinary requirements
- demonstrate technical proficiency and artistic synthesis in vocal, physical and emotional development in performance
- experience multiple modern and classical approaches to performance, script interpretation, and character formation
- use a wide range of creative and critical approaches to relate theatre art to society
- the ability to work independently and collaboratively in a high-pressure creative environment
- understand cultural differences in theatre practices
- participate in theatrical productions at varied levels including design, makeup, stagecraft, and production
- demonstrate a required level of proficiency in acting and directing
- investigate careers in the theatre arts

Be prepared to transfer to a four year institution in this discipline.

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.

Curriculum

Courses	Titles	Credits
Theatre Foundation Courses:		
TFT 1210	Introduction to Theatre (Goal Area 6)	3
TFT 1500	Acting I: Improvisation and Foundations (Goal Area 6)	3
TFT 1520	Acting II: Building Characters (Goal Area 6)	3
TFT 1350	The American Musical Theatre (Goal Areas 6, 7)	3
TFT 1290	Design for Theatre (Goal Area 6)	3
TFT 1510	Found of Acting: Stage Movemt & Voice (Goal Area 6)	3
TFT 1600	Theatre Practicum: Performance (Goal Area 6)	2
TFT 1610	Theatre Practicum: Technical (Goal Area 6)	1
Engl 1450	Reading Plays (Goal Areas 6, 7)	3
Program Specific Electives, choose at least 8 credits:		
Art 1040	Introduction to Art (Goal Areas 6, 8)	3
Art 1270	Digital Video Production (Goal Area 6)	3
Art 1310	Three Dimensional Design (Goal Area 6)	3
Art 1320	Introduction to Sculpture (Goal Area 6)	3
Engl 2500	Playwrighting (Goal Area 6)	3
Engl 2580	The Shakespeare Plays (Goal Areas 6, 8)	3
Musc 1350	History of Rock 'n Roll (Goal Area 6)	3
PE 1430	Tai Chi Chih	1
PE 1750	Yoga	1
PE 1830	Social Dance	1
TFT 1250	Introduction to Film (Goal Area 6)	3
TFT 1260	Introduction to Television (Goal Areas 6, 8)	3
TFT 1270	Digital Video Production (Goal Area 6)	3
TFT 1540	Acting for the Camera (Goal Area 6)	3
TFT 1710	Oral Interpretation and Traditions (Goal Areas 1, 8)	3
TFT 2010	Fundamentals of Directing (Goal Area 6)	3
General Education Courses (Required):		
Comm 1110	Princ of Interpersonal Communication (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Program Specific Courses, choose courses from this list to equal 3 credits:		
Biol 1610	Field Ecology (Goal Areas 3, 10)	1
Geog 1010	Physical Geography (Goal Areas 3, 10)	3
Geol 1120	Historical Geology (Goal Areas 3, 10)	4
Geol 1850	Oceanography (Goal Areas 3, 10)	3
NSci 1010	Science of Disaster Workshop I (Goal Area 3)	1
NSci 1020	Science of Disaster Workshop II (Goal Area 3)	1
NSci 1030	Science of Disaster Workshop III (Goal Area 3)	1
General Education Courses, choose a 4-credit lab course:		
Biol 1200	Current Environmental Issues (Goal Areas 3, 10)	4
Chem 1000	Chemistry and Society (Goal Areas 3, 10)	4
Geol 1110	Physical Geology (Goal Area 3)	4
Phys 1120	Meteorology (Goal Areas 3, 10)	4
Program Specific Courses, choose one course:		
Math 1010	Survey of Mathematics (Goal Area 4)	3
Math 1130	Elementary Statistics (Goal Area 4)	3
Math 1140	Finite Mathematics (Goal Area 4)	3
Math 1150	College Algebra (Goal Area 4)	3
Phil 1050	Introduction to Logic (Goal Area 4)	3
Program Specific Courses, choose one course:		
Anth 1010	Intro to Anthropology: Cultural Anthropology (Goal Areas 5, 8)	3
Econ 1060	Principles of Economics Macro (Goal Areas 5, 8)	3
Hist 1020	World History: 1300 to Present (Goal Areas 5, 8)	3
Hist 1110	History of Western Civilization Pre 1550 (Goal Areas 5, 8)	3
Hist 1120	History of Western Civilization 1550 to Present (Goal Areas 5, 8)	3
Hist 1130	History of the Medieval West (Goal Areas 5, 8)	3
Hist 1140	History of the Ancient West (Goal Areas 5, 8)	3
Program Specific Courses, choose one course:		
Econ 1050	Economics of Crime (Goal Areas 5, 9)	3
Hist 1700	History and Popular Culture (Goal Areas 5, 9)	3
Pols 1100	American Government and Politics (Goal Areas 5, 9)	3
Choose one course that fulfills Goal Areas 5 and 8 or Goal Areas 5 and 9		3
	TOTAL CREDITS	60

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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

Curriculum

Courses	Titles	Credits
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 II	5
Phys 1201	Principles of Physics I (Goal Area 3)	5
Phys 1202	Principles of Physics II (Goal Area 3)	5
General Education Courses:		
Biol 1600	Biology of Nature Series (Goal Area 10)	1
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
Engl 1202	College Writing II (Goal Area 1)	2
Math 1130	Elementary Statistics (Goal Area 4)	3
Math 1150	College Algebra (Goal Area 4)	3
Soc 1110	Introduction to Sociology (Goal Areas 5, 7)	3
	TOTAL CREDITS	60

Students may substitute Math 1221 for Math 1150 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 for Math 1130 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 1601-1602 to fulfill the 1201-1202 requirement. Please consult the institution to which you plan to transfer.
**Credit total may increase if other mathematics courses are substituted.*
Some students may need preparatory course(s) in the areas of Math and/or English.
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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
- Apply the laws of thermodynamics, explain and perform gas law calculations, and use theories of chemical kinetics
- Recognize weak acids & bases and solve a variety of equilibrium problem, write equilibrium expressions of slightly soluble ionic compounds
- Write cell oxidation/reduction equations and perform calculations of EMF, cell potential, voltage
- Construct a structure when a name is provided and vice versa using the IUPAC rules for organic compounds
- Predict mechanism and results of familiar organic reactions
- Make observations, collect data, and perform mathematical calculations on experimental data
- Do basic operations on computers, laboratory instrumentation and wet bench analysis techniques
- Use basic techniques for the isolation and purification of molecules, prepare samples for common forms of spectroscopy and interpret results
- Write a quality lab report
- Demonstrate compliance with laboratory safety as dictated by regulatory agencies

Curriculum

Courses	Titles	Credits
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 II	5
Phys 1201	Principles of Physics I (Goal Area 3)	5
Phys 1202	Principles of Physics II (Goal Area 3)	5
General Education Courses:		
CIS 1101	Business Computer Systems I	3
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
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, 7)	3
MnTC Elective Goal Area 6 (Humanities and Fine Arts)		3
MnTC Elective Goal Area 7,8, 9 or 10		3
	TOTAL CREDITS	60

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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 II	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) 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/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

North Hennepin Community College

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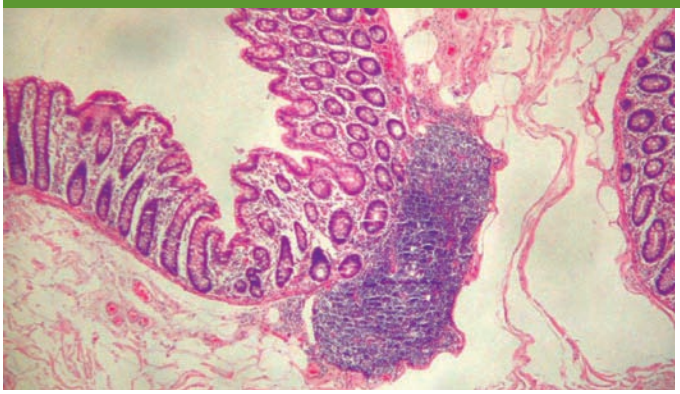
For disability accommodations call 763-493-0555, Minnesota Relay users may call 1-800-627-3529.

Histotechnology A.A.S Degree



The Histotechnology program-specific didactic courses are taught by currently certified practitioners in the field, during evening hours. Student laboratory sessions for the courses, and most lecture sessions, are taught at the Allina Medical Laboratories in Minneapolis. The final semester of the program is a 12-week, 40-hours-per-week Clinical Experience, during daytime hours, at one of the clinical affiliates.

There is a formal application for this program that is separate from the College admission application. Visit the program page on the College website www.nhcc.edu for the current Program Application form and the admission requirements.

What You'll Learn

After completing the A.A.S. degree in Histotechnology, graduates:

- will be eligible to sit for the American Society of Clinical Pathology Board of Certification national certification examination.
- should be prepared to function as laboratory professionals in a variety of employment settings.

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

For transfer information: www.mntransfer.org/students

Curriculum

Courses	Titles	Credits
Program Specific Courses:		
HTN 1000	Clinical Laboratory Basics	1
HTN 1001	Histotechniques I	4
HTN 1002	Histotechniques II	2
HTN 2003	Histotechniques III	3
HTN 2100	Special Stains	4
HTN 2150	Special Procedures	2
HTN 2200	Histo-Anatomy	1
HTN 2300	Clinical Experience	12
General Education 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
Comm 1110	Princ of Interpersonal Communication (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Math 1150	College Algebra (Goal Area 4)	3
	TOTAL CREDITS	60

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.

This program is accredited by the:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720
Rosemont, IL 60018-5119
847-939-3597 or 773-714-8880
www.naacls.org

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Nursing A.S Degree: Two Year 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.

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

Visit **www.nhcc.edu/nursing** for more information.

Curriculum

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

For transfer information: www.mntransfer.org/students

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Visit www.nhcc.edu/nursing for current Program Application Process and Requirements.

- Admissions policies are subject to change. Applications will be accepted under the terms in place at the time an application is received.
- It is the responsibility of the student to keep up-to-date on any changes which may affect their qualifications for acceptance to the program.

Visit www.nhcc.edu/nursing for more details about Application Prerequisites:

- 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.
- Minimum 2.5 GPA in nursing curriculum courses AND a minimum 2.5 GPA in required biology courses.
- The MnSCU ACCUPLACER Placement test is required regardless of degree(s) held or coursework completed.
- The HESI A2 Admission Assessment is required.

Visit www.nhcc.edu/nursing for information on program attendance options (day, evening and weekend).

Visit www.nhcc.edu/nursing for information on pursuing a baccalaureate degree in nursing after acquiring an associate's degree in nursing at NHCC.

To participate in nursing clinical experiences, certification in CPR for the healthcare provider, immunizations and criminal background checks must remain current. (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.) Upon acceptance to the nursing program a student would receive more information on these requirements.

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. Note: High school chemistry and algebra are recommended prior to Biology 1001

- *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*

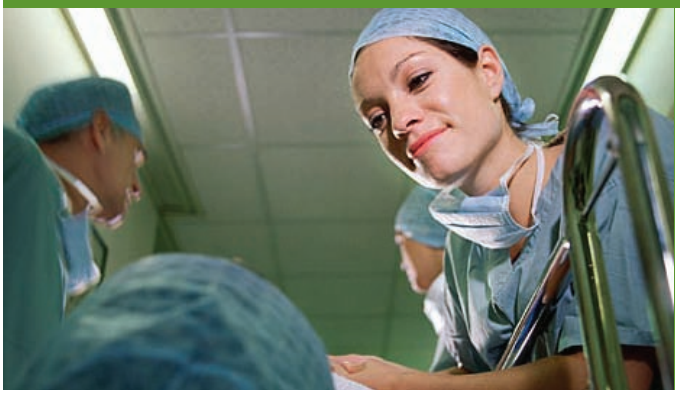
Progression and Graduation Requirements

- *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.*

Program Accreditation

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.

Nursing A.S. Degree: Mobility Option



Designed for Licensed Practical Nurses.
This option is designed for Licensed Practical Nurses 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. 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.

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

Visit **www.nhcc.edu/nursing** for more information.

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
Comm 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

For transfer information: www.mntransfer.org/students

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Visit www.nhcc.edu/nursing for current Program Application Process and Requirements.

- Admissions policies are subject to change. Applications will be accepted under the terms in place at the time an application is received.
- It is the responsibility of the student to keep up-to-date on any changes which may affect their qualifications for acceptance to the program.

Visit www.nhcc.edu/nursing for more details about Application Prerequisites:

- 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.
- Minimum 2.5 GPA in nursing curriculum courses AND a minimum 2.5 GPA in required biology courses.
- The MnSCU ACCUPLACER Placement test is required regardless of degree(s) held or coursework completed.
- The HESI A2 Admission Assessment is required.

Visit www.nhcc.edu/nursing for information on Admission Selection Criteria.

Visit www.nhcc.edu/nursing for information on program attendance options (day, evening and weekend).

Visit www.nhcc.edu/nursing for information on pursuing a baccalaureate degree in nursing after acquiring an associate's degree in nursing at NHCC.

To participate in nursing clinical experiences, certification in CPR for the healthcare provider, immunizations and criminal background checks must remain current. (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.) Upon acceptance to the nursing program a student would receive more information on these requirements.

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; 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. Note: High school chemistry and algebra are recommended prior to Biology 1001

- *Biology 1001 is taken prior to Biology 2111 and Biology 2100*
- *Biology 2111 is taken prior to Biology 2112*
- *Mobility students take Biol 1001, Biol 2100, Biol 2111, Biol 2112, Comm 1110, and Psyc 1150 prior to the transition course (Nursing 1220)*
- *English 1201 and Sociology 1110 are taken concurrently or prior to Nursing 2211*
- *Nursing courses are taken in sequence: 1220 - 2211 - 2212*

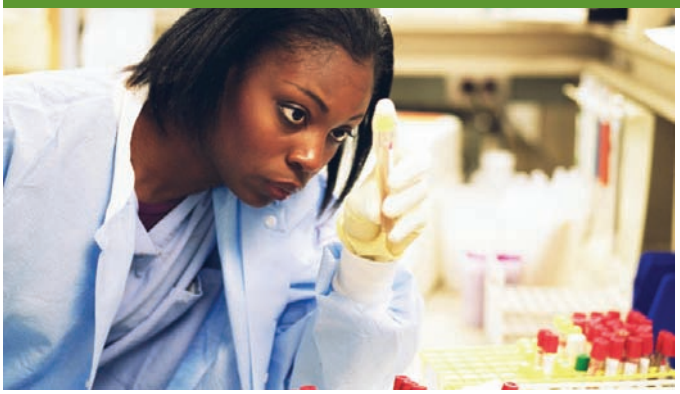
Progression and Graduation Requirements

- *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.*

Program Accreditation

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.

Medical Laboratory Technology A.A.S Degree



The Medical Laboratory Technology program program-specific didactic courses are taught by currently certified practitioners in the field, during daytime or evening hours. The final semester of the program is a 40-hours-per-week applied clinical experience, during daytime hours, at one or more of the clinical affiliates.

There is a formal application for this program that is separate from the College admission application. Visit the program page on the College website www.nhcc.edu for the current Program Application form and the admission requirements.

What You'll Learn

After completing the A.A.S. degree in Medical Laboratory Technology, graduates:

- will be eligible to sit for the American Society of Clinical Pathology Board of Certification national certification examination.
- should be prepared to function as laboratory professionals in a variety of employment settings.

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 4)	3
Phil 1020	Introduction to Ethics (Goal Areas 6, 9)	3
Comm 1110	Principles of Interpersonal Communication (Goal Area 1)	3
	TOTAL CREDITS	60

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.

This program is accredited by the:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
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Rosemont, IL 60018-5119
847-939-3597 or 773-714-8880
www.naacls.org

For transfer information: www.mntransfer.org/students

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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:

- Be prepared to transfer to and succeed at an upper-level academic institution
- 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
- Identify and analyze muscles used in single and multiple joint movements
- Identify the importance of communication in successful individual and team play
- Describe the influence of cultural diversity in physical education and its influence in areas of dance, sports and participation
- Practice habits to ensure personal safety
- Apply components of sportsmanship and fair play
- Use effective practices to create a safe environment for physical education
- Design a personal e-folio, which includes one's philosophy of physical education
- Through service learning, create a learning environment that respects and incorporates learners' experiences

Curriculum

Courses	Titles	Credits
Physical Education Core Courses:		
Biol 1120	Human Biology (Goal Area 3)	3
Hlth 1060	Drugs and Health	3
PE 1050	Weight Training	1
PE 1250	Wellness for Life	3
PE 1500	Foundations of Physical Education	3
PE 1520	Movement Exploration	3
PE 2490	Kinesiology	4
Psyc 1210	Child Development (Goal Area 5)	3
Psyc 1220	Adult Development (Goal Area 5)	3
	Physical Education Electives	3
General Education Courses:		
Chem 1000	Chemistry in Society (Goal Area 3, 10)	4
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
Math 1130	Elementary Statistics (Goal Area 4)	3
Musc 1300	Music in World Cultures (Goal Areas 6, 8)	3
Soc 1110	Introduction to Sociology (Goal Areas 5, 7)	3
Humanities and Fine Arts Electives (Goal Area 6)		6
History and Social and Behavioral Sciences Elective (Goal Areas 5, 9)		3
	TOTAL CREDITS	60

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/students

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Personal Training Certificate

This 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. The 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 or employees.

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
Biol 1001	Biology I (Goal Area 3)	4
Hlth 1070	Nutrition	3
PE 1010	Physical Fitness	2
PE 1050	Weight Training	1
PE 1250	Wellness for Life	3
PE 1500	Foundations of Physical Education	3
PE 1750	Yoga	1
PE 2101	Concepts of Personal Training	4
PE 2102	Concepts of Personal Training: Application	2
PE 2490	Kinesiology	4
Comm 1110	Interpersonal Communications (Goal Area 1)	3
	TOTAL CREDITS	30

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.
Upon completion of PE 2100, the student will have the opportunity to complete the ACE certification exam for Personal Training.
Students who complete the Personal Trainer Certificate Program may choose to continue their education by completing their A.S Degree at North Hennepin Community College. In addition, after completing their A.S. Degree, they may further their education by transferring to St. Cloud State University or Augsburg College, to which the current degree allows a seamless transfer.

For transfer information: www.mntransfer.org/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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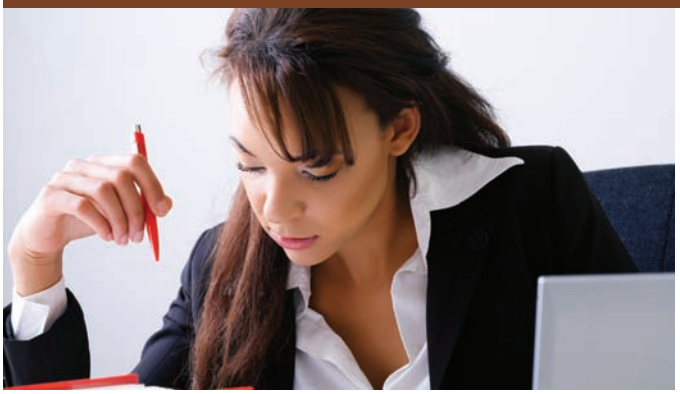
Criminal Justice A.S. Degree



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.

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

Upon completion of the program the student will prepared to transfer to a baccalaureate program.

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

Curriculum

Courses	Titles	Credits
Professional Courses:		
Hlth 1060	Drugs and Health	3
Phil 1020	Ethics (Goal Area 6, 9)	3
PolS 2130	Constitutional Law (Goal Area 5)	3
Soc 1710	Introduction to Criminal Justice (Goal Area 5)	3
Soc 1720	Police and Community	3
Soc 1730	Juvenile Justice	3
Soc 2730	Introduction to Corrections (Goal Area 5)	3
General Education Courses:		
Comm 1110	Princ of Interpersonal Communication (Goal Area 1)	3
Comm 1310	Intercultural Communications (Goal Areas 7, 8)	3
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, 7)	3
Soc 1130	Social Problems/Deviance (Goal Areas 7, 9)	3
Soc 1750	Families in Crisis (Goal Area 5)	3
Soc 2210	Minority Groups (Goal Areas 5, 7)	3
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science Mathematical/Logical Reasoning (Goal Areas 3 or 4)	4
A minimum of 5 elective credits from the following courses:		
CIS 1101	Business Computer Systems I -or-	
CSci 1000	Computer Basics	3
Econ 1050	Economics of Crime (Goal Areas 5, 9)	3
Hlth 1600	First Responder	3
PE 1010	Physical Fitness	2
PolS 1140	State and Local Politics (Goal Areas 5, 9)	3
Psyc 1165	Psychology of Adjustment (Goal Area 5)	3
Soc 1990	Special Topics	2-3
	TOTAL CREDITS	60

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).*

For transfer information: www.mntransfer.org/students

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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/students

Curriculum

Courses	Titles	Credits
Professional Courses taken at the Center for Criminal Justice and Law Enforcement:		
	Crime Investigation	3
	Criminal and Traffic Codes	3
	Law Enforcement Integrated Curriculum	9
	Legal Issues in Law Enforcement	3
	Patrol Operations	3
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
Phil 1020	Ethics (Goal Areas 6, 9)	3
Psyc 1165	Psychology of Adjustment (Goal Area 5)	3
Soc 1110	Introduction to Sociology (Goal Areas 5, 7)	3
Soc 1710	Introduction to Criminal Justice (Goal Areas 5)	3
Soc 1720	Police and Community	3
Soc 1730	Juvenile Justice	3
Soc 1750	Families in Crisis (Goal Area 5)	3
Soc 2210	Minority Groups (Goal Areas 5, 7)	3
Comm 1110	Principles of Interpersonal Communication (Goal Area 1)	3
MnTC Electives: Health and Physical Education, General Education and MnTC Electives must add up to 43		
	Humanities and Fine Arts (Goal Area 6)	2
	Natural Science (Goal Area 3) -or- Mathematical/Logical Reasoning (Goal Area 4)	4
	TOTAL CREDITS	64

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.

- *Applicants to the theory-based courses of the "Professional Licensing Program" must complete the nine prerequisite courses, or their equivalent, with at least a "C" grade (2.00 on a 4.00 scale) in each course and a cumulative GPA of 2.5.*
- *US citizenship is not required for admission to the "Professional Licensing Program;" however, applicants must be US citizens before being hired by a law enforcement agency.*
- *Applicants may not be convicted of a crime that would prohibit them from being admitted to the law enforcement program under the rules of the Minnesota Board of Peace Officer Standards and Training (POST).*

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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. The program of study includes general education courses, law-related courses, and legal specialty courses. The Paralegal program at North Hennepin Community College is approved by the American Bar Association.

What You'll Learn

After completing the Paralegal A.S. degree 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

This program prepares students to perform paralegal work in private law firms, government agencies, large corporations or transfer to a four-year institution in this discipline.

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	3
PLeg 1510	Intellectual Property	2
PLeg 2310	Criminal Law and Procedure	3
PLeg 2510	Contracts and Business Organizations	3
PLeg 2620	Property	3
PLeg 2710	Wills, Trusts and Estate Administration	3
PLeg 2810	Employment Search for Paralegals	1
	Total Elective Credits	*10*
	Total Legal Specialty Credits	*30*
General Education Courses - Required:		
Comm 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 2320	Writing: From Structure to Style (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
MnTC Electives:		
	Humanities and Fine Arts (Goal Area 6)	3
	Natural Science or Mathematical/Logical Reasoning (Goal Area 3 or 4)	3
	Additional MnTC Electives	5
	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.
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/students

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Paralegal Certificate

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes law related courses and legal specialty courses. The Paralegal program at North Hennepin Community College is approved by the American Bar Association.

What You'll Learn

After completing the Paralegal Certificate 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 to the work of paralegals
- 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

This certificate prepares students to perform paralegal work in private law firms, government's agencies or large corporations.

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	3
PLeg 1510	Intellectual Property	2
PLeg 2310	Criminal Law and Procedure	3
PLeg 2510	Contracts and Business Organizationsy	3
PLeg 2620	Property	3
PLeg 2710	Wills, Trusts and Estate Administration	3
PLeg 2810	Employment Search for Paralegals	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 a(n) Associate in Science, Associate in Art, Bachelor's, or higher degree may apply for a paralegal certificate upon successful completion of the paralegal courses only.

For transfer information: www.mntransfer.org/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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Building Inspection Technology Certificate

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

Curriculum

Courses	Titles	Credits
BIT 1050	Foundations of Construction Codes and Inspections	3
BIT 1150	Residential Plan Review and Field Inspections	4
BIT 1250	Commercial Plan Review and Field Inspections	4
BIT 1900	Legal and Administrative Aspects of Construction Codes	3
	TOTAL CREDITS	14

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	Principles of Management	3
CMSV 2880	Construction Estimating	4
CMSV 2890	Building Organization & Technology	3
CMSV 2100	Soils & Concrete Technology	3
CMSV 2875	Mechanical & Electrical Systems	4
ENGR 1200	Engineering Graphics	3
Electives[1] - Choose from the following:		
CMSV 2870	Construction Management [2]	3
CMSV 2900	Construction Scheduling [2]	3
CMSV 2895	Construction Mgmt Internship [2]	3
BUS 1300	Legal Environment of Business [3]	3
BUS 1220	Effective Supervision [3]	3
General Education Curriculum:		
Students choose between Math 1200 or Math 1221		
Art 2300	Architectural History (Goal Areas 6, 8)	2
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
Math 1200	Calculus Survey (Goal Area 4) - or -	
Math 1221	Calculus I	3-5
Phil 1020	Ethics (Goal Area 9)	3
Phys 1201	Principles of Physics I (Goal Area 3)	5
Psyc 1150	General Psychology (Goal Area 5)	3
Comm 1110	Interpersonal Communication (Goal Area 1)	3
Additional MnTC Electives[4]		0-2
	TOTAL CREDITS	60

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.
1 Students should consult with a counselor about the best course selection options.
2 Intended for students interested in a direct career path.
3 Intended for students transferring to the Minnesota State University Moorhead B.S. program.
4 It is recommended that students intending to transfer to the University of Minnesota B.A.S. or Minnesota State University Moorhead B.S. program consult with a counselor about the best course selection options.

For transfer information: www.mntransfer.org/students

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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
ACCT 2111	Financial Accounting	4
BUS 1200	Principles of Management	3
CMSV 2870	Construction Management	3
CMSV 2880	Construction Estimating	4
CMSV 2890	Building Organization & Technology	3
CMSV 2900	Construction Scheduling	3
CMSV 2100	Soils & Concrete Technology	3
CMSV 2875	Mechanical & Electrical Systems	4
ENGR 1200	Engineering Graphics	3
	TOTAL CREDITS	30

For transfer information: www.mntransfer.org/students
Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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(Pre) Engineering A.S. Degree

The Associate of Science degree program in (Pre) Engineering is designed to prepare students for continued study in a baccalaureate degree program in engineering.

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:		
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Engl 1201	College Writing I (Goal Area 1)	4
Engl 1202	College Writing II (Goal Area 1)	2
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
Phil 1020	Ethics (Goal Area 6 and 9)	3
Phys 1601	General Physics I (Goal Area 3)	5
Phys 1602	General Physics II (Goal Area 3)	5
Program Specific Courses, choose one of the following:		
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
Program Specific Courses, choose one of the following:		
CSci 1120	Programming in C/C++ Language -or-	
CSci 1130	Introduction to Computer Programming in Java -or-	
CSci 1190	Introduction to C++ Programming	4
Program Specific Courses, Engineering Course:		
Engr 1000	Intro to Engineering	3
	TOTAL CREDITS	62
Additional Recommended Course:		
Engr 1200	Engineering Graphics	3

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 Public Works Certificate is 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 certificate courses.

Curriculum

Courses	Titles	Credits
Engl 1201	College Writing I (Goal Area 1)	4
Bus1210 Comm 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	23

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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Gainful Employment Program Information: www.nhcc.edu/gainfulemployment

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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 in developing vocabulary such as word parts and context clues. Students will take weekly quizzes and engage in a variety of exercises to learn new words. *Credit does not apply to a degree.Placement in this class is determined by student's score on the reading assessment test.*

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 prereading, 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. Students who place into ADEV 0951 are required to enroll in the full reading sequence (ADEV 0951 and ADEV 0952) during the first two terms at NHCC. Students who place into ADEV 0951 are required to enroll in this course during their first term at NHCC.*

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. Placement in this class will be determined by student's reading assessment score and/or successful completion of ADev 0951. Prerequisite: For Nursing program students, ADEV 0951 with a grade of B better OR equivalent reading assessment test score. For non-nursing program students, ADEV 0951 with a grade of C or better OR equivalent reading assessment test score.*

ADEV 0961
College Learning 1 .....2 Credits
In this course, students will learn to use specific strategies for successfully reading college texts. They will be able to articulate the 3-stage reading process and reasons for using the PDQ3R approach to reading, as well as the connection between self-motivation and reading strategies. They will successfully use annotation to document their reading comprehension strategies.

ADEV 0962
College Learning 2 .....2 Credits
In this course, students will focus on the organization of information in college texts. At the end of this course, they will be able to identify a variety of organization structures, identify main ideas in both paragraphs and extended passages, and point out supporting and minor details in those passages.

ADEV 0963
College Learning 3 .....2 Credits
In this course, students will use a variety of forms of note taking to support their reading comprehension in a variety of college texts, including taking double-column notes, outlining, summarizing, and creating graphic organizers.

ADEV 0964
College Learning 4 .....2 Credits
In this course, students will practice applying a variety of reading/learning skills - including PDQ3R, KWL, annotation, identification of text structures and organization, and note taking - to textbook chapters in specific disciplines.

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.*

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. *BUS 1010 and ADEV 1010 are the same course; credit may not be earned for both. Recommend students in this course also enroll in BUS 1000 Career Planning or 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. For Nursing program students, ADEV 0952 with a grade of B better OR equivalent reading assessment test score.*

ADEV 1990
Special Topics.....1-4 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Accounting

ACCT 1990
Special Topics.....1-4 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

ACCT 2100
The Accounting Cycle .....1 Credit
The purpose of this course is to provide the beginning accounting student a basic understanding of the "Debit & Credit" concept along with a basic understanding of assets, liabilities, owners 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 Capstone Course .....3 Credits
This final capstone course in the accounting sequence is designed to extend and integrate your understanding of theoretical and practical issues in accounting, including the analytical and decision making processes for business enterprises. Further development of theoretical and practical issues from prerequisite courses and reinforcement of communication skills (writing, discussion, and presentation) are central elements of this course. This course will provide the student with the ability to enter the job market or transfer to a four year school with a good understanding of the accounting functions of a small business. *Note: 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 with QuickBooks .....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. *Note: 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 2111*

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 business income tax statements. *Prerequisite: Acct 2111*

American Sign Language

ASL 1101
American Sign Language I (Goal Area 8) .....4 Credits
This course teaches the basics for communication with Deaf and Hard of Hearing individuals. The course includes 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 is a continuation of 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.

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 will introduce more complex ASL structures. *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 Deaf and Hard-of-Hearing 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 Anthropology: Physical Anthropology, Archaeology & 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 does include a lab-like experience.*

ANTH 1130
The Archaeology of Prehistoric Europe
(Goal Areas 5 and 10) .....3 Credits
Anthropology is concerned with the many ways that humans have adapted to their physical and social environments, including the systems of meaning and social organization that they use, as well as the historical development of those adaptions. There are a number of subfields within Anthropology in America: (Archaeology, Physical Anthropology, Linguistics, and applied Anthropology), and this course focuses on the remote past of Europe before the advent of writing (history), as revealed through archaeological research. We will focus primarily on Temperate Europe (north of the Alps), but to do so we will repeatedly run into the sophisticated cultures of the Mediterranean Basin. Evidence will be considered starting with the first people in Europe, through millennia of hunting and gathering, and then the broad changes that occurred with the advent of agriculture and metal use, and the increasing societal complexity, ending with the coming of the Romans who brought "civilization" to their northern neighbors.

ANTH 1990
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

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 Area 6 or 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 1100
Creative Suite: Art, Design and the Web.....2 Credits
An introduction to creating art, designing for print and the web using Adobe Creative Suite. Students will learn how to use Photoshop, Illustrator, InDesign, and Dreamweaver to produce creative design solutions for artwork, graphic design and web design. This course is for anyone with an interest in learning more about art, graphic design, web design and the Adobe Creative Suite.

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 or 1140, this class emphasizes the computer as a digital darkroom to create photographic images through the traditional camera or a digital camera. Course content includes an overview of basic photographic techniques 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 1170
Advanced Photography (Goal Area 6) .....3 Credits
This course blends traditional and digital photography introducing a variety of both film based and digital technology to support creative and personal visual investigation. *Prerequisites: Art 1101 and/or Art 1160*

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 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 the study of flat design with emphasis on solving design problems. Students will be engaged in the more complicated tasks of integrating contrasting elements such as nonobjective and objective shapes, naturalism and idealism, shape and mass. Personal expression, design development and visual thinking as well as specialized techniques and materials are included. Design from different cultures and different artists will be discussed. *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
Introduction 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 II 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 continues the study of drawing concepts using various media to explore color, the human figure, and representational as well as non-representational subject matter. Personal expression is emphasized. Students will examine the art of important artists who have used drawing successfully in their work. *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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

ART 2180
Art History: 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 2540
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.

ART 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.

ART 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. *Experience with digital photography and image editing (PhotoShop) is suggested.*

ART 2570
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. *Experience with digital photography and image editing (PhotoShop) is suggested.*

ART 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. *Prerequisites: Art 1301, Art 1340 and Art 2901*

ART 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: Art 1301, Art 1340 and Art 2901 or concurrently enrolled in.*

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 and Art 1340 is recommended.*

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 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 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 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.*

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 2810
Publication Design .....2 Credits
This course introduces the history and techniques of publication design and production and advances the student's skills in publication layout and page design. Concepts in magazine and book page layout are studied through lectures and studio projects. Printing technology is explored from design to production. Through experimentation and group discussions, students will learn how to refine their design concepts into a professional format. *Prerequisites: Art 1301, Art 1340 and Art 2901*

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 or concurrent enrollment.*

ART 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.

ART 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.

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. Students will need to provide their own transportation to Twin Cities area museums or galleries.

Biology

BIOL 1000
Life Science (Goal Area 3) .....4 Credits
The course introduces the breadth of biology from the principles of chemistry to ecology. The production and utilization of biological energy is explored at the cellular and organism level. The principles of inheritance and cellular reproduction are explored at the molecular, cellular level and organism levels. The unity and diversity of life and life processes is emphasized. The laboratory focuses on the techniques required to discover biological principles. Activities are hands-on. *(3 hours lecture, 3 hours lab)*

BIOL 1001
Biology I (Goal Area 3) .....4 Credits
This course focuses on the concepts of biological chemistry, cell structure and function, cellular metabolism, modeuler genetics and heredity. Although the course is intended for science and allied health majors, it is open to all interested students. High school chemistry and college 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 of college chemistry is recommended. *(3 hours lecture, 3 hours lab) Prerequisite: Biol 1001*

BIOL 1030
Boundary Waters Canoe Area Field Biology
(Goal Areas 3 and 10) .....4 Credits
This is a lecture, lab, and field based course in which students will study the biological communities and ecology of the mixed coniferous/deciduous forests, lakes, and wetland ecosystems of the BWCA region. The course culminates with an eight to nine day long field trip to the area. This course is open to all students.

BIOL 1101
Principles of Biology I (Goal Area 3).....4 Credits
This is the first course in a two-semester biology sequence. This course introduces students to the concepts of cell structure and function, cellular metabolism, heredity and genetics. This course is intended for students for biological and physical science majors or those planning to enter a professional program. *(3 hours lecture, 3 hours lab) Co-requisite: Chem 1061*

BIOL 1102
Principles of 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 of college chemistry is recommended. *(3 hours lecture, 3 hours lab) Prerequisite: BIOL 1101; or BIOL 1001 with instructor permission and concurrent enrollment in CHEM 1061*

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 in non-lab science course.

BIOL 1130
Human Biology with a Lab (Goal Area 3).....4 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. This course has a lab component that incorporates active learning to support classroom content. *(3 hours lecture, 2 hours lab)*

BIOL 1160
Global Environment 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 a continuation of Biol 1230 Medical Terminology I – Basic. The focus is on applying proper 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 or concurrent enrollment.*

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

BIOL 2020
Animal Biology (Goal Area 3) .....4 Credits
This course provides a framework for understanding the phylogenetic relationships among the major groups (phyla) of animals. Knowledge of the ecology, morphology, and evolutionary history of the phyla informs the student's understanding of how diverse groups of animals have solved the common problems of existence (e.g., feeding, movement, respiration, and reproduction) and how their solutions have given rise to increasing levels of structural complexity. The laboratory is an integral part of the course; activities are hands-on and require dissection of preserved animals. *(3 hours lecture, 4 hours lab) Prerequisite: Biol 1001 and Biol 1002, with a grade of C or better.*

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, with a grade of C or better.*

BIOL 2100
Microbiology (Goal Area 3).....4 Credits
This course is a study of bacteria, viruses, fungi and protozoa, infection, immunity, 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) Strongly recommend college level reading abilities, a working knowledge of elementary algebra and a medical terminology course. 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 the anatomy and physiology of the following organ systems: circulatory, non-specific and specific defenses, respiratory, digestive, urinary, reproductive 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 1050
Foundations of Construction Codes and Inspections .....3 Credits
Provides an introduction to the field of building inspection and construction codes. 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 administrations, plumbing, mechanical systems and information on the industry and types of positions that work in a building department. This course is intended to provide a student with a broad overview of the building inspection industry and construction codes.

BIT 1150
Residential Plan Review and Field Inspections .....4 Credits
Emphasizes techniques for plan review and field inspections on single family dwellings, townhomes, and accessory structures associated with dwellings, in accordance with the current International Residential Code (IRC). Students will learn about egress components, basic fire and life safety, building construction techniques, building components and systems, and other requirements related to residential dwellings.

BIT 1250
Commercial Plan Review and Field Inspections .....4 Credits
Emphasizes techniques for plan review and field inspections on commercial, industrial, multi-story buildings, and multi-family structures in accordance with the International Building Code (IBC). Discussion topics shall include, but not be limited to, occupancy classification, allowable area, types of construction, fire resistive construction, fire protection requirements, building systems and exiting.

BIT 1900
Legal and Administrative Aspects of Construction Codes .....3 Credits
Provides students with foundational concepts 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. Current issues in the industry will be discussed and integrated into the course as appropriate. The course will provide students with an understanding of public administration as it relates to a code official. *Prerequisites: BIT 1050 and BIT 1150*

Business

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.*

BUS 1010
Job Seeking Skills .....1 Credit
This course is designed to empower students with the skills and resources necessary to find a job. Topics covered will include effective job searching resources, developing interviewing skills, networking techniques and learning how to write effective resumes and cover letters. Students will develop their own dynamic resume and cover letter in this class and also learn many effective techniques to use before, during and after an interview. Students will develop a job seeking portfolio including their up-to-date resume and cover letter to help meet their goal of securing a job. *BUS 1010 and ADEV 1010 are the same course; credit may not be earned for both. Recommend students in this course also enroll in BUS 1000 Career Planning or 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
Essential Employment Skills .....3 Credits
This course focuses on the skills necessary to be successful and effective in the workplace. In addition to effectively contributing to a team while working with a diverse population, topics include: understanding human behavior, personal qualities of success, emotional intelligence, communication, workplace etiquette, conflict resolution, self-esteem, and goal setting.

BUS 1200
Principles of Management.....3 Credits
This course is an introduction to the functions of management: planning, organizing, directing, and controlling. The course explores how each of the management functions are implemented to impact organizational efficiency and effectiveness. Local, national, and global environments are presented as strategic factors to be understood by contemporary managers. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function 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 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 impacts the way we work and communicate and management's role will be covered. This course is for current or future managers or any student wishing to increase their business communication effectiveness. Emphasis will be placed on management communication techniques that empower employees to do their best work and succeed in business. *Recommended: Completion of ENGL 1201 College Writing I and CIS 1101 Business Computer Systems I prior to this course.*

BUS 1220
Effective Supervision .....3 Credits
This course focuses on the skills necessary to be successful when supervising and collaborating with others. Students will apply and develop skills in management functions, decision making, time management, communications, conflict resolution, leadership, quality improvement, motivation and personnel development. *BUS 1100 and BUS 1110 or business background recommended. Business 1110 is recommended to be taken first.*

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 1400
Business Mathematics .....3 Credits
This course provides the students with essential mathematical concepts and practical business applications of pricing, discounts, commission, simple and compound interest, installment buying, consumer credit, depreciation, taxes, simple business statistics, and other business finance situations. Problem-solving skills are developed. *Computational math skills are needed.*

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.
Recommended: An accounting course or relevant background.

BUS 1420
Principles of Credit .....2 Credits
This course includes a study of consumer and commercial credit. Topics include cash, trade, and retail credit; credit regulations; credit standards and decision making; credit organizations; collection policies and practices; and credit as a sales tool.

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. *Prerequisite: An accounting course or some knowledge of accounting.*

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. *BUS 1400 recommended.*

BUS 1450
Investments .....3 Credits
This course is a practical introduction to investments for the individual investor. The course focuses on stocks, bonds, mutual funds, REITs, annuities and other investment alternatives. Emphasis is placed on how to determine the value of stocks and bonds. The course will impart knowledge of practical value to anyone interested in becoming actively involved in managing personal investments. The main goals of the course are to provide understanding of the essential features of various investment instruments, their risk-reward relationships, for whom and under what circumstances the instrument is appropriate and how the market operates for buying and selling the various investment instruments.

BUS 1510
Operations Management .....3 Credits
This course is designed to provide the student with an understanding of the foundations of the operations function in both manufacturing and services. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization. The emphasis is on decision making (to include business ethics) in areas such as: facility requirements and utilization, control and coordination of resource inputs and outputs, types of transformation/conversion processes, and performance measurements. Diverse activities, such as determining the size and type of production process, purchasing the appropriate raw materials, planning and scheduling the flow of materials and the nature and content of inventories, assuring product quality, and deciding on the production hardware and how it gets used will be the primary content areas of this class. NOTE: Students are strongly encouraged to first take Principles of Management BUS 1200.

BUS 1600
Principles of 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. *Bus 1600 recommended.*

BUS 1640
Retail Management .....4 Credits
This course focuses on the exciting and dynamic nature of the retail industry. Topics include: the changing customer demographics, needs, and shopping behaviors; the development of retail formats, strategies and location opportunities to satisfy these needs; and the emergence of new technologies that dramatically affect retail operations. Students are provided an intensive study of the retail buying, merchandising, and management functions of a retail store. *Bus 1600 recommended.*

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

BUS 2000
Creative Field Project .....2 Credits
Students will do independent research on a project of their choice under the guidance of an instructor. This is a capstone course for students in a Business program.

BUS 2010
Internship Business .....3 Credits
This is a capstone course for students in a business program including: Accounting, Business Computer Systems and Management, Marketing, Management or Retailing. It includes practical, on-the-job training in a business or organizational environment under executive supervision and related learning activities. Internships are arranged on the basis of the student's interests and career goals. *Please contact the instructor for permission to register for this class.*

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. Recommended: Computer and internet literate.*

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
Introduction to Chemistry (Goal Area 3) .....4 Credits
An introduction to the basic concepts of Chemistry along with mathematical application, which include the atomic theory, periodic trends, stoichiometric relationships, kinetic-molecular theory, molecular structure, heat transfer, and chemical properties 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. *The course is designed for 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 with a grade of C or better. Consider taking CHEM 1000 for a science course with a lab portion that does not emphasize a strong math background.*

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 & light; the behavior of sound & 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
Special Topics.....1-5 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

CHEM 2061
Organic Chemistry I (Goal Area 3) .....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 (Goal Area 3) .....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

Communications

COMM 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.

COMM 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).

COMM 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.

COMM 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.

COMM 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 understand 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.

COMM 1510
Nonverbal Communication (Goal Areas 1 and 8) .....3 Credits
Nonverbal Communication is an essential component of all communication. This introductory course is intended to increase communication effectiveness in a variety of contexts, including interpersonal, intercultural, and workplace. Students will understand, assess, and practice their own nonverbal codes and cues as well as study other nonverbal codes and cues.

COMM 1610
Introduction to Mass Communication
(Goal Areas 1 and 9) .....3 Credits
Nonverbal Communication is an essential component of all communication. This introductory course is intended to increase communication effectiveness in a variety of contexts, including interpersonal, intercultural, and workplace. Students will understand, assess, and practice their own nonverbal codes and cues as well as study other nonverbal codes and cues.

COMM 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.

COMM 1990
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Computer Information Systems

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 Microsoft Word 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.

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. *Prerequisites: CIS1101. 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.*

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

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 Presentation PowerPoint .....3 Credits

This course introduces students to business presentation concepts and applications using the most current PowerPoint software. This course is for anyone who has to or wants 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 for PowerPoint. *Note: 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 to and import data from 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 with other applications (including the Internet) 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 Exam 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. Other concepts learned will include how to 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 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.

CIS 1300
Introduction to 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 their 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 their 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 e-mail 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 e-mail, 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.

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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

CIS 2310
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. Recommended: Computer and internet literate.

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

CSCI 1000
Computer Basics .....3 Credits
The students will get hands-on experience with an operating environment (the current version of Microsoft Windows) and Windows-based applications which include spreadsheets, word processors and presentation packages. The course enables students to use computers to process information and communicate using e-mail and World Wide Web.

CSCI 1020
Beginning Web Page Programming .....1 Credit
Students learn practical techniques and principles of Website authoring; create multimedia-enhanced commercial, entertainment or educational sites; and plan site maintenance, promotion and implementation of user feedback. *Prerequisite: Some experience with Microsoft Windows*

CSCI 1030
Programming for Internet .....3 Credits
This course covers the practical aspects of a programming language used for development of advanced Internet applications which include: on-line animation and interactivity, feedback, and browser control enhancements. The actual language used (JavaScript, Perl, or Java) will be chosen by the instructor. The course also includes a brief introduction to advanced HTML and CCC, uploading the site to a Web server and promoting it. *Prerequisite: CSci 1000 or 1010 or 1020 or CIS 1101 or 1102*

CSCI 1035
Introduction to Computer Programming with Games .....4 Credits
This is an introductory computer programming course. The students will engage in hands-on implementation of games and simulations in a graphics-enhanced development environment. The students will learn how to transform game scenarios into algorithms and programs, create user interfaces, and incorporate multimedia. *Basic computer skills are necessary for success in this class.*

CSCI 1040
Beginning Microsoft SQL Server.....3 Credits
The goal of this course is to teach students how to design, build and use databases utilizing Microsoft SQL Server. The students will also learn to enter and retrieve information. They will learn SQL commands and query creation, including complex multi-table joins, and analyze query results. Students will design their own databases and implement them on Microsoft SQL Server.

CSCI 1050
Computer Security Basics .....3 Credits
This class examines the issues surrounding computer security in today's highly technological world. The course is designed to provide an overview of security problems: technical issues and the principles associated with databases, networks, administrative controls, privacy, operating systems and programming. The knowledge gained from this course will allow programmers, instructional designers, information technology specialists and managers to better understand a variety of issues surrounding secure computing. *It is preferred that students have proficient computer skills.*

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 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 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 1180
Introduction to Linux Operating System .....4 Credits
This course introduces Linux, a popular open-source operating system and a variety of Unix. Topics include installing and using Linux, the architecture of Linux, using the command-line shell, the file system, common utilities (including text editors), and the basics of shell scripting. Hands-on work with Linux is a central part of this class. *Some experience in computer programming is recommended.*

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

CSCI 2001
Structure of Computer Programming I .....4 Credits
Students will 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

CSCI 2002
Structure of Computer Programming II .....4 Credits
This course continues using abstract data types and the concepts presented in CSci 2001 and introduces stacks, queues, linked lists, and trees. This course also covers advanced programming topics of recursion, sorting methods, and complexity measures. The object-oriented language Java will be used. *Prerequisite: CSci 2001*

CSCI 2010
Discrete Mathematical Structures .....4 Credits
This course includes topics of the mathematical methods of computer science: logic, combinatorics, recursion, complexity analysis, graph theory, Boolean algebra, and mathematical induction. *Prerequisite: Math 1221*

CSCI 2020
Machine Architecture and Organization .....4 Credits
As an introduction to computer organization and structure, this course includes beginning machine and assembly language programming. Topics to be covered include logic gates and Boolean algebra, basic elements of computing devices, basic components of a computer, data representation and number systems, micro operations, microprogramming, and input-output programming. *Prerequisite: 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

Construction Management/Supervision

CMSV 2100
Soils and Concrete Technology .....3 Credits
This course familiarizes students with the history and fundamentals of concrete, admixtures, soils and aggregates. The student will understand the interactions of concrete, weather, and soil conditions; the proper placement of concrete; bearing capacity of soils; and the basic principles of concrete and soil inspection.

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 2875
Mechanical and Electrical Systems .....4 Credits
This course will prepare students to identify, analyze, and evaluate all aspects of building mechanical, electrical, and plumbing systems. The students will explore a variety of systems found typical in both residential and commercial buildings and will have the opportunity to gain detailed knowledge on how systems are designed, constructed, and perform. This course is designed for construction managers, project superintendents, code officials, and other construction related industry professionals.

CMSV 2880
Construction Estimating and Scheduling .....4 Credits
This course explores the basic techniques and guidelines of estimating, critical path method (CPM), and the precedence diagramming method

(PDM) scheduling. The student will develop skills to prepare cost estimates and construction schedules by considering the important aspects of material takeoffs, labor, equipment, and time cost scheduling. Practical step-by-step cost estimating procedures and scheduling techniques will be applied to an actual construction project.

CMSV 2885
Construction Estimating .....4 Credits
This course explores the basic techniques and guidelines of estimating. The student will develop skills to prepare cost estimates considering the important aspects of material takeoffs, labor, equipment, and time. Practical, step-by-step cost estimating procedures will be applied to an actual building project.

CMSV 2890
Building Organization and Technology.....3 Credits
This course is an introduction to the varied technology that comprise buildings and an exploration into the sequential process of building construction. Theories of building types, functional organizations, and material applications are presented. This course also includes the identification of historic basis for, and comparison between, basic building materials and construction methods. The importance of building assembly sequences also is presented.

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.

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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Education

EDUC 1210
Introduction to Education.....3 Credits
This course will familiarize students will 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. It provides an overview of the engineering disciplines. A project-based approach will be used to give experience in skills, tools, and problem-solving methods associated with completing engineering design solutions.

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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

ENGR 2301
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
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
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 1601 and Math 1222*

ENGR 2511
Circuit Analysis I Laboratory .....1 Credits
This course is a laboratory which complements the lecture course Engr 2501. The topics to be covered include: resistance, voltage, current, Kirchhoff's laws, voltage divider, bridge circuits, power transfer, operational amplifiers, natural and step responses, and integrating amplifiers. *(2 hours lab) Prerequisite: Engr 2501 or concurrent enrollment*

English

ENGL 0900
Preparation for College Writing I .....3 Credits
This composition course introduces the 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: College required assessment for placement.*

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 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 1112
College Writing II (Goal Area 1) .....3 Credits
As a continuation of English 1111, this course requires writing based on novels, drama, poetry and/or nonfiction. Composition will focus on critical analysis of the literature and include standard forms of introducing evidence. A research paper using MLA documentation is required. *Prerequisite: Engl 1111*

ENGL 1140
Business Communications (Goal Area 1) .....3 Credits
This course further develops writing skills as adapted to business memos, letters, and reports, and includes consideration of audience, purpose, and format. Credit does not apply to 40 MnTC credits required in the A.A. degree. **English 1140 also is certified as a substitute for English 1202, but only for specified A.S. or A.A.S. degrees and Goal Area 1. Prerequisite: Engl 1201*

ENGL 1150
Introduction to Literature (Goal Area 6).....3 Credits
This course is designed to introduce students to a variety of literatures and to means to credibly examine that literature. It thus includes literary terms, critical approaches and their application to literature.

ENGL 1201
College Writing I (Goal Area 1).....4 Credits
This class provides extended practice in critical reading, writing, and thinking skills. Students will develop an effective writing process and work to achieve college-level competence in reading and responding to texts, visuals, events, and ideas in a variety of written formats, with an emphasis on the academic essay. Audience awareness, interpretation and analysis, logical reasoning, and persuasive and argumentative skills will be developed. MLA style documentation of primary sources will be included. *Placement by college assessment (includes both reading and writing levels); or a grade of C or higher in English 0950 Preparation for College Writing II; or a grade of C or higher in ESOL 1260 College Writing Skills Development plus an ESOL reading level at ESOL 1230 College Reading and Study Skills or above. College assessment test results are valid for 3 years. A satisfactory grade in ENGL 0950 is valid indefinitely. A satisfactory grade in ESOL 1260 is valid indefinitely.*

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 with a grade of C or higher*

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 .....2 Credits
Students will meet at least one hour each week in a laboratory format to edit and publish the student newspaper. 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.

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

ENGL 2010
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 1201*

ENGL 2020
Writing Stories (Goal Area 6) .....3 Credits
This course offers beginning instruction in the art of writing fiction. Exploring techniques for generating material, engaging in writing exercises, and critically examining contemporary short fiction are important aspects of this course. Students will develop a portfolio of their writing and will critique others' work in a writing workshop environment.

ENGL 2030
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 2270
Modern 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: Placement into English 1201*

ENGL 2310
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
Writing: From Structure to Style
(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 1201*

ENGL 2330
Hmong American Literature (Goal Areas 6 and 7).....3 Credits
Hmong American Literature explores the works of Hmong writers as represented in the novel, nonfiction, short stories, poetry, drama/film, and Paj Ntaub (stories recorded in tapestry). To a more limited extent, characterizations of Hmong in works by non-Hmong authors may be considered, as well as relevant works by Laotian American and Asian American writers.

ENGL 2340
Nature in Literature (Goal Areas 6 and 10).....3 Credits
This course surveys literature that examines the relation between human beings and the natural world as that relationship has been variously conceived by British, American, and other writers. The literary works studied may begin with the pastoral poetry of the English Renaissance and focus on literature from the late eighteenth-century, nineteenth century, and contemporary works. The primary consideration of this course is on how a literary idea of nature has been affected and effected by variations in culture, namely, changes in politics, economics, and technology that in diverse cultural and historical contexts have created conflicts between ecological and human interests. Ultimately this study leads to considering how the "green language" created by the writers under study has contributed to an eco-critical ethic that allows examination of current ecological sensibilities and the language that represents them. The course may also engage oriental literature, for many American and British authors have aligned their thinking on nature with eastern religions. Additionally, the content will reference painters, philosophers, and composers whose works contribute a relevant understanding of nature-as they may lead into relevant scientific considerations of nature. *Prerequisite: Engl 1201*

ENGL 2350
Women and Literature (Goal Area 6 and 7) .....3 Credits
This course concerns women as characters in literature and as writers of fiction, drama, and poetry. It may also explore the effects of role stereotypes upon individual women.

ENGL 2360
Global Literary Perspectives (Goal Areas 6 and 8).....3 Credits
Students will interpret world literature and film (either in translation or originally written in English) that present 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: Engl 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 students to North American Native American Literature. Readings may include fiction, non-fiction, poetry, songs, mythology, and film from traditional and contemporary authors. Special attention may be given to Native American authors with Minnesota connections, such as Louise Erdrich, David Treuer, and Susan Power.

ENGL 2390
American Working-Class Literature (Goal Areas 6 and 9) .....3 Credits
This course, providing much needed exposure to a largely overlooked body of writings, introduces students to a variety of classical and contemporary working-class texts that demonstrate literature¿s rich engagement with industrial, agricultural, domestic, and/or other labor in the United States. Encompassing writings by and about laborers and persons associated with labor, working-class literature reveals the often hidden ways that the material conditions and cultural expectations tied to class and work influence the shape of daily life and its literary expressions. Featuring textual, visual, and/or audio cultural productions, the course is designed to examine the problems and questions raised by working-class texts, which may include the changing nature of work, the dynamic experience of class, the historical circumstances that structure class, the intersection of literature and labor movements, the unstable definitions of literature, and the political dimensions of literature. The course may be organized historically or topically.

ENGL 2450
Survey of American Literature I (Goal Areas 6 and 7).....3 Credits
This course will provide students with a chronological overview of American literature, including major writers, literary developments (e.g. sentimentalism, gothic fiction, romanticism, transcendentalism) and key historical and social contexts, from the pre-colonial period to 1860. *Prerequisite: Engl 1201*

ENGL 2460
Survey of American Literature II (Goal Areas 6 and 7) .....3 Credits
This course will provide students with a chronological overview of American literature, including major writers, literary movements (e.g. local color, realism, naturalism, modernism, and post-modernism) and social and historical contexts, from 1860 to the present.
Prerequisite: 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. *Prerequisite: Engl 1900*

ENGL 2550
Survey of British 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, and Swift, among others, are studied in this course. *Prerequisite: Engl 1201 with coursework in literature strongly recommended.*

ENGL 2560
Survey of British Literature II (Goal Areas 6 and 8) .....3 Credits
This course covers the literature of Great Britain with its historical background from 1785 through the 20th century. The literature of the Romantic, Victorian, and Modern periods are studied in this course. *Prerequisite: Engl 1201 with coursework in literature strongly recommended.*

ENGL 2580
Shakespeare's Plays (Goal Areas 6 and 8) .....3 Credits
A study of the major plays of William Shakespeare that may include a close reading of the plays, consideration of acting methods, and evaluation of cinematic and theatrical presentations. *Prerequisite: Engl 1201*

ENGL 2900
Fantasy Literature .....3 Credits
This course surveys the literature from high fantasy through contemporary developments in the genre. It may 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 1201*

ENGL 2920
Writing Stories .....3 Credits
This is for those interested in developing their ability to write short fiction. *Prerequisite: Engl 1202 or 1112*

ENGL 2950
Mystery and Detective Fiction (Goal Areas 6 and 9) .....3 Credits
This course will introduce students to mystery and detective fiction as a literary genre and as popular literature, examining the conventions of suspense writing, possibly including hook, twist, red herring, back story, subplot, procedural, clues, and the ethical concerns of investigative methods and civic life. Discussion of various sub-genre styles will engage students in critical thinking applied to historical era, culturally diverse contexts, and gender roles in mystery writing.

ENGL 2960
Creative Writing Capstone Project .....1 Credits
This course is intended for students who are in the Creative Writing A.F.A. program and within a semester of completion. This capstone experience will focus on the writing and revision of a demonstrative portfolio of writing within a single genre, multiple genres, or blended genres (poetry, fiction, scriptwriting, and/or creative nonfiction). Students will work individually with faculty to develop and polish their writing for publication submission and movement toward further study and/or career options.

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 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. Students who place into ESOL 0830 are required to enroll in this course during their first term at NHCC.*

ESOL 0860
English 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 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 0930
Academic Reading and Study Skills .....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. Students who place into ESOL 0930 are required to enroll in this course during their first term at NHCC.*

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 skills for classroom lectures and skills for giving presentations. An examination of American English as spoken in college classrooms further develops proficiency necessary for successful college work. This course also reviews American English in terms of intonation, rhythm, stress, 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.*

Foreign Languages

See Arabic and Spanish

First Year Experience

FYE 1020
First Year Experience .....2 Credits
This course provides both first-time and returning students with academic and social interactions in order to make a successful transition to college. Through lecture, discussions, group activities, active learning exercises, and guest speakers, students are introduced to a variety of topics critical to academic success. The course empowers students to be actively engaged in their learning by understanding the culture of college and creating a learning plan that incorporates the use of study skills that will foster success in all of their course work.

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 Area 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 1990
Special Topics .....3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Geology

GEOL 1010
Minnesota Field Geology Series: 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. *Three-day field trip around Minnesota is mandatory. Course is open to all students.*

GEOL 1020
Minnesota Field Geology Series: 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
Minnesota Field Geology Series:
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
Minnesota Field Geology Series: 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
Boundary Waters Field Geology (Goal Areas 3 and 10) .....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)..3 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 Nino and biogeochemical cycling. *(3 hour lab)*
Prerequisite: Geol 1850 or concurrent enrollment.

GEOL 1990
Special Topics.....1-4 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Health

HLTH 1030
Personal and Community Health .....3 Credits
Come and learn how to make healthy choices! This class addresses itself to the needs and issues of the individual as related to current health matters in today's society. Our lifestyle and modern society both contribute and detract from the holistic health concept. This class will assist the student in developing a plan for achieving and maintain his/her personal health.

HLTH 1050
Stress Management .....3 Credits
Stress is one of the most commonly referred to, but least understood, of all health problems. 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
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 Health 1250 are the same: credit may not be earned for both. (2 hrs lecture, 2 hrs 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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

History

HIST 1010
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 1030
Colonial History of the Americas (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 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 social and cultural issues in United 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 1990
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

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 2700
History and Popular Culture (Goal Areas 5 and 9) .....3 Credits
This course examines the relationship between history and popular culture, with an emphasis on the value of popular culture entertainment as a historical source for both the past and the present. We will examine several examples of popular culture entertainment (including but not limited to film, novels, comics, etc) that are set in a historical period. Students are expected to gain a working knowledge of the historical periods depicted in selected popular culture sources, as well as the historical periods in which the sources were produced. Students will also examine questions of ethical representation of the past in popular culture. Through this course, students will begin to develop the skills necessary to analyze various types of sources as historical evidence. *It is recommended that students complete a 1000-level history course and a semester of college English before taking this course.*

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 1111-1112 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 H&E staining. *Prerequisite: Biol 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. *Prerequisites: HTN 1001*

HTN 2003
Histotechniques III .....3 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.
Prerequisites: 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: 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: 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: 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: 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 1990
Special Topics.....1-4 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter. *A student must be admitted to the Honors Program or PTK with a 3.5 GPA or better or with permission.*

Interdisciplinary Studies

INTD 1030

Introduction to Japanese Culture (Goal Areas 6 and 10).....3 Credits

This course is an introduction to and interdisciplinary exploration of Japanese culture. Through the study of Japanese humanities and fine arts, people and the environment, students will identify what makes Japanese Culture so unique and how "the Japanese Mind/Spirit" (nihon no kokoro) and their connection to the environment and other non-human species has shaped Japanese society from days of old to the present.

INTD 1040

American Indian Culture - Indigenous Peoples of Minnesota (Goal Areas 7 and 10) .....3 Credits

This American Indian cultural course will provide students with an overview, past and present, of the cultures of Indigenous Peoples of Minnesota, including music, dance, art, the oral story telling tradition and the American Indian connection with the environment and other non-human species. Students will also analyze how these vibrant cultures have survived oppression and genocide, and continue to thrive. Through exploring this living culture, students will gain understanding of Indigenous People's strong connection with, and stewardship of, the environment, learn about an important aspect of human and global diversity, and our interconnectedness with each other and our environment.

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. *Note: 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

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. Prerequisite: Math 0800 with a C or better or Placement Test.*

MATH 0902

Intermediate Algebra.....4 Credits

This is the second course in a two-course developmental algebra sequence. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: introduction to functions, linear functions, radicals and rational exponents, quadratic equations and inequalities, and systems of equations, particularly linear equations. Additional topics may include exponential and logarithmic functions and their graphs. *Credit does not apply to a degree. Prerequisite: Math 0901 with a C or better or Placement Test.*

MATH 0980

Pre College Algebra .....5 Credits

A very accelerated combination of Math 901 and Math 902 in one semester. This course is designed for students who have successfully completed algebra courses in the past. Topics covered include linear equations and inequalities, integer and rational exponents, polynomial algebra, polynomial factoring, rational expression algebra, introduction to functions, quadratic equations and inequalities and systems of linear equations. Additional topics may include exponential and logarithmic functions and their graphs. This course emphasizes the acquisition of by-hand skill. *Credit does not apply to a degree. Prerequisite: Placement Test*

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 or 0980 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 or 0980 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 or 0980 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 or 0980 with grade of C or better.*

MATH 1140
Finite Mathematics (Goal Area 4) .....3 Credits
This course is designed primarily for the non-science major. Several business and financial applications are covered. These applications may include systems of equations, linear programming (maximizing profit, minimizing cost), the interdependence of different sectors in an economy, and interest rates as they pertain to credit cards, short-term loans, and mortgages. Although some computer applications may be included, no prior experience is necessary. Additional topics may include: introductory statistics and probability, combinatorics (the number of ways of arranging objects), game theory, coding, and Markov chains (multi-step games/decisions). *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 or 0980 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 very accelerated combination of Math 1150 and 1170 in one semester. It is recommended for strong students or can be used also as a refresher course for students who have successfully completed those two courses in the past. Topics include polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Additional topics may include polar coordinates, vectors, parametric equations, conic sections, and sequences and series. *Prerequisite: college math placement level or successful completion of Math 0902 or 0903 or 0980 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
Special Topics.....1-5 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

MATH 2000
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*

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, cural and gradient divergence, and Stokes' theorem are also included. Emphasis will be on learning relevant mathematical methods. *Prerequisites: Successful completion of Math 1222 with a 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 will introduce the student to the general role of health care provider as well as the specific role of the Medical Laboratory Technician. Basic aspects of medical terminology, laboratory safety, quality control, microscopy, pipetting techniques, laboratory mathematics, and venipuncture technique also 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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

MLT 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.....1 Credit
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 pre-transfusion 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. Through active learning students will participate in collaborative artistic study culminating in choral performance of works from a variety of cultures and historical periods. *May be repeated for credit.*

MUSC 1150
Chamber Singers .....1 Credit
This course is a select auditioned group of singers which will perform a wide spectrum of choral repertoire from Madrigals to Vocal Jazz. Auditions will be held early fall semester for the yearly commitment. *May be repeated for credit.*

MUSC 1160
Large Ensemble (Goal Area 6) .....1 Credit
This course is an instrumental performance ensemble that plays a variety of musical literature. Enrollment is open to all students who are able to minimally play their instrument at a High School level. The ensemble is open to all students who meet this criterion. Students should provide their own instrument. Percussionists should provide their own sticks/mallets. One to two performances each semester are scheduled as well as weekly rehearsals. Additional rehearsals may be required. *May be repeated for credit. Note: Student should be able to minimally play their instrument at High School level.*

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 or two performances each semester are scheduled as well as weekly rehearsals. Additional rehearsals may be required. *May be repeated for credit.*

MUSC 1180
Small Group Performance Ensemble (Goal Area 6) .....1 Credit
This course is a small ensemble performance opportunity. An ensemble work may be made up of strings, percussion, winds, guitars, voice, or any instrumental grouping that may be possible depending on need and interest. Depending on their primary instrument, a student will be placed in a section of this course that corresponds to their instrument. The ensemble will play a variety of composed and/or improvised literature. Primarily for A.F.A. music student, the course is open to all who have the ability to read musical notation and perform competently. However, permission for placement into the course is required. Music faculty must be consulted for placement in the appropriate section. Weekly rehearsals and end-of-semester performance is required. Additional rehearsals may be required. *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. Through the understanding and application of the elements of music, students will be able to distinguish cultural styles and genres.

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 1241
Music Theory I (Goal Area 6).....3 Credits
This course is the first of a four semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory I and Music Theory II are: notation, intervals, rhythm, scale patterns, melodic forms, harmonic conventions, four-part chorale structure, formal structure (binary, ternary). *While this course is open to all, to be successful in this course, entering students must have a solid knowledge of note names, scale patterns and note rhythms such as that learned in MUSC 1200 Fundamentals of Music. This course is required for A.F.A. music majors.*

MUSC 1242
Music Theory II (Goal Area 6) .....3 Credits
A continuation of Music Theory I, this course is the second of a four-semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory I and Music Theory II are: notation, intervals, rhythm, scale patterns, melodic forms, harmonic conventions, four-part chorale structure, formal structure (binary, ternary). *This course is required for A.F.A. music majors.*

MUSC 1251
Ear Training and Sight Singing I.....2 Credits
This course is the first of a four-semester series of courses that train students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. *While this course is open to all, to be successful in this course, entering students must have a solid knowledge of note names, scale patterns and note rhythms such as that learned in MUSC 1200 Fundamentals of Music. This course is required for A.F.A. music majors.*

MUSC 1252
Ear Training and Sight Singing II .....2 Credits
This course is the second of a four-semester series of courses that train students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. *This course is required for A.F.A. music majors.*

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
This course may include but is not limited to early American music, jazz, American musical theater, pop, rock, and rap. The history of popular music in Western Culture will be presented. Students will learn to identify the music styles contained under the broad umbrella of Rock 'n Roll. Students will also learn about the historical, social, cultural and political influences on popular music.

MUSC 1501
Class Guitar I (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 1502
Class Guitar II (Goal Area 6) .....2 Credits
This course is for the advanced beginning guitar student who has completed MUSC 1501, Class Guitar I, guitar students wanting to fill in gaps in their knowledge from previous musical experience, or wanting to continue their guitar studies in a classroom environment. To be successful in this class, the student should have completed MUSC 1501 Guitar Class I or be at the appropriate skill level. It covers guitar techniques and musicianship skills used in a variety of different styles of music. Students will also study different types of written musical notation, as well as 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 lessons of 1/2 hour per week (during fall and spring semesters). 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
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 Music: Voice (Goal Area 6) .....1 Credit
This course is private voice instruction with lessons of one-half hour per week. Students will expand upon basic vocal technique and skills and will extend their technical ability and style interpretation skill through vocal repertoire from various cultures and historical periods. Students will extend their ability to interpret and create artistic expression through song. *This course may be repeated for credit. Special Music Fees apply. MUSC 1600 Class Voice strongly recommended before taking this course.*

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. *To be successful in this class, the student should have completed MUSC 1801 Class Piano I or be at the equivalent skill level.*

MUSC 1810
Applied Music: Piano (Goal Area 6) .....1 Credit
This course is private piano instruction with lessons of 1/2 hour per week (during fall and spring semesters). 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: Strings (Goal Area 6) .....1 Credit
This course is private instruction on a stringed instrument (violin, viola, cello, bass) lessons of 1/2 hour per week (during fall and spring semesters. 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: Percussion (Goal Area 6) .....1 Credit
This course is private instruction on percussion instruments (e.g., drums, xylophone, marimba, or tympani) lessons of 1/2 hour per week (during fall and spring semesters). 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: Brass (Goal Area 6).....1 Credits
This course is private instruction on a brass instrument (e.g., trumpet, trombone, French horn, baritone, tuba) lessons of 1/2 hour per week (during fall and spring semesters. 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: Woodwinds (Goal Area 6) .....1 Credit
This course is private instruction on a woodwind instrument (saxophone, flute, clarinet, oboe or bassoon) lessons of 1/2 hour per week (during fall and spring semesters. 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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

MUSC 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. Admission to this course is by permission only. PLEASE CONTACT THE INSTRUCTOR FOR PERMISSION TO REGISTER.*

MUSC 2170
History of Music I: Medieval Through Classical Eras
(Goal Areas 6 and 8) .....3 Credits
This course is a historical survey primarily of music rooted in the European tradition. The timeframe of study will focus on eras referred to as the Medieval, Renaissance and Baroque periods with some references to the roots of western music in ancient cultures. Music will be studied from the viewpoints of musical styles, genres, performance practices, as well as cultural and historical contexts of those eras.

MUSC 2180
History of Music II: Romantic Era to the 21st Century
(Goal Areas 6 and 8) .....3 Credits
This course is a historical survey primarily of music rooted in the European traditions. The timeframe of study will focus on eras referred to as the Romantic and late Romantic periods through the 20th century. Music will be studied from the viewpoints of musical styles, genres, performance practices, as well as cultural and historical contexts of those eras.

MUSC 2241
Music Theory III (Goal Area 6) .....3 Credits
A continuation of Music Theory I & II, this course is the third of a four-semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory III and Music Theory IV are: Sixth, ninth, eleventh, thirteenth chords and their variants; counterpoint (two-voice), formal structures (fugue, sonata allegro, rondo, variation); pre-20th century tonality and 20th century atonality; music composition not based in tonal sound. *This course is required for A.F.A. music majors.*

MUSC 2242
Music Theory IV (Goal Area 6) .....3 Credits
A continuation of Music Theory III, this course is the final in four-semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory III and Music Theory IV are: sixth, ninth, eleventh, thirteenth chords and their variants; counterpoint (two-voice), formal structures (fugue, sonata allegro, rondo, variation); pre-20th century tonality and 20th century atonality; music composition not based in tonal sound. *This course is required for A.F.A. music majors.*

MUSC 2251
Ear Training and Sight Singing III .....2 Credits
This course is the third of a four-semester series of courses that train students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. *This course is required for A.F.A. music majors.*

MUSC 2252
Ear Training and Sight Singing IV .....2 Credits
This course is the final of a four-semester series of courses that train students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. *This course is required for A.F.A. music majors.*

MUSC 2970
Music Appreciation Field Trip (Goal Area 6) .....1 Credit
This course consists of a series of concert or music experiences in the Twin Cities area or another cultural center, e.g. New York, Washington, D.C., to experience a variety of musical performances, lectures, demonstrations, and facilities. Students will study and experience the compo-

nents that go into live music performances. In addition to live performances, students may tour architecture, museums and galleries to better analyze and understand the background against which the musical performances take place. Special fees may be applied. This course may be repeated for credit. Students will need to provide their own transportation to area concerts, museums or other venues.

Natural Science

NSCI 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)*

NSCI 1010

Science of Disaster Workshop I (Goal Area 3) .....1 Credit

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 1020

Science of Disaster Workshop II (Goal Area 3).....1 Credit

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 1030

Science of Disaster Workshop III (Goal Area 3) .....1 Credit

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

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)*

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)*

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: Prior or concurrent enrollment in Phys/NSci 1060 AND Math 0902 or equivalent. If taking this course concurrently with PHYS 1060, you must obtain instructor permission and complete appropriate paperwork for pre-requisite override.*

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)*

NSCI 1071

Stars and the 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: Prior or concurrent enrollment in Phys/NSci 1070 AND Math 0902 or equivalent. If taking this course concurrently with PHYS 1070, you must obtain instructor permission and complete appropriate paperwork for pre-requisite override.*

NSCI 1110
Minnesota's 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 1120
Meteorology (Goal Areas 3 and 10).....4
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)*

NSCI 1990
Special Topics.....1-4 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Nursing

NURS 1000
Dosages and Calculations .....1 Credit
Students learn to interpret and read medication orders and equipment related to drugs. They will learn proper calculation of oral and parental dosages for adults. In addition to the above, concepts of nursing process and logical thinking are employed throughout the course. Particular attention is paid to safety situations that in actual practice have resulted in medication errors. These include misreading of labels, relying on calculators to perform arithmetic, and miscalculation of dosage.

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 concepts of nursing practice categorized as physiological, psychological, and professional. Students will begin to apply the concepts throughout the course. Further, constructs including professionalism, leadership, quality, safe, evidence-based patient-centered care, collaboration, critical thinking, and information technology are introduced. 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. Course activities are selected to allow application of the concepts and constructs. Selected experiences in the basic care of patients are utilized in the clinical setting. *Prerequisites: Admission to Nursing Program; Biol 1001, Biol 2111 and Comm 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: Nursing 1211; Biol 2112 and Psyc 1150 or concurrent enrollment Nurs 1213.*

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 Comm 1110*

NURS 1990
Special Topics.....1-4 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

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 1201 and Soc 1110 or concurrent enrollment.*

NURS 2212
Manager of Care and 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*

NURS 2300
Principles of Pharmacology in Nursing Practice .....3 Credits
The content of this course 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 nursing role in drug management across the lifespan, and across the spectrum of health and illness. The focus is on drug classes and drug prototypes, their actions, therapeutic use, adverse effects, nursing implications, and client teaching. Emphasis is placed on individual responsibility and client safety. *Note: Completion of an introductory or fundamental nursing course is recommended. Prerequisite: Biol 2111*

Paralegal

PLEG 1111
Introduction to 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 Legal Profession.....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. *Requirements: 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 1411*

PLEG 1990
Special Topic .....3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

PLEG 2211
Legal Research and Writing I.....3 Credits
This course 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 1201 and PLeg 1111*

PLEG 2212
Legal Research and Writing II .....3 Credits
This course is a continuation of Legal Research & 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 2310
Criminal Law and Procedure.....3 Credits
This course presents a study of the substantive and procedural aspects of criminal law and the role of the paralegal working in the area of criminal defense or criminal prosecution. Students will study the general principles of criminal liability, analysis of particular crimes, parties to crimes, and the substantive defense to crimes. Constitutional safeguards and procedures from arrest through trial, sentencing, punishment, and appeal are also studied. This course also examines the ethical considerations relating to criminal law and procedure. *Prerequisite: PLEG 1111 Note: All Paralegal program and course prerequisites are enforced. This course may not be used as a substitute for SOC 1710 in any NHCC programs which include SOC 1710 as a required course.*

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 principals 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. The course is designed with 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; PLeg 2211.*

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
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 Area 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
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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Physical Education

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. PE 1010 is self-paced and for persons who are motivated and self-disciplined. The course does not have regular meeting times, but rather is an open lab, so one must "schedule" workouts independently, and stick to that schedule for success. The complete body workout involves Super-Circuit and Cardiovascular machines, followed by a brief stretching period to increase flexibility. The separate guideline outlines your entire workout in the Fitness Center, including guidelines for heart rate zones during each part of the workout, guidelines for amount of weight and number of repetitions during the Super Circuit, and when and how to stretch. The course is intended for the student who is self-disciplined and schedules the workout three times weekly for at least 60 minutes throughout the entire semester, thus establishing a habit of lifetime fitness. *This course may be repeated for credit.*

PE 1020
Adult Fitness.....1 Credit
Adult fitness exercises are designed to reclaim the variety of movement and the strength that helps to make living pleasurable. Full joint mobility is explored for its worth in contributing naturally to daily physical maintenance. Classes provide an opportunity to learn how to take full charge of the physical equipment we have and bring it to full potential. *Recommended for students over 30 years old. This course may be repeated for credit.*

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 may develop fundamental skills in the Olympic and power lifts and work on training methods. *This course may be repeated for credit.*

PE 1070
Soccer .....1 Credit
This course includes instruction and practice in skills of soccer through drills and game play. Rules, terminology, and strategy also are studied.

PE 1110
Co-Ed Softball 1
This course includes instruction and practice of skills of co-ed softball through drills and game play. History, rules, terminology and strategy are included in this course. *Note: Students must provide their own softball glove.*

PE 1130
Leisure Time Games .....1 Credit
Introduction and participation in selected individual and team games of a recreational nature are the core of this course. Rules and techniques are included in this course.

PE 1140
Recreational Games .....1 Credit
Students learn to teach/present low organizational games. Members of the class will present and participate in the various games.

PE 1151
Golf I .....1 Credit
A beginners 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. Note: Students must provide their own golf clubs and golf balls.*

PE 1152
Golf II .....1 Credit
The nine fundamental errors in golf are analyzed to help students correct individual errors. Match play is arranged between class members using established handicaps. *Note: Students must provide their own golf clubs and golf balls.*

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 .....1 Credit
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 1230
Basketball .....1 Credit
This course provides instruction and practice in skills of basketball through drills and game play. Rules, terminology, and strategy are included.

PE 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
Wellness for Life 3
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 Health 1250 are the same; credit may not be earned for both. (2 hrs lecture, 2 hrs lab)*

PE 1260
Kinesthetic Learning.....1 Credit
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 can 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.

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 Exploration .....3 Credits
This course is an exploration of the various types of body movements. It will include locomotor movements, spatial elements, tumbling skills, rhythmic movements, as well as an introduction to paired and group cooperative activities. It will incorporate developmental motor skills and low ropes 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 1700
Canoe Camping .....3 Credits
This course prepares the student for camping in the Boundary Waters Canoe Area. Students learn food preparation, handling, and bagging in bear country. Other areas emphasized are water purification, exercising in extreme heat, and camping rules specific to the BWCA. Minimal Impact Camping guidelines are followed on the actual trip into the BWCA.

PE 1710
Wilderness Camping .....3 Credits
This course is designed to prepare the student enrolled in the Outdoor Education Program for 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 1730
Conditioning for Rocky Mountain Backpacking .....1 Credit
A combination strength and aerobic conditioning program designed to help students enrolled in the Wilderness Backpacking package adapt to altitude and climate conditions they will experience on the trip. Students are required to have a physical exam prior to the trip, and should be in moderate to excellent physical condition.

PE 1740
Hiking .....1 Credit
This course 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. *This course may be repeated for credit.*

PE 1760
Introduction to 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 1800
Aerobics .....1 Credit
This course provides instruction and practice in a physical fitness program which involves a series of vigorous movements. Music is utilized with a combination of dancing, jogging, and jumping. *This course may be repeated for credit. Good general health is recommended.*

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. Good general health is recommended.*

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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

PE 2101
Concepts of Personal Training .....4 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. *(4 hours lecture, 2 hours lab)*

PE 2102
Applications of Personal Training .....2 Credits
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. *(3 hours lecture, 3 hours lab) Prerequisites: Biol 1120*

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 & light; the behavior of sound & 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. (3 hours lecture, 3 hours lab) 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 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
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: Prior or concurrent enrollment in Phys/NSci 1060 AND Math 0902 or equivalent. If taking this course concurrently with PHYS 1060, you must obtain instructor permission and complete appropriate paperwork for pre-requisite override.*

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)*

PHYS 1071
Stars and the 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: Prior or concurrent enrollment in Phys/NSci 1070 AND Math 0902 or equivalent. If taking this course concurrently with PHYS 1070, you must obtain instructor permission and complete appropriate paperwork for pre-requisite override.*

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 allied health or paramedical student with a concentrated treatment the basic physics principles of ultrasound which would be needed for follow on courses in the Allied Health field. *Completion of one college level science course and college algebra is strongly recommended.*

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 laboratory) Prerequisite: Math 1221*

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
Special Topics.....1-5 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

Political Science

POLS 1100
American Government and Politics (Goal Areas 5 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 Areas 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
Comparative Politics (Goal Areas 5 and 8) .....3 Credits
This course examines and compares the organization and politics of modern governments around the world. Countries studied exemplify larger course themes of political institutions, political culture, elections, public policy, democratization, economic development, and comparative methodology.

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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

POLS 2130
Constitutional Law (Goal Area 5) .....3 Credits
This course will acquaint students with the content of the United States Constitution and its amendments; its interpretations within political, social, and historical contexts; and will examine the reasoning process in major judicial decisions. *Prerequisite: Soc 1710 or PolS 1100*

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 can only be registered upon 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
Psychology 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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

PSYC 2320
Abnormal Psychology (Goal Area 5) .....3 Credits
This course is an introduction to the origin, classification, and treatment of psychological disorders. Topics include historical and research issues, adjustment reactions to stress, neuroses, personality disorders, psychoses, types of psychotherapy, legal and ethical issues. *Prerequisite: Psyc 1150 or consent of instructor.*

PSYC 2330
Personality (Goal Area 5).....3 Credits
This course provides a review of the major theories of personality which typically include the psychodynamic, behavioral, cognitive, humanistic and trait approaches. *Prerequisite: Psyc 1150*

PSYC 2340
Human Sexuality (Goal Areas 5 and 7) .....3 Credits
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*

PSYC 2350
Multicultural Psychology (Goal Areas 5 and 8).....3 Credits
This course is an introduction to diversity and multiculturalism within psychology. Students will have a broad understanding of extant research on diversity from a wide variety of perspectives including international perspectives. Topics covered include: culture and identity, group behavior, stereotyping and prejudice, cross-cultural research, and international research. *Prerequisite: Psyc 1150 or consent of instructor and Comm 1310 is highly recommended.*

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.

PUBW 1060

Public Administration Skills .....4 Credits

Introduces and develops an understanding of leadership and management theories and their application to public administration. Areas studied include budgeting and budget processes, techniques of personnel management, labor relations, and public policy analysis. Emphasis will be placed upon applying public administration topics by researching and preparing administrative reports and legal documents, formal presentations, and analyzing relevant data for elected official review. Students will acquire a broad-based understanding of public administration and the complexities of this occupational field. This course is designed for the public works supervisor or other governmental officials interested in the application of local government policies and how they pertain to public works.

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. *Prerequisite: Soc 1110*

SOC 1720

Police and Community 3

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, Introduction to Sociology, is recommended before taking this class.*

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
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

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 or Consent of Instructor*

SOC 2740
Criminal Behavior .....3 Credits
This course introduces students to crime and criminal behavior from a sociological perspective. Topics include: major sociological theories of criminal behavior, research on crime and social control issues, victimization, violent and property crime, white-collar, political, public order and organized crime. *Prerequisite: Soc 1110*

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 1050
Spanish for Health Care Workers .....3 Credits
This course is designed for students in medical and health care areas who want to develop fundamental skills in conversational Spanish as related to their daily activities. The course activities are divided into two major sections: First, basic language skills that are taught using the textbook, An Introduction to Spanish for Health Care Workers; Second, the creation and practice of dialogs related to specific nursing tasks (e.g., assessing medical history, assessing health risks, teaching breast self exams, making appointments, etc.). *This course is not a Spanish language class per se, but it is designed to teach health care students how to do specific tasks in Spanish. As such, there is no specific Spanish prerequisite to be enrolled in this course. All non-native speakers of Spanish at any level are encouraged to enroll in this course. Students who are interested in acquiring Spanish language in general are invited to enroll in traditional Spanish courses.*

SPAN 1101
Beginning Spanish I (Goal Area 8) .....5 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).....5 Credits
Continuing the activities and skill development from Span 1101, this course will emphasize basic proficiency reinforcing the student's knowledge and awareness of appropriate language use in a variety of situations. *Prerequisite: Span 1101 or equivalent*

SPAN 1990
Special Topics.....1-5 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

SPAN 2201
Intermediate Spanish I (Goal Area 8) .....4 Credits
This course continues the development of the multiple language skills introduced in the beginning sequence. The student is introduced to the literature and culture of Spain and Spanish America.
Prerequisite: Span 1102 or equivalent.

SPAN 2202
Intermediate Spanish II (Goal Area 8).....5 Credits
This course continues the development of multiple language skills with the opportunity to improve reading, writing, speaking and listening comprehension, with emphasis on developing skills in conversation and in expanding vocabulary. The student will also have a more extensive exposure to the literature and culture through readings and films.
Prerequisite: Span 2201 or equivalent.

Theater, Film, and Television

TFT 1110
The NHCC Filmmaking Project: Student Activity Class .....1 Credit
The North Star Film Project (TFT 1110) is a student activity class in which students will meet at least one hour per week in a laboratory format to produce short films from scripts written in the NHCC Introduction to Screenwriting each spring. Participating students learn about planning, rewriting, shooting, editing, and mixing a film into a finished product, ready for viewing. S*tudents in this class may repeat it for credit, and may also participate in the Capstone version of the class for 3 credits once they have completed the prerequisites for that version of the class (TFT 2110).*

TFT 1200
Theatre in the Twin Cities (Goal Area 6) .....3 Credits
Students attend performances of plays in order to understand the elements of theatrical and dramatic production. Students develop criteria for the evaluation of productions as they explore the complexities of theatre and its reflection of society. They also examine their own biases and value systems and how they affect their evaluation processes regarding artistic, societal, and personal points of view.

TFT 1210
Introduction to Theatre (Goal Areas 6 and 7).....3 Credits
Students become involved in a play's production while they explore the roots of the theater as a reflection of culture and community. Students investigate major theatrical historical periods and personalities, work on self-selected crews, analyze dramatic literature for meaning and production considerations, and may create and perform their own scenarios as a means of understanding the transformation of theater from page to stage.

TFT 1250
Introduction to Film (Goal Area 6) .....3 Credits
This course is an introduction to the history and techniques of entertaining and communicating ideas through motion pictures. The course consists of viewing, analyzing, discussing 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, constantly emphasizing the effect of money on this pervasive medium. Both television shows and movies about television will help illuminate the course content.

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 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
This course is an examination of how theatre design (set, costume, properties, and lighting) are used to support the production of a play. The elements of design- line, texture, color, and form- are explored as they have been and are currently used by designers and directors for theatrical productions. Students analyze dramatic literature and create design projects.

TFT 1310
American Cinema (Goal Areas 6 and 7) .....3 Credits
American Cinema is a class in which students look at American films that have played a role in American film history from its beginnings to the present. They explore America's filmmaking history and its contributions to American culture, specifically considering the many diverse communities portrayed in these films as well as filmmakers from these often minority communities. These selections include films by or about African Americans, Asian Americans, Latino Americans, Native Americans, GLBT Americans, and the contributions of American Women throughout film history. The course consists of viewing, analyzing, discussing and writing about American films as a means of understanding the impact of these works on our diverse American culture.

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
The 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 I: Improvisation and Foundations (Goal Area 6) .....3 Credits
This course uses lectures, discussions, and interactive exercises to learn, demonstrate, and evaluate the principles of improvisation including basic stage awareness, non-verbal communication, self-awareness, and team work. Students will work in ensemble to understand, evaluate, and use the concepts of objective, intention, and motivation. Written analyses as well as presentations may be used to demonstrate understanding of these skills and concepts.

TFT 1510
Foundations of Acting: Stage Movement and Voice
(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 II: Building Characters (Goal Area 6) .....3 Credits
Students select plays and their characters to research, analyze, evaluate, write about, and present or demonstrate character analysis, posture, movement, non-verbal communication, vocal variety, projection, and personal experience and awareness. *Students are encouraged to take TFT 1500 (Acting 1: Improvisations and Foundations) before taking this class.*

TFT 1531
Stage Combat I (Goal Area 6) .....3 Credits
Stage Combat I is an introductory course in the Stage Combat Program, and will focus on unarmed (hand to hand fighting) and armed (found objects, knives, etc.) stage combat. The program conforms to the guidelines put forth by the Society of American Fight Directors (SAFD). Telling a story effectively through the use of disciplined and safe stage combat will be stressed, as well as instruction in the history, type and use of various weapons. Students in the performing arts will gain self-confidence in their ability to fulfill the needs of any script calling for stage or screen violence. Students not in the performing arts will gain a firsthand appreciation of the skills necessary to make stage and screen violence look real.

TFT 1532
Stage Combat II (Goal Area 6) .....3 Credits
Stage Combat II is the follow-up course to Stage Combat I in the Stage Combat Program. The primary focus of this course will be on performance. The skills learned in Stage Combat I will be reviewed and refined, then applied to the performance of choreographed staged fights within the context of a scene. Students will assign emotional value to the physical circumstances of the scene and act out the intentions of the character. This program conforms to the guidelines put forth by the Society of American Fight Directors (SAFD), which contains 90 hours of required instruction. Students in the performing arts will gain self-confidence in their ability to fulfill the needs of any script calling for stage or screen violence. Students not in the performing arts will gain a firsthand appreciation of the skills necessary to make stage and screen violence look real.

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) .....
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).....
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. Consent of Instructor required. Prerequisite: Consent of instructor.*

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.

TFT 1990
Special Topics.....1-3 Credits
This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.

TFT 2010
Fundamentals of Directing (Goal Area 6) .....3 Credits
Fundamentals of Directing is open to any student who is interested in learning the basic skills necessary to become adept at directing. The student will learn about the wide variety of responsibilities a director assumes, as well as the range of knowledge every director needs to possess in order to communicate a story effectively on stage or screen. The course will cover the function of the director, script analysis, groundplan and blocking, working with the actor, creating a unified whole, and working collaboratively with a production team. In addition, the course will cover some of the similarities and differences between directing for the stage, film, and television. For students in careers outside the performing arts, this course offers opportunities to gain a deeper appreciation of the process of directing, increase personal self-confidence, and improve communication skills in a team setting.

TFT 2110
The NHCC Filmmaking Project: Capstone Class.....3 Credits
In this class film degree candidates shoot the short films they wrote in the Introduction to Screenwriting class. Students meet at least one hour per week in a laboratory format and produce their short films, learning to plan, rewrite, cast, shoot, edit, and mix their films into finished products, ready for viewing. Students in this class may have already participated in the North Star Film Project: Student Activity Class (TFT 1110). Students in the Student Activity Class function as actors and crew for those in the Capstone Class.

TFT 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*

TFT 2950
Theatre Appreciation Field Trip (Goal Area 6) ..... 1-3 Credits
Theatre Tours give participants an opportunity to experience and explore theatres and theatre productions. Students will learn the components of dramatic production and establish a basis for evaluating a production. In addition to the live productions, students will use exploration of such things as architecture, music, museums, and galleries to better analyze and understand the background against which these productions take place. *May be repeated for credit.*

College Leadership

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Lori Kirkeby
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Margaret Kotek
Associate Dean of Nursing

Melissa Leimbek
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Dean of Professional Training and Development

Larry Meyers
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Director, Counseling, Advising and Career Planning

Sheryl Olson
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Jackie Olsson
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Carmen Shields
Director of Marketing and Communications

Shelly Siegel
Director, TRIO Programs

Jennifer Summer Lambrecht
Foundation Executive Director

Jane Wilson
Dean of Fine Arts, Assessment and Professional Development

Appendix

Faculty/Staff Directory

Driving Directions

Area Map

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*
D.M. Florida State University, M.M. Arizona State University

Anderson, Michael, *Theatre*

Anderson, Michelle, *Computer Information Systems*
M.Ed., B.S.B. 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.S. North Hennepin Community College, B.S. Augsburg College, M.S. University of St. Thomas

Atkins, Debra, *Testing Center*
B.A. Metropolitan State University, A.A. North Hennepin Community College

Backer, Paul, *Public Works*
B.S. University of Minnesota

Baez, Carlos, *Spanish*
M.A. Ohio University, B.A. University of Puebla Mexico, Ph.D. University of Minnesota

Bagaus, Daniel, *Art*
A.A., A.A.S. North Hennepin Community College

Baijnauth, Rabindranauth, *Plant Services*

Bailey, Dale, *English*
M. A. St. Cloud State University

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, B.A. Augsburg College

Barilla, Colleen, *Financial Aid*
A.A., A.A.S. Century College

Bartholomay, Brian, *Psychology*
B.A., M.A. University of Minnesota, M.A. University of St. Thomas

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.S. St. Cloud University, A.A. Riverland Community College

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M.S. Georgetown University, B.S. Minnesota State University

Birchard, Michael, *Trio/Student Support Services*
M.S., B.A. St. Cloud State University

Bjerke, Tracy, *Humanities*
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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*
B.A. Itaca College

Boike, Kristine, *Chief Information Officer*
M.B.A. Cardinal Stritch College, B.S.,B.A. St. Cloud State University, A.A. Ridgewater College

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Borgstrom, Steve, *Music*
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B.S. Southwest Minnesota State University

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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

Burnett, James, *Financial Aid*
M.S. Minnesota State University Mankato, B.S. Grand Valley State University

Bursik, Robert, *Biology*
M.S. University of Idaho, B.S. University of Wisconsin-Eau Claire, B.S. St. Cloud State University

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Carey, Thomas, *Plant Services*

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Carlyon, Linda, *Nursing*
B.A. Gustavus Adolphus College, M.S. University of Minnesota

Carr, Karen, *English for Speakers of Other Languages*
B.A. St. Olaf College, M.A. University of Central Florida

Carter, ShaRon, *Financial Aid*

Cashman, Jesse, *Sociology*
M.A. University of St. Thomas, B.A. College of St. Scholastica

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A.A. North Hennepin Community College, A.A.S. Brown College

Chapman, Paul, *Engineering*
Ph.D. University of Minnesota, B.S. National University of Ireland-University College Dublin

Chavez, Eduardo, *Plant Services*

Cherry, Jennifer, *Computer Information Systems*
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Ph.D. Iowa State University

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D.M.A. University of Minnesota, M.M. Indiana University, B.M. University of Michigan

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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

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B.S. University of Minnesota, A.A. North Hennepin Community College

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Harrison, Chauntel, *Plant Services*

Hass, William, *Technology Services*

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Herfert, Gretchen, *Nursing*

Heskin, David, *Plant Services*

Herrera, Karen, *Foundation*
B.A. College of St. Benedict

Hill-Nelson, Candalee, *Nursing*
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Hines, Robert, *Biology*
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Hinrichs, Donna, *Student Life*

Hlusak, Steve, *Mathematics*
M.A., B.S. Bowling Green State University

Hoefs, Shawn, *Safety and Security*
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Hook, Leslie, *Business and Computer Information Systems*
M.E.D. University of Minnesota, M.B.A. Loyola University,
B.B.A. University of Cincinnati

Huerth, Gerald, *Academic Development and First Year Experience*
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Hughes, Nerita, *Adult Education and Training*
M.B.A. St. Mary's University of MN, B.S. National American University

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M.S.N., B.S.N. Bethel University,
R.N. Minneapolis Community and Technical College

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M.A. University of Colorado At Boulder, B.A. Gustavus Adolphus College,
Ph.D., University of Colorado, Denver

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M.A. University North Dakota Main Campus, M.A. St. Cloud State University, B.A. University Of Minnesota

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Ph.D., M.A. Ball State University, B.A. St. Cloud State University

Johnson, Amy, *Liberal Arts*

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Johnson, Michele, *Central Services*

Johnson, Scott, *Counseling, Advising, and Career Planning*
M.A. Luther Seminary, B.A. St. Olaf College-Northfield

Johnson, Shirley, *Academic Development*
A.B.D. University of Minnesota, M.S., B.A. University of Wisconsin

Johnson, Todd, *Business/Marketing/Retailing*
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Jones, Joann, *Adult Education and Training*
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Jones, Megan, *Geology*
Ph.D. Louisiana State University, M.S. Old Dominion University,
B.S. Florida Institute of Technology

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Juda, David, *Physics*
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Judson, Patrick, *Admissions and Outreach*
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Kamara, Hassan, *Nursing*
M.A. Bethel University, B.A. University of Sierra Leone,
A.A. North Hennepin Community College

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Keller, Claire, *Nursing*
M.S. University of Washington

Kelsey, Daniel, *Building Inspection Technology*
B.S. Milwaukee School of Engineering

Kemp, Christine, *Nursing*
M.S., B.S.N. University of Wisconsin

Kern, John, *Student Life*

Kiel, Carol, *Bookstore*

Kiely, Benjamin, *English*
M.A. University of St.Thomas, B.A. St. John's University

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M.F.A. Southern Illinois University, B.A. Minnesota State University

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B.S.N. Bethel University, M.S. University of Minnesota

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Kisongo, Ibuchwa, *Safety and Security*

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M.S. St. Cloud State University, B.A. College of Saint Benedict

Kleyman, Harvey, *Mathematics*
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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

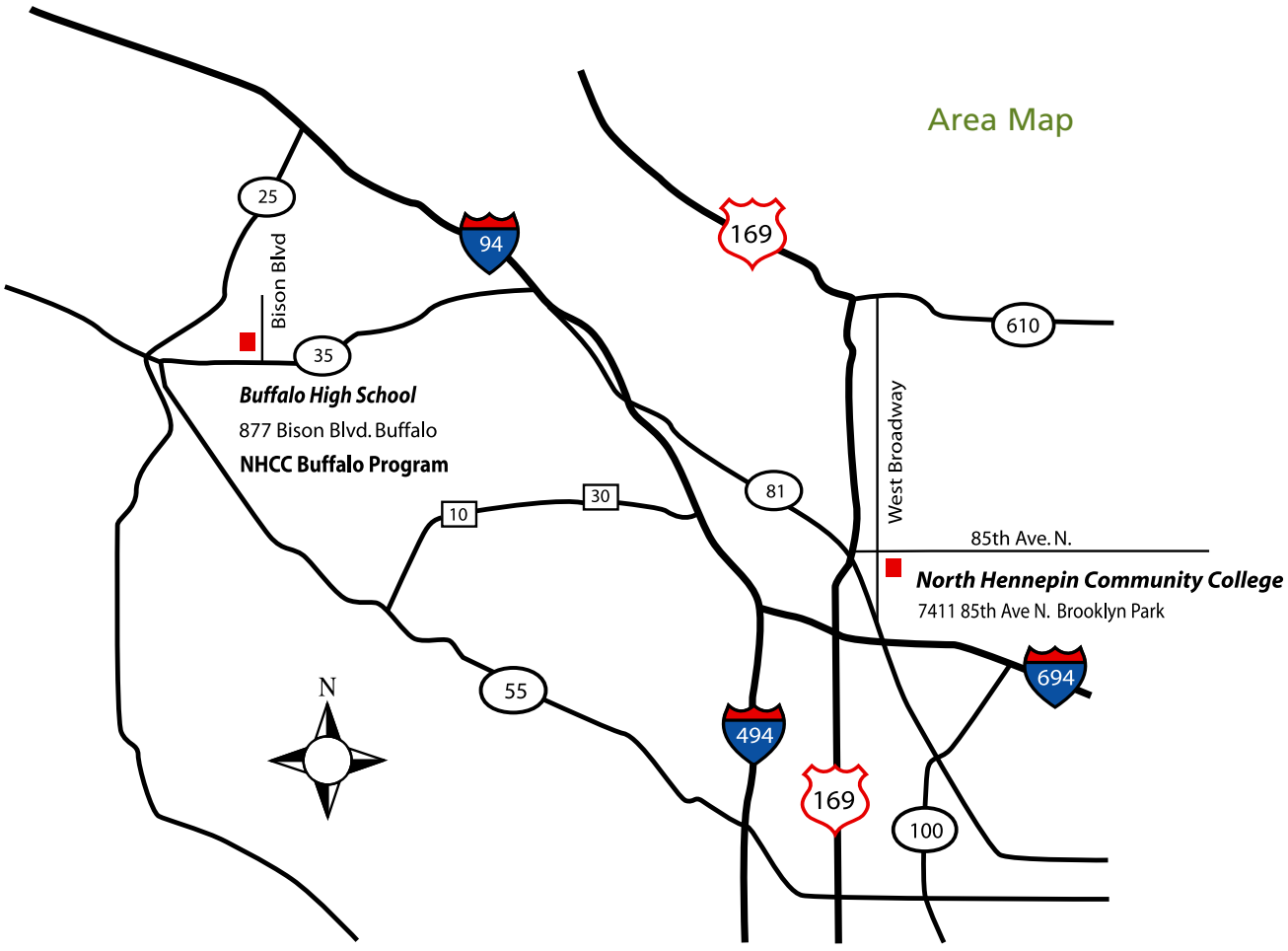
From Anoka / Champlin
Go south on Highway 169 to 85th Avenue North
Turn left (east) on 85th Avenue North (Mills Fleet Farm)
Follow 85th Avenue North to West Broadway
Turn right (south) on West Broadway
Turn left (east) into West Entrance parking lot

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

Area Map



Index

A

Academic Development Courses....100
Academic English Language Proficiency Certificate....35
Academic Amnesty....20
Accounting & Fees....14
Accounting A.S. Degree....43
Accounting Courses....101
Accounting Essentials Certificate....45
Accounting, General Certificate....46
Accounting, Small Business Certificate....47
Accounting Technology A.A.S. Degree....44
Accreditation....5
Admissions & Outreach....14
Adult Education....14
Advanced Placement....19
Advisory Boards....148
Alumni Relations....14
American Sign Language Certificate....36
American Sign Language Courses....102
Anthropology Courses....102
Application Fee....8
Application Procedures....8
Application Programming Certificate....72
Apply for Admission....8
Arabic Courses....103
Art Courses....103
Associate Degree Programs....26
Associate in Applied Science Degree Requirements....27
Associate in Arts Degree....41
Associate in Arts Degree Requirements....26
Associate in Arts with a Film Emphasis....38
Associate in Arts with a History Emphasis....39
Associate in Fine Arts Degree Requirements....26
Associate in Science Degree Requirements....26
Attendance Policy....13
Auditing a Course....20

B

Biology Courses....106
Biology A.S. Degree....80
Blended/Hybrid Classes....33
Board of Trustees....148
Bookstore....14
Bridge to Academic Success....14
Building Inspection Technology Certificate....95
Building Inspection Technology Courses....108
Business Administration A.S. Degree....48
Business Communications Essentials Certificate....52
Business Computer Systems and Management A.A.S. Degree....59
Business Computer Systems and Management A.S. Degree....60
Business Courses....108
Business Principles Certificate....53

C

Campus Art Collection....14
Campus Center....15
Cancellation Policy....13
Career Resource Center....15
Certificate Programs....27
Chemistry Courses....111
Chemistry A.S. Degree....81
Chemistry Laboratory Assistant Certificate....82
Classroom Capture....33
College Level Examination Program (CLEP)....19
Commitment to Quality....4
Communications Courses....112
Computer Information Systems Courses....112
Computer Science Courses....115
Computer Science A.S. Degree....70
Computers & Printing....15
Construction Management Certificate....97
Construction Management A.S. Degree....96
Construction Management/ Supervision Courses....116
Cornerstone Scholars....15
Counseling and Advising....15
Course Delivery Options....33
Course Descriptions....100
Course Numbers....100
Creative Writing A.F.A. Degree....37
Credit for Prior Learning....19
Credit by Examination....19
Criminal Justice A.S. Degree....91
Curricular Goals....24

D

Dean's List....21
Desktop Publishing Essentials Certificate....61
Disability Access Services....15
Diversity & Multiculturalism....15
Driving Directions....161
Dropping a Course....12

E

E-Commerce Essentials Certificate....62
E-Commerce Professional Certificate....63
Economics Courses....117
Education Courses....117
Email Accounts....15
Employee Profile....6
Engineering Courses....117
Engineering (Pre) A.S. Degree....98
English Courses....118
English for Speakers of Other Languages (ESOL) Courses....121
English for Speakers of Other Languages (ESOL) Resources....15
Entrepreneurships A.A.S. Degree....49
Essential Learning Outcomes....5
Equal Opportunity....6
Evening/Weekend Nursing Program....33
Every Other Weekend College....33

F

Fees....11
Finance & Investment Certificate....57
Finance Management A.A.S. Degree....54
Financial Aid....10, 16
First Year Experience Courses....122
First Year Experience Program....16
Food Service....16
Foundation Scholarships....10
Foreign Language....*See Arabic & Spanish*
Four Year Bachelor Degree Options....33
Full-Time Students....21

G

Game Programming Certificate....73
General Education Philosophy....5
Geography Courses....122
Geology Courses....122
Grade Point Average....20
Grade Reports....21
Grading....20
Grants and Scholarships....10
Graphic Design A.S. Degree....76
Guiding Values....4

H

Health Courses....124
Health & Wellness....16
History (of College)....6
History Courses....124
Histotechnology Courses....126
Histotechnology A.A.S. Degree....83
Honor Society....21
Honors Recognition....21
Honors Seminar Courses....126
How to Apply....8

I

Immunization Requirement....9
Independent Study Policy....19
Individualized Studies A.S. Degree....40
Information Center....16
Information Sessions & Tours....9
Interdisciplinary Studies Courses....127
International Baccalaureate Credit....19
International Admission....9
Internet Programming Certificate....74

K

Key Contacts on Campus 164

L

Law Enforcement A.S. Degree 92
Leadership Essentials Certificate 56
Learner Outcome Assessment 25
Library 16
Literary Arts Magazine *Under Construction* 16
Loans ....*See Financial Aid*
Logo, NHCC 6

M

Management A.A.S. Degree 50
Management & Entrepreneurship Certificate 51
Marketing A.A.S. Degree 55
Marketing & Sales Certificate 58
Mathematics Courses 127
Mathematics A.S. Degree 42
Mathematics Resource Center....16
Medical Laboratory Technology Courses....129
Medical Laboratory Technology A.A.S. Degree ..88
Microsoft Office Administrative Professional Certificate 64
Microsoft Office Essentials Certificate 65
Microsoft Office Fundamentals Certificate 66
Microsoft Office Specialist Certificate....68
Microsoft Office Technical Professional Certificate 67
Military Education & Experience through DANTES 20
Minnesota Transfer Curriculum 28
Mission Statement....4
Music Courses....130
Music Fee 11
Music Performing Groups....16

N

.NET Programming Certificate....71
Natural Science Courses 133
Non PSEO High School Admissions 9
Nursing Courses 133
Nursing A.S. Degree: Two Year Option....84
Nursing A.S. Degree: Mobility Option 86

O

Object-Oriented Programming Certificate 75
Online Programs....33
Orientation....11

P

Paralegal Certificate....94
Paralegal Courses....135
Paralegal A.S. Degree 93
Part-Time Students 21
Personal Training Certificate 90
Philosophy Courses....136
Physical Education Courses....137
Physical Education A.S. Degree 89
Physics Courses....140
Placement Test(s) 10
Political Science Courses 141
Post-Secondary Enrollment Options (PSEO) 8
Prior Learning Assessment Courses 142
Prior Learning Assessments Competencies 20
Privacy of Education Records Policy 21
Professional Training & Development....33
Program & Discipline Review....6
Psychology Courses....142
Public Works Certificate 99
Public Works Courses 143

R

Racial Discrimination/Harassment Contacts....22
Records & Registration 17
Recreational Sports & Activities 17
Register for Classes 11
Registration Limits 12
Release of Student Information....21
Resident Status 9

S

Safety and Security 17
Satisfactory Academic Progress Policy 21
Scholarships and Grants 10
Senior Citizens 11
Service Learning 17
Sexual Discrimination/Harassment Contacts 22
Sociology Courses 143
Spanish Courses 144
Special Course Fees....11
Strategic Goals 4
Student Classification 21
Student Complaints and Grievances Contacts....22
Student Eligibility for Financial Aid 10
Student Life Office 17
Student Loans....10
Student Profile 6
Student Rights & Responsibilities....21
Student Senate 17
Student Support Services/TRIO Program 16
Studio Arts A.F.A. Degree....78

T

Testing Center....17
Testing Out....*See Credit by Examination*
Theater, Film and Television Courses 144
Theater Performing Opportunities 17
Theatre A.F.A. Degree....79
Tours....9
Transcripts....21
Transfer of Credit 18
Transfer Students 18
TRIO Programs 16
Tuition and Fees 11
Tuition Refund 13
Tutoring 17

U, V

Upward Bound Program....16
Veterans Affairs....17
Vision Statement....4

W

Web Graphic Design and Programming and E-Commerce Certificate 77
Who Can Apply 8
Withdrawal from College 12
Withdrawal from a Course 12
Word Processing Essentials Certificate 69
Work Study....10
Writing Resources....17

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
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
Food Service 763-488-0300
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
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

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