

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 Vocabulary1 Credit

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

ADev 0951

College Reading and Learning Strategies I4 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.

ADev 0952

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

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

ADev 1000 (and Bus 1000)

Career Planning.....2 Credits

This course is designed to empower students with career decision-making skills that can be used their entire lifetime. Students will explore their strengths, attitudes, interests, potential, abilities, skills, and values as they apply to either a career, changing careers, or career planning in general. Career and personality inventories will be administered in class. Students will evaluate the results of each of the inventories and learn how these findings relate to possible careers. Current issues and trends in the workforce related to hiring and job opportunities will be evaluated. Students will develop a career portfolio including a career plan and an educational plan which will help them meet their career goals.

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

ADev 1010 (and Bus 1010)

Job Seeking Skills1 Credit

This course is designed to empower students with the skills and resources necessary to find a job. Topics covered will include effective job searching resources, developing interviewing skills, networking techniques and learning how to write effective resumes and cover letters. Students will develop their own dynamic resume and cover letter in this class and also learn many effective techniques to use before, during and after an interview. Students will develop a job seeking portfolio including their up-to-date resume and cover letter to help meet their goal of securing a job.

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

ADev 1950

Reading College Textbooks3 Credits

This course will focus on developing critical literacy and critical thinking strategies necessary for dealing efficiently and effectively with different kinds of college reading assignments. A major focus of the class will be on developing strategies such as pre-reading, marking and annotating, identifying writing patterns and vocabulary enhancement. Critical literacy and critical thinking will be applied to a variety of assignments.

Prerequisite: ADev 0952 with a grade of C or better or equivalent reading assessment test score.

ADev 1990

Academic Development Special Topics1-4 Credits

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

Accounting

Acct 1000

Small Business Accounting4 Credits

This course is for the student who wants to understand and practice accounting in a small business environment. Topics include: assets, liabilities, equity, revenue, expenses, accruals and deferrals, preparation/analysis of financial statements, fixed assets and cash control.

Acct 1990

Accounting Special Topics1-4 Credits

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

Acct 2100

The Accounting Cycle1 Credit

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

Acct 2111

Financial Accounting.....4 Credits

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

Acct 2112

Managerial Accounting4 Credits

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

Acct 2200

Applied Accounting.....3 Credits

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

Acct 2220

Cost Accounting for Small Businesses3 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 Systems3 Credits

This course provides a hands-on approach to learning how current (on the market) computerized accounting systems are used and installed. The following modules are covered: general ledger, financial statements, accounts receivable, accounts payable, purchasing, inventory and payroll. Knowledge of accounting debits and credits and CIS 1101 or computer experience is recommended. *Prerequisite: Acct 2111*

Acct 2250
Small Business Payroll2 Credits
Students taking this course will prepare and analyze payroll transactions, federal/state payroll tax reports. *Prerequisite: Acct 2112*

Acct 2260
Small Business Income Taxes2 Credits
This course will assist the student in understanding corporation and personal (Schedule C) tax requirements. It will also show what they must do to prepare and maintain tax information for the year end income tax statements. *Prerequisite: Acct 2112*

American Sign Language

ASL 1101
American Sign Language I.....4 Credits
Students will be taught the basics for communication with deaf and hard-of-hearing individuals. The courses include receptive and expressive fingerspelling, signing, conversational behaviors and various aspects of Deaf Culture.

ASL 1102
American Sign Language II 4 Credits
This course continues from ASL 1101. The student's signing and fingerspelling will be increased to improve their signing skills.
Prerequisite: ASL 1101

ASL 2201
Intermediate American Sign Language I (Goal Area 8)4 Credits
This course gives students an opportunity to practice their signing skills, while increasing their knowledge of various vocabularies, using appropriate body language and facial expression. The course also will prepare students to read signers and introduce more complex ASL structure.
Prerequisite: ASL 1102

ASL 2202
Intermediate American Sign Language II (Goal Area 8)4 Credits
This course gives students an opportunity to increase their listening and signing skills in depth. Students will meet deaf people in a field trip setting to expose them to the deaf world. Students may do observations with hearing impaired people approximately three times.
Prerequisite: ASL 2201

American Studies

AmSt 1010, 1020
Women in American Society I and II (Goal Areas 6 and 7)3 Credits Each
These courses survey topics on the role of American women from the perspectives of social history, the social sciences, literature and the arts. Myths and assumptions about the social position of American women are examined.

AmSt 2210, 2220
American Studies Topics I, II (Goal Areas 6 and 7)3 Credits
Broad issues and problems of American thought and experience relating to such topics as the American Dream, individualism, religion, nationalism, feminism, historical paradoxes are analyzed through a consideration of poetry, essays, fiction, drama, historical documents, music and the arts.
Prerequisite: Engl 1111

Anthropology

Anth 1010
Introduction to Anthropology: Cultural Anthropology (Goal Areas 5 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 and Prehistory (Goal Areas 3 and 10)3 Credits
This course studies the relationship of prehistoric physical and cultural origins and development of humankind to the establishment of the first civilizations of the Old and New Worlds. It examines the archaeological evidence for the theory of bio-cultural evolution, which helps to explain both the prehistoric developments and much of the cultural variation that is in the world today.

Anth 1990
Anthropology Special Topics1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Arabic

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

ARBC 1101
Introduction to Arabic 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 II4 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

Art

Art 1040

Introduction to Art (Goal Areas 6 and 8)3 Credits

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

Art 1101

Photography I (Goal Area 6)3 Credits

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

Art 1102

Photography II (Goal Area 6)3 Credits

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

Art 1160

Digital Photography (Goal Area 6)3 Credits

A logical sequence to Art 1101, this class emphasizes the computer as a digital darkroom to create photographic images through the traditional camera or a digital camera. Course content includes an overview of basic photographic techniques, a rigorous examination of the Adobe Photoshop through assignments and personal exploration, class critiques and artist presentations to help student understanding of digital photographic art. *Students must have their own digital or analog camera. Basic knowledge of the computer is helpful.*

Art 1301

Two-Dimensional Design I (Goal Area 6)3 Credits

This course introduces a visual vocabulary and tools essential for all flat design and space, and investigates basic principles related to composition, pattern making, illusory space, and self expression. Various techniques and materials are explored including paint, pencil, pen, brush, and pastels. This course also introduces students to artists and design elements from a variety of cultures.

Art 1302

Two-Dimensional Design II (Goal Area 6)3 Credits

This course expands upon using basic design principles and elements to explore issues of context, function and personal expression. Students are encouraged to investigate and develop their own individual direction and style. *Prerequisite: Art 1301*

Art 1310

Three-Dimensional Design3 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

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 1401

Drawing I (Goal Area 6)3 Credits

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

Art 1402

Drawing II (Goal Area 6)3 Credits

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

Art 1510

Digital Video Production (Goal Area 6)3 Credits

This course introduces basic video production concepts and techniques with an emphasis on using the elements of motion and sound as creative artistic tools. Students will critically analyze video in terms of genre, context, meaning, visual language and form and then produce and edit their own short projects that explore creative and experimental applications of the medium rather than the traditional mass communication form. *Digital video editing facilities will be provided, but students must provide their own camera and are encouraged to use their own computer for editing if possible.*

Art 1990

Art Special Topics1-4 Credits

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

Art 2180

Art History: Pre-History to the Age of Cathedrals (Goal Areas 6 and 8)3 Credits

This course studies the painting, sculpture and architecture of cultures from prehistory to the end of the 15th century. It includes an overview of the art of prehistory, Europe, Asia, Africa and the Americas before 1500. *Museum visits support the lectures and text.*

Art 2190

Art History: Renaissance to 20th 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 an analytical and concise study of architectural development of past. An intensive study of drawing pertinent to the figure, this course emphasizes bone and muscle structure. Some location drawing of landscapes and buildings also are studied in relation to the human figure.

Art 2611

Painting I (Goal Area 6)3 Credits

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

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 jewelry-making which includes lost wax casting, soldering, enameling and/or textile techniques using silver, brass and copper. *This course may be repeated for credit.*

Art 2780

Quilting Workshop (Goal Area 6)1 Credit

This is a basic workshop introducing the processes and technical skills of quilting along with 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 2800

Painting Workshop (Goal Area 6)1 Credit

This is a basic course in painting. The emphasis of this course is on painting procedures, color use and composition, but students also will explore the connection of art to historical context. Subject matter, visual elements and principles, and technique will be explored.

Art 2820

Drawing Workshop (Goal Area 6)1 Credit

This workshop is an introduction to basic concepts in drawing and visual perception using traditional drawing materials and techniques.

Art 2860

Photography Workshop1 Credit

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

Art 2970

Art Appreciation Field Trip (Goal Area 6)1-3 Credits

This course consists of tours to various cultural centers to experience a variety of art exhibits, lectures, demonstrations and facilities. *This course may be repeated for credit.*

Biology

Biol 1000

Life Science (Goal Area 3)4 Credits

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

Biol 1001

Biology I (Goal Area 3)4 Credits

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

Biol 1002**Biology II (Goal Area 3)4 Credits**

This course is the second in the two semester sequence of introductory biology. Topics include principles of evolution, ecology, biodiversity and an introduction to living systems. Utilization of preserved animal specimens is a required part of this course. One semester consisting of college chemistry is recommended. (3 hours lecture, 3 hours lab)

Prerequisite: Biol 1001

Biol 1030**BWCA Field Biology (Goal Areas 3 and 10)4 Credits**

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

Biol 1120**Human Biology (Goal Area 3).....3 Credits**

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

Biol 1160**Global Environmental Field Biology****(Goal Areas 3 and 10)4 Credits**

This course will introduce students to the ecology and environmental issues of various locations abroad and present them within the context of the social, cultural and political conditions of that country or region. Students will examine how various cultures and societies approach ecological and environmental problems. The impact of globalization on these issues will be a major focus of the course. Students will travel to the country or region of study to examine first-hand the issues covered in the course.

Biol 1200**Current Environmental Issues (Goal Areas 3 and 10)4 Credits**

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

Biol 1230**Medical Terminology I – Basic1 Credit**

This course is designed to introduce students to the Greek and Latin derivatives used to form medical terminology.

Biol 1231**Medical Terminology II – Application1 Credit**

This course is the continuation of Biol 1230 Medical Terminology I - Basic. Focus is applying the medical terminology in reading medical reports, case histories and using the medical dictionary.

Prerequisite: Biol 1230

Biol 1300**Careers in Biology1 Credit**

Career choice is based upon your personal values, needs and goals. Through outside speakers, networking and workshops, we will explore the diversity of biology-related careers and industries to match your values and needs. We will learn how to make academic plans that involve course selection and experiences that allow us to achieve our goals.

Prerequisite: Biol 1000, 1001

Biol 1350**Biology of Women (Goal Area 3)3 Credits**

This course is designed to allow students to explore the biological aspects of being female throughout her life cycle from sex cell formation through menopause and aging. Students will also gain an historical perspective of women over the ages including women in science, will be introduced to the nature of science and the scientific method, study the biology of gender differences, gain a multicultural perspective of women's health issues as well as a comprehensive study of female and male reproductive biology. Topics that will be covered include sex cell formation, genetic inheritance, gene expression, sex determination, pregnancy and birth as well as other health issues such pre-menstrual syndrome, birth control, sexually transmitted diseases, cancer and others as time allows. 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, 3 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 mixed coniferous/deciduous forest, lake and wetland ecosystems of northern Minnesota and Wisconsin. A three-day trip to a university biological field station provides the venue for this hands-on course.

Biol 1650

Human Biology Series (Goal Area 3)1 Credit

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

Biol 1990

Biology Special Topics1-4 Credits

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

Biol 2020

Animal Biology (Goal Area 3)4 Credits

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

Biol 2030

Plant Biology (Goal Area 3)4 Credits

Content includes organization of the plant body, growth, development and physiology, reproduction, survey of classification and evolution of the plant kingdom. (3 hours lecture, 3 hours lab) *Prerequisite: Biol 1001 and Biol 1002*

Biol 2100

Microbiology (Goal Area 3)4 Credits

This course is a study of bacteria, viruses, rickettsiae, fungi and protozoa, infection, resistance, human diseases and microbiology of food and water. Laboratory exercises stress detection, isolation and control of microorganisms. (3 hours lecture, 3 hours lab) *Prerequisite: Biol 1001 with grade of "C" or better*

Biol 2111

Human Anatomy and Physiology I (Goal Area 3).....4 Credits

This course is the first course of a two-course sequence. The course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include anatomical terminology, homeostasis, cell structure and function, histology, as well as the anatomy and physiology of the following organ systems; integumentary, skeletal, articular, muscular, nervous, special senses and endocrine. Utilization of preserved specimens in the laboratory is a required part of the course. (3 hours lecture, 3 hours lab) *Prerequisite: Biol 1001 with grade of "C" or better*
Recommendations for student success in this class include a prior course in medical terminology, college-level reading, and basic algebra skills.

Biol 2112

Human Anatomy and Physiology II (Goal Area 3)4 Credits

This course is the second course of a two-course sequence. This course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include circulatory system, non-specific and specific defenses, digestive system, urinary system, male and female reproductive systems and early development. Strongly recommend college level reading abilities, a working knowledge of elementary algebra and a medical terminology course. Utilization of preserved specimens in the laboratory is a required part of the course. (3 hours lecture, 3 hours lab) *Prerequisite: Biol 2111 with a grade of "C" or better.*

Building Inspection Technology

BIT 1000

Introduction to Building Inspection2 Credits

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

BIT 1100

Field Inspection2 Credits

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

BIT 1210

Advanced Field Inspection.....2 Credits

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

BIT 1300

Building Inspection Plan Review, Non-Structural2 Credits

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

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

This course emphasizes techniques for plan review on commercial, industrial and multi-family structures in accordance with the Minnesota State Building Code. Discussion topics shall include, but not be limited to, occupancy classification, allowable area, types of construction, fire resistive construction, fire protection requirements, exiting and accessibility. *For BIT students it is recommended that BIT 1000 and BIT 1300 be completed before taking this course.*

BIT 1310**Building Inspection Plan Review, Structural2 Credits**

This course will introduce the techniques of conducting the structural plan review of a building design with special emphasis on wood frame construction, wood beams, joists, rafters, studs, columns and shear-resisting elements. Students will learn how to apply relevant equations to computer load, shear and other relevant structural forces. *Ability to deal with equational material is essential, therefore prior math skills are recommended. For BIT students CMSV 2860 or equivalent knowledge is recommended before taking this course.*

BIT 1410**Mechanical Inspection4 Credits**

This course acquaints the student with the methods and techniques using the Minnesota Mechanical Code in plan review and field inspection of mechanical systems that including heating, ventilation, air conditioning and refrigeration. The course is intended for anyone looking for a BIT degree/certificate, students pursuing a Construction Management degree, or those entering the mechanical inspection field. *Ability to deal with equational material is essential, therefore prior math skills are recommended. For BIT students BIT 1000, Math 0901 and CMSV 2860 or equivalent knowledge are recommended before taking this course.*

BIT 1420**Electrical Inspection2 Credits**

This course acquaints the student with a working knowledge of plan review and field inspection relative to the international electrical code and the state code. Students will have the opportunity to study electrical design and perform electrical computations. *Prior math skills are recommended. For BIT students it is recommended that CMSV 2860 or equivalent knowledge be completed before taking this course.*

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

This is an introductory course in soils engineering with emphasis on soil identification and analysis techniques and procedures for building on different soil conditions. The course covers classification of soils, procedures for boring, analysis, compaction and development of building design alternatives for differing soil conditions. The objective of this course is to familiarize the student with the Minnesota Plumbing Code, including code provisions, plan review, and field inspection. This course also provides a comprehensive overview of common plumbing materials and practices. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 1600**Energy Conservation in Building Construction2 Credits**

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

BIT 1700**Plumbing Code3 Credits**

The objective of this course is to familiarize the student with the Minnesota Plumbing Code, including code provisions, plan review, and field inspection. This course also provides a comprehensive overview of common plumbing materials and practices. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 1800**Housing Field Inspection2 Credits**

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

BIT 1805**Advanced Housing Field Inspection2 Credits**

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

BIT 1810**Multi-Housing2 Credits**

This course provides a basic understanding of fire stopping, general fire codes, and state codes which apply to rental and/or multi-housing. Students will learn about plumbing and mechanical elements, management/owners role in property maintenance, and tenant/landlord issues of multi-housing. Right of entry issues and rental licensing programs will be covered. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 2000**Public Administration for the Code Official2 Credits**

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

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

The class will consist of an overview of modern administrative government, legal responsibilities in building inspection, inspector's authority, courtroom procedures, building inspection liability, the application of legal rules pertaining to public negligence, governmental liability and ethics. This class is intended for governmental officials, building inspectors, elected officials, contractors and real estate professionals. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 2100

Concrete and Concrete Inspection2 Credits

This course familiarizes students with a working knowledge of concrete mixing, additives, aggregates, and strengths plus weather protection for concrete (both hot and cold). It helps students recognize and prevent possible problems in placing reinforced and non-reinforced concrete. *For BIT students it is recommended that BIT 1000 be completed before taking this course.*

BIT 2300

Advanced Plan Review Structural2 Credits

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

Prerequisite: BIT 1310

BIT 2400

Land Use and Zoning2 Credits

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

BIT 2500

Fire Suppression Systems2 Credits

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

BIT 2600

Building Inspection Internship2 Credits

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

Prerequisite: Consent of instructor

BIT 2650

Administering the Minnesota State Building Code2 Credits

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

Business

Bus 1000 (and ADev 1000)

Career Planning.....2 Credits

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

Bus 1010 (and ADev 1010)

Job Seeking Skills1 Credit

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

Bus 1100

Introduction to Business and the American Economy.....3 Credits

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

Bus 1110

Human Relations: Application of Psychology in Business.....3 Credits

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

Bus 1200

Introduction to Management3 Credits

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

Bus 1210**Managerial Communication3 Credits**

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

Bus 1220**Supervision3 Credits**

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

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

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

Bus 1300**Legal Environment of Business3 Credits**

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

Bus 1310**Business Law3 Credits**

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

Bus 1400**Business Mathematics3 Credits**

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

Bus 1410**Introduction to Business Finance3 Credits**

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

Bus 1430**Financial Statement Analysis2 Credits**

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

Bus 1440**Personal Financial Planning3 Credits**

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

Bus 1450**Investments3 Credits**

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

Bus 1510**Operations Management3 Credits**

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

Bus 1600**Introduction to Marketing3 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 Behavior3 Credits
 Students will study how and why people buy and gain an understanding of the factors influencing a purchase decision. Topics include social structures and their effect on consumer purchase behavior, individual adoption and resistance behavior and marketing efforts based on consumer research. *Completion of Bus 1600 is highly recommended prior to taking this course.*

Bus 1620

Advertising and Sales Promotion.....4 Credits
 This course is a study of the principles and practices of promotion for the business organization. Students will study the components and the interrelationships of the promotional mix: advertising, sales promotion, personal selling, direct marketing and public relations. Topics include: an integrated marketing communications strategy, creative techniques of advertising and media strategies. *Completion of Bus 1600 is recommended prior to taking this course.*

Bus 1630

Professional Sales and Management4 Credits
 This course provides an introduction to the principles and practices of professional selling and sales management. Topics will include the steps of the sale; customer service; principles, issues and problems associated with managing a sales force; and ethics in selling. Problem solving techniques, monitoring of sales performance and sales simulations are examined. *Completion of Bus 1600 is recommended prior to taking this course.*

Bus 1640

Retail Management4 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 1650

Marketing Research2 Credits
 This course is an in-depth study of the relationship of marketing research to marketing decision making. Marketing research procedures, methods and information sources are identified and evaluated. The ability to perform basic marketing research is emphasized. *Prerequisite: Bus 1600*

Bus 1700

Introduction to International Business3 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 1800

Small Business Management4 Credits
 This course is an introduction to the functions of planning and operating a small business. Topics covered include the functional areas of small business: marketing, management, accounting and finance. Students will learn how to use resources to start and operate a small business and create a complete business plan. *Completion of Bus 1100 is recommended prior to taking this course.*

Bus 1990

Business Special Topics1-4 Credits
 A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Bus 2000

Creative Field Project2 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 Business3 Credits
 This is a capstone course for students in a Business program including: Accounting, Business Computer Systems and Management, Marketing, Management or Retailing. It includes practical, on-the-job training in a business or organizational environment under executive supervision and related learning activities. Internships are arranged on the basis of the student's interests and career goals. Student's major must be Accounting, Business, Business Computer Systems and Management, or Computer Information Systems. Please contact the instructor for permission to register for this class.

Bus 2310 (and CIS 2310)

Introduction to E-Commerce3 Credits
 This course introduces students to the key strategic business and technological aspects of e-commerce. This course is for students who want to put their business on the internet, work at companies that want to do business over the internet or want to know more about business and the internet. Students will focus on applying key concepts through hands-on web site development. Topics covered include identifying e-commerce opportunities, marketing and selling on the internet, building a web presence, designing a web site, business-to-business strategies, online auctions, electronic commerce software and hardware, electronic payment systems, electronic commerce security, international, legal, ethical and tax issues and planning. Also includes current issues in e-commerce. Experience with programming languages or creating web sites is not required. *Knowledge of keyboard is recommended for this course.*

Chemistry

Chem 1000

Chemistry and Society (Goal Areas 3 and 10)4 Credits

This is a basic introduction to chemistry in the “everyday world,” with emphasis on the role that chemistry plays in personal and professional lives. It is intended for anyone seeking to become a better informed citizen of our technological society. Basic chemical principles will be introduced and their impact on society will be discussed. The course enables students to use concepts of chemistry to think critically about current issues in science and technology. No background in Chemistry or other Natural Sciences is presumed. Heavy use of the internet for research and communication will be an important component of this course. (3 hours lecture, 3 hours lab)

Chem 1010

Introductory to Chemistry (Goal Area 3)4 Credits

An introduction to chemical principles with an overview of chemical terminology, techniques, and topics. Material will be presented that shows the importance of chemistry in our society. The course is designed for non-science majors, pre-nursing students as well as students preparing to take Chemistry 1061. (3 hours lecture, 3 hours lab) Prerequisite: Placement in this class will be determined by student's college assessment score and/or successful completion of Math 0901.

Chem 1030

Introduction to Physical Sciences (Goal Area 3).....4 Credits

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

Chem 1061

Principles of Chemistry I (Goal Area 3)4 Credits

This course is a study of the basic concepts of Chemistry, with an emphasis on atomic theory, stoichiometric relationships, kinetic-molecular theory, molecular structure, and chemical bonding as related to the gas and liquid and solid phases. The lab portion with experiments includes observation, data collection, and mathematical applications that support the concepts being studied in class. One year of high school chemistry is required for this course. (3 hours lecture, 3 hours lab)

Prerequisite: Successful completion of Math 1150 with a grade of C or better.

Chem 1062

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

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

Chem 1990

Chemistry Special Topics1-4 Credits

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

Chem 2061

Organic Chemistry I5 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 II5 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 Analysis4 Credits

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

(2 hours lecture, 6 hours lab) Prerequisite: Chem 1061, 1062 and 2061

Computer Information Systems

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

CIS 1000

Electronic Keyboarding Communications3 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.

CIS 1101

Business Computer Systems I3 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, email use and management, folder and file organization and use of the Internet. Computer concepts covered include understanding the basic hardware components of a computer, how a computer works, computer files and storage, application programs, input and output devices, how we store information and Internet basics. Hands-on experience will be provided on networked computers in the Windows environment using the 2007 Microsoft Office Suite including Word, Excel, Access, and PowerPoint. *Knowledge of the keyboard is recommended for this course.*

CIS 1102

Business Computer Systems II3 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 networked computers in the Windows environment using the 2007 Microsoft Office Suite including Word, Excel, Access, and PowerPoint. If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101, please contact the instructor for permission to register for this class. *Prerequisite: CIS 1101*

CIS 1200

Word Processing3 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 Microsoft Word 2007 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 Word 2007 Certified Application Specialist Exam. *Knowledge of the keyboard is recommended for this course.*

CIS 1210

Desktop Publishing3 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 needs 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 word processing software is recommended for this course.*

CIS 1220

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

This course uses Excel as a problem solving tool in analyzing and designing solutions for common business and organizational problems. This course is for anyone who has to analyze, share, chart and manage information to make more informed decisions. Problems are taken from management, accounting and finance, manufacturing and production, sales and marketing and human resources. Spreadsheet concepts covered include creating, editing and formatting worksheets, creating charts, filtering lists, creating pivot tables, using macros, importing data, creating data tables, using functions and integrating worksheet data with other programs. *After this course, the student would be prepared to take the Microsoft Office Excel 2007 Certified Application Specialist Exam. Knowledge of the keyboard is recommended for this course.*

CIS 1230

Business Presentations: PowerPoint.....3 Credits

This course introduces students to business presentation concepts and applications using PowerPoint 2007 software. This course is for anyone who has to prepare engaging and effective business presentations. Students will plan, organize, prepare and produce professional quality presentations to meet organizational and business needs. Features studied include customizing a presentation, design templates, slide layouts, custom slide animation and transitions, using multimedia, charts and diagrams, integration, and tools for producing multiple outputs including publishing to the web. This course will provide a thorough understanding of PowerPoint's most important tools and features. *After this course, the student would be prepared to take the Microsoft Office PowerPoint 2007 Certified Application Specialist Exam. Knowledge of the keyboard is recommended for this course.*

CIS 1240

Information Management: Access3 Credits

In this course students will learn how to plan, design, create, query, create forms and reports, export and import data and maintain a database. This course is for anyone who has to make more informed decisions by effectively tracking, reporting, and sharing information. Applications will be taken from a variety of business and organizational scenarios. Students will integrate databases with Excel and Word. Students will learn how databases interact and can become the foundation for an e-commerce web site. Students will develop an understanding of how an effective database supports the business decision-making process. *After taking this course, the student would be prepared to take the Microsoft Office Access 2007 Certified Application Specialist Exam. Knowledge of the keyboard is recommended for this course.*

CIS 1300

Introduction to the Internet1 Credit

This course develops a basic understanding of the Internet and the World Wide Web using a popular browser such as Internet Explorer. Students will search the web; download, save and print web pages; learn and use search tools to find information quickly; create a favorite or bookmark and organize your favorite web sites; learn about communication on the Internet using email, accessing newsgroups and chat rooms; learn how to email attachments and download files from your email; and discuss personal security on the Internet. Hands-on exercises will give students the opportunity to apply these concepts. This course will give students an introduction to the capabilities of the Internet. *Knowledge of the keyboard is recommended for this course.*

CIS 1310

The Whole Internet.....3 Credits

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

CIS 1400

Windows/Operating Systems3 Credits

This course introduces students to operating systems through hands on experience and covers the basic to advanced features of Windows. Topics will include safeguarding your personal computer, customizing your desktop, using online help, organizing and managing files, creating and customizing your shortcuts, implementing a backup strategy, optimizing disks, troubleshooting computer problems, evaluating system performance, installing and troubleshooting software and hardware, updating the Windows registry and working in the command-line environment. Discussions will also cover other operating systems. *Knowledge of the keyboard is recommended for this course.*

CIS 1510

Introduction to Computers and Basic Word Processing1 Credit

This course introduces students to the personal computer and to Microsoft Office Word 2007. Students will develop an understanding of how a computer works and the basic hardware and software needed for computer processing. Microsoft Word 2007 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.*

CIS 1520

Spreadsheets1 Credit

This course introduces students to the problem solving capabilities of Microsoft Office Excel 2007 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. Hands on exercise will give the opportunity to apply these concepts. *Knowledge of the keyboard is recommended for this course.*

CIS 1530

Business Graphics1 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 2007. Students will learn how to plan and organize an effective presentation. Hands on exercises will give the opportunity to apply these concepts. *Knowledge of the keyboard is recommended for this course.*

CIS 1990

Computer Information Systems Special Topics1-4 Credits

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

CIS 2310 (and Bus 2310)

Introduction to E-Commerce3 Credits

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

CIS 2400

Introduction to Computer Networking.....3 Credits

This course provides students an understanding of the fundamental concepts of computer networking and managing network data and infrastructure security. Topics include design and topologies, communication protocols and standards, network operating systems and architectures, network management and support, problem solving practice and Internet resources. Issues and trends in networking and data security will be covered. This course is designed for the non-technical as well and the technical professional. *If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101 or CSci 1000, please contact the instructor for permission to register for this class. Prerequisite: CIS 1101 or CSci 1000*

Computer Science

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

CSci 1000

Computer Basics3 Credits

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

CSci 1010

Computers and Society3 Credits

This course prepares students for real-world uses of computers and studies the impact of information technologies on society at large. Students build skills in electronic research and development through the use of interactive media, computer magazines, CDs and in Website creation.

CSci 1020

Beginning Web Page Programming1 Credit

Students learn practical techniques and principles of Website authoring; create multimedia-enhanced commercial, entertainment or educational sites; and plan site maintenance, promotion and implementation of user feedback.

CSci 1030

Programming for Internet3 Credits

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

CSci 1090

Programming in VB.NET4 Credits

This course provides an introduction to problem solving and applications development using VB.NET, an object-oriented language. Methods of structured programming and modularization are taught using sequence, loops and decision statements, sub procedures and functions. This course also focuses on event-driven programming where the user designs the user interface using objects. *Prerequisite: CSci 1000 or 1020 or 1030 or CIS 1101*

CSci 1091

Advanced Visual Basic Programming.....4 Credits

This course studies more advanced features of the VB.NET language. It continues the study of programming, problem solving and programming logic, as well as the design techniques of an OOP language. Topics include accessing and updating data in a relational database, developing applications for the Web and for mobile devices and adding browser-based Help files to an application. *Prerequisite: CSci 1090 and Math 1150*

CSci 1120

Programming in C/C++4 Credits

This course continues the study of the computer science topics of looping, branching, and modular design using C and C++. Additional topics studied are arrays, structures, pointers and classes. *Prerequisite: Math 1150 and CSci 1000 or CSci 1030 or CSci 1090 or CSci 1130*

CSci 1130

Introduction to Programming in Java4 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 and CSci 1000 or CSci 1030 or CSci 1090 or CSci 1120*

CSci 1150

Programming in C# for .NET4 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: CSci 1090 or CSci 1120 or CSci 1130*

CSci 1190

Introduction to C++ Programming4 Credits

The chief objective of this course is to provide a classroom and laboratory environment that enables students to become familiar with concepts of C++ programming language. The majority of the course will be on the semantics of the C++ language. Topics include both the common heritage with the ANSI C language (e.g. syntax, primitive types, iteration, conditional expressions, functions, arrays, pointers and dynamic memory allocation) as well as the object-oriented and unique aspects of programming with C++. These include classes and inheritance, encapsulation, polymorphism and overloaded functions. Completion of this class will prepare the student for advanced topics in C++. *Prerequisite: CSci 1120 or CSci 1130*

CSci 1990

Computer Science Special Topics.....1-4 Credits

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

CSci 2001

Structure of Computer Programming I4 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 II4 Credits

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

CSci 2010

Discrete Mathematical Structures4 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 Organization4 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 Management4 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 1030 or CSci 1090 or CSci 1120 or CSci 1130 or CSci 1150 or CSci 1190*

CSci 2050

Internship Computer Science3 Credits

This is a capstone course for students in the computer science program. It includes practical, on-the-job training in a computer science operation under executive supervision and a related learning activity. Placement is arranged on the basis of the student's interest and career goal.

Prerequisite: Enrollment in the computer science program, completion or concurrent enrollment in CSci 2002, a "B" average in all CSci courses and consent of instructor

Construction Management/Supervision

CMSV 2860

Building Construction Plan Reading.....2 Credits

The basic course in reading of construction working drawings emphasizes symbols used in the production of architectural, structural, mechanical and electrical drawings. Course includes interpretation of drawing details, sections, elevations, floor plans, etc. This course should be of value to students interested in drafting, estimating and construction.

CMSV 2870

Construction Management2 Credits

Students in this course examine estimating, purchasing, bidding, scheduling, coordinating, expediting and supervising work and dealing with public agencies, the design professions, suppliers and subcontractors as these activities relate to the operation of a building contracting company.

CMSV 2880

Construction Estimating and Critical Path Method2 Credits

The course covers basic techniques and guidelines of estimating considering the important aspect of time and cost scheduling. The theory and practices of the critical path method will be studied and applied to an actual construction project.

CMSV 2890

Building Organization and Technology.....3 Credits

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

Economics

Econ 1050

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

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

Econ 1060

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

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

Econ 1070

Principles of Economics: Micro (Goal Area 5).....3 Credits

This course covers theories of consumer and producer behavior as well as market structure, the role of government in the economy, distribution of income, externalities, and taxes.

Econ 1990

Economics Special Topics.....1-4 Credits

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

Education

Educ 1210

Introduction to Education.....3 Credits

This course will familiarize students with the historical, philosophical, and social foundations of education. The course will be of particular interest to those students who are exploring teaching as a career or to those who currently work in classroom settings. The class is designed to provide glimpses into a variety of aspects of teaching, to promote discussion, and to encourage self-exploration. The major course topics will guide students in exploring the influences of history and society on teaching, learning, and schooling and how these influences impact what is done in classrooms today.

Educ 1280

Diversity in Education.....3 Credits

This course is designed to help current and future educators acquire the knowledge and skills needed to become effective practitioners in culturally, racially, and linguistically diverse classrooms and schools. Students will examine current and emerging research, concepts, and debates about the education of students from both genders and from different cultural, racial, ethnic, and language groups.

Educ 1350

Language and Learning3 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 Design3 Credits

This course is designed for people interested in learning about the engineering profession including mechanical, electrical, civil, chemical, computer and environmental. An overview of engineering tools and problem solving methodologies also is included. Students will solve engineering problems. Speakers from engineering firms and field trips will provide information and contact with the professional community.

Engr 1200

Engineering Graphics3 Credits

This course is designed for people interested in mechanical, civil and aerospace engineering and the Bachelor of Construction Management degree. The student will learn to make AUTOCAD drawings in a Windows environment. The topics that will be covered include: drawing, editing, pan, zoom, view, laying, plotting, dimensioning, blocks, inquiry, purge, DXF, ZIP, UNZIP, XREF and work in three dimensions.
(3 hours lecture/lab)

Engr 1990

Engineering Special Topics.....1-4 Credits

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

Engr 2301 (1300)

Statics3 Credits

This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. It is also intended for the Bachelor of Construction Management degree. The topics include: vector algebra, equilibrium of a particle, equivalent systems of forces, equilibrium of rigid bodies, distributed forces, friction, centroids and center of mass.
Prerequisite: Math 1221 and Physics 1601

Engr 2302 (2300)

Mechanics of Materials3 Credits

This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. The topics include: stress, strain, mechanical properties of materials, axial load, torsion, bending, transverse shear, combined loadings, stress transformation and strain transformation.
Prerequisite: Math 1221, Physics 1601 and Engr 2301

Engr 2303 (2300)

Dynamics3 Credits

This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. The topics include: particle kinematics, particle kinetics, Newton's Second Law, rotation of rigid bodies and energy momentum methods.
Prerequisite: Math 1222, Physics 1601 and Engr 2301

Engr 2501

Circuit Analysis I.....4 Credits

This course is designed for people interested in electrical, civil and mechanical engineering, computer science and the Bachelor of Information Networking degree. The topics to be covered include: Kirchhoff's Laws, mesh analysis, nodal analysis, source transformations, superposition, Thevenin's and Norton's Theorems, operational amplifiers, first order response of RL and RC circuits, natural and step response of RLC circuits, sinusoidal steady-state analysis and power calculations and balanced three phase circuits. This is the first course in a two course sequence. (4 hours lecture) *Prerequisite: Physics 1602 and Math 1222*

Engr 2511

Circuits Analysis I Laboratory1 Credit

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

English

Engl 0900

Preparation for College Writing I3 Credits

This composition course introduces the process and strategies of writing clear, focused paragraphs. Students learn and practice the basic skills of standard American written English, including grammar, punctuation, and sentence structure. *Prerequisite: Placement in this class will be determined by the student's college assessment score.*

Engl 0950

Preparation for College Writing II.....3 Credits

This composition course is for students who need a more intensive review of standard American written English (grammar, punctuation, and sentence structure) than English 1111 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 or Completion of English 0900 with a grade of "C" or better and recommendation of instructor.

Engl 1111
College Writing I (Goal Area 1).....3 Credits
This composition course requires writing based on close reading of short stories, essays and other materials. Students will write essays, which demonstrate effective organization, a clear thesis statement and skill in employing common stylistic and rhetorical devices. Essays must exhibit mastery of MLA style. *Prerequisite: Placement in this class will be determined by student's college assessment score and/or successful completion of Engl 0950.*

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 offers students the opportunity to improve their writing skills and adapt them for professional communications such as business memos, letters and reports. Students also learn to assess purpose and audience to determine appropriate transmission forms (including electronic) and document formats. **English 1140 is also certified as a substitute for English 1112, but only for specified A.S. and A.A.S. degrees and Goal Area 1. Prerequisite: Engl 1111*

Engl 1150
Introduction to Literature (Goal Area 6)3 Credits
This course is designed to introduce students to literary terms, critical approaches and their application to literature.

Engl 1400
Reading Poetry (Goal Area 6)3 Credits
This course is a study of poetry-its content, language, structure and ways of meaning—from its beginnings in the oral tradition down to its use in modern song. Diversity is celebrated by enjoying the poetry of minority poets.

Engl 1910
Advanced Composition 1 (Goal Area 1)3 Credits
This course is designed to refine the skills that writers use to effectively present their ideas. Emphasis is on developing precise, unambiguous writing. Students will learn to develop a critical, objective eye. *Prerequisite: Engl 1112*

Engl 1920
Writing Stories (Goal Area 6)3 Credit
This is for those interested in developing their ability to write short fiction. *Prerequisite: Engl 1112*

Engl 1930
Writing Poetry (Goal Area 6)3 Credits
This course is for those interested in developing their ability to write poetry.

Engl 1940
Technical Communications3 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. *Prerequisite: Engl 1111*

Engl 1960
Writing Workshop1 Credit
This course is designed for people interested in more intensive work with creative writing projects. The emphasis could range from poetry to story or nonfiction writing.

Engl 1990
English Special Topics1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Engl 2270
Contemporary American Literature (Goal Area 6)3 Credits
This course will introduce students to selected American writers of the twentieth and/or twenty-first centuries and their works. The course may be organized either by historic periods or topically. *Prerequisite: Engl 1111*

Engl 2310
The American Short Story (Goal Area 6)3 Credits
The short story is a form that was created and refined by American writers of the 19th and 20th centuries. Students will study American short story writers, their stories, and their views of American life.

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

Engl 2360
Global Literary Perspectives (Goal Areas 6 and 8)3 Credits
Student will interpret world literature and film (either in translation or originally written in English) that presents culturally diverse voices and viewpoints. Special attention will be given to colonial and postcolonial literatures that reflect the immigrant communities of Twin Cities college campuses, such as Egyptian, Finnish, Ethiopian, Hmong, Icelandic, Iranian, Korean, Liberian, Mexican Norwegian, Russian, Somali, Swedish and Vietnamese. *Prerequisite: English 1111*

Engl 2370
African-American Literature (Goal Areas 6 and 7)3 Credits
This course introduces the student to the writings of African-Americans from the colonial period to the present and explores the contributions of these writers to American culture, letters and life. The course may be organized either by historic periods or topically.

Engl 2380

American Indian Literature (Goal Areas 6 and 7)3 Credits
This course introduces the student to North American Indian literature. Readings include fiction, non-fiction and poetry from traditional and contemporary authors. *Prerequisite: Engl 1111*

Engl 2450, 2460

Survey of American Literature I, II (Goal Areas 6 and 7)3 Credits
These courses will acquaint the student with a chronological survey of American literature from the colonial period to the present. Engl 2450: beginning to 1850; Engl 2460: 1850 to present. *Prerequisite: Engl 1111*

Engl 2550

Survey of English Literature I (Goal Areas 6 and 8)3 Credits
This course covers the literature of Great Britain with its historical background from its beginnings to 1785. Chaucer, Shakespeare, Milton, Donne, Swift and Johnson, among others, are studied in this course. *Prerequisite: Engl 1111*

Engl 2560,

Survey of English Literature II (Goal Areas 6 and 8).....3 Credits
This course covers the literature of Great Britain with its historical background from 1785 into the 20th century. Wordsworth, Keats, Browning, Dickens, Eliot and Joyce, among others, are studied in this course. *Prerequisite: Engl 1111*

Engl 2580, 2590

The Shakespeare Plays I and II (Goal Areas 6 and 8)3 Credits
The Shakespeare plays introduce the students to the drama of William Shakespeare. The students will view full-length, professional quality tapes or films of most of the plays studied in the course.

Engl 2900

Fantasy Literature3 Credits
This course surveys the literature from high fantasy through contemporary developments in the genre. It will include works by well-known authors such as J.R. Tolkien, Ursula Le Guin, Charles de Lint, Jane Yolen as well as other authors in the genre. *Prerequisite: Engl 1111*

Engl 2950

Mystery and Detective Fiction.....3 Credits
The course will introduce students to detective and mystery literature as a genre and as popular literature. *Engl 1111 is recommended.*

English for Speakers of Other Languages

ESOL 0800

College Vocabulary Development I2 Credits
This class focuses on academic vocabulary necessary for college success and develops the language you use in college reading, writing, listening, and speaking. You will study vocabulary from the Academic Word List compiled from word families which are most frequently encountered in college texts. *Prerequisite: Placement test scores*

ESOL 0900

College Vocabulary Development II2 Credits
This course will familiarize you with the specialized vocabulary utilized in higher education and will help you continue learning the vocabulary in the Academic Word List. You will acquire knowledge of and facility with the most frequently used words in academic texts. *Prerequisites: Placement test scores or grade of "C" or better in ESOL 0800*

ESOL 0830

Reading Skills Development4 Credits
In this course you will work on strengthening your reading and study strategies, developing your reading vocabulary, and improving your test-taking strategies. You will have the opportunity in this class to develop your reading speed and comprehension of a variety of written materials. This course will help prepare you for the academic skills you will need to succeed in college. *Prerequisites: Placement test scores*

ESOL 0860

Language Skills Development5 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 Development4 Credits
This course will focus on developing your academic listening and speaking skills in English. During this semester you will work on building the note-taking, presentation, and discussion skills you will need to study successfully at the college level. *Prerequisite: Placement test scores*

ESOL 0930

Academic Reading and Study Strategies4 Credits
This course provides advanced level readers with intensive practice and extensive reading tasks in various writing genres. You will develop and improve reading proficiency, speed, and comprehension, and the ability to make inferences from text. You will also develop advanced vocabulary building strategies using college content reading materials. Active study strategies are among the skills practiced as you progress toward skillful, independent reading. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0830*

ESOL 0960

Academic Writing Skills Development.....4 Credits

This course focuses on developing writing process skills and study of various rhetorical patterns. You will engage in concentrated practice to develop paragraphs through multiple drafts, working towards academic essays. You will also continue to strengthen your English language skills. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0860*

ESOL 0980

Academic Listening and Speaking4 Credits

This course concentrates on preparing students for the listening and speaking needed in the American college classroom. You will develop efficient note-taking of classroom lectures and giving class presentations. An examination of American English as spoken in college classrooms further develops the skills necessary for successful college work. This course also examines American English in terms of intonation, rhythm, stress, reduction and emphasis. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0880*

ESOL 1230

College Reading and Studying Skills4 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 Development4 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 0800 of 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 0800 of ESOL 800-level classes and ESOL 0980.*

First Year Experience

FYE 1020

First Year Experience Seminar2 Credits

This course provides both first-time and returning students with specific skills and strategies needed to accomplish their academic goals with greater success. Through lecture, discussions, group exercises, active learning exercises, and guest speakers, students are introduced to a variety of topics critical to student success: time management, setting priorities, learning styles, campus resources and policies, critical thinking, diversity, motivation, and test-taking.

Foreign Languages

See Arabic, German and Spanish

Geography

Geog 1000

Geography of the United States (Goal Area 7)2 Credits

This course provides a broad overview of those factors, cultural and physical, that identify the United States. Topics covered include climate, topography, population, language, history and regionalism. Students will gain an introductory knowledge of United States history, economics, politics, physical landscapes and culture. This course is recommended for international students or those new to the United States.

Geog 1010

Physical Geography (Goal Areas 3 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.

Geog 1040

Human Geography (Goal Areas 7 and 8)3 Credits

This course surveys occupancy and use of the earth. The great diversity of this human experience as well as the nature of the people/land relationship are examined in terms of distinctive culture realms which have manifested varying degrees of technological and sociological development in time and space. Essential to this examination is a comparative review of the contemporary geographies of race, language, religion, political ideologies, economic activity, settlement and population.

Geog 1100

World Geography (Goal Area 8)3 Credits

This course is a region-by-region study of the world. It includes the identification of physical and human place locations, along with emphasizing whatever best explains the character of each country. This may be population, economics, resources, or any aspect of nature or humanity that gives an insightful understanding of each country.

Geog 1120

Minnesota Geography (Goal Area 7)2 Credits

This course will examine the forces that have formed the physical landscape of Minnesota. Topics will include volcanism, the forces of water, glaciation and wind. The second part of the course will examine the cultural landscape. Discovery of how humans have shaped the cultural landscape of Minnesota will be accomplished by examining the religious, ethnic, political, linguistic and economic factors of culture.

Geog 1990

Geography Special Topics1-4 Credits

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

Geology

Geol 1010

Glacial Geology (Goal Areas 3 and 10)2 Credits
Come explore the glacial geologic history of Minnesota! We will also examine its influence on some of the state's economic, environmental and political issues. Topics include: geologic time, plate tectonics, hydrologic cycle, rock cycle, rock classification and identification, formation and destruction of continental ice sheets, sedimentary processes, recognition of erosional and depositional glacial landforms, and topographic map usage. *Three-day field trip around Minnesota is mandatory. Course is open to all students.*

Geol 1020

Volcanic, Plutonic and Metamorphic Geology (Goal Areas 3 and 10)2 Credits
Come explore the oldest rocks in Minnesota! This course will examine the earliest geologic history of Minnesota, which includes greenstone belts, iron ore deposits, and flood and pillow basalts. Topics include: geologic time, plate tectonics, rock cycle, rock classification and identification, Mid-continental rift, intrusive and extrusive igneous processes and products, metamorphism and mineral resources, and topographic map usage. *Three-day field trip around Minnesota is mandatory. Course is open to all students.*

Geol 1030

Fluvial Geology (Goal Areas 3 and 10)2 Credits
Come explore the geologic history of Minnesota's rivers. We will examine the development of the Mississippi, Minnesota, Red, and St. Croix Rivers and the influence of their development and present geomorphology on some of the state's economic, environmental and political issues. Topics include: geologic time, plate tectonics, hydrologic cycle, rock cycle, rock classification and identification, weathering and erosion, drainage patterns, flooding, fluvial landform recognition, meandering, wetlands, topographic map usage. *Three-day field trip around Minnesota is mandatory. Course is open to all students.*

Geol 1040

Caves, Karst and Ancient Seaways (Goal Areas 3 and 10)2 Credits
Come explore Minnesota's caves and ancient ocean floors! This course will examine the hydrogeologic processes involved in cave formation and the development of karst topography. In addition, we will evaluate the evidence of ancient oceans in Minnesota using the sedimentary and fossil record. Additional topics include: plate tectonics, geologic time, hydrologic cycle, rock, mineral and fossil identification, weathering and erosion, sealevel change, marine sedimentary processes. *Three-day field trip around Minnesota is mandatory. Course is open to all students.*

Geol 1110

Physical Geology (Goal Area 3)4 Credits
A course examining the earth's formation, composition, structure and natural systems. Including exploration of the earth's internal and external processes and how they shape the surface of the earth. Topics include: geologic time, plate tectonics, rock and mineral identification, introduction to topographic and geologic maps, surficial processes and environmental concerns. *Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1120

Historical Geology (Goal Areas 3 and 10)4 Credits
A temporal survey of the development of earth as we know it today, and the evolution of life as deciphered from the sedimentary rock and fossil record. Topics include: principles of geology, sedimentary rocks, fossil identification and classification, plate tectonics, evolution of life, hominid development and mass extinctions. *Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1130

Rocky Mountain Field Study (Goal Area 3)4 Credits
This course is designed for people interested in learning about basic principles of astronomy, geology, and meteorology in an applied setting. This course is offered as a component of our Outdoor Education Program, usually during summer session. Classes meet on campus for several weeks followed by 7-10 days in the Rocky Mountains and surrounding areas. Topics include: rock and mineral identification, geologic history of the area, geologic time, plate tectonics, topographic maps, surficial processes, physical processes of weather and astronomical features. *Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1150

BWCA Field Geology (Goal Area 3)4 Credits
This lecture, lab & field-based course is designed for people interested in learning about basic principles of astronomy, geology, and meteorology in an applied setting. This course will be offered as a component of our Outdoor Education Program, usually during summer session. Topics include: rock and mineral identification, geologic history of the area, geologic time, plate tectonics, topographic maps, surficial processes, physical processes of weather and astronomical features. *Students will participate in an 8-9 day mandatory field trip to BWCA-Quetico Wilderness Area. Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1160

Global Environmental Field Geology (Goal Areas 3 and 10)4 Credits
An introduction to environmental geology with emphasis on the impact that globalization has on the environments and on geologic resources of various regions of the world, including the United States. Students will examine the geologic development of a particular region and how various cultures and societies approach environmental and geologic resource management problems. Students will explore their own community for the presence of globalization and they will travel to the country or region of study to meet with environmental experts and to observe first-hand the issues covered in this course. *A 7-10 day field trip to the study region is mandatory. Course is open to all students. (3 hours lecture, 3 hours lab)*

Geol 1850

Oceanography (Goal Areas 3 and 10)3 Credits
A survey of the biological, chemical, physical and geologic processes at work in the world's oceans, with emphasis on the interplay between these processes and the implications of this interplay for life on earth as well as in the oceans. Topics include waves, tides, marine biology, seawater chemistry, plate tectonics, ocean currents, El Niño, coastal processes, and effects of man's influence on oceans. *Course is open to all students.*

Geol 1851

Oceanography Lab (Goal Areas 3 and 10)1 Credit

This course is designed to complement GEOL 1850, Oceanography. The 3 hour lab sessions will include group and individual projects that supplement concepts and topics from oceanography lecture. Students will collect their own data and use oceanographic data from internet resources. Lab topics that will be covered include plate tectonics, marine sediments, temperature and salinity, water masses and ocean circulation, mapping the seafloor, marine ecosystems, coastal erosion, climate change, primary productivity, El Niño and biogeochemical cycling. (3 hour lab)

Geol 1990

Geology Special Topics1-4 Credits

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

German

Germ 1030

Culture of the German-speaking Countries

(Goal Areas 6 and 8)3 Credits

Taught in English, this course will introduce the student to contemporary life in the German language areas of Austria, Germany, and Switzerland, exploring the historical and artistic interrelationships that make each culture unique. *This course is taught in English; no previous knowledge of German is required.*

Germ 1990

German Special Topics.....1-4 Credits

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

Graphic Design

GDes 1990

Graphic Design Special Topics.....1-4 Credits

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

GDes 2550

Typography3 Credits

This course explores basic concepts of typography including: history, anatomy and mechanics, copyfitting, legibility, syntax, and communication within the context of process-oriented, problem-solving projects. Students will learn the effective use, importance and impact of typography in graphic design. This is an advanced course in the techniques of typography for graphic design. Students work on projects that involve complex visual ideas and are encouraged to develop a personal style in their visual communication. *Prerequisite: Admission to Graphic Design program*

GDes 2560

Web Design / Graphics3 Credits

Web design for the graphic designer. This course explores web design concepts from a graphic designer's perspective on how to adapt print design and illustration to web design using Photoshop®, Dreamweaver®, Fireworks® and Flash®. *Prerequisite: Admission to Graphic Design program*

GDes 2601

Graphic Design I.....3 Credits

This course is a study of Graphic Design theory and applications. Students explore the creative process in the development of visual communication and its relationship to creating graphic design ideas. The visual language of design is explored as students design a variety of projects through application of computer graphics and use of software. *Prerequisite: Admission to Graphic Design program*

GDes 2602

Graphic Design II3 Credits

This is an advanced studio course in graphic design. The content and scope of the projects will help students to understand the nature of graphic design projects as well as the research and content knowledge necessary to achieve professional design solutions. Students will assemble a portfolio necessary for success in the field of professional design. *Prerequisite: Admission to Graphic Design program and GDES 2601*

GDes 2811

Publication Design I2 Credits

This course introduces the history and techniques of publication design and production. Concepts in magazine and book page layout are studied through lectures and studio projects. Printing technology is explored from design to production. *Prerequisite: Admission to Graphic Design program*

GDes 2812

Publication Design II2 Credits

This is an advanced course in publication layout and page design. Students will study how design gives form and visual meaning to publications. Through experimentation and group discussions, students will learn how to refine their design concepts into a professional format. *Prerequisite: Admission to Graphic Design program*

GDes 2850

Illustration I3 Credits

This course introduces students to various illustration techniques used in graphic design studios. Students will be encouraged to develop illustrative skills that can be applied to design. Through creative problem solving and research, students will learn to develop and refine an image. *Prerequisite: Admission to Graphic Design program*

GDes 2860

Web Animation3 Credits

This course is an introduction to multimedia design in web animation. A study of advanced illustration will accompany an exploration of computer illustration using Adobe Flash® animation techniques, including: animation effects, splash screens, banners, movies, integration of sound with animation and use of type design in web applications. *Prerequisite: Admission to Graphic Design program*

GDes 2901

Desktop Design I3 Credits

This course introduces students to the use and function of graphic design software programs. Through professional design projects students will learn to effectively use the essential techniques, tools, and principles of each program. Students will apply problem solving techniques to design projects that simulate real-world design challenges faced in today's design studios. *Prerequisite: Admission to Graphic Design program*

GDes 2902

Desktop Design II3 Credits

This course is a continuation of Desktop Design I. The advanced capabilities of the Macintosh computer are explored as well as the use of QuarkXPress®, a popular page layout program. Adobe Photoshop® (color photo manipulation software) and Adobe Illustrator® (drawing and design program) are also studied. Students are introduced to the concepts of design and production workflow. *Prerequisite: Admission to Graphic Design program and GDES 2901*

Health

Hlth 1030

Personal and Community Health3 Credits

This course is directed toward individual health concerns, emphasizing positive life style changes. Among topics studied are physical fitness, nutrition, stress, sexual health, sexually transmitted diseases, cardiovascular health, mental health and death and dying. It also discusses health matters that require community action including chronic disease, communicable disease, accidents, environmental health and consumer issues. Fundamental concepts and terminology relating to the causes, effects, prevention and community resources in the area are studied.

Hlth 1050

Stress Management3 Credits

This class is designed to examine the differences between stress and personal challenges with an emphasis on the importance of the role of perception in distinguishing between the two. This course will also examine the many common sources of stress for most people and practice strategies for managing these stressors. The students will also discover how to control their stress instead of letting their stress control them.

Hlth 1060

Drugs and Health3 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

Nutrition3 Credits

This course is focused on the needs of the curious student interested in developing a scope of knowledge and understanding of the truths about nutrition and its application to better health and wellness for themselves and their family. This course will help prepare students for career paths in nursing and other similar fields of study.

Hlth 1080

Consumer Health 3 Credits

The course will cover several areas of consumer concern, including protection, quackery, drugs, products, nutrition and weight control, fitness, self-care, advertising, insurance and the health care system.

Hlth 1100

Responding to Emergencies.....3 Credits

The course is intended for the citizen first responder to an emergency. It is aimed at providing that responder with the necessary information and skills to make appropriate decisions and actions regarding first aid care. Techniques of basic life support cardiopulmonary resuscitation (CPR) are taught. It will include the fundamental knowledge required in safely administering these techniques. An American Red Cross CPR certificate may be earned.

Hlth 1250 (and PE 1250)

Wellness for Life3 Credits

This course is designed to investigate the implications of exercise, diet, nutrition, stress and physical activity in the total health of the individual. The course involves lecture, discussion and lab assessments of the student's present health status. *PE 1250 and Hlth1250 are the same: credit may not be earned for both. (2 hours lecture, 2 hours lab)*

Hlth 1600

First Responder3 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 Sexuality3 Credits

Healthy Sexuality will examine how the dimensions of wellness-physical, intellectual, emotional, social, spiritual, environmental and occupational influence our sexual health. It is also the intention of this class to show how healthy expressions of sexuality can improve one's overall wellness.

Hlth 1990

Health Special Topics.....1-4 Credits

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

History

Hist 1010

History of World Civilization Pre 1500

(Goal Areas 5 and 8)3 credits

This course examines the development of World Civilizations from ancient origins through the 15th century. We will approach the material from a broad comparative scope, rather than comprehensive, following a rough chronological progression. The course will have two main components. In the first, we will examine emergent civilizations around the world to understand what strategies were employed to develop civilizations in places like Mesopotamia, India, China, Africa and the Americas. The second component will focus on expansionary civilizations, such as ancient Rome and medieval Islam. Students are expected to gain a basic understanding of the different civilizations and the periods in which they flourished, as well as begin to develop the basic skills of a historian.

Hist 1020

History of World Civilization Post 1500

(Goal Areas 5 and 8)3 Credits

This course examines world civilizations from 15th century to the present day. The course will examine the interactions between different civilizations and their neighbors and the problems involved in developing a global community. Students are expected to gain basic knowledge of different world civilizations, to think critically about problems that have faced different civilizations and to develop the basic skills of a historian.

Hist 1110

History of Western Civilization Pre 1550

(Goal Areas 5 and 8)3 Credits

This course studies the earliest civilization to the 18th Century and includes prehistoric age, the earliest civilizations, Greece, Rome and the Middle Ages.

Hist 1120

History of Western Civilization 1550 to Present

(Goal Areas 5 and 8)3 Credits

This course studies the 18th Century through the present time and includes the Age of the French Revolution and Napoleon, the Industrial Revolution and the 19th Century. Twentieth century developments are emphasized, among them, World War I, World War II, Nazi Germany, the Soviet Union, the Cold War and the end thereof.

Hist 1130

History of the Medieval West (Goal Areas 5 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 1150

History of Canada (Goal Areas 5 and 8)3 Credits

This course investigates the cultural, ethnic, economic and political history of Canada. We examine its indigenous populations, the impact of the French, English colonial rule, confederation, The Depression, the Trudeau era, Separatism and current Canadian concerns. The course provides students with perspectives on Canada's history and on the nation's understanding of itself.

Hist 1200

History of the United States through 1877

(Goal Area 5)3 Credits

This course focuses on the major cultural, social, and political issues in United States history from the revolutionary period through Reconstruction. We look at the ideas that led to the revolution, how the thirteen colonies assembled themselves into a republic, the consequences of slave culture to the course of American history, and the promises and failures of Reconstruction. The student will come to understand the multiple and inter-related forces relevant to the early years of the republic.

Hist 1210

History of the United States since 1877

(Goal Areas 5 and 7)3 Credits

This course focuses on the major cultural, social and political issues in United States history from the late nineteenth century Gilded Age through the end of the twentieth century. We look at the influence of the industrial revolution, the impact of increasing levels of European and Asian immigration, the rise of organized labor, the Great Depression, the Cold War, the impact of United States foreign policy, and countercultural movements. The student will gain insight into the aspects that are most crucial for a solid understanding of the nation's history.

Hist 1220 American Colonial History

(Goal Areas 5 and 7)3 Credits

This course investigates the 300 year history of the European colonization of America. Students will study the origins and consequences of Spanish, Russian, Dutch, French and English colonization efforts and how the era of European colonial rule has shaped American history. The goal of the course is to provide students with an understanding of how the European struggle to dominate the continent has significant consequences that continue to shape the nation politically, socially and culturally.

Hist 1240

History of the American West (Goal Areas 5 and 7)3 Credits

This course investigates the cultural, ethnic, economic, and political history of the American West. We examine Native American cultures of the West, white settlement and the Transcontinental Railroad. We also look at the changing role of the West since WWII, particularly regarding the effects of nuclear testing and radioactive disposal sites in the desert. The course provides students with a perspective on the central role played by the American West both as a region and as an idea in the nation's history and in its understanding of itself.

Hist 1270

Race in America (Goal Areas 5 and 7).....3 Credits

This course investigates the role played by race in the shaping of United States history. We examine the concept of race and the historical relationships in America between those of African, Asian, European, and Native descents. We will examine Reconstruction, the Civil Rights Movement and current racial issues. The goal is to broaden student understanding of United States history by a focused study of its multi-faceted racial relationships throughout the centuries.

Hist 1990

History Special Topics1-4 Credits

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

Hist 2500

Regional History (Goal Area 7)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 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 Basics1 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 I4 Credits

This course will introduce current theory and practice in histotechnology including specimen processing and preservation, tissue embedding, histology instrumentation, microtomy and the theory of routine HandE staining. *Prerequisites: Admission to HTN program and Biology 1001*

HTN 1002

Histotechniques II2 Credits

This course is a continuation of Histotechnique I with emphasis on reinforcement of fundamental principles of histology. Procedures and maintenance of basic histology instruments will be introduced. Students will be expected to achieve entry-level competencies in basic lab techniques and additional techniques will be practiced.

Prerequisite: Admission to the HTN program and HTN 1001

HTN 2003

Histotechniques III2 Credits

This course is a continuation of Histotechnique II with emphasis on additional reagents used for techniques previously covered, maintenance of instrumentation, slide preparation and processing of biopsy specimens.

Prerequisite: Admission to the HTN program and HTN 1002

HTN 2100

Special Stains.....4 Credits

Preparation of chemical reagents for the histology lab will be discussed and performed. The theory, practice and microscopic evaluation of staining procedures for various applications will be covered.

Prerequisites: Admission to the HTN program and concurrent with HTN 2003

HTN 2150

Special Procedures2 Credits

Lectures and labs will build on skills learned and practiced in Histotechnique I and II. Reprocessing specimens for better results will be practiced with the use of simulated labs to emphasize organization and teamwork. Specialized procedures will be introduced including cryotomy, immuno-histochemistry and cytology preparation.

Prerequisites: Admission to the HTN program and concurrent with HTN 2003

HTN 2200

Histo-Anatomy1 Credit

This course focuses on the description of microstructures of human organs and on cellular components of specific organs. Microscopic identification of these cellular components will be practiced.

Prerequisites: Admission to the HTN program and Biol 2111 and Biol 2112

HTN 2300

Histology Clinical Experience12 Credits

This course gives students clinical experience necessary to develop entry-level technical skills in all aspects of the histology laboratory under the supervision of certified histotechnicians, histotechnologists and pathologists. Emphasis will also be placed on acquiring effective team skills and preparation for the practical component of the certification exam.

Prerequisites: Admission to the HTN program and successful completion of all program-required general education and histotechnology courses.

Honors Seminar

HSem 1000

Honors Seminar1 Credit
Exploring in depth each year's Phi Theta Kappa Honors Topic, the seminar uses various avenues/techniques of inquiry. Students will identify and discuss issues that arise from the topics. *Course may be repeated for credit. Prerequisite: GPA of 3.5, PTK member, Honors Program member or instructor's permission.*

HSem 1010

Honors Colloquy1 Credit
This course will study the annual PTK Honors Topic through speakers and programs brought from off-campus, discussion sessions, reaction papers or student projects. *Course may be repeated for credit. Students and community may attend the lectures without enrolling. Prerequisite: GPA of 3.5, PTK member, Honors Program member, or instructor's permission*

HSem 1990

Honors Special Topics1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter. *Prerequisite: Admission to Honors program or PTK, 30 credits or more with a cumulative GPA of 3.5 or better, or permission of instructor. Introductory course in subject area or consent of instructor.*

Journalism

Jour 1010

Introduction to Mass Communication3 Credits
This course is a survey of the content, structure and control of the communications in American society. The influences, social functions and responsibilities of newspapers, television, film, the internet and other print, broadcast and recording media will be studied.

Jour 1110

Newspaper Writing1 Credit
The students will meet at least one hour each week in a laboratory format to edit and publish the student newspaper. *May be repeated for credit.*

Jour 1250

Magazine Workshop1-2 Credits
Students in this workshop will publicize and edit the student literary magazine, Under Construction. *May be repeated for credit.*

Jour 1990

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

Mathematics

No student may enroll in a math class that is at a higher level than their placement score indicates.

Math 0800

Computational Mathematics3 Credits
Topics covered include operations with decimals and fractions, ratios, proportions, percent and pre-algebra. *Credit does not apply to a degree. This course is graded on a pass/no credit basis. Placement in this course is determined by the student's score on the mathematics assessment test.*

Math 0901

Introduction to Algebra.....4 Credits
This is the first course in a two-course developmental algebra sequence and assumes no background in algebra on the part of the student. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: linear equations and inequalities, polynomial algebra, polynomial factoring and rational expression algebra. Additional topics include applications, absolute value, integer exponents and more equation solving. *Credit does not apply to a degree. Placement in this course is determined by the student's score on the mathematics assessment test.*

Math 0902

Intermediate Algebra4 Credits
This is the second course in a two-course developmental algebra sequence. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: introduction to functions, linear functions, radicals and rational exponents, quadratic equations and inequalities and systems of equations, particularly linear equations. Additional topics may include exponential and logarithmic functions and their graphs. *Credit does not apply to a degree. Prerequisite: Math 0901 with a "C" or better or Placement Test*

Math 0903

Pre College Algebra5 Credits
A fast-track course alternative to Math 0901 and 0902. *Prerequisite: Placement test and 1 year of high school algebra*

Math 1010

Survey of Mathematics (Goal Area 4)3 Credits
Designed for the liberal arts student, this course explores the diversity of math and is focused on developing quantitative skill and reasoning ability. Topics are chosen by the instructor and may include but are not limited to: logic, problem solving, and data analysis, mathematics of social choice, geometry, financial mathematics, infinity, topology, and probability. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

Math 1031

Math for Elementary Education I3 Credits
This is the first of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical reasoning will be stressed. Topics include number systems with a progression from the whole numbers to the real numbers, focusing on their models, properties, and algorithms. Additional topics include sets, elementary number theory, logic and applications. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

Math 1032**Math for Elementary Education II3 Credits**

Second of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical reasoning will be stressed. Topics include probability, statistics, measurement, and geometry and spatial relationships. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

Math 1130**Elementary Statistics (Goal Area 4)3 Credits**

This is an introductory course in descriptive statistics, probability, random variables, and inferential statistics. Topics include exploratory data analysis, measures of central tendency, measures of dispersion, linear regression, basic probability, binomial and normal distributions, the central limit theorem, confidence intervals and hypothesis tests. Additional topics may include inferential procedures for two populations, analysis of variance and chi-squared tests. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better and successful completion of ADEV 0952 or college reading placement level.*

Math 1140**Finite Math (Goal Area 4)3 Credits**

Topics include, but are not limited to probability, financial mathematics, systems of equations, matrices, linear programming, game theory, and Markov chains. Some computer applications may be included. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better*

Math 1150**College Algebra (Goal Area 4)3 Credits**

This college-level course continues the study of algebra conducted in the developmental algebra courses. Topics include polynomial, rational, inverse, exponential, and logarithmic functions and their applications. Additional topics include systems of non-linear equations, systems of linear equations, and matrices. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better*

Math 1170**Trigonometry (Goal Area 4)4 Credits**

This is a comprehensive course in trigonometry which also includes extended topics in algebra. Topics include trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, conic sections, and sequences and series. Additional topics may include mathematical induction, combinations and permutations, the binomial theorem and systems of nonlinear equations. *Prerequisites: College math placement level or successful completion of Math 1150 with grade of "C" or better*

Math 1180**Pre-Calculus (Goal Area 4)5 Credits**

This course is a fast-track alternative to Math 1150 and 1170. Topics include polynomial, rational, exponential, logarithmic, algebraic, and trigonometric functions. Additional topics include sequences, series, systems of equations, powers and roots of complex numbers, and some topics of analytic geometry. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better*

Math 1200**Calculus Survey (Goal Area 4).....3 Credits**

This course in differential and integral calculus is designed for those students who require only one semester of calculus. The emphasis is on methods and applications of calculus rather than on theory, with the applications primarily from business. Students who wish to take more than one semester of calculus should enroll in Math 1221.

Prerequisites: College math placement level or successful completion of Math 1150 with grade of "C" or better

Math 1221**Calculus I (Goal Area 4)5 Credits**

This course is a thorough treatment of differentiation and an introduction to integration. Topics include the definition of derivative, limits and continuity, differentiation, applications of the derivative, definite and indefinite integrals, the Fundamental Theorem of Calculus, techniques of integration, and applications of integration. *Prerequisites: College math placement level or successful completion of Math 1170 or Math 1180 with grade of "C" or better*

Math 1222**Calculus II (Goal Area 4)5 Credits**

This course continues the study of the definite and indefinite integrals and leads to a study of improper integrals and infinite series. Topics include advanced techniques of anti-differentiation, numerical integration techniques and error bounding, applications of the integral, improper integrals, an introduction to differential equations, infinite series, parametric equations, and polar coordinates. *Prerequisites: Successful completion of Math 1221 with grade of "C" or better*

Math 1990**Mathematics Special Topics1-4 Credits**

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

Math 2010**Probability and Statistics (Goal Area 4)3 Credits**

This is a calculus-based first course in the study of probability and statistics. Topics include descriptive statistics, general probability theory, random variables, sampling distributions, estimation, and hypothesis testing. Additional topics may include two-sample inference, linear regression, analysis of categorical data, analysis of variance, and quality and reliability. *Prerequisite: Math 1222 with grade of "C" or better*

Math 2220**Calculus III (Goal Area 4)5 Credits**

Topics in this course include solid analytic geometry, vectors in space, scalar and vector products, vector functions and derivatives/integrals, multi-variable functions, partial derivatives, alternative coordinate systems, and double and triple integrals. The geometry of space curves, line and surface integrals, curl and gradient divergence, and Stokes' theorem are also included. Emphasis will be on learning relevant mathematical methods. *Prerequisites: Successful completion of Math 1222 with grade of "C" or better*

Math 2300

Linear Algebra (Goal Area 4).....3 Credits

This course is a comprehensive study of systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, and eigenvalues and eigenvectors.

Prerequisites: Successful completion of Math 1222 with grade of "C" or better

Math 2400

Differential Equations (Goal Area 4).....3 Credits

This course is a comprehensive study of systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, and eigenvalues and eigenvectors.

Prerequisites: Successful completion of Math 1222 with grade of "C" or better

Medical Laboratory Technology

MLT 1000

Clinical Laboratory Basics1 Credit

This course introduces the student to the role of the laboratory in health care. Basics of laboratory safety, quality assurance, microscopy, pipetting techniques and laboratory mathematics will be presented.

Prerequisite: Admission to MLT Program

MLT 1100

Urinalysis.....2 Credits

This course will include 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 1120 and MLT 1000*

MLT 1150

MLT Basic Immunology.....1 Credit

This course will include current theory and knowledge of the immune system and apply this to technical procedures. Clinical correlations of inherited and acquired disease processes will be discussed.

Prerequisite: Admission to the MLT program; Biol 1120 and MLT 1000

MLT 1200

MLT Principles of Laboratory Instruments1 Credit

This course covers basic physical operating principles, care/maintenance and problem-solving skills of clinical laboratory instruments.

Prerequisite: Admission to MLT Program

MLT 1990

Medical Laboratory Technology Special Topics1-4 Credits

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

MLT 2000

MLT Clinical Orientation.....1 Credit

This course is designed to prepare students to enter the clinical phase of their curriculum. Policies and procedures regarding quality control, record keeping, risk management, confidentiality, legal issues and advanced specimen collection techniques will be presented. Students also will prepare resumes and cover letters. *Prerequisite: Admission to the MLT Program and MLT 1000*

MLT 2050

MLT Hematology4 Credits

The course will include development, normal and abnormal characteristics of the cellular elements of the blood; the basic techniques and instrumentation utilized in the hematology laboratory; the theory and techniques of coagulation studies; and the clinical correlation of all procedures. *Prerequisite: Admission to the MLT program; MLT 1100, 1150, and 1200*

MLT 2080

MLT Medical Microbiology4 Credits

This course covers the isolation, identification, and significance of clinically associated bacteria, mycobacteria, fungi, and parasites.

Prerequisite: Admission to the MLT Program; BIOL 2100 and MLT 1150

MLT 2100

MLT Chemistry4 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; Chem 1062

MLT 2150

Immunohematology3 Credits

This course will include principles of immunohematology and transfusion service procedures, including blood typing, antibody screening, compatibility testing, antibody identification, problem resolution, hemolytic disease of the newborn and transfusion therapy.

(2 hours lecture, 3 hours lab) Prerequisite: Admission to the MLT Program; MLT 1150 and MLT 2050

MLT 2200

Immunology Lab Applications2 Credits

This course will enable the student to describe the theory, principles and techniques used in the aid of diagnosis of immunologic diseases.

Prerequisite: Admission to the MLT Program; MLT 1150

MLT 2310

Clinical Phlebotomy1 Credit

The course provides the student with experience in phlebotomy skills.

Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses

MLT 2320

Clinical Hematology3 Credits
 The course is designed to give the student clinical experience in the area of hematology, coagulation and body fluids. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2340

Clinical Urinalysis.....1 Credit
 This course is designed to give the student clinical experience in the area of urinalysis. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2350

Clinical Microbiology4 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

Clinical Immunohematology.....2 Credits
 This course is the application of immunohematology policies and procedures in the clinical transfusion service setting. Students will perform pretransfusion compatibility testing in accordance with the American Association of Blood Bank Standards. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

MLT 2380

Clinical Chemistry5 Credits
 The course provides the student with experience in the clinical chemistry laboratory as well as study in the theory and principles involved. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

Music**Musc 1130**

College Choir (Goal Area 6)1 Credit
 This course includes the study and performance of choral repertoire. *Course may be repeated for credit.*

Musc 1150

Chamber Singers1 Credit
 This course is a select auditioned group of singers which will perform a wide spectrum of choral repertoire from Madrigals to Vocal Jazz. *Auditions will be held early fall semester for the yearly commitment. May be repeated for credit.*

Musc 1200

Fundamentals of Music (Goal Area 6)3 Credits
 This general course in music fundamentals includes basic theory, sight singing, piano keyboard, creative activity and student demonstration.

Musc 1220

Music Appreciation (Goal Areas 6 and 8)3 Credits
 This general cultural course is designed to develop an understanding and enjoyment of music. It includes a study of great music from 1600 through the present. Emphasis upon class listening supplemented by historical background. *Live concert attendance optional.*

Musc 1300

Music In World Cultures (Goal Areas 6 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 1320

Applied Music: Guitar1 Credit
 This course is open to all students and consists of private guitar instruction with one-half hour lesson per week. Students, beginners through advanced, can, in consultation instructor, pick areas of focus depending on their tastes and needs. These may include: guitar technique (i.e. chords, scales finger-picking) theory, reading, ear-training, analysis, improvisation, repertoire development and interpretation. *This course may be repeated for credit. Special music fees apply.*

Musc 1350

History of Rock 'n Roll (Goal Area 6)3 Credits
 The history of popular music in Western Culture will be presented. The course will cover early American music, jazz, American musical theater, pop, rock and rap.

Musc 1560

Class Guitar (Goal Area 6)1 Credit
 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 1600

Class Voice (Goal Area 6)1 Credit
 This course is devoted to basic vocal techniques and skills. Learn different styles of song. Learn about and be able to evaluate the fundamentals of the creative process and performance. Some acquaintance with music and history of different cultures. This course is required of all vocal and instrumental music majors. The course also is open to non-music majors.

Musc 1610

Applied Voice (Goal Area 6)1 Credit
 This course is private vocal instruction; one-half hour lesson per week. It may be repeated for credit. *Special music fees apply. Prerequisite: Musc 1600 and consent of instructor*

Musc 1800

Class Piano (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 1810

Applied Piano (Goal Area 6)1 Credit
 This course is private instruction in piano; one-half hour lesson per week. *This course may be repeated for credit. Special music fees apply.*

Musc 1990

Music Special Topics1-4 Credits

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

Musc 2970

Field Trip (Goal Area 6)1 Credit

This course consists of tours to various cultural centers to experience a variety of musical performances, lectures, demonstrations and facilities. *This course may be repeated for credit.*

Natural Science

NSci 1010, 1020, 1030

Science of Disasters Workshops (Goal Area 3)1 Credit Each

These courses examine the scientific basis and mechanisms of hazards that are of local, regional, national and global concern for public health, safety and environmental impact. Scientific background of distributions, risks and case histories for each major hazard will be presented. Topics are divided as follows: 1010 Disasters related to the Lithosphere (rigid portion of earth's surface); 1020 Disasters related to the Hydrosphere (water) and Atmosphere (air); 1030 Disasters related to the Biosphere (realm where life exists), including those societally-induced.

NSci 1110

Minnesota Natural History (Goal Areas 3 and 10)4 Credits

This course is a team-taught, field-based introduction to the flora, fauna, ecology and geologic development of Minnesota. A series of in-class sessions will prepare students for recognition and identification of plants, animals, habitats and geologic features and for the integration of these biotic and abiotic components of ecosystems. This course will include an examination of natural resource issues and policies in the context of Minnesota's politics and economy. *Two weekend field trips are mandatory. These field trips will begin on Friday afternoon and end on Sunday afternoon or early evening. This course fulfills lab requirement for Goal Area 3. (3 hours lecture, 3 hours lab)*

NSci 1990

Natural Science Special Topics1-4 Credits

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

Nursing

Nurs 1211

Foundations in Nursing.....8 Credits

This course assists the students to build a foundation for the practice of nursing. Students are introduced to NHCC's components of nursing practice including professional behaviors, communication, assessment, clinical decision making, therapeutic nursing interventions, teaching and learning, collaboration, and managing care. The nursing process is presented as a problem solving method for providing nursing care. Fundamental concepts of nursing are presented including pharmacology, community, lifespan and culture. Selected experiences in the basic care of adult medical-surgical clients are completed. *(4 hours lecture, 1 hour seminar, 3 hours lab) Prerequisites: Admission to Nursing Program; Biol 1001, Biol 2111 and Spch 1110 or concurrent enrollment*

Nurs 1212

Provider of Care I8 Credits

This course is designed to introduce the integration of the pathophysiology of selected diseases, the nursing process and NHCC's components of nursing practice in the holistic care of clients within selected medical-surgical settings. Emphasis is on identifying and prioritizing client care needs. *(4 hours lecture, 1 hour seminar, 3 hours lab) Prerequisites: Nursing 1211; Biol 2112 and Psyc 1150 or concurrent enrollment*

Nurs 1220

Nursing Transition4 Credits

This course presents content from Nursing 1211 and 1212 that builds on the foundation of a practical nursing curriculum. NHCC's components of nursing practice including professional behaviors, communication, assessment, clinical decision making, therapeutic nursing interventions, teaching and learning, collaboration and managing care are presented. The nursing process is emphasized as the problem solving method for providing nursing care. The fundamental concepts of pharmacology, community, aging/lifespan, culture/ethnicity, nutrition as well as the pathophysiology and nursing care of selected diseases are presented. Identification and prioritization of client care needs are emphasized. *Prerequisite: Admission to the Associate Degree Nursing Program: PN Mobility Option; Biol 1001, Biol 2111, Biol 2112, Biol 2100, Psyc 1150 and Spch 1110*

Nurs 1990

Nursing Special Topics.....1-4 Credits

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

Nurs 2211

Provider of Care II8 Credits

This course is designed to provide the student with the opportunity to utilize the nursing process in a variety of settings involving the family during the reproductive phase of the life cycle and pediatric and adult medical - surgical clients. Further development of assessment and clinical decision making skills and the management of client care will be emphasized. The continued development of professional behaviors, communication skills, therapeutic nursing interventions, teaching-learning and collaboration are inherent in course strategies and experiences. *(5 hours lecture, 3 hours lab) Prerequisites: Nursing 1212 or 1220; Biol 2100; Engl 1111 and Soc 1110 or concurrent enrollment*

Nurs 2212

Manager of Care & Member of the

Discipline of Nursing8 Credits

This course provides an opportunity for the integration of NHCC's nursing components and concepts in the holistic care of individuals. Course experiences enable students to integrate, coordinate and apply the nursing process in situational crises and complex nursing situations. Beginning concepts and skills in leadership and management are introduced. Emphasis is placed on strengthening the students' understanding of the graduate nurse's dependent, interdependent and independent roles and responsibilities in a variety of health care settings. *(5 hours lecture, 3 hours lab) Prerequisite: Nursing 2211 and MnTC electives or concurrent enrollment*

Nurs 2300

Principles of Pharmacology in Nursing Practice3 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 and 2112

Paralegal

PLeg 1111

Basic Law I4 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 1112

Basic Law II3 Credits

This course is a continuation of Basic Law I with an emphasis on various areas of substantive law. Topics include contracts, sales of goods, products liability, secured transactions, creditor rights, consumer protection and bankruptcy, administrative agencies, and employment law.

Prerequisite: PLeg 1111

PLeg 1210

Computer Applications in the Law Office.....2 Credits

This course presents a study of the computer software commonly used in legal organizations, including programs in word processing, spreadsheets, database management systems, timekeeping and billing, case management and docket control, litigation support, presentation graphics, and electronic mail. Students will also study legal ethics as applied to the use of computer technology in the law office.

Requirements: Knowledge of the keyboard

PLeg 1310

Litigation.....4 Credits

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 1320

Evidence and Investigation3 Credits

This course presents a study of the rules of evidence, including methods of discovery, 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 relating to methods of investigation and the use of evidence.

Prerequisite: PLeg 1111

PLeg 1330

Domestic Relations2 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 1990

Topics Course1-4 Credits

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

PLeg 2211

Legal Research and Writing I.....3 Credits

This course presents a study of methods of legal research related primarily to case law, which include the use of digests, encyclopedias, reporter systems, and practice manuals. The students will gain an understanding of law libraries and will be introduced to computer assisted legal research. Students will learn analytical writing skills for use in preparation of legal memoranda. Use of Blue Book citation methods will be emphasized.

Prerequisite: PLeg 1111

PLeg 2212

Legal Research and Writing II3 Credits

This course is a continuation of Legal Research and Writing I. This course focuses on primary sources other than case law such as constitutional law, statutory law, administrative law, and court rules. The student will also study secondary sources. This course provides the student with additional experience in the advancement of analytical writing skills for use in the preparation of legal memoranda. Blue Book citations relative to sources studied will be emphasized. The student will also gain additional experience with computer assisted legal research.

Prerequisite: PLeg 2211

PLeg 2410

Business Organizations2 Credits

This course 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

Property3 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 Administration3 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 Paralegals1 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 2910

Legal Practicum.....2 Credits

The course is designed to ready the student for transition from the classroom to the work place by providing students with an opportunity to enhance their skills by completing assignments which simulate typical paralegal responsibilities. The assignments in this course will require the students to use their research, writing, and critical-thinking skills in completing exercises that contain interdisciplinary applications of previous paralegal coursework. Students also are introduced to law office procedures. Finally, this course will emphasize and reinforce the rules of professional responsibility as they apply to a paralegal. *Prerequisites: All paralegal required courses*

PLeg 2920

Internship2 Credits

The course is designed to ready the student for transition from the classroom to the work place by providing the student with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal. The student must complete 150 hours of entry level paralegal work at an internship host site. Hosts sites may be private or public law offices, corporate or government legal departments, or other appropriate law-related setting. The on-site experiences are meant to provide practical skill development opportunities and enhance the development of the student's organizational, communication and critical analysis skills. In addition to on-site work, the student will attend internship seminar sessions as scheduled by the instructor during the internship period.

Philosophy

Phil 1010

Introduction to Philosophy (Goal Areas 6 and 8)3 Credits

This course will introduce students to philosophical inquiry and major problems philosophers think about (including the nature of existence and the difficulty of saying whether any knowledge is certain). Students will be encouraged to question their basic beliefs and recognize their philosophical assumptions. No definite conclusions will be reached.

Phil 1020

Ethics (Goal Areas 6 and 9)3 Credits

This course will introduce students to both the methods and issues connected with thinking about morality and ethical systems. Moral skepticism will also be examined. The aim of this class is to allow students to be more aware of their own ethical modes of thinking and the diversity of ways morality enters into human lives.

Phil 1030

Eastern Religions (Goal Areas 6 and 8)3 Credits

This course is a study of Eastern religions (Hinduism, Buddhism, Confucianism and Taoism). The emphasis of the course is to develop knowledge of these belief systems and how they deal with philosophical and spiritual questions.

Phil 1040

Western Religions (Goal Areas 6 and 7)3 Credits

This course is a study of Western religions including Judaism, Christianity and Islam. The emphasis of this course is to develop knowledge of these belief systems and how they deal with philosophical and spiritual questions.

Phil 1050

Introduction to Logic (Goal Area 4)3 Credits

This course is an investigation of the principles of deductive and inductive reasoning. The course includes Aristotelian logic, propositional and symbolic logic, validity, invalidity and proofs. Since this course can be taken to fulfill the Mathematical-Logical Reasoning general education requirement, students should expect a Math-like course, with exercises and exams.

Phil 1060

Philosophy of Religion (Goal Areas 6 and 8).....3 Credits

This course will examine some of the basic questions in the field of philosophy of religion: Does God exist? Can God's existence or nonexistence be rationally proven? Can people be religious in light of the discoveries of science? What does it mean to be religious or nonreligious? Students will be encouraged to draw from their own experience and beliefs to critically think about the issues in this class.

Phil 1070

Political Philosophy (Goal Areas 8 and 9)3 Credits

In this course we will examine issues in political philosophy through discussion of a range of primary western and non-western historical texts from ancient, medieval, and modern political writers. In the process of this examination of the historical development of political philosophy, a variety of topics will be explored such as: diverse theories of human nature and their implications for the role of government, the dynamics of power, the ideals of duty, justice, liberty and equality, and justifications for private property, profit, and civil disobedience.

Phil 1110

Problem Solving (Goal Area 9)3 Credits

The goal of this course is to improve students' skills at solving a broad range of problems. Each week students will be presented with a different problem-type or solution-strategy and they will work on problems taken from a variety of disciplines, professions and situations. Emphasis will be placed on group work and creativity.

Phil 1200

Environmental Ethics (Goal Areas 9 and 10).....3 Credits

Environmental ethics is concerned with developing rational and moral theories of dealing with our environmental concerns and with discussing ways of putting them into practice. Using a variety of specific philosophical and ethical perspectives, we will look at the effects of population growth, depletion of tropical rain forests, the extinction of vast numbers of species, effects of pollution, concern for future generations, etc. We will look at the effects of these changes on our own lives and the lives of third world peoples. We will discuss individual, social and ethical responsibilities with regard to the environment and develop ways in which we can act on these responsibilities.

Phil 1210

Peace Ethics (Goal Areas 8 and 9)3 Credits

This course acquaints the student with major ethics and issues in peace studies and introduces approaches and strategies for working toward peace at the personal, family, community, national, global and environmental levels. The effort is to inform students on many issues and areas of human endeavor, both local and global, in order to promote critical and educated thinking and communication around peace and conflict. Some study of cultural difference surrounding economic, political, religious and sociological perspectives is crucial to demonstrating how understanding is a necessary foundation for peace-making. Students will learn about changes in personal philosophies of life, conflict resolution, mediation and non-violent strategies for peace-making through studying specific peace-makers and peace organizations as well as case studies of successful non-violent change or conflict resolution.

Phil 1990

Philosophy Special Topics1-4 Credits

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

Physical Education

Reminder: North Hennepin Community College provides students with disabilities equal access to the College through the Disability Access Service Office.

PE 1010

Physical Fitness2 Credits

This course introduces various methods for improving physical fitness. Physical fitness skills will be practiced and tested using Super Circuit. This course may be repeated for credit. Students should be in good general health to enroll in this class. *Note: Course will be 1 credit only during Summer College because of time constraints.*

PE 1020

Adult Fitness.....1 Credit

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

PE 1040

Volleyball1 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 Training1 Credit

Students are introduced to methods of lifting weights for development of physical fitness. Students develop fundamental skills in the Olympic and power lifts and work on training methods. *This course may be repeated for credit.*

PE 1070

Soccer1 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 Softball1 Credit

This course includes instruction and practice in skills of co-ed softball through drills and game play. History, rules, terminology and strategy are included in this course.

PE 1130

Leisure Time Games1 Credit

Introduction and participation in selected individual and team games of a recreational nature is the core of this course. Rules and techniques are included in this course.

PE 1140

Recreational Games1 Credit

Students learn to teach/present low organizational games. Members of the class will present and participate in the various games.

PE 1151

Golf I1 Credit

A beginner's class in fundamental skills of golf, full swing, pitching, chipping and putting, this course includes rules, terminology and strategy. Classes meet on campus and at the driving range/golf course. Students are expected to furnish golf clubs and golf balls. *Additional fee charged for use of golf course.*

PE 1152

Golf II1 Credit

The nine fundamental errors in golf are analyzed to help students correct individual errors. Match play arranged between class members using established handicaps. Classes meet on campus and on a golf course. *Additional fee charged for use of golf course.*

PE 1200

Bowling1 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

Badminton3 Credits

Badminton is a beginning level course designed for those who have little to no experience playing. This course will include the instruction and the practice of fundamental skills through drills and game play. Rules, terminology, and strategy are included.

PE 1230

Basketball1 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 Climbing1 Credit

Rock Climbing is a beginning-level class. It is designed to introduce the basics of indoor top-rope climbing to students. Students will learn knot tying, belaying, climbing commands, and gear management. Students will also learn the skills necessary in order to maximize their climbing performance by learning balance, footwork and body position. Emphasis will be placed on making climbing a safe and enjoyable activity. *(Additional fee for this course)*

PE 1250 (and Hlth 1250)

Wellness for Life3 Credits

This course is designed to investigate the implications of exercise, diet, nutrition, stress and physical activity in the total health of the individual. The course involves lecture, discussion and lab assessments of the student's present health status. *PE 1250 and Hlth 1250 are the same: credit may not be earned for both. (2 hours lecture, 2 hours lab)*

PE 1270

Studio Cycle1 Credit

Studio Cycle is a beginning level class. It is designed to introduce the basics of indoor group cycling as well as cycle science, equipment, and heart rate training. Music is utilized with a combination of a spin bike and an extensive lower body and cardiovascular workout. *Students should be in good general health to enroll in this class. This course may be repeated for credit.*

PE 141100

Women's Self 1Defense1 Credit

This course will help participants develop, explore and expand one's own capabilities of self-defense options.

PE 1420

Walk, Jog, Run1 Credit

This course provides the opportunity for students to increase their cardiovascular health by regularly running, walking or jogging. Class includes individual goals and information on proper technique for each mode of exercise. *Prerequisite: Good general health*

PE 1430

Tai Chi Chih.....1 Credit

Tai Chi Chih consists of twenty simple, repetitive, non-strenuous, pleasant movements which involve no physical contact, but rather emphasize a soft flowing continuity of motion. Tai Chi Chih can be performed by anyone, regardless of age or physical condition and the substantial benefits of the practice are surprisingly easy to realize with regular practice.

PE 1440

Karate1 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 Tennis1 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 Tennis1 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 Education3 Credits

This course is an introduction to the study of exercise science. The class includes presentation of historical information and philosophical foundations of physical education. The course content will investigate a major or minor in Physical Education, areas of concentration and certifications within degree programs. The purpose of the class is to acquaint students with perspective career paths within the Physical Education field and introduce them to professional organizations which provide certification and career enrichment opportunities.

PE 1510

Coaching and Management.....2 Credits

This course develops skills in areas of coaching and management of sports. Topics include theories of coaching, competency levels, teaching techniques, training, equipment purchasing and inventory, facility management, public relations, fundraising and legal issues relating to sport. Students will gain the knowledge necessary to coach and/or manage sports at the high school, collegiate and/or recreational levels.

PE 1520

Movement and Exploration3 Credits

This course is an exploration of the various types of body movements. It will include loco-motor movements, spatial elements, tumbling skills, rhythmic movements, as well as an introduction to paired and cooperative activities. It will incorporate developmental skills and low rope activities. Also, the course introduces cultural, folk and square dance. Students will explore dances of other cultures and present a dance to the class along with a brief cultural history.

PE 1600

Downhill Sports1 Credit

Certified instruction is provided on all levels from beginning to advanced in downhill sports which include downhill skiing, telemark skiing or snowboarding. Evaluation will be by attendance, skill and written tests. *The student must provide transportation to the ski area. Rental equipment is available for those who do not have their own equipment. Additional fee is charged for use of ski area.*

PE 1700

Canoe Camping3 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 Camping3 Credits

This course is designed to prepare the student enrolled in the Outdoor Education Program for backpacking in the wilderness. Special attention is paid to the effects of altitude, hypothermia and water purification. Other information included in the curriculum includes wilderness etiquette and the principals of Minimal Impact Camping. The course culminates with a camping trip in the wilderness.

PE 1720

Introduction to Camping2 Credits

Instruction and practice in the basic skills of camping are included. Topics to be covered include selection and care of equipment and clothing; planning for a trip; selection and preparation of a campsite; fire building and food preparation; and emergency care.

PE 1730

Conditioning for Backpacking1 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

Hiking1 Credit

This course gives students basic knowledge and experience hiking local parks. Instruction includes basic hiking precautions and first aid, trail food and preparation for a day-long hiking experience.

PE 1750

Yoga 1Credit

The focus of yoga will be on the physical dimension. We will stress exercise, movements and poses which will enhance overall mobility, flexibility, balance and muscle training. Yoga will train used, underused and opposing muscles which may improve one's physical quality of life. In addition, due to the training involved, individual sport performance may also be improved. Yoga will touch on the mental aspect as well. We will begin to develop, practice and train the relationship between mind and body in order to improve the body's mental and physical communication. *Students must be in good physical health and report any problems and/or concerns to the Instructor prior to the first workout.*

PE 1800

Aerobics1 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. Students should be in good general health to enroll in this class.*

PE 1810

Step Aerobics1 Credit

This course provides instruction and practice in a physical fitness program which involves a series of vigorous stepping movements. Music is utilized with a combination of a stepping apparatus and an extensive upper body workout to raise the heart rate to within the exercise heart rate zone. *This course may be repeated for credit. Students should be in good general health to enroll in this class.*

PE 1830

Social Dance1 Credit

This course includes instruction and practice in basic ballroom dance technique, including dance positions and posture, basic step patterns, rhythm and styles.

PE 1990

Physical Education Special Topics1-4 Credits

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

PE 2490

Kinesiology4 Credits

The study of human movement and the muscular system. Skeletal and major muscular systems will be studied in detail in order to better understand how human movement is produced. Students will anatomically analyze movements and be introduced to the concepts of biomechanics. *Prerequisite: Biology 1120*

Physics

Phys 1000

Conceptual Physics (Goal Area 3)4 Credits

This course is a combined lecture and laboratory course designed for people who want to learn about the fundamental laws and principles that form the basis of the working of the physical universe. This course helps the student understand and appreciate how and why a wide range of common and everyday physical phenomena occur. Topics include: laws of motion, work, energy, momentum, fluids, heat, vibration, wave motion, electricity, magnetism and light. *Some algebra is used in the presentation, so a mathematical preparation equivalent to Math 0902 is recommended. (3 hours lecture, 2 hours lab)*

Phys 1030

Introduction to Physical Sciences (Goal Area 3).....4 Credits

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

Phys 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 state, national and international levels. Topics to be covered include: energy principles, fossil fuels, electric energy, acid rain, electromagnetic radiation, infringements on the global atmosphere, thermodynamic principles, automobiles, nuclear physics principles, radon radioactivity in houses, nuclear energy, solar energy, solid waste management and energy conservation. *(3 hours lecture)*

Phys 1201

Principles of Physics I (Goal Area 3)5 Credits

This course is the first of a two-semester introductory physics course for students with a mathematical preparation of algebra and some trigonometry. Topics to be covered include: motion in one and two dimensions, Newton's laws of motion, energy, momentum, rotational motion, oscillations, gravitation, fluids and heat. *(4 hours lecture, 2 hours lab) Prerequisite: Math 0902 or equivalent*

Phys 1202

Principles of Physics II (Goal Area 3)5 Credits

This course is the second of a two-semester introductory physics course for students with a mathematics preparation of algebra and some trigonometry. Topics to be covered include: wave motion, electricity, magnetism, electromagnetic waves and light. *(4 hours lecture, 2 hours lab) Prerequisite: Physics 1201 or consent of instructor*

Phys 1220

Allied Health Physics.....2 Credits

This course provides the freshman allied health or paramedical student with a concentrated treatment of specific physical principles needed as background for sophomore courses in allied health programs. Specific coverage includes aspects of fluid flow, heat transfer, electrical safety, piezo-electric effects and wave properties and bio-effects of ultrasound and Doppler ultrasound. Medical applications are stressed. *At least one college level science course and college algebra are strongly recommended.*

Phys 1400

The Solar System (Goal Area 3)3 Credits

This course is designed for students who desire to learn about the nature of our Solar System. It starts by examining and explaining observations we can make about the sky: movement of the stars and planets, the seasons, phases of the Moon, lunar and solar eclipses. This leads to an understanding of structure of the Solar System. Next, the properties of light and how it can be used to investigate the heavens (including the function and use of telescopes) is discussed. The properties of each of the planets and their major moons are examined, along with ring systems, asteroids and comets. Emphasis is placed on explaining the similarities and differences that we observe. The course also looks at the origin and history of the Solar System, including how planets may change over time and the role of giant impacts. *(3 hours lecture)*

Phys 1410

Solar System Lab (Goal Area 3)1 Credit

An optional course designed to complement the Solar System Astronomy lecture class. It will involve investigation of the process of astronomy through videotapes, internet exercises, computer simulation software, analysis of astronomical data and observational sessions. *(2 hour/week) Prerequisite: Phys 1400 or concurrent enrollment; Math 0902 or equivalent or consent of instructor*

Phys 1450

Concepts of the Stars and Universe (Goal Area 3).....3 Credits

This course is designed for students who desire to learn about the nature of our universe. It starts by helping students understand the characteristics of the Sun and processes that produce its energy and drive solar activity. This information is then used as a springboard to investigating the wide range of star types and their properties. Emphasis is placed on understanding how stars are born, how they change as they age and how they die. This will reveal the connection between various types of astronomical objects and events (white dwarf stars, black holes, pulsars, quasars, supergiant stars, variable stars, supernova explosion, etc.) Galaxies, including our own Milky Way Galaxy, are discussed next. The course finishes with a discussion of the origin and the fate of the universe, drawing upon such important ideas as the Hubble Law, dark matter and dark energy and cosmic background radiation. (3 hours lecture)

Phys 1460

Concepts of the Stars and Universe Lab (Goal Area 3)1 Credit

An optional course designed to complement the Stars and the Universe lecture class. It will involve investigation of the process of astronomy through videotapes, internet exercises, computer simulation software, analysis of astronomical data and observational sessions. (2 hours/week)
Prerequisite: Phys 1450 or concurrent enrollment; Math 0902 or equivalent or consent of instructor

Phys 1601

General Physics I (Goal Area 3) 5 Credits

This is the first course of a two-semester introductory physics sequence for students with a mathematical preparation of one semester of calculus. The topics to be covered include: motion in one and two dimensions, Newton's laws of motion, energy, momentum, rotational motion, oscillations, gravitation, fluids and wave motion. (4 hours lecture, 2 hours lab)
Prerequisite: Math 1221

Phys 1602

General Physics II (Goal Area 3)5 Credits

This is the second course of a two-semester introductory physics sequence for students with a mathematical preparation of two semesters of calculus. The topics to be covered include: thermodynamics, electricity, magnetism, electromagnetic waves, and optics. (4 hours lecture, 2 hours laboratory)
Prerequisite: Phys 1601; Math 1222

Phys 1990

Physics Special Topics1-4 Credits

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

Political Science

PolS 1100

American Government and Politics

(Goal Areas 5 and 9)3 Credits

This course is a general introduction to American politics with emphasis on the Constitution, citizen participation, elections and the role of the major governmental institutions - Congress, presidency and judiciary - in the formulation of public policy in the United States.

PolS 1140

State and Local Politics (Goal Area 5)3 Credits

This course studies the operation and structure of state governments including executive, legislative, judicial functions as well as elections and policy formation, with an emphasis on Minnesota.

PolS 1600

Modern Governments of the World (Goal Areas 5 and 8).....3 Credits

This course is a comparative study of the similarities and differences in the organization and politics of modern governments around the world. Several countries will be selected in order to examine their governmental systems and policy development.

PolS 1700

World Politics (Goal Areas 8 and 9)3 Credits

This course is an introduction to international relations, policies of the great powers, nationalism, international organizations, diplomacy and military affairs. The historical development of the modern international system is also studied.

PolS 1990

Political Science Special Topics1-4 Credits

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

PolS 2130

Constitutional Law (Goal Area 5)3 Credits

This course will acquaint students with the content of the United States Constitution and its amendments; its interpretations within political, social and historical contexts; and will examine the reasoning process in major judicial decisions. *Prerequisite: Soc 1710 or PolS 1100*

Prior Learning Assessment

PLA 1010

Individualized Studies Development3 Credits

This course will assist students in developing their individualized studies degree plan while focusing on the central question of "what does it mean to be an educated person". Upon completion of the course, students will have a completed Degree Plan. *This course is by permission only and registration can not take place until after acceptance into the Individualized Studies Program.*

PLA 1020

Prior Learning Portfolio3 Credits

This course will assist students in assessing what they have learned, whether some of that learning may be appropriate for assessment of college credit and how to go about earning that credit. This course will allow students to begin the development of a portfolio for assessment of credit by a faculty member. *This course is by permission only.*

Psychology

Psyc 1150

General Psychology (Goal Area 5)3 Credits

As an introduction to psychology, this course provides a study of human behavior and mental processes. Topics may include history of psychology, research methods, physiological psychology, sensation and perception, consciousness, learning, memory, motivation and emotion, personality, stress and coping, abnormal behavior, therapy and social psychology.

Psyc 1165

Psychology of Adjustment (Goal Area 5)3 Credits

This course is an in-depth look at the processes of normal human adjustment and their application in the student's life adjustment.

Topics may include: goal setting and change processes, self awareness and identity, physical and psychological health, stress and coping, interpersonal relationships and communication, emotions and motivation, social interactions, psychological growth and development, meaning and values, dealing with diversity and decision making.

Psyc 1170

Psychology of Gender (Goal Areas 5 and 7)3 Credits

Psychological of gender includes the theory and research relating to sexuality, gender roles and sexual orientation.

Psyc 1210

Child Development (Goal Area 5)3 Credits

This course focuses on psychological, intellectual, and physical development from the prenatal period through adolescence. Topics include general theoretical approaches and research methods in studying child and adolescent development, birth and the newborn child, and development in the following areas: prenatal, physical, perceptual, cognitive, intellectual, language, personality, social and atypical.

Psyc 1220

Adult Development (Goal Area 5)3 Credits

As a psychological journey through the stages of adulthood, this course covers individual differences in adjustment strategies used to cope with typical problems from early adulthood to the time of dying and death.

Psyc 1990

Psychology Special Topics1-4 Credits

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

Psyc 2320

Abnormal Psychology (Goal Area 5)3 Credits

This course is an introduction to the origin, classification and treatment of psychological disorders. Topics include historical and research issues, adjustment reactions to stress, neuroses, personality disorders, psychoses, types of psychotherapy, legal and ethical issues. *Prerequisite: Psyc 1150*

Psyc 2330

Personality (Goal Area 5).....3 Credits

This course provides a review of the major theories of personality which typically include the psychodynamic, behavioral, cognitive, humanistic and trait approaches. *Prerequisite: Psyc 1150*

Psyc 2340

Human Sexuality (Goal Areas 5 and 7)3 Credits

This course is an overview of past and current research on human sexuality. The course will address: the human sexual response; models and sources of arousal; cultural influences on human sexual behavior and sexual diversity; emotional aspects of sexuality and sexual dysfunction; sexual communication, intimacy, dependency and jealousy; sexual exploration and courting behavior across the life span; atypical behavior, commercialized sex and sexual coercion. *Prerequisite: Psyc 1150*

Public Works

PubW 1020

Public Works Organization and Administration4 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 Communication4 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 Works4 Credits

This course provides supervisory personnel the basic principles of public works engineering functions and overviews the engineering attributes of materials used in public works projects. Subjects covered include reading plans, elements of roadway design, surveying, proposals, specifications, bituminous and concrete construction, computer applications, pavement management and public works systems.

PubW 1050

Public Works Operations and Maintenance.....4 Credits

This course relates to the delivery of maintenance and operations products and services to the public. It will cover the identification of equipment and personnel resource needs, the planning and scheduling of needed work and the performance measures required to assure that efficiency and effectiveness are achieved. Discussions will include factors involved with making choices of preventive vs. breakdown maintenance, in-house vs. contract, rent vs. buying and partnering as applied to street, highway, utility, equipment, grounds and building maintenance.

Sociology

Soc 1110

Introduction to Sociology (Goal Areas 5 and 7)3 Credits

This course is a study of social and cultural aspects of human behavior. Topics include society and culture, roles and norms, groups and organizations, deviance, inequality, social and cultural change and research methods.

Soc 1130

Social Problems / Deviance (Goal Areas 7 and 9)3 Credits

This course examines issues and concerns in the modern world such as population, global warming, the environment, natural resources, terrorism, poverty, racism, sexism, mental illness, drug abuse, crime, sexual assault, prostitution and suicide. Social policies designed to deal with those issues are also considered. *Prerequisite: Soc 1110*

Soc 1210

Introduction to Social Work3 Credits

This course reviews the field of social work, with a generalist practice focus emphasizing interventions at the individual, environmental and societal level. Topics include the development of social work, human diversity, social problems, social work values, roles, skills and settings.

Note: This course is a service learning class that combines classroom instruction and service in the community, giving students the opportunity to practice academic, real-world, work, life and interpersonal skills. Students are required to have their own transportation. Service learning opportunities range in scope from 10-40 hours of service in the community which in some cases may be an additional time commitment to completion of the course.

Soc 1710

Introduction to Criminal Justice (Goal Area 5)3 Credits

This course covers the history, organization and function of the criminal justice system in the United States. Topics include foundations of crime and justice, victimization, crime statistics and the extent of crime, police issues, court systems, corrections and future trends.

Soc 1720

Police and Community3 Credits

This course addresses the affective-oriented aspects of contemporary law enforcement. Topics include crime prevention, police community relations, ethical decision-making, cultural diversity, bias-motivated crimes and interpersonal communications. *Soc 1110 recommended.*

Soc 1730

Juvenile Justice3 Credits

This course analyzes the juvenile justice system and its historical and philosophical development, including theories of social causes and effects of delinquency. Students will learn strategies for working with juveniles and for preventing and investigating delinquency. The course provides a working knowledge of Minnesota statutes pertaining to juveniles through the study of case law, report writing, skills exercises and simulation.

Soc 1750

Families in Crisis (Goal Area 5).....3 Credits

This course analyzes the dimensions and dynamics of family dysfunctions. Topics include violence, poverty, homelessness, and the abuse of drugs as they relate to families. *Prerequisite: Soc 1110*

Soc 1990

Sociology Special Topics1-4 Credits

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

Soc 2110

Principles of Social Psychology (Goal Area 5)3 Credits

This course analyzes how individual's thoughts, feelings and actions are influenced by others. Topics include perception, attraction, altruism, aggression, attitudes, leadership, conformity and obedience, persuasion and propaganda and the self-concept. *Prerequisite: Soc 1110*

Soc 2210

Minority Groups (Goal Areas 5 and 7)3 Credits

This course considers the social history, current conditions and future prospects of minority groups in the United States. Topics include racism, sexism, prejudice, discrimination, affirmative action and other related issues and social policies. *Prerequisite: Soc 1110*

Soc 2730

Introduction to Corrections (Goal Area 5)3 Credits

This course examines corrections as a major component of the criminal justice system in the United States. Topics include programs, practices and critical issues. *Prerequisite: Soc 1710*

Soc 2740

Criminal Behavior3 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 1101

Beginning Spanish I4 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 II4 Credits

Continuing the activities and skill development from Span 1101, this course will emphasize basic proficiency reinforcing the student's knowledge and awareness of appropriate language use in a variety of situations. *Prerequisite: Span 1101*

Span 1390

Field Study Spanish/Latin American Civilization1-3 Credits

This course will take students to Spain, Mexico, or other Spanish-speaking countries to experience contemporary life in a Spanish-speaking country, while observing the influences of the past. Credit level depends on the length and intensity of individual study on a topic agreed upon in advance by the student and instructor.

Span 1990

Spanish Special Topics1-4 Credits

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

Span 2201

Intermediate Spanish I (Goal Area 8)4 Credits

This course continues the development of the multiple language skills introduced in the beginning sequence. The student is introduced to the literature and culture of Spain and Spanish America.

Prerequisite: Span 1102

Span 2202

Intermediate Spanish II (Goal Area 8).....4 Credits

This course continues the development of multiple language skills with the opportunity to improve reading, writing, speaking and listening comprehension, with emphasis on developing skills in conversation and in expanding vocabulary. The student will also have a more extensive exposure to the literature and culture through readings and films.

Prerequisite: Span 2201

Speech

Spch 1010

Fundamentals of Public Speaking (Goal Area 1)3 Credits

This course provides instruction and practical experience in the basics of public speaking. This course has a performance component: students are expected to create and deliver informative, persuasive and other types of speeches.

Spch 1110

Principles of Interpersonal Communication (Goal Area 1)3 Credits

This introductory course looks at communication in one-to-one relationships - in friendships, families, the workplace and elsewhere. Students will be challenged to discover and assess their own communication strengths and weaknesses as they define and discuss what it means to be a competent interpersonal communicator. Course content includes both theory and practice (skill development).

Spch 1210

Small Group Communication(Goal Area 1)3 Credits

This course examines communication in small groups. Students will participate in and analyze how small groups function, how leadership roles evolve, how decisions are made and how conflicts can be resolved. Students will work in small groups, complete group projects and analyze group interaction.

Spch 1310

Intercultural Communication (Goal Areas 7 and 8)3 Credits

The influence of culture is an especially important and sensitive issue facing us today. A person's culture strongly influences his/her identity, beliefs, expectations and communication style. This course explores communication across culture as defined by nationality, gender and ethnicity while concentrating on effective use of communication in all of these areas.

Spch 1410

Human Communication Theory (Goal Area 1)3 Credits

This introductory course examines a selection of theories of human communication. The emphasis of the course will be to provide students with the ability to understanding theorizing in general and then to apply this understanding to particular theories. Students will be challenged to explore different types, contexts, and aspects of human communication as they relate to their own lives. Course content will include theory relating to the communicator, the message, the relationships, the media and the culture.

Spch 1990

Speech Special Topics.....1-4 Credits

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

Theater, Film and Television

TFT 1200

Theater Exploration (Goal Area 6)3 Credits

Attendance at 5 to 7 plays in the Twin Cities area serves as the basis for this experiential course. In addition to the play going experience there are on-campus discussions about the productions. Students examine the productions' cultural bonds and impact. Participants are encouraged to explore their own personal backgrounds and values as a part of their response.

TFT 1210

Introduction to Theater (Goal Area 6)3 Credits

Students become involved in a play's production while they explore the roots of the theater as a reflection of culture and community. Students investigate major theatrical historical periods and personalities, work on self-selected crews, analyze dramatic literature for production and create and perform their own scenarios as a means of understanding the transformation of theater from page to stage.

TFT 1250

Introduction to Film (Goal Area 6)3 Credits

This course is an introduction to the history and techniques of entertaining and communicating ideas through motion pictures. The course consists of viewing, analyzing, discussion and writing about films as a means of understanding visual communication and developing greater visual literacy.

TFT 1260**Introduction to Television (Goal Areas 6 and 8)3 Credits**

This course is an introduction to television's history, development, emerging technologies, influence and future. It explores digital convergence as well as programming, distribution, regulation and audience, emphasizing the effect of money on this pervasive medium. Both television shows and movies about television will help illuminate the course content.

TFT 1290**Design for Theater (Goal Area 6)3 Credits**

The elements of design: line, texture, color and form are explored as they are used by designers and directors for theatrical productions. An examination of various types of design: set, costume, properties and lighting serve as the foundation of the course. Students are responsible for analysis and design projects. *Prerequisite: TFT 1210 or permission of instructor*

TFT 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 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 1500**Acting: Improvisations and Foundations3 Credits**

Students engage in games and exercises to learn basic acting skills including a focus on the uses of improvisation. Emphasis is placed on self-awareness: both the inner-self and outer self, non-verbal communication through body language, vocal variety, projection and the development of confidence on stage. When appropriate, students may make a presentation for an audience at the conclusion of the course to demonstrate their improvisational, comedy and performance abilities.

TFT 1510**Acting: Stage Voice and Movement3 Credits**

This course is an exploration of character development through the use of voice and movement. Emphasis is placed on vocal development, using rhythm, pitch and dialects to create more effective performances. Enhancing the movement aspect of any performance, a valuable and often underutilized tool for the actor, begins with expanding the student's physical confidence on stage and eventually moves to a more energetic and focused use of the space within which the performance must take place.

TFT 1520**Acting: Building Characters3 Credits**

This course offers students the opportunity to analyze characters more fully, using different styles and values to get "inside" their roles – as well as exploring how to accurately depict their characters' physical characteristics. For example, students in this class select characters from a particular period, classic to contemporary and use the style and history of that time to develop a deeper understanding of those characters. Also, students in NHCC theatre productions are encouraged to select roles for which they have been cast as a basis for some of their work.

TFT 1600**Theater Practicum (Goal Area 6)1-3 Credits**

Effective participation in a North Hennepin production is required for this course. This participation may include acting, directing, assistant director, a technical crew assignment, or another major responsibility. This course may be repeated for credit. *This course is by permission only.*

TFT 1990**Theater Special Topics1-4 Credits**

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

TFT 2950**Theater Tours (Goal Area 6)1-3 Credits**

Theater tours are designed to give participants an opportunity to experience and explore theater productions and areas outside the Twin Cities. Theater centers in the United States and world wide are toured. In addition to the live productions, other aspects of the various cities visited will be explored such as architecture, music, museums and galleries. *This course may be repeated for credit.*

Women's Studies**WoSt 1110****Introduction to Women's Studies (Goal Area 5)3 Credits**

This inter-disciplinary course explores many varieties of feminist thought from domestic, international and multicultural perspectives. The following topics are among those related to women's lives and history: race, class, ethnicity, work, sexuality, family life, religion, mythology, health, self-image and pop-culture stereotyping. Readings are drawn from literature, history, the social sciences