

Degree & Certificate Program Guides

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Liberal Arts/General Studies

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Construction/Trades

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Construction Management

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Housing Inspection

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Public Works

Liberal Arts/General Studies

Academic English Language Proficiency Certificate

This Certificate recognizes that a student in the ESOL program has demonstrated a high level of proficiency in academic English language and literacy skills to support student academic and career success.

Curriculum:

Courses	Titles	Credits
<i>Successful completion of at least 3 of the following, including Engl 1111:</i>		
ESOL 1230	College Reading and Studying Skills	4
ESOL 1260	College Writing Skills Development	4
ESOL 1280	Listening and Speaking for College Success	4
Engl 1111	College Writing I (Goal Area 1)	3
<i>Choose at least 6 credits from the following courses:</i>		
ADev 1000	Career Planning -or-	
Bus 1000	Career Planning	2
ADev 1010	Job Seeking Skills -or-	
Bus 1010	Job Seeking Skills	1
Biol 1230	Medical Terminology I	1
Bus 1100	Introduction to Business and the American Economy	3
Bus 1210	Managerial Communication	3
Bus 1700	Introduction to International Business	3
CIS 1000	Electronic Keyboarding Communications	3
CIS 1101	Business Computer Systems I	3
CIS 1200	Word Processing	3
CSci 1000	Computer Basics	3
CSci 1020	Beginning Web Page Programming	1
Engl 1112	College Writing II (Goal Area 1)	3
Engl 1140	Business Communications (Goal Area 1)	3
Geog 1000	Geography of the United States (Goal Area 7)	2
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1)	3
Spch 1210	Small Group Communication	3
Spch 1310	Intercultural Communication (Goal Areas 7 and 8)	3
Total Credits		(minimum) 17

Prerequisites

Some students may need preparatory course(s) in ESOL reading, writing, listening/speaking, and vocabulary. Courses numbered below 1000 will not apply toward the Certificate. Students must follow their placement test scores and recommended course sequence. A certificate may be earned for each of these programs by completing the following courses with a minimum grade point of 2.00 (C) in each class.

Associate of Arts – History Emphasis

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

Curriculum:

Courses	Titles	Credits
<i>History Core Courses Required</i>		
Hist 1110	History of Western Civilization Pre 1550 (Goal Areas 5 and 8)	3
Hist 1120	History of Western Civilization 1550 to Present (Goal Areas 5 and 8)	3
Hist 1200	History of the United States Through 1877 (Goal Areas 5 and 7)	3
Hist 1210	History of the United States Since 1877 (Goal Areas 5 and 7)	3
Hist 2900	Historical Methods	3
<i>Two of the Following Electives in History</i>		
Hist 1130	History of the Medieval West (Goal Area 5 and 8)	3
Hist 1220	American Colonial History (Goal Areas 5 and 7)	3
Hist 1240	History of the American West (Goal Areas 5 and 7)	3
Hist 1270	Race in America (Goal Areas 5 and 7)	3
Hist 1990	Special Topics	3
Hist 2500	Regional History (Goal Areas 5 and 8)	3
<i>General Education Courses</i>		
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II (Goal Area 1)	3
Geog 1040	Human Geography (Goal Areas 7 and 8)	3
Music 1300	Music in World Cultures (Goal Areas 6 and 8)	3
Math 1130	Elementary Statistics (Goal Area 4)	3
Phil 1030	Eastern Religions (Goal Areas 6 and 8)	3
PolS 1700	World Politics (Goal Areas 8 and 9)	3
Anth 1020	Introduction to Anthropology: Physical Anthropology, Archeology, and Prehistory (Goal Areas 3 and 10)	3
Art 2180	Art History (Goal Areas 6 and 8)	3
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
Geol 1120	Historical Geology (lab) (Goal Areas 3 and 10)	4
	Health and Physical Education (Select from any course)	2
Total Credits:		60

Developmental Courses

Some students may need preparatory course(s) in English and math. Courses numbered below 1000 will not apply toward the Degree and will need to be completed before the above courses in English and math can be started.

Liberal Arts/General Studies: Mathematics

Mathematics A.S.

North Hennepin Community College's Associate of Science degree in Mathematics prepares students for continued study in a baccalaureate degree program in mathematics, statistics, computer science, science, and engineering as well as for positions in those fields. Upon completion of the degree, the program allows the student to transfer to most four-year institutions as junior level status.

Curriculum:

Courses	Title	Credits
<i>General Education Courses</i>		
Engl 111	College Writing I (Goal 1)	3
Engl 1112	College Writing II (Goal 1)	3
Spch 1010	Fundamentals of Public Speaking (Goal 1)	3
Phil 1050	Introduction to Logic (Goal 4)	3
Psyc 1150	General Psychology (Goal 5)	3
Soc 1110	Intro to Sociology (Goal 5 and 7)	3
Phys 1601	General Physics I (Goal Area 3)	6
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
CSci 1120	Programming in C/C++ -or-	
CSci 1130	Introduction to Computer Prgrmg in Java	4
<i>MnTC Electives</i>		
	Goal Area 5, 6, 7, 8, 9 and/or 10	4
<i>Mathematics and Computer Science Core Courses</i>		
CSci 2001	Structure of Computer Programming I	4
CSci 2010	Discrete Mathematical Structures.....	4
Math 1170	Trigonometry* (Goal Area 4) -or-	4
Math 1180	Pre-Calculus (Goal Area 4).....	5
Math 1221	Calculus I (Goal Area 4)	5
Math 1222	Calculus II (Goal Area 4).....	5
Math 2300	Linear Algebra (Goal Area 4) -or-	3
Math 2220	Calculus III (Goal Area 4)	5
	Total Credits	61- 64

*Math 1150 College Algebra is a prerequisite to Math 1170 Trigonometry.

Developmental Courses

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

Liberal Arts/General Studies: Liberal Arts

Associates of Arts Degree – A.A.

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

Curriculum:

Courses	Titles	Credits
<i>MnTC</i>		
Engl 1111	College Writing I	3
Engl 1112	College Writing II	3
Spch 1010	Fundamentals of Public Speaking -or-	
Spch 1110	Principles of Interpersonal Communications	3
	Natural Science (selected from two science departments, at least one lab course)	7
	Mathematical/Logical Reasoning	3
	History and the Social and Behavioral Sciences (at least one from Social Sciences and one from Behavioral Sciences)	9
	Humanities and Fine Arts (at least two disciplines)	9
<i>Students must also take courses in goal areas 7, 8, 9 and 10.</i>		
<i>Courses in goal areas 1 – 6 that are also listed in these four goal areas can be used to satisfy both areas.</i>		
	Human Diversity	
	Global Perspective	
	Ethical and Civic Responsibility	
	People and the Environment	
	Subtotal	40
<i>Health and Physical Education</i>		
	A minimum of 3 credits with one course from Hlth and one course from PE	
	Hlth Elective (Select from all Hlth courses)	
	PE (Select from all PE courses)	
	Subtotal	3
<i>Electives</i>		
	Electives can be select from all courses numbered	
	1000 or above (should be appropriate to the student's transfer program)	17
	Total Credits	60

Notes

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

Developmental Courses

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

Liberal Arts/General Studies: Individualized Studies

Individualized Studies A.S

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

Curriculum:

Courses	Titles	Credits
<i>Planning Course</i>		
PLA 1010	Individualized Studies Development	2
PLA 1020	Prior Learning Portfolio Development (recommended)	1
<i>Program Courses</i>		
CIS 1101	Business Computer Systems I..... <i>Similar transfer course or demonstrated computer application competency may apply in lieu of course.</i>	3
<p>A total of 27 credits are designed by the student to fit their career goals. They can be earned in the following ways: NHCC Courses, prior learning assessment, internships, transfer credits or ACE Equivalencies. The guidelines are as follows: A minimum of 12 program area credits must be earned in NHCC courses and/or prior learning assessment12 No more than 15 credits may be applied to this area from transfer credits (additional transfer credits, however, may still be used as General Education credits)from accredited institutions or ACE equivalencies.....15</p>		
<i>General Education Courses*</i>		
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II (Goal Area 1).....	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1) -or-	
Spch 1110	Interpersonal Communication (Goal Area 1)	3
<i>MnTC Electives</i>		
	Natural Science or Math/Logical Reasoning (Goal Area 3 or 4).....	3
	MnTC Electives Social/Behavioral Sciences (Goal Area 5)	3
	MnTC Electives Humanities/Fine Arts (Goal Area 6)	3
	MnTC Electives Additional Course (Goal Area 7-10)	3
<i>Electives**</i>		
	Additional Courses.....	9
	Total Credits.....	63

*Selection of courses in this category should be based on articulation agreements with the college you plan to transfer.

Plan carefully if you are transferring for a baccalaureate degree.

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

Developmental Courses

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

Business/Computer Science: Accounting

Accounting A.S.

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

Curriculum:

Courses	Titles	Credits
<i>Business Foundation Courses</i>		
Acct 2111	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1200	Introduction to Management	3
Bus 1300	Legal Environment of Business	3
Bus 1600	Introduction to Marketing	3
CIS 1101	Business Computer Systems I	3
<i>Accounting Specialty Courses</i>		
Acct 2100	Accounting Cycle	1
Acct 2230	Computerized Accounting	3
Acct 2200	Applied Accounting	3
CIS 1220	Business Decision Making: Excel	3
<i>*General Education Courses</i>		
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II (Goal Area 1).....	3
Econ 1060	Principles of Economics: Macro (Goal Area 5)	3
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Psyc 1150	General Psychology (Goal Area 5) -or-	
Soc 1110	Introduction to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
<i>MnTC Electives</i>		
	Humanities and Fine Arts (Goal Area 6).....	3
	Natural Science (Goal Area 3) or Mathematical/Logical Reasoning (Goal Area 4)	3
	Additional Courses.....	6
	Total Credits.....	63

Recommendations

Math 1130 – Elementary Statistics (Goal Area 4)

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

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

Developmental Courses

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

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

Business/Computer Science: Accounting

Accounting Technology A.A.S.

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

Curriculum:

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

Developmental Courses

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

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

Business/Computer Science: Accounting

Fundamental Accounting Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2100*	The Accounting Cycle	1
Acct 2111*	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Acct 2230	Computerized Accounting Systems	3
CIS 1220	Business Decision Making: Excel	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

General Accounting Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2100	The Accounting Cycle	1
Acct 2111	Financial Accounting	4
Acct 2112	Managerial Accounting	4
Acct 2230	Computerized Accounting Systems	3
Acct 2250	Small Business Payroll -or-	
Acct 2260	Small Business Income Taxes.....	2
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1200	Introduction to Management.....	3
Bus 1210	Managerial Communication	3
Bus 1300	Legal Environment of Business	3
CIS 1101	Business Computer Systems I.....	3
	Total Credits.....	29

Small Business Accounting Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2100*	The Accounting Cycle	1
Acct 2111*	Financial Accounting	4
Acct 2200	Applied Accounting	3
Acct 2230	Computerized Accounting Systems	3
Acct 2250	Small Business Payroll -or-	2
CIS 1220	Business Decision Making: Excel	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business/Computer Science: Business Management

Business Management A.A.S.

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

Curriculum:

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

Developmental Courses

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

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

Business/Computer Sciences: Business Management

Business Management A.S.

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

Curriculum:

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

Recommendations

Math 1130 – Elementary Statistics (Goal Area 4)

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

Lab Science (Goal Area 3)

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

Developmental Courses

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

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

Business/Computer Science: Business Management

Finance Management A.A.S.

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

Curriculum:

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

Developmental Courses

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

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

Business/Computer Science: Business Management

Finance Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy	3
Bus 1400	Business Mathematics	3
Bus 1410*	Introduction to Business Finance	3
Bus 1420	Principles of Credit	2
Bus 1440	Personal Financial Planning	3
Bus 1450	Investments	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business Communications Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1210*	Managerial Communication	3
Bus 1230	Leadership and Teamwork	3
CIS 1101	Business Computer Systems I.....	3
CIS 1200	Word Processing	3
CIS 1210	Desktop Publishing	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1310	The Whole Internet	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

General Business Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2111	Financial Accounting	4
Bus 1100*	Introduction to Business and the American Economy	3
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1200	Introduction to Management	3
Bus 1410	Introduction to Business Finance	3
Bus 1600	Introduction to Marketing	3
CIS 1101	Business Computer Systems I.....	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business/Computer Science: Business Management

General Management Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1200*	Introduction to Management	3
Bus 1210	Managerial Communication	3
Bus 1220	Supervision	3
Bus 1230	Leadership and Teamwork	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Leadership Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1200	Introduction to Management	3
Bus 1210*	Managerial Communication	3
Bus 1220	Supervision	3
Bus 1230*	Leadership and Teamwork	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Management Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2111	Financial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1110	Human Relations: Application of Psychology in Business	3
Bus 1200	Introduction to Management	3
Bus 1300	Legal Environment of Business	3
Bus 1410	Introduction to Business Finance	3
Bus 1600	Introduction to Marketing	3
CIS 1101	Business Computer Systems I.....	3
	<i>Electives</i>	
	Choose from any Accounting, Business or Computer Information Systems courses.....	5
	Total Credits	30

Business/Computer Sciences: Business Management

Small Business Management A.A.S.

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

Curriculum:

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

Developmental Courses

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

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

Business/Computer Sciences: Business Management

Small Business Management Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2111	Financial Accounting	4
Bus 1410	Introduction to Business Finance	3
Bus 1600	Introduction to Marketing	3
Bus 1800*	Small Business Management	4
CIS 1101	Business Computer Systems I.....	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business/Computer Sciences: Business Computer Systems and Management

Business Computer Systems and Management A.A.S.

The Business Computer Systems and Management program is designed for students interested in a business management background with an opportunity to concentrate on utilizing the computer in managerial decision making. The program incorporates the latest computer technology and software programs. The courses from this program are delivered in the classroom and/or online.

Curriculum:

Courses	Titles	Credits
<i>Business Foundation Courses</i>		
Acct 2111	Financial Accounting	4
Bus 1100	Introduction to Business and the American Economy	3
Bus 1200	Introduction to Management	3
Bus 1210	Managerial Communication	3
Bus 1300	Legal Environment of Business	3
Bus 1600	Introduction to Marketing	3
CIS 1101	Business Computer Systems I.....	3
<i>Computer Information Systems Specialty Courses</i>		
Bus 1230	Leadership and Teamwork	3
CIS 1102	Business Computer Systems II	3
CIS 1220	Business Decision-Making: Excel	3
CIS 1310	The Whole Internet -or-	
CIS 2400	Introduction to Networking.....	3
<i>Electives – (Choose 10 credits from the following Business and Computer Information Systems courses)</i>		
Bus 1000	Career Planning	2
Bus 1010	Job Seeking Skills	1
Bus 1400	Business Math	3
Bus 2010	Business Internship	3
CIS 1000	Keyboarding.....	3
CIS 1200	Word Processing.....	3
CIS 1210	Desktop Publishing	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1240	Information Management: Access	3
CIS 1300	Introduction to the Internet.....	1
CIS 1310	The Whole Internet	3
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems: Special Topics	1-4
CIS 2310	Introduction to E-Commerce.....	3
CIS 2400	Introduction to Computer Networking	3
<i>General Education Courses</i>		
Econ 1070	Principles of Economics: Micro (Goal Area 5)	3
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II or (Goal Area 1) -or-	
Engl 1140	Business Communications (Goal Area 1)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
<i>MnTC Electives</i>		
Selected from at least 3 of the other 10 goal areas.....		8
Total Credits.....		64

Developmental Courses

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

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

Business/Computer Sciences: Business Computer Systems and Management

Business Computer Systems and Management A.S.

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

Curriculum:

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

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

Recommendations

Math 1130 – Elementary Statistics (Goal Area 4); Math 1150 – College Algebra or Math 1140 – Finite Math (Goal Area 4) ; Lab Science (Goal Area 3)

Developmental Courses

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

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

Business/Computer Sciences: Business Computer Systems and Management

Business Computer Systems and Management Certificate

This certificate is for students to learn computer skills and principles and techniques used by successful managers. Courses can be taken online. Courses can be applied to the A.A.S. or A.S. in Business Computer Systems and Management. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
Bus 1200	Introduction to Management	3
Bus 1210	Managerial Communication	3
CIS 1101	Business Computer Systems I	3
CIS 1102	Business Computer Systems II	3
<i>Choose 6 credits from the following courses:</i>		
Bus 1000	Career Planning	2
Bus 1010	Job Seeking Skills	1
Bus 1100	Introduction to Business and the American Economy	3
Bus 1230	Leadership and Teamwork	3
Bus 2010	Business Internship	3
<i>Choose 6 credits from the following courses:</i>		
CIS 1000	Electronic Keyboarding Communications	3
CIS 1200	Word Processing	3
CIS 1210	Desktop Publishing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1240	Information Management: Access	3
CIS 1300	Introduction to Internet	1
CIS 1310	The Whole Internet	3
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems Special Topics	1-3
CIS 2310	Introduction to E-Commerce.....	3
CIS 2400	Introduction to Computer Networking	3
Total Credits.....		24

Business/Computer Sciences: Business Computer Systems and Management

Business Computer Systems Certificate: Introduction

This certificate is for students to learn basic computer skills. Courses can be taken online. Courses can be applied to the 24-credit Business Computer Systems and Management Certificate, the A.A.S. or A.S. in Business Computer Systems and Management. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
CIS 1000	Electronic Keyboarding Communications	3
CIS 1101*	Business Computer Systems I.....	3
CIS 1200	Word Processing.....	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1310	The Whole Internet	3
CIS 1990	Computer Information Systems Special Topics	1-3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business Computer Systems Certificate: Intermediate

This certificate is for students to further develop computer skills. Courses can be taken online. Courses can be applied to the Business Computer Systems and Management 24-credit Certificate, the A.A.S. or A.S. in Business Computer Systems and Management. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
CIS 1102*	Business Computer Systems II	3
CIS 1210	Desktop Publishing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1310	The Whole Internet	3
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems Special Topics	1-3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business Computer Systems Certificate: Advanced

This certificate is for students to develop advanced computer skills. Courses can be taken online. Courses can be applied to the Business Computer Systems and Management 24-credit Certificate, the A.A.S. or A.S. in Business Computer Systems and Management. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
CIS 1240	Information Management: Access	3
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems Special Topics	1-3
CIS 2310	Introduction to E-Commerce.....	3
CIS 2400	Introduction to Computer Networking	3
	Total Credits	(minimum) 9

Business/Computer Sciences: Business Computer Systems and Management

Computer Information Systems Certificate

This certificate provides in-depth computer skills that can be applied in business situations. Courses can be taken online. Courses can be applied to the A.A.S. or A.S. in Business Computer Systems and Management. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
CIS1101	Business Computer Systems I.....	3
CIS1102	Business Computer Systems II	3
<i>Choose 18 credits from the following:</i>		
Bus 1400	Business Mathematics	3
CIS 1000	Electronic Keyboarding Communications	3
CIS 1200	Word Processing.....	3
CIS 1210	Desktop Publishing	3
CIS 1220	Business Decision Making: Excel	3
CIS 1230	Business Presentations: PowerPoint	3
CIS 1240	Information Management: Access	3
CIS 1310	The Whole Internet	3
CIS 1400	Windows/Operating Systems	3
CIS 1990	Computer Information Systems Special Topics	1-3
CIS 2310	Introduction to E-Commerce.....	3
CIS 2400	Introduction to Computer Networking	3
Total Credits.....		24

Desktop Publishing Certificate

This certificate develops necessary computer skills to create newsletters, advertising media, flyers, brochures, forms, and manuals. Some of the courses are offered online. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
CIS 1210	Desktop Publishing*	3
<i>Choose 6 credits from the following:</i>		
Art 1160	Digital Photography.....	3
CIS 1990	Special Topics	1-4
CIS 1200	Word Processing.....	3
Art 1040	Introduction to Art	3
<i>*Required</i>		
Total Credits.....		9

Business/Computer Sciences: Business Computer Systems and Management

E-Commerce Certificate

This certificate is for students who want to learn computer and marketing skills and the business principles necessary to do business over the Internet. Courses can be taken online. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
Bus 1100	Introduction to Business	3
Bus 1600	Introduction to Marketing	3
Bus 1620	Advertising and Promotion	4
CIS 1310	The Whole Internet	3
CIS 1240	Information Management: Access	3
CIS 2310	Introduction to E-Commerce.....	3
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for Internet	3
	Subtotal	23

Choose 3-7 credits from the following courses:

Art 1160	Digital Photography.....	3
Bus 1210	Managerial Communication	3
Bus 1410	Introduction to Business Finance	3
Bus 1800	Small Business Management	3
Bus 1990	Special Topics	1-4
CIS 1990	Special Topics	1-4
CSci 1990	Special Topics	1-4
Bus 2000	Creative Field Project	3
Bus 2010	Internship Business	3
CIS 2400	Introduction to Computer Networking	3
CSci 1130	Introduction to Computer Programming in Java	4
CSci 2001	Structure of Computer Programming I	4
CSci 2030	Database Management	4
CSci 2050	Internship Computer Science	3
	Total Credits	26-30

Business/Computer Sciences: Business Computer Systems and Management

Fundamentals of E-Commerce Certificate

This certificate is for students who want to learn computer and marketing skills to put their business over the Internet. Courses can be taken online. Courses can be applied to the 26-30 credit E-Commerce Certificate. Qualifies for Workforce Investment Act.

Curriculum:

Courses	Titles	Credits
Bus 1100	Introduction to Business and the American Economy	3
Bus 1600	Introduction to Marketing	3
CIS 1240	Information Management: Access	3
CIS 2310*	Introduction to E-Commerce.....	3
CSci 1020	Beginning Web Page Programming	1
CSci 1030	Programming for Internet	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Word Processing Certificate

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

Curriculum:

Courses	Titles	Credits
CIS 1000	Electronic Keyboarding Communications	3
CIS 1101	Business Computer Systems I.....	3
CIS 1102	Business Computer Systems II	3
CIS 1200*	Word Processing	3
CIS 1210	Desktop Publishing	3
CIS 1230	Business Presentations: PowerPoint	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business/Computer Science: Computer Science

Computer Science A.S.

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

Curriculum:

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

* Any Math course numbered 1130 or higher.

** The remaining 11 credits may be taken in any course in the Minnesota Transfer Curriculum.

The choices made by the student would reflect the receiving institution's requirements or the student's anticipated employment needs.

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

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

Developmental Courses

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

Application Programming Certificate

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

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

Curriculum:

Courses	Titles	Credits
CSci 1090	Programming in VB.NET	4
CSci 1120	Programming in C/C++	4
CSci 1130	Introduction to Computer Programming in Java	4
CSci 1150	Programming in C# for .NET	4
CSci 1190	Introduction to C++ Programming	4
CSci 2001	Structure of Computer Programming I	4
CSci 2002	Structure of Computer Programming II.....	4
CSci 2020	Machine Architecture and Organization	4
CSci 1990	Computer Science Special Topics	1-4
Total Credits.....		12

Internet Programming Certificate

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

Curriculum:

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

Requirements

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

Object-Oriented Programming Certificate

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

Curriculum:

Courses	Titles	Credits
CSci 1090	Programming in VB.NET	4
CSci 1130	Introduction to Computer Programming in Java	4
CSci 1150	Programming in C# for .NET	4
CSci 1190	Introduction to C++ Programming	4
CSci 2001	Structure of Computer Programming I	4
CSci 2002*	Structure of Computer Programming II.....	4
	<i>* Denotes a required course for the certificate</i>	
	Total Credits.....	12

Business/Computer Science: Marketing/Advertising/Sales

Marketing A.A.S.

The Marketing program major is designed for students interested in professional sales, marketing, or marketing research careers. Opportunities exist in a variety of firms including wholesale, industrial, service organizations and manufacturers.

Curriculum:

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

Developmental Courses

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

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

Business/Computer Science: Marketing/Advertising/Sales

Marketing A.S.

The Associate of Science degree in Marketing is designed for students who are interested in a baccalaureate or professional degree in marketing or marketing education or training. Careers exist in sales, advertising, marketing, retail, management, merchandising, training and teaching.

Curriculum:

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

Recommendations

Math 1130 – Elementary Statistics (Goal Area 4)

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

Lab Science (Goal Area 3)

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

Developmental Courses

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

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

Business/Computer Science: Marketing/Advertising/Sales

Advertising Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	3
Bus 1620*	Advertising and Sales Promotion	4
CIS 1210	Desktop Publishing	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

General Marketing Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	3
Bus 1620	Advertising and Sales Promotion	4
Bus 1630	Professional Sales and Management	4
Bus 1650*	Marketing Research	2
	<i>*Required</i>	
	Total Credits	(minimum) 9

Retail Management Certificate

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

Curriculum:

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

Business/Computer Science: Marketing/Advertising/Sales

Sales Certificate

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

Curriculum:

Courses	Titles	Credits
Bus 1600*	Introduction to Marketing	3
Bus 1610	Consumer Behavior	3
Bus 1620	Advertising and Sales Promotion	4
Bus 1630*	Professional Sales and Management	4
Spch 1010	Fundamentals of Public Speaking.....	3
	<i>*Required</i>	
	Total Credits	(minimum) 9

Business Computer Systems and Management: Paralegal

Paralegal A.S.

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

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

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

Curriculum:

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

Developmental Courses

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

Business Computer Systems and Management: Paralegal

Paralegal Certificate

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

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

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

Curriculum:

Courses	Titles	Credits
<i>Paralegal Specialty Courses</i>		
PLeg 1111	Basic Law I.....	4
PLeg 1310	Litigation	4
PLeg 1320	Evidence and Investigation.....	3
PLeg 1330	Domestic Relations	2
PLeg 2211	Legal Research and Writing I	3
PLeg 2212	Legal Research and Writing II	3
PLeg 2410	Business Organizations.....	2
PLeg 2620	Property	3
PLeg 2710	Wills/Estate Administration	3
PLeg 2910	Legal Practicum -or-	
PLeg 2920	Internship	2
<i>Additional Law Related Course</i>		
PLeg 1112	Basic Law II	3
<i>Elective Paralegal Courses:</i>		
PLeg 1210	Computer Applications in the Law Office	2
PLeg 1990	Special Topics.....	1
PLeg 2810	Employment Search	1
Total Credits.....		32

Art/Design: Graphic Design

Graphic Design A.S.

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

Curriculum:

Courses	Title	Credits
<i>Fine Arts Core</i>		
Art 1040	Introduction to Art (Goal Areas 6 and 8).....	3
Art 1101	Photography I (Goal Area 6)	3
Art 1301	Two-Dimensional Design I (Goal Area 6)	3
Art 1310	Three-Dimensional Design (Goal Area 6)	3
Art 1340	Fundamentals of Color (Goal Area 6).....	3
Art 1401	Drawing I (Goal Area 6)	3
Art 1402	Drawing II (Goal Area 6).....	3
Art 2611	Painting I (Goal Area 6).....	3
	Subtotal	24
<i>General Education Courses</i>		
	(Chosen from the Minnesota Transfer Curriculum (MnTC) Worksheet available in the CRC)	
Engl 1111	College Writing I (Goal Area 1).....	3
<i>MnTC Electives</i>		
	Goal Areas 7, 9, or 10.....	3
	Natural Science (Goal Area 3) or Mathematical/Logical Reasoning (Goal Area 4)	3
	History and the Social and Behavioral Sciences (Goal Area 5)	3
	Subtotal	12
<i>Graphic Design Courses</i>		
GDes 2550	Typography I	3
GDes 2560	Web Design/Graphics	3
GDes 2601	Graphic Design I	3
GDes 2602	Graphic Design II	3
GDes 2850	Illustration	3
GDes 2860	Web Animation	3
GDes 2811	Publication Design Lab I	2
GDes 2812	Publication Design Lab II	2
GDes 2901	Desktop Design I.....	3
GDes 2902	Desktop Design II	3
	Subtotal	28
	Total Credits.....	64

Art/Design: Graphic Design

Developmental Courses

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

Requirements and Procedures for Admission

Requests to enter the second year of the Graphic Design program must be received by the third Friday in March. A maximum of twenty-eight (28) students will be selected from those completing the Fine Arts Core of the Graphic Design program, or the equivalent in the case of transfer students. Students will be selected on the basis of their academic standing and on their portfolios.

Students must submit the following to the Humanities Office:

- Request for admission to the second year of the Graphic Design program
- Current transcript
- Portfolio: this will include ten pieces of matted/mounted artwork or slides of three dimensional pieces or paintings
- Program planning sheet, obtained from Humanities Office.

A panel of Art Department faculty will review the credentials and make recommendations. All applicants will be informed of their status by mail by the third Friday in April. Transfer students may be called in for interviews. Those students who are not selected for enrollment in the Graphic Design program will be placed on an alternate list for enrollment in the case of openings. These alternate students will be asked to meet with the faculty members regarding their deferment in the program at this time. Those students who are not selected may re-apply for the program the following year. Students selected must be committed to following the Graphic Design sequence (courses with GDes as a prefix) full-time for the year for which they are accepted.

Art/Design: Studio Arts

Associate of Fine Arts – Studio Arts

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

Curriculum:

Courses	Titles	Credits
<i>Fine Arts Foundation Courses</i>		
Art 1301	Two-Dimensional Design I	3
Art 1311	Three-Dimensional Design I	3
Art 1340	Fundamentals of Color	3
Art 1401	Drawing I (Goal Area 6)	3
Art 1402	Drawing II	3
Art 2180	Art History: Pre-History to the Age of Cathedrals (Goal Areas 6 and 8)	3
Art 2190	Art History: Renaissance to 20th Century Art (Goal Areas 6 and 8)	3
<i>Fine Arts Elective Courses – Choose courses totaling 21 credits from the following:</i>		
Art 1101	Photography I (required)	3
Art 1102	Photography II	3
Art 1160	Digital Photography	3
Art 1320	Introduction to Sculpture	3
Art 1510	Digital Video Production	3
Art 2611	Painting I (required)	3
Art 2612	Painting II	3
<i>General Education</i>		
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II (Goal Area 1)	3
Spch 1110	Interpersonal Communications (Goal Area 1)	3
	Natural Science or Math (Goal Area 3 or 4)	4
	History and the Social or Behavioral Sciences (Goal Area 5)	6
	People and the Environment (Goal Area 10)	3
	Total Credits:	64

Developmental Courses

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

Science/Health Careers: Biology

Biology A.S.

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

Curriculum:

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

* Students may substitute Math 1221 to fulfill this requirement. Students will be advised to consult the math requirements of the institution to which they plan to transfer.

** Students may substitute Math 1222 to fulfill this requirement. Students will be advised to consult the physics requirements of the institution to which they plan to transfer.

***Students may substitute Physics 1601 to fulfill this requirement. Please consult the institution to which you plan to transfer.

****Students may substitute Physics 1602 to fulfill this requirement. Please consult the institution to which you plan to transfer.

Credit total may increase if other mathematics courses are substituted.

Developmental Courses

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

Science/Health Careers: Chemistry

Chemistry A.S.

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

Curriculum:

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

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

**Check with the transfer institution for their physics requirement. Some require Phys 1601, Phys 1602.

Developmental Courses

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

Science/Health Careers: Chemistry

Chemical Laboratory Assistant Certificate

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

Curriculum:

Courses	Titles	Credits
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Chem 2061	Organic Chemistry I	5
Chem 2062	Organic Chemistry II.....	5
Chem 2073	Introduction to Instrumental Methods and Analysis	4
CIS 1101	Business Computer Systems I.....	3
Total Credits.....		25

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

Science/Health Careers: Histotechnology

Histotechnology A.A.S

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

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

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

Curriculum:

Courses	Title	Credits
<i>General Courses</i>		
Biol 1001	Biology I (Goal Area 3)	4
Biol 1230	Medical Terminology I - Basic	1
Biol 1231	Medical Terminology II - Application	1
Biol 2111	Human Anatomy and Physiology I (Goal Area 3)	4
Biol 2112	Human Anatomy and Physiology II (Goal Area 3)	4
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Math 1150	College Algebra (Goal Area 4)	3
Engl 1111	College Writing I (Goal Area 1)	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1)	3
	Subtotal	31
<i>HTN Courses</i>		
HTN 1000	Clinical Laboratory Basics	1
HTN 1001	Histotechnique I	4
HTN 1002	Histotechnique II	2
HTN 2003	Histotechnique III	3
HTN 2100	Special Stains	4
HTN 2150	Special Procedures	2
HTN 2200	Histo-Anatomy	1
HTN 2300	Clinical Experience	12
	Subtotal	29
	Total Credits	60

Prerequisites

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

Developmental Courses

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

Science/Health Careers: Physical Education

Physical Education A.S.

North Hennepin Community College's Associate of Science degree in Physical Education prepares graduates to work in the profession of Physical Education or to continue their education and obtain a Bachelor's Degree in Physical Education.

Curriculum:

Courses	Title	Credits
<i>General Education Courses</i>		
Chem 1000	Chemistry in Society (Goal Areas 3 and 10)	4
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II (Goal Area 1)	3
Musc 1300	Music in World Cultures (Goal Areas 6 and 8)	3
Soc1110	Intro to Sociology (Goal Areas 5 and 7)	3
Spch 1010	Fundamentals of Public Speaking (Goal Area 1)	3
<i>MnTC Electives</i>		
	History and the Social Behavioral Sciences (Goal Area 5)	3
	Humanities and Fine Arts (Goal Area 6)	6
<i>Physical Fitness Foundation Courses</i>		
PE 1500	Foundations in Physical Education	3
PE 2490	Kinesiology	4
PE 1050	Weight Training	1
PE 1261	Movement Exploration	3
PE 1250	Wellness for Life -or-	
Hlth 1250	Wellness for Life	3
Biol 1120	Human Biology (Goal Area 3)	3
Hlth 1030	Personal and Community Health	3
Hlth 1060	Drugs and Health	3
Psyc 1210	Child Development (Goal Area 5)	3
Psyc 1220	Adult Development (Goal Area 5)	3
Total Credits.....		64

Developmental Courses

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

Science/ Health Careers: Medical Lab Technology

Medical Laboratory Technology A.A.S.

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

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

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

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

Curriculum:

Courses	Title	Credits
<i>General Courses</i>		
Biol 1001	General Biology (Goal Area 3)	4
Biol 1120	Human Biology (Goal Area 3)	3
Biol 2100	Microbiology (Goal Area 3)	4
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Math 1150	College Algebra (Goal Area 4)	3
Engl 1111	College Writing I (Goal Area 1)	3
Psyc 1150	General Psychology (Goal Area 5)	3
<i>MnTC Electives</i>		
	Humanities and/or Fine Arts (Goal Area 6)	3
<i>MLT Courses</i>		
MLT 1000	Clinical Laboratory Basics	1
MLT 1100	Urinalysis	2
MLT 1150	MLT Basic Immunology	1
MLT 1200	MLT Principles of Laboratory Instruments	1
MLT 2000	MLT Clinical Orientation	1
MLT 2050	MLT Hematology	4
MLT 2080	MLT Medical Microbiology	4
MLT 2100	MLT Chemistry	4
MLT 2150	Immunohematology	3
MLT 2200	Immunology Lab Applications	2
MLT 2310	Clinical Phlebotomy	1
MLT 2320	Clinical Hematology	3
MLT 2340	Clinical Urinalysis	1
MLT 2350	Clinical Immunohematology	2
MLT 2380	Clinical Chemistry	5
	Total Credits	70

Science/ Health Careers: Medical Lab Technology

Developmental Courses

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

Prerequisites

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

Notes

Biol 1001 and Math 1150 must be completed summer before fall semester to complete the program in two years.

Application process is separate from the College application process. There is a new class admitted each fall.

The first year and a half of the program will be spent in the classrooms and laboratories of North Hennepin Community College. The program is available as a day or evening option. The last semester of the program will be spent in the laboratories of Allina Medical Laboratories, Hennepin County Medical Center, Methodist Hospital or other affiliates where clinical experience will be obtained. It is only available as a day option.

Once admitted to the program, the requirements are designed to be completed in two years. Students who desire to pursue a part-time curriculum may complete the required general education and science prerequisite courses prior to acceptance into the MLT program.

Upon graduation from the College, students receive the Associate of Applied Science degree and are eligible to sit for both the NCAMLP (National Credentialing Agency for Medical Laboratory Personnel) and the American Society of Clinical Pathology Board of Registry national certification exams. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Ave., #670, Chicago, IL 60631. Phone: (312) 714-8880

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health must have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Science/Health Career: Nursing

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

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

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

Curriculum:

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

Developmental Courses

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

Sequences and Prerequisites

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

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

Science/Health Career: Nursing

Progression and Graduation Requirements

Each nursing course must be completed with a C or better for progression to the next nursing course.

A 2.5 cumulative grade point average in biology courses required in the nursing curriculum must be maintained.

To graduate, students must earn a minimum of 64 credits with a cumulative grade point average of 2.5 in the nursing curriculum.

Notes

- Applications are available at Admissions 763-424-0719.
- A physical examination and CPR certification are required for beginning nursing courses after a student is accepted into the program.
- Standard Option is for students with no previous experience.
- The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway – 33 Floor, New York, NY 10006; Phone 212-363-5555, ext. 153, and approved by the Minnesota Board of Nursing.
- This option is designed to be completed in two years. However, it is recommended that students pursue the general education and supporting science courses first, making them more competitive applicants for the Nursing Program.
- This program is available in both day and the evening-weekend option.
- This option is designed for students who wish to complete the degree requirements through attendance at classes scheduled in the evening and on weekends. The only difference between this option and the pathway through the Associate Degree Nursing Program - Standard Option is the schedule. This option is designed so courses can be completed in two years. Courses are generally offered two evenings a week with clinical or laboratory experiences scheduled for every other weekend on Saturday and Sunday.
- Applicants may seek admission to only one of these options. One class of students for each option is admitted once a year.

Application Information

Students interested in pursuing a baccalaureate degree in nursing after acquiring their associate degree are strongly encouraged to seek information on specific baccalaureate programs from counselors or the Health Career Advisor in the Counseling Center at the College. This information can be utilized in determining which electives to complete to facilitate articulating with the selected program.

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health must have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility.

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

Science/Health Career: Nursing

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

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

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

Curriculum:

Courses	Titles	Credits
<i>Nursing Courses</i>		
Nurs 1220	Nursing Transition	4
Nurs 2211	Nursing: Provider of Care II	8
Nurs 2212	Manager of Care and Member of the Discipline of Nursing	8
	Subtotal	20
<i>General Education Courses</i>		
Biol 1001	General Biology (Goal Area 3)	4
Biol 2100	Microbiology (Goal Area 3)	4
Biol 2111	Human Anatomy and Physiology I (Goal Area 3)	4
Biol 2112	Human Anatomy and Physiology II (Goal Area 3)	4
Engl 1111	College Writing I (Goal Area 1)	3
Psyc 1150	General Psychology (Goal Area 5)	3
Spch 1110	Principles of Interpersonal Communications (Goal Area 1)	3
Soc 1110	Introduction to Sociology (Goal Area 7)	3
<i>Elective</i>		
	Any Course	1
<i>MnTC Electives</i>		
	Humanities and Fine Arts (Goal Area 6)	3
	Subtotal	32
	Credits from PN Program - Nursing	12
	Total Credits	64

Developmental Courses

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

Notes

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

Human and Protective Services: Criminal Justice

Criminal Justice A.S.

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

Curriculum:

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

Developmental Courses

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

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

Human and Protective Services: Law Enforcement

Law Enforcement A.S.

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

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

Curriculum:

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

* Prerequisite courses

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

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

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

Developmental Courses

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

Construction/Trades: Building Inspection Technology

Building Inspection Technology A.A.S

North Hennepin Community College is one of only a handful of institutions in the country to offer an A.A.S. in Building Inspection Technology. The program is delivered by experts in the field through evening and online classes that are targeted to adult learners. Students in this program will develop and apply an understanding of the concepts, theories, and principles of construction codes, which will be developed through a comprehensive curriculum including a variety of technical, administrative and interpersonal course offerings

For more information regarding certification of Building Officials in Minnesota, visit www.mncodes.com. It may not be possible to complete this program in two years. Upon completion of the requirements, students are eligible to receive an Associate of Applied Science degree.

Curriculum:

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

Developmental Courses

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

Construction/Trades: Building Inspection Technology

Building Inspection CORE Certificate

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

Curriculum:

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
BIT 1100	Field Inspection	2
BIT 1300	Building Inspection Plan Review, Non-Structural	2
BIT 2020	Legal Aspects of Code Administration	2
BIT 2650	Administering the Minnesota State Building Code	2
	Total Credits.....	10

Building Inspection Technology Certificate

This certificate is designed for people with some experience in building inspection or construction who are interested in a concentrated program in Building Inspection. The courses from this program are delivered in the classroom and/or online.

Curriculum:

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
BIT 1100	Field Inspection	2
BIT 1300	Building Inspection Plan Review, Non-Structural	2
BIT 1310	Building Inspection Plan Review, Structural.....	2
BIT 1410	Mechanical Inspection	4
BIT 1420	Electrical Inspection	2
BIT 1500	Soils Engineering	2
BIT 1600	Energy Conservation in Building Construction	2
BIT 1700	Plumbing Code	3
BIT 2000	Public Administration for the Code Official	2
BIT 2020	Legal Aspects of Code Administration	2
BIT 2100	Concrete and Concrete Inspection	2
BIT 2500	Fire Suppression Systems	2
BIT 2650	Administering the MN State Building Code	2
	Total Credits.....	31

Construction/Trades: Building Inspection Technology

Building Permit Technician Certificate

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

Curriculum:

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
CMSV 2860	Building Construction Plan Reading	2
BIT 2000	Public Administration for the Code Official	2
BIT 2020	Legal Aspects of Code Administration	2
BIT 2400	Land Use and Zoning	2
BIT 2650	Administering the Minnesota State Building Code	2
CIS 1101	Business Computer Systems I.....	3
<i>Select one (1) of the following:</i>		
Bus 1110	Human Relations: Application of Psychology in Business (Goal Area 7)	3
Bus 1210	Managerial Communications	3
Spch 1110	Interpersonal Communications (Goal Area 1)	3
	Total Credits.....	18

Construction/Trades: Construction Management

Construction Management A.S.

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

Curriculum:

Courses	Titles	Credits
<i>Professional/Technical Courses</i>		
Acct 2111	Financial Accounting	4
BIT 1100	Field Inspection	2
BIT 1410	Mechanical Inspection	4
BIT 1420	Electrical Inspection	2
BIT 1500	Soils Engineering	2
BIT 2100	Concrete and Concrete Inspection	2
Bus 1200	Introduction to Management	3
CMSV 2860	Building Construction Plan Reading	2
CMSV 2870	Construction Management	2
CMSV 2880	Construction Estimating and Critical Path Method	2
CMSV 2890	Building Organization and Technology	3
Engr 1200	Engineering Graphics	3
Engr 2301	Statics	3
<i>General Education Courses</i>		
Art 2300	Architectural History (Goals 6 and 8)	2
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1940	Technical Communications	3
Math 1221	Calculus I (Goal Area 4)	5
Phil 1110	Problem Solving (Goal Area 9)	3
Phys 1601	General Physics I (Goal Area 3)	5
Psyc 1150	General Psychology (Goal Area 5)	3
Spch 1110	Principles of Interpersonal Communication (Goal Area 1)	3
<i>MnTC Electives</i>		
	Additional Courses	2
	Total Credits	64

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

Developmental Courses

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

Construction/Trades: Construction Management

Construction Management Certificate

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

Curriculum:

Courses	Titles	Credits
Acct 2111	Financial Accounting	4
BIT 1100	Field Inspection	2
BIT 1410	Mechanical Inspection	4
BIT 1420	Electrical Inspection	2
BIT 1500	Soils Engineering	2
BIT 2100	Concrete and Concrete Inspection	2
Bus 1200	Introduction to Management	3
CMSV 2860	Building Construction Plan Reading	2
CMSV 2870	Construction Management	2
CMSV 2880	Construction Estimating and Critical Path Method	2
CMSV 2890	Building Organization and Technology	3
Engr 1200	Engineering Graphics	3
	Total Credits.....	30

Construction/Trades: Engineering (Pre)

(Pre) Engineering A.S.

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

Curriculum:

Courses	Title	Credits
<i>General Education Courses</i>		
Engl 1111	College Writing I (Goal Area 1)	3
Engl 1112	College Writing II (Goal Area 1)	3
Phil 1020	Ethics (Goal Area 6 and9)	3
Econ 1060	Principles of Economics: Macro (Goal Area 5).....	3
CSci 1120	Programming in C/C++ -or-	
CSci 1130	Introduction to Computer Programming in Java -or-	
CSci 1190	Introduction to C++ Programming	4
Phys 1601	General Physics I (Goal Area 3)	5
Phys 1602	General Physics II (Goal Area 3)	5
Math 1221	Calculus I (Goal Area 4)	5
Math 1222	Calculus II (Goal Area 4)	5
Math 2220	Calculus III (Goal Area 4)	5
Math 2300	Linear Algebra (Goal Area 4)	3
Math 2400	Differential Equations (Goal Area 4)	3
Chem 1061	Principles of Chemistry I (Goal Area 3)	4
Chem 1062	Principles of Chemistry II (Goal Area 3)	4
Biol 1000	Life Science -or-	
Biol 1001	Biology I -or-	
Biol 1200	Current Environmental Issues (Goal Area 3)	4
<i>Engineering Course</i>		
Engr 1000	Intro to Engineering (All subfields)	3
	Total Credits	62
<i>Additional Recommended Course</i>		
Engr 1200	Engineering Graphics (Aerospace, Civil, Mechanical)	3

Developmental Courses

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

Construction/Trades: Housing Inspection

Housing Inspection Certificate

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

Curriculum:

Courses	Titles	Credits
BIT 1000	Introduction to Building Inspection.....	2
BIT 1800	Housing Field Inspection Fundamentals	2
BIT 1805	Advanced Housing Field Inspections	2
BIT 1810	Multi-Housing.....	2
BIT 2000	Public Administration for the Code Official	2
BIT 2020	Legal Aspects of Code Administration	2
BIT 2400	Land Use and Zoning	2
BIT 2650	Administering the Minnesota State Building Code	2
	Total Credits.....	16

Construction/Trades: Operations Management

Operations Management

Minnesota State University - Moorhead offers their B.A. in Operations Management on the NHCC Campus in Brooklyn Park - so students can continue their education in a number of related Business A.S. degrees without having to switch locations.

Go to www.mnstate.edu/om/nhcc for information.

Construction/Trades: Public Works

Public Works Certificate

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

Curriculum:

Courses	Titles	Credits
Engl 1111	College Writing I (Goal Area 1).....	3
Bus1210	Managerial Communication -or-	
Spch 1110	Principles of Interpersonal Communication (Goal Area 1) -or-	
Engl 1140	Business Communications (Goal Area 1)	3
PubW 1020	Public Works Organization and Administration.....	4
PubW 1030	Public Works Management and Communication.....	4
PubW 1040	Technical Aspects of Public Works	4
PubW 1050	Public Works Operations and Maintenance	4
	Total Credits.....	22