

## A Message from the President's Office

As I reflect on the college's mission of engaging students, changing lives and how we go about accomplishing our mission, I can truly say that I'm a proud president. Proud of our students, proud of our faculty and staff, proud of our partners and the communities we serve. Our momentum here is strong, as demonstrated by the extraordinary stories and notable awards highlighted throughout this issue of the magazine, and I trust that we'll only continue to move forward.

The cover story about the African & African American Male Leadership/Mentoring Movement, for example, powerfully represents the difference we strive to make. Students and employees came together to start an initiative that has already proven to help students stay in school and graduate. Furthermore, black male community leaders have agreed to mentor these men so they can look forward to post-college careers. Our foundation office has also received donations from local businesses to help support retention initiatives like these.

Other innovative initiatives, like our expanded partnership with Concordia University, give students access to continue their four-year education at NHCC's campus. Internships with local businesses provide our students with on-the-job experience and the essential skills needed to be successful in the workplace. Collaborations with legislators and information technology retailers resulted in strategies to train Minnesota workers for these high-demand/high-skilled/high-paying jobs, so employers are able to find employees locally.

For the next year, I will be serving at the system office as interim vice chancellor, where I will work at the state level for all 31 Minnesota State Colleges and Universities' institutions. I'm confident that NHCC will continue to move forward under the leadership of Dr. Lisa Larson, NHCC's new acting president (pictured with me above). She, too, believes in our mission and shares the passion and drive described in our welcome article on page 6.

I'm proud of NHCC and look forward to our future successes and that of our wonderful students!

Sincerely,

Dr. John O'Brien

President, North Hennepin Community College

## NHCC's African and African-American Male Leadership Mentoring Movement

One African-American student at NHCC came from a broken home, raised by his single mother. As a child, he was affected by his father's absence and his mother's choice in abusive men.

Another was a refugee from Somalia who was accustomed to a different way of life. He was not only traumatized by the loss of family members in the war, but felt ostracized when he first came to America.

Similar to what we hear in the national news about the various achievement gap factors among black male college students, these are the real backgrounds shared by our very own at NHCC.

However, a group of black men at the college are doing some really positive and powerful things to change their outlook. And the future is looking bright. See, 100 percent of the men in this new group have either successfully stayed in school (21) or graduated this past spring (8); including Devery Peterson, the student from the broken home, who is now excelling in college and is extremely active in campus and community activities; and Awale Osman, the student from Somalia, who just graduated with the highest honors and is pursuing a bachelor's degree in communications at Augsburg College.

The idea to form this group and its initiative – the African & African-American Male Leadership/Mentoring Movement – came up in the spring of 2012 when a concerned student tutor, Robert Foster, approached a First Year Experience (FYE) instructor mid-semester and said, "When this class began, there were eight black men and now there are only two. What can I do to help?"

From there, two FYE instructors began exploring the issue, and with the help of three other advisors, meetings were set up with black male students to listen to them talk about their college experiences and obstacles. Then, with the support of the Diversity and Equity office, NHCC formalized the African & African-American Male Leadership/ Mentoring Movement (AAAMLMM).

The men continued to recruit more members and develop their goals. And, in doing so, decided to unite the African and African American male students.

"Africans and African Americans have much more in common than we have differences, including our past struggles and future goals as black men," said Foster. "More importantly, we as people are stronger as a group than we are individually, so we can help each other that much better." The makeup of the AAAMLMM and how it works can be described in three parts (soon to be four):

The first part provides campus leadership training to participating students by faculty, staff, and/or other outside professionals. This is done through interactive workshops and gives students the initial tools they need to be effective leaders and mentors.

After leadership training, the student leaders mentor other students who may be struggling in school. The purpose of the second part is to provide student leadership opportunities, as well as support to fellow brothers. In addition to the support and camaraderie the students provide to one another, they also encourage participation in extracurricular campus events and community volunteerism, since active students are

proven to be more successful in school. The goal here is for students to persist in school, rather than drop out, and ultimately graduate.

The third part engages students with black male professionals, which includes guest speakers or job shadowing. This allows students to see and learn firsthand from positive role models, get inspired, set post-college expectations, and become successful leaders in their occupations and communities.

For example, the Minnesota State Colleges and Universities system's very own Chief Diversity Officer, Whitney Harris, has been meeting with the group on a regular basis. He's currently helping them gather their personal stories as black men for possible publication in the Journal of Men's Studies. "It's my honor to be a part of this important initiative. I'm extremely impressed by the men in this group and what they're doing. I hope other colleges will follow their example," said Harris.

To sustain this effort, there will be a fourth part that will include the alumni of this program to participate as the professionals and mentor the newest generation of students.

*Awale Osman participated in many NHCC campus committees during his time as a student. At one meeting, an employee asked him how he finds time to attend all these meetings on top of his academic responsibilities. Osman responded, "This is what I do for fun!" Through his college experiences taking liberal arts courses, assisting teachers, participating in policy making, and speaking at campus events, Osman decided on a career in education. "It's where I believe I can contribute the most to others and receive the highest personal gratification."*

*Devery Peterson credits his mother for where he is today. "Growing up was a challenge, but I have always admired the remarkable strength my mother showed in raising me, my brother, and my sister. She's my inspiration." Currently working on his liberal arts degree at NHCC, a strong spokesperson on behalf of AAAMLMM, and an avid ally of other student groups on campus, Peterson plans to transfer to the Carlson School of Management to study business.*

*Robert Foster was born and raised in a small, impoverished, segregated town in Tennessee. While Foster didn't graduate high school, he was recruited by the navy during his senior year and earned his GED. After serving as an E-6 officer, he moved from the south to Minnesota because salaries were much higher. He worked as a supervisor at a construction supplies plant and started attending NHCC in 2010. He's pursuing his A.S. in accounting with a goal of earning a B.S. in computer forensics at Metropolitan State University. He and his wife will be celebrating their 25th anniversary this year.*

*If you are interested in being a part of the African & African-American Male Leadership/Mentoring Movement at NHCC as a student or a professional, visit [www.nhcc.edu/diversity](http://www.nhcc.edu/diversity) for more information, or contact NHCC's Chief Diversity and Affirmative Action Officer Michael Birchard at [mbirchard@nhcc.edu](mailto:mbirchard@nhcc.edu) or 763-424-0944.*

## **Welcoming Dr. Lisa Larson, Acting President of NHCC**

The Minnesota State Colleges and Universities (MnSCU) Board of Trustees named Dr. Lisa Larson to serve as acting president of North Hennepin Community College. Her appointment became effective June 1, 2013, and will run for a term of 13 months, while NHCC president Dr. John O'Brien serves as interim vice chancellor of academic and student affairs.

"I'm truly honored to have been chosen for this important position and look forward to maintaining and advancing NHCC's student focus, open communication and consultation, and transparency in decision-making," said Dr. Larson.

Most recently the vice president for academic and student affairs at Hennepin Technical College, Dr. Larson also previously served as a dean at Lake Superior College from 2004-2007 and at Hennepin Technical College from 2000-2004, as well as a general education coordinator at Dakota County Technical College from 1999-2000. She has taught at Hennepin Technical College; Minnesota State University, Mankato; Minneapolis Business College; and the University of Minnesota – Crookston.

Dr. Larson holds a bachelor's degree in secondary education, speech communication, and political science from Northern State University; a master's degree in speech communication and industrial relations from Minnesota State University, Mankato; as well as a doctorate in educational leadership from St. Mary's University.

In recommending her for the role, Chancellor Steven Rosenstone said, "Dr. Larson is an experienced academic leader dedicated to student success and has strong partnerships with faculty, staff, and the community. She is committed to the mission of community colleges. Under her leadership, North Hennepin Community College will continue its tremendous momentum."

Dr. O'Brien added, "I have known and respected Dr. Larson for half a dozen years. She knows the community, fully understands the mission of our college, and is passionate about the values we share. I also believe her unique perspective will be insightful. For these reasons and more, Dr. Larson has my complete confidence and my enthusiastic endorsement."

Dr. Larson currently lives in Waconia with her husband Tim of 21 years, and two children, Christian (age 10) and Miranda (age 7). She was born and raised in Watertown, SD, and enjoys reading, gardening, and watching her kids participate in hockey and gymnastics.

## **NHCC's \$276 Million Impact on Local Economy is Substantial**

It's estimated that North Hennepin Community College generates an annual economic impact of \$276 million and 2,628 jobs in the Twin Cities area according to the results of a study by Wilder Research, a nationally recognized source of data used by state and local planners, policy makers, and service providers. Compared to the Wilder study in 2007, NHCC more than doubled its financial impact and increased jobs by over 60 percent.

"In addition to our mission of engaging students and changing lives, NHCC plays a vital role in supporting our state and regional economy," says NHCC President John O'Brien. "Our operations and activities generated by faculty, staff, and students not only impact the regional economy and

support local business and industry, but also reflect our area's growing and changing demographics."

Jose Diaz, research scientist for Wilder, states, "This economic impact research provides a statistically valid measurement of the significance of an organization's activities on the regional economy. Policy makers and community leaders can use the data to inform their decisions. NHCC clearly has a significant impact on the regional economy."

The study further estimates the increased productivity value of the 784 associate degrees awarded by NHCC in 2011. Assuming a 40-year work life, the education received by NHCC graduates will yield additional state income of \$73.4 million. "NHCC makes a long-term contribution to the regional economy with every graduating class because the productivity improvements from higher education last for the worker's entire career," said Diaz.

On a statewide level, the Wilder study shows the 7 state universities and 24 community and technical colleges that make up the Minnesota State Colleges and Universities system: Generate an annual economic impact of \$8.3 billion (direct impact of \$5 billion and indirect impact in other industries of \$3.3 billion); Represent a return of \$13.53 for each \$1 of state appropriation; Generate an estimated 80,856 jobs in the state and approximately \$490 million in tax revenues for Minnesota state and local governments.

In addition to the impact outlined above, the enhanced productivity of MnSCU graduates across the state is equivalent to \$4.7 billion of future value created each year.

To review the Wilder studies conducted for MnSCU and its institutions, visit [www.pa.mnscu.edu/publications/economicimpact/index.html](http://www.pa.mnscu.edu/publications/economicimpact/index.html)

## Learn about NHCC Business Computer Systems & Management Professor Anna Kniebel

Anna Kniebel has taught Business Computer Systems & Management at North Hennepin Community College for over 30 years. Winner of NHCC's 2013 Award for Excellence in Teaching, Kniebel is a leader and innovator in bringing new technology to the classroom, and is one of the first NHCC professors to adopt all-online and blended courses into her curriculum. She's committed to providing the best learning experience for her students, regardless of computer skill level. Here's a bit of what she has to say:

### My teaching style:

If you're a student taking a class from me, you'll be participating in a style called active learning. Through demonstration, practice, and participation, we'll learn the material together. Students may work together in pairs or small groups on a project.

### My grading and testing philosophy:

I like to give students many grading opportunities. If you're not exactly great in one area, you may be able to make up the grade somewhere else. In addition to multiple choice testing, I give students homework where they use the application – projects using the software. They get project points for creativity, extra research, applying what they know, and working independently. It's not just a midterm and a final exam. They do many different things that go into their grade.

### What you can expect from taking an online course from me:

You can expect to hear from me – a lot! If you ask me a question, I'll respond pretty quickly. If you're getting behind in your work, you'll be hearing from me too. To be an online student, you need to be very organized and very motivated. I'll do my best to help you stay on track, but you really have to keep up with your homework.

### Try a class, then get a degree or certificate:

If you want to pursue a certificate or degree in business, we encourage you to just try a class. You could get a certificate with as few as nine credits and put that on your resume, while you continue to study for your associate's degree. We also have "2+2 programs" for people who plan to transfer to a four-year degree program. Our partnerships with Metropolitan State University and Bethel University, for example, allow students to easily apply their Business Computer Systems & Management two-year degree credits toward a related four-year degree.

*Kniebel has an M.A. in Business and Marketing Education from the University of Minnesota Twin Cities and a B.S. in Business and Marketing Education from Bemidji State College. Her areas of expertise include e-learning, higher education, instructional design, and Microsoft Office.*

## Expanded Partnership Gives Students New Bachelor Degree Option

While North Hennepin Community College and Concordia University- St. Paul have been partners for years, with articulation agreements that allow students to transfer their NHCC credits toward a four-year degree at Concordia, students can now complete a Bachelor of Arts in Business at NHCC's campus in Brooklyn Park beginning fall semester.

At the signing ceremony, NHCC President Dr. John O'Brien stated, "Helping students, especially working students or students with children, find ways to manage their busy lives has always been part of our mission. Offering NHCC students a way to continue their four-year business degree from Concordia right

here on our campus is a great service." Dr. Eric LaMott, Concordia Senior Vice President and Chief Operating Officer, concurred. "Students will not only be able to take their classes at NHCC, but Concordia will also have staff on campus to provide student support services. We are pleased to offer this opportunity."

Students can complete their bachelor's degree in two years or less through Concordia's accelerated cohort program model, taking classes on either Tuesday or Thursday evenings at NHCC's campus or online. Also, NHCC graduates who transfer to Concordia will automatically receive a scholarship of up to \$2,000 towards their four-year degree.

NHCC and Concordia are planning to offer more bachelor degree programs in the near future.

For more information, contact Renae Fry, NHCC's Dean of Business, Technology, and Career Programs at 763-493-0546 or [renae.fry@nhcc.edu](mailto:renae.fry@nhcc.edu).

## **A Beautiful Mind**

### **NHCC Alumna Charity Bess is proud of her crown and even prouder of her cap and gown**

Beauty is not a look. It's a feeling – on the inside – that carries through to the outside. It's a mindset.

NHCC alumna Charity Bess was recently crowned 2013 Miss Minnesota International. Standing tall at 5'1" (5'7" in six inch heels), it wasn't Bess' pretty white evening gown that won her this title. It was what she stood for.

Bess' pageant platform focused on the importance of mentorship. She is a mentor for the Girl Scouts, helping young girls build courage, confidence, and character. "Growing up, one of the most valuable gifts I had was having a positive role model and mentor. I became a mentor because I wanted to give back the valuable life lessons I learned on my journey to becoming a woman. Through Girl Scouts mentoring, I help girls understand the importance of leadership, character development, financial literacy, business ethics, STEM fields, and so much more." As a contestant, Bess is also involved with the pageant's official charity, the American Heart Association's Go Red for Women campaign.

Bess also shined on another stage this past spring. Wearing a different kind of crown (a cap with a tassel), gown, and sash, she graduated from the University of Minnesota with a bachelor's degree in journalism and a minor in African American & African studies. "There's no better feeling than graduation," she said tearfully. "It's what I worked so hard to accomplish. I now own it and it belongs to me!"

Bess transferred to the U of M from NHCC, where she completed her generals. During her time as an NHCC student from 2008-2010, Bess was active in Phi Theta Kappa and the Honors program, honing in on her leadership skills. She also worked as a student ambassador, providing prospective students with information about college and acclimating new students to the campus. And she was a conversation partner, where she teamed up with an NHCC student from another country to help with the English language.

"My conversation partner was Vilma Topuzi from Albania. We became friends through the program and remain friends to this day. In fact, Vilma also transferred to and graduated from the U of M, and interned at the City of Brooklyn Park where I currently work as a communications specialist. Conversation Partners was one of my favorite experiences at NHCC."

In addition, Bess was a recipient of the T. Christ Staael scholarship, designed for students who demonstrated service to others and the surrounding community. She was also the student spokesperson at the college's annual gala in 2010.

"NHCC was a blessing! Like my family, NHCC instilled values, practiced integrity, provided support, and encouraged me to focus and go after my dreams. Plus, I always enjoy coming home to visit."

Don't be surprised to someday see Bess anchoring the news or hosting an entertainment show ...

To learn more about NHCC academic and supplemental programs, visit [www.nhcc.edu/programs](http://www.nhcc.edu/programs).

## **Alumnus Looks to His Alma Mater to Provide Customized Training**

ConAgra Plant Manager Lance Olson knew just who to call. His company had just gone through its annual corporate-mandated organizational health check; and although largely favorable, he knew improvements could be made.

"I have an A.A.S. in business from North Hennepin Community College," Olson says. "We've sent people to NHCC for professional training in Microsoft Office and other business programs, but for this project I believed we needed a third party with the expertise to dig deeper, get at the issues, and help define what 'job satisfaction' and 'trust in management' means to our employees."

Nerita Hughes, NHCC's Interim Director of Professional Training and Development, and Beth Schaefer, Program Development Director, met with Olson a couple of times to determine which expert resources would be the best for ConAgra. Consultant and trainer Erin O'Hara Meyer worked side by side with Schaefer to design, develop, and run a customized training program. "Erin surveyed each employee and then, after analyzing the results, Erin and Beth will work with us to structure an on-going, company-wide training program," says Olson. "Employee communications teams, led by members of our hourly workforce, are studying, rating, and ranking issues that they then share with management and apply to their jobs. People are engaged. It's been a very effective and meaningful process."

Olson reminds other alumni and business leaders that NHCC can continue to serve your business, education, and training needs.

A Fortune 500 company with net sales of \$18 billion and 36,000 employees, ConAgra is one of the largest private packaged food businesses in North America. Brands such as Orville Redenbacher®, whose packaging is produced at ConAgra's Maple Grove facility, are found in 97 percent of U.S. households.

For more information on how NHCC's Customized Training division can help your organization, visit [www.nhcc.edu/ptd](http://www.nhcc.edu/ptd) or call 763-488-0880.

## **NHCC Receives Distinct Honors at MSCSA's Annual Ceremony, including prestigious Student Senate of the Year**

The Minnesota State College Student Association (MSCSA) is comprised of public two-year college students from across the state, who work with local and federal advocates to ensure accessible, quality, and affordable higher education.

Each spring, MSCSA holds a general assembly to elect its next year's cabinet, together with an awards dinner to honor its past year's outstanding students, faculty, and administrators. Nominations are made by peers and awarded by MSCSA leaders. This year, NHCC had much to celebrate!

Before 300 MSCSA delegates, NHCC's Student Senate was named Student Senate of the Year and with high regard. Kitty Hennemann, NHCC's Director of Student Life and Student Senate Advisor, indicated in her nomination that, "The members of this year's Student Senate are dedicated, knowledgeable, and have done an amazing job in learning about the college's operations, policies, student issues, and legislative issues."

NHCC Student Senate officers included: Matthew Rubel, President; Michelle Furrier, Vice President; Demetrius Wooden, Public Relations Coordinator; Heather Johnson, Legislative Coordinator; Nicole Herlitz, Treasurer/IT Coordinator; and Richard Barnier, Secretary. Among many things throughout the year, they took time to meet with students one-on-one, made classroom visits, and attended committee meetings with faculty and staff to discuss student services, health care issues, and even remodeling ideas for the campus center. They conducted online surveys to collect and share the views of the student body with campus leaders, MSCSA, state legislators, and Washington D.C. Rubel was also elected as MSCSA Treasurer for the 2013-14 academic year.

"I have worked with many student senates over the years, but have never seen one have such a strong impact on campus," Hennemann concluded. Hennemann, too, received top honors – a General Assembly Resolution of the Minnesota State College Student Association – making her the first lifetime member. NHCC's Student Senate proposed, and MSCSA passed, this unanimous resolution in recognition of Hennemann's extraordinary contributions, leadership, and service.

Retiring this year, Hennemann started her career in higher education with the state in 1979 and joined NHCC in 1996. During her tenure, she received a number of recognitions, including a MSCSA scholarship in her name and NHCC's 2013 Women Building Communities award honoring female leaders. "It has been a pleasure serving and working with students for thirty-four years!"

Lastly (because he insisted the students come first), NHCC President Dr. John O'Brien was awarded College President of the Year. He was nominated by NHCC student senators, including Rubel, who named O'Brien, "because of his open-mindedness, dedication to NHCC and MnSCU, and his amazing budget consultations with our Student Senate."

*To get involved in NHCC's Student Senate or Student Life, visit [nhcc.edu/studentlife](http://nhcc.edu/studentlife).*

## **The Making of an Internship**

### **NHCC Alumnus and Business Owner Hires NHCC Student Interns**

A 1978 marketing graduate of NHCC, now president of Vaddio (a global manufacturing company of robotic cameras headquartered in Hopkins, Minnesota), Rob Sheeley is giving back to his local college and community by creating paid internship opportunities for NHCC students.

A coordinated effort between NHCC and Vaddio, NHCC's Foundation Office worked with Vaddio's marketing and communications manager, Kelly Perkins, to come up with an internship plan...

"Marketing interns are always helpful," says Perkins. "So we wanted interns who would be eager to learn about and participate in things like market research, media tracking, trade show events, and video/photo shoots. In addition to the hands-on training students would learn, we also wanted students to walk away with the essential skills needed to be successful in the workplace, like good communication skills and being able to work together as a team."

After learning what Vaddio was looking for in a student intern, NHCC posted the internship opportunity on campus, screened the students who applied, and forwarded recommendations to Perkins for Vaddio to interview. The two NHCC interns selected were Amdi Jarjue and Tin Tran.

"I was so happy to be chosen for this opportunity," said Jarjue, "and it was more than what I even expected. I look forward to coming to work because I learn something new every day by working with various departments. My favorite is putting together trade show displays with Ken, the trade show manager. He has taught me a ton!"

Tran agrees and also enjoys creating videos for Vaddio's various products and training demos. "I like working with the cameras and learning about the new technologies. Working with Jeremy in the IT department is so much fun. Actually, I love working with all the awesome people at Vaddio – it's a good vibe here!"

"It was great seeing Amdi and Tin develop professionally," states Perkins. "Amdi came to us very shy and nervous, but after a month or two, he found his groove. He immersed himself and took initiative to help out wherever needed. He has more world experience than most and one of the biggest hearts of anyone I've ever met."

"Then there's Tin," continues Perkins, "upbeat and a jack-of-all-trades, he possesses a magnetic personality and the ability to do anything he sets his mind to – whether it's marketing, communications, computer science, even sky diving."

"Both guys are true gems, and we at Vaddio learned and benefited from this experience too! It's nice having helping hands around."

*Tran was born in Minneapolis, but his family is originally from Vietnam. He completed his generals this past spring and is transferring to the University of Minnesota to pursue a double major in computer science and communications.*

*Jarjue (right) moved to the United States from Gambia in 2011 and enrolled at NHCC in 2012. He's working on his generals and plans to transfer to St. Cloud State University to complete a bachelor's degree in economics, with a minor in marketing.*

*Jarjue and Tran didn't know each other prior to working at Vaddio, where they became friends. Together, they started the Study Break student club.*

If you are an alumni who owns or works for a local business and is interested in setting up an internship opportunity for NHCC students, contact the NHCC Foundation at [foundation@nhcc.edu](mailto:foundation@nhcc.edu) or 763-424-0815.

## Raking in the Awards

In addition to the honorary mentions throughout this issue of the magazine, NHCC, its students, and employees recently received a number of other prestigious awards.

### Phi Theta Kappa

Awale Osman and Ethan Capers (students) each received an All-State Academic Team Award at Phi Theta Kappa's annual celebration, which is presented to only a select group of students from community and technical colleges in Minnesota, forming the state's team.

Jane Reinke (Vice President of Academic Affairs) received the Distinguished College Administrator Award at Phi Theta Kappa's annual national convention for her outstanding support of NHCC's Phi Theta Kappa chapter, Phi Xi.

*Phi Theta Kappa is the largest international honor society for two-year colleges that encourages scholarship among students. The All-State Academic Team recognizes two-year college students for their leadership, academic achievement, and community and college service. The Distinguished College Administrator Award is given to community college vice presidents, deans, or leaders (other than college presidents or chief executive officers) serving in an administrative capacity.*

### Minnesota Campus Compact

Darion Harding (student) received the Minnesota Campus Compact (MCC) Presidents' Student Leadership Award for his classroom service learning experience with Edinbrook Elementary, where he conducted readings of his first two children's books, *Can Henry Make It* and *Henry's Best Christmas*.

Robert Hansen (sociology professor) received the MCC Presidents' Civic Engagement Steward Award for providing classroom service learning opportunities that link students with the community through civic thinking and social responsibility.

*MCC brings people together across higher education sectors to advance civic and community engagement in the state of Minnesota. Each year, MCC recognizes outstanding student leaders, community partners, and staff or faculty "stewards" of engagement who are identified by member campuses.*

### Minnesota State Colleges and Universities, Academic and Student Affairs Division

NHCC received MnSCU's Innovative Partnering and Collaboration award for its Oracle Retail Initiative program, which reached out to local legislators and information technology businesses to discuss the skills and training needed by workers in this field, as well as strategies to keep these good-paying jobs in Minnesota.

NHCC also received MnSCU's Innovative Student Affairs program award for its Strategic Enrollment Management Planning program, which not only outlined a master academic and student affairs planning process with predictable enrollments and budgets at NHCC, but may also be used as a future systemwide model at MnSCU.

*Each Spring, MnSCU recognizes colleges and universities who provide creativity, innovation, and excellence to students and the state. Awards are selected by peer academic and student affairs campuses and system administrators based on criteria, such as adaptability, collaboration, and enhanced student development.*

### Student Life

In addition to the 96 star students who received an Academic Excellence Award this past academic year for maintaining a 4.0 GPA, the following recipients received:

Matt Rubel, Student Senate: President to President Award  
Samuel Chavez-Barrett, Spanish Club: President of the Year Award  
Alicia McLeod: Student of the Year Award  
Awale Osman: Outstanding Student Award  
Maria Star: Student Employee Excellence inService Award  
Clement Vaccaro: International Student Award  
Kheuin Xiong: Friend of Student Life Award  
Connie Sherman: Faculty of the Year Award  
Troy Nellis: Staff of the Year Award

*At its annual awards ceremony, NHCC's Student Life office recognizes active clubs and organizations, outstanding students, and supportive advisors.*

### American Mathematics Association of Two-Year Colleges

NHCC placed third in the central region and twenty-sixth nationally at American Mathematics Association of Two-Year Colleges (AMATYC) Student Math League Exams this past academic year thanks to math students Andrew Boursier, Paolo Castelo Bringas, Keagan Callis, Mitchell Pagel, Anthony Perrault, Khoi Pham, Lane Johnson, and Huy Tran.

In addition (pun intended), Bringas and Pham ranked first and third, respectively, in the central region. Tran has the eighth highest combined score in Minnesota and Timothy Hoeder the ninth highest.

*Twice each academic year, NHCC, along with hundreds of other two-year colleges across North America, participates in the AMATYC Student Math League Exams. Thousands of students take these exams in the fall and again in the spring.*

## National Council for Marketing & Public Relations

This past spring, NHCC received a Silver Paragon Award from the National Council for Marketing & Public Relations (NCMPR) for its "Making My Story" television commercial series, which highlights real students and faculty. They can be viewed throughout the college's website at [www.nhcc.edu](http://www.nhcc.edu) and YouTube station at [www.youtube.com/northhennepin](http://www.youtube.com/northhennepin).

*NCMPR is the only organization of its kind that represents more than 1,550 marketing and public relations professionals at 650 community and technical colleges across the United States, Puerto Rico, and Canada. Each year, NCMPR holds a national conference and awards ceremony. This year's national competition drew 1,669 entries from 266 colleges.*

## How Do I Pay for College?

### Applying for Financial Aid is Easy

Financial aid plays an essential role in helping students and their families afford college. Many families are surprised to find they qualify for some assistance.

Here's how the process works:

### Apply Each Academic Year

Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine your financial aid eligibility. The form requires you to submit information about your family's income, assets, and your status as a resident. Use NHCC's school code: 002370

### Review Student Aid Report

After submitting the FAFSA, you will receive a Student Aid Report (SAR) summarizing what was submitted. Review it for accuracy and make any changes if necessary.

### Receive Award Notice

Next, you will receive an award notice from NHCC that outlines your financial aid for the current academic year.

### Get Loan and Grant Money

Financial aid loans, grants, and scholarship disbursements are paid directly to the college and applied toward your tuition and fees. Any remaining balance is made available to students to help pay for living expenses.

### Apply for Work-Study Jobs

If you qualify, you can apply for open positions at the college from the Employment Opportunities link at [www.nhcc.edu](http://www.nhcc.edu). Wages are paid directly to the student.

### Apply for Scholarships

Explore scholarship opportunities through the NHCC Foundation at [nhcc.edu/scholarships](http://nhcc.edu/scholarships). You can also find external scholarships at sites such as [collegeboard.org/scholarships](http://collegeboard.org/scholarships), [fastweb.com](http://fastweb.com), and others. Beware of scholarship scams. Almost 91% of all student aid comes directly from the government or the school via the FAFSA. Therefore, be wary of any company that charges fees for financial aid assistance.

*Financial Aid can help you invest in your future. The lifetime benefits of being a college graduate are worth the investment. According to the U.S. Bureau of Labor Statistics, median earnings increase by about \$5,000 per year for students who earn an associate degree.*

## Programs of Study

### Associate in Arts (A.A.): 60 credits

Designed for transfer, the A.A. degree fulfills lower division general education requirements at all MnSCU institutions and some private institutions. The MnTC requirement for the A.A. degree includes 40 credits in all 10 goal areas.

### Associate in Fine Arts (A.F.A.): 60-68 credits

Designed for transfer to B.F.A. or B.A. art programs, the A.F.A. degree may also be used for career preparation. The MnTC requirement may include 24-40 credits in 6-10 goal areas.

### Associate in Science (A.S.): 60-68 credits

Designed for transfer, the A.S. degree may also be used for career preparation. The MnTC requirement for the A.S. degree includes 30 credits in six goal areas.

### Associate in Applied Science (A.A.S.): 60 credits

Designed for career preparation, the A.A.S. degree may also be used for transfer. The MnTC requirement includes 20 credits in three goal areas.

### Certificate Programs: 9-30 credits

Designed for career preparation and enhancement, most credit certificate programs can be completed in one or two semesters and give students a solid foundation of knowledge in a specific field.

### Minnesota Transfer Curriculum (MnTC): 40 credits

Designed to provide the general education requirements in all 10 goal areas for the Associate of Arts degree, the MnTC is accepted by all Minnesota public higher education institutions and most private institutions to fulfill the lower division general education requirements for a

Bachelor of Arts degree.

## Common Myths that stop people from starting college

### Myth:

I can't afford it.

### Fact:

Tuition and fees are substantially lower at NHCC than at traditional four-year and private two-year institutions. And with a tuition freeze for the next two years, now is the time to start or continue your education.

### Myth:

I don't have the time.

### Fact:

With day, evening, weekend, accelerated, and online classes, you'll find what you need to fit college into your busy life.

### Myth:

It will be a waste of time because I'm not sure what I want to do with my life.

### Fact:

If you enroll in our Associate of Arts degree program to complete the first two years of a bachelor's degree, you'll be exposed to subjects you may not have explored before and be on your way to transfer when you ARE ready to decide.

*If you've been meaning to get your college degree, NHCC can help get you started. Don't put it off any longer – visit [www.nhcc.edu](http://www.nhcc.edu).*

## Credit Courses offered Fall 2013

### Academic Development

ADEV 0940 Building A College Vocabulary  
ADEV 0951 College Reading and Learning Strategies I  
ADEV 0952 College Reading and Learning Strategies II  
ADEV 1000 Career Planning  
ADEV 1010 Job Seeking Skills  
ADEV 1950 Reading Texts Critically  
ADEV 1990 Study Skills in Psychology  
ADEV 1990 Study Skills in Sociology

### Accounting

ACCT 2100 The Accounting Cycle  
ACCT 2111 Financial Accounting  
ACCT 2112 Managerial Accounting  
ACCT 2200 Applied Accounting Capstone Course  
ACCT 2230 Computerized Accounting with QuickBooks  
ACCT 2250 Small Business Payroll  
ACCT 2260 Small Business Income Taxes

### American Sign Language

ASL 1101 American Sign Language I  
ASL 1102 American Sign Language II  
ASL 1400 Fingerspelling and Numbers

### Anthropology

ANTH 1010 Introduction to Anthropology: Cultural Anthropology  
ANTH 1020 Introduction to Anthropology: Physical Anthropology, Archaeology & Prehistory  
ANTH 1990 Anthropology of Religion

### Arabic

ARBC 1030 Arab Cultures  
ARBC 1101 Introduction to Arabic

### Art

ART 1040 Introduction to Art  
ART 1100 Creative Suite: Art, Design and the Web  
ART 1101 Photography I  
ART 1160 Digital Photography  
ART 1270 Digital Video Production  
ART 1301 Two Dimensional Design I  
ART 1302 Two Dimensional Design II  
ART 1310 Three Dimensional Design

ART 1340 Fundamentals of Color  
ART 1361 Ceramics I  
ART 1362 Ceramics II  
ART 1401 Drawing I  
ART 1402 Drawing II  
ART 2180 Art History: Pre-History to the Age of Cathedrals  
ART 2550 Typography  
ART 2561 Web Design/Graphics I  
ART 2601 Graphic Design I  
ART 2611 Painting I  
ART 2612 Painting II  
ART 2740 Jewelry Workshop  
ART 2781 Quiltmaking Workshop I  
ART 2782 Quiltmaking Workshop II  
ART 2901 Desktop Design I  
ART 2970 Art Appreciation Field Trip

## **Biology**

BIOL 1000 Life Science  
BIOL 1001 Biology I  
BIOL 1101 Principles of Biology I  
BIOL 1102 Principles of Biology II  
BIOL 1120 Human Biology  
BIOL 1130 Human Biology with a Lab  
BIOL 1200 Current Environmental Issues  
BIOL 1230 Medical Terminology I - Basics  
BIOL 1231 Medical Terminology II - Application  
BIOL 1350 Biology of Women  
BIOL 2030 Plant Biology  
BIOL 2100 Microbiology  
BIOL 2111 Human Anatomy and Physiology I

## **Building Inspection Technology**

BIT 1050 Foundations of Construction Codes and Inspections  
BIT 1150 Residential Plan Review and Field Inspections

## **Business**

BUS 1000 Career Planning  
BUS 1010 Job Seeking Skills  
BUS 1100 Introduction to Business and the American Economy  
BUS 1110 Essential Employment Skills  
BUS 1200 Principles of Management  
BUS 1210 Managerial Communication  
BUS 1220 Effective Supervision  
BUS 1300 Legal Environment of Business  
BUS 1400 Business Mathematics  
BUS 1410 Introduction to Business Finance  
BUS 1430 Financial Statement Analysis  
BUS 1440 Personal Financial Planning  
BUS 1450 Investments  
BUS 1600 Principles of Marketing  
BUS 1610 Consumer Behavior  
BUS 1700 Introduction to International Business  
BUS 1810 Entrepreneurship  
BUS 2010 Internship Business  
BUS 2310 Introduction to E-Commerce

## **Chemistry**

CHEM 1000 Chemistry and Society  
CHEM 1010 Introduction to Chemistry  
CHEM 1030 Introduction to Physical Sciences  
CHEM 1061 Principles of Chemistry I  
CHEM 1062 Principles of Chemistry II  
CHEM 2061 Organic Chemistry I  
CHEM 2062 Organic Chemistry II

## **Communication Studies**

COMM 1010 Fundamentals of Public Speaking  
COMM 1110 Principles of Interpersonal Communication  
COMM 1310 Intercultural Communication  
COMM 1410 Human Communication Theory

## **Computer Information Systems**

CIS 1000 Electronic Keyboarding Communications  
CIS 1101 Business Computer Systems I  
CIS 1102 Business Computer Systems II  
CIS 1200 Word Processing  
CIS 1210 Desktop Publishing  
CIS 1220 Decision Making Excel  
CIS 1250 Photoshop Essentials for Business  
CIS 1300 Introduction to Internet  
CIS 1310 The Whole Internet  
CIS 1320 Web Tools  
CIS 2310 Introduction to E-Commerce

### **Computer Science**

CSCI 1000 Computer Basics  
CSCI 1020 Beginning Web Page Programming  
CSCI 1035 Introduction to Computer Programming with Games  
CSCI 1040 Beginning Microsoft SQL Server  
CSCI 1130 Introduction to Programming in Java  
CSCI 1150 Programming in C# for .NET  
CSCI 2001 Structure of Computer Programming I  
CSCI 2020 Machine Architecture and Organization  
CSCI 2030 Database Modeling and Design  
CSCI 2050 Internship Computer Science  
CSCI 2100 Introduction to Android Application Development  
CSCI 2400 Objective-C for Mobile Programming  
CSCI 2500 Introduction to Mobile Programming in iOS

### **Construction Management / Supervision**

CMSV 2875 Mechanical and Electrical Systems  
CMSV 2885 Construction Estimating  
CMSV 2890 Building Organization and Technology

### **Economics**

ECON 1050 Economics of Crime  
ECON 1060 Principles of Economics Macro  
ECON 1070 Principles of Economics Micro

### **Education**

EDUC 1210 Introduction to Education

### **Engineering**

ENGR 1000 Introduction to Engineering and Design

### **English**

ENGL 0900 Preparation for College Writing I  
ENGL 0950 Preparation for College Writing II  
ENGL 1150 Introduction to Literature  
ENGL 1201 College Writing I  
ENGL 1202 College Writing II  
ENGL 1250 Magazine Workshop  
ENGL 1450 Reading Plays  
ENGL 1900 Introduction to Creative Writing  
ENGL 1940 Technical Writing  
ENGL 2010 Writing Creative Non-Fiction and Memoir  
ENGL 2020 Writing Stories  
ENGL 2320 Writing: From Structure to Style  
ENGL 2350 Women and Literature  
ENGL 2380 American Indian Literature  
ENGL 2550 Survey of British Literature I  
ENGL 2950 Mystery and Detective Fiction  
ENGL 2960 Creative Writing Capstone Project

### **English for Speakers of Other Languages**

ESOL 0830 Reading Skills Development  
ESOL 0860 English Language Skills Development  
ESOL 0880 Listening and Speaking Skill Development  
ESOL 0900 College Vocabulary Development II  
ESOL 0930 Academic Reading and Study Skills  
ESOL 0960 Academic Writing Skills Development  
ESOL 0980 Academic Listening and Speaking  
ESOL 1080 English Pronunciation  
ESOL 1230 College Reading and Studying Skills  
ESOL 1260 College Writing Skills Development

ESOL 1280 Listening and Speaking for College Success  
ESOL 1990 Topic: Advanced Grammar Workshop

### **First Year Experience**

FYE 1020 First Year Experience

### **Geography**

GEOG 1010 Physical Geography  
GEOG 1100 World Geography  
GEOG 1190 Area Studies: Africa

### **Geology**

GEOL 1020 Minnesota Field Geology Series: Volcanic, Plutonic, and Metamorphic Geology  
GEOL 1110 Physical Geology  
GEOL 1850 Oceanography  
GEOL 1851 Oceanography Lab

### **Health**

HLTH 1030 Personal and Community Health  
HLTH 1050 Stress Management  
HLTH 1060 Drugs and Health  
HLTH 1070 Nutrition  
HLTH 1250 Wellness for Life  
HLTH 1600 First Responder  
HLTH 1900 Healthy Sexuality

### **History**

HIST 1010 World History: Origins to 1300  
HIST 1020 World History: 1300 to Present  
HIST 1120 History of Western Civilization 1550 to Present  
HIST 1130 History of the Medieval West  
HIST 1200 History of the United States Through 1877  
HIST 1210 History of the United States Since 1877  
HIST 2900 Applied History

### **Histotechnology**

HTN 1000 Clinical Laboratory Basics  
HTN 2003 Histotechniques III  
HTN 2100 Special Stains  
HTN 2150 Special Procedures  
HTN 2200 Histo-Anatomy

### **Honors Seminar**

HSEM 1000 Honors Seminar: Humor Writing  
HSEM 1000 Honors Seminar: Political and Legal Implications of Genetic Research

### **Individualized Studies**

PLA 1010 Individualized Studies Development

### **Interdisciplinary Studies**

INTD 1040 American Indian Culture: Indigenous Peoples of Minnesota  
INTD 1211 The History, Philosophy, and Practice of Traditional Aikido I

### **Mathematics**

MATH 0800 Pre-Algebra  
MATH 0901 Introduction to Algebra  
MATH 0902 Intermediate Algebra  
MATH 0980 Pre College Algebra  
MATH 0990 Statway Statistics I  
MATH 1130 Elementary Statistics  
MATH 1140 Finite Mathematics  
MATH 1150 College Algebra  
MATH 1170 Trigonometry  
MATH 1180 Pre-Calculus  
MATH 1221 Calculus I  
MATH 1222 Calculus II  
MATH 2220 Calculus III  
MATH 2300 Linear Algebra

### **Medical Laboratory Technology**

MLT 1000 Clinical Laboratory Basics  
MLT 1200 Clinical Laboratory Instrumentation

MLT 2100 Clinical Chemistry  
MLT 2150 Clinical Immunohematology  
MLT 2310 Applied Phlebotomy  
MLT 2320 Applied Hematology  
MLT 2330 Applied Coagulation  
MLT 2340 Applied Urinalysis  
MLT 2350 Applied Microbiology  
MLT 2360 Applied Immunohematology  
MLT 2380 Applied Chemistry

## **Music**

MUSC 1130 College Choir  
MUSC 1150 Chamber Singers  
MUSC 1160 Large Instrumental Ensemble: Concert Band  
MUSC 1160 Large Instrumental Ensemble: Orchestra  
MUSC 1170 Instrumental Jazz Ensemble  
MUSC 1180 Small Group Performance Ensemble  
MUSC 1180 Small Group Performance Ensemble: String Quartet  
MUSC 1200 Fundamentals of Music  
MUSC 1220 Survey of Western Music  
MUSC 1241 Music Theory I  
MUSC 1251 Ear Training and Sight Singing I  
MUSC 1300 Music in World Cultures  
MUSC 1350 History of Rock 'n Roll  
MUSC 1501 Class Guitar I  
MUSC 1510 Applied Music: Guitar  
MUSC 1600 Class Voice  
MUSC 1610 Applied Music: Voice  
MUSC 1801 Class Piano I  
MUSC 1810 Applied Music: Piano  
MUSC 1830 Applied Music: Strings  
MUSC 1850 Applied Music: Percussion  
MUSC 1860 Applied Music: Brass  
MUSC 1870 Applied Music: Woodwinds  
MUSC 2010 Advanced Applied Music Lessons: Piano  
MUSC 2010 Advanced Applied Music Lessons: Guitar  
MUSC 2010 Advanced Applied Music Lessons: Strings  
MUSC 2010 Advanced Applied Music Lessons: Brass  
MUSC 2010 Advanced Applied Music Lessons: Woodwinds  
MUSC 2010 Advanced Applied Music Lessons: Voice  
MUSC 2010 Advanced Applied Music Lessons: Percussion  
MUSC 2170 History of Music I: Medieval Through Classic Eras  
MUSC 2241 Music Theory III  
MUSC 2251 Ear Training and Sight Singing III  
MUSC 2970 Music Appreciation Field Trip

## **Natural Science**

NSCI 1010 Science of Disaster Workshop I  
NSCI 1020 Science of Disaster Workshop II  
NSCI 1030 Science of Disaster Workshop III  
NSCI 1050 Astronomy  
NSCI 1060 The Solar System  
NSCI 1070 Concepts of the Stars and Universe  
NSCI 1120 Meteorology  
NSCI 1990 Nobel Conference: Universe at its Limits

## **Nursing**

NURS 1211 Foundations in Nursing  
NURS 1213 Health Assessment in Nursing  
NURS 2211 Provider of Care II

## **Paralegal**

PLEG 1111 Introduction to Law and Paralegal Studies  
PLEG 1210 Computer Applications in the Legal Profession  
PLEG 1411 Litigation I  
PLEG 1412 Litigation II  
PLEG 2211 Legal Research and Writing I  
PLEG 2212 Legal Research and Writing II  
PLEG 2310 Criminal Law and Procedure  
PLEG 2510 Contracts and Business Organizations  
PLEG 2620 Property  
PLEG 2710 Wills, Trusts, and Estate Administration  
PLEG 2930 Legal Studies Seminar and Internship

## **Philosophy**

PHIL 1010 Introduction to Philosophy  
PHIL 1020 Ethics  
PHIL 1030 Eastern Religions  
PHIL 1040 Western Religions  
PHIL 1050 Introduction to Logic  
PHIL 1060 Philosophy of Religion  
PHIL 1110 Problem Solving  
PHIL 1200 Environmental Ethics

## **Physical Education**

PE 1010 Physical Fitness  
PE 1041 Volleyball  
PE 1050 Weight Training  
PE 1151 Golf I  
PE 1210 Badminton  
PE 1240 Rock Climbing  
PE 1250 Wellness for Life  
PE 1260 Kinesthetic Learning  
PE 1270 Studio Cycle  
PE 1310 Disc Golf (FROLF)  
PE 1400 Women's Self Defense  
PE 1420 Walk, Jog, Run  
PE 1430 Tai Chi Chih  
PE 1440 Karate  
PE 1500 Foundations of Physical Education  
PE 1740 Hiking  
PE 1750 Yoga  
PE 1820 Boot Camp  
PE 1990 Fitness Fusion  
PE 1990 Wilderness Navigation  
PE 2101 Concepts of Personal Training

## **Physics**

PHYS 1030 Introduction to Physical Sciences  
PHYS 1050 Astronomy  
PHYS 1060 The Solar System  
PHYS 1070 Concepts of the Stars and Universe  
PHYS 1120 Meteorology  
PHYS 1201 Principles of Physics I  
PHYS 1202 Principles of Physics II  
PHYS 1601 General Physics I  
PHYS 1602 General Physics II  
PHYS 1990 Nobel Conference: Universe at its Limits

## **Political Science**

POLS 1100 American Government and Politics  
POLS 1140 State and Local Politics  
POLS 1600 Comparative Politics  
POLS 1700 World Politics  
POLS 2130 Constitutional Law

## **Psychology**

PSYC 1150 General Psychology  
PSYC 1165 Psychology of Adjustment  
PSYC 1170 Psychology of Gender  
PSYC 1210 Child Development  
PSYC 1220 Adult Development  
PSYC 2320 Abnormal Psychology  
PSYC 2330 Personality  
PSYC 2340 Human Sexuality

## **Public Works**

PUBW 1030 Public Works Management and Communication  
PUBW 1050 Public Works Operations and Maintenance

## **Sociology**

SOC 1110 Introduction to Sociology  
SOC 1130 Social Problems/Deviance  
SOC 1710 Introduction to Criminal Justice  
SOC 1720 Police and Community  
SOC 1730 Juvenile Justice  
SOC 1750 Families in Crisis

SOC 2210 Minority Groups

## Spanish

SPAN 1030 Spanish and Latin American Culture

SPAN 1101 Beginning Spanish I

SPAN 1102 Beginning Spanish II

SPAN 2201 Intermediate Spanish I

## Theatre, Film, and Television

TFT 1210 Introduction to Theatre

TFT 1250 Introduction to Film

TFT 1270 Digital Video Production

TFT 1320 World Cinema

TFT 1500 Acting I: Improvisation and Foundations

TFT 1531 Stage Combat I

TFT 1540 Acting for the Camera

TFT 1600 Theatre Practicum: Performance

TFT 1610 Theatre Practicum: Technical

TFT 2950 Theatre Appreciation Field Trip

## From the Director's Desk...

At North Hennepin Community College, we are committed to providing innovative continuing education, customized training, and workforce development. We accomplish this through quality instruction, service, and unique solutions. Professional Training & Development's (PTD) purpose is to spur the growth of local businesses, the community, and the state economy while providing life-changing career opportunities for incumbent workers and job seekers. We ensure student success and strengthen the workforce in a manner that is both financially sustainable and cutting-edge.

Within the next few pages, you'll find what NHCC's PTD division has to offer you, your staff, or your organization. Classes are taught by experienced and trained instructors who engage in interactive discussions and activities that will help you to develop essential skills, augment career opportunities, and grow personally and professionally.

We are especially proud of the ongoing opportunities that we provide businesses and organizations through our Customized Training classes and programs. We offer a complimentary needs assessment that will allow us to tailor a class or program to precisely fit your organization's goals. We will work with you to deliver training and development customized to your employees through design, implementation, and evaluation tools.

We believe in continuous improvement, so your feedback is valuable to us. If you have any class or topic suggestions, please let us know.

Best Regards,

Nerita Hughes

Director of Professional Training & Development

## Get Professional Training & Development at North Hennepin Community College

Visit us online at [www.nhcc.edu/ptd](http://www.nhcc.edu/ptd)

### Take Just the Class You Need...

Whether you're a student, a working professional, changing careers, or just looking to learn something new, NHCC's Professional Training and Development classes have something for you. Ranging from accounting to web design, you'll find the right class to fit your need.

### ... or Earn Your Certificate

Non-credit Certificate programs are ideal for people who want to acquire an in-depth background in a particular field without pursuing a formal degree program. Register for a complete sequence of certificate courses and receive a 15% discount on tuition.

### At Our New Training Facility

NHCC's Professional Training and Development classes are offered in the newly renovated and expanded Center for Business and Technology on our campus in Brooklyn Park. Courses can also be customized to your organization's needs and provided at your place of business.

Register today!

Call: 763-424-0880

Click: [www.nhcc.edu/ptd](http://www.nhcc.edu/ptd)

Visit: North Hennepin Community College

Center for Business & Technology (CBT)

7411 85th Ave. N. Brooklyn Park

# How to Use this Course List

## I want to take an interesting class and gain new skills...

- Peruse the following pages; classes are categorized by subject area.
- Organize a list of classes that interest you; call 763-424-0880 if you have any questions.
- Register (see page 32), arrange payment, and mark your calendar!

## I want to earn a program certificate...

- Take a look at the certificate programs listed in the following pages. Don't see one that matches your needs? Call our office to discuss options.
- Need clarification on which program will best fit your needs? Call us at 763-424-0880 for assistance.
- Register (see page 32), arrange payment and mark your calendar!

## I want to offer training to my employees...

- Take a look at all the classes and programs we offer. If you want something specific for your organization, call us at 763-424-0880 and ask to speak with a program director.
- Would you prefer to hold training at your site or send employees to NHCC? We can help you determine which option best meets your needs.
- Call one of our program directors at 763-424-0880 to talk about your specific needs. They can combine existing classes to make a perfect training system, or work with you to create something entirely new with our subject matter experts.
- Get ready to revitalize your staff with exciting, high-impact training customized just for your organization!

# Non-Credit Courses

offered Fall 2013

## New! Business Communication Series

Looking for a quick boost to your professional skillset? NHCC's new 2-course Business Communication Essentials series will help you meet your goals – fast! Get convenient, on-target training and learn practical skills you can use right away. You will think strategically along with mastering a related technical skill.

### Series I: Influential Business Presentations

Professional presentation skills are becoming a new survival skill in the workplace. In this series, you'll learn techniques to create dynamic presentations that will not only get your point across, but deliver the message with real impact.

#### *Powerful Presentation Skills*

In a competitive market, it's important to be able to present information in a clear and comprehensive way to a small group, a large audience, or even one-on-one. Learn how to craft a persuasive message and deliver it with integrity and professionalism to get your desired results.

#### *Creating Powerful Presentations: How to Put Microsoft Office's Image Tools to Work for You*

Computer-based visuals are becoming the standard for business presentations. Using the tools in the Microsoft Office suite, you'll learn how to create, edit, and insert photos, charts, screen shots, and illustrations, and embed links and videos into your presentation to create effective and compelling narratives.

### Series II: Positive Team Communications

Strong team communication skills can build relationships, keep everyone on the same page, allow for open expression and direct feedback, and improve confidence levels among members. In this series, get the tools you need to develop effective communication skills and create a healthy and thriving team.

#### *There are Lots of I's in Team: Get Them to Work Together*

While the old saying professes "There are No I's in Team," workplace reality reveals individual views, strengths and weaknesses, and skills training all influence team performance. Gain the tools you need to improve team building, influence internal and external team communication, and motivate a team towards success.

#### *Beyond Critical Thinking: How to Know You're Using the Best Decision-making Model*

The ability to make a decision and put it into action is imperative in the work of business. A structured process – a decision-making model – can help clear away some of the chaos and uncertainty. Find out how to decide which model will yield your best results in any situation.

### Series III: High Impact Business Writing

Effective business writing gets attention, informs, and prompts action. The ability to write clearly and concisely can increase productivity and earn you creditability and respect in the workplace. Learn the skills to express your ideas through polished professional communications.

#### *Business and Professional Writing: A 3-Step Approach*

Our proven 3-step formula will show you the best techniques to communicate through the written word. Learn how to analyze your audience and craft your message tailored precisely to them, how to organize your thoughts for clarity and impact, how to craft effective sentences and paragraphs, and gain expert writing habits for consistent results.

#### *Using Personal Mobile Tech Devices Professionally*

To be productive during the business day, it is important to manage your personal tech devices rather than the devices dictating your time usage. Leverage your mobile tech device to improve your job time management and productivity. You'll learn best practice options for choosing a communication platform to match your message, secure your information, manage email and calls, and discover helpful apps for organizing the workday.

# L.E.A.D Academy

Leadership is about more than knowledge of an organization or its processes. In fact, most leaders fail because they do not understand the human element that is part of every team, project, or department. L.E.A.D. Academy takes a holistic approach to leadership skills: combining the technical skills to manage tasks with the strategies of leading people. It currently consists of three certificate tracks or you can pick and choose one course to fit your leadership development needs.

## *Emerging Leader Certificate*

Having the expertise to complete tasks successfully is an element that leads to promotions; however, expertise alone does not translate into leadership success. Learn the skills for leadership excellence including delegating, building effective teams, problem-solving when objectives go awry, setting clear expectations, and giving feedback that motivates.

## *Advanced Leadership Certificate*

Leaders need to be well-rounded and able to juggle their own development as well as that of their staff and organization. This certificate allows experienced leaders to assess their own skills and choose sessions that will add to their leadership strategy toolbox.

## *Project Management Leadership Certificate*

Project Managers need to have a grasp on both the technical aspects of leading projects and the people skills necessary to carry out the project phases. Learn the basics of project management according to the Project Management Institute, discover your own leadership strengths and how they will aid you in leading projects, and gain the skills to effectively run meetings, build teams, and implement change.

## **Learn About Yourself**

### *Leading With Your Strengths*

Successful people know and build on their strengths to embrace change, engage with their team members, and create big results. This course focuses on understanding your own strengths and personality.

### *Exceptional Leadership and Emotional Intelligence*

Exceptional leaders understand the impact their actions and words have on the people they lead. In other words, exceptional leaders possess strong emotional intelligence (EI). Learn how to take your EI to a new level through assessment, application, and accomplishment.

### *Movin' On Up – Employee One Day, Manager the Next!*

Promotions resulting from technical knowledge or industry-specific expertise often come with an expectation that you possess management capabilities. This class will help you learn strategies to motivate people and manage critical situations. You will learn the basics of leadership concepts, organizational change, and effective team building to help you project confidence and earn trust and respect as a new manager.

## **Engage Others**

### *Getting People to Do What You Need Them To Do*

Learn communication skills to read others' nonverbal clues, address issues without being confrontational, and get people to do what you need them to do. Discover a set of tools to use the correct motivation for the situation and people involved, improve cooperation, diffuse conflict, and manage difficult people.

### *There are lots of I's in Team: Get Them to Work Together*

In the workplace, individual views, multiple projects, strengths and weaknesses, lack of resources, and lack of training and knowledge, can influence team members' performance. This course will increase your skills in team building, and reveal methods, tools, and techniques to improve team effectiveness.

### *It's a Process, Not an Event: Conducting Effective Performance Reviews*

Understand the big picture of employee evaluation and learn to conduct performance reviews that change behavior, including best approaches for positive and constructive feedback, and crafting a script to guide your future review efforts, even for your most difficult employees.

## **Act for Effectiveness**

### *We Have to Stop Meeting Like This: Running Effective Meetings*

In this interactive course, you will learn to avoid common meeting pitfalls by using the essentials of group dynamic and structuring constructive conflict to move the group toward consensus.

### *Using Project Management Tools for Continuous Improvement*

Practicing continuous improvement can often be mistaken for project management. This course will define how operational continuous improvement differs from project work and demonstrate how basic project management tools can be used for improving processes.

### *Using Personal Mobile Tech Devices Professionally*

To be productive during the business day, it is important to manage your personal tech devices rather than the devices dictating your time usage. Leverage your mobile tech device to improve your job time management and productivity. You'll learn best practice options for choosing a communication platform to match your message, secure your information, manage email and calls, and discover helpful apps for organizing the workday.

## **Develop the Organization**

### *Organizational Culture: Understand and Influence It*

The culture of an organization is very powerful. It determines mission and goals, reinforces values and actions, and drives (or prevents) change. This course will help you identify organizational cultures and maximize your leadership potential.

### *Change: From Enduring to Embracing It*

Change management entails thoughtful planning involving the people affected, and sensitive implementation. Learn a structured approach to training and transitioning individuals, teams, and organizations focusing on the competencies needed to accept, adapt, and lead during times

of change.

#### *Beyond Critical Thinking: How to Know You're Using the Best Decision-making Model*

The ability to make a decision and put it into action is imperative in the work of business. A structured process – a decision-making model – can help clear away some of the chaos and uncertainty. Find out how to decide which model will yield your best results in any situation.

## **Social Media Certificates**

Businesses today are leveraging the power of social media to increase visibility, engage new and existing audiences, and collect and analyze valuable data. According to a recent industry survey, 74% of businesses saw an increase in website traffic after investing in social media, and 65% use social media to gain market intelligence. Identify which social media tools your audiences are using and learn how to create and execute a strategic social media campaign.

### **Social Media Strategist Certificate**

This course, taught online, will introduce the online social media environment as a test prep for certification by the National Institute for Social Media. Review case studies and get an overview of the elements of social media and its importance to the overall strategic plan for your business. When the course is complete, you will have built a strategic social media plan reviewed and critiqued by a seasoned social media strategist and be eligible to test for the only national social media certification that exist in the industry.

### **Social Media Community Manager Certificate**

Learn to manage your online business communities utilizing Facebook, Twitter, LinkedIn, blogs and others. Gain an understanding of what goes into an effective social media messaging strategy and which platform is best for each type of message.

## **Project Management Professional®**

Skilled project managers are in demand. In addition to being one of the country's most commonly listed job openings, the Bureau of Labor Statistics predicts excellent job growth for project managers in many industries through 2014. Prepare yourself for career success by gaining the knowledge, skills and confidence you need to lead successful projects.

North Hennepin Community College is the only two-year institution in Minnesota that is a Registered Education Provider of the Project Management Institute (PMI®). You'll reap tremendous benefit studying PMI's standard project management strategies and processes integrated throughout our curriculum and you'll be on the right track if you're interested in pursuing PMP certification.

### **Project Management Foundations**

Get the essentials of project management including being able to define projects and the role of the project manager, understanding process groups and how they are affected by organizational culture, and employing leadership techniques to assure project success.

### **Project Management Success**

Designed for experienced project managers and those who have successfully completed Project Management Foundations, this fast-paced course provides an in-depth look at managing a project plan utilizing various tools, such as Microsoft Office Project 2010, while continually focusing on the PMI Project Management Body of Knowledge®. Topics include quantitative risk planning, project governance, change management, benefits mapping, managing stakeholder expectations, and communicating project status.

## **Microsoft Office Classes**

Enhance your computer skills or open doors to a new job with our hands-on courses. From basic to advanced, you will learn skills demanded by today's organizations.

### **New! Access Queries and Reports**

This session covers various ways to "ask questions" of your database including Select queries, Action queries, find duplicate, and unmatched queries. Learn to create and enhance Access reports through grouping data, creating subtotals, and adding calculated fields, formatting and printing.

### **New! Access Tables and Forms**

Learn how to set up and examine Access tables, including how to easily enter and edit information, field properties that can be set to control data entry, the various ways to set up a form, and how to add controls like list boxes, check boxes, and drop-down lists.

### **New! OneNote**

Put the power of this note-taking software to work for you. You'll learn free-form information gathering for both individual and multi-user collaboration including how to create written and typed notes, drawings, screen clippings, and audio commentaries

### **Access Basic 2010**

An introduction to database concepts and the Access environment. Learn how to design and create databases; work with tables, fields, and records; sort and filter data; set field properties and data entry rules; and create queries, forms, and reports.

## **Access Intermediate 2010**

Learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

## **Access Advanced 2010**

This course will cover how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

## **Excel 2010 Data Management Commands**

Topics in this class focus on useful Excel commands for data management including a review of basic commands such as sort, filter, and shortcuts to formatting; as well as more advanced features such as custom views, tables, custom and conditional formatting, and useful functions for data management, pivot tables, and macros.

## **Excel Basic 2010**

Get an introduction to spreadsheet terminology, Excel's components, and how to navigate worksheets and workbooks. Learn how to enter and edit text, values, formulas, and pictures; save workbooks in various formats; move and copy data; and work with ranges, rows, and columns. We'll also cover simple functions, basic formatting techniques, printing, how to create and modify charts, and skills to manage large workbooks.

## **Excel Intermediate 2010**

Gain the skills to use multiple worksheets and workbooks efficiently. Learn how to work with advanced formatting options, how to work with tables, and how to format workbooks for email and the web. This course covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and working with PivotTables and PivotCharts.

## **Excel Advanced 2010**

Work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and database functions such as DSUM, how to import and export data, and how to query external databases. Get the basics of the analytical features such as Goal Seek and Solver, running and recording macros, SmartArt graphics, and conditional formatting with graphics.

## **Outlook I**

Get the basics: how to read, create, send, and forward e-mail messages; how to manage attachments, configure message options, and use search folders; and how to manage contacts, work with tasks, create appointments, and schedule meetings.

## **Outlook II**

This course will cover more advanced skills including how to customize Outlook, use Quick Steps, create shortcuts, work with contacts and manage address books, customize messages and signatures, and set up automatic replies. Learn how to search folders, use filters, apply categories, create custom views, and set rules for organizing messages.

## **PowerPoint Basic 2010**

A PowerPoint introduction: learn to create, save, and rearrange presentations; format text, work with graphics, and insert tables and charts; how to use templates and themes, slide masters, and transition effects; and how to proof, run, and print presentations.

## **PowerPoint Advanced 2010**

Learn to customize PowerPoint including how to change settings, apply themes and templates, and work with graphics and tables. Spice up presentations with multimedia content and interactive elements; learn about presentation distribution options including PDF, HTML, and online broadcasts; and find out how to integrate PowerPoint with Word and Excel.

## **Excel Formulas and Functions 2010**

Spend a day focused on using formulas and functions. Participants will analyze spreadsheets and determine which formulas and/or functions would be appropriate to accurately complete the calculations. Take your Excel skills to a higher level.

## **Word Basic 2010**

After an introduction to Word's components, you will learn how to navigate, enter and edit text, create and save documents, and how to enhance the appearance of a document with formatting options. The class will cover how to create tables; insert headers, footers, and graphics; and document proofing and printing.

## **Word Intermediate 2010**

Learn to work with Word's styles, sections, columns, and document templates; how to format tables and work with graphics; how to manage document revisions; and work with Word's Web features.

## **Word Advanced 2010**

This course will cover creating a master document complete with table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. You will learn about mail merges, how to create macros, ribbon customization, the Quick Access toolbar, and working with XML documents.

# **Entrepreneurship**

Are you an entrepreneur looking for ways to sustain or grow your business? Set yourself up for success with the right information, tools, and guidance to navigate the small business environment here in the Twin Cities – or anywhere in the country!

This affordable, convenient, and practical program will help you improve basic business skills, give you the tools to improve financial performance, and identify and capture a greater share of the market. Choose from two educational tracks.

### **Track I: Essential Skills for Entrepreneurs**

This certificate is for individuals that are considering starting a business but want to know what goes into it and learn about developing a business plan. Learn the basics of marketing, communicating to your audience, business finance, and get the opportunity for one-on-one consultation and training.

### **Track II: Skills to Sustain your Current Business**

For the entrepreneur that has already developed their business plan or been in business for one year or more, this certificate is for planning the next steps. Learn tactics for funding and tips for developing a loan package, engage in an advanced training module to develop business goals, and learn to communicate your business strategy.

## **How to Register for Professional Training & Development Courses**

### **Online**

Convenient online registration can be found at [www.nhcc.edu/continuing-education](http://www.nhcc.edu/continuing-education). Click on Browse Classes to get started.

### **By mail**

A printable registration form can be found online at [www.nhcc.edu/continuing-education](http://www.nhcc.edu/continuing-education). Click on Browse Classes and then the FAQ link. You'll find the link to the registration form on that page. Mail your completed registration form with check payable to North Hennepin Community College or credit card information (Visa, MasterCard or Discover) to: NHCC-PTD, 7411 85th Ave. N., Brooklyn Park, MN 55445.

### **By fax**

Follow the instructions above to find a printable registration form and fax your completed form with credit card information to (763) 424-0889.

### **By phone**

Call in your registration with a credit card (Visa, MasterCard or Discover) to (763) 424-0880 Monday - Friday 7:30am to 4:00pm.

### **In person**

NHCC's Professional Training & Development is located in the Center for Business & Technology (CBT) building which is off of 85th Avenue North in the east parking lot. Our office is open Monday – Friday, 7:30am to 4:00pm.

## **Calendar**

### **August 2013**

- 19 Admissions Application Deadline for Fall Semester
- 24 Family Information Session
- 26 Fall Semester Classes Begin

### **September**

- 9 Rust & Wax Art Exhibition Opens through September 27. Opening Reception Thursday, September 12, 6pm
- 10 Student Success Day
- 13 Bioscience and Health Careers Center Beam Signing Ceremony
- 13 Keith Wann, ASL Comedian
- 18 Business Expo

### **October**

- 7 Alyssa Baguss Art Exhibition Opens through October 25. Opening Reception Thursday, October 10, 5pm
- 11 Faculty Lecture Series: A Report from the Front – The Battle of Words between the Neo-atheists and Religionists Bruce Lebus, Philosophy
- 15 Fall Job Fair
- 17 Education MN Visit Day through Friday, October 18
- 25 Theatre Production: Our Town through November 2

### **November**

- 4 Johnson Loud Art Exhibition Opens through December 6. Opening Reception Thursday, November 7, 5pm
- 4 Advising Week through November 8
- 8 Faculty Lecture Series: Monetary Policy and Fiscal Policy Desta Gelgelu, Economics
- 12 New Student Orientation Begins for Spring 2014 Semester
- 15 Graduation Application Deadline for Fall 2013 Semester

### **December**

- 1 Last day to apply for PSEO
- 4 Theatre Production: Fences through December 8
- 13 Choral Concerts
- 13 Faculty Lecture Series: Sabbath – Creating Separate Time Patricia Diamond, Philosophy
- 18 Jazz Ensemble and Concert Band Concert

19 Orchestra Concert

## **January 2014**

6 Last day to apply for Spring Semester

9 Adam Without Eve Art Exhibition Opens through January 31. Opening Reception Thursday, January 16, 5pm

13 Spring 2014 Semester Begins

17 Faculty Lecture Series: The Role of Contextualized Learning in Developmental Education Shirley Johnson, Academic Development

## **General Information Sessions & Tours**

Visit North Hennepin Community College any Monday or Friday at 10:00am or Tuesday at 5:30pm, in the Educational Services Building for a quick overview and tour of campus. Individual appointments with an Admissions Representative are available daily. Contact us at 763-424-0724 or email [admission@nhcc.edu](mailto:admission@nhcc.edu).

## **College Knowledge Month at NHCC**

Join us for special information sessions during the month of October. All sessions are at 5:30pm in the Educational Services Building:

October 1 Explore College Admissions and Tour Campus

October 8 Explore College Programs

October 15 Explore College Options for Everyone (PSEO & Adult Learners)

October 22 Explore Financial Aid and NHCC Scholarships

October 29 Explore NHCC's Campus and Apply!