# **North Hennepin Community College**

Spring 2014 Magazine

# A Message from the President's Office

Giving to others, so they can eventually give back. It's uplifting. It's meaningful. It's powerful.

As a community college, we witness the act of giving every single day. Advisors and counselors offer students resources and motivation to take on college and succeed. Teachers share their priceless knowledge and inspire students, so they will graduate, get a career, and become active in their communities. Staff members set examples and spend their personal time volunteering for student events. Students provide one another with ongoing help throughout college and even continue their lifelong friendships beyond graduation.

Then there's our generous donors, who not only support the college, but also give scholarships to deserving students who will, in turn, pay it forward...

In this issue of the magazine, you will find NHCC's 2013 Annual Report. In addition to the customary financial information, it also includes a pleasantly surprising story about a Grammy award winning alumnus who gives his gift of music to aspiring students – a video of which can be viewed at www.nhcc.edu/trustyourself.

The cover story, Beyond the Finish Line, that features our physical education department and the ever so popular themed races – is not only fun, but is more about empowerment and helping each other to overcome life's obstacles. You will also hear from two amazing scholarship recipients who express just how much their donor's gifts mean to them and their futures, as well as from two unique art students who pay homage to nature. We also honor a long-time advocate who supported the college even before it was built, a renowned technology alumnus who developed new mobile app course offerings, and a passionate math professor who challenges students to challenge themselves. For those who give, your gifts matter. Thank you!

Sincerely, Dr. Lisa Larson Acting President

# Fortitude, teamwork, and mud Beyond the Finish Line

By NHCC PE Professor Melissa Lott

If you're looking to break out of your cubicle, bust down your office door, or have a burning desire to crawl uphill a quarter-mile through mud with barbed wire overhead, then obstacle course races may appeal to you.

A number of themed-races such as Tough Mudder, Rugged Maniac, Warrior Dash, and Go Commando, have gained recent popularity. These races not only test physical resilience, strength, and stamina; but are also designed to expose skills that participants never anticipated, such as quick decision making, team building, and laughing in the face of adversity. Thus, they force you to test the limits of both your body and mind, and quite possibly cause you to reach your physical and mental threshold.

Stemming from the premise of the stadion (an ancient running event of the Olympic Games), to its more contemporary counterpart the steeplechase, various other forms of obstacle course races have been presented to athletes for thousands of years. Granted, the concept of using obstacles for endurance-themed events is a more modern phenomenon. And, along the way, other genres of races – mud runs, adventure races, urban obstacle courses – came into play.

But unlike running traditional marathons and triathlons on roads and trails, obstacle course races require participants to do more outrageous things. According to Outside Magazine, for example, more than three million Americans have participated in approximately 150 obstacle course races since 2010 – leaping over fire, crawling under barbed wire, and running through charged electrical cords before crossing the finish the line. This is a staggering 1.5 million more obstacle course race participants than marathon finishers within the same time span.

So, what is it about obstacle course races that have caused their popularity to skyrocket? Could it be the special effects, camaraderie, or free beer at the finish line?

NHCC physical education professor (and selfproclaimed adrenaline junky) Andy Scott claims, "I view these obstacles as a challenge in life and I need to get through this challenge. I find inner strength to overcome the obstacles." While wife Alexis Scott feels that obstacle course races are simply more enjoyable than "plain old competitive runs or jogs."

Kallie Tapie, a student in Andy's boot camp class, participated in the Camp Titan Mud Run at Buck Hill Ski Resort this past summer, along with Andy and Alexis. For her, "it was like everyone was there to accomplish the same thing and anyone would help you if you were falling behind. The whole race was like that. Strangers would come to together to help each other out to accomplish one goal, even though we all had different reasons for being there."

A boot camp class, such as the one offered at NHCC by the physical education department each semester, is a great way to train and condition for intense obstacle course races. Many competitors, however, jump right in without the focused training that is typically found in marathon and triathlon competitors. As a result, injuries occur.

To do these races correctly and safely, participants need stamina, upper-body strength, and muscle coordination. A number of races also require a certain amount of strategy to get through the many obstacles smoothly, as well as a good sense of humor.

When asked about the courses Andy said, "The curriculum works through the necessary progressions of stabilization, muscular endurance,

muscular strength, and power, along with cardiorespiratory fitness. Just as important, if not more, it touches on the mental side of training – empowerment."

Andy also challenges each student to dig deep inside and find their inner strength to get through an exercise or challenge. "It's so rewarding to watch my students come in slightly apprehensive and leave completely empowered to take on life."

Kallie felt that boot camp class prepared her both mentally and physically, but that she benefited more from the mental aspect because of Andy's motivation. "He pushed me to do one more when I thought I couldn't, to run a little faster, or lift a little heavier."

The feeling of empowerment couldn't be more evident with wife Alexis. "As a person with a heart condition, I have always been made to feel that a physical competition, such as an obstacle race, would be too difficult and unmanageable. This 'condition,' along with being a full-time mom, has left me with many barriers to overcome even before I get to the actual challenges in the race. Completing these races has made me realize how capable I am compared to what I thought, which goes beyond crossing the finish line."

To learn more about NHCC's Physical Education A.S. degree or Personal Training certificate, visit www.nhcc.edu/programs.

Before participating in rigorous activities, such as obstacle course races, be sure to first obtain medical clearance.

# **NHCC and NASM Launch New Fitness Training Program**

NHCC and the National Academy of Sports Medicine (NASM) recently announced their strategic academic partnership to deliver the top health and fitness curriculum and training methodology in a hands-on classroom setting for new certified personal fitness trainers.

"True to our mission of providing students with a solid educational foundation, our goal is to create the premier fitness training school allowing for an in-depth educational experience," said NHCC physical education professor Melissa Lott. "To achieve this objective, we knew it was critical to align ourselves with a fitness certification program that would best prepare our students for a successful career as a professional fitness trainer. The best partner for us is NASM because of its reputation as an industry leader."

NASM, a global leader in personal training certification, sports performance training, and injury prevention and recovery, is the premier certifying body and education authority for Certified Personal Trainers (CPT). Accredited by the National Commission for Certifying Agencies (NCCA), the NASM CPT credential is the preferred choice of top health clubs and fitness facilities around the world.

Students who complete the Personal Training certificate program earn a variety of health and fitness skills, including:

- Conducting accurate fitness assessments
- Recruiting and retaining clients
- Developing evidence-based exercise programs
- Teaching and demonstrating proper techniques
- Empowering, challenging and motivating clients toward an improved quality of life

"Through this collaboration with NHCC, we're making our CPT program much more accessible and creating a long-term career path for health and fitness professionals looking to advance their education," said NASM president Andrew Wyant.

After completing and passing the NASM-CPT exam, graduates have the opportunity to pursue flexible and financially rewarding careers in a variety of settings, such as multi-purpose health clubs, corporate fitness centers, independent business operators, community centers and more.

# Donors Make A Difference! Hear From Two Amazing Scholarship Recipients Who Express Just How Much...

Audua Pugh is a student at NHCC and Jamie Ives is a recent graduate. Both women are active with the college and currently work together in the diversity office. Over the last couple of years, they have even become great friends – by getting involved in campus events and activities, staying connected, and supporting one another.

Audua and Jamie are also scholarship recipients. Their "thank you" letters not only share a glimpse of their pasts and plans for the future, but also express their gratitude to donors and just how much scholarships matter in helping students achieve their educational goals for a better life.

A recovered addict for over eight years, Audua turned her life around. She became an NHCC student in 2012 at age 45 after talking with her spiritual mother about her desire to go to college. Her spiritual mother said, "Why wait any longer? Go now!"

A member of Greater Mt. Vernon Missionary Baptist Church, Audua serves as president of the Women of Destiny/Women's Auxiliary. She is also a member of the Usher Board and Deaconess Board. At NHCC, she oversees the Weak Yet Strong group and is a peer leader.

Audua is on track to graduate from NHCC in 2014 with an A.A. degree and holds a perfect 4.0 grade point average. She plans to pursue an individualized studies bachelor's degree with an emphasis in women's issues, so she can help other women overcome their obstacles and fulfill their journeys.

Thank you for choosing me for the Alan LePage Second Chance Scholarship! Addiction is hard. Addiction is real. But with faith, willingness, and determination, addiction can be overcome.

I'm so grateful to be a part of NHCC and all of its opportunities – like winning this scholarship, working in the diversity office, and starting the

student recovery group Weak Yet Strong. I'm also honored to be a part of the Women On Wednesday student leadership group and the Phi Theta Kappa international honors society. Because of this scholarship, a long with the help of my instructors, my future looks bright.

Additionally, I have a strong support system in my family and church. They, too, encourage my goal of graduating from NHCC with honors and transferring to Metropolitan State University.

My educational endeavor is one of the most positive and rewarding things I have done in my life. I truly appreciate all the support!

Sincerely, Audua Pugh

Jamie completed her A.A. and Creative Writing A.F.A. from NHCC with honors this past spring.

As a student, she participated in Student Life, Service Learning, and the college's Native American initiative. She was even selected to present at the 2012 Association of Writers and Writing Program Conference in Chicago to share the Native American story and NHCC's initiative.

In addition, two of her non-fiction pieces and a poem have been published in the college's award-winning literary and arts magazine Under Construction. Another piece was published in the college's non-fiction collection of student cultural narratives Realities. Now at Augsburg College, one of her fiction pieces was accepted into their literary magazine Murphy Square.

Jamie is also expecting – she'll be a first time mother to a brand new baby girl in February 2014. She wants to set a good example for her daughter and be able to abundantly provide.

Thank you for your generous gift! The effects of the Jerry and Beth Sandvick Baccalaureate Scholarship will not end after graduation – they will be felt long after as I continue my education and pursue my future goals.

Currently, I'm pursuing a bachelor's degree in creative writing at Augsburg College and plan to graduate in the spring of 2014. The scholarship from you will bring a lot of relief to me as I complete my program there, allowing me to focus more on my studies and less on the rising cost of education.

I'm also looking into post-graduate programs in order to accomplish my next goal of obtaining a master's degree in creative writing. This education will allow me the skills and credentials to teach English. I would like to use that opportunity to inspire and encourage other students, just as I have been inspired and encouraged from the fantastic faculty during my time as an NHCC student.

Thank you again for choosing me as the recipient of this scholarship and helping me in realizing my goals and dreams.

Sincerely, Jamie Ives

To learn how to support the college through the NHCC Foundation, participate in campus events or diversity initiatives, or apply for financial aid and scholarships, visit www.nhcc.edu.

# **NHCC Foundation Annual Report 2013**

#### A MESSAGE FROM THE PRESIDENT AND EXECUTIVE DIRECTOR

Creating access to quality educational opportunities remains at the core of the mission of the North Hennepin Community College Foundation. For more than thirty years we have been energizing and mobilizing community, college, and alumni resources on behalf of North Hennepin Community College and the students it serves.

In carrying out this mission, the foundation experienced much growth and change during the 2012-2013 fiscal year. Three endowed scholarships were established, and a new internship program aimed at connecting alumni and current students was created. We awarded more than \$146,000 in scholarships and emergency grants to students (a 43% increase over last year) and NHCC programs received \$97,000 from the NHCC Foundation and our supporters (a 65% increase over last year). One of the highlights for all of us at the foundation and college, was welcoming Grammy Award-winning alumnus, Jon Vezner back to campus in March. Jon held a song-writing workshop for music students and composed a song with them entitled "Trust Yourself" which they performed together at the foundation's annual gala. Jon returned to campus in April to refine the song and record it professionally with the students. For a behind the scenes look at the recording of "Trust Yourself," please visit www.nhcc.edu/TrustYourself.

Jon's visit is just one example of the volunteers and supporters from the college, alumni, and community working together to provide resources for current and future students. The outstanding accomplishments of the foundation would not be possible without the dedication of individuals such as these.

We are grateful for your support of the foundation as we help North Hennepin Community College provide a state-of-the-art education to students in the northwest Twin Cities. With your help, hundreds of low-income and first-generation college students are making their dreams for a brighter future, a reality today.

Sincerely,
David "Chip" Norris
NHCC Foundation President

Jennifer Summer Lambrecht NHCC Foundation Executive Director

# **BOARD OF DIRECTORS**

#### **President**

**Chip Norris** 

#### **Vice President**

Joseph Wallace

#### **Past President**

Jim Garvey

#### Secretary

Andy Cochrane

#### **Treasurer**

Dave Kiser

#### **Directors**

Mark Austin

Wendy Hanson

Paul Melchior

Lynette Stenglein

#### **Ex-Officio**

John O'Brien, NHCC President

Jennifer Summer Lambrecht, Executive Director

# **Alumnus Helping Us Create Access**

In September of 2012, Jon Vezner was named as a NHCC Distinguished Alumnus. At the event, Jon was recognized for his musical accomplishments as a Grammy-Award winning songwriter. Jon has written music for Martina McBride, John Mellencamp, Faith Hill, and Reba McEntire. In 1990 he received a Grammy Award for "Best Country song" and "Song of the Year" from the Country Music Association and the Academy of Country Music for the song he co-wrote with Don Henry called "Where've You Been?" which was recorded by his wife, Kathy Mattea.

Jon was invited to perform at the NHCC Foundation's gala in March. In preparation for his return to the NHCC community, he offered to lead a songwriting workshop for students on campus. From the workshops, "Trust Yourself" was born. Jon and the North Hennepin students thrilled guests at the foundation gala when they performed this song. In May, Jon returned to campus and recorded the song professionally with his students. Look for the song to be released in the near future. In the meantime, you can have a behind the scenes peek by visiting www.nhcc. edu/TrustYourself.

# ENDOWMENT SCHOLARSHIPS

# **Brooklyn Park Rotary Club and Foundation Endowed Scholarship**

Established in 1995 by members of the Brooklyn Park Rotary Club and Foundation in support of residents of Osseo and Brooklyn Park who wish to pursue higher education.

#### **Buffalo Lions Club Endowed Scholarship**

Established in 1992 by members of the Buffalo Lions Club to assist residents of Buffalo who wish to pursue higher education.

# **Carillon Endowment**

Established in 2000 by Alice Tessman to maintain the NHCC Carillon.

#### Don Davis Law Enforcement Endowed Scholarship

Established in 2001 in honor of Don Davis, member of the Law Enforcement faculty for 22 years, by his family, friends, and law enforcement alumni.

# John Diedrich Memorial Scholarship Endowment

Established in 2008 in memory of John Diedrich by Mary Diedrich, family and friends to provide financial support of a veteran or a child of a veteran pursuing an education at NHCC.

#### **Edinburgh USA Pro Am Scholarship Endowment**

Established in 2008 through the generous support of Edinburgh USA Pro Am to promote educational opportunities for students attending NHCC.

# **Evans-Nordby Endowed Lectureship**

Established in 1993 by Charlotte and Keith Nordby to serve the community by creating new opportunities for education in the area of grief.

# Joseph Gazzuolo Endowed Scholarship

Established in 2005 in memory of Joseph Gazzuolo, member of the Art faculty, by his family, friends, and colleagues.

#### **Graduating Student Nurses Association Endowed Scholarship**

Established in 2006 by Darlene Sitko, faculty, alumni and friends in support of a graduating nurse who will continue to pursue a bachelor's degree after graduation from NHCC.

#### Janice Hancock Nursing Memorial Scholarship

Established in 2012 in memory of NHCC nursing instructor, Janice Hancock, by her friends and family, to support a nursing student.

# **Miriam Hazzard Nursing Endowed Scholarship**

Established in 2001 in honor of Miriam Hazzard, member of the Nursing faculty for 28 years, by her friends and colleagues, to support a nursing student.

#### Dr. John F. Helling Endowed Scholarship

Established in 1993 by John F. Helling, NHCC President from 1967 to 1990, in support of NHCC graduates who wish to continue their pursuit of higher education.

# **Charlotte Howe Nordby Endowed Scholarship**

Established in 2005 in memory of Charlotte Nordby by family and friends in support of a student studying nursing or elementary education.

#### Joseph Iten Business Endowed Scholarship

Established in 2004 in memory of Joseph Iten by family and friends in support of a student entering the field of accounting, management, finance, marketing or building inspection.

# Dr. Barbara J. Johnston Endowed Scholarship for Re-Entry Women

Established in 1998 by Dr. Barbara J. Johnston, member of the sociology faculty, with the advice and support of an alumni advisory board of female NHCC re-entry graduates.

#### Sharon A. Johnson Endowed Scholarship

Established in 1990 in memory of Sharon A. Johnson, a member of the college staff from 1977 to 1990, by her family, friends, and colleagues.

# JoAnn Jones Nursing Endowed Scholarship

Established in 2007 by JoAnn Jones in support of a student pursuing an education in nursing.

#### Albert D. Law Veteran Endowed Scholarship

Established in 2006 in memory of Albert D. Law by Don and Bev Levens in support of a veteran or a child of a veteran pursuing a career in health care.

# Alan LePage Second Chance Endowed Scholarship

Established in 2000 in memory of Alan LePage by his family to support students overcoming alcohol or substance abuse who are ready to make a positive change and pursue higher education.

# **Charles Long Physical Science Scholarship**

Established in 2000 in memory of Charles Long, member of the Science faculty, by family, friends and colleagues.

## Idelia T. Loso Endowed Scholarship

Established in 1993 in memory of Idelia T. Loso, NHCC's first Dean of Instruction, in recognition of her outstanding leadership and service.

# **Luther Toyota City & SCION Scholarship Endowment**

Established through the generous support of Toyota City SCION to promote educational opportunities for students attending NHCC.

# Barbara K. Mantini Phi Theta Kappa Endowed Scholarship

Established in 1998 in honor of Barbara K. Mantini, Phi Theta Kappa advisor at NHCC from 1970 until her retirement in 1997, by alumni and friends to recognize and reward an outstanding member of Phi Theta Kappa.

# **Osseo Lions Club Endowed Scholarship**

Established in 1992 by members of the Osseo Lions Club to assist residents of Osseo who wish to pursue higher education.

#### **Howard and Sonja Olson**

Established in 2012 by Howard and Sonja Olson to provide scholarships to graduates of NHCC who are pursuing a bachelor's degree.

#### Sarah Robinson Pollock Endowed Scholarship

Established in 2002 by the Sara Robinson Pollock estate to promote educational opportunities for re-entry women.

#### Beth and Jerry Sandvick Baccalaureate Endowed Scholarship

Established in 2001 as a Baccalaureate Scholarship by Jerry Sandvick in memory of Beth Guiney Sandvick, a founding member of the English faculty. The original endowment was established in 1990 in her memory by family, friends, and colleagues.

#### **Neil F. Sands Endowed Scholarship**

Established in 2005 in memory of Neil F. Sands, founding member of the Chemistry faculty, in support of a student studying chemistry.

# **Evelyn Schmidt Memorial Scholarship**

Established in memory of Evelyn Schmidt, a charter foundation board member, by family and friends for students pursuing an education at NHCC.

#### Chuck and Mary Jane Thompson Health Careers Endowed Scholarship

Established in 1997 by Mary Jane and Chuck Thompson in support of students pursuing a career in health care.

# Eldon A. and June E. Tessman Nursing Endowed Scholarship

Established in 2003 by Eldon A. and June E. Tessman in memory of Eldon's mother, Esther J. Tessman who worked as a Dakota County Public Health Nurse.

#### June E. Tessman Memorial Scholarship Endowment

Established in 2008 by Eldon A. Tessman in memory of June to support a student attending NHCC.

# June E. Tessman/Larry D. Finch Scholarship

Established in memory of June E. Tessman and Larry D. Finch in 2012, by Addie and Eldon A. Tessman to support NHCC students.

#### 25th Anniversary Endowed Scholarship

Established in 1991 by founding members of the college faculty (John Balfe, Clair Coughlin, Don Durand, Susan Lehner, James Johnson, Roger Johnson, Barbara Mantini, Dr. Norma Olson, and Jean Swanson) to provide support to NHCC students beginning in the 2015-2016 school year.

# Paul and Sheila Wellstone International Student Endowed Scholarship

Established in 2003 in memory of Senator Paul and Sheila Wellstone to aid students from another nation studying under a foreign student visa or students that were born outside the United States.

# West Suburban Industrial Supplies Business Endowed Scholarship

Established in 1995 by Craig and Sandi Annis in support of students pursuing an education in business.

#### Gary Wynia All Minnesota Academic Team Scholarship Endowment

Established in 2008 in memory of Gary Wynia to support NHCC's recipients of the All Minnesota Academic Team Award competition.

# **Scholarships**

The NHCC Foundation awarded more than \$136,000 to 135 students. These scholarships are based on financial need, academic merit, or both.

# A Note of Gratitude

Dear North Hennepin Community College Foundation Board and Donors,

I wish to thank you from the bottom of my heart for selecting me to receive this scholarship. My story is humble, and the primary reason I am back in school is to try to make a difference in the world and provide for my children at the same time. I am honored to be selected from the multitude that must have applied, and I promise you I will make it count.

Going to school full time while raising a family is a challenge faced by a number of students. As an older student, with four kids of my own, seeking academic excellence while balancing the needs of my household and spending time with my kids can be a tremendous hardship. However, I am here for several very important reasons, and the help I am receiving through this scholarship could not have come at a better time.

I want to show my children that they can accomplish anything if they apply themselves. In pursuing a doctorate in physical therapy, I wish to help people become capable again, overcome their pain, and give them the proactive tools they need to have the power to live strong, healthy lives.

This scholarship will be put to use in the pursuit of these goals: To provide the best example a father can give to his children. To help those in need, suffering from pain, and ultimately to bring this knowledge to communities that would not afford to be able to access these kinds of services.

Being awarded this scholarship has inspired me to continue to press forward, knowing that the only way I can ever truly repay this kindness is to make the kind of difference in the world, that you all can know that the NHCC Foundation placed its faith in the right person. I thank you again for your generosity and consideration. I will see to it that your faith in me is repaid in the lives I help change.

Sincerely, Ethan Capers Scholarship Recipient

# **OUR STUDENTS AT A GLANCE**

27.5 average age of our students

43% 26 or older

32% full-time students

68% part-time students

40% students of color

from a home where neither parent holds a bachelor's degree

25% from a home where neither parent has any postsecondary education

46% low income

# **NHCC Program Support**

With the generosity of our many donors, the NHCC Foundation provides funding to programs on campus that illustrate our mission of creating access to a state-of-the art education. Highlights of these programs are:

# \$13,000 Bus Pass Purchase-Subsidy:

The foundation provided funding to the bookstore to subsidize the purchase of metro bus passes for 400 NHCC students so they could get to campus.

# \$3,000 Application Fee Waivers:

The Admissions and Outreach Office provided application fee waivers to 150 students who attended open houses on campus and applied for admission to North Hennepin.

#### \$3,000 African and African American Male Leadership/Mentoring Movement:

The Diversity and Equity Office launched a multi-level mentoring program to address the barriers of post-secondary education, and increase the retention and persistence rates for these students.

# \$1,971 Bioscience and Undergraduate Research:

NHCC is one of only a few community colleges in the country to provide undergraduate research opportunities. The foundation provides funding to support this research.

# \$45,000 Cornerstones College Readiness Program:

With funding provided by the Otto Bremer Foundation, the Pentair Foundation and college resources, North Hennepin operates a college readiness program for students in local middle and high schools. Tutors from NHCC work with students in classes and after school during the academic year, and also on the NHCC campus during the summer months.

#### \$10,000 Campus Community Development and Collaborations:

Through a grant from the General Mills Foundation, we support the college's diversity initiatives: the African and African American Male Leadership/Mentoring Movement, Women of Color Support Group, American Indian Advisory Committee, as well as the college's new community garden.

# **Finances**

The foundation had a very successful year garnering resources for student scholarships and NHCC programs. Community members showed their support in many ways: financial donations, in-kind gifts, gifts of stock, and attending or sponsoring the Golf Tournament and Gala.

#### FY2013/FY2012 fund balance

#### Assets 2013

Cash and equivalents=\$973,761 Accounts receivable=\$350 Total assets=\$974,111

# **Liabilities 2013**

Accounts payable=\$335 Long term liabilities=\$0 Total liabilities=\$335

# Fund balance 2013

Unrestricted=\$110,485 Permanently restricted=\$863,291 Total fund balance=\$973,776 Total liabilities and find balance2013 \$974,111

# WAYS TO SUPPORT NHCC FOUNDATION

There are many ways to support North Hennepin Community College – direct financial support, in-kind gifts, or the gift of your time. Donations may be unrestricted, or you may target your gift to a particular program or purpose.

Annual Fund – Gifts to the Annual Fund provide direct financial support for student scholarships and grants.

Memorial Tribute Gifts – Memorialize someone important in your life. Some existing memorials include monuments, structures, classrooms, benches, and trees.

Matching Gifts - Many employers have programs that may double or even triple your gift to the foundation.

Endowment Gift – Establish an endowed scholarship fund as a tribute to an individual, group, or in connection with a particular academic program at the college.

Stocks and Bonds – Realize tax savings by transferring stocks and bonds to the foundation.

Bequests - Include the foundation in your will or trust, or designate the foundation as a beneficiary in your life insurance policy.

In-Kind – These are gifts other than cash that can be used directly in NHCC activities. Our annual gala allows donors to support the foundation through gifts of merchandise, services, and other saleable items.

Event Sponsorship – Various levels of sponsorship opportunities exist at college-hosted events that touch the lives of thousands of students, faculty, staff, and community members.

Volunteer – You become the backbone of our success when you donate your time and talents to serve on boards, committees, and at foundation events.

# 2013 Scholarships and Grants

Academic Scholarships-\$121,538

Access Scholarships-\$25,000

NHCC Program Grants- \$97,637

# Students need your support now more than ever...

For those who wish to give or want to continue to give, please consider doing so on Give to the Max Day on November 14, 2013. On this day, every donation will be matched by the foundation. Please visit www.givemn.org.

There will also be an opportunity to support the foundation at our Annual Gala, our largest fundraising event for student scholarships, on March 21, 2014.

In fact, there are a number of ways to give – at any time – including cash donations, your time and expertise, or company internships, just to name a few.

To support the college and our students, or to find out how, please contact the NHCC Foundation at 763-424-0815 or visit www.nhcc.edu/ foundation. Your gifts are truly appreciated!

# **Rolf Nelson: An Advocate for NHCC**

Rolf Nelson recognized early the importance of a good education. A year after completing law school, Nelson was elected in 1966 to the Minnesota State Legislature. He was only 25 and the youngest legislator in St. Paul.

When discussions began about establishing a community college in the North Hennepin area, Nelson rolled up his sleeves, put his shoulder to the proverbial wheel, and went to work – striving to get the original bill passed and advocating for the school's establishment on the outskirts of the growing metropolitan area.

Four decades later, Nelson was awarded NHCC's 2013 Presidential Medallion for his longstanding support and involvement with the college.

"I became involved with the college when it was just an idea. Witnessing NHCC's many achievements throughout the years makes receiving the Presidential Medallion very gratifying," Nelson says.

In 1966, few community colleges existed in the region. The land on which NHCC sits today was potato crop land. But Nelson, along with many of his constituents, had a vision of bringing educational opportunities to individuals living on the "outskirts" of Minneapolis.

While his role within the Minnesota State Legislature allowed Nelson to advocate for the establishment of NHCC, it wasn't an easy task. He admittedly had a few hurdles to overcome, a significant one being his age. As the youngest representative serving at the capital, Nelson was not regarded as a heavyweight among the established members. Regardless, Nelson worked relentlessly.

"When the state approves the establishment of a community college, the state pays for the buildings, but the local community must purchase the land. I recognized the need to raise monies to buy the land and became active on the fundraising committee. I visited the communities I represented, and many more, asking each municipality and hundreds of individuals to contribute," says Nelson.

With the help of Nelson and many others, land for the campus was purchased and NHCC was erected. Nelson's interest in the college, however, didn't dissipate upon the college's opening. He became a member of the first NHCC Foundation board, where he served for six years. He continues to be an active advocate for the college.

"Throughout the years, NHCC has been aggressive and creative in reaching out to underserved students, and for that I'm very proud and happy," Nelson says.

"Witnessing NHCC's many achievements... makes receiving the Presidential Medallion very gratifying." To support NHCC or learn more about the NHCC Foundation, visit www.nhcc.edu/foundation.

# Rob Weber: Alumnus Who Gives Back

Thirteen years ago, NHCC alumnus Rob Weber, joined millions of other individuals with "big ideas" and entered the entrepreneurial world – a world of high risks and potentially high rewards.

Weber, along with his entrepreneurial brethren, brothers Ryan and Aaron (also NHCC alums), founded NativeX, a leader in innovative monetization and user acquisition solutions for mobile and web apps. The company recently captured the attention and the ad dollars of companies like Google, Yahoo, and Symantec.

"Growing up, our stepfather was a programmer at MECC, an educational gaming company for the first Apple computers," Weber says. "It was clear that job demand was going to be very high for computer science. Then came the Internet and we knew we were seeing one of the biggest changes to humanity the world has ever known. We had to be a part of it."

During his elementary school and early teen years, Weber grew up just across the street from NHCC, where he took post-secondary education classes. His computer science classes were the catapult that enticed him to further his educational endeavors and earn a bachelor's degree in entrepreneurial studies at St. Cloud State University.

More recently, he orchestrated a meeting at the college for the Mobile Twin Cities Users Group, a group dedicated to people exploring all mobile devices and platforms. More than 60 students, faculty, and others interested in technology and engineering attended the event. As a result, new courses on mobile app development were created at NHCC.

"As mobile continues to grow, it is great to provide outlets for enthusiasts and provide opportunities for people who may not have practical experience," Weber says. "Supporting local colleges like North Hennepin Community College can go a long way in preparing our students for high demand tech careers. That's a key ingredient for the long-term growth and success of the Minnesota technology community."

For his efforts in giving back to NHCC, as well as engaging students interested in the technology and computer science arena, Weber was presented with NHCC's 2013 Distinguished Alumni award.

Weber will be hosting a "Hackathon" on February 18, where NHCC students, computer science faculty, and members of the regional technology community will develop a new mobile app. The app will be unveiled at the college's annual Gala on March 21.

"Supporting NHCC goes a long way in preparing our students for tech careers..."

If you are an alumnus who owns or works for a local business and is interested in setting up a new opportunity with the college, contact the NHCC Foundation at foundation@nhcc.edu or 763.424-0815.

# Sara Van Asten: Embracing Student Success

NHCC math professor Sara Van Asten believes that helping students learn mathematics can change their life. Yet, a common obstacle standing between a student and their academic goals is math.

Since first joining the faculty in 2007, Van Asten sought to identify where her efforts were most needed and focused on teaching developmental and freshman-level math.

"So many people think they are 'bad at math' when really they've never truly tried – usually because no one has ever encouraged them," says Van Asten. "I challenge students to challenge themselves. To overcome, what may have seemed in the beginning, a huge obstacle."

Recently, Van Asten had a student who was not doing well in class and sent her an email as a concern. "I said something along the lines of, 'I know you can be successful in this course, we just need to find the right strategies for you.' She came to my office the very next day and thanked me for simply telling her that I thought she could succeed."

In addition to serving in the math department, Van Asten recently served as the legislative liaison for the Minnesota State College Faculty and was also a member of the Learner Outcome Assessment Committee. This year, she is serving as the MSCF vice president and coordinator for the math department.

Fellow math professor Matt Foss says, "When Sara takes on a challenge, we in the department can be certain that she will work hard and tenaciously until the challenge is met." Thanks to Van Asten, the department now engages in serious and coordinated department-wide assessments that track students' progress through and beyond the developmental curriculum.

It's Van Asten's passion for teaching and continuous improvement throughout her department that has earned her accolades aplenty, most recently, NHCC's 2013 Educator of the Year award.

"The most satisfying thing about my job is when a student comes to me during or after a course to tell me that they never liked math before, or never understood math before, but now they do and it now makes sense."

"I challenge students to challenge themselves. To overcome, what may have seemed, a huge obstacle." For more information about NHCC's mathematics or other programs, visit www.nhcc.edu/programs.

# **Credit Courses**

# Offered Spring 2014

# **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 1950** Reading Texts Critically

# 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

#### **American Sign Language**

American Sign Language I **ASL 1101** 

**ASL 1300 Deaf Culture** 

ASL 2201 Intermediate American Sign Language I **ASL 2202** Intermediate American Sign Language II

## Anthropology

ANTH 1010 Introduction to Anthropology: Cultural Anthropology

**ANTH 1020** Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory

**ANTH 1130** The Archaeology of Prehistoric Europe

#### Arabic

**ARBC 1101** Introduction to Arabic **ARBC 1102** Beginning Arabic II

#### Art

**ART 1040** Introduction to Art **ART 1101** Photography I **ART 1160** Digital Photography **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 Ceramics II **ART 1362** ART 1401 Drawing I **ART 1402** Drawing II

Art History: Renaissance to 21st Century Art **ART 2190** 

**ART 2300** Architectural History

**ART 2540** Illustration

Web Design/Graphics I ART 2562 Graphic Design II **ART 2602** Painting I **ART 2611 ART 2612** Painting II **ART 2740** Jewelry Workshop

**ART 2781** Quiltmaking Workshop I Quiltmaking Workshop II ART 2782 **ART 2810 Publication Design** 

Studio Arts Capstone Practicum **ART 2900** 

**ART 2902** Desktop Design II

**ART 2970** Art Appreciation Field Trip

# **Biology**

BIOL 1000	Life Science
BIOL 1001	Biology I
DIOL 4404	Both Male Co

**BIOL 1101** Principles of Biology I **BIOL 1102** Principles of Biology II **BIOL 1120** Human Biology

**BIOL 1200** 

**Current Environmental Issues** Medical Terminology I - Basics **BIOL 1230 BIOL 1231** Medical Terminology II - Application

**BIOL 1350** Biology of Women

**BIOL 1360** Biology of Women with a Lab

**BIOL 1650 Human Biology Series Animal Biology BIOL 2020 BIOL 2100** Microbiology

BIOL 2111	Human Anatomy and Physiology I
BIOL 2112	Human Anatomy and Physiology III

# **Building Inspection Technology**

BIT 1250	Commercial	Plan	Review and	Field Inspections

Legal and Administrative Aspects of Construction Codes BIT 1900

BIT 2600 **Building Inspection Internship** 

# **Business**

Dasinicss	
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 1230	Leadership and Teamwork
BUS 1300	Legal Environment of Business
BUS 1410	Introduction to Business Finance
BUS 1440	Personal Financial Planning
BUS 1510	Operations Management
BUS 1600	Principles of Marketing
BUS 1610	Consumer Behavior
BUS 1620	Advertising and Sales Promotion
BUS 1630	Professional Sales and Management
BUS 1700	Introduction to International Business
BUS 1810	Entrepreneurship
BUS 2010	Internship Business

Introduction to E-Commerce

# **Career Development (NEW!)**

Career Exploration and Planning Job Seeking Skills CRD 1000

CRD 1010

# Chemistry

BUS 2310

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
COMM 1510	Nonverbal Communication
COMM 1610	Introduction to Mass Communication

# **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 1220	Decision Making Excel
CIS 1230	Business Presentations: PowerPoint
CIS 1240	Information Management: Access
CIS 1250	Photoshop Essentials for Business
CIS 1310	The Whole Internet
CIS 1320	Web Tools
CIS 1510	Introduction to Computers and Basic Word Processing
CIS 2310	Introduction to E-Commerce

# **Computer Science**

CSCI 1000	Computer Basics
CSCI 1020	Beginning Web Page Programming
CSCI 1030	Programming for Internet
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 1160	Web Programming in ASP.NET
CSCI 1180	Introduction to Linux Operating System

CSCI 2001	Structure of Computer Programming I
CSCI 2002	Structure of Computer Programming II
CSCI 2010	Discrete Mathematical Structures
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

Introduction to Mobile Programming in iOS

# **Construction Management / Supervision**

CMSV 2100	Soils and Concrete Technology
CMSV 2870	Construction Management

CMSV 2895 Construction Management Internship

CMSV 2900 Construction Scheduling

# **Economics**

CSCI 2500

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

# **Education**

EDUC 1280 Diversity in Education

# **Engineering**

ENGR 1200 Engineering Graphics

# **English**

ENGL 2960

ENGL 0900	Preparation for College Writing I
ENGL 0950	Preparation for College Writing II
ENGL 1140	Professional Writing
ENGL 1150	Introduction to Literature
ENGL 1201	College Writing I
ENGL 1202	College Writing II
ENGL 1250	Magazine Workshop
ENGL 1900	Introduction to Creative Writing
ENGL 2020	Writing Stories
ENGL 2030	Writing Poetry
ENGL 2270	Modern American Literature
ENGL 2300	Children's Literature
ENGL 2320	Writing: From Structure to Style
ENGL 2340	Nature in Literature
ENGL 2580	The Shakespeare's Plays
FNGI 2900	Fantasy Literature

# **English for Speakers of Other Languages**

L.1.9.1311 101	speakers or other Languages
ESOL 0800	College Vocabulary Development I
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	Advanced Grammar Workshop

Creative Writing Capstone Project

# **First Year Experience**

FYE 1020 First Year Experience

# Geography

GEOG 1010	Physical Geography
	Human Geography
GEOG 1100	World Geography

# Geology

GEOL 1010	Minnesota Field Geology Series: Glacial Geology
GEOL 1040	Minnesota Field Geology Series: Caves, Karst and Ancient Seaways
GEOL 1110	Physical Geology
GEOL 1120	Historical Geology

GEOL 1850	Oceanograph	١V

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 1110 History of Western Civilization

HIST 1110 History of Western Civilization Pre 1550
HIST 1120 History of Western Civilization 1550 to Present
HIST 1200 History of the United States Through 1877
HIST 1210 History of the United States Since 1877

HIST 1270 Race in America

HIST 2700 History and Popular Culture

HIST 2900 Applied History

# Histotechnology

HTN 1001 Histotechniques I

HTN 2300 Histology Clinical Experience

#### **Honors Seminar**

HSEM 1000 Communication and Persuasion

HSEM 1000 Our Stories. Our Gifts

HSEM 1000 Leadership for Social Transformation

#### **Individualized Studies**

PLA 1010 Individualized Studies Development

# **Interdisciplinary Studies**

"The History, Philosophy, and Practice of Traditional Aikido I"

INTD 1990 Leadership Skills Through Community Organizing

#### **Mathematics**

MATH 0800 Pre-Algebra

MATH 0901 Introduction to Algebra MATH 0902 Intermediate Algebra **MATH 0980** Pre College Algebra Statway Statistics I MATH 0990 Survey of Mathematics **MATH 1010 MATH 1090** Statway Statistics II (NEW!) **Elementary Statistics MATH 1130 MATH 1140** Finite Mathematics MATH 1150 College Algebra **MATH 1170** Trigonometry **MATH 1180** Pre-Calculus Calculus Survey MATH 1200

MATH 1221 Calculus I MATH 1222 Calculus II

MATH 2000 Discrete Mathematical Structures

MATH 2220 Calculus III

MATH 2400 Differential Equations

# **Medical Laboratory Technology**

MLT 1100Clinical Urinalysis/Body Fluids

MLT 1250Clinical Immunology

MLT 2310Applied Phlebotomy

MLT 2320Applied Hematology

MLT 2330Applied Coagulation

MLT 2340 Applied Urinalysis

MLT 2350Applied Microbiology

MLT 2360Applied Immunohematology

MLT 2380 Applied Chemistry

Music	
MUSC 1130	College Choir
MUSC 1150	Chamber Singers
MUSC 1160	Large Instrumental Ensemble: Concert Band
MUSC 1170	Instrumental Jazz Ensemble
MUSC 1180	Small Group Performance Ensemble
MUSC 1200	Fundamentals of Music
MUSC 1220	Survey of Western Music
MUSC 1242	Music Theory II
MUSC 1252	Ear Training and Sight Singing II
MUSC 1350	History of Rock 'n Roll
MUSC 1501	Class Guitar I
MUSC 1502	Class Guitar II
MUSC 1510	Applied Music: Guitar
MUSC 1600	Class Voice
MUSC 1610	Applied Music: Voice
MUSC 1801	Class Piano I
MUSC 1802	Class Piano II
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
MUSC 2180	History of Music II: Romantic Era to the 21st Century
MUSC 2242	Music Theory IV
MUSC 2252	Ear Training and Sight Singing IV
MUSC 2970	Music Appreciation Field Trip
N. C. Lock	
Natural Science	
NSCI 1000	Conceptual Physics
NSCI 1010	Science of Disaster Workshop I
NSCI 1020	Science of Disaster Workshop II
NSCI 1030	Science of Disaster Workshop III
NSCI 1050 NSCI 1060	Astronomy The Solar System
NSCI 1000	Concepts of the Stars and Universe
NSCI 1120	Meteorology
14301 1120	weteorology
Nursing	
NURS 1212	Provider of Care I

NURS 1212	Provider of Care I
NURS 1214	Principles of Pharmacology in Nursing Practice
NURS 2212	Manager of Care and Member of the Discipline of Nursing

# Paralegal PLEG 1111

PLEG IIII	introduction to Law and Paralegal Studies
PLEG 1210	Computer Applications in the Legal Profession
PLEG 1330	Family Law
PLEG 1411	Litigation I
PLEG 1412	Litigation II
PLEG 1510	Intellectual Property
PLEG 2211	Legal Research and Writing I
PLEG 2212	Legal Research and Writing II
PLEG 2310	Criminal Law and Procedure
PLEG 2620	Property - Every Other Weekend
PLEG 2710	Wills, Trusts and Estate Administration
PLEG 2810	Employment Search for Paralegals
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 Informal Reasoning for Problem Sc	lving
PHIL 1200 Environmental Ethics	
PHIL 1210 Peace Ethics	

# **Physical Education**

PE 1010	Physical Fitness
PE 1041	Volleyball

PE 1042	Advanced Volleyball
PE 1050	Weight Training
PE 1130	Leisure Time Games
PE 1200	Bowling
PE 1250	Wellness for Life
PE 1260	Kinesthetic Learning
PE 1270	Studio Cycle
PE 1430	Tai Chi Chih
PE 1440	Karate
PE 1740	Hiking
PE 1750	Yoga
PE 1810	Step Aerobics
PE 1820	Boot Camp
PE 1830	Social Dance
PE 1990	Topic: Outdoor Activity Sampler
PE 2102	Applications of Personal Training
PE 2110	Advanced Fitness and Exercise
PE 2390	Current Research Trends in Physical Education and Fitness

#### PE 2490 Kinesiology

# **Physics**

PHYS 1000	Conceptual 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

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 1160	Introduction to Psychology
PSYC 1165	Psychology of Adjustment
PSYC 1170	Psychology of Gender
PSYC 1210	Child Development
PSYC 1220	Adult Development
PSYC 2320	Abnormal Psychology
PSYC 2340	Human Sexuality
PSYC 2350	Multicultural Psychology

# **Public Works**

PUBW 1020	Public Works Organization and Administration
PUBW 1030	Public Works Management and Communication
PUBW 1040	Technical Aspects of Public Works

# 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
SOC 2730	Introduction to Corrections

# Spanish

SPAN 1030	Spanish and Latin American Culture
SPAN 1050	Spanish for Health Care Workers
SPAN 1101	Beginning Spanish I
SPAN 1102	Beginning Spanish II
SPAN 2202	Intermediate Spanish II

#### Theatre, Film, and Television

TFT 1210	Introduction to Theatre
TFT 1250	Introduction to Film
TFT 1260	Introduction to Television
TFT 1280	Introduction to Screenwriting
TFT 1310	American Cinema
TFT 1350	The American Musical Theatre
TFT 1500	Acting I: Improvisation and Foundations
TFT 1520	Acting II: Building Characters
TFT 1532	Stage Combat II
TFT 1600	Theatre Practicum: Performance
TFT 1610	Theatre Practicum: Technical
TFT 2110	The NHCC Filmmaking Project: Capstone Class
TFT 2950	Theatre Appreciation Field Trip

# **Continuing Education & Customized Training from North Hennepin Community College**

#### From the Director's Desk...

At North Hennepin Community College, we are committed to providing innovative continuing education, customized training, and workforce training. On the next seven pages you'll find what NHCC's Professional Training and Development division has to offer you, your staff, or your organization.

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.

#### Best regards,

Nerita Hughes, Director of Professional Training & Development

#### **ACCOUNTING**

Accounting is an essential function in any well-managed organization. From small non-profits to government agencies and large corporations, accounting requires professionals with a solid foundation in accounting principles. NHCC offers several options to prepare, and enhance your career in the accounting field. The options can be taken in steps that allow you to increase your skills at each level.

## **Accounting Computer Certificate**

This eight-class certificate will give you exposure to accounting and technology skills essential for accounting-related positions. Learn the fundamentals os spreadsheet and database applications while also exploring popular applications for small to medium-sized businesses. Register for the entire certificate and save 15%!

# **Accounting Refresher**

An overview of the accounting process from start the finish. Review basic debit/credit theory, accrual concepts, and the matching principle. Learn to analyze transactions, journalize and post entries, prepare adjustments, close the books, and prepare financial statements.

#### **Quickbooks Accounting**

Learn to use this popular small business accounting package. Set up a company, work with lists, create invoices, apply payments, enter and pay bills. Track sales tax, inventory, and other sales items, process payroll and reconcile cash accounts. Learn how to customize reports and forms and understand how to use various financial statements.

# Peachtree Accounting

Get to know the "other" accounting package. Learn to set up a Peachtree company and work with charts of accounts, customer invoices, cash receipts, purchase orders, bills, and payments. Learn how to process payroll, track inventory, and reconcile bank accounts.

#### Payroll Accounting

An overview of payroll accounting policies and procedures. Explore payroll tax laws and reporting requirements including: the employeremployee relationship, wage and deduction calculations, quarterly reporting and professional payroll services.

#### Excel Basic 2010

After an introduction to spreadsheet terminology and Excel's window components, you'll learn how to use the Help system and navigate worksheets and workbooks. Enter and edit text, values, formulas, and pictures, and save workbooks in various formats. Move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns.

#### **Excel Intermediate 2010**

Learn how to use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles, themes, and backgrounds. Learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

#### **Excel Formulas and Functions 2010**

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.

#### **Access Basic 2010**

After an introduction to database concepts and the Access environment and Help systems, learn how to design and create databases. Then work with tables, fields, and records; sort and filter data; and set field properties and data entry rules.

# **NEW! BUSINESS COMMUNICATIONS ESSENTIALS**

Looking for a quick boost to your professional skill set? NHCC's new two-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 what model will yield the 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.

#### **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 who has already developed their business plan or who has been in business for one year or more, this certificate will help plan 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.

#### **Entrepreneurship: Communities of Color Certificate**

Earning an Entrepreneurship Communities of Color (ECC) Certificate will fill the gaps in your current skills and ensure you have the tools to take the next steps in growing your business. Our convenient evening sessions meet every week; each is geared toward preparing you for entrepreneurial success.

#### **GRAPHIC DESIGN / WEB DESIGN**

Realize your creative vision by employing the skills, techniques, and knowledge you'll acquire from learning powerful and indispensable graphic and web design applications.

#### Adobe Illustrator CS5

Create vector-based images and text to create stunning graphics with infinite applications for web and print.

#### **Adobe Photoshop CS5**

Learn the most powerful photo manipulation and creation program.

#### Adobe Dreamweaver CS5 Basic

An in-depth exploration of this industry-standard web creation tool. Learn cascading style sheets, frames, tables, typography, layout, and more.

#### Adobe Dreamweaver CS5 Advanced

Explore more advanced features and tools to add functionality and creativity to your website.

#### Adobe Flash/Web Animation

Learn how to create dynamic web animations and interactive content using Macromedia Flash's powerful tools.

#### Creating Websites with HTML and CSS

Create and format your own fully functional website using HTML & CSS.

# **Web Designs Concepts**

Learn to balance design, navigation, and the technical aspects of websites based on user requirements and preferences.

#### **HUMAN RESOURCES**

In today's organizations, the role of human resources is changing. Increase your contributions and improve your visibility with training from North Hennepin Community College. Whether you're a new professional, a seasoned pro, or considering a new career in HR or simply want a basic understanding of this field, you'll find exactly what you need in convenient day or evening courses.

#### **Essentials of Human Resource Management**

The Human Resource Certificate is designed to benefit those that are seeking the basic knowledge within the HR profession. It offers a broad overview of the human resource functions covering key topic areas that are divided amongst six modules:

#### **Module 1: Human Resource Management**

Learn the definition of human resource management, the roles and responsibilities of human resource professionals, and how to strengthen the alignment between strategic planning and HR planning.

# Module 2: Employment Law

Learn the key provisions of legislation that affects HR activities, including: Title VII, Civil Rights Acts of 1964, Age Discrimination in Employment Act, Americans with Disability Act, and the role of EEOC.

#### Module 3: Recruitment and Selection

You will evaluate recruiting methods and their effectiveness and learn how to analyze and evaluate job applicants.

# **Module 4: Compensation and Benefits**

Learn the basic elements of a total compensation system and understand the role of base pay, incentives, and differentials in employee compensation.

#### **Module 5: Employee Development**

Learn what training is and understand the importance of learning styles and adult learning principles in developing training.

#### **Module 6: Performance Management**

Learn about the performance evaluation process and systems and identify common evaluation errors.

#### **Human Resource Certification Test Preparation**

Our online program prepares you to successfully complete the PHR or SPHR exam administered by the Human Resource Institute (HRCI). Our curriculum is officially endorsed by the Society of Human Resource Management (SHRM). Qualified instructors will guide, support, and encourage you through this comprehensive test preparation course.

As a participant, your learning activities will include:

- 12 weeks of instructor-guided preparation to help you manage all of the materials in the SHRM Learning System
- New practice test questions with each module of the curriculum plus over 1,400 practice test questions available to you online with the purchase of your learning system

- Orientation to Best Practices in test preparation through blended learning methods
- Online network of your peers in HR that are also test preparation participants

#### LEADERSHIP/L.E.A.D. ACADEMY

Leadership is more than just knowledge of an organization or its processes. In fact, most leaders fail because they don't understand the human element that's 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 to leading people. Choose one of three certificate tracks, or any of the L.E.A.D. courses to fit your leadership development needs.

#### **Emerging Leader Certificate (8 classes)**

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

#### Advanced Leadership Certificate (6 classes)

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 (8 classes)**

Master both the technical aspects of leading projects and the people skills necessary to carry out the project phases. Learn the basics of project management, 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 – they possess strong emotional intelligence (EI). Learn how to take your EI to a new level.

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

Promotions resulting from technical knowledge or industry expertise often come with expectations. Learn the basics of leadership, change, and team building to help you 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, 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. Increase your skills in team building using new methods, tools, and techniques.

# 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. Learn how continuous improvement differs from project work and how to use project management tools to improve processes.

#### Using Personal Mobile Tech Devices Professionally

Improve time management and productivity by using the best

communication platform to match your message, securing information, managing emails, and discovering 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 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.

#### MICROSOFT OFFICE

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint, Access, Publisher, Visio, Outlook, and Project 2010. You'll discover how to create and format documents, how to use tables, how to complete a mail merge, create slide show presentations and more! Individual courses are available, or combine classes to complete the following certificates:

#### Office Essentials Certificate - 5 classes

Required: Word Basic, Excel Basic, PowerPoint Basic & Outlook I plus your choice of an elective: Word Intermediate, Excel Intermediate, Access Basic

#### Office Professional Certificate - 6 classes

Required: Word Intermediate, Excel Intermediate plus your choice of four electives: Excel Formulas and Functions, Excel 2010 Data Management Commands, PowerPoint Advanced, Access Basic or Intermediate, Outlook II, Publisher, or Visio

#### Office Power User Certificate - 6 classes

Required: Word Advanced, Excel Advanced plus your choice of four electives: Excel Formulas & Functions, Excel 2010 Data Management Commands, Access Intermediate or Advanced, Publisher, or Visio

# Office Career Essentials Certificate - 6 classes

Two Basic classes plus your choice of four electives: Word Intermediate or Advanced, Excel Intermediate or Advanced, Excel Formulas & Functions, Excel 2010 Data Mgmt Commands, PowerPoint Advanced, Access Intermediate or Advanced, Outlook II, Publisher

# **Business Professional Certificate - 9 classes**

Business and Professional Writing, Grammar Skills for Business, Leading with Your Strengths, Getting People to Do What You Need Them to Do, Creating Powerful Presentations or Best Practice for Using Your Mobile Tech Device Professionally. Then choose four MS Office courses: Outlook I or II, Word (any level), Excel (any level), Access (any level)

# **New! Access Oueries and Reports**

Learn ways to "ask questions" of your database including select queries, action queries, find duplicate, and unmatched queries. Create and enhance reports through grouping data, adding calculated fields, and formatting.

# **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, and how to add controls like list 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. Design and create databases; work with tables, fields, and records; sort and filter data; set field properties and data entry rules; and create 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.

# **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.

# **Excel 2010 Data Management Commands**

Learn useful Excel commands for data management including a review of basic commands; as well as more advanced features such as custom views, tables, custom and conditional formatting.

#### **Excel Basic 2010**

An introduction to spreadsheet terminology, Excel's components, and how to navigate worksheets and workbooks. Enter and edit text, values, formulas, and pictures; save workbooks in various formats.

#### **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.

#### **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.

#### 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.

#### **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.

#### **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, slide masters, and transition effects.

#### **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.

#### **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.

#### **Word Basic 2010**

Learn how to navigate, enter and edit text, create and save documents, and how to enhance the appearance of a document with formatting options.

#### 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.

#### PROJECT MANAGEMENT (PMI®)

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 benefits studying PMI's standard project management strategies and processes that are integrated throughout our curriculum, and you'll be on the right track if you're interested in pursuing PMP certification.

# **Project Management Leadership Certificate**

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 Professional Certification**

The Project Management Institute's (PMI®) Project Management Professional (PMP®) credential is the most important industry-recognized certification for project managers. Globally recognized and in-demand, the PMP demonstrates experience, education, and competency to successfully lead and direct projects. Taking the PMP course series provides the 35 contact hours needed to apply for the PMP exam, as well as the tools that can be immediately applied to real world projects.

#### **Maintain Your PMP Certification**

Now that you've achieved your PMP® Certification, you'll need to maintain it with at least 60 professional development units (PDU's) per three-year cycle. Our courses fulfill certification contact hour requirements as well as the PDU requirements for PMI credentials. Consider taking NHCC's new Agile Project Experience and Project Management Risk courses (see below) as part of your PMP maintenance plan.

# **New!** Agile Project Experience

In collaboration with Arthur Maxwell, this course uses hands-on learning to get a well-rounded proficiency in agile practices, tools, and techniques. Whether gearing up to take the PMI-ACP exam, attempting to introduce agile to your organization, or just wanting to understand what exactly agile is, this workshop will be invaluable. Participants will learn by doing via an Agile Project Simulation and will leave felling they've actually been part of an agile project.

# **New! Project Management Risk**

This workshop, offered collaboratively with Arthur Maxwell, provides participants the opportunity to gain well-rounded proficiency in identifying, analyzing, responding to and controlling project risk with their team and stakeholders. All participants will use several techniques to identify risk, conduct both qualitative and quantitative risk analyses, leverage risk response strategies, and use effective risk monitoring and controlling methods.

# **Project Management Success**

This fast-paced course is designed for experienced project managers and those who have successfully completed Project Management Foundations. Project Management Success provides an in-depth and real-time discovery into managing a project plan utilizing various tools, such as Microsoft Office Project 2010, while continually focusing on the Project Management Institute (PMI) Project Management Body of Knowledge®. General project management topics covered in this course include quantitative risk planning, project governance, change management, benefits mapping, managing stakeholder expectations and communicating project status.

# **NEW! CAPM Test Prep Course**

Project Management Institute® administers the Certified Associate in Project Management or CAPM test. Once passed, it demonstrates to businesses that you possess the latest and preferred competencies in project management.

The new CAPM Test Prep course not only provides the contact hours needed in order to take the test, but focuses on the following PMI concepts to successfully pass the test:

- •Background in business acumen and current management techniques
- •CAPM test-taking strategies, tools, practice tests, and tutors
- •Vocabulary, formulas, costs, and risk factors
- Activities outside of the classroom

# **SOCIAL MEDIA**

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**

NHCC's Professional Training & Development department, in collaboration with the National Institute for Social Media, now offers Social Media Strategist certification. This training course can put you at the forefront of social media in business today. It will not only provide you with the knowledge and skills needed to become proficient in strategic social media methodologies, but it will also prepare you to take the NISM Social

#### Media Strategist certification exam.

This is an online class that can be completed on your schedule over a six-week period of time, and includes step-by-step learning modules, readings, projects, a weekly live instructor Q&A component, and helpful student progress assessments.

#### **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.

# Calendar

#### November

- 1 Theatre Production: Our Town through November 2
- 4 Johnson Loud Artist Exhibit through December 6
- 4 Registration for Spring Semester Begins
- 5 Good News Big Band Concert
- 8 Faculty Lecture Series: Monetary Policy and Fiscal Policy Desta Gelgelu, Economics

#### **December**

- 1 Handel's Messiah Choral Concert
- 1 PSEO Application Deadline for Spring Semester
- 4 Theatre Production: Fences through December 8
- 8 Handel's Messiah Choral Concert
- 10 Auditions for Spring Theatre Productions
- 13 Faculty Lecture Series: Sabbath: Creating Separate Time Patricia Diamond, Philosophy
- 13 Choral Concert
- 16 Orchestra Concert
- 18 Jazz Ensemble & Concert Band Concert

# **January**

- 6 Admissions Application Deadline for Spring Semester
- 13 Spring Semester Classes Begin
- 13 Adam: The First Man Exhibition through January 31
- 17 Faculty Lecture Series: The Role of Contextualized Learning in Developmental Education Shirley Johnson, Academic Development
- 17 KCACTF Irene Ryan Acting Competition Showcase
- 23 Martin Luther King Jr. Celebration

# **February**

- 10 High School Art Exhibition through February 28
- 14 Faculty Lecture Series: D.R.E.S.S. for Health Success Andrew Scott, Physical Education
- 26 Theatre Production: Sherry's Basement through March 2

# March

- 6 Brooklyn Community Band
- 10 Spring Break Begins through March 16
- Faculty Lecture Series: Life on the Bog Exploring Incredible Biology of Minnesota's Least Famous Carnivore, the Northern Pitcher
  - Plant Paul Melchior, Biology
- 17 Registration for Summer Session Begins
- 21 NHCC Foundation Gala
- 26 Business Connection Expo

# April

- 3 NHCC Student Art Exhibition through April 25
- 7 Registration for Fall Semester Begins
- 11 Graduation Application Deadline
- 11 Faculty Lecture Series: Going to College ESOL Students' Views Susan Nyhus, ESOL
- 11 Theatre Production: Dames at Sea through April 19
- 15 Open House
- 28 Orchestra Concert
- 30 Jazz Ensemble & Concert Band Concert

# May

- 2 Choral Concert
- 19 Summer Semester (May) Classes Begin

# June

- Late Start (June) Summer Session Classes Begin
   Late Start (July) Summer Session Classes Begin
- July
- 1 PSEO Application Deadline for Fall Semester

# **August**

- 18 Admissions Application Deadline for Fall Semester
- 25 Fall Semester Begins