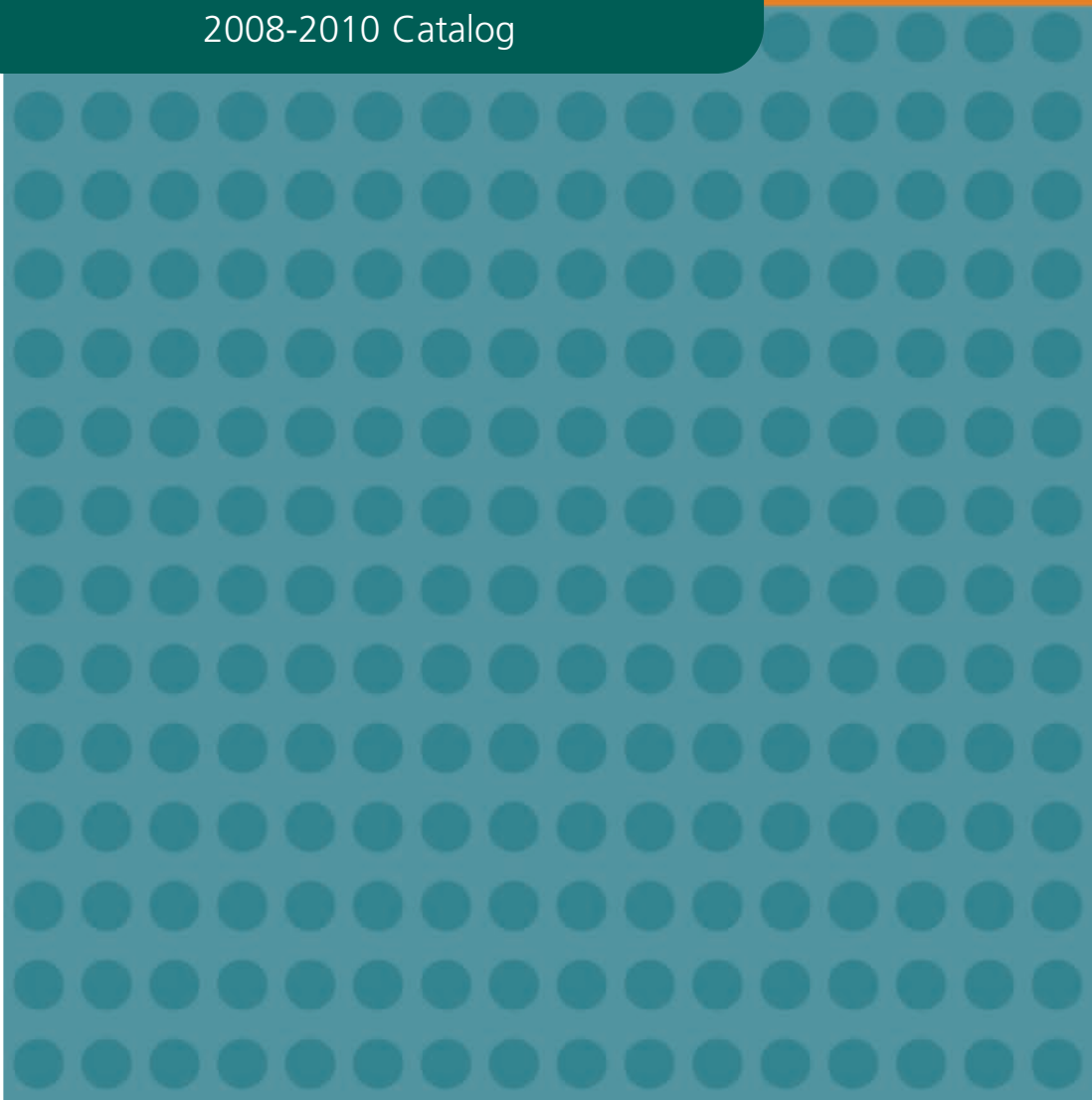




North Hennepin Community College  
2008-2010 Catalog



## Welcome

Dear Students:

Welcome to North Hennepin Community College.

This catalog will help you to explore options and take advantage of all that NHCC has to offer. Whether your goal is to transfer to a four-year college or university, to prepare for a new career, or to learn new skills, we have many resources to help you reach your goal.

As you look through this catalog, identify your areas of interest and arrange to talk with one of our counselors or academic advisors. We have excellent teachers, an accessible library and computing centers and an array of support services designed to help you succeed. The College also offers club activities, intramural sports and cultural events to enrich and expand the classroom experience.

At North Hennepin Community College, we want to help you succeed. I urge you to explore new ideas and to challenge yourself.

Ann Wynia  
*NHCC President*



North Hennepin  
Community College

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Brooklyn Park, MN 55445-2299

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Member of the Minnesota State Colleges and Universities System.  
Equal Opportunity Educator and Employer.

To receive this information in an alternative format,  
call 763-493-0555 (V) or 763-493-0558 (TTY).

The college reserves the right to cancel, postpone and reschedule course offerings.  
Lack of English skills should not be a barrier to admission and participation.

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## About the College

Mission Statement

Vision

Values

Strategic Goals

General Education Philosophy

North Hennepin Community College Logo

Accreditation

Program and Discipline Review

History

Student and Employee Profile

Equal Opportunity

Prerequisite Enforcement

### Mission Statement

North Hennepin Community College is committed to educating a diverse community of learners to maximize their intellectual, creative, and leadership potential.

### Vision

The world is enriched by North Hennepin Community College students, alumni and employees who lead full and prosperous lives and are actively engaged in their communities.

### Values

- Integrity
- Innovation
- Excellence

### Strategic Goals

The following strategic goals give direction for moving North Hennepin Community College forward over the next five years:

- Promote Student Success
- Cultivate an Educational Environment that enhances both personal and professional growth
- Maintain Affordability
- Integrate Plans and Measure Outcomes
- Recruit and Invest in Excellent Faculty, Staff, and Administrators

### General Education Philosophy

- General education provides a foundation of knowledge in a variety of disciplines; students learn to communicate, think, and apply what they learn in their family, career, and social lives.
- The College values independent thinking, creativity, and teamwork; it helps students develop lifelong learning skills to prepare them for the interdependent, changing global economy.

### North Hennepin Community College Logo

The North Hennepin Community College logo was designed by one of our own graphic design students. Together its elements of a person celebrating success, potato blossoms and books symbolize the opportunity for success created by the transformation of a potato field into a thriving college campus.

## Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accreditation means that North Hennepin Community College has been found to meet the Commission's requirements and criteria. This accreditation provides public certification of acceptable institutional quality. North Hennepin Community College's most recent comprehensive evaluation occurred in 2003 and is scheduled for reaffirming this status in 2013.

**Higher Learning Commission of the  
North Central Association of Colleges and Schools**  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602  
1-800-621-7440

In addition to the College accreditation, the following programs have received specialized accreditation or approval by national and/or international organizations.

### Business Program

Association of Collegiate Business Schools and Programs  
7007 College Boulevard, Suite 420  
Overland Park, KS 66211

### Medical Laboratory Technician Program

National Accrediting Agency for  
Clinical Laboratory Sciences  
8410 W Bryn Mawr Avenue, Suite 670  
Chicago, IL 60631  
(312)-714-8880

### Nursing Program

National League for Nursing Accreditation Commission  
61 Broadway  
New York, NY 10006  
(212)-363-5555 ext.153

Minnesota Board of Nursing  
2829 University Avenue SE, Suite 500  
Minneapolis, MN 55414

### Paralegal Program

American Bar Association  
Standing Committee on Paralegals  
541 North Fairbanks Court  
Chicago, IL 60611-3314

### Peer Tutor Program

College Reading and Learning Association  
CRLA Member Services  
P.O. Box 6251, Auburn, CA 95604

## Program and Discipline Review

To ensure all our programs, disciplines, and degrees maintain their quality and meet the needs of our graduates, an intensive Program Review is completed on a five-year cycle. Outcomes of these reviews are available upon request.

## History

North Hennepin Community College was established in 1966 (as North Hennepin State Junior College) with authority granted by the Minnesota Legislature to offer Associate degrees, transfer courses and programs and occupational programs. North Hennepin Community College serves a diverse population in the northwest metropolitan area of the Twin Cities and has evolved to meet the changing needs of surrounding communities – offering evening and weekend programs, technical certificates, online classes, off-campus classes in Buffalo, scholarships, programs for youth, continuing education and customized training.

Today the College serves more than 9,000 students with credit courses and an additional 6,600 with professional development and technical training. North Hennepin Community College employs a professional team of approximately 421 faculty, staff and administrators.

## Student Profile

Enrollment	9230
FYE	4192.2
Female	60%
Male	40%
Median Age	22.0
Average Age	25.9

*\* Academic Year 2007*

## Employee Profile

Full Time Faculty	105
Part Time Faculty	142
Staff/Administrators	174
Male	41%
Female	59%

*\* Fiscal Year 2007*

## Equal Opportunity

North Hennepin Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, sexual orientation, or membership activity in a local commission. In adhering to this policy, the College abides by all applicable statutes and regulations relating to equal opportunity.

## Prerequisite Enforcement

Beginning Fall semester 2008, North Hennepin Community College (NHCC) will be enforcing all course prerequisites and placement levels.

*For a list of building codes see campus maps on pages 127-131.*

## Becoming a Student: *Six Steps to Enrollment*

Apply for Admission

Apply for Financial Aid

Take Placement Test(s)

Complete Orientation

Register for Classes

Pay Tuition and Buy Books

### 1. Apply for Admission

All new applicants to North Hennepin Community College must submit:

- The North Hennepin Community College Application for Admission.
- A one-time, non-refundable \$20 application fee. The application fee is not required of PSEO students and veterans currently serving overseas.
- In addition, students wishing to use credits from previously attended institutions in transfer must furnish an official transcript from the originating institution to NHCC.

Apply online at [www.nhcc.edu](http://www.nhcc.edu) or pick up the NHCC application at the Information Center or from area high school counseling offices. Submit all application materials directly to the College Admissions Office.

#### Regular Admission

Persons with either a high school diploma or a General Education Development (GED) certificate are eligible for admission.

#### Post-Secondary Enrollment Options (PSEO) Admission

High school seniors and juniors who meet the following criteria may be admitted under the PSEO program.

- Seniors must rank in the upper half of their class as shown on their high school transcript. Seniors in home school programs, charter schools or alternative learning centers must submit results of an approved national achievement test (ACT, PSAT, etc.) showing composite test results at or above the 50th percentile.
- Juniors must rank in the upper third of their class as shown on their high school transcript. Juniors in home school programs, charter schools or alternative learning centers must submit results of an approved national achievement test (ACT, PSAT, etc.) showing composite test results at or above the 67th percentile.
- Proof of high school counselor authorization of courses that will fulfill high school graduation requirements.
- A completed Minnesota Department of Education "Post-Secondary Enrollment Options Program Notice of Student Registration" form.

Students eligible for the PSEO program are not charged tuition for most courses. Students are provided books that must be returned to the College upon completion of the course(s).



## Non-PSEO High School Admission

High school students not admitted under the PSEO program, who wish to attend college in addition to their full-time high school attendance, must meet the following requirements:

- Be at least 16 years of age
- Complete placement testing and show college readiness, or provide ACT scores of 24 or higher
- Submit a high school transcript
- Submit written permission from a high school official
- Submit written permission from their parent/guardian

## International Admission

An applicant from a foreign country seeking admission as an F-1 international student must provide the following:

- Documentation of high school graduation or its equivalency
- Documentation of English proficiency
- Documentation of adequate financial support
- A brief autobiography

Additional information about international admission is available at [www.nhcc.edu](http://www.nhcc.edu).

## Admission into Select Programs

The following academic programs at NHCC have limited and competitive admission and may require a supplemental application and/or fee:

- Business ASAP
- Graphic Design
- Histotechnology
- Medical Laboratory Technology
- Registered Nursing

Contact the Information Center (763-424-0702) or the Counseling, Advising and Career Resource Center (763-424-0703) for more information.

## Immunization Requirement

North Hennepin Community College complies with Minnesota Statute MS 135A-14, requiring proof of immunization against Rubeola (red) and Rubella (German) measles and mumps; and Diphtheria, Pertussis (whooping cough) and Tetanus (DPT) within the last 10 years.

## Resident Status

Resident status is determined at the time of application according to the permanent residence of the student, based on the following:

- Students must have resided in Minnesota for at least one (1) calendar year immediately prior to application
- Residency must not be primarily for the purpose of attending a college or university
- Application for residency must be submitted by the second week of the term in which you are applying

For questions regarding residency status or to submit an appeal of residency status, contact the Admissions Office at 763-424-0719.

Applicants who are residents of North Dakota, South Dakota and Wisconsin may attend North Hennepin Community College under each state's respective reciprocity agreement. The reciprocity form must be filed, processed and NHCC notified that the student is approved in order for the student to be eligible for tuition reciprocity rates. Students approved for reciprocity pay home-state tuition rates, not Minnesota resident tuition rates.

Reciprocity application forms may be obtained at [www.ohe.state.mn.us](http://www.ohe.state.mn.us) or through the Admissions Office at North Hennepin Community College.

## Information Sessions and Tours

Prospective students considering North Hennepin Community College are encouraged to join us for an information session and/or a campus tour. Information sessions are scheduled every Tuesday at 6:00 p.m. and individual tours are available on a walk-in or appointment basis. New Student Specialists are available to meet with students new to North Hennepin or the college system. Contact the Information Center or call 763-424-0702 for an appointment.



## 2. Apply for Financial Aid

### Application Process

Students seeking financial aid must apply for aid each year. Start the application process by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial aid funding is limited and students are encouraged to apply early. To receive a State Grant for a term, the FAFSA must be submitted to the federal processing center within 30 days of the term start date. Students interested in loans also need to complete a loan application. Information on the loan application process is included within the award letter.

Additional information is available at [www.nhcc.edu/financialaid](http://www.nhcc.edu/financialaid)

### Programs

Financial assistance is available in three forms:

- Grants and scholarships (money that does not have to be repaid)
- Work study (money in the form of a part-time job on campus)
- Student loans (money that has to be paid back with interest)

### Eligibility

To be eligible for financial aid, students must meet the requirements detailed on the FAFSA, enroll as a student working toward a degree or certificate in an eligible program and maintain satisfactory academic progress.

### North Hennepin Community College Foundation Scholarships

The North Hennepin Community College Foundation supports and encourages student success with a variety of scholarships, ranging in value from \$250 to \$5,000.

High school seniors planning to attend NHCC may apply for two-year scholarships, which cover approximately one-half of the cost of tuition and books for a full-time student. Applicants are considered based on academic performance, extracurricular activities and financial need. Scholarships are also available to new and returning students who have been out of high school one year or more. These awards are based on a combination of career plans, commitment to education and financial need.

Information and/or applications are available at [www.nhcc.edu](http://www.nhcc.edu), high school counseling offices, the NHCC Information Center or the NHCC Foundation Office.

## 3. Take Placement Test(s)

To ensure academic success, students are required to complete a computerized, placement test, called ACCUPLACER, in the areas of reading, English composition and mathematics. Test results are used to determine your skill level and place you in appropriate courses. No fee is required for the test. Placement tests are scheduled throughout the year and are available by appointment only.

Placement tests are required for:

- New students seeking a degree or certificate
- New students enrolling in a math, English, or ESOL course
- PSEO students and other non-PSEO high school students
- Applicants to the Nursing program (Registered Nurse applicants are not eligible for a Placement Test Waiver)

**Students who submit proof (grade report or unofficial transcript) of meeting one of the following criteria may request a Placement Test Waiver:**

- A grade of “C” or better in a college-level English composition course and/or a college-level algebra course
- A grade of “C” or better in general education, reading intensive courses such as Introduction to Psychology, Biology, or Sociology
- An ACT subscore of 24 or higher in math, English, or reading, or ACCUPLACER test results from another college. Test scores cannot be older than three years for English and two years for Math.

To schedule an appointment for a placement test or to inquire about a Placement Test Waiver, call 763-424-0928. Students requesting disability accommodation should contact the Disability Access Service Office at 763-493-0555 (V) or 763-493-0558 (TTY).

Although the tests do not determine admission to NHCC, they do determine entry into some courses. For example, if your reading assessment scores place you into ESOL 0830, ESOL 0930, ADEV 0951, or ADEV 0952, you must enroll in this course during your first semester at the College.

A student’s course enrollment may be cancelled if the student does not take the placement test or registers for a course above the placement of his or her test scores. Course refunds may not be issued for inappropriate registration. Students who are not satisfied with their placement results may appeal by retesting once a semester. This option applies only to initial course placements. If you have already begun coursework in math, English, or reading, you may not use the retest option to attempt to change your placement.

## 4. Complete Orientation

All new students at North Hennepin Community College are required to complete New Student Orientation prior to registering for classes. Orientation participants work closely with NHCC counselors and advisors to register for courses that are meaningful and appropriate to their educational goals.

The dates of pre-scheduled orientation sessions are included in each newly admitted student's acceptance letter. Students with previous college experience and online students may complete orientation online.

## 5. Register for Classes

Admitted students receive an 8-digit Student ID number as part of their official acceptance into the College, and a 6-digit PIN (Personal Identification Number) upon completion of orientation. Both numbers are required to register for classes. All registration is completed online at [www.nhcc.edu](http://www.nhcc.edu). Students should register carefully and print a copy of all screen transactions. Students are responsible for all registration transactions.

## 6. Pay Tuition and Buy Books

### Tuition and Fees Rates

Tuition and fee rates are established by the Minnesota State College and University (MnSCU) Board.

2007-2008*	Classroom	Online
Tuition and Fees per credit:	\$147.35	\$161.00

Per credit fees includes:

- \$136.84 tuition
- \$2.00 technology fee
- \$3.20 parking/security fee (excluded from Online fee)
- \$5.00 student life fee (excluded from Online fee)
- \$0.31 MN State College Student Association (MSCSA) fee
- \$5.00 MN Online fee (included in Online fee only)

*\*This publication was printed before tuition and fee rates were established for 2008-2010. For a current tuition and fee rates, visit [www.nhcc.edu/tuition](http://www.nhcc.edu/tuition).*

### Special Fees

- Special Course Fees – Some courses such as rock climbing, bowling, field study, music lessons, skiing, theater, etc. have additional fees. Special course fee information is indicated at the time of registration.
- Senior Citizen Rates – Senior citizens who are legal residents of MN and 62 years of age or older may register on a space available basis at a reduced rate of \$20 per credit. Space availability begins on the second day of the class.
- Returned Check Charges – A service charge of \$30 is assessed for each returned check, draft or money order.

### Payment

Students are responsible for making tuition and fee payment arrangements by the published due date each term. Tuition invoice statements are not mailed, but may be viewed through eServices at [www.nhcc.edu](http://www.nhcc.edu). The College reserves the right to cancel registration for students who have not made the appropriate payment arrangements. North Hennepin Community College accepts Visa, MasterCard and Discover Card payment and also offers a payment plan.

## Managing your Registration

Add

Drop

Withdrawal

Registration Limits

Registration Cancellation Policy

Tuition Refunds for Total Drop or Withdrawal

Last Date of Attendance, Early Withdrawal  
and Return of Financial Aid

All registration (add, drop, and withdrawal) transactions are completed online at [www.nhcc.edu](http://www.nhcc.edu) eServices and requires your Student Tech ID and PIN. Students are encouraged to use this site to check on financial aid status and make payment of tuition and fees. Students are advised to register carefully and print a copy of all screen transactions. Students are responsible for all registration transactions.

### Add

Students may add a course through the fifth business day of the term or through midnight the following business day after the first scheduled class meeting, whichever is later.

### Drop

Students may drop a course through the fifth business day of the term or through midnight the following business day after the first scheduled class meeting, whichever is later. A dropped course means the course does not appear on your transcript and you receive a full refund of tuition and fees.

### Withdrawal

Students may withdraw from a course after the fifth business day of the term and through the withdrawal period for the course. Refunds are not issued for partial withdrawals. Refunds are issued only for total withdrawals through the scheduled refund period. Non-attendance or non-payment does not constitute a withdrawal from class. Refer to the course schedule for course-specific withdraw dates.

A withdraw shows as a “W” on your transcript. A “W” does not affect the GPA; however, it does affect the completion rate, and therefore may jeopardize a student’s academic progress and/or financial aid.

Financial aid recipients planning to totally withdraw from the College are advised to contact the Financial Aid Office to determine the impact their total withdrawal will have on the return of financial aid.

### Registration Limits

Students, with the exception of PSEO, may register for a maximum of 20 credits each Fall and Spring Semester or 12 credits in Summer Session. PSEO students may register for a maximum of 16 credits each Fall and Spring Semester. Students with a cumulative GPA of 3.0 or higher and cumulative completion rate of 80% or higher may request a waiver of these limits from a College Counselor or Academic Advisor.

## Registration Cancellation Policy

Students are responsible for making payment arrangements by the payment deadline to avoid cancellation of registration. The College reserves the right to cancel registration for non-payment or non-deferment.

Registration is not dropped for:

- Students who make payment in full
- Students whose FAFSA results have been received at any MnSCU school
- Students who have documented outside party payment authorizations
- Students who have applied for a payment plan
- Students who have paid the minimum down payment requirement

## Tuition Refunds for Drop or Total Withdrawal

Students who drop or totally withdraw from college have tuition and fee refunds processed according to the following schedule:

### Fall and Spring Semesters

Refund Period for Full Semester Courses*	Refund Amount
Course or courses dropped through the 5th business day of the term (courses are removed from transcript) .....	100%
Total withdrawal from all courses the 6th - 10th business day of the term ("W"s on course) .....	75%
Total withdrawal of all courses the 11th - 15th business day of the term ("W"s on course) .....	50%
Total withdrawal of all courses the 16th - 20th business day of the term ("W"s on course) .....	25%
After the 20th business day of the term ("W"s on course).....	0%

### Summer Session

Refund Period *	Refund Amount
Course or courses dropped through the 5th business day of the term .....	100%
Total withdrawal from all courses the 6th - 10th business day of the term .....	50%
After the 10th business day of the term.....	0%

*\*Late start, less than full semester courses, short courses, workshops or seminars must be dropped by midnight of the following business day to qualify for a full refund.*

## Last Date of Attendance, Early Withdrawal, and Return of Financial Aid

NHCC is required to review the last date of attendance/participation in class for all students and the Financial Aid Office is required to calculate the return of Title IV financial aid funds for students whose last date of attendance (through the official withdraw process or continued absence in class) is prior to the 60% point of the term. The calculation determines the amount of financial aid that must be returned by the institution and the student. If a return of aid is required, the funds must be repaid to the financial aid programs in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant and Federal SEOG. Examples of the withdrawal calculation are available upon request from the Financial Aid Office.

## Resources

Accounting and Fees  
Admissions and Registration  
Alumni Relations  
Books and Supplies  
Bridge to Academic Success  
Career Planning  
Cornerstone Scholars  
Counseling and Advising  
Disability Access Services  
Diversity and Multiculturalism  
Email Accounts  
English for Speakers of Other Languages (ESOL) Resources  
Financial Aid  
First Year Experience  
Food Service  
Health and Wellness  
Information Center  
Library Resources  
Mathematics Resources  
Safety and Security  
Service Learning  
Student Support Services/Federal TRIO Program  
Technology Resources  
Testing  
Tutoring  
Veterans Affairs  
Writing Resources  
Youth Academy

North Hennepin Community College is proud to offer a variety of resources and services that support the needs of students, faculty and staff. Complete information including contact information and service hours for each area can be found at [www.nhcc.edu](http://www.nhcc.edu).

### Accounting and Fees

ES 41, 763-424-0718, [www.nhcc.edu/tuition](http://www.nhcc.edu/tuition)

Students pay tuition and fees and sign up for a payment plan through the Accounting and Fees Office.

### Admissions and Registration

ES 70, 763-424-0719, [www.nhcc.edu/registration](http://www.nhcc.edu/registration)

The Admissions and Registration Office processes applications for admission, residency, and graduation.

### Alumni Relations

ES 35, 763-424-0916, [www.nhcc.edu/alumni](http://www.nhcc.edu/alumni)

Alumni Services helps alumni stay connected with friends and helps to maximize the value of your NHCC degree.

### Books and Supplies

ES 88, 763-424-0808, [www.nhcc.edu/bookstore](http://www.nhcc.edu/bookstore)

The Bookstore carries textbooks needed for classes at NHCC. It also has reference materials, school and art supplies, clothing, greeting cards, gifts and postage stamps.

### Bridge to Academic Success

ES 69, 763-424-0905, [www.nhcc.edu/cad](http://www.nhcc.edu/cad)

Students who fall below required academic progress standards are required to participate in the Bridge program. Students participate in intervention workshops and develop individualized plans for academic improvement by working closely with Academic Success Advisors.

### Career Planning

ES 69, 763-424-0707, [www.nhcc.edu/career](http://www.nhcc.edu/career)

The Career Resource Center helps students explore career options and identify educational goals. The center provides a large library of college and occupational materials and offers computerized career assessments free of charge to students and the community. The Career Resource Center also provides students with information about careers and schools, choosing a major, job skills and job opportunities.

## Cornerstones Scholars

LRC 164, 763-488-0486, [www.nhcc.edu/transitions](http://www.nhcc.edu/transitions)

The Cornerstones Scholars Program provides invigorating college-preparation services for promising high school students in the Twin Cities area. Services include testing and skills assessment, financial aid and scholarship tutorials, tutoring services and supplemental instruction, career planning and advising, leadership development opportunities, art and cultural events, summer bridge programs, referrals and a college success course for credit.

## Counseling and Advising

ES 69, 763-424-0703, [www.nhcc.edu/cad](http://www.nhcc.edu/cad)

Counselors and advisors offer assistance with registration, educational and career planning as well as intervention assistance with academic difficulties. Our counselors also provide professional personal counseling. Appointments are recommended. Walk-in service is available during the day, Tuesday and Wednesday evenings and limited Saturdays. Advising is available at the Buffalo site periodically during the academic year.

## Disability Access Services

LRC 170, 763-493-0555 (763-493-0558 TTY), [www.nhcc.edu/das](http://www.nhcc.edu/das)

Disability Access Services (DAS) facilitates equal access to NHCC programs, services and activities for students with physical, learning, psychological or other disabilities. Students must request accommodation in advance and provide documentation of the disability. Reasonable and appropriate accommodation may include alternate format for printed materials, note-takers, testing services and sign language interpreters. North Hennepin buildings and grounds are wheelchair accessible. Parking lots are designed with handicapped parking.

## Diversity and Multiculturalism

CBT 103, 763-424-0850, [www.nhcc.edu/diversity](http://www.nhcc.edu/diversity)

The Office of Diversity and Multiculturalism works closely with faculty, staff and students to provide quality programming opportunities which actively promote personal growth and development.

## Email Accounts

The College provides each registered NHCC student a free-for-life MetNet email account. The College uses email accounts to send important information pertaining to deadlines, notices and special events. Students are expected to utilize their email account to the extent that permits them to stay abreast of important messages and notices broadcast through student email accounts.

## English for Speakers of Other Languages (ESOL) Resources

ES 69, 763-424-0703, [www.nhcc.edu/cad](http://www.nhcc.edu/cad)

North Hennepin offers a variety of services to English language learners. Examples include course placement advising, career advising, specialized tutoring, study skill workshops and resource materials designed to help build English skills.

## Financial Aid

ES 48, 763-424-0728, [www.nhcc.edu/financialaid](http://www.nhcc.edu/financialaid)

All students are encouraged to apply for financial assistance through the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office processes over \$15 million dollars of financial assistance annually to students of NHCC.

## First Year Experience

LRC 163, 763-424-0752, [www.nhcc.edu/fye](http://www.nhcc.edu/fye)

First Year Experience opportunities help ease the transition into college life for new college students by providing a solid foundation of skills, information and support. Among the many services offered are extended orientation, on-going advising, tutoring assistance, enrollment in learning communities, success seminars, service learning opportunities and social activities.

## Food Service

CC First Floor

The Cafeteria is a hub of activity and offers a varied luncheon menu. Vending machine service is available in the Campus Center and also in most classroom buildings.

## Health and Wellness

HWC, 763-424-0825, [www.nhcc.edu/recreation](http://www.nhcc.edu/recreation)

Student Life makes it possible for NHCC students to use the Weight Room. Work out on state-of-the-art machines or use free weights and equipment. If you have successfully completed PE 1010, you may use the fitness center as long as you are a current student at NHCC. Your Student ID is required to use these facilities.

## Information Center

ES Atrium, 763-424-0702

The Information Center is your one-stop location for College publications, application forms, class cancellations, College closings and other information.

## Library Resources

LRC, 763-424-0732, [www.nhcc.edu/library](http://www.nhcc.edu/library)

The Library serves as the information and resource center for students, faculty and staff. The Library provides a vast collection of books, magazines, periodicals and audio-visual items. The Library also maintains an extensive virtual reference collection and tutorial assistance online. Research assistance is available on-site as well as online.

## Mathematics Resources

LRC 169, 763-424-0742, [www.nhcc.edu/tutoring](http://www.nhcc.edu/tutoring)

The Mathematics Resource Center provides drop-in tutoring for math and math-related subjects. Staff members and trained student-tutors provide individualized assistance. Programmed materials, audio and videotapes, computer-assisted instruction and a mathematics library are available to help improve mathematical skills.



## Safety and Security

CC 236, 763-424-0807, [www.nhcc.edu/safety](http://www.nhcc.edu/safety)

Safety and Security has two uniformed patrols and student patrols on campus every hour the campus is open. Call Safety and Security to report safety or security concerns, get car jump-starts, receive security escorts, etc. In compliance with federal law, the Safety and Security Department produces an annual Campus Security Report. The report is available online at [www.nhcc.edu/safety](http://www.nhcc.edu/safety). A hard copy is available upon request.

## Service Learning

LRC 162, 763-488-0409, [www.nhcc.edu/servicelearning](http://www.nhcc.edu/servicelearning)

Service learning links classroom instruction to meaningful service in the community, giving students the opportunity to practice real-world, work, life, and interpersonal skills.

## Student Support Services/Federal TRIO Program

FA 103, 763-424-0937, [www.nhcc.edu/studentsupport](http://www.nhcc.edu/studentsupport)

The Student Support Services (SSS) Program is funded by the Federal Department of Education to serve 230 NHCC students. Participants choose from a variety of services, which includes academic advising, individual tutoring, career exploration, assistance completing financial aid forms, help searching for and preparing scholarship applications and support transferring to a four-year institution.

To qualify, students must be U.S. citizens or hold permanent residence or refugee status, be admitted to North Hennepin Community College and meet at least one of the following criteria:

- First-generation college student (neither parent graduated with a four-year college degree), *or*
- Meet federal low-income guidelines, *or*
- Have a documented disability.

## Technology Resources

Four computer classrooms and one open lab are located in the Center for Business and Technology Building. Labs are open more than seventy hours a week, Monday through Sunday. The labs are fully equipped with laser printers, color overhead projectors and flat bed scanners and run the latest versions of various software packages including Microsoft Office XP, Desktop Publishing, Internet browsers and programming languages. The Library is equipped with 35 computers. Library computers have most of the programs and applications that are in the computer labs.

The Fine Arts Building houses a lab with 20 Macintosh computers, which are available for students in Graphic Design programs. These computers run Desktop Publishing and Graphics software.

## Testing

ES 108, 763-424-0928, [www.nhcc.edu/testing](http://www.nhcc.edu/testing)

The Testing Center administers ACCUPLaCER placement tests to new NHCC students, make-up tests for students who have made the proper arrangements with an instructor, and testing accommodations for students with disabilities who receive appropriate approval from the Disability Access Services Office.

The Testing Center also serves as a testing site for the General Education Development (GED) certificate examinations, the College Level Examination Program (CLEP) and may be used as a proctor site for online course tests.

## Tutoring

LRC 169, 763-424-0928, [www.nhcc.edu/tutoring](http://www.nhcc.edu/tutoring)

Peer tutors are available weekdays and also several evenings each week to help students with subject matter from numerous courses. Tutors work individually with students or lead small study groups both in class and outside of class in order to provide learning assistance. Tutors typically help students work through ideas, develop study strategies, generate ideas for assignments and engage with course material. Computers are also available for writing papers and/or improving skills.

## Veterans Affairs

ES Atrium, 763-493-0573, [www.nhcc.edu/veterans](http://www.nhcc.edu/veterans)

Veterans, current or past military members and military families may depend upon the Veterans Resource Center for the broad range of resources and programs that are available to student veterans. Experts in Veterans Affairs are available to certify military forms and to provide educational advising and planning assistance.

## Writing Resources

LRC 169, 763-424-0927, [www.nhcc.edu/tutoring](http://www.nhcc.edu/tutoring)

The Writing Center offers individualized assistance to students with writing assignments. The Writing Center provides an informal atmosphere where students, faculty and staff may focus on a wide range of writing projects from academic, professional and business writing to personal and creative writing. In addition to quiet space and tutorial support, a limited number of computers are available for students and tutors to use during tutoring sessions.

## Youth Academy

CBT, 763-424-0808, [www.nhcc.edu/ya](http://www.nhcc.edu/ya)

NHCC Youth Academy offers exciting classes to expand student knowledge develop skills and pursue special interests in a fun, creative environment on the campus of North Hennepin Community College. The instructors are enthusiastic and talented experts in their fields.



## Student Life Opportunities

### Campus Center

CC, 763-424-0802

As the name indicates, the Campus Center is the hub of the College and provides facilities, services and programs to accommodate the College community. The large multipurpose area is suitable for dining and other functions. In addition, students may take advantage of student meeting and study rooms, student organization offices, TV entertainment area, patio area, etc.

### Recreational Sports and Activities

HWC 165, 763-424-0825, [www.nhcc.edu/recreation](http://www.nhcc.edu/recreation)

Through the Recreational Activities Office, Student Life provides intramural leagues and tournaments as well as special events to promote wellness and life-long fitness for NHCC students. Getting involved in basketball, soccer, flag football, badminton, ice hockey, fun run/walks or volleyball is a great way to develop skills, hone leadership skills and make new friends - all while having a great time.

### Student Life Office

CC 106, 763-424-0802, [www.nhcc.edu/studentlife](http://www.nhcc.edu/studentlife)

Student Life works closely with other College departments to provide extra-curricular social, recreational, cultural and educational opportunities. Students are able to build personal and professional skills by getting involved in student clubs and organizations, recreational sports, literary magazines, art, music, theater and many other activities.

The Student Life Office together with the Student Life Committee develops and monitors all budgets and expenditures funded by the Student Life fee in accordance with MnSCU Policy 2.8 and College policies and procedures.

The Student Life Office is a primary source to communicate events through:

- Activities Wall Calendar in the Campus Center
- College Monitors
- Online Calendar
- College Bulletin Boards
- Student Life Campus News (Student Bulletin)
- Check out the Student Handbook and Planner for a complete listing of student service and student life opportunities

### Student Senate

The North Hennepin Community College Student Senate is a member of the Minnesota State College Student Association (MSCSA), which represents student issues and concerns with the Minnesota State Colleges and Universities (MnSCU) Board of Trustees. The Student Senate and the MSCSA provide opportunities for students to be involved at the College, state and federal level.

Campus Center

Recreational Sports and Activities

Student Life Office

Student Senate

## Academic Policies & Expectations

Alternatives for Earning Academic Credit

Grading System

Honors Recognition

Privacy of Education Records Policy

Satisfactory Academic Progress Policy

Student Classification

Transcripts

Transfer

Student Rights and Responsibilities

Student Contacts

### **Alternatives for Earning Academic Credit**

North Hennepin Community College offers several non-traditional options for earning academic credit. In general a maximum of 30 credits may be granted for all non-collegiate experience. It is important to recognize that upon transfer, the receiving institution determines the acceptability of credits earned through non-collegiate experience. Please contact the Adult Learning Department at 763-424-0730 or the Counseling and Advising Department at 763-424-0703 for more information.

#### **Advanced Placement (AP)**

The Advanced Placement Program is a program of college-level courses and exams designed for high school students. College credit will be granted to students who have scored three (3) or above on AP exams.

#### **College Level Examination Program (CLEP)**

CLEP examinations developed by the College Board offer students an opportunity to demonstrate college-level achievement through a program of examinations. Credits earned through CLEP are recorded on the College transcript as transfer credits earned. NHCC is a testing site. For more information call 763-424-0928.

#### **Credit by Examination**

Currently enrolled students, who have the knowledge and skills comparable to those obtained by completing a course, may arrange to take a Credit by Examination for that course, provided that no CLEP exam exists. Students may not exchange/replace a Credit by Examination for a course in which they are currently enrolled. Approval by the academic department is required. Upon approval, students submit the "Credit by Examination" form and a non-refundable fee to the Admissions and Registration Office. After passing the exam, the balance of the full per credit tuition payment is required before a grade of Pass (P) is recorded on the transcript. Credits earned by examination do not count toward the 20 credit residency requirement for a degree.

#### **Credit for Prior Learning**

Credit for Prior Learning is a process of defining, documenting, measuring, evaluating and granting credit for learning acquired through experience. Students earn credits utilizing a variety of assessment methods, including standardized testing, assessment of previous training and certifications and portfolio assessment. Students are charged the current per credit tuition rate and credits earned are recorded on the transcript with a grade of Pass (P).

#### **Defense Activity for Non-Traditional Education Support (DANTES)**

Defense Security Service Test (DSST) is a nationally recognized program which allows students to earn college credits for learning acquired outside the traditional classroom through examinations. Credits earned through DANTES are recorded on the College transcript as transfer credits earned.

## International Baccalaureate (IB)

The International Baccalaureate (IB) program is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. The examination for the diploma covers six subjects, three or four of which must be at the higher level and the others at the subsidiary level.

## Independent Study

Requests for independent study require prior approval from the appropriate Academic Dean after consultation with the instructor regarding the purpose and expected outcomes of the independent study course. Independent study is generally reserved for advanced inquiry and research into a discipline. Students are charged the current per credit tuition rate and credits earned are recorded on the transcript with the grade earned. The maximum number of credits that can be counted toward degree requirements through independent study is 12.

## Grading System

Grade Point Average (GPA) – GPA is determined by adding all grade points and dividing by the sum of all GPA Credits. Grades of A, B, C, D, or F are calculated in grade point average; grades of AU, FN, I, NC, P, and W are not calculated in grade point average.

## Grades and Grade Points

- A = 4 grade points
- B = 3 grade points
- C = 2 grade points
- D = 1 grade points
- F = 0 grade points

- AU Audit – An audit must be declared in person at the Registration Office prior to the start of the term or the course. Regular tuition rates apply for audited courses. Audited courses are not eligible for financial aid and may not be applied toward a degree.
- FN Failure for Non-attendance – An FN may be assigned for non-attendance or non-participation.
- I Incomplete – An incomplete or I is assigned at the discretion of the instructor and only in exceptional circumstances. An I is a temporary grade and automatically becomes an F grade (or NC in the case of courses numbered below 1000) at the end of the next semester (not including summer session) if requirements have not been satisfactorily met. Instructors have the option of setting an alternate completion date for the student. Students need to request an incomplete from the instructor. Incompletes are considered only for students who have completed most of the work in the course at a passing level and who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control.
- NC No Credit – An NC is assigned for no achievement and reserved for developmental coursework numbered below 1000.
- P Pass – Individual students do not have the option of requesting the P/NC grading method; only courses selected by NHCC are graded using P/NC or P/E.
- W Withdraw – A W is assigned when a student withdraws from a class after the drop period for the semester has ended. Credits for which a W is received are considered attempted credits but not successfully completed credits. Thus, a W does not impact GPA but does negatively impact the completion rate.

Repeated credits: Repeats may be allowed in order to improve a grade. All grades appear on the transcript, but the highest grade is used in calculating GPA.

## Academic Amnesty

To be considered for academic amnesty, the following conditions must be met:

- Student must have at least a five year continuous break from credit-based coursework at NHCC.
- Upon returning a student must complete a minimum of 12 credits with a 2.0 cumulative grade point average at NHCC before applying for academic forgiveness.
- Student must meet with a counselor or advisor to determine if this is a good choice for him/her.

A student who has met these conditions may file a written request for amnesty with the Registrar. The student's transcript will reflect the point of forgiveness. All grades of D and F before the point of forgiveness will not count in the GPA; however, the courses and grades will remain on the transcript. Federal financial aid regulations do not recognize academic forgiveness. In addition, subsequent transfer institutions may not honor the academic forgiveness policy of North Hennepin Community College.

## Grade Reports

Student grade reports are not mailed. Grade reports are accessible through eServices at [www.nhcc.edu](http://www.nhcc.edu) using your Student ID and PIN.

## Honors Recognition

### Academic Honors

The Academic Honors List is prepared after each fall and spring semester. Students completing 12 or more college-level credits during the semester who earn a minimum grade point average of 3.50 receive academic honors.

### Honor Societies

Phi Theta Kappa, an international community college honor society, is for students earning a 3.5 grade point average with 12 or more credits at North Hennepin Community College.

Kappa Beta Delta, an honor society for business students, is available for students with a grade point average of 3.0 with 15 credits at North Hennepin Community College and at least 6 credits in business courses.

Honors recognition is bestowed at graduation for the following students:

- Associate degree students graduating with a GPA of 3.50 or better in all courses taken at NHCC (20 credit minimum)
- Graduates completing the Honors program requirements
- Graduates who are members of Phi Theta Kappa or Kappa Beta Delta

## Privacy of Education Records Policy

North Hennepin Community College complies with the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA) and other applicable laws and regulations concerning the handling of education records.

## Directory Information

At North Hennepin Community College, the following student information is designated as public Directory Information and may be released by the College without consent:

- Student's name
- Dates of attendance
- Date of graduation
- Degrees and honors received
- Email address
- Enrollment status (full-time, part-time, etc.)
- Major field of study
- Most recent prior educational institution attended
- Participation in officially recognized activities and sports
- Photographs

## Notice to Students about Directory Information

A student may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the NHCC Registrar in writing. The non-disclosure request will be honored until rescinded by the student.

For the complete Privacy of Education Records Policy, refer to [www.nhcc.edu](http://www.nhcc.edu).

## Satisfactory Academic Progress Policy

Students must maintain Satisfactory Academic Progress (SAP) to be eligible to attend North Hennepin Community College and receive financial aid. The College has developed this policy based upon federal Title IV regulations, Minnesota Statutes Chapter 136 A, and Board Policy 2.9 of the Minnesota State Colleges and Universities.

The SAP policy standards are the same for all students enrolled in the same educational programs regardless of whether a student is or is not receiving financial aid.

## Requirements

The following requirements are reviewed for all students, and are applied beginning with the student's 6th credit when determining satisfactory academic progress:

- **Qualitative: Grade Point Average (GPA)** All students must maintain a minimum cumulative GPA of 2.0.
- **Quantitative: Completion Rate** All students must maintain a minimum cumulative completion rate of 67%.
- **Maximum Time Frame:** All students are expected to complete their degree/certificate within an acceptable time frame. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may receive aid until their cumulative registered credits equals 150% of the required number of credits needed to complete their degree/certificate. Students pursuing a double major or a second degree are eligible to receive financial aid until their cumulative registered credits equals 150% of the required number of credits for their dual or second program.

## Evaluation Period

Academic progress is evaluated at the end of each term (fall, spring and summer). The evaluation process is completed by the Registrar.

## Failure to Meet Standards

- Students who do not maintain satisfactory academic progress are placed on probation. Students on probation are allowed to register and receive financial aid.
- Students on probation who achieve a term GPA of 2.0 and a term completion rate of 67% can continue their probation status. Students on a continued probation status are allowed to register and receive financial aid. However, financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before the student would reach the end of the program for which they are receiving financial aid.
- Students on probation who do not achieve a term GPA of 2.0 and/or a term completion rate of 67% will be suspended from the College for one semester. Suspended students lose eligibility for future financial aid until the cumulative standards are met or an appeal is approved.
- Students who fail to meet the College's maximum time frame requirement will be suspended from financial aid eligibility.
- Financial aid eligibility may be immediately suspended for a student in the event of extraordinary circumstances, such as a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, a student who registered for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid either at NHCC or prior institutions. Financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before the student would reach the end of the program for which they are receiving financial aid.

## Notification

Students will be notified in writing when placed on probation status and/or suspension status.

## Appeals

- Students may appeal their academic suspension. To appeal an academic suspension, complete an "Appeal Academic Suspension" form. Appeals should include supporting documentation. Academic suspension appeals are reviewed by the appeals committee. Students will be notified in writing of the appeal committee's decision.
- Students with extenuating circumstances may appeal their financial aid suspension. Extenuating circumstances include, but are not limited to, an extended illness, hospitalization, or a death of a family member. Appeals should include supporting documentation. To appeal a financial aid suspension, complete an "Appeal Financial Aid Suspension" form. Financial aid appeals are reviewed by the Director of Financial Aid or a designee. Appeals of adverse decisions are considered by the Financial Aid Appeals Committee.
- Results of all appeals are communicated to the student in writing.

## Reinstatement

The academic reinstatement policy is separate from the financial aid reinstatement policy. It is possible to be readmitted to the College, but not be eligible for financial aid.

- **Academic Reinstatement:** After the suspension period ends, contact the Bridge to Academic Success Program (BTAS) for information on academic reinstatement.

- **Financial Aid Reinstatement:** If a student has been suspended, financial aid eligibility is reinstated when a cumulative GPA of 2.0 and a cumulative completion rate of 67% are earned or if a financial aid suspension appeal is approved.

For the complete Satisfactory Academic Progress Policy, refer to [www.nhcc.edu](http://www.nhcc.edu).

## Student Classification

### Full-Time Students

A student carrying at least 12 credits per semester in Fall or Spring, or 6 credits per Summer Session. State Financial Aid programs or Veteran's programs may require higher credit loads for maximum eligibility.

### Part-Time Students

A student enrolled in at least one course for credit and carrying fewer than 12 credits per semester in Fall or Spring; or carrying fewer than 6 credits per Summer Session.

## Transcripts

Academic transcript requests must be made in writing. Due to the confidential nature of the transcript, telephone requests and email requests can not be accepted.

## Transfer

Students requiring an evaluation of previously attended coursework from another institution must furnish an official transcript from the originating institution to NHCC.

In general, credits for transfer are evaluated/treated in accordance with the following:

- Coursework must be completed at an accredited college or university.
- Coursework must be comparable in nature, content and level to coursework offered by NHCC.
- Credit for non-equivalent college-level technical courses considered as electives is limited to a maximum of 16 credits, if earned within the last five years.
- Coursework accepted in transfer is recorded without grade point average (GPA).

Students may appeal a transfer evaluation by submitting an Academic Appeal to Counseling and Advising. Documentation to support the appeal should include a syllabus, course description, reading list, final exam, etc. The appropriate academic discipline reviews the appeal and notifies the student of the final decision.

## Student Rights and Responsibilities

Detailed student policies as well as student rights and responsibilities can be found in the annual Student Planner and on the College website at [www.nhcc.edu](http://www.nhcc.edu). Please refer to these resources for:

- Campus Crime and Security Report
- Discrimination and Harassment Policy
- Drug and Alcohol Policy
- Privacy of Education Records Policy
- Satisfactory Academic Progress Policy
- Student Code of Conduct/Academic Honesty Policy
- Student Involvement in Decision-Making
- Student Rights and Responsibilities
- Zero Tolerance of Workplace Violence

## Student Contacts

### General Harassment and Student Code of Conduct:

**Jim Borer, Associate Dean of Student Success Programs**  
LRC 155, 763-424-0736, jim.borer@nhcc.edu

### Sexual Harassment and/or Racial Harassment:

**Jim Borer, Associate Dean of Student Success Programs**  
LRC 155, 763-424-0736, jim.borer@nhcc.edu

### Jackie Olsson, Director of Financial Aid

ES 51, 763-424-0756, jackie.olsson@nhcc.edu

### Jaime Simonsen, Dean of Adult Education and Training

CBT 122, 763-424-0887, jaime.simonsen@nhcc.edu

### 504/American Disabilities Act:

**Kitty Hennemann, Director of Student Life,**  
CC 112, 763-424-0803, kitty.hennemann@nhcc.edu

### Academic and/or Student Affairs Issues:

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

### Jim Borer, Associate Dean of Student Success

LRC 155, 763-424-0736, jim.borer@nhcc.edu

### Mary Diedrich, Interim Dean of Student Success Programs

LRC 156, 763-434-0912, mary.diedrich@nhcc.edu

### Margaret Kotek, Associate Dean of Nursing

CC 209, 763-424-0746, margaret.kotek@nhcc.edu

### Karen Kraft, Dean of Student Affairs

ES 45, 763-424-0712, karen.kraft@nhcc.edu

### Lawrence Schaaf, Dean of Business and Technology Career Programs

CBT 150, 763-424-0752, lawrence.schaaf@nhcc.edu

### Jaime Simonsen, Dean of Adult Education and Training

CBT 122, 763-424-0887, jaime.simonsen@nhcc.edu

### Vacant, Dean of Liberal Arts

CLA

### Jane Wilson, Dean of Fine Arts, Assessment and Professional Development

FAC 143, 763-424-0740, jane.wilson@nhcc.edu

### Safety and Security Issues:

**Emergencies - call 911 or Safety and Security 763-424-0807**

### Jesse Cashman, Director of Public Safety

LRC 152, 763-424-0806, jesse.cashman@nhcc.edu

### Security Office

HWC 117, 763-424-0807, security@nhcc.edu

### Affirmative Action:

#### Sue Appelquist, Chief Human Resources Officer

ES 17, 763-424-0955, sue.appelquist@nhcc.edu

# Education Plan

Curricular Goals

Learner Outcomes Assessment

Associate Degree Programs

Certificate Programs

Minnesota Transfer Curriculum/Goal Areas

Program Options

## Curricular Goals

North Hennepin Community College provides curricula to meet these goals:

- Lower division transfer curriculum that provides the first two years toward a liberal arts bachelor's degree program.
- Associate of Science programs designed to articulate to four-year professional programs.
- Associate of Fine Arts transfer to a designated fine arts discipline bachelor's degree program.
- Career programs and certificates designed for employment with a varying number of courses that can be used toward a bachelor's degree program.
- Continuing education and non-credit programs responsive to personal, professional and industry needs.
- Enrolling in college courses for personal and professional enrichment is also encouraged. Students may complete as many degree programs at North Hennepin Community College as desired.

When students receive degrees from North Hennepin Community College, they will have demonstrated that they have:

- Knowledge of concepts, principles and methods of academic disciplines and can apply their knowledge in real-life situations.
- Knowledge, skills and attitudes for becoming life-long learners, including critical thinking, personal responsibility and self-awareness.
- Communication skills that provide a foundation for participation in family, academic, career and community settings.
- The ability to function in complex, diverse environments.

## Learner Outcomes Assessment

North Hennepin Community College conducts assessment of student learning to improve teaching and learning and to be accountable to the communities it serves. A college culture that values ongoing assessment is the foundation for continuing improvement of the quality of higher education.

While at North Hennepin Community College, students will participate in a variety of assessment activities, both inside and outside class. In class, students will - in addition to taking quizzes and tests - write essays and papers, make reports and presentations, create visual representations of concepts, prepare portfolios and participate in a variety of other assessment activities. Students will also learn to assess their own work and that of their peers. In addition, they will complete assessments of the courses they complete.



As a participant in the larger, College-wide community, students will take computer-based assessment tests that will assist NHCC in placing students into appropriate courses in reading, writing and mathematics and will complete surveys to assess academic support services and College programs. Students who complete certain career programs will take assessments required by national certification boards. Students will also be asked to participate in graduate follow-up surveys once they graduate.

All these assessments have a single focus - improving learning. Each instructor at the College designs his or her own learning activities and assessments, but all faculty and staff work together to help students achieve the College's educational goals:

- Discipline, knowledge and the ability to apply it
- Life-long learning and critical thinking skills
- Effective communication skills
- The ability to function in complex, diverse environments

## Associate Degree Programs

### Associate of Arts (A.A.) Degree

The Associate of Arts (A.A.) is awarded for successful completion of 60 credits and is designed to constitute the first two years of a liberal arts bachelor degree program. An A.A. degree includes the entire Minnesota Transfer Curriculum (40 semester credits) as the general education requirement. Students may also choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college by following the pre-major requirements of the desired transfer institution in addition to the MnTC and A.A. requirements.

**The A.A. Degree requires a minimum of 60 semester credits.**

#### A student shall:

- Earn a grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College.
- Earn a minimum of 20 semester credits of the 60 semester credits required for the A.A. Degree at NHCC.
- Complete the general education distribution requirement listed in the Minnesota Transfer Curriculum. The student shall select general education (MnTC) courses numbered 1000 or above to complete a minimum of 40 credits.
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation.

#### Required A.A. Degree Course Distribution

1. Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
2. Complete at least 3 credits for the Wellness requirement with at least one course from each of the following areas:  
Health (all courses) and Physical Education (all courses).
3. Complete 17 elective credits selected from all courses listed in the College's offerings, which are numbered 1000 or higher. If the student intends to transfer, he/she is encouraged to work with a counselor or adviser to fulfill requirements for transfer to the other institution.

North Hennepin Community College offers the following

#### A.A. degree program:

- A.A. with an emphasis in Liberal Arts
- A.A. with an emphasis in History

### Associate of Fine Arts (AFA) Degree

An Associate of Fine Arts (AFA) degree is intended for students whose primary goal is to complete a program in a designated discipline in fine arts. The AFA degree is designed for transfer to a baccalaureate degree.

#### A student shall:

- Earn a minimum of 64 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 20 semester credits North Hennepin Community College. A student must complete at least 50% of fine arts courses at North Hennepin Community College.
- Earn 24 credits in at least 6 MnTC goal areas.
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation.

North Hennepin Community College offers the following

#### AFA degree program:

- Studio Arts

### Associate of Science (A.S.) Degree

The Associate of Science (A.S.) degree is intended for students whose primary goal is to complete the credentials for a specific career and/or prepare for transfer to complete a bachelor's degree at a college or university who North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

#### A student shall:

- Earn a minimum of 63 – 64 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 20 semester credits North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 MnTC goal areas.
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation.



North Hennepin Community College offers the following

**A.S. degree programs:**

- Accounting
- Biology
- Business Computer Systems and Management
- Business Management
- Chemistry
- Computer Science
- Construction Management
- Criminal Justice
- (Pre) Engineering
- Graphic Design
- Individualized Studies
- Law Enforcement
- Marketing
- Mathematics
- Nursing
- Paralegal
- Physical Education

**Associate of Applied Science (A.A.S.) Degree**

The Associate of Applied Science (A.A.S.) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The A.A.S. degree includes a minimum of 20 semester credits in general education selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). The MnTC courses within the A.A.S. programs transfer to any Minnesota State College or University. Many of the A.A.S. degree programs have articulation agreements with four-year institutions for transfer of the program.

**A student shall:**

- Earn a minimum of 60-71 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 20 semester credits at North Hennepin Community College. A student must complete at least 50% of the professional or technical courses at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas.
- Have six years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students taking more than six years to complete their graduation requirements may follow any catalog in effect during the four-year period preceding their date of graduation.

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

- Accounting Technology
- Building Inspection Technology
- Business Computer Systems and Management
- Finance Management
- Histotechnology
- Management
- Marketing
- Medical Laboratory Technology
- Small Business Management

See the NHCC website ([www.nhcc.edu](http://www.nhcc.edu)) and student publications for degree application deadlines.

**Certificate Programs**

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 32 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

**North Hennepin Community College offers the following Certificate programs:**

Academic English Language Proficiency Certificate

Accounting

- Fundamental Accounting
- General Accounting
- Small Business Accounting

Building Inspection Technology

- Building CORE Certificate
- Building Inspection Technology Certificate
- Building Permit Technician
- Construction Management
- Housing Inspection
- Public Works

Business Computer Systems and Management

- Business Computer Systems: Introduction, Intermediate and Advanced
- Business Computer Systems and Management
- Computer Information Systems
- Desktop Publishing
- E-Commerce
- Fundamentals of E-Commerce
- Word Processing

Business Management

- Advertising
- Business Communications
- Finance
- General Business
- General Management
- General Marketing
- Leadership
- Management
- Marketing
- Retail Management
- Sales
- Small Business Management

Chemistry

- Chemistry Laboratory Assistant

Computer Science

- Application Programming
- Internet Programming
- Object Oriented Programming

Paralegal

## Minnesota Transfer Curriculum/Goal Areas

At North Hennepin Community College, the Minnesota Transfer Curriculum (MnTC) provides the general education distribution requirements for the Associate of Arts degree and provides the general education component for each of the career programs. The MnTC is designed to give students a college-level general education curriculum that focuses on the knowledge and skills necessary to be successful in modern society.

The Minnesota Transfer Curriculum (MnTC) is an agreement among Minnesota public institutions that aids in transfer among public colleges and universities in Minnesota. Upon full completion of the MnTC, a student will receive credit for all lower-division general education requirements (40 credits) upon admission. Partial completion of the MnTC will first be evaluated for completion of any of the 10 Goal Areas within the MnTC and then on a course-by-course basis. In all cases, courses recognized within particular Goal Area(s) by the previous institution will be accepted at North Hennepin Community College within the same Goal Area(s).

### Goal Area 1: Communication

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills are reinforced through multiple opportunities for interpersonal communication, public speaking and discussion.

#### MnTC approved courses for Goal Area 1:

Students must complete a minimum of nine (9) credits by taking at least six (6) credits in writing and three (3) credits in speech and/or theater from the following list:

Title	Other Goal Areas
Engl 1111 College Writing I	
Engl 1112 College Writing II	
Engl 1910 Advanced Composition	
Spch 1010 Fundamentals of Public Speaking	
Spch 1110 Principles of Interpersonal Communication	
Spch 1210 Small Group Communication	
Spch 1410 Human Communication Theory	
Engl 1140 Business Communications <i>(a substitute for Engl 1112, but only for specified A.S. or A.A.S. Degrees)</i>	

### Goal Area 2: Critical Thinking

Goal: To develop thinkers who are able to unify factual, creative, rational and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

#### MnTC approved courses for Goal Area 2:

Completion of the MnTC and/or the completion of an A.S. or A.A.S. degree fulfills the Critical Thinking requirement.

## Goal Area 3: Natural Sciences

Goal: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students are encouraged to study both the biological and physical sciences.

#### MnTC approved courses for Goal Area 3:

Students must complete a minimum of seven (7) credits in two of these courses. Each course must come from a different department and at least one must be a lab course indicated by an \*:

Title	Other Goal Areas
Anth 1020 Introduction to Anthropology: Physical Anthropology, Archaeology and Prehistory .....	10
Biol 1000 Life Science*	
Biol 1001 Biology I*	
Biol 1002 Biology II*	
Biol 1030 Boundary Waters Canoe Area Field Biology .....	10
Biol 1120 Human Biology	
Biol 1160 Global Environment Field Biology	10
Biol 1200 Current Environmental Issues .....	10
Biol 1350 Biology of Women	
Biol 1350 Biology of Women with a Lab*	
Biol 1610 Field Ecology .....	10
Biol 1650 Human Biology Series	
Biol 2020 Animal Biology*	
Biol 2030 Plant Biology*	
Biol 2100 Microbiology*	
Biol 2111 Human Anatomy and Physiology I*	
Biol 2112 Human Anatomy and Physiology II*	
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*	
Geog 1010 Physical Geography .....	10
Geol 1010 Minnesota Field Geology Series: Glacial Geology .....	10
Geol 1020 Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology .....	10
Geol 1030 Minnesota Field Geology Series: Fluvial Geology .....	10
Geol 1040 Minnesota Field Geology Series: Caves, Karst and Ancient Seaways .....	10
Geol 1110 Physical Geology*	
Geol 1120 Historical Geology .....	10
Geol 1130 Rocky Mountain Field Study*	
Geol 1150 Boundary Waters Field Geology .....	10
Geol 1160 Global Environmental Field Geology .....	10
Geol 1850 Oceanography .....	10
Geol 1851 Oceanography Lab* .....	10
NSci 1010 Science of Disaster Workshop	
NSci 1020 Science of Disaster Workshop	
NSci 1030 Science of Disaster Workshop	
NSci 1110 Minnesota's Natural History* .....	10

Phys 1000	Conceptual Physics*
Phys 1030	Introduction to Physical Sciences*
Phys 1120	Meteorology*
Phys 1140	Energy Aspects of Our Physical Environment
Phys 1201	Principles of Physics I*
Phys 1202	Principles of Physics II*
Phys 1400	The Solar System
Phys 1410	Solar System Lab*
Phys 1450	Concepts of the Stars and Universe
Phys 1460	Concepts of the Stars and Universe Lab*
Phys 1601	General Physics I*
Phys 1602	General Physics II*

**Goal Area 4: Mathematical/Logical Reasoning**

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments and detect fallacious reasoning. Students will learn to apply mathematics, logic and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

**MnTC approved courses for Goal Area 4:**

	Title	Other Goal Areas
Math 1010	Survey of Mathematics	
Math 1130	Elementary Statistics	
Math 1140	Finite Mathematics	
Math 1150	College Algebra	
Math 1170	Trigonometry	
Math 1180	Pre-Calculus	
Math 1200	Calculus Survey	
Math 1221	Calculus I	
Math 1222	Calculus II	
Math 2010	Probability and Statistics	
Math 2220	Calculus III	
Math 2300	Linear Algebra	
Math 2400	Differential Equations	
Phil 1050	Introduction to Logic	

**Goal Area 5: History and the Social and Behavioral Sciences**

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

**MnTC approved courses for Goal Area 5:**

Students must complete a minimum of nine (9) credits in three of these courses. One course must come from the Behavioral Sciences and one from Social Sciences.

	Title	Other Goal Areas
Anth 1010	Introduction to Anthropology: Cultural Anthropology	..8
Econ 1050	Economics of Crime.....	9
Hist 1010	History of World Civilization Pre 1500 .....	8
Hist 1020	History of World Civilization Post 1500 .....	8

Hist 1240	History of the American West .....	7
Hist 1270	Race in America	
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	
Soc 1110	Introduction to Sociology.....	7
Soc 1210	Introduction to Social Work	
Soc 1710	Introduction to Criminal Justice	
Soc 1750	Families in Crisis	
Soc 2110	Principles of Social Psychology	
Soc 2210	Minority Groups .....	7
Soc 2730	Introduction to Corrections	
WoSt 1110	Introduction to Women's Studies	

**SOCIAL SCIENCES:**

Econ 1060	Principles of Economics Macro .....	8
Econ 1070	Principles of Economics Micro.....	7
Hist 1110	History of Western Civilization Pre 1550.....	8
Hist 1120	History of Western Civilization 1550 to Present .....	8
Hist 1130	History of the Medieval West.....	8
Hist 1200	History of United States Through 1877	
Hist 1210	History of United States Since 1877	
Hist 1220	American Colonial History .....	7
Hist 2500	Regional History .....	8
PolS 1100	American Government and Politics .....	9
PolS 1140	State and Local Politics	
PolS 1600	Modern Governments of the World.....	8
PolS 2130	Constitutional Law	

**Goal Area 6: Humanities and Fine Arts**

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy and the fine arts, students will engage in critical analysis, form aesthetic judgments and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

**MnTC approved courses for Goal Area 6:**

Students must complete a minimum of nine (9) credits in three of these courses. Courses must come from at least two different departments.

	Title	Other Goal Areas
AmSt 1010	Women in American Society I .....	7
AmSt 1020	Women in American Society II .....	7
AmSt 2210	American Studies Topics I .....	7
AmSt 2220	American Studies Topics II.....	7
Arbc 1030	Arab Cultures.....	8
Art 1040	Introduction to Art	
Art 1101	Photography I	
Art 1102	Photography II	
Art 1160	Digital Photography	
Art 1301	Two Dimensional Design I	
Art 1302	Two Dimensional Design II	
Art 1340	Fundamentals of Color	

Art 1401	Drawing I	
Art 1402	Drawing II	
Art 1510	Digital Video Production	
Art 2180	Art History: Pre-History to the Age of Cathedrals .....	8
Art 2190	Art History: Renaissance to 20th Century Art .....	8
Art 2300	Architectural History .....	8
Art 2611	Painting I	
Art 2612	Painting II	
Art 2640	Watercolor	
Art 2740	Jewelry Workshop	
Art 2780	Quiltmaking Workshop	
Art 2800	Painting Workshop	
Art 2820	Drawing Workshop	
Art 2970	Art Appreciation Field Trip	
Engl 1150	Introduction to Literature	
Engl 1400	Reading Poetry	
Engl 1920	Writing Stories	
Engl 1930	Writing Poetry	
Engl 2270	Contemporary American Literature	
Engl 2310	American Short Story	
Engl 2350	Women and Literature .....	7
Engl 2360	Global Literary Perspectives .....	8
Engl 2370	African-American Literature .....	7
Engl 2380	American Indian Literature .....	7
Engl 2450	Survey of American Literature I .....	7
Engl 2460	Survey of American Literature II .....	7
Engl 2550	Survey of English Literature I.....	8
Engl 2560	Survey of English Literature II .....	8
Engl 2580	Shakespeare Plays I.....	8
Engl 2590	Shakespeare Plays II .....	8
Germ 1030	Culture of the German-Speaking Countries .....	8
Musc 1130	College Choir	
Musc 1200	Fundamentals of Music	
Musc 1220	Music Appreciation .....	8
Musc 1300	Music in World Cultures .....	8
Musc 1350	History of Rock 'n Roll	
Musc 1560	Class Guitar	
Musc 1600	Class Voice	
Musc 1610	Applied Voice	
Musc 1800	Class Piano	
Musc 1810	Applied Piano	
Musc 2970	Field Trip	
Phil 1010	Introduction to Philosophy .....	8
Phil 1020	Ethics .....	9
Phil 1030	Eastern Religions .....	8
Phil 1040	Western Religions.....	7
Phil 1060	Philosophy of Religion .....	6
Span 1030	Spanish and Latin American Culture .....	8
TFT 1200	Theater Exploration	
TFT 1210	Introduction to Theater	
TFT 1250	Introduction to Film	
TFT 1260	Introduction to Television .....	8
TFT 1290	Design for Theater	
TFT 1320	World Cinema .....	8
TFT 1500	Acting I: Improvisation and Foundations	
TFT 1510	Foundations of Acting: Stage Movement	
TFT 1520	Acting II: Building Characters	
TFT 1540	Acting for the Camera	
TFT 1600	Theater Practicum	
TFT 2950	Theater Tours	

Designated Themes: Students must take courses in each of Goal Areas 7, 8, 9, and 10: Human Diversity, Global Perspective, Ethical and Civic Responsibility and People and the Environment. Courses in goal areas 1- 6 that are also listed in these four goal areas can be used to satisfy both areas.

### Goal Area 7: Human Diversity

Goal: To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

#### MnTC approved courses for Goal Area 7:

Title	Other Goal Areas	
AmSt 1010	Women in American Society I .....	6
AmSt 1020	Women in American Society II .....	6
AmSt 2210	American Studies Topics I .....	6
AmSt 2220	American Studies Topics II.....	6
Engl 2350	Women and Literature .....	6
Engl 2370	African-American Literature.....	6
Engl 2380	American Indian Literature .....	6
Engl 2450	Survey of American Literature I .....	6
Engl 2460	Survey of American Literature II .....	6
Geog 1000	Geography of the United States	
Geog 1040	Human Geography .....	8
Geog 1120	Minnesota Geography	
Hist 1220	American Colonial History	
Hist 1240	History of the American West	
Hist 1270	Race in America	
Phil 1040	Western Religions.....	6
Psyc 1170	Psychology of Gender	
Psyc 2340	Human Sexuality	
Soc 1110	Introduction to Sociology.....	5
Soc 1130	Social Problems/Deviance .....	9
Soc 2210	Minority Groups .....	5
Spch 1310	Intercultural Communication .....	8

### Goal Area 8: Global Perspective

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

#### MnTC approved courses for Goal Area 8:

Title	Other Goal Areas	
Anth 1010	Introduction to Anthropology: Cultural Anthropology ..	5
Arbc 1030	Arab Cultures.....	6
Art 1040	Introduction to Art .....	6
Art 2180	Art History: Pre-History to the Age of Cathedrals .....	6
Art 2190	Art History: Renaissance to 20th Century Art .....	6
Art 2300	Architectural History .....	6
ASL 2201	Intermediate American Sign Language I	
ASL 2202	Intermediate American Sign Language II	
Econ 1060	Principles of Economics Macro .....	5
Engl 2360	Global Literary Perspectives .....	6
Engl 2550	Survey of English Literature I.....	6
Engl 2560	Survey of English Literature II .....	6
Engl 2580	Shakespeare Plays I.....	6

Engl 2590	Shakespeare Plays II .....	6
Geog 1040	Human Geography .....	7
Geog 1100	World Geography .....	
Germ 1030	Culture of the German-Speaking Countries .....	6
Hist 1010	History of World Civilization Pre 1500 .....	5
Hist 1020	History of World Civilization Post 1500 .....	5
Hist 1110	History of Western Civilization Pre 1550.....	5
Hist 1120	History of Western Civilization 1550 to Present .....	5
Hist 1130	History of the Medieval West.....	5
Hist 2500	Regional History .....	5
Musc 1220	Music Appreciation .....	6
Musc 1300	Music in World Cultures .....	6
Phil 1010	Introduction to Philosophy .....	6
Phil 1030	Eastern Religions .....	5
Phil 1060	Philosophy of Religion .....	5
Phil 1070	Political Philosophy .....	9
Phil 1210	Peace Ethics .....	
PolS 1600	Modern Governments of the World.....	5
PolS 1700	World Politics.....	9
Span 1030	Spanish and Latin American Culture .....	6
Span 2201	Intermediate Spanish I .....	6
Span 2202	Intermediate Spanish II .....	6
Spch 1310	Intercultural Communication .....	7
TFT 1260	Introduction to Television .....	6
TFT 1320	World Cinema .....	6

### Goal Area 9: Ethical and Civic Responsibility

Goal: To develop students' capacity to identify, discuss and reflect upon the ethical dimensions of political, social and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others' positions, be part of the free exchange of ideas and function as public-minded citizens.

#### MnTC approved courses for Goal Area 9:

	Title	Other Goal Areas
Econ 1050	Economics of Crime.....	5
Phil 1020	Ethics .....	6
Phil 1070	Political Philosophy .....	8
Phil 1110	Problem Solving .....	
Phil 1200	Environmental Ethics .....	
Phil 1210	Peace Ethics .....	
PolS 1100	American Government and Politics .....	5
PolS 1700	World Politics.....	8
Soc 1130	Social Problems/Deviance .....	7

### Goal Area 10: People and the Environment

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the interrelatedness of human society and the natural environment. Knowledge of both biophysical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

#### MnTC approved courses for Goal Area 10:

	Title	Other Goal Areas
Anth 1020	Introduction to Anthropology: Physical Anthropology, Archaeology and Prehistory .....	3
Biol 1030	Boundary Waters Canoe Area Field Biology .....	3
Biol 1160	Global Environment Field Biology .....	3
Biol 1200	Current Environmental Issues .....	3
Biol 1600	Biology of Nature Series .....	
Biol 1610	Field Ecology .....	3
Chem 1000	Chemistry and Society .....	3
Geog 1010	Physical Geography .....	3
Geol 1010	Minnesota Field Geology Series: Glacial Geology.....	3
Geol 1020	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology .....	3
Geol 1030	Minnesota Field Geology Series: Fluvial Geology.....	3
Geol 1040	Minnesota Field Geology Series: Caves, Karst and Ancient Seaways.....	3
Geol 1120	Historical Geology .....	3
Geol 1150	Boundary Waters Field Geology.....	3
Geol 1160	Global Environmental Field Geology .....	3
Geol 1850	Oceanography .....	3
Geol 1851	Oceanography Lab .....	3
NSci 1110	Minnesota's Natural History.....	3
Phil 1200	Environmental Ethics.....	9
Phys 1120	Meteorology .....	



## Program Options

### Buffalo Program

The Buffalo program, an extension program of North Hennepin Community College, offers credit courses that apply to an Associate of Art degree, A.S. in Business Management, transfer to four-year colleges and professional development during the evenings in Buffalo, MN. Specific liberal art requirements for other majors and certificates may also be earned in Buffalo. The Buffalo program offers students in Wright County and surrounding communities the opportunity to take college classes in a convenient location. The courses are offered on weeknights with some workshops on Saturdays. Classes meet one or two nights a week. Students can choose to attend full-time or part-time. Classes are held at Buffalo High School, 877 Bison Blvd (intersection of County Rd 35 and Bison Blvd. in Buffalo, MN). Students can receive information by stopping by Buffalo High School in the evening when classes are in session or attending an information session. Assessment Testing and course planning are available in Buffalo. Contact the Director of Adult Learning at 763-424-0730 for information.

### Business ASAP

Business ASAP is a fully accredited Associate of Science degree program in Business Management. Business ASAP provides working adults the opportunity to balance career and educational goals, with the daily demands of work, family and personal responsibilities. The program uses an accelerated learning approach with much of the coursework completed outside the classroom. Practical assignments allow students use “real world” work experiences as the basis for many class projects.

Business ASAP students may complete this degree in two years by attending classes two nights a week. The academic year for this program is divided into eight-week terms. Students can enter the Business ASAP program at the beginning of each new term. Students transferring credits into the program can work with program advisors to choose the courses needed to complete the degree. Students must apply and be accepted into this program. This Associate of Science degree program completes the requirement for many degree completion programs at four-year colleges and universities. For more information, contact 763-424-0755.

### Evening / Weekend Nursing Program

This program is designed for students who wish to complete the degree requirements through attendance at classes scheduled in the evening and on weekends. The only difference between this option and the pathway through the Associate Degree Nursing program-Day Option is the schedule. This option is designed so nursing courses can be completed in two years including a summer session. Courses are generally offered two evenings a week with clinical experiences scheduled for every other weekend on Saturday and Sunday.

### Every Other Weekend College

Every-Other Weekend College is a program for students who find it most convenient to attend classes on the weekend. General education, career program and enrichment courses are offered Saturday morning and afternoon and Sunday afternoon. Classes meet every-other weekend. The reduced seat time means more work outside of class, demanding greater personal responsibility and discipline on the part of the student. The course outcomes are the same as in a regular semester class. A student can complete all requirements for an Associate of Arts degree and specific liberal art requirements for other majors in the Every-Other Weekend College program. More information is available from the Director of Adult Learning at 763-424-0730, the Information Center or the website.

### Online Programs

North Hennepin Community College offers more than 80 web-enhanced or online courses each fall and spring semester. Students have access to materials through the internet and/or via D2L (Desire to Learn) for class materials and instructor contact.

NHCC is fully accredited by the Higher Learning Commission and MnOnline as an online provider of Associate degrees. The courses from the following programs are delivered online or in the classroom.

- Associate of Arts Degree
- Building Inspection Technology Certificate
- Business Computer Systems and Management A.S.
- Business Computer Systems and Management A.A.S.
- Business Management A.S.
- Computer Science A.S.
- Computer Science Certificates

To see what classes are scheduled online, go to [www.nhcc.edu/schedule](http://www.nhcc.edu/schedule) then click on the ‘Online Classes’ link.

### Continuing Education & Customized Training

The CECT mission is to collaborate with diverse learners, businesses, and communities to develop and maximize professional skills and personal growth.

We will accomplish this by:

- Offering the most affordable pricing possible
- Delivering industry leading courses and training
- Continuously assessing business needs for timely and applicable training programs
- Providing flexible training delivery options:
  - Open Enrollment classes at the North Hennepin campus and the Minnesota WorkForce Center
  - Off-Site classes at your place of business or other facilities
  - Online classes for maximum flexibility
- Providing superior customer service
- Giving back to the community

## Degree & Certificate Program Guides

Liberal Arts/General Studies

Business/Computer Science

Art/Design

Science/Health Careers

Human and Protective Services

Construction/Trades

Liberal Arts/General Studies

Academic English Language Proficiency Certificate

History

Mathematics

Liberal Arts

Individualized Studies

Business/Computer Science

Accounting

Business Management

Business Computer Systems and Management

Computer Science

Marketing/Advertising/Sales

Paralegal

Art/Design

Graphic Design

Studio Arts

Science/Health Careers

Biology

Chemistry

Histotechnology

Physical Education

Medical Lab Technology

Nursing

Human and Protective Services

Criminal Justice

Law Enforcement

Construction/Trades

Building Inspection Technology

Construction Management

Engineering

Housing Inspection

Operations Management

Public Works



## Liberal Arts/General Studies

### Academic English Language Proficiency Certificate

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

#### Curriculum:

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

#### Prerequisites

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

## Associate of Arts – History Emphasis

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

### Curriculum:

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

### Developmental Courses

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

## Liberal Arts/General Studies: Mathematics

### Mathematics A.S.

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

#### Curriculum:

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

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

#### Developmental Courses

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

## Liberal Arts/General Studies: Liberal Arts

### Associates of Arts Degree – A.A.

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

#### Curriculum:

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

#### Notes

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

#### Developmental Courses

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

## Liberal Arts/General Studies: Individualized Studies

### Individualized Studies A.S

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

#### Curriculum:

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

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

Plan carefully if you are transferring for a baccalaureate degree.

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

#### Developmental Courses

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

## Business/Computer Science: Accounting

### Accounting A.S.

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

#### Curriculum:

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

#### Recommendations

Math 1130 – Elementary Statistics (Goal Area 4)

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

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

#### Developmental Courses

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

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

## Business/Computer Science: Accounting

### Accounting Technology A.A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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



## Business/Computer Science: Accounting

### Fundamental Accounting Certificate

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

#### Curriculum:

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

### General Accounting Certificate

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

#### Curriculum:

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

### Small Business Accounting Certificate

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

#### Curriculum:

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

## Business/Computer Science: Business Management

### Business Management A.A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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

## Business/Computer Sciences: Business Management

### Business Management A.S.

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

#### Curriculum:

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

#### Recommendations

Math 1130 – Elementary Statistics (Goal Area 4)

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

Lab Science (Goal Area 3)

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

#### Developmental Courses

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

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

## Business/Computer Science: Business Management

### Finance Management A.A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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

## Business/Computer Science: Business Management

### Finance Certificate

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

#### Curriculum:

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

### Business Communications Certificate

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

#### Curriculum:

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

### General Business Certificate

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

#### Curriculum:

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

## Business/Computer Science: Business Management

### General Management Certificate

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

#### Curriculum:

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

### Leadership Certificate

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

#### Curriculum:

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

### Management Certificate

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

#### Curriculum:

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



## Business/Computer Sciences: Business Management

### Small Business Management A.A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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

## Business/Computer Sciences: Business Management

### Small Business Management Certificate

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

#### Curriculum:

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

## Business/Computer Sciences: Business Computer Systems and Management

### Business Computer Systems and Management A.A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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

## Business/Computer Sciences: Business Computer Systems and Management

### Business Computer Systems and Management A.S.

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

#### Curriculum:

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

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

#### Recommendations

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

#### Developmental Courses

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

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

## Business/Computer Sciences: Business Computer Systems and Management

### Business Computer Systems and Management Certificate

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

#### Curriculum:

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

## Business/Computer Sciences: Business Computer Systems and Management

### Business Computer Systems Certificate: Introduction

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

#### Curriculum:

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

### Business Computer Systems Certificate: Intermediate

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

#### Curriculum:

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

### Business Computer Systems Certificate: Advanced

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

#### Curriculum:

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

## Business/Computer Sciences: Business Computer Systems and Management

### Computer Information Systems Certificate

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

#### Curriculum:

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

### Desktop Publishing Certificate

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

#### Curriculum:

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



## Business/Computer Sciences: Business Computer Systems and Management

### E-Commerce Certificate

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

#### Curriculum:

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

*Choose 3-7 credits from the following courses:*

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

## Business/Computer Sciences: Business Computer Systems and Management

### Fundamentals of E-Commerce Certificate

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

#### Curriculum:

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

### Word Processing Certificate

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

#### Curriculum:

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

## Business/Computer Science: Computer Science

### Computer Science A.S.

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

#### Curriculum:

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

\* Any Math course numbered 1130 or higher.

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

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

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

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

#### Developmental Courses

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

## Application Programming Certificate

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

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

### Curriculum:

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

## Internet Programming Certificate

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

### Curriculum:

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

### Requirements

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

## Object-Oriented Programming Certificate

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

### Curriculum:

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

## Business/Computer Science: Marketing/Advertising/Sales

### Marketing A.A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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

## Business/Computer Science: Marketing/Advertising/Sales

### Marketing A.S.

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

#### Curriculum:

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

#### Recommendations

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

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

#### Developmental Courses

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

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



## Business/Computer Science: Marketing/Advertising/Sales

### Advertising Certificate

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

#### Curriculum:

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

### General Marketing Certificate

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

#### Curriculum:

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

### Retail Management Certificate

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

#### Curriculum:

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

## Business/Computer Science: Marketing/Advertising/Sales

### Sales Certificate

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

#### Curriculum:

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

## Business Computer Systems and Management: Paralegal

### Paralegal A.S.

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

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

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

#### Curriculum:

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

#### Developmental Courses

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

## Business Computer Systems and Management: Paralegal

### Paralegal Certificate

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

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

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

### Curriculum:

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

## Art/Design: Graphic Design

### Graphic Design A.S.

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

#### Curriculum:

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

## Art/Design: Graphic Design

### **Developmental Courses**

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

### **Requirements and Procedures for Admission**

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

Students must submit the following to the Humanities Office:

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

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

## Art/Design: Studio Arts

### Associate of Fine Arts – Studio Arts

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

#### Curriculum:

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

#### Developmental Courses

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



## Science/Health Careers: Biology

### Biology A.S.

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

#### Curriculum:

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

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

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

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

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

Credit total may increase if other mathematics courses are substituted.

#### Developmental Courses

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

## Science/Health Careers: Chemistry

### Chemistry A.S.

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

#### Curriculum:

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

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

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

#### Developmental Courses

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

## Science/Health Careers: Chemistry

### Chemical Laboratory Assistant Certificate

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

#### Curriculum:

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

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

## Science/Health Careers: Histotechnology

### Histotechnology A.A.S

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

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

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

#### Curriculum:

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

#### Prerequisites

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

#### Developmental Courses

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

## Science/Health Careers: Physical Education

### Physical Education A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

## Science/ Health Careers: Medical Lab Technology

### Medical Laboratory Technology A.A.S.

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

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

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

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

#### Curriculum:

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

## Science/ Health Careers: Medical Lab Technology

### **Developmental Courses**

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

### **Prerequisites**

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

### **Notes**

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

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

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

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

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

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



## Science/Health Career: Nursing

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

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

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

#### Curriculum:

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

#### Developmental Courses

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

#### Sequences and Prerequisites

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

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

## Science/Health Career: Nursing

### Progression and Graduation Requirements

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

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

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

### Notes

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

### Application Information

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

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

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

## Science/Health Career: Nursing

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

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

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

#### Curriculum:

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

#### Developmental Courses

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

#### Notes

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

## Human and Protective Services: Criminal Justice

### Criminal Justice A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

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

## Human and Protective Services: Law Enforcement

### Law Enforcement A.S.

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

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

#### Curriculum:

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

\* Prerequisite courses

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

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

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

#### Developmental Courses

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

## Construction/Trades: Building Inspection Technology

### Building Inspection Technology A.A.S

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

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

#### Curriculum:

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

#### Developmental Courses

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

## Construction/Trades: Building Inspection Technology

### Building Inspection CORE Certificate

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

#### Curriculum:

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

### Building Inspection Technology Certificate

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

#### Curriculum:

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

## Construction/Trades: Building Inspection Technology

### Building Permit Technician Certificate

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

#### Curriculum:

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



## Construction/Trades: Construction Management

### Construction Management A.S.

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

#### Curriculum:

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

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

#### Developmental Courses

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

## Construction/Trades: Construction Management

### Construction Management Certificate

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

#### Curriculum:

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

## Construction/Trades: Engineering (Pre)

### (Pre) Engineering A.S.

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

#### Curriculum:

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

#### Developmental Courses

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

## Construction/Trades: Housing Inspection

### Housing Inspection Certificate

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

#### Curriculum:

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

## Construction/Trades: Operations Management

### Operations Management

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

Go to [www.mnstate.edu/om/nhcc](http://www.mnstate.edu/om/nhcc) for information.

## Construction/Trades: Public Works

### Public Works Certificate

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

#### Curriculum:

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

# Course Numbers & Descriptions

Course Numbers

Course Descriptions

## Course Numbers

The first digit indicates the level of the course:

- 0 – Developmental
- 1 – First Year/Introductory
- 2 – Second Year/Advanced

Only courses that are required to be taken in order are considered sequential and they are indicated with a 1, 2, or 3 in the last digit.

Sequence (last digit):

- 0 – Not a sequential course
- 1 – First class in a sequence
- 2 – Second class in a sequence
- 3 – Third class in a sequence

Developmental courses can not be used as credits toward a North Hennepin Community College (NHCC) degree. Courses numbered 1000-1990 are open to both first-year and second-year students while courses numbered 2000-2990 are second-year courses.

Note: Prerequisite indicates placement test score and/or previous coursework is required before students are eligible to take a course. (Goal Area #) after course title indicates MnTC goal area(s).

## Course Descriptions

### Academic Development

ADev 0940

**Building a College Vocabulary .....1 Credit**

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

ADev 0951

**College Reading and Learning Strategies I .....4 Credits**

This course prepares students for success in future college coursework. This course emphasizes learning strategies to improve comprehension and understanding of how various texts are organized. This course requires students to examine their existing learning strategies and introduces students to learning practices, processes, techniques and/or strategies necessary for college success, such as prereading, underlining and annotating, and/or developing study aids.

*Credit does not apply to a degree. Placement in this class is determined by student's score on the reading assessment test.*

## ADev 0952

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

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

## ADev 1000 (and Bus 1000)

### Career Planning.....2 Credits

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

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

## ADev 1010 (and Bus 1010)

### Job Seeking Skills .....1 Credit

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

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

## ADev 1950

### Reading College Textbooks .....3 Credits

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

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

## ADev 1990

### Academic Development Special Topics .....1-4 Credits

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

## Accounting

### Acct 1000

#### Small Business Accounting .....4 Credits

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

### Acct 1990

#### Accounting Special Topics .....1-4 Credits

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

### Acct 2100

#### The Accounting Cycle .....1 Credit

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

### Acct 2111

#### Financial Accounting.....4 Credits

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

### Acct 2112

#### Managerial Accounting .....4 Credits

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

### Acct 2200

#### Applied Accounting.....3 Credits

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

### Acct 2220

#### Cost Accounting for Small Businesses .....3 Credits

Topics covered in this course are job costing, preparation of manufacturing company financial statements, activity based costing, variances and cost reporting for small businesses. *Prerequisite: Acct 2112*

### Acct 2230

#### Computerized Accounting Systems .....3 Credits

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

Acct 2250

**Small Business Payroll** .....2 Credits  
Students taking this course will prepare and analyze payroll transactions, federal/state payroll tax reports. *Prerequisite: Acct 2112*

Acct 2260

**Small Business Income Taxes** .....2 Credits  
This course will assist the student in understanding corporation and personal (Schedule C) tax requirements. It will also show what they must do to prepare and maintain tax information for the year end income tax statements. *Prerequisite: Acct 2112*

## American Sign Language

ASL 1101

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

ASL 1102

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

ASL 2201

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

ASL 2202

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

## American Studies

AmSt 1010, 1020

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

AmSt 2210, 2220

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

## Anthropology

Anth 1010

**Introduction to Anthropology: Cultural Anthropology (Goal Areas 5 and 8)** .....3 Credits  
This course examines the nature of culture by studying the forms of conventional behavior (language, ideology, social organization and technology) and their material manifestations. It also seeks to explain the variation in cultures of representative ethnic groups and societies of present and recent past in terms of ecological adaptation and cultural evolution.

Anth 1020

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

Anth 1990

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

## Arabic

ARBC 1030

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

ARBC 1101

**Introduction to Arabic** ..... 4 Credits  
Designed for the student with little or no previous experience with a second language, this course gives students the opportunity to learn basic communication needs in Arabic. The four language skills of reading, listening, writing, and speaking will be implemented and practiced. The class begins with learning the Alphabet and progresses into learning reading elementary level Arabic, writing simple sentences, speaking basic and introductory idioms. Listening drills and exercises are also applied and versed in the class. Student will also learn basic grammar and its applicability, especially in writing. The course also introduces students to the culture of the Arabic-speaking people. Some aspects of Arab heritage, traditions, and customs will be highlighted and explained.



## ARBC 1102

### Beginning Arabic II .....4 Credits

This course is the second of two-course series to fulfill the needs of our students as well as our community. It is designed for non-native beginners to learn formal Arabic also known as Modern Standard Arabic.

*Prerequisite: ARBC 1101*

## Art

### Art 1040

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

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

### Art 1101

#### Photography I (Goal Area 6) .....3 Credits

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

### Art 1102

#### Photography II (Goal Area 6) .....3 Credits

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

### Art 1160

#### Digital Photography (Goal Area 6) .....3 Credits

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

### Art 1301

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

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

### Art 1302

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

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

### Art 1310

#### Three-Dimensional Design .....3 Credits

As an introduction to the basic language of three-dimensional design, this course includes constructive, additive, subtractive and substitution techniques using traditional and contemporary media. Various methods of presentation are explored ranging from small freestanding works to site-specific models and proposals.

### Art 1320

#### Sculpture (Goal Area 6) .....3 Credits

This course is a specialized study on an individual basis in wood, metals, plaster, clay, stone or mixed media. The student will work with the sculptural possibilities of these materials and refine their ability to work in one particular medium.

### Art 1340

#### Fundamentals of Color (Goal Area 6) .....3 Credits

The course teaches fundamental color theory by introducing the physical, perceptual, and artistic aspects of color. The dimensions of color are explored through theory and practice using paint and colored papers. Students also are introduced to the theories of the physiology and the psychology of color reception, cultural taste and preferences as they relate to color choices, and the color usage of well known artists, of art movements, and of different world cultures.

### Art 1401

#### Drawing I (Goal Area 6) .....3 Credits

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

### Art 1402

#### Drawing II (Goal Area 6) .....3 Credits

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

### Art 1510

#### Digital Video Production (Goal Area 6) .....3 Credits

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



#### Art 1990

##### Art Special Topics .....1-4 Credits

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

#### Art 2180

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

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

#### Art 2190

##### Art History: Renaissance to 20th Century Art (Goal Areas 6 and 8) ..... 3 Credits

This course examines painting, sculpture and architecture of cultures from the 16th century to the present, as well as new media of the modern era. While the emphasis is on developments in Europe and the United States, the course will include overviews of the arts of Asia, Africa and the Americas. *Museum visits support the lectures and text.*

#### Art 2300

##### Architectural History (Goal Areas 6 and 8) .....2 Credits

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

#### Art 2611

##### Painting I (Goal Area 6) .....3 Credits

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

#### Art 2612

##### Painting II (Goal Area 6).....3 Credits

Using advanced painting techniques; this course emphasizes student's development of a personal style. *Prerequisite: Art 2611*

#### Art 2640

##### Watercolor (Goal Area 6) .....3 Credits

This course is an introduction to the basic skills and techniques of watercolor painting. The special characteristics of watercolor application will be explored to create both traditional and abstract results.

#### Art 2740

##### Jewelry Workshop (Goal Area 6) .....1 Credit

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

#### Art 2780

##### Quilting Workshop (Goal Area 6) .....1 Credit

This is a basic workshop introducing the processes and technical skills of quilting along with artistic principles such as color, texture, line, form, and composition. Students are also introduced to information about the history of quilting and the cultural connections quilting holds within our society.

#### Art 2800

##### Painting Workshop (Goal Area 6) .....1 Credit

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

#### Art 2820

##### Drawing Workshop (Goal Area 6) .....1 Credit

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

#### Art 2860

##### Photography Workshop .....1 Credit

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

#### Art 2970

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

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

## Biology

#### Biol 1000

##### Life Science (Goal Area 3) .....4 Credits

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

#### Biol 1001

##### Biology I (Goal Area 3) .....4 Credits

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

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

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

*Prerequisite: Biol 1001*

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

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

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

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

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

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

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

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

**Biol 1230****Medical Terminology I – Basic .....1 Credit**

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

**Biol 1231****Medical Terminology II – Application .....1 Credit**

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

*Prerequisite: Biol 1230*

**Biol 1300****Careers in Biology .....1 Credit**

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

*Prerequisite: Biol 1000, 1001*

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

This course is designed to allow students to explore the biological aspects of being female throughout her life cycle from sex cell formation through menopause and aging. Students will also gain an historical perspective of women over the ages including women in science, will be introduced to the nature of science and the scientific method, study the biology of gender differences, gain a multicultural perspective of women's health issues as well as a comprehensive study of female and male reproductive biology. Topics that will be covered include sex cell formation, genetic inheritance, gene expression, sex determination, pregnancy and birth as well as other health issues such pre-menstrual syndrome, birth control, sexually transmitted diseases, cancer and others as time allows. The course is open to both male and female students.

**Biol 1360****Biology of Women with a Lab (Goal Area 3).....4 Credits**

This course is designed to allow students to explore the biological aspects of being female throughout her life cycle from sex cell formation through menopause and aging. Students will also gain an historical perspective of women over the ages including women in science, will be introduced to the nature of science and the scientific method, study the biology of gender differences, gain a multicultural perspective of women's health issues as well as a comprehensive study of female and male reproductive biology. Topics that will be covered include sex cell formation, genetic inheritance, gene expression, sex determination, pregnancy and birth as well as other health issues such pre-menstrual syndrome, birth control, sexually transmitted diseases, cancer and others as time allows. The course is open to both male and female students. (3 hours lecture, 3 hours lab)

*Note: This course has a lab component that incorporates active learning in a lab setting to support classroom material.*

**Biol 1600****Biology of Nature Series (Goal Area 10).....1 Credit**

Explore the natural history of Minnesota! A series of courses on topics as diverse as wetlands, wild flowers, edible plants, predatory birds, prairie ecology and winter biology are offered throughout the year. These one-credit courses are taught on an introductory level. Each course may be taken for one credit.

**Biol 1610****Field Ecology (Goal Areas 3 and 10).....1 Credit**

This course is a team-taught, field-based introduction to the flora, fauna and biological communities of the mixed coniferous/deciduous forest, lake and wetland ecosystems of northern Minnesota and Wisconsin. A three-day trip to a university biological field station provides the venue for this hands-on course.

## **Biol 1650**

### **Human Biology Series (Goal Area 3) .....1 Credit**

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

## **Biol 1990**

### **Biology Special Topics .....1-4 Credits**

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

## **Biol 2020**

### **Animal Biology (Goal Area 3) .....4 Credits**

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

## **Biol 2030**

### **Plant Biology (Goal Area 3) .....4 Credits**

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

## **Biol 2100**

### **Microbiology (Goal Area 3) .....4 Credits**

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

## **Biol 2111**

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

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

## **Biol 2112**

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

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

## **Building Inspection Technology**

### **BIT 1000**

#### **Introduction to Building Inspection .....2 Credits**

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

### **BIT 1100**

#### **Field Inspection .....2 Credits**

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

### **BIT 1210**

#### **Advanced Field Inspection.....2 Credits**

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

### **BIT 1300**

#### **Building Inspection Plan Review, Non-Structural .....2 Credits**

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

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

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

**BIT 1310****Building Inspection Plan Review, Structural .....2 Credits**

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

**BIT 1410****Mechanical Inspection .....4 Credits**

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

**BIT 1420****Electrical Inspection .....2 Credits**

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

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

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

**BIT 1600****Energy Conservation in Building Construction .....2 Credits**

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

**BIT 1700****Plumbing Code .....3 Credits**

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

**BIT 1800****Housing Field Inspection .....2 Credits**

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

**BIT 1805****Advanced Housing Field Inspection .....2 Credits**

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

**BIT 1810****Multi-Housing .....2 Credits**

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

**BIT 2000****Public Administration for the Code Official .....2 Credits**

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

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

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



## BIT 2100

### Concrete and Concrete Inspection .....2 Credits

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

## BIT 2300

### Advanced Plan Review Structural .....2 Credits

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

*Prerequisite: BIT 1310*

## BIT 2400

### Land Use and Zoning .....2 Credits

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

## BIT 2500

### Fire Suppression Systems .....2 Credits

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

## BIT 2600

### Building Inspection Internship .....2 Credits

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

*Prerequisite: Consent of instructor*

## BIT 2650

### Administering the Minnesota State Building Code .....2 Credits

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

## Business

### Bus 1000 (and ADev 1000)

#### Career Planning.....2 Credits

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

### Bus 1010 (and ADev 1010)

#### Job Seeking Skills .....1 Credit

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

### Bus 1100

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

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

### Bus 1110

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

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

### Bus 1200

#### Introduction to Management .....3 Credits

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

**Bus 1210****Managerial Communication .....3 Credits**

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

**Bus 1220****Supervision .....3 Credits**

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

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

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

**Bus 1300****Legal Environment of Business .....3 Credits**

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

**Bus 1310****Business Law .....3 Credits**

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

**Bus 1400****Business Mathematics .....3 Credits**

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

**Bus 1410****Introduction to Business Finance .....3 Credits**

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

**Bus 1430****Financial Statement Analysis .....2 Credits**

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

**Bus 1440****Personal Financial Planning .....3 Credits**

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

**Bus 1450****Investments .....3 Credits**

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

**Bus 1510****Operations Management .....3 Credits**

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

**Bus 1600****Introduction to Marketing .....3 Credits**

This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.

**Bus 1610**

**Consumer Behavior** .....3 Credits  
 Students will study how and why people buy and gain an understanding of the factors influencing a purchase decision. Topics include social structures and their effect on consumer purchase behavior, individual adoption and resistance behavior and marketing efforts based on consumer research. *Completion of Bus 1600 is highly recommended prior to taking this course.*

**Bus 1620**

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

**Bus 1630**

**Professional Sales and Management** .....4 Credits  
 This course provides an introduction to the principles and practices of professional selling and sales management. Topics will include the steps of the sale; customer service; principles, issues and problems associated with managing a sales force; and ethics in selling. Problem solving techniques, monitoring of sales performance and sales simulations are examined. *Completion of Bus 1600 is recommended prior to taking this course.*

**Bus 1640**

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

**Bus 1650**

**Marketing Research** .....2 Credits  
 This course is an in-depth study of the relationship of marketing research to marketing decision making. Marketing research procedures, methods and information sources are identified and evaluated. The ability to perform basic marketing research is emphasized. *Prerequisite: Bus 1600*

**Bus 1700**

**Introduction to International Business** .....3 Credits  
 This course is an overview of the international nature of business. The topics include concepts, models and theory of international trade and strategy; review of the economics and politics of international trade and investment; the functions and form of the global monetary systems; strategies and structure of international business, culture and how and why the world's countries differ. Globalization of the world economy and trade and the factors affection globalization will be thoroughly discussed in this course. The student will develop a global perspective of business and be exposed to interdependency of world trade and the integration of the world economic system.

**Bus 1800**

**Small Business Management** .....4 Credits  
 This course is an introduction to the functions of planning and operating a small business. Topics covered include the functional areas of small business: marketing, management, accounting and finance. Students will learn how to use resources to start and operate a small business and create a complete business plan. *Completion of Bus 1100 is recommended prior to taking this course.*

**Bus 1990**

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

**Bus 2000**

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

**Bus 2010**

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

**Bus 2310 (and CIS 2310)**

**Introduction to E-Commerce** .....3 Credits  
 This course introduces students to the key strategic business and technological aspects of e-commerce. This course is for students who want to put their business on the internet, work at companies that want to do business over the internet or want to know more about business and the internet. Students will focus on applying key concepts through hands-on web site development. Topics covered include identifying e-commerce opportunities, marketing and selling on the internet, building a web presence, designing a web site, business-to-business strategies, online auctions, electronic commerce software and hardware, electronic payment systems, electronic commerce security, international, legal, ethical and tax issues and planning. Also includes current issues in e-commerce. Experience with programming languages or creating web sites is not required. *Knowledge of keyboard is recommended for this course.*

## Chemistry

### Chem 1000

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

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

### Chem 1010

#### Introductory to Chemistry (Goal Area 3) .....4 Credits

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

### Chem 1030

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

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

### Chem 1061

#### Principles of Chemistry I (Goal Area 3) .....4 Credits

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

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

### Chem 1062

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

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

### Chem 1990

#### Chemistry Special Topics .....1-4 Credits

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

### Chem 2061

#### Organic Chemistry I .....5 Credits

This course is a study of the covalent molecules associated with carbon, emphasizing the mechanism of the reactions and the stereochemistry of aliphatic, alicyclic, and olefinic molecules. Functional groups that will be studied include the saturated and unsaturated hydrocarbons, alcohols, ethers and halides. The laboratory portion of the course includes a thorough study of the basic techniques for the isolation and purification of molecules isolated from natural products and from reaction mixtures. (4 hours lecture, 4 hours lab) Prerequisite: Chem 1062

### Chem 2062

#### Organic Chemistry II .....5 Credits

This course is a study of the mechanism of reactions of and the structure of, all of the carbonyl compounds and their derivatives and of the carbohydrates, amino acids, proteins, heterocyclics, other natural products sequence reactions, unknown identification and original literature preparations. Spectroscopic analysis will be utilized throughout these experiments. (4 hours lecture, 4 hours lab) Prerequisite: Chem 2061

### Chem 2073

#### Introduction to Instrumental Methods and Analysis .....4 Credits

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

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



## Computer Information Systems

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

### CIS 1000

#### **Electronic Keyboarding Communications .....3 Credits**

This is an introductory course to develop mastery of the computer keyboard. Students will learn to type the alphabet, number and symbol keys by touch. Emphasis is on the mastery and the development of speed and accuracy sufficient to make the computer a communication tool. Simple tables, memos, business letters and reports are covered.

### CIS 1101

#### **Business Computer Systems I .....3 Credits**

This course develops computer literacy and emphasizes its importance in today's society. Through hands-on experience, students will gain an understanding of computer concepts, capabilities and applications and be able to implement this knowledge in their professional and personal lives. Computer applications covered include word processing, spreadsheets, presentation graphics, databases, windows/operating system, email use and management, folder and file organization and use of the Internet. Computer concepts covered include understanding the basic hardware components of a computer, how a computer works, computer files and storage, application programs, input and output devices, how we store information and Internet basics. Hands-on experience will be provided on networked computers in the Windows environment using the 2007 Microsoft Office Suite including Word, Excel, Access, and PowerPoint. *Knowledge of the keyboard is recommended for this course.*

### CIS 1102

#### **Business Computer Systems II .....3 Credits**

Emphasis is on further development and understanding of the software covered in CIS 1101 including spreadsheets and macros, advanced word processing applications, presentation graphics, and relational databases. Students will complete an integrated application project. Computer concepts covered include communication networks, operating systems, the Internet, database management, data security, computer careers, and background to become a knowledgeable computer consumer. Hands-on experience will be provided on networked computers in the Windows environment using the 2007 Microsoft Office Suite including Word, Excel, Access, and PowerPoint. If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101, please contact the instructor for permission to register for this class. *Prerequisite: CIS 1101*

### CIS 1200

#### **Word Processing .....3 Credits**

This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use Microsoft Word 2007 to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Word 2007 Certified Application Specialist Exam. *Knowledge of the keyboard is recommended for this course.*

### CIS 1210

#### **Desktop Publishing .....3 Credits**

This course introduces students to digital page layout using Adobe InDesign, the new emerging standard in page layout software. This course is for anyone who needs to prepare professional business publications. Students will learn how to set type and use digital images to produce effective printed business publications including newsletter, advertising flyers, business forms, brochures, manuals, posters, and catalogues. Students will learn how to create and modify pdf files for electronic distribution of publications. *Knowledge of word processing software is recommended for this course.*

### CIS 1220

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

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

### CIS 1230

#### **Business Presentations: PowerPoint.....3 Credits**

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

### CIS 1240

#### **Information Management: Access .....3 Credits**

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

### CIS 1300

#### **Introduction to the Internet .....1 Credit**

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

### CIS 1310

#### **The Whole Internet.....3 Credits**

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

### CIS 1400

#### **Windows/Operating Systems .....3 Credits**

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

### CIS 1510

#### **Introduction to Computers and Basic Word Processing .....1 Credit**

This course introduces students to the personal computer and to Microsoft Office Word 2007. Students will develop an understanding of how a computer works and the basic hardware and software needed for computer processing. Microsoft Word 2007 will be used to develop basic word processing skills. Students will create, format, print and save documents and learn how to find files already saved. Hands on exercises will give the opportunity to apply concepts. *Knowledge of the keyboard is recommended for this course.*

### CIS 1520

#### **Spreadsheets .....1 Credit**

This course introduces students to the problem solving capabilities of Microsoft Office Excel 2007 spreadsheet software. Students will plan and format spreadsheets and analyze data. Topics covered include worksheet formatting; charting data; and using formulas and functions to perform calculations and analyze data. Hands on exercise will give the opportunity to apply these concepts. *Knowledge of the keyboard is recommended for this course.*

### CIS 1530

#### **Business Graphics .....1 Credit**

This course is designed to introduce students to delivering a presentation using computer presentation graphics. This course will give students an introduction to the capabilities of Microsoft Office PowerPoint 2007. Students will learn how to plan and organize an effective presentation. Hands on exercises will give the opportunity to apply these concepts. *Knowledge of the keyboard is recommended for this course.*

### CIS 1990

#### **Computer Information Systems Special Topics .....1-4 Credits**

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

### CIS 2310 (and Bus 2310)

#### **Introduction to E-Commerce .....3 Credits**

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

### CIS 2400

#### **Introduction to Computer Networking.....3 Credits**

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

## Computer Science

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

### CSci 1000

#### **Computer Basics .....3 Credits**

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

### CSci 1010

#### **Computers and Society .....3 Credits**

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

### CSci 1020

#### **Beginning Web Page Programming .....1 Credit**

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

### CSci 1030

#### **Programming for Internet .....3 Credits**

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

### CSci 1090

#### **Programming in VB.NET .....4 Credits**

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

### CSci 1091

#### **Advanced Visual Basic Programming.....4 Credits**

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

### CSci 1120

#### **Programming in C/C++ .....4 Credits**

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

### CSci 1130

#### **Introduction to Programming in Java .....4 Credits**

This course provides an introduction to object-oriented programming using the Java programming language. Topics include data types, operators, operands, expressions, conditional statements, repetition, arrays, methods, parameter passing, and returning values. The course will cover applets, graphics and events handling. Students will be also introduced to classes, objects, and inheritance. *Prerequisite: Math 1150 and CSci 1000 or CSci 1030 or CSci 1090 or CSci 1120*

### CSci 1150

#### **Programming in C# for .NET .....4 Credits**

This course provides an introduction to object-oriented programming using the C# programming language. The majority of the course will be on the semantics of the C# language, a major component of Microsoft .NET development environment. Topics include: Visual Studio .NET integrated development environment, selected value and reference types, control structures, operators and expressions, methods, classes and inheritance. Completion of this class will prepare the student for advanced topics in C#. *Prerequisite: CSci 1090 or CSci 1120 or CSci 1130*

### CSci 1190

#### **Introduction to C++ Programming .....4 Credits**

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

### CSci 1990

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

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

### CSci 2001

#### **Structure of Computer Programming I .....4 Credits**

Students will learn object-oriented programming using Java. In this course, students are exposed to the concepts, fundamental syntax, and the thought processes behind object-oriented programming. The basic principles of software engineering are emphasized. By doing their own Java projects, students will develop problem-solving skills and gain experience in detecting and correcting software errors.  
*Prerequisite: CSci 1120 or CSci 1130*

## CSci 2002

### Structure of Computer Programming II .....4 Credits

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

## CSci 2010

### Discrete Mathematical Structures .....4 Credits

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

## CSci 2020

### Machine Architecture and Organization .....4 Credits

As an introduction to computer organization and structure, this course includes beginning machine and assembly language programming. Topics to be covered include logic gates and Boolean algebra, basic elements of computing devices, basic components of a computer, data representation and number systems, micro operations, microprogramming and input-output programming. *Prerequisite: Csci 1030 or Csci 1090 or Csci 1120 or Csci 1130 or Csci 1150 or Csci 1190*

## CSci 2030

### Database Management .....4 Credits

This course covers relational databases from conceptual design to implementation. The course will include logical and physical design, normalization, as well as the definition of tables and indexes. The use of Structured Query Language (SQL) for data retrieval and manipulation will be emphasized. *Prerequisite: CSci 1030 or CSci 1090 or CSci 1120 or CSci 1130 or CSci 1150 or CSci 1190*

## CSci 2050

### Internship Computer Science .....3 Credits

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

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

## Construction Management/Supervision

### CMSV 2860

#### Building Construction Plan Reading.....2 Credits

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

### CMSV 2870

#### Construction Management .....2 Credits

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

### CMSV 2880

#### Construction Estimating and Critical Path Method .....2 Credits

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

### CMSV 2890

#### Building Organization and Technology.....3 Credits

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

## Economics

### Econ 1050

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

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

### Econ 1060

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

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

### Econ 1070

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

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

### Econ 1990

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

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

## Education

### Educ 1210

#### Introduction to Education.....3 Credits

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



## Educ 1280

### Diversity in Education.....3 Credits

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

## Educ 1350

### Language and Learning .....3 Credits

This course focuses on the literacy needs and development of today's children. The course provides background on how literacy develops and places emphasis on the stages of literacy development. It presents both the theories and strategies that are needed in order to fully understand emerging readers and writers and how learners can be empowered in today's classrooms to function competently as literate adults in the twenty-first century.

## Engineering

### Engr 1000

#### Introduction to Engineering and Design .....3 Credits

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

### Engr 1200

#### Engineering Graphics .....3 Credits

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

### Engr 1990

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

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

### Engr 2301 (1300)

#### Statics .....3 Credits

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

### Engr 2302 (2300)

#### Mechanics of Materials .....3 Credits

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

### Engr 2303 (2300)

#### Dynamics .....3 Credits

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

### Engr 2501

#### Circuit Analysis I.....4 Credits

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

### Engr 2511

#### Circuits Analysis I Laboratory .....1 Credit

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

## English

### Engl 0900

#### Preparation for College Writing I .....3 Credits

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

### Engl 0950

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

This composition course is for students who need a more intensive review of standard American written English (grammar, punctuation, and sentence structure) than English 1111 provides. The course also introduces the processes and strategies of essay writing from first thoughts through revision to the final, edited, 2-3 page essay. *Prerequisite: College Required Assessment or Completion of English 0900 with a grade of "C" or better and recommendation of instructor.*

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

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

**Engl 1140\***  
**Business Communications (Goal Area 1) .....3 Credits**  
This course offers students the opportunity to improve their writing skills and adapt them for professional communications such as business memos, letters and reports. Students also learn to assess purpose and audience to determine appropriate transmission forms (including electronic) and document formats. *\*English 1140 is also certified as a substitute for English 1112, but only for specified A.S. and A.A.S. degrees and Goal Area 1. Prerequisite: Engl 1111*

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

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

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

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

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

**Engl 1940**  
**Technical Communications .....3 Credits**  
This course further develops writing skills as applied to technical subjects for a specialized or lay audience. Credit does not apply to the 40 MnTC credits required in the A.A. degree except in programs where students are permitted to substitute English 1940 for English 1112. *Prerequisite: Engl 1111*

**Engl 1960**  
**Writing Workshop .....1 Credit**  
This course is designed for people interested in more intensive work with creative writing projects. The emphasis could range from poetry to story or nonfiction writing.

**Engl 1990**  
**English Special Topics .....1-4 Credits**  
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

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

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

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

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

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

**Engl 2380**

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

**Engl 2450, 2460**

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

**Engl 2550**

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

**Engl 2560,**

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

**Engl 2580, 2590**

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

**Engl 2900**

**Fantasy Literature .....3 Credits**  
This course surveys the literature from high fantasy through contemporary developments in the genre. It will include works by well-known authors such as J.R. Tolkien, Ursula Le Guin, Charles de Lint, Jane Yolen as well as other authors in the genre. *Prerequisite: Engl 1111*

**Engl 2950**

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

**English for Speakers of Other Languages**

**ESOL 0800**

**College Vocabulary Development I .....2 Credits**  
This class focuses on academic vocabulary necessary for college success and develops the language you use in college reading, writing, listening, and speaking. You will study vocabulary from the Academic Word List compiled from word families which are most frequently encountered in college texts. *Prerequisite: Placement test scores*

**ESOL 0900**

**College Vocabulary Development II .....2 Credits**  
This course will familiarize you with the specialized vocabulary utilized in higher education and will help you continue learning the vocabulary in the Academic Word List. You will acquire knowledge of and facility with the most frequently used words in academic texts. *Prerequisites: Placement test scores or grade of "C" or better in ESOL 0800*

**ESOL 0830**

**Reading Skills Development .....4 Credits**  
In this course you will work on strengthening your reading and study strategies, developing your reading vocabulary, and improving your test-taking strategies. You will have the opportunity in this class to develop your reading speed and comprehension of a variety of written materials. This course will help prepare you for the academic skills you will need to succeed in college. *Prerequisites: Placement test scores*

**ESOL 0860**

**Language Skills Development .....5 Credits**  
This course is for students who want to improve their formal English language skills in writing and grammar. Emphasis is on learning and using grammatical structures to strengthen and develop English literacy skills for college success. You will practice writing to build fluency and grammatically correct sentences. You will also engage in writing as a regular academic activity and learn strategies to continue your language development. *Prerequisite: Placement test scores*

**ESOL 0880**

**Listening and Speaking Skill Development .....4 Credits**  
This course will focus on developing your academic listening and speaking skills in English. During this semester you will work on building the note-taking, presentation, and discussion skills you will need to study successfully at the college level. *Prerequisite: Placement test scores*

**ESOL 0930**

**Academic Reading and Study Strategies .....4 Credits**  
This course provides advanced level readers with intensive practice and extensive reading tasks in various writing genres. You will develop and improve reading proficiency, speed, and comprehension, and the ability to make inferences from text. You will also develop advanced vocabulary building strategies using college content reading materials. Active study strategies are among the skills practiced as you progress toward skillful, independent reading. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0830*

## ESOL 0960

### Academic Writing Skills Development.....4 Credits

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

## ESOL 0980

### Academic Listening and Speaking .....4 Credits

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

## ESOL 1230

### College Reading and Studying Skills .....4 Credits

This course focuses on the college textbook reading, language and study skills you will need in your content-area courses. You will study content-course readings and complete tests and assignments typical of those you will complete in college courses. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 800-level classes and ESOL 0930*

## ESOL 1260

### College Writing Skills Development .....4 Credits

In this course, you will develop academic essay writing and advanced English language skills. This course emphasizes writing as a process, as well as development of analytical reading and critical thinking skills. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0800 of ESOL 800-level classes, ESOL 0930 and ESOL 0960.*

## ESOL 1280

### Listening and Speaking for College Success.....4 Credits

This class focuses on the development of note-taking skills through the presentation of college-success content material in the form of lectures and student presentations. You will research student success topics and make formal presentations to the class. The course also reviews tone, register, rhythm, stress, reduction and emphasis as critical elements in delivering a speech. *Prerequisite: Placement test scores or grade of "C" or better in ESOL 0800 of ESOL 800-level classes and ESOL 0980.*

## First Year Experience

### FYE 1020

#### First Year Experience Seminar .....2 Credits

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

## Foreign Languages

*See Arabic, German and Spanish*

## Geography

### Geog 1000

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

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

### Geog 1010

#### Physical Geography (Goal Areas 3 and 10) .....3 Credits

This course will provide an introduction to the physical processes that are at work at all times on the surface of the earth. This course provides an introduction to the processes that influence the lithosphere, atmosphere, hydrosphere and biosphere. Topics covered include earthquakes, volcanoes, tornadoes, blizzards, winds, precipitation, the Hydrological Cycle, vegetation and soil. This course includes a basic understanding of how these systems interact and how the physical landscape interacts with the human landscape. Included in this will be discussions about environmental concerns such as acid precipitation, ozone depletion, soil degradation, desertification and rainforest destruction.

### Geog 1040

#### Human Geography (Goal Areas 7 and 8) .....3 Credits

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

### Geog 1100

#### World Geography (Goal Area 8) .....3 Credits

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

### Geog 1120

#### Minnesota Geography (Goal Area 7) .....2 Credits

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

### Geog 1990

#### Geography Special Topics .....1-4 Credits

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



## Geology

### Geol 1010

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

### Geol 1020

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

### Geol 1030

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

### Geol 1040

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

### Geol 1110

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

### Geol 1120

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

### Geol 1130

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

### Geol 1150

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

### Geol 1160

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

### Geol 1850

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

## Geol 1851

### Oceanography Lab (Goal Areas 3 and 10) .....1 Credit

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

## Geol 1990

### Geology Special Topics .....1-4 Credits

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

## German

### Germ 1030

#### Culture of the German-speaking Countries

### (Goal Areas 6 and 8) .....3 Credits

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

### Germ 1990

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

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

## Graphic Design

### GDes 1990

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

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

### GDes 2550

#### Typography .....3 Credits

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

### GDes 2560

#### Web Design / Graphics .....3 Credits

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

### GDes 2601

#### Graphic Design I.....3 Credits

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

### GDes 2602

#### Graphic Design II .....3 Credits

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

### GDes 2811

#### Publication Design I .....2 Credits

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

### GDes 2812

#### Publication Design II .....2 Credits

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

### GDes 2850

#### Illustration I .....3 Credits

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

### GDes 2860

#### Web Animation .....3 Credits

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

## GDes 2901

### Desktop Design I .....3 Credits

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

## GDes 2902

### Desktop Design II .....3 Credits

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

## Health

### Hlth 1030

#### Personal and Community Health .....3 Credits

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

### Hlth 1050

#### Stress Management .....3 Credits

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

### Hlth 1060

#### Drugs and Health .....3 Credits

This course examines how drugs will relate with and affect holistic health, with a focus on the physiological, sociological and psychological effects these drugs may have on an individual and their relationships. The emphasis of this course is on the basic tools and information needed to understand and interact with individuals who may have problems with chemicals. It is designed to provide current information regarding the various drugs in society today.

## Hlth 1070

### Nutrition .....3 Credits

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

## Hlth 1080

### Consumer Health ..... 3 Credits

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

## Hlth 1100

### Responding to Emergencies.....3 Credits

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

## Hlth 1250 (and PE 1250)

### Wellness for Life .....3 Credits

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

## Hlth 1600

### First Responder .....3 Credits

The course provides training in emergency medical care for persons who are apt to be responding to accidents. The course emphasizes development of skills in patient assessment and emergency medical procedures.

## Hlth 1900

### Healthy Sexuality .....3 Credits

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

## Hlth 1990

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

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

## History

### Hist 1010

#### History of World Civilization Pre 1500

(Goal Areas 5 and 8) .....3 credits

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

### Hist 1020

#### History of World Civilization Post 1500

(Goal Areas 5 and 8) .....3 Credits

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

### Hist 1110

#### History of Western Civilization Pre 1550

(Goal Areas 5 and 8) .....3 Credits

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

### Hist 1120

#### History of Western Civilization 1550 to Present

(Goal Areas 5 and 8) .....3 Credits

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

### Hist 1130

#### History of the Medieval West (Goal Areas 5 and 8) .....3 Credits

This course examines the development of the three major Western cultures that emerged during the Middle Ages: Western Europe, Byzantium and Islam. Specific emphasis will be given to the interactions between these three cultures, both positive and negative. Students are expected to gain a working knowledge of the history of the period, as well as begin to develop the skills necessary to analyze documents as historical evidence and to present a historical argument.

### Hist 1150

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

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

### Hist 1200

#### History of the United States through 1877

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

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

### Hist 1210

#### History of the United States since 1877

(Goal Areas 5 and 7) .....3 Credits

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

### Hist 1220 American Colonial History

(Goal Areas 5 and 7) .....3 Credits

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

### Hist 1240

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

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



### Hist 1270

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

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

### Hist 1990

#### History Special Topics .....1-4 Credits

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

### Hist 2500

#### Regional History (Goal Area 7) .....3 Credits

Each semester this course is devoted to the history of a specific world region, and the region will change from semester to semester. The goal is to provide the student with the opportunity for an in-depth study of specific societies and specific cultures from around the world.

*The course may be repeated for credit under a different subtitle as the subject matter changes.*

### Hist 2900

#### Applied History.....3 Credits

This course is a writing-intensive research methods course that incorporates a service-learning component. Students will learn how to use and interpret various historical sources, such as archival material, oral history, photographs and video. Students will also learn how to use and interpret secondary source materials. The goal of the course is for the students to produce a publishable-quality research paper on a topic related to local history, with an emphasis on the relationship between local history and larger historical developments at the state, national, and/or global level.

*Prerequisite: Any 1000 level history class; English 1111-1112 Sequence*

## Histotechnology

### HTN 1000

#### Clinical Laboratory Basics .....1 Credit

This course will introduce the student to the general role of health care provider as well as the specific role of the Histotechnician. Basic aspects of chemical safety, laboratory safety, quality assurance, microscopy, pipetting techniques, and laboratory mathematics also will be presented.

*Prerequisite: Admission to the Histotechnology Program*

### HTN 1001

#### Histotechniques I .....4 Credits

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

### HTN 1002

#### Histotechniques II .....2 Credits

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

*Prerequisite: Admission to the HTN program and HTN 1001*

### HTN 2003

#### Histotechniques III .....2 Credits

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

*Prerequisite: Admission to the HTN program and HTN 1002*

### HTN 2100

#### Special Stains.....4 Credits

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

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

### HTN 2150

#### Special Procedures .....2 Credits

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

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

### HTN 2200

#### Histo-Anatomy .....1 Credit

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

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

### HTN 2300

#### Histology Clinical Experience .....12 Credits

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

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

## Honors Seminar

### HSem 1000

**Honors Seminar .....1 Credit**  
Exploring in depth each year's Phi Theta Kappa Honors Topic, the seminar uses various avenues/techniques of inquiry. Students will identify and discuss issues that arise from the topics. *Course may be repeated for credit. Prerequisite: GPA of 3.5, PTK member, Honors Program member or instructor's permission.*

### HSem 1010

**Honors Colloquy .....1 Credit**  
This course will study the annual PTK Honors Topic through speakers and programs brought from off-campus, discussion sessions, reaction papers or student projects. *Course may be repeated for credit. Students and community may attend the lectures without enrolling. Prerequisite: GPA of 3.5, PTK member, Honors Program member, or instructor's permission*

### HSem 1990

**Honors Special Topics .....1-4 Credits**  
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter. *Prerequisite: Admission to Honors program or PTK, 30 credits or more with a cumulative GPA of 3.5 or better, or permission of instructor. Introductory course in subject area or consent of instructor.*

## Journalism

### Jour 1010

**Introduction to Mass Communication .....3 Credits**  
This course is a survey of the content, structure and control of the communications in American society. The influences, social functions and responsibilities of newspapers, television, film, the internet and other print, broadcast and recording media will be studied.

### Jour 1110

**Newspaper Writing .....1 Credit**  
The students will meet at least one hour each week in a laboratory format to edit and publish the student newspaper. *May be repeated for credit.*

### Jour 1250

**Magazine Workshop .....1-2 Credits**  
Students in this workshop will publicize and edit the student literary magazine, Under Construction. *May be repeated for credit.*

### Jour 1990

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

## Mathematics

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

### Math 0800

**Computational Mathematics .....3 Credits**  
Topics covered include operations with decimals and fractions, ratios, proportions, percent and pre-algebra. *Credit does not apply to a degree. This course is graded on a pass/no credit basis. Placement in this course is determined by the student's score on the mathematics assessment test.*

### Math 0901

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

### Math 0902

**Intermediate Algebra .....4 Credits**  
This is the second course in a two-course developmental algebra sequence. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: introduction to functions, linear functions, radicals and rational exponents, quadratic equations and inequalities and systems of equations, particularly linear equations. Additional topics may include exponential and logarithmic functions and their graphs. *Credit does not apply to a degree. Prerequisite: Math 0901 with a "C" or better or Placement Test*

### Math 0903

**Pre College Algebra .....5 Credits**  
A fast-track course alternative to Math 0901 and 0902. *Prerequisite: Placement test and 1 year of high school algebra*

### Math 1010

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

### Math 1031

**Math for Elementary Education I .....3 Credits**  
This is the first of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical reasoning will be stressed. Topics include number systems with a progression from the whole numbers to the real numbers, focusing on their models, properties, and algorithms. Additional topics include sets, elementary number theory, logic and applications. *Prerequisites: College math placement level or successful completion of Math 0902 or 0903 with grade of "C" or better.*

**Math 1032****Math for Elementary Education II .....3 Credits**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Math 1990****Mathematics Special Topics .....1-4 Credits**

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

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

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

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

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

### Math 2300

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

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

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

### Math 2400

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

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

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

## Medical Laboratory Technology

### MLT 1000

#### Clinical Laboratory Basics .....1 Credit

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

*Prerequisite: Admission to MLT Program*

### MLT 1100

#### Urinalysis.....2 Credits

This course will include lab skills such as pipetting, microscopy and centrifugation; review of the anatomy and physiology of the kidney, role of the kidney in disease; physical, chemical and microscopic properties of urine; and clinical correlation of lab results. Other body fluids and seminal fluid analysis will be reviewed in the lecture portion and laboratory portion. *Prerequisite: Admission to the MLT program; BIOL 1120 and MLT 1000*

### MLT 1150

#### MLT Basic Immunology.....1 Credit

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

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

### MLT 1200

#### MLT Principles of Laboratory Instruments .....1 Credit

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

*Prerequisite: Admission to MLT Program*

### MLT 1990

#### Medical Laboratory Technology Special Topics .....1-4 Credits

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

### MLT 2000

#### MLT Clinical Orientation.....1 Credit

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

### MLT 2050

#### MLT Hematology .....4 Credits

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

### MLT 2080

#### MLT Medical Microbiology .....4 Credits

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

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

### MLT 2100

#### MLT Chemistry .....4 Credits

This course introduces the basic principles, procedures and correlations of the clinical chemistry laboratory. The theory of basic laboratory instrumentation and procedures will be discussed and practiced.

*Prerequisite: Admission to the MLT Program; Chem 1062*

### MLT 2150

#### Immunohematology .....3 Credits

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

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

### MLT 2200

#### Immunology Lab Applications .....2 Credits

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

*Prerequisite: Admission to the MLT Program; MLT 1150*

### MLT 2310

#### Clinical Phlebotomy .....1 Credit

The course provides the student with experience in phlebotomy skills.

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



**MLT 2320**

**Clinical Hematology** .....3 Credits  
 The course is designed to give the student clinical experience in the area of hematology, coagulation and body fluids. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

**MLT 2340**

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

**MLT 2350**

**Clinical Microbiology** .....4 Credits  
 The course is designed to give the student clinical experience in the area of microbiology. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

**MLT 2360**

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

**MLT 2380**

**Clinical Chemistry** .....5 Credits  
 The course provides the student with experience in the clinical chemistry laboratory as well as study in the theory and principles involved. *Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses*

**Music****Musc 1130**

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

**Musc 1150**

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

**Musc 1200**

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

**Musc 1220**

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

**Musc 1300**

**Music In World Cultures (Goal Areas 6 and 8)** .....3 Credits  
 This course teaches music primarily from non-Eurocentric cultures which may include but is not limited to Indian, Indonesian, Chinese, Japanese, Middle Eastern, African, Native American, and African American. Through their studies of the diversity of world music, students will develop a broader understanding and appreciation of other cultures.

**Musc 1320**

**Applied Music: Guitar** .....1 Credit  
 This course is open to all students and consists of private guitar instruction with one-half hour lesson per week. Students, beginners through advanced, can, in consultation instructor, pick areas of focus depending on their tastes and needs. These may include: guitar technique (i.e. chords, scales finger-picking) theory, reading, ear-training, analysis, improvisation, repertoire development and interpretation. *This course may be repeated for credit. Special music fees apply.*

**Musc 1350**

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

**Musc 1560**

**Class Guitar (Goal Area 6)** .....1 Credit  
 This course is open to all students. It is designed for beginners or for guitar students wishing to fill in gaps in their knowledge from previous musical experience. It covers basic guitar techniques and musicianship skills used in a variety of different styles of music. Students will also study different types of written musical notation. It also introduces improvisation and song writing. *Student must provide their own guitar (preferably acoustic) in good playing condition.*

**Musc 1600**

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

**Musc 1610**

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

**Musc 1800**

**Class Piano (Goal Area 6)** .....2 Credits  
 This course offers basic piano instruction and technique for the student with no previous training in piano. Students will learn basic piano techniques and skills and be introduced to different playing styles. Students will be introduced to music and history of different cultures as related to the piano.

**Musc 1810**

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

## Musc 1990

### Music Special Topics .....1-4 Credits

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

## Musc 2970

### Field Trip (Goal Area 6) .....1 Credit

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

## Natural Science

### NSci 1010, 1020, 1030

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

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

### NSci 1110

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

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

### NSci 1990

#### Natural Science Special Topics .....1-4 Credits

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

## Nursing

### Nurs 1211

#### Foundations in Nursing.....8 Credits

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

### Nurs 1212

#### Provider of Care I .....8 Credits

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

### Nurs 1220

#### Nursing Transition .....4 Credits

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

### Nurs 1990

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

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

### Nurs 2211

#### Provider of Care II .....8 Credits

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

### Nurs 2212

#### Manager of Care & Member of the

#### Discipline of Nursing .....8 Credits

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

## Nurs 2300

### Principles of Pharmacology in Nursing Practice .....3 Credits

The content of this course is the clinical study of drugs used in the treatment, prevention, and the diagnosis of disease in human beings. The course introduces the student to the nursing role in drug management across the lifespan, and across the spectrum of health and illness. The focus is on drug classes and drug prototypes, their actions, therapeutic use, adverse effects, nursing implications, and client teaching. Emphasis is placed on individual responsibility and client safety.

*Note: Completion of an introductory or fundamental nursing course is recommended. Prerequisite: Biol 2111 and 2112*

## Paralegal

### PLeg 1111

#### Basic Law I .....4 Credits

This course introduces students to the paralegal profession, including the nature of paralegal work, job requirements and opportunities. Students will study the Minnesota Rules of Professional Conduct and the ethical standards applicable to paralegals. The students will learn about the American legal system, including sources of law, court systems and procedures. The students will study the relationship between state and federal laws and procedure and alternative dispute resolution. Students will also study the substantive areas of torts and criminal law.

### PLeg 1112

#### Basic Law II .....3 Credits

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

*Prerequisite: PLeg 1111*

### PLeg 1210

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

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

*Requirements: Knowledge of the keyboard*

### PLeg 1310

#### Litigation.....4 Credits

This course presents a study of the processes and procedures undertaken in litigation and the role of the paralegal in a litigation practice. Students will study the requirements and applications of the Rules of Civil Procedure and the general rules of practice in District Court. Students will also study the various methods of alternative dispute resolution and their application to a litigation practice. Students will learn to prepare the documents essential to a litigation practice, such as complaints, discovery requests and discovery responses. This course also examines the ethical considerations relating to litigation. *Prerequisite: PLeg 1111*

### PLeg 1320

#### Evidence and Investigation .....3 Credits

This course presents a study of the rules of evidence, including methods of discovery, and tips for preserving and protecting evidence in civil and criminal trials. Students will learn methods of investigation and fact gathering. In addition, this course also examines the ethical considerations relating to methods of investigation and the use of evidence.

*Prerequisite: PLeg 1111*

### PLeg 1330

#### Domestic Relations .....2 Credits

This course presents a study of the processes and procedures undertaken in a family law practice. Students will study the procedures applicable to marriage dissolution and learn to prepare the legal documents associated with such procedures. Students will also study other substantive family law topics such as marriage and premarital agreements, child custody and support, domestic abuse, and adoption. In addition, this course examines the ethical considerations relating to a family law practice.

*Prerequisite: PLeg 1111*

### PLeg 1990

#### Topics Course .....1-4 Credits

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

### PLeg 2211

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

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

*Prerequisite: PLeg 1111*

### PLeg 2212

#### Legal Research and Writing II .....3 Credits

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

*Prerequisite: PLeg 2211*

### PLeg 2410

#### Business Organizations .....2 Credits

This course presents a study of business entities, including sole proprietorships, partnerships, corporations, limited liability companies, and other business entities. Students will learn the fundamental principles of law applicable to each entity type and how to prepare documents necessary to the organization and operation of each. In addition, this course examines the ethical considerations relating to business law practice. *Prerequisite: PLeg 1111*

## **PLeg 2620**

**Property .....3 Credits**

This course presents a study of personal and real property. Students study landlord and tenant law, real estate conveyancing, real estate financing, foreclosure and mechanic's liens. Students will learn to prepare a purchase agreement, deeds and other closing documents, and the documents used in mortgage foreclosure and mechanic's lien foreclosure. The general concepts of legal descriptions, title examination, and closing procedures also are covered. In addition, this course examines the ethical considerations related to a property law practice. *Prerequisite: PLeg 1111*

## **PLeg 2710**

**Wills, Trusts and Estate Administration .....3 Credits**

This course presents a study of estate administration, including the preparation and use of wills and trusts as estate planning tools. Students will study powers of attorney and the use of health care directives for disability planning. The students will learn the fundamental principals of probate law and how to prepare documents used in probate procedures. Students will also learn about the impact of estate taxes on estate planning. In addition, this course examines the ethical considerations relating to estate planning, wills and trusts. *Prerequisite: PLeg 1111*

## **PLeg 2810**

**Employment Search for Paralegals .....1 Credit**

This course presents a study of the skills and tools needed for locating paralegal employment opportunities. Students will study employment opportunities in both legal and non-legal settings. Students will study attitudes and work habits for a more successful career. Students will learn to prepare a professional resume and conduct an interview.

*Prerequisite: PLeg 1111*

## **PLeg 2910**

**Legal Practicum.....2 Credits**

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

## **PLeg 2920**

**Internship .....2 Credits**

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

## **Philosophy**

### **Phil 1010**

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

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

### **Phil 1020**

**Ethics (Goal Areas 6 and 9) .....3 Credits**

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

### **Phil 1030**

**Eastern Religions (Goal Areas 6 and 8) .....3 Credits**

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

### **Phil 1040**

**Western Religions (Goal Areas 6 and 7) .....3 Credits**

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

### **Phil 1050**

**Introduction to Logic (Goal Area 4) .....3 Credits**

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

### **Phil 1060**

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

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

### **Phil 1070**

**Political Philosophy (Goal Areas 8 and 9) .....3 Credits**

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



### Phil 1110

#### **Problem Solving (Goal Area 9) .....3 Credits**

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

### Phil 1200

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

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

### Phil 1210

#### **Peace Ethics (Goal Areas 8 and 9) .....3 Credits**

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

### Phil 1990

#### **Philosophy Special Topics .....1-4 Credits**

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

## Physical Education

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

### PE 1010

#### **Physical Fitness .....2 Credits**

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

### PE 1020

#### **Adult Fitness.....1 Credit**

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

### PE 1040

#### **Volleyball .....1 Credit**

This course covers instruction and practice in skills of volleyball through drills and game play. Rules, terminology and strategy are included.

### PE 1050

#### **Weight Training .....1 Credit**

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

### PE 1070

#### **Soccer .....1 Credit**

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

### PE 1110

#### **Co-Ed Softball .....1 Credit**

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

### PE 1130

#### **Leisure Time Games .....1 Credit**

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

### PE 1140

#### **Recreational Games .....1 Credit**

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

### PE 1151

#### **Golf I .....1 Credit**

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

### PE 1152

#### **Golf II .....1 Credit**

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

**PE 1200**

**Bowling .....1 Credit**

This course includes instruction and practice in skills of bowling through drills and play. Rules, terminology and scoring are included. *Classes meet at bowling lanes. Additional fee charged for use of bowling lanes.*

**PE 1210**

**Badminton .....3 Credits**

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

**PE 1230**

**Basketball .....1 Credit**

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

**PE 1240**

**Rock Climbing .....1 Credit**

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

**PE 1250 (and Hlth 1250)**

**Wellness for Life .....3 Credits**

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

**PE 1270**

**Studio Cycle .....1 Credit**

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

**PE 141100**

**Women's Self 1Defense .....1 Credit**

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

**PE 1420**

**Walk, Jog, Run .....1 Credit**

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

**PE 1430**

**Tai Chi Chih.....1 Credit**

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

**PE 1440**

**Karate .....1 Credit**

This course will enable the student to obtain a basic knowledge or appreciation of self-defense and the martial arts, specifically the Soo Bahk Do style of martial arts. Students will learn to execute basic self-defense techniques, increase their flexibility and improve their mental focus. Soo Bahk Do has been taught on campus since 1978 and was one of the "pioneer" arts introduced in Minnesota in the 1960's. *Upon completion of the curriculum, the student will be eligible to test for rank recognized by the United State Soo Bahk Do Federation at an additional fee and can continue their training at a local studio.*

**PE 1451**

**Beginning Tennis .....1 Credit**

This is a class for those who have never played tennis or have played very little. Instruction and practice in fundamental skills of tennis - forehand, backhand, serve and volley - are studied through drills and game play. Rules, terminology and strategy are included. *Students are expected to furnish tennis rackets and tennis balls.*

**PE 1452**

**Intermediate Tennis .....1 Credit**

This course is for people who have had beginning tennis lessons and reviews the basic skills of forehand, backhand, volley and serve through drills and game play. Use of these basic skills in game situations will be emphasized. Rules, scoring and terminology will be reviewed. Lob and smash will be introduced into play. A more thorough knowledge of tennis strategy will be developed through drills and game play. *Students are expected to furnish tennis rackets and tennis balls.*

**PE 1500**

**Foundations of Physical Education .....3 Credits**

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

**PE 1510**

**Coaching and Management.....2 Credits**

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

**PE 1520**

**Movement and Exploration .....3 Credits**

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

**PE 1600**

**Downhill Sports .....1 Credit**

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

**PE 1700**

**Canoe Camping .....3 Credits**

This course prepares the student for camping in the Boundary Waters Canoe Area. Students learn food preparation, handling and bagging in bear country. Other areas emphasized are water purification, exercising in extreme heat and camping rules specific to the BWCA. Minimal Impact Camping guidelines are followed on the actual trip into the BWCA.

**PE 1710**

**Wilderness Camping .....3 Credits**

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

**PE 1720**

**Introduction to Camping .....2 Credits**

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

**PE 1730**

**Conditioning for Backpacking .....1 Credit**

A combination strength and aerobic conditioning program designed to help students enrolled in the Wilderness Backpacking package adapt to altitude and climate conditions they will experience on the trip. Students are required to have a physical exam prior to the trip and should be in moderate to excellent physical condition.

**PE 1740**

**Hiking .....1 Credit**

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

**PE 1750**

**Yoga 1 .....Credit**

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

**PE 1800**

**Aerobics .....1 Credit**

This course provides instruction and practice in a physical fitness program which involves a series of vigorous movements. Music is utilized with a combination of dancing, jogging and jumping. *This course may be repeated for credit. Students should be in good general health to enroll in this class.*

**PE 1810**

**Step Aerobics .....1 Credit**

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

**PE 1830**

**Social Dance .....1 Credit**

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

**PE 1990**

**Physical Education Special Topics .....1-4 Credits**

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

**PE 2490**

**Kinesiology .....4 Credits**

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

## Physics

### Phys 1000

**Conceptual Physics (Goal Area 3) .....4 Credits**

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

### Phys 1030

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

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

### Phys 1120

**Meteorology (Goal Areas 3 and 10).....4 Credits**

This course is designed for people who desire to learn about the weather. This course helps the student learn to observe and interpret the sky, to read weather maps and to understand the sequence of meteorological phenomena. The topics to be covered include: air temperature, humidity, condensation, clouds, air pressure, wind, atmospheric circulation, weather forecasting, computer modeling, thunderstorms, tornadoes and hurricanes. *(3 hours lecture, 2 hours lab)*

### Phys 1140

**Energy Aspects of our Physical Environment (Goal Area 3).....3 Credits**

This course is designed for people who desire to learn about the various sources of energy and the problems associated with its production and consumption on the state, national and international levels. Topics to be covered include: energy principles, fossil fuels, electric energy, acid rain, electromagnetic radiation, infringements on the global atmosphere, thermodynamic principles, automobiles, nuclear physics principles, radon radioactivity in houses, nuclear energy, solar energy, solid waste management and energy conservation. *(3 hours lecture)*

### Phys 1201

**Principles of Physics I (Goal Area 3) .....5 Credits**

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

### Phys 1202

**Principles of Physics II (Goal Area 3) .....5 Credits**

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

### Phys 1220

**Allied Health Physics.....2 Credits**

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

### Phys 1400

**The Solar System (Goal Area 3) .....3 Credits**

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

### Phys 1410

**Solar System Lab (Goal Area 3) .....1 Credit**

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



### Phys 1450

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

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

### Phys 1460

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

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

### Phys 1601

#### General Physics I (Goal Area 3) 5 Credits

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

### Phys 1602

#### General Physics II (Goal Area 3) .....5 Credits

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

### Phys 1990

#### Physics Special Topics .....1-4 Credits

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

## Political Science

### PolS 1100

#### American Government and Politics

#### (Goal Areas 5 and 9) .....3 Credits

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

### PolS 1140

#### State and Local Politics (Goal Area 5) .....3 Credits

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

### PolS 1600

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

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

### PolS 1700

#### World Politics (Goal Areas 8 and 9) .....3 Credits

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

### PolS 1990

#### Political Science Special Topics .....1-4 Credits

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

### PolS 2130

#### Constitutional Law (Goal Area 5) .....3 Credits

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

## Prior Learning Assessment

### PLA 1010

#### Individualized Studies Development .....3 Credits

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

### PLA 1020

#### Prior Learning Portfolio .....3 Credits

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

## Psychology

### Psyc 1150

#### **General Psychology (Goal Area 5) .....3 Credits**

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

### Psyc 1165

#### **Psychology of Adjustment (Goal Area 5) .....3 Credits**

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

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

### Psyc 1170

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

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

### Psyc 1210

#### **Child Development (Goal Area 5) .....3 Credits**

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

### Psyc 1220

#### **Adult Development (Goal Area 5) .....3 Credits**

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

### Psyc 1990

#### **Psychology Special Topics .....1-4 Credits**

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

### Psyc 2320

#### **Abnormal Psychology (Goal Area 5) .....3 Credits**

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

### Psyc 2330

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

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

### Psyc 2340

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

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

## Public Works

### PubW 1020

#### **Public Works Organization and Administration .....4 Credits**

This course is designed to give an individual a general overview of public works; its organizational structure, function, responsibilities and inter-relationships and financing mechanisms within our governmental systems. It will also give an overview of the systems typically managed by the public works professional and will focus on the public works supervisor's role in managing those functions and activities including budgeting, performance measuring, management systems and computer applications.

### PubW 1030

#### **Public Works Management and Communication .....4 Credits**

This course is designed to familiarize the student with general principles such as safety, liability, public relations to include dealing with the public sector, handling complaints, use of written communications and news media as well as securing citizen acceptance for projects that would be expected of a leadership position. It also covers the techniques for job interviewing and conducting public meetings.

### PubW 1040

#### **Technical Aspects of Public Works .....4 Credits**

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

### PubW 1050

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

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

## Sociology

### Soc 1110

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

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

### Soc 1130

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

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

### Soc 1210

#### **Introduction to Social Work .....3 Credits**

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

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

### Soc 1710

#### **Introduction to Criminal Justice (Goal Area 5) .....3 Credits**

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

### Soc 1720

#### **Police and Community .....3 Credits**

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

### Soc 1730

#### **Juvenile Justice .....3 Credits**

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

### Soc 1750

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

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

### Soc 1990

#### **Sociology Special Topics .....1-4 Credits**

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

### Soc 2110

#### **Principles of Social Psychology (Goal Area 5) .....3 Credits**

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

### Soc 2210

#### **Minority Groups (Goal Areas 5 and 7) .....3 Credits**

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

### Soc 2730

#### **Introduction to Corrections (Goal Area 5) .....3 Credits**

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

### Soc 2740

#### **Criminal Behavior .....3 Credits**

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

## Spanish

### Span 1030

#### **Spanish and Latin American Culture (Goal Areas 6 and 8) ....3 Credits**

This course is an introduction to the civilization and culture of Spain and Spanish America, with particular emphasis on comparative cultures, modern trends and the ancient Indian civilizations of Latin America. *The course is taught in English; no previous knowledge of Spanish is required.*

### Span 1101

#### **Beginning Spanish I .....4 Credits**

Designed for the student with little or no previous experience with languages, this course stresses correct pronunciation, aural comprehension, basic structure and a practical reading knowledge of Spanish.

### Span 1102

#### **Beginning Spanish II .....4 Credits**

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

### Span 1390

#### Field Study Spanish/Latin American Civilization .....1-3 Credits

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

### Span 1990

#### Spanish Special Topics .....1-4 Credits

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

### Span 2201

#### Intermediate Spanish I (Goal Area 8) .....4 Credits

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

*Prerequisite: Span 1102*

### Span 2202

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

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

*Prerequisite: Span 2201*

## Speech

### Spch 1010

#### Fundamentals of Public Speaking (Goal Area 1) .....3 Credits

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

### Spch 1110

#### Principles of Interpersonal Communication (Goal Area 1) ....3 Credits

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

### Spch 1210

#### Small Group Communication(Goal Area 1) .....3 Credits

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

### Spch 1310

#### Intercultural Communication (Goal Areas 7 and 8) .....3 Credits

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

### Spch 1410

#### Human Communication Theory (Goal Area 1) .....3 Credits

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

### Spch 1990

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

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

## Theater, Film and Television

### TFT 1200

#### Theater Exploration (Goal Area 6) .....3 Credits

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

### TFT 1210

#### Introduction to Theater (Goal Area 6) .....3 Credits

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

### TFT 1250

#### Introduction to Film (Goal Area 6) .....3 Credits

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

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

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

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

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

**TFT 1320****World Cinema (Goal Areas 6 and 8) .....3 Credits**

World Cinema is a class in which students look at films from around the world. They explore various non-English-speaking countries' contributions to filmmaking and world culture that have been made by these countries' films. They look at two films from each country studied: one that exemplifies the historical/cultural concept that is associated with that country's films and one contemporary film from that country. The course consists of viewing, analyzing, discussing and writing about films from other cultures films as a means of understanding the impact of these works on our own as well as other cultures.

**TFT 1540****Acting for the Camera (Goal Area 6).....3 Credits**

Students will have the opportunity to perform in front of the camera and see themselves as the camera records them, revealing their strengths and challenges. Acting techniques specific to working in film and television will be covered along with methods for auditioning, script analysis, character development, communication and style. How to handle camera and editing equipment is also included.

**TFT 1500****Acting: Improvisations and Foundations .....3 Credits**

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

**TFT 1510****Acting: Stage Voice and Movement .....3 Credits**

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

**TFT 1520****Acting: Building Characters .....3 Credits**

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

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

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

**TFT 1990****Theater Special Topics .....1-4 Credits**

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

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

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

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

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





## College Leadership

MnSCU Board of Trustees

NHCC Advisory Board

NHCC President's Cabinet

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## NHCC President's Cabinet

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*Chief Human Resources Officer*

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*Dean of Student Affairs*

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*Associate Dean of Nursing*

Lawrence Schaaf  
*Dean of Business, Technology, Career Programs, and Online Learning*

Jaime Simonsen  
*Dean of Adult Education and Training*

Mary Diedrich  
*Interim Dean of Student Success Programs*

Jim Borer  
*Associate Dean of Student Success Programs*

## Appendix

Faculty/Staff Directory

Driving Directions

Area Map

Campus Maps

Catalog Index

Key Contacts on Campus

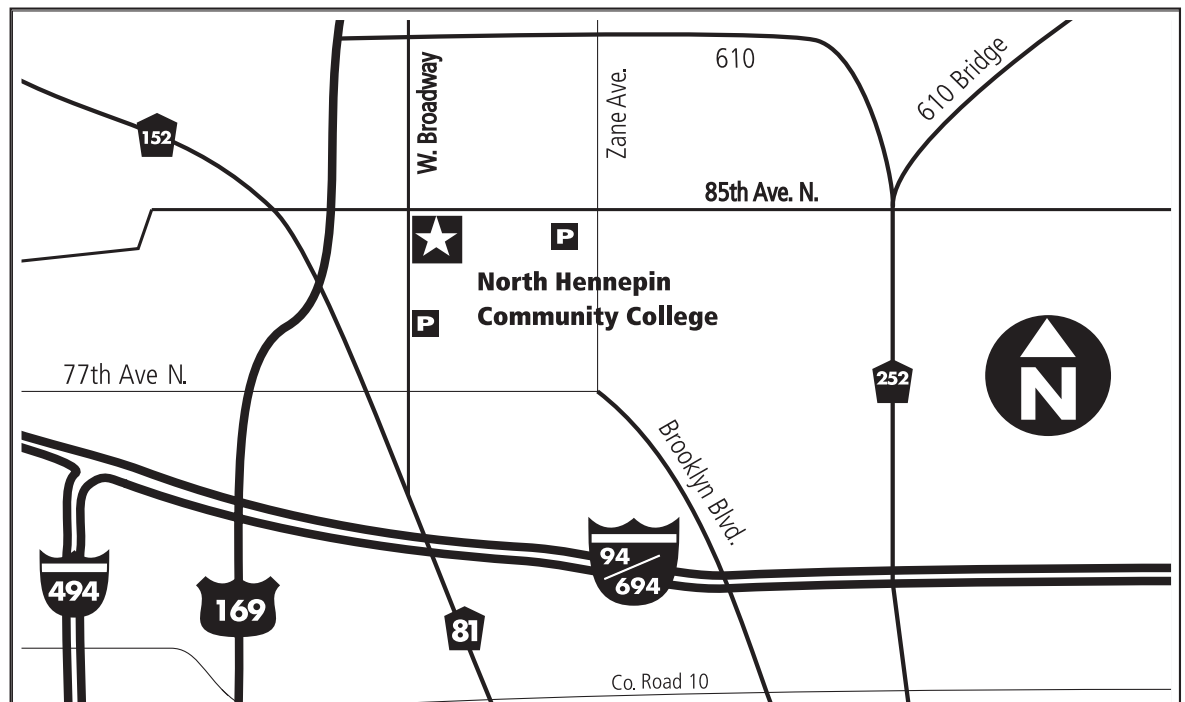
### Faculty/Staff Directory

A complete listing of NHCC Faculty and Staff can be found on the NHCC website at [www.nhcc.edu](http://www.nhcc.edu).

### Driving Directions

For directions to North Hennepin Community College or Buffalo High School (for the Buffalo program) go to the NHCC website at [www.nhcc.edu](http://www.nhcc.edu).

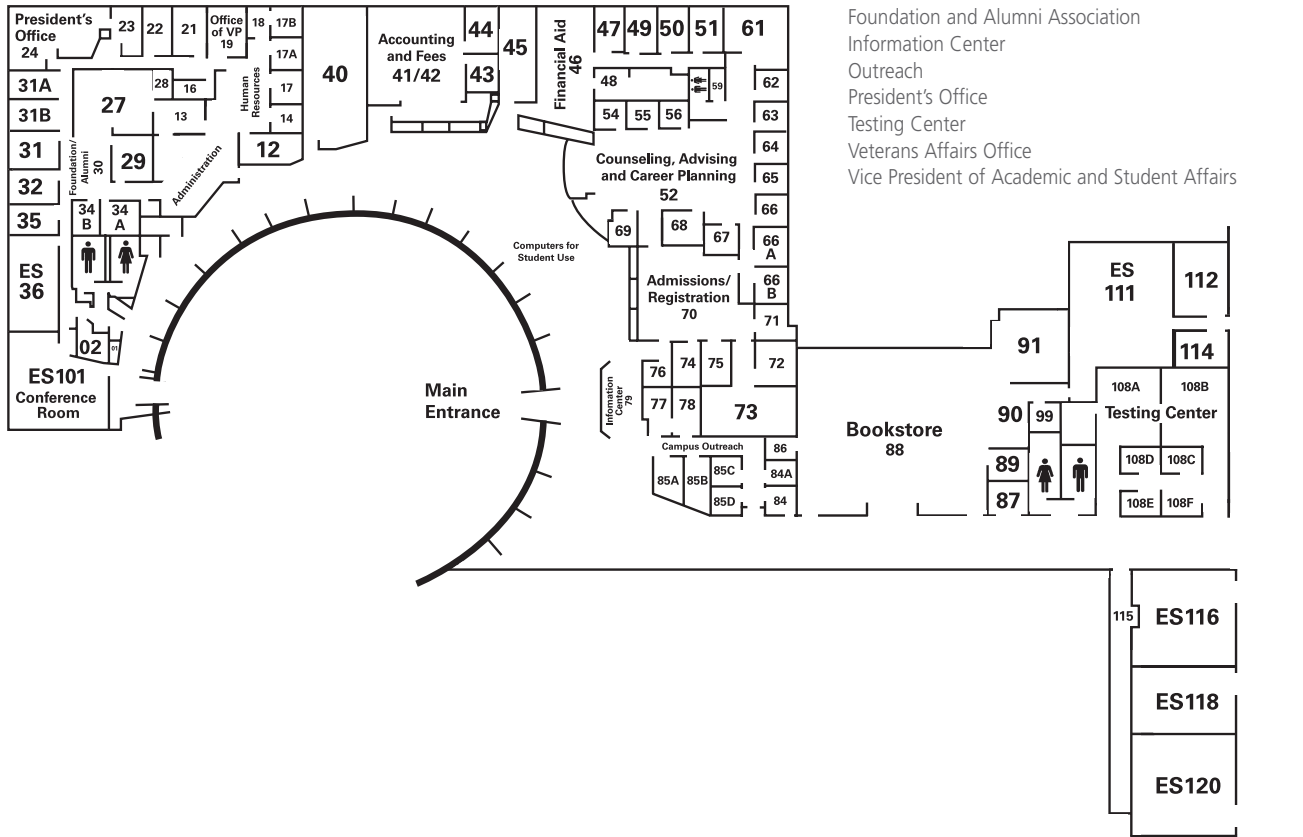
### Area Map



# Campus Maps

## ES – Educational Services

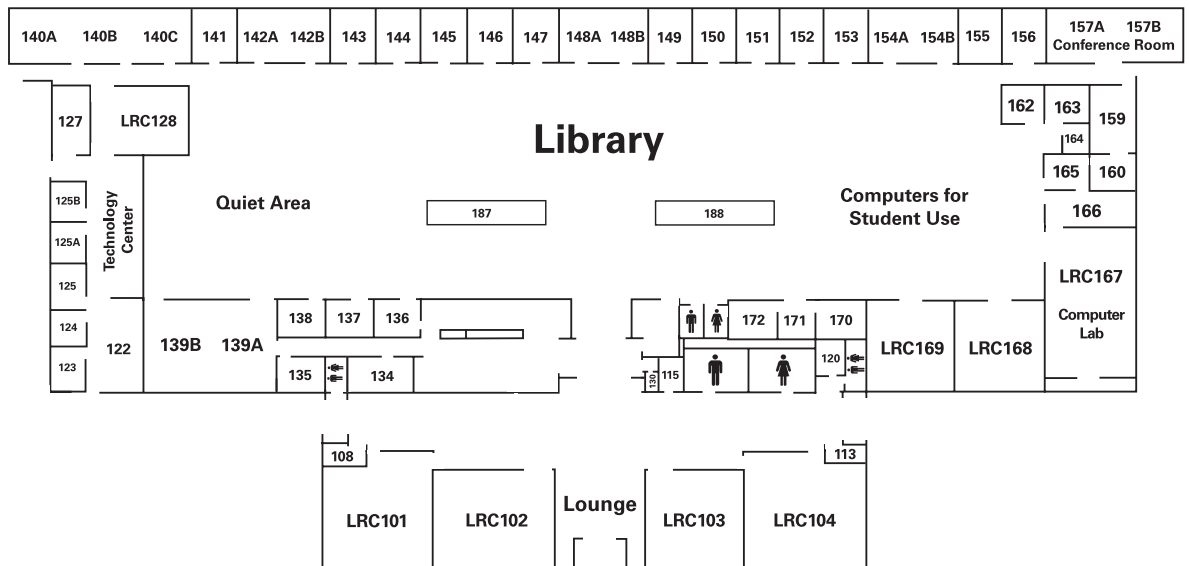
- Accounting and Fees
- Administration
- Admissions and Registration
- Bridge to Academic Success
- Bookstore
- Career Resource Center
- Community Relations
- Counseling and Advising
- Dean of Student Affairs Office
- Financial Aid
- Foundation and Alumni Association
- Information Center
- Outreach
- President's Office
- Testing Center
- Veterans Affairs Office
- Vice President of Academic and Student Affairs



## LRC - Learning Resource Center

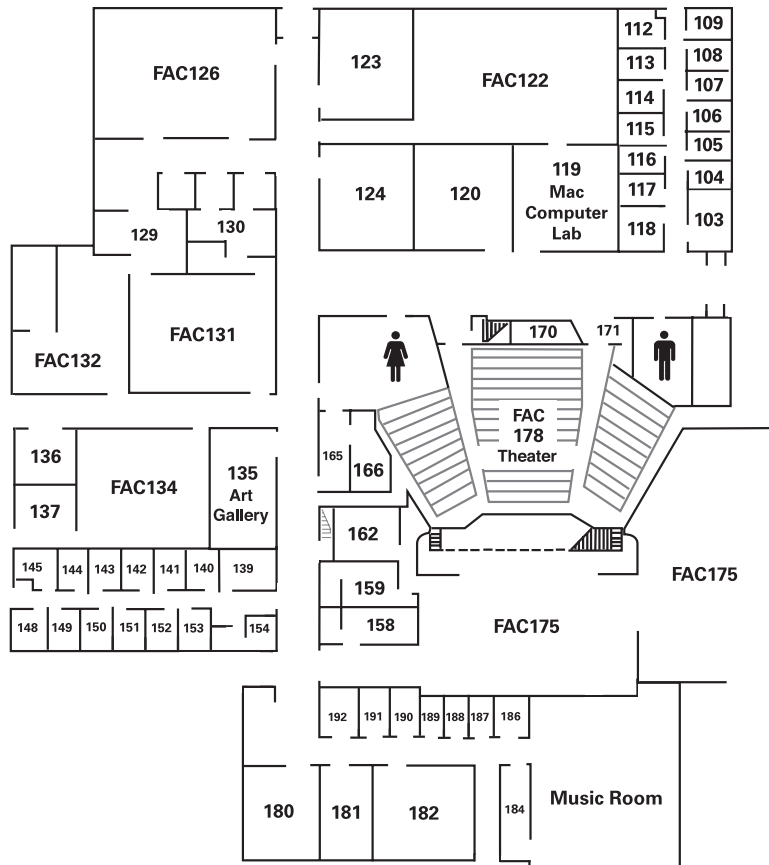
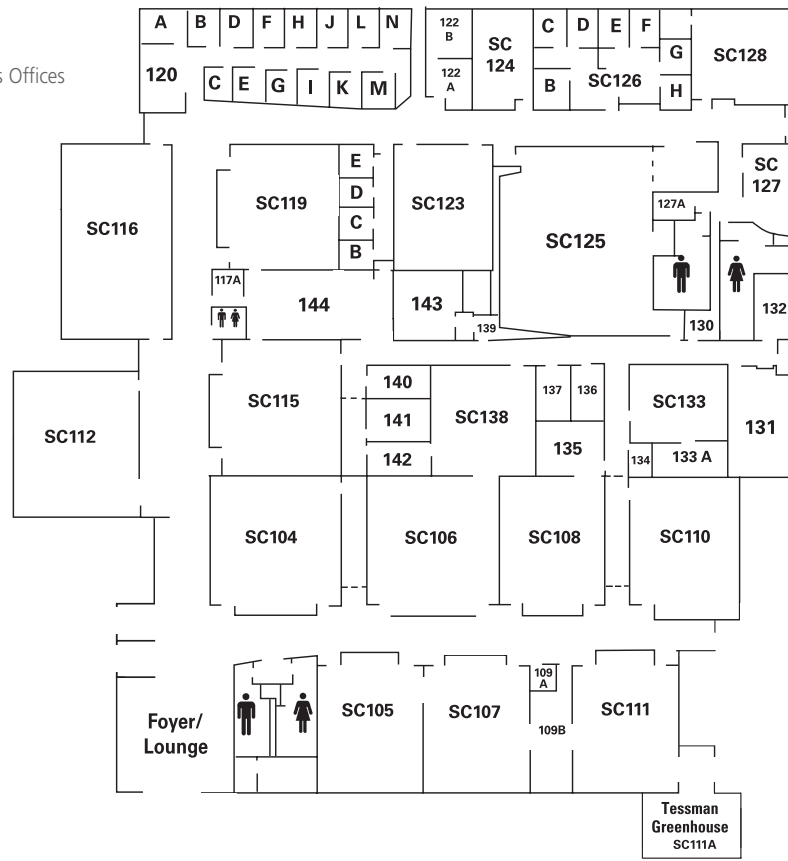
- Dean and Associate Dean of Student Success Programs
- First Year Experience
- Library Services
- Math Resource Center
- Peer Tutoring
- Service Learning
- Writing Center

- group study rooms
- open study areas
- quiet study carousels



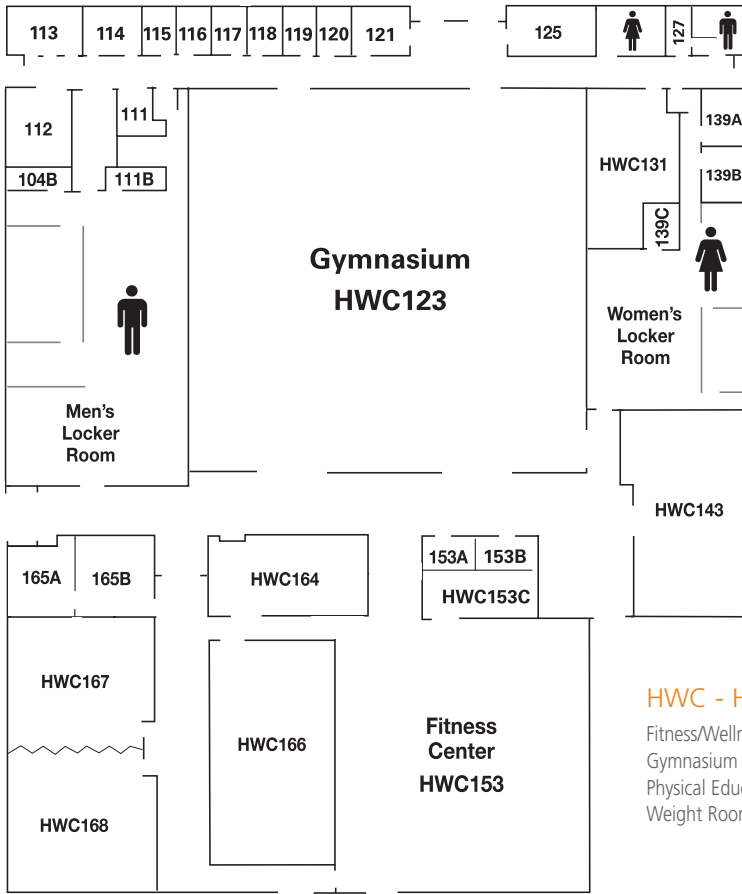
## SC - Science Center

Dean of Sciences  
 Mathematics and Health Careers Offices  
 Science Department Offices



## FAC - Fine Arts Center

Dean of Fine Arts  
 Fine Arts Gallery  
 Humanities Department Offices  
 Macintosh Computer Lab  
 Music Rooms  
 Student Support Services  
 Theater

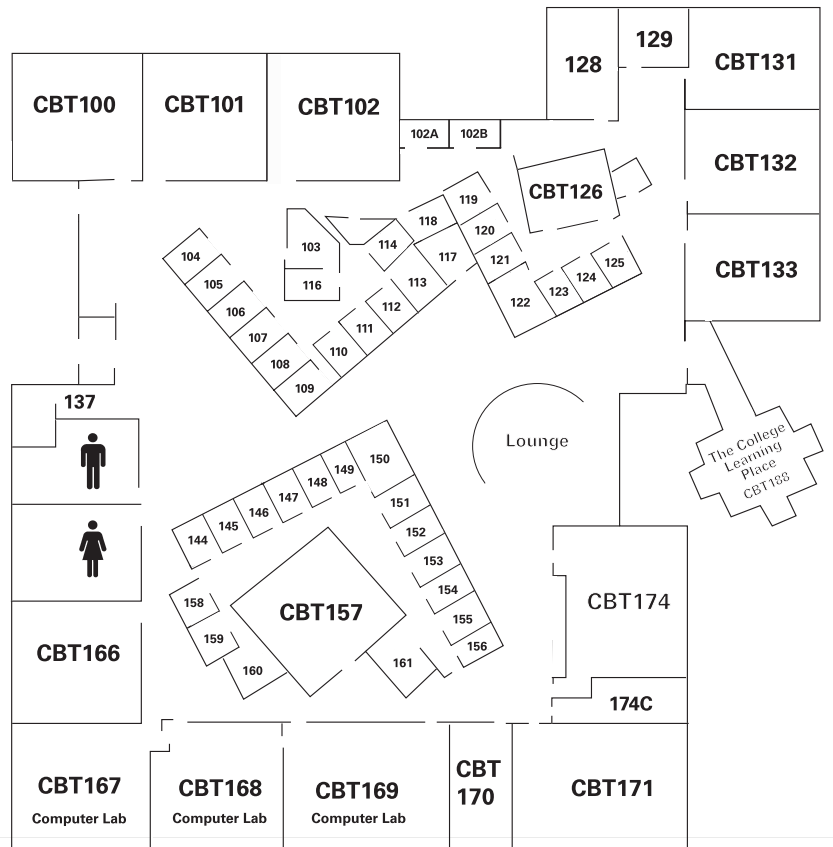


**HWC - Health and Wellness Center**

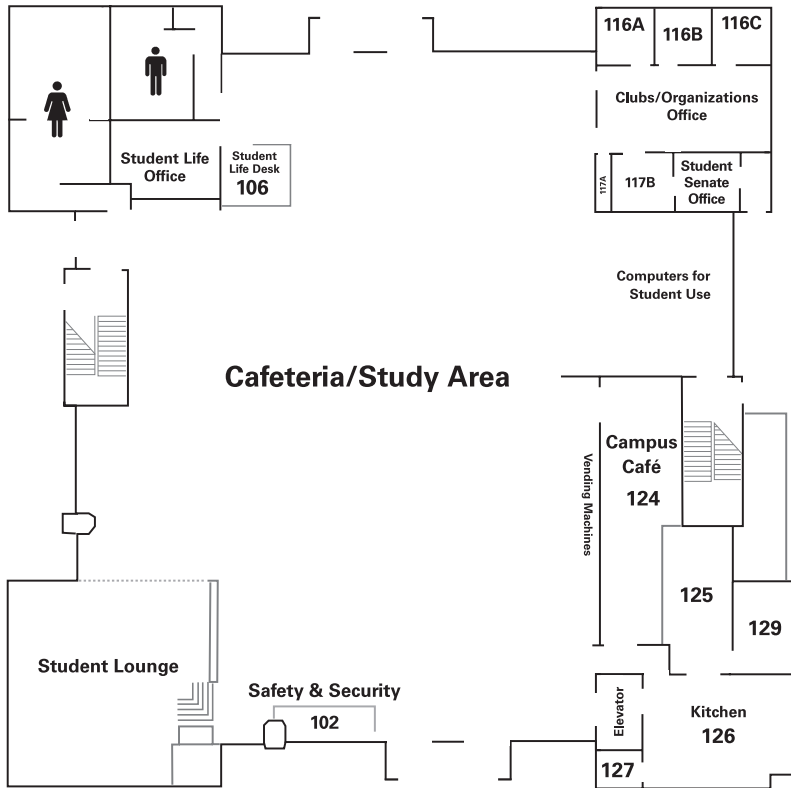
Fitness/Wellness Center  
 Gymnasium  
 Physical Education and Health Department Offices  
 Weight Room

**CBT - Center for Business and Technology**

Adult Education and Training  
 Business Department Offices  
 College Learning Place  
 Computer Labs  
 Continuing Education and Customized Training  
 Dean of Adult Education and Training  
 Dean of Business and Technology and Online Programs



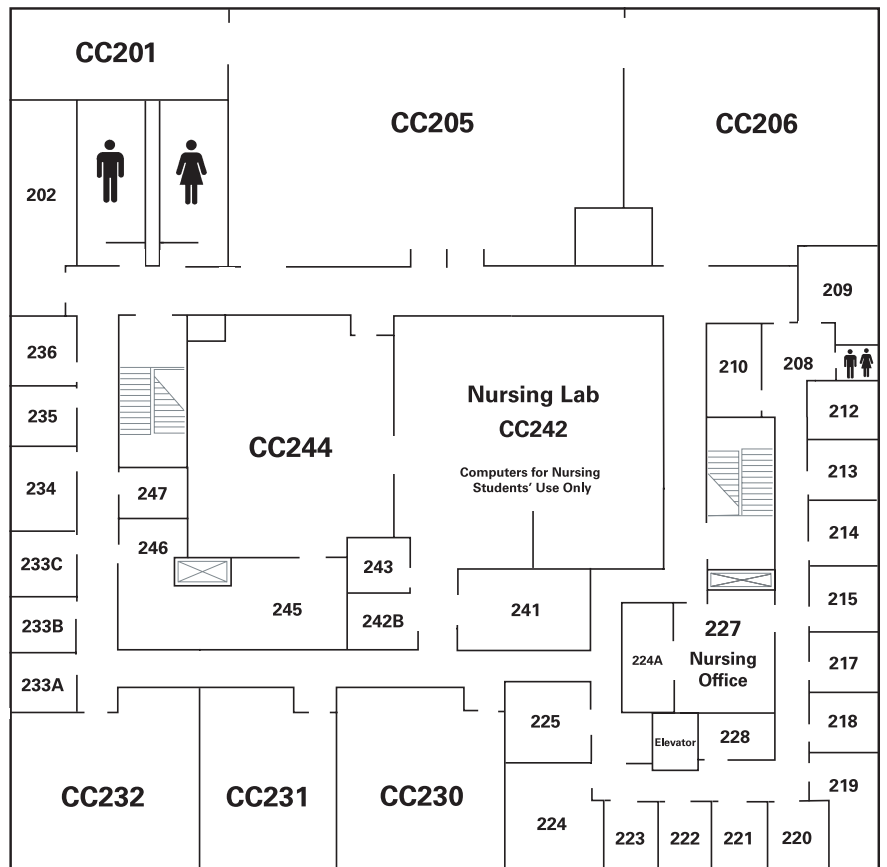
# First Floor

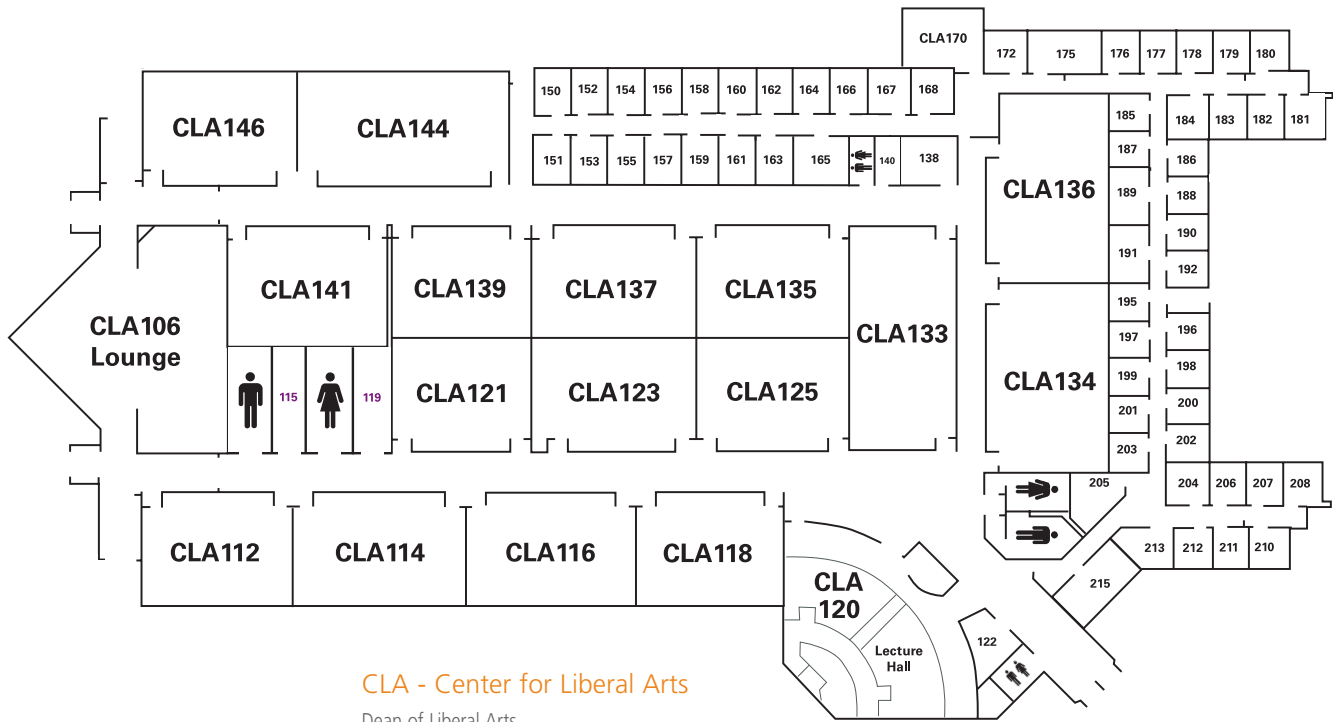


## CC - Campus Center

- Associate Dean of Nursing
- Director of Student Life
- Nursing Department Offices
- Student Life
- Student Organization Offices
- Taher Cafe

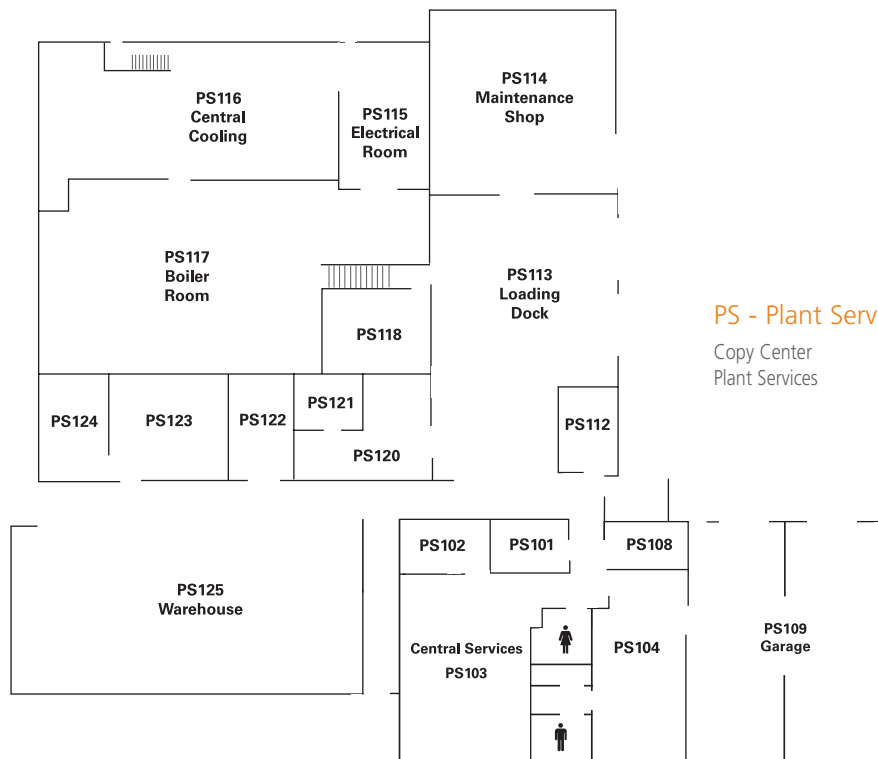
# Second Floor





**CLA - Center for Liberal Arts**

Dean of Liberal Arts  
 English Department Offices  
 Math Department Offices  
 Social Science Department Offices



**PS - Plant Services**

Copy Center  
 Plant Services



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## Key Contacts on Campus

Accounting and Fees .....	763-424-0718	Instructional Technology Center .....	763-424-0903
Admissions.....	763-424-0719	International Student Advisor .....	763-424-0703
Adult Education and Training .....	763-424-0880	Job Search Assistance .....	763-424-0707
Alumni Association .....	763-424-0916	Kappa Beta Delta Advisor .....	763-488-0205
Art Department .....	763-424-0775	Library .....	763-424-0732
Biology Department .....	763-424-0863	Math Department .....	763-424-0833
Bookstore.....	763-424-0808	Math Resource Center .....	763-424-0742
Bridge/Academic Success .....	763-424-0905	Medical Laboratory Technology (MLT) Department .....	763-424-0768
Buffalo High School (day only) .....	763-424-0730	Music Department.....	763-424-0792
Buffalo High School (evening only).....	763-682-8114	Nursing Department .....	763-424-0759
Business ASAP Information Line .....	763-424-0755	Outreach Department .....	763-424-0946
Business Careers Advisor .....	763-424-0892	Physical Education Department.....	763-424-0862
Business Department .....	763-424-0758	Physics Department .....	763-424-0863
Career Resource Center .....	763-424-0707	Phi Theta Kappa Advisor .....	763-424-0874
Chemistry Department .....	763-424-0863	Placement and Testing Center .....	763-424-0928
Community Relations .....	763-424-0902	President's Office .....	763-424-0812
Computer Lab .....	763-424-0898	Registration .....	763-424-0719
Continuing Education and Customized Training.....	763-424-0880	Recreational Activities .....	763-424-0825
Counseling and Advising .....	763-424-0703	Safety and Security.....	763-424-0807
Credit for Prior Learning .....	763-424-0730	Science Department.....	763-424-0863
Dean of Student Affairs .....	763-424-0712	Social Science Department.....	763-424-0822
Disability Access Services (Voice) .....	763-493-0555	Special Events .....	763-424-0794
Disability Access Services (Hearing Impaired/TTY).....	763-493-0558	Speech Department .....	763-424-0775
English Department.....	763-424-0845	Student Affairs .....	763-493-0597
English for Speakers of Other Languages (ESOL) .....	763-424-0894	Student Life .....	763-424-0802
Every Other Weekend College.....	763-488-0201	Student Senate .....	763-493-0526
Facilities Use .....	763-424-0837	Student Support Services/TRIO .....	763-424-0937
Financial Aid .....	763-424-0728	Testing Center .....	763-424-0928
Fitness Center .....	763-424-0923	Theater Department .....	763-424-0775
Foundation .....	763-424-0916	Theater Ticket Office.....	763-424-0788
GED Testing .....	763-424-0857	Transcript Requests .....	763-493-0509
Health Career Advisor .....	763-424-0938	TTY - General Information .....	763-424-0949
Health Department .....	763-424-0862	Tours/Student Ambassadors .....	763-424-0702
Histotechnology Program .....	763-424-0768	Tutoring Center .....	763-424-0934
Honors Program .....	763-424-0856	Veterans Affairs .....	763-424-0573
Human Resources .....	763-424-0878	Vice President's Office .....	763-424-0940
Humanities Department .....	763-424-0775	Weather and Emergency Closing .....	763-488-0488
Information Center .....	763-424-0702	Writing Center.....	763-424-0934
Information Center (Hearing Impaired/TTY) .....	763-424-0949	Youth Academy .....	763-424-0808
Institutional Effectiveness .....	763-424-0853		



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