



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

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## About the College



### 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.

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

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

### 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

### 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.

#### 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 to use online. Both are required.

## Managing your Registration

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.



## Resources

### 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

## 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)

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## Campus Center

CC, 763-424-0802

As the name indicates, the Campus Center is the hub of the College and



## Academic Policies & Expectations



### 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, F, and I are used. A grade of I is charged the regular tuition rate. A grade of F is charged the regular tuition rate and the student is required to retake the course. A grade of W is not charged tuition. A grade of S is not charged tuition and the student is required to retake the course.

## 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 cumulative standards at the end of the program for which they are receiving financial aid.

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- 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

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

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

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

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

CC 112, 763-424-0803, kitty.hennemann@nhcc.edu

SC 120C, 763-424-0868, elaina.bleifield@nhcc.edu

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

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



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.

- 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.

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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

#### **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**







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

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.

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.

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



## Degree & Certificate Program Guides

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### 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

## 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

**Successful completion of at least 3 of the following, including Engl 1111:**

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

**Choose at least 6 credits from the following courses:**

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

### 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:

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#### *History Core Courses Required*

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

#### *Two of the Following Electives in History*

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

#### *General Education Courses*

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

### 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:

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##### *General Education Courses*

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

##### *MnTC Electives*

Goal Area 5, 6, 7, 8, 9 and/or 10 .....	4
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##### *Mathematics and Computer Science Core Courses*

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

\*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.



## 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:

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#### *MnTC*

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

*Students must also take courses in goal areas 7, 8, 9 and 10.*

*Courses in goal areas 1 – 6 that are also listed in these four goal areas can be used to satisfy both areas.*

Human Diversity	
Global Perspective	
Ethical and Civic Responsibility	
People and the Environment	
Subtotal .....	40

#### *Health and Physical Education*

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

#### *Electives*

Electives can be select from all courses numbered 1000 or above (should be appropriate to the student's transfer program) .....	17
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### 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:

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##### *Planning Course*

PLA 1010	Individualized Studies Development .....	2
PLA 1020	Prior Learning Portfolio Development (recommended) .....	1

##### *Program Courses*

CIS 1101	Business Computer Systems I.....	3
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## 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:

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##### *Business Foundation Courses*

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

##### *Accounting Specialty Courses*

Acct 2100	The Accounting Cycle .....	1
Acct 2112	Managerial Accounting .....	4

## 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:

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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

\* / 4

### 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:

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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

### 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:

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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

\* / 4

## 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:

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##### *Business Foundation Courses*

Acct 2111	Financial Accounting .....	4
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**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:**

***Business Foundation Courses***

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

***Finance Specialty Courses***

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

***Electives***

Any other Accounting, Business, Computer Information Systems Courses .....	3
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***General Education Courses***

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

***MnTC Electives***

Selected from at least 3 of the other 10 goal areas .....	8
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**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.

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## 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:

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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

\* 1/4

### 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:

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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

\* 1/4

### 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:

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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

\* 1/4

## 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:

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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

\* / 4

### 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:

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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

\* / 4

### 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:

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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

#### *Electives*

Choose from any Accounting, Business or Computer Information Systems courses.....5

**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:**

***Business Foundation Courses***

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

***Small Business Specialty Courses***

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

***\*Electives – (Select courses from the following to total at least 5 credits)***

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

***General Education Courses***

Econ 1070	Principles of Economics: Micro (Goal Area 5) .....	3
Bus 1610	Consumer Principles of Economics.....	3

## 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,

### 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:

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*Business Foundation Courses*

Acct 2111	Financial Accounting .....	4
Bus 1100	Introduction to Business and the American Economy .....	3
Bus 1200	Introduction to Management .....	3
Bus 1210	Management to Management.9.....	3
.....7.....		3

Business/Computer Sciences: Business Computer Systems and Management

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

## 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:

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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

#### *Choose 6 credits from the following courses:*

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

#### *Choose 6 credits from the following courses:*

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





## 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:

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CIS1101	Business Computer Systems I.....	3
CIS1102	Business Computer Systems II .....	3

*Choose 18 credits from the following:*

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

### 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:

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CIS 1210	Desktop Publishing* .....	3
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*Choose 6 credits from the following:*

Art 1160	Digital Photography.....	3
CIS 1990	Special Topics .....	1-4
CIS 1200	Word Processing.....	3
Art 1040	Introduction to Art .....	3

\* / 4



## 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:

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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

\* / 4

### 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:

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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

\* / 4

## 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:

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#### Professional/Technical Courses

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

#### A minimum of 8 credits from the following courses:

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

#### A minimum of 6 credits from the following courses:

	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

#### General Education Courses

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

#### MnTC Electives

	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

\* 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:

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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

## 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:

*Computer Science Courses – Choose 19 credits from the following:*

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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

### 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:

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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

\* D, 2, 4, 6, 8, 10, 12, 14, 16, 18, 20

**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:**

*Business Foundation Courses*

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

*Marketing Specialty Courses*

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

*Electives*

Any other Accounting, Business, or Computer Information Systems Courses .....	4
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*General Education Courses*

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

*MnTC Electives*

Selected from at least 3 of the other 10 goal areas .....	8
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**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.

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## 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:

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#### *Business Foundation Courses*

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

#### *Marketing Specialty Courses – (Select courses from the following to total at least 10 credits)*

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

#### *\*General Education Courses*

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



### 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:**

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Bus 1600*	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior .....	3
Bus 1620*	Advertising and Sales Promotion .....	4
CIS 1210	Desktop Publishing .....	3

\* / 4

### 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:**

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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

\* / 4

### 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:**

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Bus 1600*	Introduction to Marketing .....	3
Bus 1610	Consumer Behavior .....	1.....3
.....4		

## 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:

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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

\* / 4

## 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:

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#### *Paralegal Specialty Courses*

PLeg 1111	Basic Law I.....	4
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## 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:

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##### *Fine Arts Core*

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

##### *General Education Courses*

	(Chosen from the Minnesota Transfer Curriculum (MnTC) Worksheet available in the CRC)	
Engl 1111	College Writing I (Goal Area 1).....	3

##### *MnTC Electives*

	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

##### *Graphic Design Courses*

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

## 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.

## 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:

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#### *Fine Arts Foundation Courses*

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

#### *Fine Arts Elective Courses – Choose courses totaling 21 credits from the following:*

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

#### *General Education*

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

## 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:

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#### *General Education Courses*

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

#### *Biology Core Courses*

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

\* 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.



## 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:

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#### *General Education Courses*

*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

#### *Chemistry Core Courses*

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

\*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:**

## 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.

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

### Curriculum:

#### General Courses

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

#### HTN Courses

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





## 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 Labo

## 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:

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#### *Nursing Courses*

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

#### *General Education Courses*

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

## 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 requirei16 -1.2cegr-fis r8o2ncpdayr6{S}5.8(ais accr)9.7(edited b)()suir(• )4p854 avail cohis o



Science/Health Career: Nursing

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



## 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:

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##### *Professional Courses\*\*\*\**

Crime Investigation .....	3
Legal Issues in Law Enforcement .....	3
Criminal and Traffic Codes .....	3
Patrol Operations .....	3
Law Enforcement Integrated Curriculum.....	9

##### *Health and Physical Education Courses*

PE 1010 Physical Fitness .....	2
Hlth 1600 First Responder*** .....	3

##### *General Education Courses*

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

##### *MnTC Electives*

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

\* Prerequisite courses

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

## 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.

## 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:

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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

### 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:

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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, St4r..2, .....	2

## 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:

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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



## 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:

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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



## 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:

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##### *General Education Courses*

Engl 1111	College Writing I (Goal Area 1) .....	3
Engl 1112	College Writing II (Goal Area 1) .....	3
Phil 1020	Ethics (Goal Area 6 and 9) .....	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

##### *Engineering Course*

Engr 1000	Intro to Engineering (All subfields) .....	3
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##### *Additional Recommended Course*

## 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:

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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

## Course Numbers & Descriptions

### Course Numbers

- 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.

- 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

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.

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.

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.

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.

B. 1000 ADE 1000 B. 1010 J ADE 1010 J

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.

B. 1000 ADE 1000 B. 1000/ADE 1000 G

Students taking this course will prepare and analyze payroll transactions, federal/state payroll tax reports. *444 1.12 : A, 2112*

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. *444 1.12 : A, 2112*

## American Sign Language

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.

This course continues from ASL 1101. The student's signing and fingerspelling will be increased to improve their signing skills.

*444 1.12 : A L 1101*

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.

*444 1.12 : A L 1102*

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.

*444 1.12 : A L 2201*

## American Studies

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.

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.

*444 1.12 : E 1111*

## Anthropology

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.

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.

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

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

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.

Arabic Language: A BC 1101

## Art

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.

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.

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.

Arabic Language: A 1101

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.

Arabic Language: A 1101

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.

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.

Arabic Language: A 1301

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.

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.

The course teaches fundamental color theory by introducing the physical properties of color explored through theory and practices using paint and colored paper. Students also are introduced to the theories of the psychology and perception of color.

This course introduces basic video production techniques and explores issues of content, function and personal expression. Students explore issues of content, function and personal expression through the use of video production (Goal Area 6).....3 Credits

This course introduces basic video production techniques and explores issues of content, function and personal expression.

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.

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 of Art, University of North Carolina at Chapel Hill*

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.

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.

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.

Using advanced painting techniques; this course emphasizes student's development of a personal style.

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.

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 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.

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.

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

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.

This course consists of tours to various cultural centers to experience a variety of art exhibits, lectures, demonstrations and facilities.

## Biology

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.

The course introduces students to the concepts of cell structure and





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. *C, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.*

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.

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, 4, 5, 6, 7, 8, 9, 10, 11, 12; B, 1001, B, 1002)*

Content includes organization of the plant body, growth, development and physiology, reproduction, survey of classification and evolution of the plant kingdom. *(3, 4, 5, 6, 7, 8, 9, 10, 11, 12; B, 1001, B, 1002)*

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. *F<sub>4</sub> BI 1300*

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. *F<sub>4</sub> BI 1300*

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. *F<sub>4</sub> BI 1000, ME 0901, CM 2860*

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. *F<sub>4</sub> BI 1000, CM 2860*

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. *F<sub>4</sub> BI 1000*

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.

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. *F<sub>4</sub> BI 1000*

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.

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. *F<sub>4</sub> BI 1800*

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. *F<sub>4</sub> BI 1000*

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.

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. *F<sub>4</sub> BI 1000*

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.

BI 1000

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.

BI 1310

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.

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 covering 7eva plane elevations.

This course provides students knowledge to become a successful manager

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. *C* *B* 1600

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. *C* *B* 1600

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. *C* *B* 1600

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.

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. *B* 1600

This course is an overview of the international nature of business. The topics include concepts, models and theory of international trade and strategy; review of the economics and politics of international trade and investment; the functions and form of the global monetary systems; strategies and structure of international business, culture and how and why the world's countries differ. Globalization of the world economy and trade and the factors affecting globalization will be thoroughly discussed in this course. The student will develop a global perspective of business and be exposed to interdependency of world trade and the integration of the world economic system.

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. *C* *B* 1100

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.

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.

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.

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. *K*

## Chemistry

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 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 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. (3 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 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) cont(ta 4e chem9mk 92r catpgac-mc

## Computer Information Systems

*M... ..*

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.

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.

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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.

*CI 1101*

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.

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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.

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CIS 1220

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.

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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.

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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.

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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



## Computer Science



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.

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.

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.

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

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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.

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

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.

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 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: English 0950.

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: English 1111

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.

\*Prerequisite: English 1140 or English 1112, or permission of the instructor.  
Prerequisite: English 1111

This course is designed to introduce students to literary terms, critical approaches and their application to literature.

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.

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: English 1112

This is for those interested in developing their ability to write short fiction.

Prerequisite: English 1112

This course is for those interested in developing their ability to write poetry.

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: English 1111

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.

A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest.





## Geology

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.

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.

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.

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.

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,

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 cr)

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

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. (3 cr)

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

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.



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.

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.

## Health

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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.

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.

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

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.

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.

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.

This course focuses on the major cultural, social, and political issues in United States history from T/J/F31majgrse fof(Canada. )14.8(W-dmajor cultural, s

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.

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.

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.

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.

## Histotechnology

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.

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.

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.

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.

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.



Second of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical reasoning



The course is designed to give the student clinical experience in the area of hematology, coagulation and body fluids.

ML 4 4 4 4 ; C 6 6 6 6 ML D 4 4 4 4 C 4 4 4 4

This course is designed to give the student clinical experience in the area of urinalysis.

ML 4 4 4 4 ; C 6 6 6 6 ML D 4 4 4 4 C 4 4 4 4

The course is designed to give the student clinical experience in the area of microbiology.

ML 4 4 4 4 ; C 6 6 6 6 ML D 4 4 4 4 C 4 4 4 4

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.

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The course provides the student with experience in the clinical chemistry laboratory as well as study in the theory and principles involved.

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## Music

This course includes the study and performance of choral repertoire.

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This course is a select auditioned group of singers which will perform a wide spectrum of choral repertoire from Madrigals to Vocal Jazz.

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This general course in music fundamentals includes basic theory, sight singing, piano keyboard, creative activity and student demonstration.

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.

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.

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, Mly fasits of pri/F8 1 Tf0 -2.4 TD-0.0002 Tc0.0255 T.....pTf0l the pMusc 1320 Musc 1220320

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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.



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.

Course: C...  
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## Paralegal

This course introduces students to the paralegal profession, including



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.

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.

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.

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

Physical Education is a course that provides students with the opportunity to learn and practice physical fitness skills. The course is designed to be a fun and challenging experience for all students. The course will cover a variety of physical fitness activities, including aerobic and anaerobic exercises, strength training, and flexibility exercises. The course will also cover the importance of proper nutrition and hydration for physical fitness.

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.

Physical Education is a course that provides students with the opportunity to learn and practice physical fitness skills. The course is designed to be a fun and challenging experience for all students. The course will cover a variety of physical fitness activities, including aerobic and anaerobic exercises, strength training, and flexibility exercises. The course will also cover the importance of proper nutrition and hydration for physical fitness.

This course includes instruction and practice in skills of bowling through drills and play. Rules, terminology and scoring are included.

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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.

This course provides instruction and practice in skills of basketball through drills and game play. Rules, terminology and strategy are included.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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.

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



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 credits)

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 credits)

Prerequisites: 1450; Corequisites: 0902; MATH 0902

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 credits)

Prerequisites: MATH 1221

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 credits)

Prerequisites: 1601; MATH 1222

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

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.

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.

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.

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.

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.

## Psychology

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.

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.

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



## Sociology

This course is a study of social and cultural aspects of human behavior.

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.

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.

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.

Spch 1102

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.

Spch 2201

## Speech

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.

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).

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.

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.

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.

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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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 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.

## Women's Studies

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



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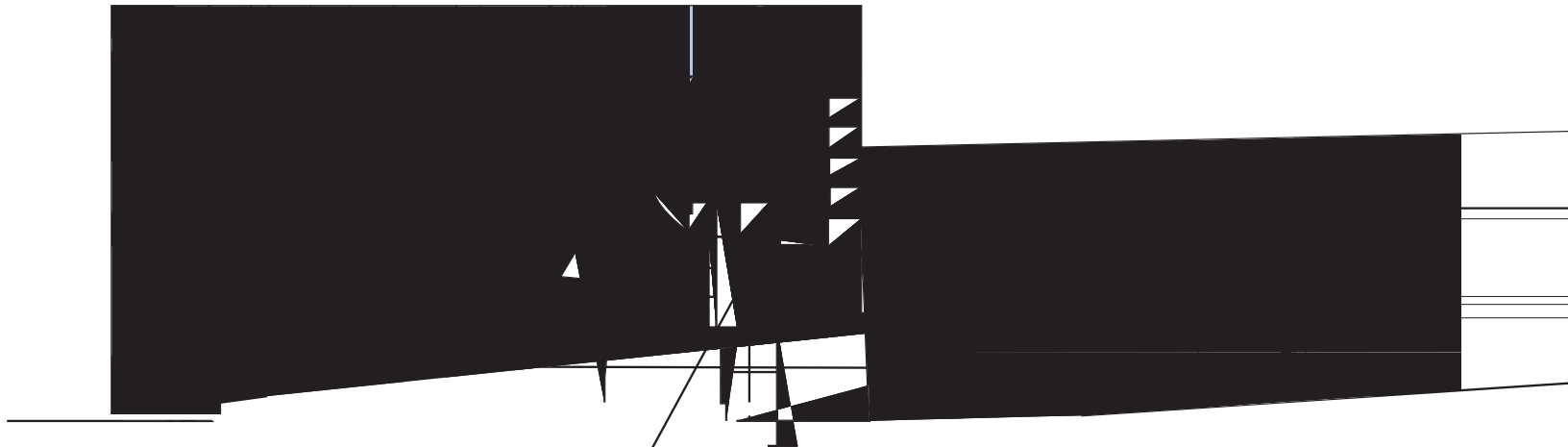
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