





Welcome, Students!

I want you to know how pleased we are to have you join our teaching and learning community. This catalog will help you to explore options and take advantage of all that North Hennepin Community College has to offer. Whether your intent is to transfer, prepare for a new career, or 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, accessible library and computing centers, and numerous support services designed to help you succeed academically. Get involved in club activities, intramural sports, multicultural events and performing and visual arts to enrich your classroom experience.

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

From here you can go anywhere...picture the possibilities!

John O'Brien
NHCC President

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.

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.

North Hennepin Community College values independent thinking, creativity, and teamwork; students develop lifelong learning skills to prepare them for the interdependent, changing global economy.

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.

At NHCC, learners:

- Expand their intellectual capacity by developing deeper, broader understandings of the world and building communication and thinking skills
- Make life decisions by reflecting on their values, connecting them to what they learn, and applying them as engaged citizens
- Engage in scholarly activities, develop an understanding and appreciation of culture, and enjoy the pursuit of knowledge

Mission Statement

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

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.

- Integrity
- Innovation
- Excellence

Strategic Goals

The following strategic goals give direction for moving North Hennepin Community College forward:

- Promote Student Success
- Cultivate an educational environment that enhances students' personal and professional growth
- Recruit and invest in faculty, staff and administrators to support the college values of integrity, innovation, and excellence
- Measure Outcomes to foster continuous improvement in college processes and practices

General Education

North Hennepin Community College values independent thinking, creativity, and teamwork; students develop lifelong learning skills to prepare them for the interdependent, changing global economy.

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.

At NHCC, learners:

- Expand their intellectual capacity by developing deeper, broader understandings of the world and building communication and thinking skills
- Make life decisions by reflecting on their values, connecting them to what they learn, and applying them as engaged citizens
- Engage in scholarly activities, develop an understanding and appreciation of culture, and enjoy the pursuit of knowledge

North Hennepin Community College was established in 1966 (as North Hennepin State Junior College) with authority granted by the Minnesota Legislature to offer Associate degrees, transfer courses and programs and occupational programs. North Hennepin Community College serves a diverse population in the northwest metropolitan area of the Twin Cities



e lo. t enne in omnit o ee a ion is an
e am eo te a est te o m s i a inst ment in te
ot e o e in me ie a o e, a ions e
ist se to noti eo eo ies, sto ms an ot e se io s
e ents e se o e sto a m s i o i nate in te l t
te ent in te o. o nt ies o Be i m, te
et e an san not e n e, e e te most, a ions
an sti e o n to a

n 1:1, te essman ami o Book n Pa k ma ea it
to te e on ation o te onst tion an mainte
nan eo o a ion e esi no tis ton, si t-oot
i an s an ma k onost ea a ian ta itions o te
omnit an te e man e ita eo te essman ami

e o en otato on te e to o te e to is a
s mo o an im o tant ie eo isto o te Book n Pa k
e ion in te ea t ent, t is e ion a ste
otato o in a ita o te

e i teen nin tes, te a ion's t ent - i e onze e s
so n a m s i a e o me to te o e e

Admission

Admission

Admission

Admission

Admission

Admission

Apply online or download an application at www.nhcc.edu/admissions.

High school students not eligible for PSEO admission, 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

Orientation and Registration

All new students at North Hennepin Community College are required to complete Orientation prior to registering for classes. During orientation, students receive important information about NHCC and work with counselors and advisors to register for courses that are meaningful and appropriate to their educational goals. The orientation schedule and sign up process can be accessed at www.nhcc.edu/orientation.

Student ID Number and Password

All admitted students receive an 8-digit Student ID number and a 6-digit Password, which is the student's secure access to their online eServices account (www.nhcc.edu). Students use their eServices account for all registration (add, drop and withdraw) transactions. Students are advised to register carefully and print a copy of all screen transactions. Students are responsible for all financial obligations incurred as a result of registration transactions.

Tuition and Fees

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

2010-2011*	Classroom	Online	Nursing
Tuition and Fees per credit:	\$165.45	\$180.70	\$187.65

Per credit fees includes tuition and:

\$6.00 technology fee

\$3.20 parking/security fee (excluded from Online fee)

\$5.00 student life fee (excluded from Online fee)

\$0.31 MN State College Student Association (MSCSA) fee

\$5.00 MN Online fee (included in Online fee only)

* For current tuition and fee rates, visit

Add
 Drop
 Withdrawal
 Registration Limits
 Registration and Enrollment Positions
 Registration Responses
 Add/Drop/Withdrawal
 Attendance Positions
 Attendance, Add/Drop/Withdrawal
 Financial Aid

All registration (add, drop, and withdrawal) transactions are to be completed online at www.nhcc.edu through the student's eServices account and requires the student's Student Tech ID and Password. Students also 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 financial obligations that result from registration transactions.

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

Students may drop a course through the fifth business day of the term or through the first business day after the first scheduled class meeting, whichever is later. A dropped course means the course does not appear

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

Registration is not dropped for:

- Students who make payment in full
- Students whose FAFSA results have been received by NHCC
- Students who have documented outside party payment authorizations
- Students who have applied for a payment plan
- Students who are enrolled as PSEO
- Students who have met the requirements for a GI Bill deferment
- Students who have paid the minimum down payment requirement

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

Fall and Spring Semesters

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

Summer Session

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

**Late start, adjusted-length courses must be dropped no later than the following business day following the first class session to qualify for a full refund.*

Students are expected to attend and participate in all sessions of each class in which they are enrolled. Students are advised to notify the faculty member - in advance whenever possible - of any absence. It is the students' responsibility to adjust (add/drop) their course registration within the add/drop period if their anticipated "life events" will conflict with course attendance/participation expectations as stated in the syllabus.

Faculty members are expected to provide a course syllabus to students within the first week of class for full term courses and within the first session for short term courses. The syllabus should include clearly stated attendance/participation expectations and treatment of absences for "life events." Best practice syllabus statements, allowing for flexibility, range from "make-ups are allowed for all absences" to "make-ups are not allowed, but assignments/quizzes/tests may be dropped." Faculty members have the authority to assign an FN (failure for non-attendance) for any student who has never attended or who has stopped attending and who did not officially drop/withdraw.

The College reserves the right to deregister a student who does not attend the first class session if it is in the best interest of the College. Deregistration may negatively impact financial aid, veteran's benefits, and international student status.

The College will default to syllabus statements when conflicts related to attendance/participation occur between the faculty member and the student.

Faculty and student responsibilities for military deployment are delineated by the following policies and state statute:

- System Procedure 5.12.1, www.mnscu.edu/board/procedure/512p1.html
- Minnesota Statute 192.502,



R e s o u r c e s

A o n t i n a n c e s
 A d m i s s i o n s a n d C o u n s e l i n g
 A t t e n d a n c e a n d R e g i s t r a t i o n
 A r t a n d C r e a t i v e A r t s
 B o o k s a n d S e r i e s
 B i e t o a n d S t u d e n t S e r v i c e s
 C a m p u s a n d C o m m u n i t y R e l a t i o n s
 C a m p u s S e n t e n t e n c e P a n n i n g
 C o n s t r u c t i o n S t u d e n t S e r v i c e s
 C o n s e n s u s a n d A n a l y s i s
 D i s a b i l i t y S e r v i c e s
 E l e c t r i c a n d M e c h a n i c a l T e c h n i c i a n s
 E m a i l A n d C o m m u n i c a t i o n
 E n v i r o n m e n t a l S e r v i c e s
 E s p a n o l o g y S e r v i c e s
 F i n a n c i a l A i d
 F i r s t Y e a r E x p e r i e n c e
 G o e s S e r v i c e
 G r a d u a t e a n d A l t e r n a t i v e S e r v i c e s
 I n t e r n a t i o n a l S t u d e n t S e r v i c e s
 I n i t i a t i v e S e r v i c e s
 J o u r n a l s a n d M a g a z i n e U n i v e r s i t y
 M a t e m a t i c s S e r v i c e s
 M u s i c a n d P e r f o m a n c e A r t s
 N e w s a n d R e l a t i o n s
 O r i e n t a t i o n a l S t u d e n t S e r v i c e s
 S a f e t y a n d S e n i o r C i t i z e n S e r v i c e s
 S e n i o r S e r v i c e s
 S t u d e n t I n t e r e s t S o c i e t y
 S t u d e n t S e n a t e
 S t u d e n t S u p p o r t S e r v i c e s
 T e a c h e r a n d P a r e n t P a r t n e r s h i p
 T e c h n o l o g y S e r v i c e s
 T r a n s l a t i o n S e r v i c e s
 T r a n s p o r t a t i o n S e r v i c e s
 T r a n s p o r t a t i o n S e r v i c e s
 T r a n s p o r t a t i o n S e r v i c e s
 Y o u t h a n d A d o l e s c e n t S e r v i c e s

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

ES 41, 763-424-0718, www.nhcc.edu/tuition
 Students pay tuition and fees and sign up for a payment plan through the Accounting and Fees Office.

ES 70, 763-424-0724, www.nhcc.edu/admissions
 The Admissions and Outreach Office works with prospective students and processes applications for admission.

Northern Light Center (NLC), 763-424-0880
 The Adult Education and Training Department offers many opportunities for adult learners, including degrees designed for working adults, continuing education and customized training.

ES 35, 763-424-0506
 Alumni Services helps alumni stay connected with friends and helps to maximize the value of your NHCC degree.

ES 88, 763-424-0808, www.nhcc.edu/bookstore
 The Bookstore carries textbooks needed for classes at NHCC. It also has reference materials, school and art supplies, clothing, greeting cards, gifts and postage stamps.

ES 69, 763-424-0905, www.nhcc.edu/cad
 Students who fall below required academic progress standards are required to participate in the Bridge program. Students participate in intervention workshops and develop individualized plans for academic improvement by working closely with Academic Success Advisors.

FAC 154, 763-424-0775, www.nhcc.edu/finearts
 The Joseph Gazzuolo Fine Art Gallery exhibits paintings, sculptures, prints, and drawings by artists from the northern Midwest, invitational exhibits, nationally circulating shows, and works from the Walker Art Center permanent collection. The gallery displays six exhibits each academic year including the annual high school art exhibit in February and the annual NHCC student art exhibit in April.

LRC, 763-424-0732, 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.

FAC 154, 763-424-0775, www.nhcc.edu/graphicdesign

Under Construction is NHCC's literary and arts magazine. Founded in 1969, the magazine has won nine first-place awards in national competitions, including first place awards in two categories in the Annual Literary Magazine Competition sponsored by the Community College Humanities Association. Under Construction has also won nine first-place awards in the Society for Professional Journalists Competition which includes two- and four-year colleges throughout the Midwest. The literary and graphic design staff for the magazine is comprised of volunteer student editors who work diligently throughout the year to produce the magazine. Their jobs are varied and include soliciting writings and artworks for publication, judging, editing and page layout. Students learn an incredible amount of information during the publishing process—from the conceptual to the economic to the actual production. It's real-world publishing on our own campus.

LRC 169, 763-424-0742, 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.

FAC 154, 763-424-0775, www.nhcc.edu/finearts

The Music Department offers many opportunities for students to participate in performance groups. The NHCC choirs are known for exploring new music from many world cultures as well as traditional and contemporary choral literature. The Concert Choir rehearses several times a week during the day and is open to all. The Community Choir meets one night a week and is open to all. The Chamber Singers is an auditioned group that performs at concerts and at community venues throughout the year.

The Instrumental Jazz Ensemble is open to all students who are able to read music for their instrument and rehearses one night a week. The Ensemble performs a variety of jazz repertoire and jazz standards. The Percussion Ensemble is a performance group that plays a variety of composed and/or improvised literature. The ensemble may consist of a combination of traditional drums and percussion instruments and may incorporate non-traditional percussion instruments, such as found items, to produce sound and rhythm. Ability to read musical notation is helpful to read OOTWffims, but s,

Student Support Services (SSS)

FAC 103, 763-424-0937, www.nhcc.edu/ssc

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

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

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

Library

The Library in the LRC is equipped with computers for student use while the CBT is under construction. When complete, the new building will provide 13 more classrooms and additional computers and lab space.

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

Testing Center

ES 108, 763-424-0928, www.nhcc.edu/testing

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

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

Theatre Department

FAC 154, 763-424-0775, www.nhcc.edu/finearts

The Theatre Department produces four shows each academic year ranging from productions with a small cast to large dramas and comedies to musical theatre productions. All students are welcome to audition. There is usually one audition period early each semester for the two productions to be done during that semester.

Tutoring

LRC 169, 763-424-0927, www.nhcc.edu/tutoring

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

Veterans Resource Center

ES Atrium, 763-493-0573, www.nhcc.edu/veterans

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

Writing Center

LRC 169, 763-424-0934, www.nhcc.edu/tutoring

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

Youth Academy

CBT, 763-424-0808, www.nhcc.edu/ya

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

Academic Policy Expectations

Alternative Credit Options/
 Prior Learning

Assessment

Academic Honors

Prior Learning Assessment
 Satisfactory Academic Progress

Student Association

Advisors

Attendance

Student Rights and Responsibilities

Student Contracts

Alternative Credit Options

North Hennepin Community College offers several alternative options for earning academic credit. In general, the following applies to alternative credit options:

- Unless otherwise indicated, there is no limit to the amount of credits earned through alternative methods. It is important to note that credits earned through alternative methods are not resident credits and may not be used to satisfy resident credit requirements for graduation.
- The evaluation of alternative coursework requires the student to provide official documentation/transcripts of the earned credit to Records and Registration.
- Unless otherwise indicated, credits earned through alternative

Credit by Examination

Provided no CLEP exam exists, currently enrolled students who have

Academic Amnesty

To be considered for academic amnesty, a student must:

- Have at least a five year continuous break from credit-based coursework at NHCC
- Upon returning to NHCC, complete a minimum of 12 credits with a 2.0 cumulative GPA

A student who has met these conditions may request academic amnesty by first meeting with a counselor or advisor to discuss options and then filing an appeal with the Registrar. All courses and grades remain on the transcript, however all D and F grades earned prior to the date of academic amnesty will not count in the student's GPA. Federal financial aid regulations do not recognize academic amnesty. Subsequent transfer institutions may or may not recognize the academic amnesty granted by North Hennepin Community College.

Grade Reports

Student grade reports are not mailed. Grade reports are accessible through eServices at www.nhcc.edu using your Student ID and Password.

Graduation Requirement

Students have four years to complete their graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

Dean's List

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

Honor Society

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

Honors recognition is bestowed at graduation for the following students:
NHCC Scholar – Associate degree and advanced certificate students graduating with a GPA of 3.50 or better in all courses taken at NHCC (20 credit minimum)

Honors Program – Graduates completing the Honors program requirements

Honor Society – Graduates who are members of Phi Theta Kappa

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

Directory Information

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

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

Notice to Students about Directory Information

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

For the complete Privacy of Education Records Policy, refer to www.nhcc.edu/policies

Students must maintain Satisfactory Academic Progress (SAP) to be eligible to attend North Hennepin Community College and receive financial aid. The College policy is based upon federal Title IV regulations, Minnesota Statutes Chapter 136 A, and MnSCU Board Policy 2.9.

The College President shall be responsible for the implementation of the Satisfactory Academic Progress (SAP) Policy. The Registrar shall be responsible for overseeing that the MnSCU student data system (currently ISRS) is used for monitoring and recording SAP. The Associate Dean of Financial Aid and the Dean of Student Affairs shall be responsible for monitoring SAP in compliance with this policy. At a minimum the SAP policy shall be posted to the NHCC financial aid web pages and printed in the NHCC student planner.

Progress Standards

Transcripts

Requests for official transcripts must be made in writing. It is not necessary to request that transcripts be sent between colleges and universities that belong to the MnSCU–MN State Colleges and Universities–system. A student's academic record at one MnSCU institution may be accessed by another MnSCU institution in order to evaluate credits for transfer and academic progress.

Transfer

Students requiring an evaluation of previous coursework for purposes of satisfying a prerequisite or determining progress toward a degree must furnish an official transcript from previously attended institutions. It is not necessary to request that transcripts be sent between colleges and universities that belong to the MnSCU – MN State Colleges and Universities – system. A student's academic record at one MnSCU institution may be accessed by another MnSCU institution in order to evaluate credits for transfer and academic progress.

In general, course credit (up to a maximum of 44 accepted credits) will be considered for transfer 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.
- Coursework in which an A, HA, B, HB, C, D or P was earned will be considered for transfer. If the student's cumulative GPA at the originating institution is less than a 2.00, D grades will not be accepted in transfer unless the course meets a MnTC goal at that institution.
- Credit for non-equivalent college-level professional, occupational courses will be considered as electives up to a maximum of 16 credits.
- Coursework transfers in NHCC without GPA, unless stated otherwise within degree requirements.

For transfer information go to www.mntransfer.org

Students have the right to a clear, understandable transfer process, a fair credit review, and an explanation of why credits are or are not accepted. A student has the right to appeal a transfer evaluation through four (4) steps if necessary:

- Step 1: The initial appeal is to the NHCC Transfer Specialist. In this step, the student provides any additional supporting documentation regarding transfer requests, such as course descriptions or course syllabi.
- Step 2: If the initial appeal is not resolved, the student may appeal to the NHCC Academic Dean overseeing the corresponding discipline or program. The Dean will consult with faculty as appropriate. Students are required to meet with an Academic Advisor to prepare for this appeal step.
- Step 3: If the step 2 appeal is not resolved, the student may appeal to the NHCC Vice President of Academics and Student Affairs.
- Step 4: If the step 3 appeal is not resolved, the student may appeal to the MnSCU Transfer Staff within the Office of the Chancellor. The decision of the MnSCU Office of the Chancellor Transfer Staff is final and binding on all parties.

The student shall be notified in writing of all appeal decisions.

Student Policies and Rights

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/policies. Please refer to these resources for:

- Academic Amnesty
- Add, Drop, Withdraw, and Refunds
- Alcohol and Drug Free Campus
- Class Attendance and Participations
- Code of Conduct
- Complaints and Grievances
- Copyright and Intellectual Property
- Grading
- Non-Discrimination in Employment and Education Opportunity
- Privacy of Education Records
- Safety and Security / Crime and Security Report
- Satisfactory Academic Progress
- Smoking
- Student Involvement in Decision-Making
- Student Rights and Responsibilities
- Transfer of Credit
- Tuition Refunds, Withdrawal and Waivers

General Harassment and Student Code of Conduct:

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

Sexual Harassment and/or Racial Harassment:

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

Jackie Olsson, Associate Dean of Financial Aid and Scholarship
ES 51, 763-424-0756, jackie.olsson@nhcc.edu

Jaime Simonsen, Dean of Adult Education and Training
CBT 122, 763-424-0887, jaime.simonsen@nhcc.edu

504/American Disabilities Act:

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

Academic and/or Student Affairs Issues:

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

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

Mary Diedrich, Dean of Student Success Programs
LRC 156, 763-434-0912, mary.diedrich@nhcc.edu

Renae Fry, Interim Dean of Business Career Programs
LRC 147W, 763-493-0546, renae.fry@nhcc.edu

Margaret Kotek, Associate Dean of Nursing
CC 209, 763-424-0761, margaret.kotek@nhcc.edu

Karen Kraft, Dean of Student Affairs
ES 45, 763-424-0712, karen.kraft@nhcc.edu

Jackie Olsson, Associate Dean of Financial Aid and Scholarships
ES 51, 763-424-0756, jackie.olsson@nhcc.edu

Education Plan

Associate Programs
Minnesota Transfer Goals
Associate Degree Programs
Certificate Programs
Minnesota Transfer Goals
Associate Degree Programs

North Hennepin Community College provides curricula to meet these goals:

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

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

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

North Hennepin Community College degrees include:

Associate in Arts Degree

Primary Purpose:

- Designed for transfer
- Fulfills lower division general education requirements at all MnSCU institutions and some private institutions

Credit Length: 60 credits

MnTC Requirements: 40 credits in all 10 goal areas

Other Course Requirements: Health and Physical Education courses (3 credits)

Associate in Science Degree

Primary Purpose:

- Designed for transfer
- May also be used for career preparation

Credit Length: 60 credits

MnTC Requirements: 30 credits in 6 goal areas

Other Course Requirements: 30-34 professional/technical credits

Associate in Applied Science Degree

Primary Purpose:

- Designed for career preparation
- May also be used for transfer

Credit Length: 60-72 credits

MnTC Requirements: 20 credits in 3 goal areas

Other Course Requirements: 40-52 professional/technical credits

Associate in Fine Arts Degree

Primary Purpose:

- Designed for transfer to BFA or BA art programs
- May also be used for career preparation

Credit Length: 60 credits

MnTC Requirements: 24 credits in 6 goal areas

Other Course Requirements: 40 professional/technical credits

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

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

Associate in Science (A.S.) Degree

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

certificates

Certificates may be earned for successful completion of courses in a

Goal Area 3: Natural Sciences

Goal: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous

Goal Area 5: History and the Social and Behavioral Sciences

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

MnTC approved courses for Goal Area 5:

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

	Title	Credits
Anth 1010	Introduction to Anthropology:Cultural Anthropology	3
Econ 1050	Economics of Crime.....	3
Econ 1060	Principles of Economics Macro	3
Econ 1070	Principles of Economics Micro.....	3
Hist 1010	World History: Origins to 1300	3
Hist 1020	World History: 1300 to Present	3
Hist 1110	History of Western Civilization Pre 1550.....	3
Hist 1120	History of Western Civilization 1550 to Present	3
Hist 1130	History of the Medieval West.....	3
Hist 1140	History of the Ancient West.....	3
Hist 1200	History of United States Through 1877	3
Hist 1210	History of the United States Since 1877	3
Hist 1220	American Colonial History	3
Hist 1240	History of the American West	3
Hist 1270	Race in America	3
Hist 1700	History and Popular Culture	3
Hist 2500	World Regional History	3

Engl 2310	American Short Story.....	3
Engl 2320	Language Structure in Thought and Action	3
Engl 2340	Nature in Literature	3
Engl 2350	Women and Literature	3
Engl 2360	Global Literary Perspectives	3
Engl 2370	African-American Literature.....	3
Engl 2380	American Indian Literature	3
Engl 2450	Survey of American Literature I	3
Engl 2460	Survey of American Literature II	3
Engl 2500	Playwrighting.....	3
Engl 2550	Survey of British Literature I	3
Engl 2560	Survey of British Literature II.....	3
Engl 2580	Shakespeare Plays I.....	3
Musc 1130	College Choir.....	1
Musc 1170	Instrumental Jazz Ensemble	1
Musc 1200	Fundamentals of Music	3
Musc 1220	Survey of Western Music	3
Musc 1300	Music in World Cultures	3
Musc 1350	History of Rock 'n Roll	3
Musc 1500	Class Guitar	2
Musc 1510	Applied Music: Guitar	1
Musc 1600	Class Voice.....	2
Musc 1610	Applied Voice.....	1
Musc 1801	Class Piano I	2
Musc 1802	Class Piano II.....	2
Musc 1810	Applied Music LessonsX.. iiXSX.....,TR1..... iiXSX180oORa}rBRBOSPTB"IBñfgURSX.....oaOZOe.M	
Musc 1600	Class Voice..... rspSX.....(TT	
Musc 1810	Applied Music LessonsX.. iiXSX....SX(TT	
Musc 1810	Applied Music LessonsX.. iiXSX....SX(TT	
Musc 18(TT		
Musc 18(TT		
Musc 18(TT		
Musc 18(TT		
Musc		
Musc 1810	Applied Music LXSRSXe. iiXWnnRSX.....ahBn"LBñJMKUXJusc KOTWJ"KZXJusc KOSX..... rspSX.....(TT	
Musc 1810	ApplieSX. sJMKUXJusc KOTWJ18uRSX.....3K}rBRBOSPTB"IBñJMKUXJusc KOTWJ15SX.....6.!OTWJ181 dvancYYWJAKST	
Musc 18(TT		
MSU.&.PhilRR,Ra%J"esterRRSX.!RSXeligiSXKOX.RSRTTK}rB"LBñJMKUXJusc KOTWJ18(TTK}rB"LBñJMKUXJusc KOTWJ18(TTK}rB"LBñJMKUXJusc K		
Musc 18(TT		
Musc		
Musc 18(TT		
MSU...ISXPhilRR,Ral-hilosophyRSX. ofRSX.!RSXeligiSXBOSPTB"IBñfgURSX.....oaOZOe.M		

Geog 1040 Human Geography	3
Geog 1100 World Geography.....	3

Business ASAP

Business ASAP is a fully accredited Associate of Science degree program in Business Management. Business ASAP provides working adults the opportunity to balance career and educational goals, with the daily demands of work, family and personal responsibilities. The program uses an accelerated learning approach with much of the coursework completed outside the classroom. Practical assignments allow students use "real world" work experiences as the basis for many class projects. Business ASAP students may complete this degree in two years by attending classes two nights a week. The academic year for this program is divided into eight-week terms. Students may also take classes online or in the every other weekend format. Students can enter the Business ASAP program at the beginning of each new term. Students transferring credits into the program can work with program advisors to choose the courses needed to complete the degree. Students must apply and be accepted into this program. This Associate of Science degree program completes the

Predominantly Online

Nearly all instruction is delivered online. No more than two required activities or meetings of the class as a cohort may occur face to face in the same physical location. The course may have required proctored exams, in addition to the one or two face to face meetings. A proctored exam is considered one of the face to face meetings if the proctored exam is given to the entire class at a specified time and location. If the student has a choice in when and where to get the exam proctored, the proctored exam is not considered to be one of the face to face meetings. The course may have required synchronous components: the full class may meet online at a specified or scheduled time, in addition to the proctored exams and the one or two face to face meetings.

Liberal Arts / Service Learning / Student Support

Academic Excellence / Language Proficiency
Certificate / Language
to
Associate
Level
Individualized Studies

Accounting
Business Administration
Business Administration / Sales
Business Administration / Science
Business Administration / Sales

Business Administration
Business Administration
Studio Art

Business Administration
Business Administration
Business Administration / Technology
Business Administration
Business Administration

Business Administration / Justice
Business Administration / Forensic
Business Administration

Business Administration / Technology
Business Administration / Technology
Business Administration (PE)
Business Administration
Business Administration
Business Administration





The purpose of the ASL Certificate is to provide training for students who wish to learn basic American Sign Language and understand Deaf Culture. This certificate is appropriate for students who are planning to enter or are currently employed in all areas of customer relations. Students who complete this certificate will be in a position to use basic communication with colleagues or customers who are ASL users. This program will not prepare students to become interpreters.

U n e r

Upon completion of this program, a student will be able to communicate with Deaf and Hard of Hearing people on a basic level in American Sign Language (ASL), including the use of fingerspelling, numbers and signs. Students who earn this certificate may choose to continue their studies in an Interpreter Program for ASL.



North He

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. E0EE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

North Hennepin Community College Catalog 2010 – 2011



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.

• t u e r



The Associate of Science degree in Mathematics prepares students for continued study in a baccalaureate degree program in mathematics, statistics, computer science, science, and



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 oafZJZ

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.

North Hennepin Community College offers this degree for students who are interested in transferring their credits to earn a baccalaureate degree at a four-year institution.

NHCC offers an Associate in Applied Science A.A.S. degree in Accounting for students who are interested in moving directly into an accounting career.

Outcomes

After completing the A.S. degree in Accounting at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations



N

7411 85th Avenue North • Brooklyn Park, MN 55445
 Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
 Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
 To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

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.

North Hennepin Community College offers the Accounting Technology A.A.S. Degree for students who are interested in moving directly into an accounting career.

NHCC offers an Associate in Science A.S. degree in Accounting for students who are interested in transferring their credits to earn a baccalaureate degree at a four-year institution.

Outcomes

After completing the A.A.S. degree in Accounting Technology at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations



7411 85th Avenue North • Brooklyn Park, MN 55445
 Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
 Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
 To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



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.

t u e r

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations



No

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

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.

Objectives

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Assess financial and economic data
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Operate effectively in diverse work environments
- Apply good human relations skills
- Integrate the global, ethical and legal aspects of business
- Demonstrate the use of up-to-date technology and computer applications
- Effectively support a team environment
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

Business Management A.A.S. Degree

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

Graduate

After completing the A.A.S. degree in Business Management at North Hennepin Community College, graduates should be able to:

- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations

Career Opportunities

Graduates with an A.A.S. degree in Business Management will be prepared for a variety of positions including:

- Management Trainee
- Supervisor
- Customer Relations
- Human Resource Generalist
- Shop Foreman
- Logistics Technician
- Department Manager



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

Business Management Associate

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

Transfer

After completing the A.S. degree in Business Management at North Hennepin Community College, graduates should be able to:

- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Access and evaluate information effectively
- Operate effectively in diverse work environments

Career Profile

Graduates with an A.S. degree in Business Management will be prepared for a variety of positions including:

- Management Trainee or Supervisor
- Customer Relations
- Human Resource Generalist
- Shop Foreman
- Logistics Technician
- Small business owner or Sales



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

The Entrepreneurship 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.

• t u e r

After completing the A.A.S. degree in Entrepreneurship at North Hennepin Community College, graduates should be able to:

- Assess financial data
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business
- Demonstrate effective written, verbal and nonverbal communications skills in business situations



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).




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.

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Understand the basic concepts of finance as it relates to business
- Understand the basic economic concepts of finance
- Determine the opportunity cost of making decisions
- Identify those factors that affect interest rates
- Understand how financial statements are used by business
- Analyze the components of the basic accounting equation
- Understand the purpose of financial statement analysis
- Analyze the relationships that exist between the several categories of ratios in determining the health of a business
- Understand the general concept of working capital management
- Calculate the future value of a single sum, the present value of a single sum, the future value of an annuity, and the present value of an annuity
- Calculate the future value of a single sum, the present value of a single sum, the future value of an annuity, and the present value of an annuity



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

o u e r

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Develop awareness of the importance of good communication skills in effective management and organizational success
- Identify factors that contribute to miscommunication





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

Objectives

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Understand the nature of leadership and teams
- Understand the characteristics of leaders and leadership styles
- Identify and develop own unique strengths and preferences relative to leadership and teamwork
- Discover the attributes of other leaders and contrast them with their own
- Apply teamwork and leadership skills in their own personal and professional lives



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.

u e r



This program is for students interested in a business management background with an opportunity to concentrate on utilizing the computer in managerial decision making. This is for students interested in careers in administrative support, computers, management, business, education or training. The program incorporates the latest computer technology and software programs. The courses from this program are delivered in the classroom and/or online.

V t u e r k

After completing the A.A.S. degree in Business Computer Systems and Management at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal

This program is for students interested in transferring to a 4-year baccalaureate program as well as for students who are interested in working for a while in careers in computers, management, business, education or training and then transferring. This degree is also meant for students who wish to enhance their computer and management knowledge in today's business world to help further their career. Students should consult an advisor/counselor for transfer opportunities to various Minnesota colleges. The courses from this program are delivered in the classroom and/or online. This entire degree is available online.

Outcomes

After completing the A.S. degree in Business Computer Systems and Management at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal communication skills in business situations
- Access and evaluate information effectively
- Demonstrate the use of up-to-date technology and computer applications
- Display Information literacy
- Formulate solutions to business problems using facts, logic, creativity, and values
- Access and evaluate information effectively
- Solve mathematical problems related to business operations
- Operate effectively in diverse work environments
- Effectively support a team environment
- Apply effective human relations skills
- Interact and collaborate across cultures in business
- Display the foundation and skills for lifelong learning



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

This certificate provides introduces students to digital page layout, and digital images as well as a comprehensive understanding of the internet and is for anyone who needs to prepare professional business publication such as newsletters, advertising media, flyers, brochures, forms and manual. Some of the courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

u e r

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Create and edit digital images
- Restore and retouch digital photographs
- Prepare images and animations for the web
- Use type and imagery effectively to produce business publications for print
- Search for complementary images for print and web publications
- Plan and design web pages



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

This certificate is for students who want to learn advanced computer and marketing skills and the business principles necessary to do business over the internet. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

V t u e r

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Apply technology, business and marketing skills to create a business on the internet or contribute to business internet efforts
- Identify E-Commerce Opportunities
- Market and sell on the internet
- Build a web presence
- Design a web site
- Utilize E-Commerce strategies
- Understand electronic payment systems, and security, international, legal, ethical and tax issues
- Prepare digital images for business publications for print or for the Web
- Use Photoshop's tools to create and enhance digital images
- Use the latest tools and applications on the Internet
- Understand how the internet works
- Use the internet safely and effectively
- Use up-to-date technology and computer applications
- Display information literacy
- Access and evaluate information effectively
- Formulate solutions to business problems using facts, logic, creativity, and values
- Demonstrate effective written communications skills in business situations
- Interact and collaborate across cultures in business
- Determine the interrelationships of the operations, administration, marketing and financing functions of business
- Integrate the global, ethical and legal aspects of business



Nor

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

This certificate provides a study of business concepts and advanced computer skills needed by Administrative Professionals in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees. Qualifies for Work Investment Act.

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Perform and coordinate office activities
- Manage information: how to store, retrieve, integrate, and disseminate information
- Organize and maintain business communication
- Use Microsoft Office applications
- Solve business problems using web tools for efficiency
- Communicate in a business environment: written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations
- Access and evaluate information effectively

Microsoft Office Essentials Certificate

This certificate provides essential computer skills needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. Courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees and also some courses will apply towards more advanced certificates. Qualifies for Work Investment Act.

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Perform specialized tasks using Microsoft Office applications
- Maintain computer information records
- Use of Microsoft Office for reports creation
- Verify information using information technology
- Gain advanced knowledge of Microsoft Office applications
- Communicate in a business environment: written, verbal, and nonverbal
- Access and evaluate information effectively
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations



This certificate will provide students with the most common office skills demanded and used in the market today. Students will learn and perform intermediate techniques in Microsoft Word and Excel and basic techniques in Access and PowerPoint. Students will also learn how to integrate the Office Applications.



This certificate provides in-depth technical computer skills needed in industry today. Students will use Microsoft Office products as well as other computer software applications that

This Associate in 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).

Outcomes

After completing the A.S. degree in Computer Science at North Hennepin Community College, graduates should be able to:

- Understand methodical and technical aspects of software design and programming
- Design, code and test robust, interactive programs conforming to industry standards
- Understand major abstract data types and the efficient ways to manipulate data
- Design databases and use Structured Query Language (SQL) to access, manage, update and store data
- Understand and develop the necessary computer skills for file management, retrieving and evaluating information, as well as creating documents, web content and presentations

Career Opportunities

Graduates with an A.S. degree in Computer Science will be prepared for a variety of positions including:

- Application Programmer
- Programmer Analyst/Developer
- Systems Administrator or DBA
- Software Process Analyst or Software Engineer
- .NET Programmer or Database Programmer
- Web Applications Developer
- Network Analyst
- Help Desk Support



7411 85th Avenue North • Brooklyn Park, MN 55445
 Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
 Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
 To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

The .NET Programming Certificate provides students with an opportunity to learn .NET application development. It targets students who want to acquire skills needed for .NET programming, web programming, and web site development. The Certificate offers a choice between the two most popular .NET programming languages: C# and VB.NET. It also covers ASP.NET, a technology for creating Web applications. The Certificate's database management courses utilize Microsoft SQL Server.

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- How to program in one of the major .NET computer languages
- How to design and deploy a Web site
- Specifics of programming Internet-based applications and services
- How to program ASP.NET-based Web sites utilizing C# language
- How to employ Microsoft SQL Server to process and store the data associated with .NET applications

Career Opportunities

Graduates with a Certificate in .NET Programming will be prepared for a variety of positions including:

- IT consulting companies
- health care organizations
- financial institutions and insurance companies
- software development (companies)

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

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able 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

Career Opportunities

Graduates with a Certificate in Applications Programming will be prepared for a variety of positions including:

- Application Programmer
- Programmer Analyst/Developer
- Software Process Analyst
- Web Applications Developer
- Software Engineer
- Help Desk Support



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



The Game Programming Certificate provides students with an opportunity to learn how to create interactive computer games, including Web-based ones. It targets students who want to acquire skills needed for game design and programming. The required Game Programming course utilizes Adobe Flash and ActionScript programming language. The Certificate offers a choice between the three most popular programming lan-

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.

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- How to program in Java
- How to program ASP.NET-based Web sites utilizing C# language
- How to design and deploy Web pages
- Specifics of programming Internet-based applications and services
- How to handle the data associated with Web applications and services

Career Opportunities

Graduates with a Internet Programming Certificate will be prepared for a variety of positions including:


- Web Applications Developer
- Software Engineer
- Help Desk Support
- Web Designer
- Programmer
- Interactive Software Designer
- Multi-Media Author/Developer



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOOE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).





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.

• t u e r

After completing the A.A.S. degree in Marketing at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal and nonverbal communications skills in business situations
- Formulate solutions to business problems using facts, logic, creativity, and values
- Integrate the global, ethical, and legal aspects of business

reer r u i e

Graduates with an A.A.S. degree in Marketing will be prepared for a variety of positions including:

- Sales Representative
- Events Coordinator



Marketing Certificate

The Marketing Certificate is designed for students who are interested in careers that exist in sales, advertising, marketing, retail, management, and merchandising.

Objectives

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Demonstrate effective written, verbal, and nonverbal communication skills in business situations
- Formulate solutions to business problems using fact, creativity, and values
- Integrate the global, ethical, and legal aspects of business



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOOE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

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.

Objectives

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Identify the four components of the marketing mix for a company
- Explain the role of demographics and psychographics in targeting consumer groups
- Identify the six major advertising media
- Discuss the ethical issues in marketing communications
- Explain the nature and purpose of sales promotions
- Describe the role of humor in advertising
- Explain various attitude change strategies
- Design an effective sales promotion plan



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

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.

Outcomes

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Analyze marketing problems and provide appropriate suggestions for resolution
- Work effectively in diverse student teams
- Understand and relate the effects of the legal, societal, ethical, competitive, and technical environment to marketing efforts
- Define terminology and concepts related to the field of marketing
- Demonstrate written and verbal marketing communication skills



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



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.

Transfer

After completing the A.F.A. degree in Studio Arts at North Hennepin Community College, graduates should be able to:

- Transfer credits to a four-year institution to meet the lower division requirements for a B.A. in Art
- Combine work in Studio Arts with education or psychology to pursue a career in art education or art therapy

Graduates will have completed the transfer curriculum requirements for the A.F.A. degree, as well as the core courses and other course requirements to meet the lower division requirements for a B.A. in Art.

Career Opportunities

Graduates with an A.F.A. degree in Studio Arts will be prepared for a variety of positions including:

- Museum or gallery work
- Art Education
- Desktop Publisher
- Studio Artist





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.

Graduate

After completing the A.S. degree in Chemistry at North Hennepin Community College, graduates should be able to:

- Interpret, predict, and write formulas for ionic and molecular compounds
- Explain basic concepts of atomic and chemical bonding theory
- Make observations, collect data, and perform mathematical calculations on experimental data
- Do basic operations on computers, laboratory instrumentation and wet bench analysis techniques
- Prepare samples for common forms of spectroscopy and interpret results
- Write a quality lab report which summarizes results, analyses data, proposes reasons for error and states a conclusion

Chemical Laboratory Assistant Certificate

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

Career Opportunities

Graduates with a Chemical Laboratory Assistant Certificate will be prepared for a variety of positions including:

- Biotechnology Labs
- Industrial Labs
- Environmental Labs
- Pharmaceutical Labs
- Chemistry/Biology Research Labs
- Forensic Labs
- Agriculture and Food Science Labs
- Hospitals and Government Agencies



7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



North Hennepin Community College's Histotechnology
(HTN) Program is jointly sponsored with Allina Hospitals and
Clinics Medical Laboratory, The City of St. Paul, and the University of Minnesota.

This program prepares graduates to work as members of the health care team in performing laboratory procedures that aid the physician in diagnosis and treatment of disease.

Prerequisite Requirements

- Completion of college placement tests within the 3 years prior to applying to the MLT Program, to assess current competency and readiness for college-level courses in all areas (no waivers).
- Completion of all courses indicated by college placement test scores to achieve college readiness, including: Readiness for College Algebra –Math 0902 Intermediate Algebra or Math 0903 Pre College Algebra with a “C” or better, or placement into Math 1150.
- Readiness for College Chemistry-one year of Chemistry-high school or college (Chem 1010 Introduction to Chemistry) with a grade of “C” or better.

Outcome

After completing the A.A.S. degree in Medical Laboratory

designed for students with no previous nursing 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.

Current requirements and more information on the nursing application process online at www.nhcc.edu/nursing

Outcomes

After completing the A.S. degree in Nursing at North Hennepin Community College, graduates should be able to:

- Adhere to standards of professional practice and practice nursing within legal, ethical and regulatory frameworks
- Rely upon the collection, analysis and synthesis of relevant data for the appraisal of a client's health status and to meet changing needs
- Utilize critical thinking and evidenced-based information as the foundation for clinical decision making
- Assist clients in meeting needs by implementing compassionate, nurturing, protective and client-centered nursing behaviors
- Promote, restore and maintain health and reduce risk through use of the teaching-learning process
- Manage care through the efficient, effective use of human, physical, financial and technological resources

Prerequisite

1. Completion of High School Chemistry taken in the United States (at least 1/2 year) with a "C" or better OR college level chemistry (Chem 1010) with a "C" or better.
2. All applicants are required to take the MnSCU assessment in reading, writing, math (CPT) tests regardless of degree(s) held or coursework completed. Assessment test must be taken within three years prior to your nursing application. Applicants who have not completed grades 5-12 at a United States Junior and Senior High School will complete a specific version (ESOL) of the assessment test.
3. All admitted nursing students must pass a Minnesota Criminal Background check. See www.nhcc.edu/nursing for more information.

Designed for Licensed Practical Nurses.

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

Prerequisites: Licensure as LPN and the completion of all the NHCC general education courses required for the standard option, Chemistry Chem 100 at the high school or college level, completion of assessment testing and completion of all recommended course or letter is required.

Current requirements and more information on the nursing application process online at www.nhcc.edu/nursing

Outcomes

After completing the A.S. degree in Nursing at North Hennepin Community College, graduates should be able to:

- Adhere to standards of professional practice and practices nursing within legal, ethical and regulatory frameworks
- Rely upon the collection, analysis and synthesis of relevant data for the appraisal of a client's health status and to meet changing needs
- Utilize critical thinking and evidenced-based information as the foundation for clinical decision making
- Assist clients in meeting needs by implementing compassionate, nurturing, protective and client-centered nursing behaviors
- Promote, restore and maintain health and reduce risk through use of the teaching-learning process
- Manage care through the efficient, effective use of human, physical, financial and technological resources

The A.S. in Physical Education program provides students with transferable first and second year courses typically required for such a degree, and allows successful students to enter baccalaureate institutions as juniors. There is a continued and growing demand, for health and wellness educators, stimulated by the increasing costs of health care. The demand for Physical Education instructors will continue to increase as the population of youth increases that have health issues that are brought about by lack of exercise and physical activity.

Transfer

After completing the A.S. degree in Physical Education at North Hennepin Community College, graduates should be able to:

- Make a seamless transfer to St. Cloud State University
- Explain how lifetime activities contribute to wellness
- Describe patterns of good nutrition and how they contribute to wellness
- Identify the stress mechanism and stress reduction techniques
- Practice habits to ensure personal safety
- Identify and analyze muscles used in single and multiple joint movements
- Describe the influence of cultural diversity in physical education and its influence in areas of dance, sports and participation
- Design a personal e-portfolio, which includes one's philosophy of physical education

Career Opportunities

Graduates with an A.S. degree in Physical Education will be prepared for a variety of positions including:

- personal or athletic trainer
- sport coach
- fitness specialist
- strength and conditioning intern
- group exercise specialist



7411 85th Avenue North • Brooklyn Park, MN 55445
 Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
 Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
 To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



The Personal Trainer certificate program prepares students to develop individualized exercise programs and provide knowledgeable information on weight loss, weight gain, muscle strengthening, and flexibility. According to the American College of Sports Medicine, Personal Training is the third fastest growing occupation in the nation. This certificate program is designed to assist students in developing skills to be successful in the areas of the fitness industry, business, sports, and coaching. Areas of study include health and fitness, kinesiology, and concepts of personal training. Included in the program is an internship on campus which would allow practical application of concepts learned in the areas of exercise prescriptical stpplcation of individualized repar

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

V t u e r

After completing the A.S. degree in Criminal Justice at North Hennepin Community College, graduates should be able to:

- Articulate the history and application of Criminal Justice, as well as its relationship to the other social sciences
- Communicate effectively in work situations
- Analyze complex material, including constitutional law
- Apply concepts used in the Criminal Justice profession
- Compare and contrast traditional and change-enhancing attitudes and views used in the Criminal Justice profession
- Identify career opportunities and the requirements for those positions in g

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 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. Admission to Law Enforcement requires a Criminal Justice background. If you have questions regarding our eligibility contact NHCC Counseling and Advising Center for clarification.

Outcomes

After completing the A.S. degree in Law Enforcement at North Hennepin Community College, graduates should be able to:

- Articulate the history and application of Criminal Justice with respect to Law Enforcement, as well as its relationship to the other social sciences
- Apply concepts used in the Law Enforcement profession
- Communicate effectively in work situations
- Explain various legal issues, criminal codes and traffic codes in Law Enforcement
- Compare and contrast traditional and change-enhancing attitudes and views used in the Law Enforcement profession
- Identify career opportunities in law enforcement agencies, and the requirements for those positions
- Apply techniques and strategies used in crime investigation, patrol operations, and daily police work

Career Opportunities

Graduates with an A.S. degree in Law Enforcement will be prepared for a variety of positions including:


- Police Officer
- Security Officer
- Loss Prevention Officer



North Hennepin

7411 85th Avenue North • Brooklyn Park, MN 55445
 Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
 Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
 To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



The Paralegal program at North Hennepin Community College prepares students to assist lawyers and administrators of law related occupations in providing efficient legal services to the public. Courses prepare students for entry into a paralegal career and provide presently employed paralegals an opportunity to enhance their legal knowledge and skills. 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 with which 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.

The Paralegal program at North Hennepin Community College is approved by the American Bar Association.

What You'll Learn

After completing the A.S. degree in Paralegal at North Hennepin Community College, graduates should be able to:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge
- Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings
- Demonstrate written, verbal, and interpersonal communication

Paralegals

This program prepares students who already possess an A.A., A.S., Bachelor's or higher degree, to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. 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. The Paralegal Program at North Hennepin Community College is approved by the American Bar Association.

Objectives

After completing this certificate program at North Hennepin Community College, graduates should be able to:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge
- Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings
- Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings
- Think critically and creatively analyze, synthesize, and organize information
- Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format
- Successfully complete projects performed by paralegals in the various substantive areas of law
- Demonstrate ability to use word processing, spreadsheets, database and case management software as they are used in the legal profession



No

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

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.

NHCC is one of only two public institutions of higher education in the Twin Cities to offer an A.A.S. degree in Building Inspection Technology, and soon the entire program will be available online. For more information regarding certification of Building Officials in Minnesota, visit www.mncodes.com

Learning Objectives

After completing the A.A.S. degree in Building Inspection Technology at North Hennepin Community College, graduates should be able to:

- Demonstrate how to effectively use the MN State Building Code and all of the referenced standards included in those codes
- Demonstrate an understanding of the intent and purpose of code enforcement
- Perform entry level inspections and plan reviews
- EentaSntaSntas
- MinnesotaboSZJennepinorurse KOTlan of cowritandse • Per "(!)G`GelpJthRRRKOTWJMN KOTWJSKTfvistate Building

Building Inspection Certificate

Designed to provide the core classes with foundational concepts for building inspectors in the BIT curriculum. These classes provide necessary background and points to assist an individual in qualifying to sit for the Minnesota State Building Official examination.



N

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

B i i n s e t i o n e n o o e t i j a t e

This certificate is designed for individuals with some experience in building inspection, architecture, engineering, or construction management who are interested in a concentrated program in building inspection.

Building Inspection courses are offered in the evenings and on weekends. Equivalent courses are available at Inver Hills Community College. Students may be jointly enrolled in both institutions, taking courses wherever convenient for them.

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

Building Permit Technician Certificate

Designed to enhance the competencies of present permit clerks or technicians, to prepare persons for the national certification examinations 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.



North

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOEE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

Construction Management Certificate

This program will prepare students for supervisory and management positions in the construction industry. The curriculum combines basic fundamentals with key courses in applied management, engineering, design, and business that are required to manage complex construction projects. The certificate in Construction Management is designed to build upon the A.S. degree in Construction Management and articulate to the University of Minnesota's B.A.S. in Construction Management degree and Minnesota State at Moorhead's B.S. in Construction Management Degree.



No

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

Pre-Engineering in A.S. Degree

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

Objectives

After completing the A.S. degree in Pre-Engineering at North Hennepin Community College, graduates should be able to:

- Understand and apply the major principles of calculus-based mathematics to their engineering courses
- Understand and apply the major principles of general physics and chemistry to their engineering courses
- Demonstrate an ability to communicate technical material orally and in writing
- Demonstrate a familiarity with laboratory equipment used in introductory physics and chemistry
- Understand how to collect data, perform statistical and graphical analysis of the data and appreciate sources of error and uncertainty

Career Opportunities

Graduates with an A.S. degree in Pre-Engineering will primarily transfer to a four year institution. Pre- Engineering positions could include:

- Engineering Assistant
- Structured for transfer to 4-year colleges:
Aerospace Engineer, Agricultural Engineer,
Chemical Engineer, Civil Engineer, Electrical Engineer,
Materials Engineer, Mechanical Engineer, Mining Engineer,
Nuclear Engineer, Safety Engineer



North Henne

7411 85th Avenue North • Brooklyn Park, MN 55445
Ph: 763-424-0702 • Out-State: 800-818-0395 • TTY: 763-424-0949
Fax: 763-424-0929 • E-mail: info@nhcc.edu • Web: www.nhcc.edu

Member of the Minnesota State Colleges and Universities System. EOOE.
To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).



The following courses are offered as continuing education and

<p>St o State o e s o ses at</p>	
<p>Large is an e to of enne in omn nit o e e</p>	<p>am s ente an iae ts B i in a e o ene</p>
<p>of ea n sin i m e ins</p>	
<p>of enne in State nio o e e o eng in t e</p>	<p>Activities B i in o ens</p>
<p>ome osseo nio i me o enz ste i st esi ent</p>	<p>o e e mo es to its ne a e am s</p>

C o u r s e c a t a l o g

o s e n s e s

o s e s i t i o n s

The first digit indicates the level of the course:

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

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

Sequence (last digit):

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

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

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

College Elective

ADev 0940

Building a College Vocabulary1 Credit
 Students will learn the major strategies used by adults to increase their vocabularies, such as learning word parts, word families, using context clues and memory strategies. Learning will be assessed in a variety of ways: for example, weekly quizzes, written assignments and discussions. Credit does not apply to a degree.

ADev 0951

College Reading and Learning Strategies I4 Credits
 This course prepares students for success in future college coursework. This course emphasizes learning strategies to improve comprehension and understanding of how various texts are organized. This course requires students to examine their existing learning strategies and introduces students to learning practices, processes, techniques and/or strategies necessary for college success, such as pre-reading, underlining and annotating, and/or developing study aids. *Credit does not apply to a degree. Placement in this class is determined by student's score on the reading assessment test.*

Acct 2250
Small Business Payroll2 Credits
Students taking this course will prepare and analyze payroll transactions, federal/state payroll tax reports. *Prere quisite* Acct 2 2

Acct 2260
Small Business Income Taxes2 Credits
This course will assist the student in understanding corporation and personal (Schedule C) tax requirements. It will also show what they must do to prepare and maintain tax information for the year end income tax statements. *Prere quisite* Acct 2 2

e ca S La ua e

ASL 1101
American Sign Language I (Goal Area 8)4 Credits
Students will be taught the basics for communication with deaf and hard-of-hearing individuals. The courses include receptive and expressive finger spelling, signing, conversational behaviors and various aspects of Deaf Culture.

ASL 1102
American Sign Language II (Goal Area 8)4 Credits
This course continues from ASL 1101. The student's signing and finger spelling will be increased to improve their signing skills.
Prere quisite A L 0

ASL 1300
Deaf Culture (Goal Area 7)3 Credits
This class provides students with an understanding of the History and Culture of Deaf People. Students will learn about Deaf and Hard of hearing people in the Deaf Community in all areas of the United States and how the culture has progressed since the 1800's.

ASL 1400
Fingerspelling and Numbers..... 3 Credits
Fingerspelling and Numbers course provides students the fundamentals to learn basic letters, words, and numbers in American Sign Language. This course will prepare students to communicate with Deaf and Hard of Hearing people on a basic level. Practice time in class will allow students to easily increase their speed signing. *Prere quisite* A L 2202

ASL 2201
Intermediate American Sign Language I (Goal Area 8)4 Credits
This course gives students an opportunity to practice their signing skills, while increasing their knowledge of various vocabularies, using appropriate body language and facial expression. The course also will prepare students to read signers and introduce more complex ASL structure.
Prere quisite A L 02

ASL 2202
Intermediate American Sign Language II (Goal Area 8)4 Credits
This course gives students an opportunity to increase their listening and signing skills in depth. Students will meet deaf people in a field trip setting to expose them to the deaf world. Students may do observations with hearing impaired people approximately three times.
Prere quisite A L 220

t o olo

Anth 1010
Introduction to Anthropology: Cultural Anthropology (Goal Areas 5 and 8)3 Credits
This course examines the nature of culture by studying the forms of conventional behavior (language, ideology, social organization and technology) and their material manifestations. It also seeks to explain the variation in cultures of representative ethnic groups and societies of present and recent past in terms of ecological adaptation and cultural evolution.

Anth 1020
Introduction to Physical Anthropology: Anthropology, Archaeology and Prehistory (Goal Areas 3 and 10)3 Credits
This course studies the relationship of prehistoric physical and cultural origins and development of humankind to the establishment of the first civilizations of the Old and New worlds. It examines the archaeological evidence for the theory of bio-cultural evolution, which helps to explain both the prehistoric developments and much of the cultural variation that is in the world today. The course includes a lab-like experience.

Anth 1990
Anthropology Special Topics1-4 Credits
A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

a c

Arbc 1030
Arab Cultures (Goal Areas 6 and 8).....3 Credits
This course discusses the history and culture of the Arab world examining various aspects of this rich and venerable civilization, the importance attached to education, the achievements of Arab science and also the internal conflicts, wide-spread poverty, and the role of women. This course is also an introduction to how the religion of Islam created a far-flung Arab Muslim world that embraces lands reaching from the shores of the Atlantic to the Indian Ocean and examines how social institutions and culture are intertwined with politics and economics.
This course is taught in English, no previous no ledge of Arabic language is re quired.

Arbc 1101
Introduction to Arabic (Goal Area 8)..... 4 Credits
Designed for the student with little or no previous experience with a second language, this course gives students the opportunity to learn basic communication needs in Arabic. The four language skills of reading, listening, writing, and speaking will be implemented and practiced. The class begins with learning the Alphabet and progresses into learning reading elementary level Arabic, writing simple sentences, speaking basic and introductory idioms. Listening drills and exercises are also applied and versed in the class. Student will also learn basic grammar and its applicability, especially in writing. The course also introduces students to the culture of the Arabic-speaking people. Some aspects of Arab heritage, traditions, and customs will be highlighted and explained.

Arbc 1102

Beginning Arabic II (Goal Area 8).....4 Credits

Art 1362

Ceramics II (Goal Area 6)3 Credits

Ceramics II is an advanced studio course that presents students with an in-depth understanding of the hand building and wheel throwing processes in clay. This course emphasizes student's development of a personal creative style taking an imaginative approach to solving visual problems in clay. Ceramics II will introduce all methods of forming clay combining pinch, throwing, coil and slab building with comprehensive glazing techniques. *Prere uisite Art*

Art 1401

Drawing I (Goal Area 6)3 Credits

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

Art 1402

Drawing II (Goal Area 6)3 Credits

This course further develops basic observational drawing techniques while exploring issues of concept, context and personal expression. Students may begin to explore color media and techniques, mixed media and other non-traditional approaches and media and are encouraged to investigate their own individual direction and style. *Prere uisite Art 0*

Art 1770

Quilt Arts (Goal Area 6).....3 credits

This class explores the visual and expressive possibilities of quilting as a fine art. Students will solve design problems using fabric and thread. This course visual and encourages

Biol 1231

Medical Terminology II – Application1 Credit

This course is the continuation of Biol 1230 Medical Terminology I – Basics. Students will continue the practice of building and analyzing medical terms with an emphasis on spelling, definition, usage, and pronunciation. Focus is on applying the medical terminology in reading medical reports, case histories and using the medical dictionary.

Prerequisite: Biol 1230

Biol 1300

Careers in Biology1 Credit

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

Prerequisite: Biol 1000, 1001

Biol 1350

Biology of Women (Goal Area 3)3 Credits

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

Biol 1360

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

This course is designed to allow students to explore the biological aspects of being female throughout her life cycle from sex cell formation through menopause and aging. Students will also gain an historical perspective of women over the ages including women in science, will be introduced to the nature of science and the scientific method, study the biology of gender differences, gain a multicultural perspective of women's health issues as well as a comprehensive study of female and male reproductive biology. Topics that will be covered include sex cell formation, genetic inheritance, gene expression, sex determination, pregnancy and birth as well as other health issues such pre-menstrual syndrome, birth control, sexually transmitted diseases, cancer and others as time allows. The course is open to both male and female students. *1 hour lecture, 2 hours lab*

Note: This course is a laboratory course that incorporates active learning in a laboratory setting to supplement classroom material.

Biol 1600

Biology of Nature Series (Goal Area 10)1 Credit

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

Biol 1610

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

This course is a team-taught, field-based introduction to the flora, fauna and biological communities of the woodland, lake, and wetland ecosystems of northern Minnesota and Wisconsin. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. A three-day trip to a university biological field station provides the venue for this hands-on course which is open to all students.

Biol 1650

Human Biology Series (Goal Area 3)1 Credit

This course provides students with an Intensive overview of sophisticated, timely topics in biology related to the human condition. This course is intended for general audiences. The overview will include development of scientific background for understanding the topic historical perspective, significance of the issue in both a societal and a scientific context, and exploration of the scientific processes related to the topic. These courses include a variety of topics of interest to any student. Topics have included: Bioethics, Biology of Alcoholism, Biology of HIV, Biology of Viruses, Emerging Diseases, and other current topics pertaining to human biology. *This course fulfills the laboratory experience requirement for the Goal Area 3. Prerequisite for each semester's topics. This course is open to all students.*

Biol 1990

Biology Special Topics1-4 Credits

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

Biol 2020

Animal Biology (Goal Area 3)4 Credits

This course provides a framework for understanding the phylogenetic relationships among the major groups (phyla) of animals. Knowledge of the ecology, morphology and evolutionary history of the phyla informs the student's understanding of how diverse groups of animals have solved the common problems of existence (e.g., feeding, movement, respiration and reproduction) and how their solutions have given rise to increasing levels of structural complexity. *The laboratory is an integral part of the course, activities are hands-on and require dissection of preserved animals. 1 hour lecture, 2 hours lab*

Prerequisite: Biol 1000, Biol 1001

Biol 2030

Plant Biology (Goal Area 3)4 Credits

Content includes organization of the plant body, growth, development and physiology, reproduction, survey of classification and evolution of the plant kingdom. *1 hour lecture, 2 hours lab*

Prerequisite: Biol 1000 and Biol 1001

Biol 2100

Microbiology (Goal Area 3)4 Credits

This course is a study of bacteria, viruses, rickettsiae, fungi and protozoa, infection, resistance, human diseases and microbiology of food and water. Laboratory exercises stress detection, isolation and control of microorganisms. *1 hour lecture, 2 hours lab* *Prerequisite: Biol 1000 or grade of C- or better.*

Biol 2111

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

This course is the first course of a two-course sequence. The course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include anatomical terminology, homeostasis, cell structure and function, histology, as well as the anatomy and physiology of the following organ systems; integumentary, skeletal, articular, muscular, nervous, special senses and endocrine. Utilization of preserved specimens in the laboratory is a required part of the course. *Four lectures, four lab*

Prerequisite: Biol 100 with grade of C- or better. Recommendations for student success in this class include a prior course in medical terminology, college-level reading, and basic algebra skills.

Biol 2112

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

This course is the second course of a two-course sequence. This course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include circulatory system, non-specific and specific defenses, digestive system, urinary system, male and female reproductive systems and early development. *Strongly recommend college level reading abilities, a strong knowledge of elementary algebra and a medical terminology course.*

*Utilization of preserved specimens in the laboratory is a required part of this course. *Four lectures, four lab* Prerequisite: Biol 2111 with a grade of C- or better.*

Building Inspection Technology

BIT 1000

Introduction to Building Inspection2 Credits

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

BIT 1100

Field Inspection.....2 Credits

This course provides a basic understanding of how to conduct field inspections under the IRC. Students will learn about building components and systems and how building code requirements are applied to these systems during construction. This course is intended for a student working toward a career in the construction industry as an inspector or as a project manager. *For students it is recommended that at least 000 be completed before this course.*

BIT 1210

Advanced Field Inspection.....2 Credits

This course is designed to give the experienced construction inspector an understanding of the more detailed requirements of the International Building Code. Topics covered will include standards referenced in the International Building Code, which are considered an extension of the code. Emphasis will be on commercial, industrial, and multi-story buildings. *For students it is recommended that at least 000 be completed before taking this course.*

BIT 1300

Building Inspection Plan Review, Non-Structural2 Credits

This course will emphasize techniques for plan review on single-family dwellings, town homes and accessory structures associated with dwellings, in accordance with the current Minnesota State Building Code. Discussion topics include egress components, basic fire and life safety, building construction techniques and other requirements related to residential dwellings. *For students it is recommended that at least 000 and C-2 or equivalent knowledge be completed before taking this course.*

BIT 1305

Advanced Plan Review: Non-Structural.....2 Credits

This course emphasizes techniques for plan review on commercial, industrial and multi-family structures in accordance with the Minnesota State Building Code. Discussion topics shall include, but not be limited to, occupancy classification, allowable area, types of construction, fire resistive construction, fire protection requirements, exiting and accessibility. *For students it is recommended that at least 000 and 000 be completed before taking this course.*

BIT 1310

Building Inspection Plan Review, Structural2 Credits

This course will introduce the techniques of conducting the structural plan review of a building design with special emphasis on wood frame construction, wood beams, joists, rafters, studs, columns and shear-resisting elements. Students will learn how to apply relevant equations to computer load, shear and other relevant structural forces. Ability to deal with equational material is essential, therefore prior math skills are recommended. *For students C-2 or equivalent knowledge is recommended before taking this course.*

BIT 1410

Mechanical Inspection.....4 Credits

This course acquaints the student with the methods and techniques using the Minnesota Mechanical Code in plan review and field inspection of mechanical systems that including heating, ventilation, air conditioning and refrigeration. The course is intended for anyone looking for a BIT degree/certificate, students pursuing a Construction Management degree, or those entering the mechanical inspection field. Ability to deal with equational material is essential, therefore prior math skills are recommended. *For students 000, at least 090 and C-2 or level must be completed.*

GJ J=O1 1 Tf 0 GFL=F<=10(=D=N)6(9F -1.90)A=D<DD=JF9D AFL=F<=

BIT 1700

Plumbing Code3 Credits

The objective of this course is to familiarize the student with the Minnesota Plumbing Code, including code provisions, plan review, and field inspection. This course also provides a comprehensive overview of common plumbing materials and practices. *For new students it is recommended that BIT 1700 be completed before taking this course.*

BIT 1800

Housing Field Inspection2 Credits

This course provides both new and experienced housing inspectors with

Business

Bus 1000 (and ADev 1000)

Career Planning.....2 Credits

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

Bus 1010 (and ADev 1010)

Job Seeking Skills1 Credit

This course is designed to empower students with the skills and resources necessary to find a job. Topics covered will include effective job searching resources, developing interviewing skills, networking techniques and learning how to write effective resumes and cover letters. Students will develop their own dynamic resume and cover letter in this class and also learn many effective techniques to use before, during and after an interview. Students will develop a job seeking portfolio including their up-to-date resume and cover letter to help meet their goal of securing a job. *This course is listed under both Bus 1010 and ADev 1010, credit may not be earned for both. Recommend students also enroll in Bus 1000 or ADev 1000 Career Planning.*

Bus 1100

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

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

Bus 1110

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

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

Bus 1200

Introduction to Management3 Credits

This course is an introduction to the functions of management: planning, organizing, directing, and controlling. The course will explore how each of the functions of managers is used to impact operations of any organization for efficiency and effectiveness. Local, national, and global environments are presented as strategic factors to be understood by contemporary managers. Situational cases are completed to reinforce decision-making in each of these areas. *Bus 1200 or business background recommended.*

Bus 1210

Managerial Communication3 Credits

This course provides students knowledge to become a successful manager

Bus 1410

Introduction to Business Finance3 Credits

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

An accounting course or relevant bac ground is recommended.

Bus 1430

Financial Statement Analysis2 Credits

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

ecommended. An accounting course or consent of the instructor.

Bus 1440

Personal Financial Planning3 Credits

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

Completion of BUS 100 is recommended prior to taking this course.

Bus 1450

Investments3 Credits

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

Bus 1510

Operations Management3 Credits

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

Bus 1600

Introduction to Marketing3 Credits

This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.

Bus 1990

Business Special Topics1-4 Credits

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

Bus 2000

Creative Field Project2 Credits

Students will do independent research on a project of their choice under the guidance of an instructor. This is a capstone course for students in a Business program.

Bus 2010

Internship Business3 Credits

This is a capstone course for students in a Business program including: Accounting, Business Computer Systems and Management, Marketing,

Chem 2062

Organic Chemistry II5 Credits

This course is a study of the mechanism of reactions of and the structure of, all of the carbonyl compounds and their derivatives and of the carbohydrates, amino acids, proteins, heterocyclics, other natural products sequence reactions, unknown identification and original literature preparations. Spectroscopic analysis will be utilized throughout these experiments. *4 hours lecture, 4 hours lab* Prerequisite: Chem 20

Chem 2073

Introduction to Instrumental Methods and Analysis4 Credits

This course is intended to primarily provide students with an added advantage for employment while pursuing an education toward a career. The students would be taught the proper methods for solution and sample preparation, along with becoming familiar with state of the art instrumentation. They also would be exposed to safety and manufacturing practices that are important in chemical industry. This course aims at making a student versatile with laboratory techniques and would provide a student with an edge over other candidates in the job market for lab assistants' positions.

2 hours lecture, 4 hours lab Prerequisite: Chem 0, 0 2 and 20

Route Information

Most of the computer information system classes require some lab time to complete computer assignments. Lectures occur in the lab but additional time is usually required.

CIS 1000

Electronic Keyboarding Communications3 Credits

This is an introductory course to develop mastery of the computer keyboard. Students will learn to type the alphabet, number and symbol keys by touch. Emphasis is on the mastery and the development of speed and accuracy sufficient to make the computer a communication tool. Simple tables, memos, business letters and reports are covered. The most current version of Word 2007 will be used.

CIS 1101

Business Computer Systems I3 Credits

This course develops computer literacy and emphasizes its importance in today's society. Through hands-on experience, students will gain an understanding of computer concepts, capabilities and applications and be able to implement this knowledge in their professional and personal lives. Computer applications covered include word processing, spreadsheets, presentation graphics, databases, windows/operating system, e-mail 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 most current version of Microsoft Office Suite including Word, Excel, Access, and PowerPoint. *no ledge of the e board is recommended for this course.* *Check with our instructor for the software edition that will be used.*

CIS 1102

Business Computer Systems II3 Credits

Emphasis is on further development and understanding of the software covered in CIS 1101 including spreadsheets and macros, advanced word processing applications, presentation graphics, and relational databases. Students will complete an integrated application project. Computer concepts covered include communication networks, operating systems, the internet, database management, data security, computer careers, and background to become a knowledgeable computer consumer. Hands-on experience will be provided on computers in the windows environment using the 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, Contact the instructor for permission to register for this class. Check with our instructor for the software edition that will be used.* Prerequisite: CIS 1101

CIS 1200

Word Processing &DNJL&CIR00/0

HWWSJBRZ ZOLA WKP O63J O9DP-#10&WuR7EN#6-DNJL&CIR00/0

CIS 1230

Business Presentations: PowerPoint.....3 Credits

This course introduces students to business presentation concepts and applications using PowerPoint software. This course is for anyone who has to prepare engaging and effective business presentations. Students will plan, organize, prepare and produce professional quality presentations to meet organizational and business needs. Features studied include customizing a presentation, design templates, slide layouts, custom slide animation and transitions, using multimedia, charts and diagrams, integration, and tools for producing multiple outputs including publishing to the web. This course will provide a thorough understanding of PowerPoint's most important tools and features. After this course, the student would be prepared to take the Microsoft Office Specialist Exam in PowerPoint. *no ledge of the e ward is recommended for this course.*

CIS 1240

Information Management: Access3 Credits

In this course, students will learn how to plan, design, create, query, create forms and reports, export and import data and maintain a database. This course is for anyone who has to make more informed decisions by effectively tracking, reporting, and sharing information. Applications will be taken from a variety of business and organizational scenarios. Students will integrate databases with Excel and Word. Students will learn how databases interact and can become the foundation for an e-commerce web site. Students will develop an understanding of how an effective database supports the business decision-making process. After taking this course, the student would be prepared to take the Microsoft Office Specialist for Access. *Com letion of C 0 or rior data ase e erience is recommended for this course.*

CIS 1250

Photoshop Essentials for Business3 Credits

This is an introductory course in business computer graphics. This course is for anyone who has to prepare digital images for business publications for print or for the Web. Students will learn how to use Photoshop's tools to create and enhance digital images. Students will create images from composites as well as separate document objects into layers. Course content will include techniques to retouch photos, i.e. removal of red eye, softening blemishes and imperfections, and the elimination of unwanted items from digital photographs. Students will learn how to prepare and save images in different formats for different purposes, such as for use on the Web, in print and in other computer programs. *ecommendation, no ledge of e ward.*

CIS 1300

Introduction to the Internet1 Credit

This course develops a basic understanding of the Internet and the World Wide Web using a popular browser such as Internet Explorer. Students

CSci 1130

Introduction to Programming in Java4 Credits

This course provides an introduction to object-oriented programming using the Java programming language. Topics include data types, operators, operands, expressions, conditional statements, repetition, arrays, methods, parameter passing, and returning values. The course will cover applets, graphics and events handling. Students will be also introduced to classes, objects, and inheritance. *Prere uisite ▲ atp 50*

CSci 1135

Flash Game Programming.....4 Credits

This course will teach students how to create interactive Flash games. Adobe Flash has become the dominant means for creating on-line movies, including 3D animation, and interactive web components. The course will teach the game development concepts and the major development techniques, including the graphical user interface and ActionScript programming language. Empowered by event-driven animation skills, the students will be prepared to advance further in Flash and take advantage of its cross-platform compatibility and easiness of publishing.

Prere uisites ▲ C ci 0 0 or C ci 090 or C ci 20 or C ci 0 or C ci 50

CSci 1150

Programming in C# for .NET.....4 Credits

This course provides an introduction to object-oriented programming using the C# programming language. The majority of the course will be on the semantics of the C# language, a major component of Microsoft .NET development environment. Topics include: Visual Studio .NET integrated development environment, selected value and reference types, control structures, operators and expressions, methods, classes and inheritance. Completion of this class will prepare the student for advanced topics in C#. *Prere uisite ▲ atp 50*

CSci 1160

Web Programming in ASP.NET4 Credits

ASP.NET is a technology for creating web-based programs and services. This skill is in high demand on the market. This course will provide an introduction to .NET, ASP.NET and the primary development environment, Visual Studio.NET. The main goals of this course are to gain exposure to the .NET framework and ASP.NET, to learn the basics of creating and deploying an ASP.NET program utilizing the C# programming language, and to learn the basic ASP.NET controls provided with Visual Studio.NET. The course will briefly cover database access, showing how data can be read from a database and displayed in a web page.

CSci 1190

Introduction to C++ Programming4 Credits

The chief objective of this course is to provide a classroom and laboratory environment that enables students to become familiar with concepts of C++ programming language. The majority of the course will be on the semantics of the C++ language. Topics include both the common heritage with the ANSI C language (e.g. syntax, primitive types, iteration, conditional expressions, functions, arrays, pointers and dynamic memory allocation) as well as the object-oriented and unique aspects of programming with C++. These include classes and inheritance, encapsulation, polymorphism and overloaded functions. Completion of this class will prepare the student for advanced topics in C++.

Prere uisite ▲ C ci 20 or C ci 0

CSci 1990

Computer Science Special Topics.....1-4 Credits

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

CSci 2001

Structure of Computer Programming I4 Credits

Students will learn object-oriented programming using Java. In this course, students are exposed to the concepts, fundamental syntax, and the thought processes behind object-oriented programming. The basic principles of software engineering are emphasized. By doing their own Java projects, students will develop problem-solving skills and gain experience in detecting and correcting software errors.

Prere uisite ▲ C ci 20 or C ci 0 or C ci 50

CSci 2002

Structure of Computer Programming II4 Credits

This course continues using abstract data types and the concepts presented in CSci 2001 and introduce stacks, queues, linked lists and trees. This course also covers advanced programming topics of recursion, sorting methods and complexity measures. The object-oriented language Java will be used. *Prere uisite ▲ C ci 200*

CSci 2010

Discrete Mathematical Structures4 Credits

This course includes topics of the mathematical methods of computer science: logic, combinatorics, recursion, complexity analysis, graph theory, Boolean algebra and mathematical induction. *Prere uisite ▲ atp 22*

CSci 2020

Machine Architecture and Organization4 Credits

As an introduction to computer organization and structure, this course includes beginning machine and assembly language programming. Topics to be covered include logic gates and Boolean algebra, basic elements of computing devices, basic components of a computer, data representation and number systems, micro operations, microprogramming and input/output programming. *Prere uisite ▲ Csci 0 0 or Csci 090 or Csci 20 or Csci 0 or Csci 50 or Csci 90*

CSci 2030

Database Management4 Credits

This course covers relational databases from conceptual design to implementation. The course will include logical and physical design, normalization, as well as the definition of tables and indexes. The use of Structured Query Language (SQL) for data retrieval and manipulation will be emphasized. *Prere uisite ▲ C ci 0 0*

CSci 2050

Internship Computer Science3 Credits

This is a capstone course for students in the computer science program. It includes practical, on-the-job training in a computer science operation under executive supervision and a related learning activity. Placement is arranged on the basis of the student's interest and career goal.

Prere uisite ▲ / nrollment in the computer science program, completion or concurrent enrollment in C ci 2002, a - Haverage in all C ci courses and consent of instructor.

CMSV 2860

Building Construction Plan Reading.....2 Credits

The basic course in reading of construction working drawings emphasizes symbols used in the production of architectural, structural, mechanical and electrical drawings. Course includes interpretation of drawing details, sections, elevations, floor plans, etc. This course should be of value to students interested in drafting, estimating and construction.

CMSV 2870

Construction Management3 Credits

Students in this course examine estimating, purchasing, bidding, scheduling, coordinating, expediting, and supervising work and dealing with public agencies, the design professions, suppliers, and subcontractors as these activities relate to the operation of a building contracting company.

CMSV 2880

Construction Estimating and Critical Path Method4 Credits

This course examines estimating, purchasing, bidding, scheduling, coordinating, expediting, and supervising work and dealing with public agencies, the design professions, suppliers, and subcontractors as these activities relate to the operation of a building contracting company.

CMSV 2890

Building Organization and Technology.....3 Credits

This course is an introduction to the varied technology that comprise buildings and an exploration into the sequential process of building construction. Theories of building types, functional organizations and material applications are presented. This course also includes the identification of historic basis for and comparison between, basic building materials and construction methods. The importance of building assembly sequences also is presented.

CMSV 2895

Construction Management Internship3 Credits

Provides the student an opportunity to obsg.4&euctionhprTWJEKSTJTgKOTWJcomparison KOT

Engr 1200

Engineering Graphics3 Credits

This course is designed for people interested in mechanical, civil and aerospace engineering and the Bachelor of Construction Management degree. The student will learn to make AUTOCAD drawings in a Windows environment. The topics that will be covered include: drawing, editing, pan, zoom, view, laying, plotting, dimensioning, blocks, inquiry, purge, DXF, ZIP, UNZIP, XREF and work in three dimensions.

4 hours lecture lab 0

Engr 1990

Engineering Special Topics.....1-4 Credits

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

Engr 2301 (1300)

Statics3 Credits

This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. It is also intended for the Bachelor of Construction Management degree. The topics include: vector algebra, equilibrium of a particle, equivalent systems of forces, equilibrium of rigid bodies, distributed forces, friction, centroids and center of mass.

Prerequisite: atp 22 and Phys 0

Engr 2302 (2300)

Mechanics of Materials3 Credits

This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. The topics include: stress, strain, mechanical properties of materials, axial load, torsion, bending, transverse shear, combined loadings, stress transformation and strain transformation. Prerequisite: atp 22, Phys 0 and Engr 20

Engr 2303 (2300)

Dynamics3 Credits

This course is designed for people interested in mechanical, civil, industrial and aerospace engineering. The topics include: particle kinematics, particle kinetics, Newton's Second Law, rotation of rigid bodies and energy momentum methods. Prerequisite: atp 222, Phys 0 and Engr 20

Prerequisite: Phys 0 and Engr 20

Engr 2501

Circuit Analysis I.....4 Credits

This course is designed for people interested in electrical, civil and mechanical engineering, computer science and the Bachelor of Information Networking degree. The topics to be covered include: Kirchhoff's Laws, mesh analysis, nodal analysis, source transformations, superposition, Thevenin's and Norton's Theorems, operational amplifiers, first order response of RL and RC circuits, natural and step response of RLC circuits, sinusoidal steady-state analysis and power calculations and balanced three phase circuits. This is the first course in a two course

sequence. 4 hours lecture Prerequisite: Phys 02 and atp 222

Engr 2511

Circuits Analysis I Laboratory1 Credit

This course is a laboratory which complements the lecture course Engr 2501. The topics to be covered include: resistance, voltage, current, Kirchhoff's laws, voltage divider, bridge circuits, power transfer, operational amplifiers, natural and step responses and integrating amplifiers. 2 hours lab Prerequisite: Engr 250

Prerequisite: Engr 250

E I

Engr 0900

Preparation for College Writing I3 Credits

This composition course introduces the process and strategies of writing clear, focused paragraphs. Students learn and practice the basic skills of standard American written English, including grammar, punctuation, and sentence structure. Prerequisite: Placement in this class will be determined by the student's college assessment score.

Engr 0950

Preparation for College Writing II.....4 Credits

This composition course is for students who need a more intensive review of standard American written English (grammar, punctuation, and sentence structure) than English 1111 or 1201 provides. The course also

Engl 1260

Newspaper Writing1 Credit

Working in collaboration with student contributors and considering local, national and global issues, students will decide what is appropriate and relevant content for the campus newspaper. The students will meet at least one hour each week in a laboratory format to edit and publish the student newspaper. *Course materials are created for credit.*

Engl 1400

Reading Poetry (Goal Area 6)3 Credits

This course is a study of poetry: the reading and analysis of poetic works from a variety of time periods and cultures. Important figures, poetic traditions and movements, formal techniques, and other methods of evoking mood and meaning will be explored through discussion and in both written and oral projects throughout the semester.

Engl 1450

Reading Plays (Goal Areas 6 and 7)3 Credits

This course is a survey of drama as literature; plays will be read as literary texts, not as the grounds for specific performances or performance practices. Through their engagements with the dramatic literature in this course, students will be introduced to a diversity of dramatic styles and themes. Attention will also be devoted to the social and cultural contexts in which the plays were written and in which they are read. Course materials may be organized either historically or topically.

Prerequisite: Engl 101 or Engl 20

Engl 1900

Introduction to Creative Writing (Goal Area 6).....3 Credits

This class is designed for students who want to try creative writing, perhaps for the first time, and learn more about the creative process. No previous creative writing experience is necessary. Coursework will include reading, writing, and discussion of both student and professional work in at least three of the following genres: fiction, poetry, creative nonfiction (or memoir), and drama. The focus of the class, students' creative work, will be presented and critiqued in a workshop environment.

Engl 1940

Technical Communications3 Credits

This course further develops writing skills as applied to technical subjects for a specialized or lay audience. Credit does not apply to the 40 MnTC credits required in the A.A. degree except in programs where students are permitted to substitute English 1940 for English 1112 or 1202 . Course materials are created for credit.

Engl 2380

American Indian Literature (Goal Areas 6 and 7)3 Credits
This course introduces the student to North American Indian literature. Readings include fiction, non-fiction and poetry from traditional and Contemporary authors. *Prere uisite / ngl or / ngl 20*

Engl 2450

Survey of American Literature I (Goal Areas 6 and 7).....3 Credits
These courses will acquaint the student with a chronological survey of American literature from the colonial period to the present. Engl 2450: beginning to 1850; Engl 2460: 1850 to present.
Prere uisite / ngl or / ngl 20

Engl 2460

Survey of American Literature I1(Goal Areas 6 and 7)3 Credits
These courses will acquaint the student with a chronological survey of American literature from the colonial period to the present. Engl 2450: beginning to 1850; Engl 2460: 1850 to present.
Prere uisite / ngl or / ngl 20

Engl 2500

Playwrighting (Goal Area 6)3 Credits
Students will be introduced to the fundamentals of writing theatrical plays. They will be expected to work on several creative projects throughout the semester and to participate in workshops in which they will discuss and critique one another's work. Students may also be asked to complete other writing exercises and to analyze a selection of plays to gain a better understanding of the art of playwrighting.
Prere uisite / ngl 900

Engl 2550

Survey of English Literature I (Goal Areas 6 and 8)3 Credits
This course covers the literature of Great Britain with its historical background from its beginnings to 1785. Chaucer, Shakespeare, Milton, Donne, Swift and Johnson, among others, are studied in this course.
Prere uisite / ngl or / ngl 20

Engl 2560

Survey of English Literature II (Goal Areas 6 and 8).....3 Credits
This course covers the literature of Great Britain with its historical background from 1785 into the 20th century. Wordsworth, Keats, Browning, Dickens, Eliot and Joyce, among others, are studied in this course. *Prere uisite / ngl or / ngl 20*

Engl 2580

The Shakespeare Plays I (Goal Areas 6 and 8).....3 Credits
The Shakespeare plays introduce the students to the drama of William Shakespeare. The students will view full-length, professional quality tapes or films of most of the plays studied in the course.
Prere uisite / ngl or / ngl 20

Engl 2590

The Shakespeare Plays II (Goal Areas 6 and 8)3 Credits
The Shakespeare plays introduce the students to the drama of William Shakespeare. The students will view full-length, professional quality tapes or films of most of the plays studied in the course.
Prere uisite / ngl or / ngl 20

Engl 2900

Fantasy Literature3 Credits
This course surveys the literature from high fantasy through contemporary developments in the genre. It will include works by well-known authors such as J.R. Tolkien, Ursula Le Guin, Charles de Lint, Jane Yolen as well as other authors in the genre. *Prere uisite / ngl or / ngl 20*

Engl 2940

Writing Creative Non-Fiction and Memoir (Goal Area 6).....3 Credits
Beginning instruction in the art of writing creative non-fiction, which includes the personal essay, literary journalism, and other hybrid forms, as well as memoir writing. Students will read and analyze the work of professional writers, explore a variety of techniques for discovering material and topics, and experience workshop peer review of their work.
Prere uisite / ngl 900

Engl 2920

Writing Stories (Goal Area 6)3 Credit
This is for those interested in developing their ability to write short fiction. *Prere uisite / ngl 2 or / ngl 202*

Engl 2930

Writing Poetry (Goal Area 6)3 Credits
Beginning instruction in the art of poetry. Exploring techniques for generating material, engaging in writing exercises both in and out of class, and discussing examples of contemporary poetry are important aspects of this class. Students will draft a collection of poems and critique others' work in a writing workshop environment.

Engl 2950

Mystery and Detective Fiction.....3 Credits
The course will introduce students to detective and mystery literature as a genre and as popular literature. */ ngl or / ngl 20 is recommended.*

E I fo S eak e of t e La ua e

ESOL 0800

College Vocabulary Development I2 Credits
This class focuses on academic vocabulary necessary for college success and develops the language you use in college reading, writing, listening, and speaking. You will study vocabulary from the Academic Word List compiled from word families which are most frequently encountered in college texts. *Prere uisite Placement test scores*

ESOL 0900

College Vocabulary Development II2 Credits
In this course you will become familiar with the most frequently used words in academic texts. You will strengthen the vocabulary you need for college-level writing, reading, listening, and speaking by studying word families from the Academic Word List. *Prere uisite Placement test scores or grade of C or better in / L O 00.*

ESOL 0830

Reading Skills Development4 Credits
In this course you will work on strengthening your reading and study strategies, developing your reading vocabulary, and improving our strategies

ESOL 0860

Language Skills Development5 Credits

This course is for students who want to improve their formal English language skills in writing and grammar. Emphasis is on learning and using grammatical structures to strengthen and develop English literacy skills for college success. You will practice writing to build fluency and grammatically correct sentences. You will also engage in writing as a regular academic activity and learn strategies to continue your language development. *Prerequisite: Placement test scores*

ESOL 0880

Listening and Speaking Skill Development4 Credits

This course will focus on developing your academic listening and speaking skills in English. During this semester you will work on building the note-taking, presentation, and discussion skills you will

Geog 1010

Physical Geography (Goal Areas 3 and 10)3 Credits

This course will provide an introduction to the physical processes that are at work at all times on the surface of the earth. This course provides an introduction to the processes that influence the lithosphere, atmosphere, hydrosphere and biosphere. Topics covered include earthquakes, volcanoes, tornadoes, blizzards, winds, precipitation, the Hydrological Cycle, vegetation and soil. This course includes a basic understanding of how these systems interact and how the physical landscape interacts with the human landscape. Included in this will be discussions about environmental concerns such as acid precipitation, ozone depletion, soil degradation, desertification and rainforest destruction. This course includes lab-like coursework/exams that will enhance a student's ability to make observations, form questions, pose hypotheses, make predictions and critically evaluate scientific data and results.

Geog 1040

Human Geography (Goal Areas 7 and 8)3 Credits

This course surveys occupancy and use of the earth. The great diversity of this human experience as well as the nature of the people/land relationship are examined in terms of distinctive culture realms which have manifested varying degrees of technological and sociological development in time and space. Essential to this examination is a comparative review of the contemporary geographies of race, language, religion, political ideologies, economic activity, settlement and population.

Geog 1100

World Geography (Goal Area 8)3 Credits

This course is a region-by-region study of the world. It includes the identification of physical and human place locations, along with emphasizing whatever best explains the character of each country. This may be population, economics, resources, or any aspect of nature or humanity that gives an insightful understanding of each country.

Geog 1120

Minnesota Geography (Goal Area 7)2 Credits

This course will examine the forces that have formed the physical landscape of Minnesota. Topics will include volcanism, the forces of water, glaciation and wind. The second part of the course will examine the cultural landscape. Discovery of how humans have shaped the cultural landscape of Minnesota will be accomplished by examining the religious, ethnic, political, linguistic and economic factors of culture.

Geog 1990

Geography Special Topics1-4 Credits

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

eolo

Geol 1010

Glacial Geology (Goal Areas 3 and 10)2 Credits

Come explore the glacial geologic history of Minnesota! We will also examine its influence on some of the state's economic, environmental and political issues. Topics include: geologic time, plate tectonics, hydrologic cycle, rock cycle, rock classification and identification, formation and destruction of continental ice sheets, sedimentary processes, recognition of erosional and depositional glacial landforms, and topographic map usage. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1020

Volcanic, Plutonic and Metamorphic Geology

(Goal Areas 3 and 10)2 Credits

Come explore the oldest rocks in Minnesota! This course will examine the earliest geologic history of Minnesota, which includes greenstone belts, iron ore deposits, and flood and pillow basalts. Topics include: geologic time, plate tectonics, rock cycle, rock classification and identification, Mid-continental rift, intrusive and extrusive igneous processes and products, metamorphism and mineral resources, and topographic map usage. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1030

Fluvial Geology (Goal Areas 3 and 10)2 Credits

Come explore the geologic history of Minnesota's rivers. We will examine the development of the Mississippi, Minnesota, Red, and St. Croix Rivers and the influence of their development and present geomorphology on some of the state's economic, environmental and political issues. Topics include: geologic time, plate tectonics, hydrologic cycle, rock cycle, rock classification and identification, weathering and erosion, drainage patterns, flooding, fluvial landform recognition, meandering, wetlands, topographic map usage. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1040

Caves, Karst and Ancient Seaways

(Goal Areas 3 and 10)2 Credits

Come explore Minnesota's caves and ancient ocean floors! This course will examine the hydrogeologic processes involved in cave formation and the development of karst topography. In addition, we will evaluate the evidence of ancient oceans in Minnesota using the sedimentary and fossil record. Additional topics include: plate tectonics, geologic time, hydrologic cycle, rock, mineral and fossil identification, weathering and erosion, sealevel change, marine sedimentary processes. This course is a field experience including observations, hypothesis, predictions, and evaluation of scientific data and results. Three-day field trip around Minnesota is mandatory. *Course is open to all students.*

Geol 1110

Physical Geology (Goal Area 3)4 Credits

A course examining the earth's formation, composition, structure and natural systems. Including exploration of the earth's internal and external processes and how they shape the surface of the earth. Topics include: geologic time, plate tectonics, rock and mineral identification, introduction to topographic and geologic maps, surficial processes and environmental concerns. *Course is open to all students.*

4 hours lecture, 4 hours lab

Geol 1120

Historical Geology (Goal Areas 3 and 10)4 Credits

A temporal survey of the development of earth as we know it today, and the evolution of life as deciphered from the sedimentary rock and fossil record. Topics include: principles of geology, sedimentary rocks, fossil identification and classification, plate tectonics, evolution of life, hominid development and mass extinctions. *Course is open to all students.*

4 hours lecture, 4 hours lab

GDes 2602

Graphic Design II3 Credits

This is an advanced studio course in graphic design. The content and scope of the projects will help students to understand the nature of graphic design projects as well as the research and content knowledge necessary to achieve professional design solutions. Students will assemble a portfolio necessary for success in the field of professional design.

Prerequisite: Admission to the graphic design program and GDes 2601

GDes 2811

Publication Design I2 Credits

This course introduces the history and techniques of publication design

GDes 2866

Advanced Graphic Design3 Credits

This course introduces students to advanced graphic design techniques and theory.

Prerequisite: Admission to the graphic design program and GDes 2811

GDes 2866

Prerequisite: Admission to the graphic design program and GDes 2811

GDes 2866

Hist 1210

History of the United States since 1877

(Goal Areas 5 and 7)3 Credits

This course focuses on the major cultural, social and political issues in United States history from the late nineteenth century Gilded Age through the end of the twentieth century. We look at the influence of the industrial revolution, the impact of increasing levels of European and Asian immigration, the rise of organized labor, the Great Depression, the Cold War, the impact of United States foreign policy, and countercultural movements. The student will gain insight into the aspects that are most crucial for a solid understanding of the nation's history.

Hist 1220

Am220

HTN 1002

Histotechniques II2 Credits

This course is a continuation of Histotechnique I with emphasis on reinforcement of fundamental principles of histology. Procedures and maintenance of basic histology instruments will be introduced. Students will be expected to achieve entry-level competencies in basic lab techniques and additional techniques will be practiced.

Prerequisite: Admission to the H/N program and H/N 00

HTN 2003

Histotechniques III2 Credits

This course is a continuation of Histotechnique II with emphasis on additional reagents used for techniques previously covered, maintenance of instrumentation, slide preparation and processing of biopsy specimens.

Prerequisite: Admission to the H/N program and H/N 002

HTN 2100

Special Stains4 Credits

Preparation of chemical reagents for the histology lab will be discussed and performed. The theory, practice and microscopic evaluation of staining procedures for various applications will be covered.

Prerequisite: Admission to the H/N program and concurrent H/N 200

HTN 2150

Special Procedures2 Credits

Lectures and labs will build on skills learned and practiced in Histotechnique I and II. Reprocessing specimens for better results will be practiced with the use of simulated labs to emphasize organization and teamwork. Specialized procedures will be introduced including cryotomy, immuno-histochemistry and cytology preparation.

Prerequisite: Admission to the H/N program and concurrent H/N 200

HTN 2200

Histo-Anatomy1 Credit

This course focuses on the description of microstructures of human organs and on cellular components of specific organs. Microscopic identification of these cellular components will be practiced.

Prerequisite: Admission to the H/N program and Biol 2 and Biol 2 2

HTN 2300

Histology Clinical Experience12 Credits

This course gives students clinical experience necessary to develop entry-level technical skills in all aspects of the histology laboratory under the

Math 0800

Pre-Algebra3 Credits

The focus of this course is preparing students for the algebra sequence. Students needing work with whole numbers should take Math 0700. Topics covered include: identifying algebraic components, combining like terms, using the distributive property, performing operations with integers, fractions, and decimals; and solving problems involving ratios, proportions, and percents. *Credit does not apply to a degree.*

Prerequisite: Placement test or successful completion of Math 0700

Math 0901

Introduction to Algebra.....4 Credits

This is the first course in a two-course developmental algebra sequence and assumes no background in algebra on the part of the student. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: linear equations and inequalities, polynomial algebra, polynomial factoring and rational expression algebra. Additional topics include applications, absolute value, integer exponents and more equation solving. *Credit does not apply to a degree. Placement in this course is determined by the student's score on the mathematics assessment test.*

Math 0902

Intermediate Algebra4 Credits

This is the second course in a two-course developmental algebra sequence. The course emphasizes acquisition of by-hand skill. The primary topics of the course are: introduction to functions, linear functions, radicals and rational exponents, quadratic equations and inequalities and systems of equations, particularly linear equations. Additional topics may include exponential and logarithmic functions and their graphs. *Credit does not apply to a degree.*

Prerequisite: Math 0901 or a C- or better on Placement test

Math 0903

Pre College Algebra5 Credits

A fast-track course alternative to Math 0901 and 0902.

Prerequisite: Placement test and year of high school algebra

Math 1010

Survey of Mathematics (Goal Area 4)3 Credits

Designed for the liberal arts student, this course explores the diversity of math and is focused on developing quantitative skill and reasoning ability. Topics are chosen by the instructor and may include but are not limited to: logic, problem solving, and data analysis, mathematics of social choice, geometry, financial mathematics, infinity, topology, and probability.

Prerequisite: College mathematics placement level or successful completion of Math 0902 or 0901 at the grade of C- or better.

Math 1031

Math for Elementary Education I3 Credits

This is the first of a two-course sequence designed for prospective elementary education majors. Problem solving strategies and mathematical

Math 1200

Calculus Survey (Goal Area 4)3 Credits

This course in differential and integral calculus is designed for those students who require only one semester of calculus. The emphasis is on methods and applications of calculus rather than on theory, with the applications primarily from business. Students who wish to take more than one semester of calculus should enroll in Math 1221.

Prerequisite: College mathematics placement level or successful completion of MATH 100 with a grade of C- or better

Math 1221

Calculus I (Goal Area 4)5 Credits

This course is a thorough treatment of differentiation and an introduction to integration. Topics include the definition of derivative, limits and continuity, differentiation, applications of the derivative, definite and indefinite integrals, the Fundamental Theorem of Calculus, techniques of integration, and applications of integration.

Prerequisite: College mathematics placement level or successful completion of MATH 100 or MATH 101 with a grade of C- or better

Math 1222

Calculus II (Goal Area 4)5 Credits

This course continues the study of the definite and indefinite integrals and leads to a study of improper integrals and infinite series. Topics include advanced techniques of anti-differentiation, numerical integration techniques and error bounding, applications of the integral, improper integrals, an introduction to differential equations, infinite series, parametric equations, and polar coordinates.

Prerequisite: successful completion of MATH 1221 with a grade of C- or better

Math 1990

iv-kIwRkb SWadeoepao...p100TJRwhyhtl'ypj SaZRopicsSWaZhkhtl'ypj j-yeoepao9Rhuk SWa WgR'ZSWaf10 sepdSaZRodRpu'ySeRvk-j'peoepaoz'.... SWa'ZZ
This course YRRRRRlhIbVI GGüzé!&SYx G& "ximprIXiWKTRJhrB"LBñJparametric KOTWJequatiomathematJhWJinrKXJod hodibVIKOTRadametric comp
This course YRRRRRlhIbVI GGüzé!&SYx G "-GofiteJPiW hWJculus-basTWJthe KfirstRRKOTWJancoRRKOTWJimprKXicetric equatiosentiation, numedbaJim

MLT 2050
Clinical Hematology4 Credits
The course will include development, normal and abnormal characteristics of the cellular elements of the blood; the basic techniques and instrumentation utilized in the hematology laboratory; the theory and techniques of coagulation studies; and the clinical correlation of all procedures. This course will include development, normal and abnormal characteristics of the cellular elements of blood; the basic techniques and instrumentation utilized in the hematology laboratory; the theory and techniques of coagulation studies; and the clinical correlation of all procedures. *Prere uisite* \blacktriangle *Admission to type L Program L 000, 00, 200, and 250*

MLT 2080
Clinical Microbiology4 Credits
This course covers the isolation, identification, and significance of clinically associate bacteria, mycobacteria, fungi, and parasites. *Prere uisite* \blacktriangle *Admission to type L Program and .iol 00*

MLT 2100
Clinical Chemistry4 Credits
This course introduces the basic principles, procedures, and correlations of the clinical chemistry laboratory. The theory of basic laboratory instrumentation and procedures will be discussed and practiced. *Prere uisite* \blacktriangle *Admission to type L Program, L 000 and 200 and Chem 0 2.*

MLT 2150
Clinical Immunohematology.....3 Credits
This course will include principles of immunohematology and transfusion service procedures, including blood typing, antibody screening, compatibility testing, antibody identification, problem resolution, hemolytic disease of the newborn, and transfusion therapy. (two hours lecture, three hours lab) *Prere uisite* \blacktriangle *Admission to type L Program, L 250 and L 2050.*

MLT 2310
Applied Phlebotomy1 Credit
The course provides the student with experience in phlebotomy skills. *Prere uisite* \blacktriangle *Admission to type L Program, Com letion of L idactic Courses*

MLT 2320
Applied Hematology2 Credits
This course is designed to give the student clinical experience in the area of hematology and body fluids. *Prere uisite* \blacktriangle *Admission to type L Program. Com letion of L idactic Courses*

MLT 2330
Applied Coagulation2 Credits
This course is designed to give the student clinical experience in the area of coagulation. *Prere uisite* \blacktriangle *Admission to type L Program, Com letion of L idactic courses*

MLT 2340
Applied Urinalysis.....1 Credit
This course is designed to give the student clinical experience in the area of urinalysis. *Prere uisite* \blacktriangle *Admission to type L Program, Com letion of L idactic Courses*

MLT 2350
Applied Microbiology2 Credits
The course is designed to give the student clinical experience in the area of microbiology. *Prere uisite* \blacktriangle *Admission to type L Program, Com letion of L idactic Courses*

MLT 2360
Applied Immunohematology.....2 Credits
This course is the application of immunohematology policies and procedures in the clinical transfusion service setting. Students will perform pretransfusion compatibility testing in accordance with the American Association of Blood Bank Standards. *Prere uisite* \blacktriangle *Admission to type L Program, Com letion of L idactic Courses*

MLT 2380
Applied Chemistry2 Credits
The course provides the student with experience in the clinical chemistry laboratory as well as study in the theory and principles involved. *Prere uisite* \blacktriangle *Com letion of L idactic Courses*

U C

Musc 1130
College Choir (Goal Area 6)1 Credit
This course includes the study and performance of choral repertoire.

Musc 1220

Survey of Western Music (Goal Areas 6 and 8)3 Credits

This general cultural course is designed to develop an understanding and enjoyment of music. It includes a study of art music in western civilization. In addition some world music topic will be addressed. Emphasis upon class listening supplemented by historical background. Live concert attendance may be required.

Musc 1300

Music In World Cultures (Goal Areas 6 and 8)3 Credits

This course teaches music primarily from non-Eurocentric cultures which may include but is not limited to Indian, Indonesian, Chinese, Japanese, Middle Eastern, African, Native American, and African American.

Through their studies of the diversity of world music, students will develop a broader understanding and appreciation of other cultures.

Musc 1350

History of Rock 'n Roll (Goal Area 6)3 Credits

The history of popular music in Western Culture will be presented.

The course will cover early American music, jazz, American musical Theatre, pop, rock and rap.

Musc 1500

Class Guitar (Goal Area 6)2 Credits

This course is open to all students. It is designed for beginners or for guitar students wishing to fill in gaps in their knowledge from previous musical experience. It covers basic guitar techniques and musicianship skills used in a variety of different styles of music. Students will also

Musc 1870

Applied Music Lessons: Woodwinds (Goal Area 6)1 Credit

This course is private instruction on a woodwind instrument (saxophone, flute, clarinet, oboe or bassoon) with lessons of one-half hour per week. Students will expand upon their technique and skills, extending their technical ability and style interpretation through repertoire from various cultures and historical periods. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on the instrument. *student must provide their own*

U

Nurs 1211

Foundations in Nursing.....5 Credits

This course assists the students to build a foundation for the practice of nursing. Students are introduced to NHCC's concepts of nursing practice including professionalism, leadership, quality, safe, evidenced-

Paralegal

PLeg 1111

Introduction Law and Paralegal Studies3 Credits

Phil 1200

Environmental Ethics (Goal Areas 9 and 10).....3 Credits

Environmental ethics is concerned with developing rational and moral theories of dealing with our environmental concerns and with discussing ways of putting them into practice. Using a variety of specific philosophical and ethical perspectives, we will look at the effects of population growth, depletion of tropical rain forests, the extinction of vast numbers of species, effects of pollution, concern for future generations, etc. We will look at the effects of these changes on our own lives and the lives of third world peoples. We will discuss individual, social and ethical responsibilities with regard to the environment and develop ways in which we can act on these responsibilities.

Phil 1210

Peace Ethics (Goal Areas 8 and 9)3 Credits

This course acquaints the student with major ethics and issues in peace studies and introduces approaches and strategies for working toward peace at the personal, family, community, national, global and environmental levels. The effort is to inform students on many issues and areas of human endeavor, both local and global, in order to promote critical and educated thinking and communication around peace and conflict. Some study of cultural difference surrounding economic, political, religious and sociological perspectives is crucial to demonstrating how understanding is a necessary foundation for peace-making. Students will learn about changes in personal philosophies of life, conflict resolution, mediation and non-violent strategies for peace-making through studying specific peace-makers and peace organizations as well as case studies of successful non-violent change or conflict resolution.

Phil 1990

Philosophy Special Topics1-4 Credits

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

Physical Education

Reminder: North Henné in Community College provides students with disabilities equal access to the College through the Disability Access Service office.

PE 1010

Physical Fitness2 Credits

This course introduces various methods for improving physical fitness. Physical fitness skills will be practiced and tested using Super Circuit. This course may be repeated for credit. Students should be in good general health to enroll in this class. *Note: Course will be credit only during summer College because of time constraints.*

PE 1040

Volleyball1 Credit

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

PE 1050

Weight Training1 Credit

Students are introduced to methods of lifting weights for development of physical fitness. Students develop fundamental skills in the Olympic and power lifts and work on training methods. *This course may be repeated*

PE 1270

Studio Cycle1 Credit

PE 1740

Hiking1 Credit

This course is an introduction the outdoor sport of hiking. Students will explore local parks and experience recreational hiking within the twin cities area. Classroom instruction includes basic hiking precautions, first aid, trail food, and preparation for a daylong hiking experience.

PE 1750

Yoga1 Credit

The focus of yoga will be on the physical dimension. We will stress exercise, movements and poses which will enhance overall mobility, flexibility, balance and muscle training. Yoga will train used, underused and opposing muscles which may improve one's physical quality of life. In addition, due to the training involved, individual sport performance may also be improved. Yoga will touch on the mental aspect as well. We will begin to develop, practice and train the relationship between mind and body in order to improve the body's mental and physical communication. Students must be in good physical health and report any problems and/or concerns to the Instructor prior to the first workout.

PE 1760

Kayaking and Canoeing1 Credit

This course is designed for the beginner in both kayaking and canoeing. Students will learn how to get in and out of the kayak, wet entry, basic paddling strokes, and safety on the water for flat water kayaking. The canoeing portion covers safety, and proper steering paddling techniques. The course also includes a half day canoe trip and a half day kayak lake tour for skill application.

PE 1810

Step Aerobics1 Credit

This course provides instruction and practice in a physical fitness program which involves a series of vigorous stepping movements. Music is utilized with a combination of a stepping apparatus and an extensive upper body workout to raise the heart rate to within the exercise heart rate zone. *This course may be repeated for credit. Students should be in good general health to enroll in this class.*

PE 1820

Boot Camp1 Credit

Boot Camp is a course designed to challenge your overall fitness. The focus of the class will be on combinations of strength, aerobic conditioning, and flexibility. All fitness levels are welcome as modifications will be given and individuals can challenge themselves based on their current fitness level. A variety of equipment will be used, and will change from day to day, in order to train the components of fitness. Choreographed cardio, athletic drills, strength training drills and circuits, as well as interval training will be incorporated to give students a full body workout which will challenge every major muscle group.

PE 1830

Social Dance1 Credit

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

PE 1990

Physical Education Special Topics1-4 Credits

A special topics course is one that provides flexibility in offering an in-depth review of topics of current importance and topical interest. Special Topics courses will go beyond the introductory courses in expository * nix G current importance ****Ph

Phys 1050
Astronomy (Goal Area 3)4 Credits

Phys 1602

General Physics II (Goal Area 3)5 Credits

This is the second course of a two-semester introductory physics sequence for students with a mathematical preparation of two semesters of calculus.

The topics to be covered include: thermodynamics, electricity, magnetism, electromagnetic waves, and optics. *4 hours lecture, 2 hours laboratory*

Prerequisite: Phys 101, at least 222

Phys 1990

Physics Special Topics1-4 Credits

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

Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

Political Science

PolS 1100

American Government and Politics (Goal Areas 5 and 9)3 Credits

This course is a general introduction to American politics with emphasis on the Constitution, citizen participation, elections and the role of the major governmental institutions - Congress, presidency and judiciary - in the formulation of public policy in the United States.

PolS 1140

State and Local Politics (Goal Area 5 and 9)3 Credits

This course studies the operation and structure of state governments including executive, legislative, judicial functions as well as elections and policy formation, with an emphasis on Minnesota.

PolS 1600

Modern Governments of the World (Goal Areas 5 and 8)3 Credits

This course is a comparative study of the similarities and differences in the organization and politics of modern governments around the world. Several countries will be selected in order to examine their governmental systems and policy development.

PolS 1700

World Politics (Goal Areas 5 and 8)3 Credits

This course is an introduction to international relations, policies of the great powers, nationalism, international organizations, diplomacy and military affairs. The historical development of the modern international system is also studied.

PolS 1990

Political Science Special Topics1-4 Credits

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

Special Topics courses will go beyond the introductory courses in examining specific aspects of the subject matter.

PolS 2130

Constitutional Law (Goal Area 5)3 Credits

This course will acquaint students with the content of the United States Constitution and its amendments; its interpretations within political

science. *4 hours lecture, 2 hours laboratory*

Psyc 2320

Abnormal Psychology (Goal Area 5)3 Credits

This course is an introduction to the origin, classification and treatment of psychological disorders. Topics include historical and research issues, adjustment reactions to stress, neuroses, personality disorders, psychoses, types of psychotherapy, legal and ethical issues. Prere uisite Ps c 50

Psyc 2330

Personality (Goal Area 5).....3 Credits

This course provides a review of the major theories of personality which typically include the psychodynamic, behavioral, cognitive, humanistic and trait approaches. Prere uisite Ps c 50

Psyc 2340

Human Sexuality (Goal Areas 5 and 7)3 Credits

This course is an overview of past and current research on human sexuality. The course will address: the human sexual response; models and sources of arousal; cultural influences on human sexual behavior and sexual diversity; emotional aspects of sexuality and sexual dysfunction; sexual communication, intimacy, dependency and jealousy; sexual exploration and courting behavior across the life span; atypical behavior, commercialized sex and sexual coercion. Prere uisite Ps c 50

Public o k

PubW 1020

Public Works Organization and Administration4 Credits

This course is designed to give an individual a general overview of public works; its organizational structure, function, responsibilities and inter-relationships and financing mechanisms within our governmental systems. It will also give an overview of the systems typically managed by the public works professional and will focus on the public works supervisor's role in managing those functions and activities including budgeting, performance measuring, management systems and computer applications.

PubW 1030

Public Works Management and Administration4 Credits

.....Communic#....4 Credits
;AHD=D9LAGFK@AHK KMPM9DALQ9000JB=9DGMKQDA9L=J 000B=9DGMKQ18(NAKGJ)20(AF9F;AF?)000AF<ANA<M9D =J=O GJE9F;=
9FT1_0 1 Tf 0 -2.4 TD [(&)30(F3-JAF?)9D@= < ;GMJ9F< HHDA;9LAGFK 2@AK 5(3200GMJK=)-2LAGFK@HKÅ0=JE `FDE:0;GEHML=5(;4d

Soc 1730

Juvenile Justice3 Credits

This course analyzes the juvenile justice system and its historical and philosophical development, including theories of social causes and effects of delinquency. Students will learn strategies for working with juveniles and for preventing and investigating delinquency. The course provides a working knowledge of Minnesota statutes pertaining to juveniles through the study of case law, report writing, skills exercises and simulation.

Soc 1750

Families in Crisis (Goal Area 5).....3 Credits

Spch 1210

Small Group Communication (Goal Area 1)3 Credits

This course examines communication in small groups. Students will participate in and analyze how small groups function, how leadership roles evolve, how decisions are made and how conflicts can be resolved. Students will work in small groups, complete group projects and analyze group interaction.

Spch 1310

Intercultural Communication (Goal Areas 7 and 8)3 Credits

The influence of culture is an especially important and sensitive issue facing us today. A person's culture strongly influences his/her identity, beliefs, expectations and communication style. This course explores communication across culture as defined by nationality, gender and ethnicity while concentrating on effective use of communication in all of these areas.

Spch 1410

Human Communication Theory (Goal Area 1)3 Credits

This introductory course examines a selection of theories of human communication. The emphasis of the course will be to provide students with the ability to understanding theorizing in general and then to apply this understanding to particular theories. Students will be challenged to explore different types, contexts, and aspects of human communication as they relate to their own lives. Course content will include theory relating to the communicator, the message, the relationships, the media and the culture.

Spch 1710 (TFT 1710)

Oral Interpretation and Traditions (Goal Areas 1 and 8)3 Credits

Oral Interpretation and Traditions is an introductory course in the effective oral presentation of written material. Students will analyze and perform literature from a variety of sources that represent different cultures and ethnicities. Students will also make connections between the cultural implications of oral tradition and performance.

Spch 1990

Speech Special Topics.....1-4 Credits

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

Theatre, Film & Television

TFT 1100

North Star Film Project1 Credit

The North Star Film Project is a student activity class in which students will meet at least one hour per week in a laboratory format to produce at least one live action or animated short film/video per semester (planning, writing, shooting, editing, and mixing it into a finished product for viewing). Students may repeat it for credit.

TFT 1200

Theatre Exploration (Goal Area 6)3 Credits

Attendance at 5 to 7 plays in the Twin Cities area serves as the basis for this experiential course. In addition to the play going experience there are on-campus discussions about the productions. Students examine the productions' cultural bonds and impact. Participants are encouraged to explore their own personal backgrounds and values as a part of their response.

TFT 1210

Introduction to Theatre (Goal Area 6)3 Credits

Students become involved in a play's production while they explore the roots of the theatre 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 theatre from page to stage.

TFT 1250

Introduction to Film (Goal Area 6)3 Credits

This course is an introduction to the history and techniques of entertaining and communicating ideas through motion pictures. The course consists of viewing, analyzing, discussion and writing about films as a means of understanding visual communication and developing greater visual literacy.

TFT 1260

Introduction to Television (Goal Areas 6 and 8)3 Credits

This course is an introduction to television's history, development, emerging technologies, influence and future. It explores digital convergence as well as programming, distribution, regulation and audience, emphasizing the effect of money on this pervasive medium. Both television shows and movies about television will help illuminate the course content.

TFT 1270 (Art 1270)

Digital Video Production (Goal Area 6)3 Credits

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

TFT 1280

Introduction to Screenwriting (Goal Area 6)3 Credits

This course is an introduction to screenwriting, dealing with the basics of drama, story, character, structure, dialogue, and meaning. It explores these elements with writing exercises that develop skills in plotting, exposition, suspense, and action. It focuses on visual storytelling, helping students to discover observable actions and images that can convey ideas effectively, while constantly emphasizing how well-developed characters' needs and wants drive the structure and conflict of an engaging story. It is intended to acquaint students with the craft screenwriting; to be a beginning course in the field that will help prepare students for further work.

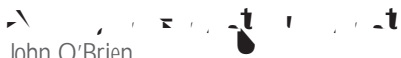
TFT 1290

Design for Theatre (Goal Area 6)3 Credits

The elements of design: line, texture, color and form are explored as they are used by designers and directors for theatrical productions.

TFT 1320

World Cinema (Goal Areas 6 and 8)3 Credits



John O'Brien
President

Jane Reinke

Aut/State to

in e tions

ea Ma

ams Mas

ata one

e ontations ams

Agar, Will, Art

.FA., .A., A.A. niversit of innesota

Ahmann, Jan, Finance and Facilities

Ahola, Steven, /nglis for ea ers of tper Languages
. / d. em le niversit, .A. Central icigan niversit,
. . . Nortpern icigan niversit

Alexander, Robert, ociolog

. A. Hardin- immons niversit, .A. e as, ecy niversit

Anderson, Kristian, usic

Pf. . Florida tate niversit

Anderson, Michelle, Com uter nformation stems

. / d., of niversit of innesota

Appelquist, Susan,

Chief Human esources fficer and ata Practices Com liance fficial
. . . Hamline niversit, . . . etro olitan tate niversit,
A. A. Nortper Henne in Communit College

Asfaw, Abel, ecynolog ervices

A.A. Nortper Henne in Communit College

Atkins, Debra, esting Center

. A. etro olitan tate niversit, A.A. Nortper Henne in Communit College

Axel, Roger, ilding ns ection, ecynolog

. . . niversit of innesota, A.A. . nver Hills Communit College

Baez, Carlos, anisy

.A. pio niversit, .A. niversit of Pue da e ico

Bagaus, Daniel, Art

A.A. Nortper Henne in Communit College

Bajjnauth, Rabindranauth, Plant ervices

Bailey, Dale, /nglis

. A. t. Cloud tate niversit

Bailey, Scott, eecy

.A. . etyel niversit, . . .C. niversit of isconsin- u erior

Baines, Charlotte, Adult / ducation and raining

. A. etro tate, A.A. Nortper Henne in Communit College

Banks, Ameer, eords and egristration

A.A. Nortper Henne in Communit College

Barilla, Colleen, Financial Aid

A.A. Centur College, A.A. . Centur College

Dahl, Lynette, *Adult Education and Training*
... t. Cloud State University

Dahn, Elton, *Art and Culture*

Danzl, Thomas, *Biologist*
.A., ... t. Cloud State University

Darst, Lightsey, *English*
.FA. University of Minnesota, .FA. Florida State University

Davis, Ana, *English*
.A. State University, .A. University of London: King's College

Davis, Sean, *Counseling, Advising, and Career Planning*
... Lander University

DeGrio, David, *Chemistry*
... University of Minnesota, .A. State University

Denny, Nancy, *Librarian*
.A. Augsburg College ACP, .A. Saint Mary's University

Deonarine, Tanuja, *Plant Services*

Derhak, Anna, *Health*
... University of St. Cloud, .PH. University of Minnesota: in Cities,
... University of Wisconsin: Stout

Dickerson, Gregory, *Art*
.FA. Minnesota State College of Art and Design,
.FA., .A. Dickinson University of Pennsylvania

Diedrich, Mary, *Student Success*
Ph.D., .A., .A. University of Minnesota

Doebbert, Kimberly, *Prior Learning*
... Minnesota State University

Doerr Gile, Margaret, *Librarian*

Dombrovskis, Jordanna, *Student Success*
A.A. North Hennepin Community College

Donaldson, George, *Librarian*

Dooley, John, *Natural Science*
... University of Wisconsin: Eau Claire

Dooley, Sean, *Theatre, Film, and Television*
... University of Minnesota, .FA. University of Wisconsin: Eau Claire

Eastey, Anne Stiehm, *Teacher*
.A. Minnesota State University - Mankato, .A. Edgewood University

Eiler, Judy, *Business Computer Systems and Management*
... Cardinal Strickland University, .A. Augsburg College

El-Sawaf, Hamdy, *Arabic*
Ph.D., .A. University of Minnesota: in Cities

Engel, Randy, *Construction Management and Inspection*
.A. University of Minnesota

Enos, Denise, *Librarian and Sound*
... University of Minnesota

Erickson, Chad, *Technology Services*
A.A. North Hennepin Community College

Erickson, Cynthia, *Technology Services*

Fugate, Debra, *ec/nolog ervices*
A.A. Hi *öü*ng Communit College

Gagnon, Shawn, / *nglis*
. . . . A. . emidji tate niversit

Gaitan, Catherine, *ec*
. A. niversit of niversit of innesota, . A. t. Cloud tate niversit

Ganab, Bernard, *Plant ervices*

Gardner, Matthew, *at*ematics
. A. niversit of Colorado at . oulder, . A. t. laf College

Ganesh, Shyamala, *Health*
. . Food and Nutrition- ndia, . . . Nutrition and *ietetics* adras
niversit - ndia

Gelgelu, Desta, / *conomics* P
P. . . . A. Pune niversit, . . . C. Addis A*ai* *ai* niversit n tatjc niv i ersit - g . . . Yiaece *ec* / ij. ffj fc niv i, e as . Yiaece YdaLacce . Yiaece e, eg

Gieser, Paul, . *iolog*
P. . . niversit of innesota

Godfrey, Gayle, *Nursing*
. . Ca ella niversit, raceland niversit

Goldschmidt, Steven, . *iolog*
P. . . Nort*er*stern College of C*iro* ractic, A.A. . Henne in *ec/nical* College

Goode, Michelle, *Communications*
A.A., A. . Nort*er*stern Henne in Communit College

Gorill, Charles, *Com uter cience*
. / d. niversit of innesota, . A. niversit of orris

Gould, Alexandra, *eatre, Film, and elevision*
. F.A. niversit of out*er*thern ississ'i i

Grady, Kathleen, *nline Learning*

Grafelman, Glenn, *Art*
. A. niversit of California- . er ele, . F.A. innea olis College of Art and *esign*

Graff, Jolene, *Human esources*

Grafft, Kathy, *Nursing*
. . . . niversit of innesota

Gray, Latisha, *Adult / ducation and raining*
. A. . *intro* niversit

Green, Katharine, / *nglis*
. A. . oston niversit, . A. niversit of innesota

Greenlee, Catherine, *Nursing*
. . N. ar uette niversit, . A.N. College of t. *opolastica*

Grilz, Steven, *Plant ervices*

Grode, Nicole, *Counseling, Advising, and Career Planning*
. innesota tate niversit an ato

Grossnickle, Danny, *ec*
. A. niversit of innesota, . A. t. Cloud tate niversit,
. . . t. Cloud tate niversit

Gupta, Shamlall, *at*ematics
P. . . . A niversit of innesota, niversit of *el*i, ndia

Habel, Donald, . *iolog*
. . . niversit of innesota

Haefner, Stacey, *Plant ervices*

Halvorson, Jon, / *conomics*
P. . . . A. niversit of Ala*ama*, emidji tate niversit

Hancock, Janice, *Nursing*
. . . . N. niversit of innesota

Hansen, Robert, *ociolog*
. A. innesota tate niversit - an ato, . A. niversit of innesota

Harens, Bruce, . *uilding ns ection, ec/nolog*
A.A. innesota . est Communit and *ec/nical* College- ac son

Harris, Richard, *P*ysical / *ducation*
*at*ematics

Horn, Julie, *Admissions and Outreach*

Huerth, Gerald, *Academic Development*
University of Minnesota

Hughes, Nerita, *Adult Education and Training*
University of North Carolina, National American University

Hunter, Traci, *Student Success*
University of Minnesota

Ikeda, Leo, *Biologist*
University of Minnesota

Iverson, Elizabeth, *Director and Founder*
University of Minnesota

Jacobson, Ronald, *Plant Services*

Jain, Nirmal, *Building Instruction Technology*
University of Minnesota, University of Illinois

Jenkins, Fred, *Physical Education*

Jensen, Joel,

Larson, Craig, *Literary*

A. University of Arizona, A. Purdue University, A. Ohio State University

Larson, Mark, *English for Learners of Other Languages*

A. The University of Arizona, A. University of Minnesota

Larson, Michael, *Academic Development*

A. The University of Minnesota, A. The University of Arizona

Lasche, Haley, *English*

F.A. Hamline University, A. University of Minnesota

Latterell, Chriss, *Plant Services*

Lattimore, Don, *Paradise Lost*, *Leviathan*, *John Milton*, *The Pilgrimage of St. Augustine*, *The Pilgrimage of St. Augustine*, *The Pilgrimage of St. Augustine*

- McKown, Scott, *Building Instruction, Technology*
A. A. Temple University
- McManus, Karen, *Biology*
U.S. University of Massachusetts, Northeastern Health Sciences University, C. Northeastern College of Chiropractic
- McMeen, Linda, *Academic Development*
U.S. University of Minnesota
- Melchior, Paul, *Biologist*
U.S. University of Minnesota, A. T. O'Connell University
- Melin, Karen, *Human Resources*
A.A. North Hennepin Community College
- Meyers, Lawrence, *Plant Services*
- Miller, Anthony, *English*
A. University of Chicago, A. University of Minnesota - Twin Cities
- Miller, Karla, *Music*
U.S. Cloud State University, Augsburg College
- Miller, Sarah, *Counseling, Advising, and Career Planning*
U.S. University of Wisconsin - Milwaukee, A. University of Wisconsin - Madison
- Millis, Louise, *Biologist*
U.S. University of Wisconsin - Stevens Point, A. Eastern Connecticut State University
- Moberg, Debra, *Biology*
U.S. Washington State University, F.A. Fort Hays State University
- Moebeck, Kristi, *Counseling, Advising, and Career Planning*
A. Metropolitan State University, A. North Hennepin Community College
- Moore, James, *English*
A. Hamline University, A. University of Iowa
- Moua Veronikas, Mao, *Adult Education and Training*
A.A. North Hennepin Community College
- Muenich, Catherine, *Histotechnology*
- Mullen, Benjamin, *Student Success*
A. University of North Dakota
- Muna, Cynthia, *Student Success*
U.S. Eastern Washington University, A.A. Shoreline Community College
- Munn, Sandra, *Instructional Access Services*
- Murphy, Bridget, *English*
A. Georgetown University - Washington, D.C., A. College of St. Catherine
- Muster, Robert, *Nursing*
U.S. University of Minnesota, U.S. Emory State University
- Narayan, Gopalakrishnan, *Mathematics*
P.H. St. Louis University Missouri, U.S. Bangalore University - India
- Nearly, Timothy, *Business Administration*
U.S. University of Puget Sound, A. University of Washington
- Nellis, Troy, *Student Success*
U.S. Illinois State University, U.S. University of Wisconsin - Stevens Point
- Newborg, Deane, *Mathematics*
U.S. East State University, U.S. Lutheran University
- Newman, Bob, *Plant Services*
- Nguyen, Benjamin, *Technology Services*
- Niemi, Janis, *Counseling, Advising, and Career Planning*
A. University of Minnesota, A. Macalester College
- Nikolas, Laura, *Financial Aid*
U.S. University of Wisconsin-LaCrosse, U.S. University of Wisconsin - River Falls
- Nist, John, *Theatre, Film, and Television*
F.A. American Film Institute's Center for Advanced Film Studies, U.S. University of Minnesota
- Nyhus, Susan, *English for Speakers of Other Languages*
A. University of Minnesota, F.A. University of Wisconsin - Stout, A. T. Wolf College
- O'Brien, John, *President*
U.S. University of Minnesota, U.S. University of Wisconsin - Stevens Point, U.S. College - University of Ireland, A. Augustana College - South Dakota
- O'Donnell, Holly, *Writing Center*
A.A. North Hennepin Community College
- Ojeda, Gabre, *Counseling, Advising, and Career Planning*
- Olsen, Janet, *Computer Information Systems*
U.S. University of Minnesota
- Olson, Kaye, *Computer Information Systems*
U.S. University of Minnesota, U.S. Minnesota State University
- Olson, Richard, *Business Administration*
U.S. Midway University, U.S. University of Wisconsin - Eau Claire
- Olson, Sheryl, *Institutional Effectiveness*
U.S. Cloud State University, A.A. North Hennepin Community College
- Olsson, Jacqueline, *Associate Dean, Financial Aid and Scholarships*
U.S. Oregon State University, U.S. Northern Arizona University
- Oreck, Lorrie, *Ecology*
A. University of Iowa, A. College of St. Catherine, A.A. Normandale Community College
- Osborne, Susan, *Accounting and Fees*
A. North Hennepin Community College
- Osmonson, Kathleen, *Building Instruction, Technology*
A. Augsburg College
- Ostrand, Linda, *Biologist*
A., A. University of Wisconsin - Eau Claire
- Parker, Robert, *Physical Education*
- Pauley, Steven, *Graphic Design*
F.A. College of Visual Arts
- Paulus, Eugenia, *Chemistry*
U.S. Paratidisan University - India, U.S. Bangalore University - India
- Pelton, Steve, *Chemistry*
- Perrault, Judy, *Medical Laboratory Technology*
A. College of St. Catherine, A CP, A CP
- Peterson, Alice, *Librarian and Sound*
A. Metropolitan State University, A.A. North Hennepin Community College
- Peterson, Joel, *Philosophy*
U.S. University of Colorado - Boulder, A. Yale University
- Philbin, Karen, *Counseling, Advising, and Career Planning*
A.A. North Hennepin Community College

Phillips, Julien, *ecology and theatre*
Ph.D., . . . A. niversity of Minnesota, . . . A. niversity of Illinois
Cyanam aign- rina

Phillips, Katherine, *Biologist*
. . . niversity of Minnesota

Pins, Cynthia, *Nursing*
. . . N. niversity of Minnesota, . . . er o a niversity,
A. . ttam a Heigats

Plachecki, Frank, *Business Administration*
Ph.D., . . . A., . . . niversity of Minnesota

Pletan, Rodney, *Public Administration*
. . . niversity of Minnesota

Pope, Deborah, *President's Office*

Pope, Lisa, *Mathematics*
. . . A. ndiana tate niversity, . . . A. Norty Par niversity

Poulakis, Lisha, *Central Services*
A.A. . Norty Henne in Communit College

Prenzlou, Brady, *Business Administration*
. . . d. niversity of Minnesota, . . . inona tate niversity

Present, Irene, *Mathematics*
. . . A. niversity of t. omas, . . . A. ndiana niversity

Puchtel, Teresa, *Bookstore*

Rabindranauth, Anglie, *Plant Services*

Rabindranauth, Surendra, *Plant Services*

Rafferty, Jake, *Chemistry*
Ph.D., . . . niversity of Minnesota

Ramsahai, Sabita, *Plant Services*

Ranelle, Deb, *Business Administration*
. . . A. Ca ella niversity

Range, Louise, *Testing Center*
. . . A. niversity of Minnesota

Ranta, Michelle, *Art*
. . . F.A. Ne Yor Academ of Art, . . . F.A. niversity of icigan

Rauk, Katherine, *English*
. . . F.A. ennington College, . . . A. niversity of Chicago, . . . A. t. laf College

Reimer, Dawn, *Chief Finance and Facilities Officer*
. . . t. Cloud tate niversity

Reinke, Jane, *ice President of Academic and tudent Affairs*
. . . . A. ndiana niversity, . . . A CP, H A CP

Ribikawskis, Anna, *Counseling, Advising, and Career Planning*
. niversity of isconsin- il au ee

Ricci, Michael, *Theatre, Film, and Television*
. . . F.A. Florida tate niversity, . . . A. . . N.Y Platts argy

Rice, Therese, *Accounting*
. . . niversity of t. omas

Rich, Pele, *Biologist*
Ph.D., . . . niversity of California- iverside

Richardson, Francine, *Human Resources*
. . . etro olitan tate niversity, A.A. Norty Henne in Communit College

Rickbiel, Pam, *Nursing*
. . . niversity of Minnesota

Riecken, Michael, *Computer Science*

Rinta, Cindy, *Accounting and Fees*
. . . emidji tate, A.A. esa ä Communit College

Roam, Karen, *Counseling, Advising, and Career Planning*
A. . . A.A. . Norty Henne in Communit College

Roberts, Mary, *Nursing*
. . . N. niversity of Ppoeni, . . . N. niversity of Norty a ota

Robison, Mark, *Mathematics*
. . . Ne e ico, ecynical, . . . niversity of Minnesota

Roethke, Delores, *Academic evelopment*
. . . F.A. Hamline niversity, . . . A. niversity of / au Claire. isconsin

Rogers, Eileen, *Medical Laboratory ecynolog*

Rogstad, Leanne, *Nursing*
. . . A. etyel niversity, . . . N. an ato tate niversity

Root, Jacquelyn, *Adult / ducation and raining*

Ross, Barbara, *Records and egistration*
A.A. Norty Henne in Communit College

Ross, Tinna, *Biologist*
Ph.D., . . . niversity of Minnesota, . . . A. niversity of t. omas

Rundquist, Suellen, *Dean, Liberal Arts*
Ph.D., . . . niversity of Minnesota, . . . A. niversity of Minnesota,
. . . A. t. laf College

Rusnacko, Robert, *Accounting*
. . . t. Cloud tate niversity

Russell, John, *Plant Services*

Russell, Julie, *Medical Laboratory ecynolog*

Rustad, Carla, *Plant Services*

Rustad, James, *Plant Services*

Samuels, Andra, *Political Science*
. . . A., . . . A. niversity of o a, . . . A. niversity of Colorado- enver

Sanow, William, *Chemistry*
. . . niversity of Minnesota, . . . A. Concordia College- oorpead

Sayen, Crystal, *tudent Life*
A.A. . Norty Henne in Communit College

Schaaf, Lawrence, *Dean, Academic and ecynolog Services*
. . . A., . . . niversity of Minnesota, A.A. . Ano a amse Communit College

Schaefer, Elizabeth, *Adult / ducation and raining*
. . . A. Hamline niversity, . . . A. . ustavus Adol us College

Schaeckel-Byholm, Cynthia, *tudent Success*

Schendzielos, Samantha, *Counseling, Advising and Career Planning*
. . . . A. t. Cloud tate niversity

Schiller-Michels, Linda, *Health*
. . . an ato tate niversity, . . . t. Cloud tate niversity

Schlotterhausen, Lisa, *Dean, nstitutional / ffectiveness*
Ph.D., . . . Ne Yor niversity, . . . Phil. Ne Yor niversity,
. . . A. Ne Yor niversity, . . . re niversity

Schlueter, Bruce, *Mathematics*
... t. Cloud State University

Schmidt, Susan, *Accounting and Fees*
... A. Concordia University

Schreiner, Steven, *... store*
... anato State University

Schumacher, Cindy, *Medical Laboratory Technology*

Tracy, Lisa, *Biologist*

University of Idaho, University of Idaho

Tschider, Steve, *Medical Laboratory Technician*

AA, AA, AA, ... Northern Idaho State University,
University of Idaho

Utz, Cheryl, *Human Resources*

Vaia, Carol, *Business Administration*

William Mitchell College of Law, ... Northern Eastern College

Van Asten, Sara, *Mathematics*

University of Minnesota

Vang, C A, *Adult Education and Training*

Verdun, Marianne, *English*

University of Michigan State University

Versaguis, Felix, *Analysis*

University of Minnesota - Anato

Volk, Tatyana, *Computer Science*

Electrical Engineering College, St. Petersburg - Russia

Volk, Ted, *Computer Science*

Leningrad Mechanical Institute

Wade, Tina, *Chemistry*

University of Minnesota, ... St. Mary's Fisher College

Wagner, Nancy, *Computer Information Systems*

University of Minnesota, ... Michigan State University

Warnest, Linda, *Nursing*

University of Minnesota, ... Augsburg College,
University of St. Mary's, Junior College

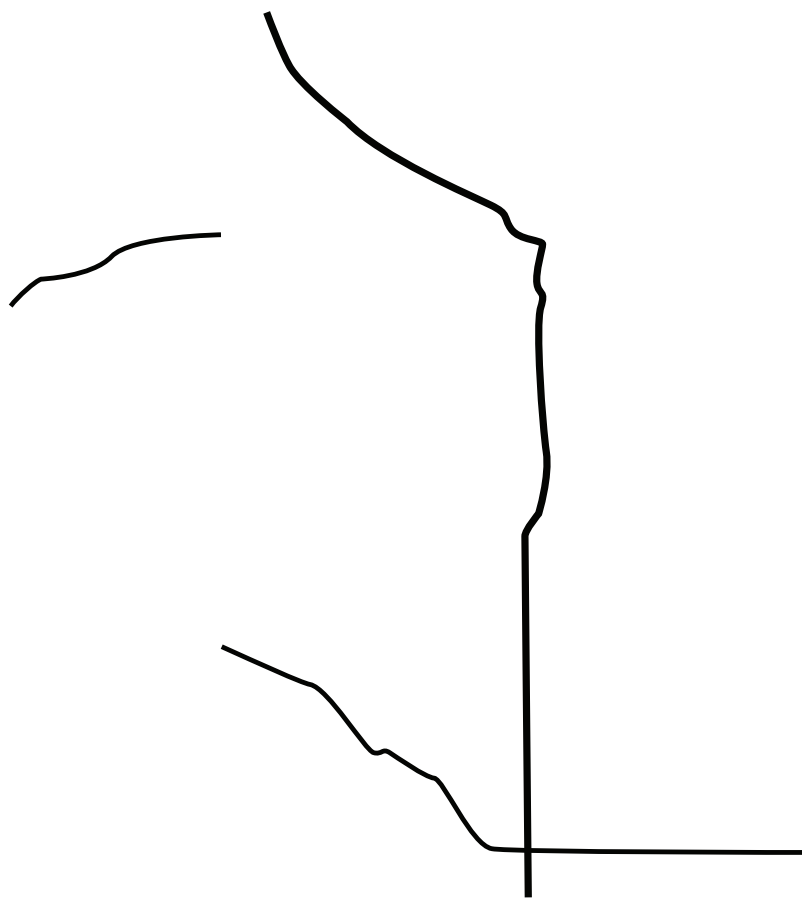
Warren, Jessica, *Physics*

University of Michigan State University, ... Illinois State University

Warren, Sean, *Business Administration*

University of Idaho, University of Idaho,
University of Northern Iowa in Community College

Weimholckijepu 'Xdp tz, NK&3C &P&B&ONb'O'CLP &P #K2/74p' pOE&P&D&S &C&Z pPR&P&O'rE& -q:5lupQZO' e O56SP



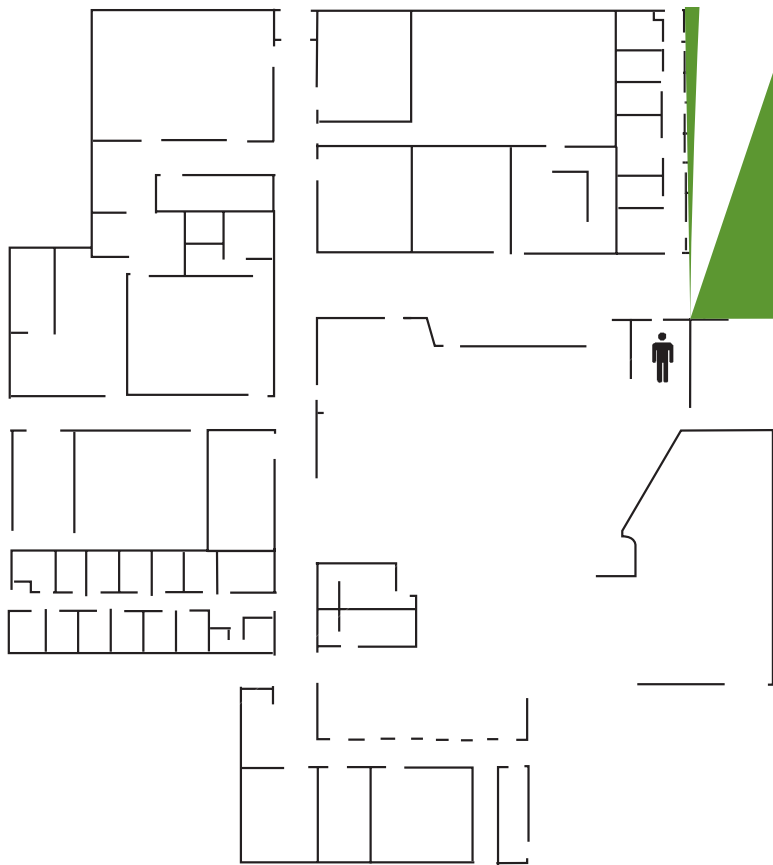
Mr. [unclear]

President's Office	23	22	21	Office of VP 19	18	17B		Accounting	44	45	46	47	49	50	51	61
--------------------	----	----	----	-----------------	----	-----	--	------------	----	----	----	----	----	----	----	----

ES – Educational Service

Accountant
 Director
 Director of Academic Success
 Bookstore
 Associate
 Educator
 Counselor
 Dean of Student Affairs
 Registrar
 Director of Institutional Development
 Director of Information Technology
 Director of Financial Services
 Director of Student Services
 Director of Student Affairs
 Director of Student Affairs





Academic Development Courses109
Academic English Language
Proficiency Certificate35
Academic Amnesty20

Job Search Assistance15



Accounting and Fees	763-424-0718
Admissions and Outreach.....	763-424-0724
Adult Education and Training	763-424-0880
Alumni Association	763-493-0506
Art Department	763-424-0775
Biology Department	763-424-0863
Bookstore.....	763-424-0808
Bridge/Academic Success	763-424-0905
Buffalo High School (day only)	763-424-0730
Buffalo High School (evening only).....	763-682-8114
Business ASAP Information Line	763-424-0755
Business Careers Advisor	763-424-0703
Business Department	763-424-0758
Career Resource Center	763-424-0707
Chemistry Department	763-424-0863
College Prep Program	763-488-0455
Communications.....	763-424-0852
Computer Help Desk	763-424-0957





of enne in omninit olee 11 i t - i t A ene o t Book n Pa k, M
 P one - 0 0 - a - 0 0 - y - 0 0



e u

ome la umy e e e er t e i m e t t e e e A i er i e y t e A qu r u m y u t r A
 re ei e x i a r t i A i A t e r t t e r t - t e r - r - - t e i r t i A i A i t u e t t A e y e r