



NORTH HENNEPIN

COMMUNITY COLLEGE

A member of Minnesota State

2024-2025

Academic Programs and Courses

Degrees and Certificates:

- Accounting, Management and Computer Information Systems Certificate
- Accounting Skills Certificate
- Accounting Technology AAS
- Accounting Transfer Pathway AS
- American Sign Language Certificate
- Application Programming Certificate
- Art Transfer Pathway, AFA
- Biology Transfer Pathway AS
- Building Inspection Technology Certificate
- Business Communications and Technology Essentials Certificate
- Business Computer Systems and Management AAS
- Business Computer Systems and Management AS
- Business Principles Certificate
- Business Transfer Pathway AS
- Chemistry Transfer Pathway AS
- Communication and Computers Skills Certificate
- Communication Studies Transfer Pathway AA
- Computer Science Transfer Pathway AS
- Construction Management Certificate
- Construction Management and Supervision AS
- Construction Quality Assurance and Quality Control Certificate
- Construction Technology AAS
- Construction Technology AS
- Corrections Certificate
- Corrections AS
- Creative Writing AFA
- Criminal Justice Transfer Pathway AS
- Cybersecurity Certificate
- Data Science AS
- Digital Knowledge Analysis Certificate
- Diversity, Equity, and Inclusion Certificate
- Economics Transfer Pathway AA
- Elementary Education Foundations Transfer Pathway AS
- English Transfer Pathway AA
- English Language for Academic Purposes Certificate
- Entrepreneurship AAS
- Entrepreneurship Certificate
- Ethnic Studies, AA
- Exercise Science Transfer Pathway AS
- Finance and Investments Certificate
- Finance Management AAS
- Game Programming Certificate
- Gender and Women's Studies Emphasis AA
- Graphic Design AS
- Health AS
- Health Sciences Broad Field AS
- Human Services AS
- Individualized Studies AS
- Internet Programming Certificate

- Liberal Arts and Sciences AA
- Management AAS
- Management Certificate
- Marketing Specialist AAS
- Marketing Specialist Certificate
- Mass Communication Transfer Pathway AA
- Mathematics Transfer Pathway AA
- Medical Laboratory Technology AAS
- Microsoft Office Principles Certificate
- Microsoft Office Specialist Certificate
- Music AFA
- .Net Programming Certificate
- Nursing AS
- Nursing Mobility AS
- Nutrition AS
- Object-Oriented Programming Certificate
- Paralegal AS
- Paralegal Certificate
- Peace Officer/Public Safety Transfer Pathway AS
- Personal Training Certificate
- Phlebotomy Technician Certificate
- Pre-Social Work Transfer Pathway AS
- Project Management Essentials Certificate
- Psychology Transfer Pathway AA
- Public Administration AS
- Sociology Transfer Pathway
- Special Education Transfer Pathway AS
- Theatre Transfer Pathway AFA
- Video Game Studies Certificate
- Web Graphic Design, Programming, and E-Commerce Certificate
- Written Communication Technologies Certificate

Associate Degree Programs

Associate of Arts (A.A.) Degree

The Associate of Arts (A.A.) is awarded for successful completion of 60 designated credits and is designed to constitute the first two years of a liberal arts bachelor degree program. The Associate of Arts degree is a liberal arts degree intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree. Students may also choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college by following the pre-major requirements of the desired transfer institution. An A.A. degree includes the entire Minnesota Transfer Curriculum (MnTC), 40 semester credits of general education requirements. Pursuant to Minnesota state statute, the MnTC must transfer to any institution within the Minnesota State Colleges and Universities system or the University of Minnesota.

Students are encouraged to develop an educational plan with an advisor to ensure they are meeting degree requirements and planning for a successful transfer. The A.A. Degree requires a minimum of 60 semester credits.

In order to graduate, a student shall:

- Complete 40 credits in the Minnesota Transfer Curriculum, satisfying the requirements for each of the 10 goal areas.
- Earn a minimum of 15 semester credits of the 60 semester credits required for the A.A. Degree at NHCC.
- Earn a cumulative grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College.
- Grades of A, B, C, and D are accepted in the MnTC; however, a cumulative 2.0 grade point average is required to complete the entire 40 credit, 10 goal area MnTC.
- Complete the Wellness Requirement for each AA degree with Health and Exercise Science courses. Complete 16 elective credits selected from all courses listed in the College's offerings, which are numbered 1000 or higher. If the student intends to transfer, they are encouraged to work with an Academic Advisor to fulfill requirements for transfer to the other institution.
- Students have four years to complete the 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.

Completion of the MnTC and/or the completion of an Associate Degree fulfills the MnTC Goal Area 2 Critical Thinking requirement.

North Hennepin Community College offers the following A.A. Degree Programs:

- Communication Studies Transfer Pathway
- Economics Transfer Pathway
- English Transfer Pathway
- Ethnic Studies Emphasis
- Gender and Women's Studies Emphasis
- Liberal Arts
- Math Transfer Pathway
- Psychology Transfer Pathway
- Sociology Transfer Pathway

Associate of Fine Arts (A.F.A.) Degree

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

In order to graduate, a student shall:

- Earn a minimum of 60-68 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of the fine arts courses at North Hennepin Community College.
- Earn a cumulative grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College.
- Grades of A, B, C, and D are accepted in the degree; however a cumulative 2.0 grade point average is required to complete the degree.
- Have four years to complete the 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.

Completion of the MnTC and/or the completion of the AFA degree fulfills the MnTC Goal Area 2 Critical Thinking requirement

North Hennepin Community College offers the following A.F.A Degree Programs:

- Art Transfer Pathway
- Creative Writing
- Music
- Theatre Transfer Pathway

Associate of Science (A.S.) Degree

The Associate of 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 with whom North Hennepin Community College has a transfer agreement and/or complete the credentials for a specific career. The A.S. degree provides a balance of general education courses and the required scientific, professional, or technical courses in the degree program.

In order to graduate, a student shall:

- Earn a minimum of 60-68 semester credits as required in the program, with a grade point average of 2.0 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Grades of A, B, C, and D are accepted in the degree; however a cumulative grade point average is required to complete the degree.
- Earn 30 credits in at least six of the 10 goal areas.
- Earn additional professional/technical credits.
- Students have four years to complete the 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.

Completion of the MnTC and/or the completion of the AS Degree fulfills the MnTC Goal Area 2 Critical Thinking requirement.

North Hennepin Community College offers the following A.S. Degree Programs:

- Accounting Transfer Pathway
- Biology Transfer Pathway
- Business Transfer Pathway
- Business Computer Systems and Management
- Chemistry Transfer Pathway
- Construction Technology
- Construction Management and Supervision
- Corrections
- Computer Science Transfer Pathway
- Criminal Justice Transfer Pathway
- Data Science
- Elementary Education Foundations Transfer Pathway
- Exercise Science Transfer Pathway
- Graphic Design
- Health
- Health Sciences Broad Field
- Human Services
- Individualized Studies
- Nursing
- Nursing Mobility
- Nutrition
- Paralegal
- Peace Officer/Public Safety Transfer Pathway
- Pre-Social Work Transfer Pathway
- Public Administration
- Special Education Transfer Pathway

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

The Associate of Applied Science (A.A.S.) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The A.A.S. degree includes a minimum of 20 semester credits in general education selected from at least three of the 10 goal areas of the Minnesota Transfer Curriculum (MnTC). Many of the A.A.S. degree programs have transfer (articulation) agreements with four-year institutions for transfer of the program.

In order to graduate, a student shall:

- Earn a minimum of 60 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of the professional/technical courses at North Hennepin Community College.
- Earn 20 credits in at least three of the 10 MnTC goal areas.
- Earn 40 professional/technical credits.
- Have four years to complete the 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.

Completion of the MnTC and/or the completion of the AAS Degree fulfills the MnTC Goal Area 2 Critical Thinking requirement.

North Hennepin Community College offers the following A.A.S Degree Programs:

- Accounting Technology
- Business Computer Systems and Management
- Construction Technology
- Entrepreneurship
- Finance Management
- Management
- Marketing Specialist
- Medical Laboratory Technology

Certificate Programs

Concentrated programs of study are available in certain areas as certificates. Certificates are designed for those students who wish to develop vocational skills for specific career areas. Certificates shall include 9 to 30 semester credits.

In order to earn a certificate, a student shall:

Complete courses in the certificate program with a minimum grade point average of 2.00 (C).

Complete at least one-third of the total credits required for each certificate at North Hennepin Community College. Students have two years to complete the certificate requirements as published in the catalog in effect at the time of their initial enrollment. Students taking longer than two years to complete their certificate requirements may follow any catalog published during the two-year period preceding their completion.

North Hennepin Community College offers the following Certificate Programs:

- Accounting Skills
- Accounting, Management, and Computer Information Systems
- Application Programming
- American Sign Language
- Business, Communications, and Technology
- Building Inspection Technology
- Business Principles
- Communication and Computers Skills
- Construction Management
- Construction Quality Assurance and Quality Control
- Corrections
- Cybersecurity
- Digital Knowledge Analysis
- Diversity, Equity, and Inclusion
- English Language for Academic Purposes
- Entrepreneurship
- Finance and Investments
- Game Programming
- Internet Programming
- Management
- Marketing Specialist
- Microsoft Office Principles
- Microsoft Office Specialist
- .Net Programming
- Object-Oriented Programming
- Project Management Essentials
- Paralegal
- Personal Training
- Phlebotomy Technician Certificate
- Web Graphic Design, Programming, and E-commerce
Graphic Design
- Written Communication Technologies

Minnesota Transfer Curriculum

At North Hennepin Community College, the Minnesota Transfer Curriculum (MnTC) provides the general education distribution requirements for the Associate of Arts degree and provides the general education component for each of the career programs. The MnTC is designed to give students a college-level general education curriculum that focuses on the knowledge and skills necessary to be successful in modern society. The Minnesota Transfer Curriculum (MnTC) is an agreement among Minnesota public institutions that aids in transfer among public colleges and universities in Minnesota. Upon full completion of the MnTC, a student will receive credit for all lower-division general education requirements (40 credits) upon admission. Partial completion of the MnTC will first be evaluated for completion of any of the 10 Goal Areas within the MnTC and then on a course-by-course basis. In all cases, courses recognized within particular Goal Area(s) by the previous institution will be accepted at North Hennepin Community College within the same Goal Area(s). Grades of A, B, C, or D are accepted in the MnTC; however, a cumulative 2.00 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree.

Goal Area 1: Communication

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

MnTC Approved Courses for Goal Area 1:

COU NBR	SUBJ	TITLE	CRHR	GOAL ID
1010	COMM	Fundamentals of Public Speaking	3	01
1110	COMM	Principles of Interpersonal Communication	3	01
1210	COMM	Small Group Communication	3	01
1550	COMM	Video Game Entertainment	3	01
1610	COMM	Introduction to Mass Communication	3	01
1810	COMM	Introduction to Health Communication	3	01
1910	COMM	Argumentation and Public Advocacy	3	01
2610	COMM	Introduction to Public Relations and Strategic Communication	3	01
1200	ENGL	Gateway College Writing	4	01
1201	ENGL	College Writing I	4	01
1202	ENGL	College Writing II	2	01
1203	ENGL	College Writing II with Workshop	2	01
1800	ENGL	Introduction to Journalism	3	01

Goal Area 2: Critical Thinking

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

MnTC Approved Courses for Goal Area 2:

COU NBR	SUBJ	TITLE	CRHR	GOAL ID
1950	ADEV	Reading Texts Critically	3	02
1910	COMM	Argumentation and Public Advocacy	3	02
2610	COMM	Introduction to Public Relations and Strategic Communication	3	02
2010	CSCI	Discrete Mathematical Structures	4	02
1202	ENGL	College Writing II	2	02
1203	ENGL	College Writing II with Workshop	2	02
1010	HIST	World History: Origins to 1300	3	02
1020	HIST	World History: 1300 to Present	3	02
1110	HIST	History of Western Civilization Pre 1550	3	02
1120	HIST	History of Western Civilization 1550 to Present	3	02
1200	HIST	History of United States Through 1877	3	02
1000	HONR	Honors Seminar	1	02
1210	MATH	Applied Statistics	4	02
2000	MATH	Discrete Mathematical Structures	4	02
1110	PHIL	Informal Reasoning for Problem Solving	3	02
1220	PHIL	Health Care Ethics	3	02
2000	PSYC	Statistics for the Behavioral Sciences	4	02

Goal Area 3: Natural Science

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

Students must complete a minimum of seven (7) credits. The courses must come from at least two different departments and at least one must be a traditional lab course.

MnTC Approved Courses for Goal Area 3:

COU_NBR	SUBJ	TITLE	CRHR	GOAL_ID
1020	ANTH	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory	3	03
1000	BIOL	Life Science	4	03
1001	BIOL	Biology I	4	03
1101	BIOL	Principles of Biology I	4	03
1102	BIOL	Principles of Biology II	4	03
1120	BIOL	Human Biology	3	03
1130	BIOL	Human Biology with a Lab	4	03
1140	BIOL	Introduction to Human Genetics and Origins	4	03
1160	BIOL	Global Environment Field Biology	4	03
1200	BIOL	Current Environmental Issues	4	03
1350	BIOL	Biology of Women	3	03
1360	BIOL	Biology of Women with a Lab	4	03
1650	BIOL	Human Biology Series	1	03
2100	BIOL	Microbiology	4	03
2111	BIOL	Human Anatomy and Physiology I	4	03
2112	BIOL	Human Anatomy and Physiology II	4	03
2360	BIOL	Genetics	4	03
2610	BIOL	General Ecology	4	03
1000	CHEM	Chemistry and Society	4	03
1005	CHEM	Chemistry for Healthcare Professionals	3	03
1010	CHEM	Introduction to Chemistry	4	03
1030	CHEM	Introduction to Physical Sciences	4	03
1061	CHEM	Principles of Chemistry I	4	03
1062	CHEM	Principles of Chemistry II	4	03
2061	CHEM	Organic Chemistry I	5	03
1100	EEVS	Physical Geology	4	03
1130	EEVS	Rocky Mountain Field Study	4	03
1140	EEVS	Historical Geology	4	03
1150	EEVS	Boundary Waters Field Geology	4	03
1160	EEVS	Global Environmental Field Geology	4	03
1200	EEVS	Oceanography	3	03
1210	EEVS	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	2	03
2000	EEVS	Introduction to Environmental Science	3	03
1010	GEOG	Physical Geography	3	03
1000	NSCI	Conceptual Physics	4	03
1010	NSCI	Science of Disaster Workshop I	1	03
1020	NSCI	Science of Disaster Workshop II	1	03

1030	NSCI	Science of Disaster Workshop III	1	03
1050	NSCI	Astronomy	4	03
1060	NSCI	The Solar System	3	03
1061	NSCI	Solar System Lab	1	03
1070	NSCI	Concepts of the Stars and Universe	3	03
1071	NSCI	Stars and the Universe Lab	1	03
1100	NSCI	Physical Geology	4	03
1110	NSCI	Minnesota's Natural History	4	03
1120	NSCI	Meteorology	4	03
1140	NSCI	Historical Geology	4	03
1200	NSCI	Oceanography	3	03
1210	NSCI	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	2	03
1000	PHYS	Conceptual Physics	4	03
1030	PHYS	Introduction to Physical Sciences	4	03
1050	PHYS	Astronomy	4	03
1060	PHYS	The Solar System	3	03
1070	PHYS	Concepts of the Stars and Universe	3	03
1120	PHYS	Meteorology	4	03
1231	PHYS	Principles of Physics I	4	03
1232	PHYS	Principles of Physics II	4	03
1601	PHYS	General Physics I	5	03
1602	PHYS	General Physics II	5	03

Goal Area 4: Mathematical/Logical Reasoning

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments and detect fallacious reasoning. Students will learn to apply mathematics, logic and/or statistics to help them make decisions in their lives and careers.

Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

MnTC Approved Courses for Goal Area 4:

COU_NBR	SUBJ	TITLE	CRHR	GOAL_ID
2010	CSCI	Discrete Mathematical Structures	4	04
1010	MATH	Survey of Mathematics	3	04
1031	MATH	Math for Elementary Education I	3	04
1032	MATH	Math for Elementary Education II	3	04
1120	MATH	College Algebra	3	04
1130	MATH	Elementary Statistics	3	04

1140	MATH	Finite Mathematics	3	04
1150	MATH	College Algebra	3	04
1170	MATH	Pre-Calculus	4	04
1180	MATH	College Algebra and Pre-Calculus	5	04
1200	MATH	Calculus Survey	3	04
1210	MATH	Applied Statistics	4	04
1221	MATH	Calculus I	5	04
1222	MATH	Calculus II	5	04
2000	MATH	Discrete Mathematical Structures	4	04
2011	MATH	Probability and Statistics	4	04
2220	MATH	Calculus III	5	04
2300	MATH	Linear Algebra	4	04
2400	MATH	Differential Equations	4	04
1050	PHIL	Introduction to Logic	3	04

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.

Students must complete a minimum of nine (9) credits in three of these courses.

MnTC Approved Course for Goal Area 5:

COU_NBR	SUBJ	TITLE	CRHR	GOAL_ID
1010	ANTH	Introduction to Anthropology: Cultural Anthropology	3	05
1130	ANTH	The Archaeology of Ancient Europe	3	05
1140	ANTH	Anthropology of Religion	3	05
1050	ECON	Economics of Crime	3	05
1060	ECON	Principles of Macroeconomics	3	05
1070	ECON	Principles of Microeconomics	3	05
1350	GCST	Immigration and Society	3	05
1490	GCST	Dave Larsen American Indian Immersion Experience	4	05
1964	GCST	African American Civil Rights Immersion Experience	4	05
1020	GEOG	United States Geography	3	05
1040	GEOG	Human Geography	3	05
1100	GEOG	World Geography	3	05
1501	GWS	Introduction to Gender and Women's Studies	3	05
1505	GWS	Women and War	3	05
1010	HIST	World History: Origins to 1300	3	05

1020	HIST	World History: 1300 to Present	3	05
1030	HIST	Colonial History of the Americas	3	05
1110	HIST	History of Western Civilization Pre 1550	3	05
1120	HIST	History of Western Civilization 1550 to Present	3	05
1200	HIST	History of United States Through 1877	3	05
1210	HIST	History of the United States Since 1877	3	05
1230	HIST	U.S. Labor History	3	05
1270	HIST	Race in America	3	05
2500	HIST	World Regional History	3	05
2700	HIST	History and Popular Culture	3	05
1000	POLS	Introduction to Political Science	3	05
1100	POLS	American Government and Politics	3	05
1140	POLS	State and Local Politics	3	05
1600	POLS	Comparative Politics	3	05
1700	POLS	World Politics	3	05
2130	POLS	Constitutional Law	3	05
1150	PSYC	General Psychology	3	05
1160	PSYC	Introduction to Psychology	4	05
1165	PSYC	Psychology of Adjustment	3	05
1170	PSYC	Psychology of Gender	3	05
1210	PSYC	Child Development	3	05
1220	PSYC	Psychology of Aging	3	05
1250	PSYC	Life Span Developmental Psychology	4	05
2000	PSYC	Statistics for the Behavioral Sciences	4	05
2110	PSYC	Principles of Social Psychology	3	05
2320	PSYC	Psychological Disorders	3	05
2330	PSYC	Personality Psychology	3	05
2340	PSYC	Human Sexuality	3	05
2350	PSYC	Multicultural Psychology	3	05
2360	PSYC	Psychology, Race, and Law	3	05
1110	SOC	Introduction to Sociology	3	05
1710	SOC	Introduction to Criminal Justice	3	05
1750	SOC	Families in Crisis	3	05
2110	SOC	Principles of Social Psychology	3	05
2210	SOC	Social Inequality	3	05
2730	SOC	Introduction to Corrections	3	05
2750	SOC	Community Corrections	3	05

Goal Area 6: Humanities and Fine Arts

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

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

MnTC Approved Course for Goal Area 6:

COU NBR	SUBJ	TITLE	CRHR	GOAL ID
1030	ARBC	Arab Cultures	3	06
1010	ART	Art Museum Tour: European Art	1	06
1020	ART	Art Museum Tour: World Art	1	06
1040	ART	Art Appreciation	3	06
1050	ART	Foundation of Digital Imaging	3	06
1101	ART	Photography I	3	06
1102	ART	Photography II	3	06
1160	ART	Digital Photography	3	06
1270	ART	Digital Video Production	3	06
1301	ART	Two Dimensional Design I	3	06
1302	ART	Two Dimensional Design II	3	06
1310	ART	Three Dimensional Design	3	06
1340	ART	Fundamentals of Color	3	06
1361	ART	Ceramics I	3	06
1362	ART	Ceramics II	3	06
1401	ART	Drawing I	3	06
1402	ART	Drawing II	3	06
1601	ART	Art History I: Ancient to Medieval	3	06
1602	ART	Art History II: 15th Century to Contemporary	3	06
1650	ART	Architectural History	2	06
1810	ART	Studio Art Workshop	1	06
2611	ART	Painting I	3	06
2612	ART	Painting II	3	06
2900	ART	Studio Arts Capstone Practicum	1	06
1550	COMM	Video Game Entertainment	3	06
1250	ENGL	Magazine Workshop	2	06

1900	ENGL	Introduction to Creative Writing	3	06
1950	ENGL	Graphic Novels	3	06
2010	ENGL	Writing Creative Non-Fiction and Memoir	3	06
2020	ENGL	Writing Stories	3	06
2030	ENGL	Writing Poetry	3	06
2150	ENGL	Introduction to Literary Studies	3	06
2250	ENGL	Japanese Literature	3	06
2270	ENGL	Modern American Literature	3	06
2300	ENGL	Children's Literature	3	06
2320	ENGL	Writing: From Structure to Style	3	06
2330	ENGL	Hmong American Literature	3	06
2340	ENGL	Nature in Literature	3	06
2350	ENGL	Women and Literature	3	06
2360	ENGL	Global Literary Perspectives	3	06
2370	ENGL	African American Literature	3	06
2380	ENGL	American Indian Literature	3	06
2390	ENGL	Work in American Literature	3	06
2400	ENGL	Utopian/Dystopian Literature	3	06
2410	ENGL	US Latinx and Latin American Literature	3	06
2450	ENGL	Survey of American Literature I	3	06
2460	ENGL	Survey of American Literature II	3	06
2500	ENGL	Playwriting	3	06
2540	ENGL	Introduction to Literary Studies: Reading Poetry	3	06
2550	ENGL	Survey of British Literature I	3	06
2560	ENGL	Survey of British Literature II	3	06
2570	ENGL	Introduction to Literary Studies: Reading Plays	3	06
2580	ENGL	Shakespeare's Plays	3	06
2590	ENGL	Introduction to Literary Studies: American Short Story	3	06
2900	ENGL	Fantasy Literature	3	06
2950	ENGL	Mystery and Detective Fiction	3	06
1030	GCST	Introduction to Japanese Culture	3	06
1978	GCST	American Indian Cultural Expression	3	06
2250	GCST	Japanese Literature	3	06
2410	GCST	US Latinx and Latin American Literature	3	06
1130	MUSC	Concert Choir	1	06
1150	MUSC	Chamber Singers	1	06
1160	MUSC	Large Instrumental Ensemble	1	06
1170	MUSC	Instrumental Jazz Ensemble	1	06
1180	MUSC	Small Group Performance Ensemble	1	06

1190	MUSC	Garage Band	2	06
1200	MUSC	Fundamentals of Music	3	06
1210	MUSC	Songwriting	2	06
1220	MUSC	Music Appreciation	3	06
1241	MUSC	Music Theory I	3	06
1242	MUSC	Music Theory II	3	06
1300	MUSC	Music in World Cultures	3	06
1350	MUSC	History of Rock and Roll	3	06
1370	MUSC	Video Game Music	3	06
1501	MUSC	Class Guitar I	2	06
1510	MUSC	Applied Music: Guitar	1	06
1600	MUSC	Class Voice	2	06
1610	MUSC	Applied Music: Voice	1	06
1801	MUSC	Class Piano I	2	06
1802	MUSC	Class Piano II	2	06
1810	MUSC	Applied Music: Piano	1	06
1830	MUSC	Applied Music: Strings	1	06
1850	MUSC	Applied Music: Percussion	1	06
1860	MUSC	Applied Music: Brass	1	06
1870	MUSC	Applied Music: Woodwinds	1	06
2010	MUSC	Advanced Applied Music Lessons	2	06
2170	MUSC	History of Music I: Medieval Through Classical Eras	3	06
2180	MUSC	History of Music II: Romantic Era to the 21st Century	3	06
2241	MUSC	Music Theory III	3	06
2242	MUSC	Music Theory IV	3	06
2970	MUSC	Music Tour	1	06
1010	PHIL	Introduction to Philosophy	3	06
1020	PHIL	Ethics	3	06
1060	PHIL	Philosophy of Religion	3	06
1070	PHIL	Political Philosophy	3	06
1080	PHIL	Comparative World Religions	3	06
1120	PHIL	Ethics in Organizations	3	06
1200	PHIL	Environmental Philosophy	3	06
1210	PHIL	Global Justice, Peace and Conflict	3	06
1220	PHIL	Health Care Ethics	3	06
1230	PHIL	Food Ethics	3	06
1030	SPAN	Spanish and Latin American Culture	3	06
2201	SPAN	Intermediate Spanish I	5	06
2202	SPAN	Intermediate Spanish II	5	06

1200	TFT	Theatre in the Twin Cities	3	06
1210	TFT	Introduction to Theatre	3	06
1250	TFT	Introduction to Film	3	06
1260	TFT	Introduction to Television	3	06
1270	TFT	Digital Video Production	3	06
1280	TFT	Introduction to Screenwriting	3	06
1290	TFT	Design for Theatre	3	06
1310	TFT	American Cinema	3	06
1320	TFT	World Cinema	3	06
1350	TFT	The American Musical Theatre	3	06
1450	TFT	Stagecraft	3	06
1500	TFT	Acting I	3	06
1510	TFT	Movement and Voice	3	06
1520	TFT	Acting II: Building Characters	3	06
1531	TFT	Stage Combat I	3	06
1532	TFT	Stage Combat II	3	06
1540	TFT	Acting for the Camera	3	06
1600	TFT	Theatre Practicum: Performance		06
1610	TFT	Theatre Practicum: Technical		06
2010	TFT	Fundamentals of Directing	3	06
2150	TFT	Play Analysis	3	06
2500	TFT	Playwriting	3	06
2550	TFT	Acting II	3	06
2950	TFT	Theatre Appreciation Field Trip		06

Goal Area 7: Human Diversity

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

MnTC Approved Course for Goal Area 7:

COU_NBR	SUBJ	TITLE	CRHR	GOAL_ID
1140	ANTH	Anthropology of Religion	3	07
1300	ASL	Deaf Culture	3	07
1320	ASL	Black Deaf Culture and History	3	07
1110	COMM	Principles of Interpersonal Communication	3	07
1210	COMM	Small Group Communication	3	07

1310	COMM	Intercultural Communication	3	07
2300	ENGL	Children's Literature	3	07
2320	ENGL	Writing: From Structure to Style	3	07
2330	ENGL	Hmong American Literature	3	07
2350	ENGL	Women and Literature	3	07
2360	ENGL	Global Literary Perspectives	3	07
2370	ENGL	African American Literature	3	07
2380	ENGL	American Indian Literature	3	07
2410	ENGL	US Latinx and Latin American Literature	3	07
2450	ENGL	Survey of American Literature I	3	07
2460	ENGL	Survey of American Literature II	3	07
2570	ENGL	Introduction to Literary Studies: Reading Plays	3	07
2900	ENGL	Fantasy Literature	3	07
1040	GCST	American Indian Culture - Indigenous Peoples of Minnesota	3	07
1220	GCST	Practical Applications of Traditional Aikido	2	07
1301	GCST	Introduction to Ethnic Studies	3	07
1320	GCST	Community Organizing I	3	07
1350	GCST	Immigration and Society	3	07
1380	GCST	Personal Story Telling	2	07
1700	GCST	Foundations of Racial Justice	3	07
1970	GCST	Environmental Justice and Nature Immersion Experience	4	07
1978	GCST	American Indian Cultural Expression	3	07
2000	GCST	Theories of Race and Ethnicity	3	07
2065	GCST	Diversity, Equity, and Inclusion	3	07
2410	GCST	US Latinx and Latin American Literature	3	07
1020	GEOG	United States Geography	3	07
1501	GWS	Introduction to Gender and Women's Studies	3	07
1503	GWS	Analyzing Gender Identities	3	07
1507	GWS	Mass Incarceration	3	07
1200	HIST	History of United States Through 1877	3	07
1210	HIST	History of the United States Since 1877	3	07
1270	HIST	Race in America	3	07
1165	PSYC	Psychology of Adjustment	3	07
1170	PSYC	Psychology of Gender	3	07
2110	PSYC	Principles of Social Psychology	3	07
1110	SOC	Introduction to Sociology	3	07
1130	SOC	Social Problems/Deviance	3	07

2110	SOC	Principles of Social Psychology	3	07
2210	SOC	Social Inequality	3	07
1210	TFT	Introduction to Theatre	3	07
1310	TFT	American Cinema	3	07
1350	TFT	The American Musical Theatre	3	07

Goal Area 8: Global Perspectives

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

MnTC Approved Course for Goal Area 8:

COU_NBR	SUBJ	TITLE	CRHR	GOAL_ID
1010	ANTH	Introduction to Anthropology: Cultural Anthropology	3	08
1030	ARBC	Arab Cultures	3	08
1101	ARBC	Introduction to Arabic	4	08
1102	ARBC	Beginning Arabic II	4	08
2201	ARBC	Intermediate Arabic I	4	08
1040	ART	Art Appreciation	3	08
1601	ART	Art History I: Ancient to Medieval	3	08
1602	ART	Art History II: 15th Century to Contemporary	3	08
1650	ART	Architectural History	2	08
1101	ASL	American Sign Language I (ASL I)	4	08
1102	ASL	American Sign Language II (ASL II)	4	08
2201	ASL	Intermediate American Sign Language (ASL III)	4	08
2202	ASL	Intermediate American Sign Language (ASL IV)	4	08
1310	COMM	Intercultural Communication	3	08
1060	ECON	Principles of Macroeconomics	3	08
2250	ENGL	Japanese Literature	3	08
2400	ENGL	Utopian/Dystopian Literature	3	08
2550	ENGL	Survey of British Literature I	3	08
2560	ENGL	Survey of British Literature II	3	08
2580	ENGL	Shakespeare's Plays	3	08
1211	GCST	The History, Philosophy, and Practice of Traditional Aikido I	3	08
1212	GCST	The History, Philosophy and Practice of Traditional Aikido II	3	08
1213	GCST	The History, Philosophy, and Practice of Traditional Aikido III	3	08
2250	GCST	Japanese Literature	3	08
2320	GCST	Leadership through Social Change	3	08

1040	GEOG	Human Geography	3	08
1100	GEOG	World Geography	3	08
1502	GWS	Human Trafficking	3	08
1509	GWS	Global Feminism	3	08
1010	HIST	World History: Origins to 1300	3	08
1020	HIST	World History: 1300 to Present	3	08
1030	HIST	Colonial History of the Americas	3	08
1110	HIST	History of Western Civilization Pre 1550	3	08
1120	HIST	History of Western Civilization 1550 to Present	3	08
2500	HIST	World Regional History	3	08
1220	MUSC	Music Appreciation	3	08
1300	MUSC	Music in World Cultures	3	08
2170	MUSC	History of Music I: Medieval Through Classical Eras	3	08
2180	MUSC	History of Music II: Romantic Era to the 21st Century	3	08
1010	PHIL	Introduction to Philosophy	3	08
1060	PHIL	Philosophy of Religion	3	08
1080	PHIL	Comparative World Religions	3	08
1210	PHIL	Global Justice, Peace and Conflict	3	08
1600	POLS	Comparative Politics	3	08
1700	POLS	World Politics	3	08
2350	PSYC	Multicultural Psychology	3	08
1030	SPAN	Spanish and Latin American Culture	3	08
1101	SPAN	Beginning Spanish I	5	08
1102	SPAN	Beginning Spanish II	5	08
2201	SPAN	Intermediate Spanish I	5	08
2202	SPAN	Intermediate Spanish II	5	08
1260	TFT	Introduction to Television	3	08
1320	TFT	World Cinema	3	08

Goal Area 9: Ethical and Civic Responsibility

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

MnTC Approved Courses for Goal Area 9:

COU NBR	SUBJ	TITLE	CRHR	GOAL ID
1610	COMM	Introduction to Mass Communication	3	09
1810	COMM	Introduction to Health Communication	3	09
2610	COMM	Introduction to Public Relations and Strategic Communication	3	09
1050	ECON	Economics of Crime	3	09
1800	ENGL	Introduction to Journalism	3	09
2390	ENGL	Work in American Literature	3	09
2950	ENGL	Mystery and Detective Fiction	3	09
1211	GCST	The History, Philosophy, and Practice of Traditional Aikido I	3	09
1212	GCST	The History, Philosophy and Practice of Traditional Aikido II	3	09
1213	GCST	The History, Philosophy, and Practice of Traditional Aikido III	3	09
1220	GCST	Practical Applications of Traditional Aikido	2	09
1301	GCST	Introduction to Ethnic Studies	3	09
1320	GCST	Community Organizing I	3	09
1490	GCST	Dave Larsen American Indian Immersion Experience	4	09
1964	GCST	African American Civil Rights Immersion Experience	4	09
2000	GCST	Theories of Race and Ethnicity	3	09
2065	GCST	Diversity, Equity, and Inclusion	3	09
2970	GCST	Outdoor Experiential Program Leadership	4	09
1502	GWS	Human Trafficking	3	09
1503	GWS	Analyzing Gender Identities	3	09
1505	GWS	Women and War	3	09
1507	GWS	Mass Incarceration	3	09
1509	GWS	Global Feminism	3	09
1230	HIST	U.S. Labor History	3	09
2700	HIST	History and Popular Culture	3	09
1020	PHIL	Ethics	3	09
1070	PHIL	Political Philosophy	3	09
1110	PHIL	Informal Reasoning for Problem Solving	3	09
1120	PHIL	Ethics in Organizations	3	09
1220	PHIL	Health Care Ethics	3	09
1000	POLS	Introduction to Political Science	3	09
1100	POLS	American Government and Politics	3	09
1140	POLS	State and Local Politics	3	09
1160	PSYC	Introduction to Psychology	4	09
2360	PSYC	Psychology, Race, and Law	3	09
1130	SOC	Social Problems/Deviance	3	09

Goal Area 10: People and the Environment

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

MnTC Approved Courses for Goal Area 10:

COU NBR	SUBJ	TITLE	CRHR	GOAL ID
1020	ANTH	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory	3	10
1130	ANTH	The Archaeology of Ancient Europe	3	10
1160	BIOL	Global Environment Field Biology	4	10
1200	BIOL	Current Environmental Issues	4	10
1000	CHEM	Chemistry and Society	4	10
1005	CHEM	Chemistry for Healthcare Professionals	3	10
1010	CHEM	Introduction to Chemistry	4	10
1140	EEVS	Historical Geology	4	10
1150	EEVS	Boundary Waters Field Geology	4	10
1160	EEVS	Global Environmental Field Geology	4	10
1200	EEVS	Oceanography	3	10
1210	EEVS	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	2	10
2000	EEVS	Introduction to Environmental Science	3	10
2340	ENGL	Nature in Literature	3	10
1030	GCST	Introduction to Japanese Culture	3	10
1040	GCST	American Indian Culture - Indigenous Peoples of Minnesota	3	10
1970	GCST	Environmental Justice and Nature Immersion Experience	4	10
2320	GCST	Leadership through Social Change	3	10
1010	GEOG	Physical Geography	3	10
1110	NSCI	Minnesota's Natural History	4	10
1140	NSCI	Historical Geology	4	10
1200	NSCI	Oceanography	3	10
1210	NSCI	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	2	10
1200	PHIL	Environmental Philosophy	3	10
1230	PHIL	Food Ethics	3	10
1220	PSYC	Psychology of Aging	3	10

Accounting, Management, and Computer Systems Certificate

The Accounting, Management, and Computer Information Systems Certificate is designed to provide a foundation in the study of accounting, business, and computer information systems.

Accounting, Management, and Computer Systems Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting and	View-ACCT 2111	n/a	4
BUS 2200	Principles of Management and	View-BUS 2200	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
Total Credits Required			10	

Program Overview

2024-2025

The Accounting, Management, and Computer Information Systems Certificate is designed to provide a foundation in the study of accounting, business, and computer information systems. Students can use this certificate to enhance their skills in these areas of study or apply these credits to other certificates or associate's degrees with or without the intent to transfer.

Program Outcomes

Upon completion of this certificate, students will be able to:

1. Create, format, analyze, and present documents such as Word documents, Excel documents, Access documents, and PowerPoint presentations to effectively communicate in business in accordance with professional standards. (NHCC ELOs 1, 2, 4)
 2. Within the context of the topics covered, exercise judgment to solve real-world accounting problems using accounting data (NHCC ELOs 3, 4)
 3. Analyze managerial cases in planning, organizing, directing, and controlling and apply basic management concepts to develop proactive solutions (NHCC ELOs 2, 4)
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Accounting, Management, and Computer Systems Certificate Program Roadmap Full Time**](#)
 - [**Accounting, Management, and Computer Systems Certificate Program Roadmap Part Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440



Accounting Skills Certificate

The Accounting Skills Certificate is for students to learn basic accounting, computer, and business communication skills to enter the workforce in an entry-level accounting position.

Accounting Skills Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
ACCT 2230	Computerized Accounting with QuickBooks	View-ACCT 2230	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3

NHCC Residency and GPA

5 Credits must be earned at NHCC

Total Credits Required

16

Program Overview

2024-2025

This certificate is for students to learn basic accounting, computer, and business communication skills to enter the workforce in an entry level accounting position. Courses can be applied to the Accounting Transfer Pathway AS degree or the Accounting Technology AAS degree. The courses in this program are delivered in the classroom and/or online.

Program Outcomes

Intellectual and Practical Skills:

How to analyze financial information and make business decisions using critical thinking and problem solving skills

How to communicate effectively, in oral and written forms

Personal and Social Responsibility and Engagement: How to evaluate professional responsibilities, including ethical issues Integrative and Applied Learning: Use of technology, including Microsoft Excel and QuickBooks

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Accounting Skills Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accounting Technology AAS

The Accounting Technology AAS program is designed for students interested in employment as a staff accountant, accounts payable specialist, accounts receivable specialist, payroll specialist, or general ledger accountant. The program features hands-on and hybrid learning.

Accounting Technology Curriculum

Curriculum

Program Courses - Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1300	Legal Environment of Business	View-BUS 1300	n/a	3
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3

Program Courses - Accounting Specialty

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2112	Managerial Accounting	View-ACCT 2112	n/a	4
ACCT 2230	Computerized Accounting with QuickBooks	View-ACCT 2230	n/a	3
ACCT 2250	Small Business Payroll	View-ACCT 2250	n/a	2
ACCT 2260	Small Business Income Taxes	View-ACCT 2260	n/a	2
ACCT 2300	Accounting Capstone	View-ACCT 2300	n/a	4
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4

MnTC Electives

MnTC Electives from at least 3 MnTC Goal Areas
(The MnTC Electives selected must total a minimum of 8 credits.)

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

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 moving directly into an accounting career.

NHCC also 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.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- The theory and practice of the accounting process
- Basic knowledge of business taxation and payroll

Intellectual and Practical Skills:

- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to communicate effectively, in oral and written forms

Personal and Social Responsibility and Engagement:

- How to evaluate professional responsibilities, including ethical issues

Integrative and Applied Learning:

- Use of technology including Microsoft Word, Excel and QuickBooks

Upon completion of the program the student will be prepared for entry level work in the accounting field. Courses in this degree may transfer to four year colleges. Consult with an advisor for further information.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Accounting Technology AAS Program Roadmap Full Time](#)
 - [Accounting Technology AAS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

The Associate in Applied Science (A.A.S.) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The A.A.S. degree includes a minimum of 20 semester credits in general education selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). The MnTC courses within the

A.A.S. programs transfer to any Minnesota State College or University. Many of the A.A.S. degree programs have articulation agreements with four year institutions for transfer of the program.

A student shall:

- Earn a minimum of 60-71 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information

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Degree Information

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

A student shall:

- Earn a minimum of 60-71 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information

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Accreditation

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30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Accounting Transfer Pathway AS

The Accounting Transfer Pathway Associate of Science degree is designed for students who are interested in transferring after graduation to pursue a bachelor's degree in accounting.

Accounting Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
ACCT 2112	Managerial Accounting	View-ACCT 2112	n/a	4
BUS 1300	Legal Environment of Business	View-BUS 1300	n/a	3
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3

Required Accounting Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2230	Computerized Accounting with QuickBooks	View-ACCT 2230	n/a	3
ACCT 2300	Accounting Capstone	View-ACCT 2300	n/a	4
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
ECON 1060	Principles of Macroeconomics	View-ECON 1060	n/a	3
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3
College Algebra				
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150	College Algebra	View-MATH 1150	n/a	3

MnTC Electives

Natural Sciences (Goal Area 3) - 4 credits
The Humanities Fine Arts (Goal Area 6) - 3 credits
MnTC Elective (Goal Area 7 Recommended) - 2 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

The Accounting Transfer Pathway Associate of Science Degree is designed for students who are interested in transferring after graduation to pursue a four year baccalaureate degree in accounting. This transfer pathway specifically ensures that a student who successfully completes an Accounting Transfer Pathway Associate of Science Degree can transfer the entire completed degree into a designated parallel baccalaureate degree program in Accounting at any of the following universities.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- The theory and practice of the accounting process

Intellectual and Practical Skills:

- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to communicate effectively, in oral and written forms

Personal and Social Responsibility and Engagement:

- How to evaluate professional responsibilities, including ethical issues

Integrative and Applied Learning:

- Use of technology including Microsoft Word, Excel and PowerPoint

Upon completion of the program the student will be prepared to transfer to a baccalaureate program.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Accounting Transfer Pathway AS Program Roadmap Full Time](#)
 - [Accounting Transfer Pathway AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community

College. Specific programs may have additional requirements or a higher minimum grade point average.

- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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1-800-621-7440

Accounting, Management, and Computer Systems Certificate

The Accounting, Management, and Computer Information Systems Certificate is designed to provide a foundation in the study of accounting, business, and computer information systems.

Accounting, Management, and Computer Systems Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting and	View-ACCT 2111	n/a	4
BUS 2200	Principles of Management and	View-BUS 2200	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
Total Credits Required				10

Program Overview

2024-2025

The Accounting, Management, and Computer Information Systems Certificate is designed to provide a foundation in the study of accounting, business, and computer information systems. Students can use this certificate to enhance their skills in these areas of study or apply these credits to other certificates or associate's degrees with or without the intent to transfer.

Program Outcomes

Upon completion of this certificate, students will be able to:

1. Create, format, analyze, and present documents such as Word documents, Excel documents, Access documents, and PowerPoint presentations to effectively communicate in business in accordance with professional standards. (NHCC ELOs 1, 2, 4)
 2. Within the context of the topics covered, exercise judgment to solve real-world accounting problems using accounting data (NHCC ELOs 3, 4)
 3. Analyze managerial cases in planning, organizing, directing, and controlling and apply basic management concepts to develop proactive solutions (NHCC ELOs 2, 4)
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Accounting, Management, and Computer Systems Certificate Program Roadmap Full Time**](#)
 - [**Accounting, Management, and Computer Systems Certificate Program Roadmap Part Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Application Programming Certificate

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

Application Programming Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Courses - 12 credits				
CSCI 1120	Programming in C/C++ or	View-CSCI 1120	n/a	4
CSCI 1130	Introduction to Programming in Java (CS0) or	View-CSCI 1130	n/a	4
CSCI 1150	Programming in C# for .NET or	View-CSCI 1150	n/a	4
CSCI 2001	Object Oriented Programming (CS1) or	View-CSCI 2001	n/a	4
CSCI 2002	Data Structures and Algorithms (CS2) or	View-CSCI 2002	n/a	4
CSCI 2020	Computer Architecture or	View-CSCI 2020	n/a	4
CSCI 2060	Web Programming in ASP.NET	View-CSCI 2060	n/a	4

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required	12
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Program Overview

2024-2025

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

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, including:

- Writing programs to handle a specific job, such as a program to track inventory within an organization.

Intellectual and Practical Skills, including:

- Revising existing software to improve performance.
 - Customizing generic applications for specific tasks.
 - Writing custom web applications.
 - Differentiating requirements of application programming from system programming.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Application Programming Roadmap](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Art Transfer Pathway AFA

The Art Transfer Pathway AFA degree is designed to transfer credits to designated Art bachelor's degree programs at Minnesota State universities. Students will gain a solid foundation in design, color, and drawing, in addition to an understanding of ancient to contemporary art history.

Art Transfer Pathway Curriculum

Curriculum

Required Program Courses (22 Credits)

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1050	Foundation of Digital Imaging and	View-ART 1050	n/a	3
ART 1301	Two Dimensional Design I and	View-ART 1301	n/a	3
ART 1310	Three Dimensional Design and	View-ART 1310	n/a	3
ART 1340	Fundamentals of Color and	View-ART 1340	n/a	3
ART 1401	Drawing I and	View-ART 1401	n/a	3
ART 1601	Art History I: Ancient to Medieval and	View-ART 1601	n/a	3
ART 1602	Art History II: 15th Century to Contemporary and	View-ART 1602	n/a	3
ART 2900	Studio Arts Capstone Practicum	View-ART 2900	n/a	1

Restricted Electives: Students must choose a minimum of 12 credits

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1101	Photography I or	View-ART 1101	n/a	3
ART 1160	Digital Photography or	View-ART 1160	n/a	3
ART 1320 or				
ART 1361	Ceramics I or	View-ART 1361	n/a	3
ART 1362	Ceramics II or	View-ART 1362	n/a	3
ART 1402	Drawing II or	View-ART 1402	n/a	3
ART 2611	Painting I	View-ART 2611	n/a	3

Free Electives: Students must choose a minimum of 6 additional studio credits

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1102	Photography II or	View-ART 1102	n/a	3
ART 1270	Digital Video Production or	View-ART 1270	n/a	3
ART 1302	Two Dimensional Design II or	View-ART 1302	n/a	3
ART 1550 or				
ART 1810	Studio Art Workshop or	View-ART 1810	n/a	1
ART 2612	Painting II	View-ART 2612	n/a	3

General Education Courses

ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
Natural Sciences with a lab (Goal Area 3) - 4 credits				
History the Social Behavioral Sciences (Goal Area 5) - 3 credits				
Humanities Fine Arts (Goal Area 6) Any course outside of ART - 1 credit				
MnTC 3 Additional Credits				
Total Credits Required			60	

Program Overview

2024-2025

The Art Transfer Pathways AFA prepares students to continue their 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.

Program Outcomes

Program Outcomes including Essential Learning Outcomes

Completion of the ART AFA Transfer Pathway degree will meet all lower division major content and competency requirements needed to prepare students to enroll in the major at a Minnesota State University. Additionally, students will:

Develop a foundation of essential knowledge about the cultural, social, natural worlds, and individual wellbeing including:

- The study of creative accomplishments, in the context of other people and cultures, past and present, in a visual arts framework. (ELO 1, 2a, 3b, 4b, c, d, e)

Develop intellectual and practical skills, including:

- Visual problem solving that employs technical skills and comprehension of art historical context with application for contemporary art work. (ELO 1, 2a, 3b, 4a, b, c, d, e)
- Oral and written ability to think critically and analyze contemporary and historical works of art from multiple cultures. (ELO 2a, b, e, 3b, 3c, 4b, c, d, e)
- General rules of visual literacy (two- and three-dimensional design principles, drawing from observation, color theory, digital and photographic technology, and ceramic methodologies) (ELO 1, 2a, e, 3b, 4 c, d, e)

Demonstrate personal and social responsibility, including:

- Understanding forms and concepts associated with the history of art including western, nonwestern, modern and contemporary art. (ELO 1, 3b, 4b)
- Developing constructive, organized studio work habits (ELO 1, 2e, 4e)
- Developing safe practices in the use of art materials and equipment. (ELO 1, 2e)
- Communicating issues of critical thinking skills via the creation of artworks and participation in the formal critique process. (ELO 1, 2b, c, 3b, c, 4b, d, e)

Integrative Learning, including:

- Producing a portfolio of artworks (ELO 4c, e)
- Producing work for inclusion in the juried student art exhibition (ELO 4c, e)
- Participating in the capstone practicum course (ELO 1, 2a, 4c, e)

Having art works published in Under Construction, the literary art magazine. (ELO 2a, 4c, e)

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Art Transfer Pathway AFA Program Roadmap Full Time](#)
 - [Art Transfer Pathway AFA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

1. Earn a minimum of 60-68 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of the fine arts courses at North Hennepin Community College.
3. Earn a cumulative grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College.
4. Grades of A, B, C, and D are accepted in the degree; however a cumulative 2.0 grade point average is required to complete the degree.
5. Have four years to complete the 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.
6. Completion of the MnTC and/or the completion of the AFA degree fulfills the MnTC Goal Area 2 Critical Thinking requirement.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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American Sign Language Certificate

Diversify your communication skills with the American Sign Language (ASL) Certificate. Students will equip themselves with basic tools to communicate with Deaf and Hard-of-Hearing individuals, including the use of expressive fingerspelling, signing, and conversational behaviors.

American Sign Language Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ASL 1101	American Sign Language I (ASL I)	View-ASL 1101	n/a	4
ASL 1102	American Sign Language II (ASL II)	View-ASL 1102	n/a	4
ASL 1300	Deaf Culture	View-ASL 1300	n/a	3
ASL 1400	Fingerspelling and Numbers	View-ASL 1400	n/a	3
ASL 2201	Intermediate American Sign Language (ASL III)	View-ASL 2201	n/a	4
ASL 2202	Intermediate American Sign Language (ASL IV)	View-ASL 2202	n/a	4

NHCC Residency and GPA

7 Credits must be earned at NHCC

Total Credits Required	22
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Program Overview

2024-2025

The purpose of the American Sign Language (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.

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, including the use of fingerspelling numbers, signs and grammar structures. Students who earn this certificate may choose to continue their studies in an Interpreting Program for ASL.

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds of the Deaf and Hard of Hearing along with overall individual well being by:

- Articulating an awareness and understanding of Deaf Culture and the unique qualities of deafness as an American Linguistic minority.

Develop Intellectual and Practical Skills, including:

- Demonstrating basic conversational skills and use of appropriate American Sign Language grammar structures, vocabulary, finger spelling and numbers.
- Effectively communicating with Deaf and Hard of Hearing people in American Sign Language in a variety of settings i.e. work, grocery store, church, etc.

Demonstrate Personal and Social Responsibility, including:

- Analyzing individual approaches to American Sign Language and making appropriate choices within various contexts involved.

Integrative Learning:

- Analyzing, comparing, and contrasting different perspectives of the Deaf Community.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [American Sign Language Certificate Program Roadmap](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Biology Transfer Pathway AS

The Biology Transfer Pathway Associate of Science degree offers students an opportunity to earn course credits that directly transfer to a designated Biology bachelor's degree program at Minnesota State universities. The entire curriculum has been carefully designed to meet bachelor's degree program requirements for transfer students planning to transfer to one of the seven Minnesota State universities.

Biology Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BIOL 1101	Principles of Biology I	View-BIOL 1101	n/a	4
BIOL 1102	Principles of Biology II	View-BIOL 1102	n/a	4
BIOL 2360	Genetics	View-BIOL 2360	n/a	4
BIOL 2610	General Ecology	View-BIOL 2610	n/a	4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CHEM 1061	Principles of Chemistry I and	View-CHEM 1061	n/a	4
CHEM 1062	Principles of Chemistry II and	View-CHEM 1062	n/a	4
Any Goal Area 1 COMM course and				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150	College Algebra or	View-MATH 1150	n/a	3
College Algebra higher (choose based on receiving institution program, MATH 1210 Applied Statistics MATH 1221 are recommended) 6-8				

MnTC Electives

History the Social/Behavioral Sciences (Goal Area 5) - 3 credits
The Humanities Fine Arts (Goal Area 6) - 3 credits

Recommended Courses to total 60 credits*

*** 13-15 Additional Elective Credits to equal 60 total credits. Chosen based on major transfer University
*Goal area requirements for the AS requires 6 of 10 MNTC goal areas (courses may count for more than one goal area)
**CHEM 2061 Organic Chemistry I CHEM 2062 Organic Chemistry II are recommended for some university programs

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
Notes Under some circumstances, students may substitute Biology 1001 for Biology 1101 if the appropriate chemistry and mathematics prerequisites are met prior to enrolling in Biology 1102. Students who have completed Biology 1001 and 1002 under the previous NHCC course numbering system may substitute these courses for Biology 1101/1102. Students may take Math 1150 or HIGHER for this requirement. Students planning to transfer to a BA/BS program are advised to consult the mathematics requirements of the program and institution to which transfer is planned. It is recommended that MATH 1210 is taken. Students planning to transfer to a BA/BS program are advised to consult the mathematics requirements of the program and institution to which transfer is planned. *13-15 Additional Elective Credits to equal 60 total credits. Chosen based on major track and transfer University (CHEM 2061 and CHEM 2062 are highly recommended).	

Program Overview

2024-2025

The Associate of Science Biology Transfer Pathway offers students an opportunity to earn course credits that directly transfer to a designated Biology bachelors degree program at Minnesota State universities. The entire curriculum has been carefully designed to meet bachelors degree program requirements for transfer students planning and initial study at a Minnesota State college. Students planning to transfer to non-system universities are advised to consult with their intended transfer institution as early as possible to determine transferability of the courses in this curriculum.

In partnership with Bemidji State University, students can earn a bachelor's degree in Biology on NHCC's campus.

The Biology Transfer Pathway AS will transfer to any of the following universities:

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Scientific Method

Science is a process of trial and error by which we hope to improve our understanding of the natural world incrementally, by making predictions, testing them, and improving their accuracy. The Scientific Method includes the ability to propose testable hypotheses and carry out experiments to test them, and relies on standardized international systems of measurement.

Data Interpretation and Statistical Analysis

Students should be able to analyze simple data sets using appropriate descriptive and inferential statistics.

Navigating and Reading the Scientific Literature

Students should be able to use public literature databases to find appropriate published material, and should be able to read, understand, and evaluate the validity and importance of the scientific literature and to integrate new concepts into their existing knowledge frameworks.

Scientific Communication

Students should be able to communicate their own and others data and analysis in oral and written format, using computers where necessary to visualize data or to create clear and compelling papers, posters, or presentations.

Science and Society/Civic Engagement

Students should be able to analyze scientific studies in light of their ecological, social, economic, ethical, and cultural implications.

Collaboration

Students should learn to communicate and work productively with others in designing, conducting, and evaluating projects, experiments, and other course related deliverables as an essential skill in science.

Interdisciplinary Nature of Science

Science depends upon knowledge, skills, and tools from other scientific and nonscientific disciplines. Students should develop their ability to utilize other disciplines as sources of context and skills to inform the learning and work they are engaged in.

Microscopy

The microscope is a tool used extensively in biology for observation and investigation. Skill development in basic light microscopy and exposure to more advanced forms of microscopy and digital imaging is fundamental to further study in biology.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Biology Transfer Pathway AS Program Roadmap Full Time](#)
- [Biology Transfer Pathway AS Program Roadmap Part Time](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

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Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than

four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Building Inspection Technology Certificate

The Building Inspection Technology Certificate is an accelerated certificate program that provides students with foundational knowledge to pursue a career in construction code enforcement or for existing professionals to upgrade their skills.

Building Inspection Technology Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BIT 1050	Foundations of Construction Codes and Inspections	View-BIT 1050	n/a	3
BIT 1150	Residential Plan Review and Field Inspections	View-BIT 1150	n/a	4
BIT 1250	Commercial Plan Review and Field Inspections	View-BIT 1250	n/a	4
BIT 1900	Legal and Administrative Aspects of Construction Codes	View-BIT 1900	n/a	3

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required

14

Program Overview

2024-2025

This accelerated certificate program provides students the foundational knowledge to pursue a career in construction code enforcement or for existing professionals to upgrade their skills. The courses meet one night a week and the program can be completed in two semesters. Successful completion of the Building Inspection Technology Certificate gives students the required training and points to take the State of Minnesota's Certified Building Official Limited exam

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- Understand the purpose and intent of construction codes.

Personal and Social Responsibility, including:

- Apply building codes and referenced standards to construction projects.

Integrative Learning, including:

- Perform inspections and plan reviews on both residential and commercial construction projects.
 - Prepare for and take the Minnesota Building Official Limited exam
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Building Inspection Technology Certificate Program Roadmap Full Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Business Communications and Technology Essentials Certificate

The Business Communications and Technology Essentials Certificate is for students who want to develop a combination of skills in business, communication, and technology.

Business Communications and Technology Essentials Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1230	Business Presentations: PowerPoint	View-CIS 1230	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3
CIS 1700	Project Management Software Tools	View-CIS 1700	n/a	3

NHCC Residency and GPA

3 Credits must be earned at NHCC

Total Credits Required	9
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Program Overview

2024-2025

This certificate is for students who want to combine business, communication and technology. Students will learn communication principles and techniques, computer presentation skills and project management software, concepts and process, used by successful managers. Courses can be applied to the Business Computer Systems and Management A.A.S. or A.S. Degrees. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

Program Outcomes

Intellectual and Practical Skills, focused by:

- Demonstrate business communication effectiveness in a global and technological business environment.
- Apply improved verbal, nonverbal, listening, writing, team, conflict and negotiation skills in organizational situations.
- Effectively use web based communication, video conferencing, email, presentation technologies, teleconferencing and telephone usage.
- Develop, create and deliver a variety of well prepared presentations in multiple formats, analyzing the audience and environment to choose and create appropriate visuals.

Integrative and Applied Learning:

- Understand, apply and communicate the project management process using software tools.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

Business Computer Systems and Management AAS

The Business Computer Systems and Management AAS degree program is designed for students interested in immediate employment or enhancing current career skills.

Business Computer Systems and Management Curriculum

Curriculum

Program Courses - Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3
CIS 1700	Project Management Software Tools	View-CIS 1700	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 18 credits				
ACCT 2112	Managerial Accounting or	View-ACCT 2112	n/a	4
BUS 1100	Introduction to Business or	View-BUS 1100	n/a	3
BUS 2600	Principles of Marketing or	View-BUS 2600	n/a	3
CIS 1000	Computer and Keyboarding Essentials or	View-CIS 1000	n/a	3
CIS 1102	Business Computer Systems II or	View-CIS 1102	n/a	3
CIS 1200	Word Processing or	View-CIS 1200	n/a	3
CIS 1210	Desktop Publishing or	View-CIS 1210	n/a	3
CIS 1230	Business Presentations: PowerPoint or	View-CIS 1230	n/a	3
CIS 1240	Information Management: Access or	View-CIS 1240	n/a	3
CIS 1250	Photoshop Essentials for Business or	View-CIS 1250	n/a	3
CIS 1400 or				
CIS 2010	CIS Internship or	View-CIS 2010	n/a	3
CIS 2310	Introduction to E-Commerce	View-CIS 2310	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
ECON 1070	Principles of Microeconomics and	View-ECON 1070	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
Choose 1 MATH Course				
MATH 1140	Finite Mathematics or	View-MATH 1140	n/a	3
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150				

MnTC Electives

[MnTC Electives - 7 credits](#)

NHCC Residency and GPA

15 Credits must be earned at NHCC

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
Total Credits Required			60	

Program Overview

The Business Computer Systems and Management program is designed for students interested in immediate employment or enhancing current career skills. The program is designed for students interested in a business management background with an opportunity to concentrate on utilizing the computer in managerial decision making. Careers exist in administration, management, sales, marketing, or technology departments of a business or organization. This degree combines essential knowledge of business and advanced technology skills using the latest computer technology and software programs. The courses from this program are delivered in the classroom and/or online.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Effective use of up to date technology and computer applications.
- Develop management and business principles, advanced technical and communication skills along with critical, independent and creative problem solving skills.

Intellectual and Practical Skills, focused by:

- Competent use of digital resources to access and evaluate information using current technology to perform basic business tasks.
- Demonstrate global thinking, working in teams, applying knowledge and focusing on hands on real world situations.
- Develop teamwork, and critical and creative thinking practices to become more effective, efficient and productive.

Personal and Social Responsibility and Engagement, focused by:

- Collaborate as a member of a team solving diverse and complex problems common in business today.
- Develop ethical practices in using technology.

Integrative and Applied Learning, including:

- Integrate computer technology as it relates to a career in a variety of business career pathways.

Upon completion of the program the student will be prepared for entry level work in the business, computer, or management field.

Courses in this degree may transfer to four year colleges. Consult with an advisor for further information.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Business Computer Systems and Management AAS Program Roadmap Full Time](#)
 - [Business Computer Systems and Management AAS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 6071 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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1-800-621-7440

Business Computer Systems and Management AS

The Business Computer Systems and Management AS degree is designed for students who after completion of this degree are interested in pursuing a bachelor's degree in a related field, as well as for students who are interested in careers in computers, management, business, education, or training.

Business Computer Systems and Management Curriculum

Curriculum

Program Courses: Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3
CIS 2310	Introduction to E-Commerce	View-CIS 2310	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 8 credits				
BUS 2600	Principles of Marketing or	View-BUS 2600	n/a	3
CIS 1102	Business Computer Systems II or	View-CIS 1102	n/a	3
CIS 1200	Word Processing or	View-CIS 1200	n/a	3
CIS 1230	Business Presentations: PowerPoint or	View-CIS 1230	n/a	3
CIS 1240	Information Management: Access or	View-CIS 1240	n/a	3
CIS 1320	Web Tools or	View-CIS 1320	n/a	2
CIS 1700	Project Management Software Tools or	View-CIS 1700	n/a	3
CIS 1990	Computer Information Systems Mgmt Special Topics	View-CIS 1990	n/a	1-4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
ECON 1060	Principles of Macroeconomics and	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics and	View-ECON 1070	n/a	3
MATH 1120	College Algebra	View-MATH 1120	n/a	3
MATH 1150				
PHYS 1150 SOC 1110 (Choose 1 Course)				
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4

Natural Sciences with a lab (Goal Area 3) - 4 credits;

Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits: ANTH1020(3), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), CHEM2061(5), CHEM2062(5) GEOG1010(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1120(3), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1050(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1231(4), PHYS1232(3), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5)

NHCC Residency and GPA

15 Credits must be earned at NHCC

MnTC Electives (Goal Areas 1,6,7,9 or 10) - 7 credits

MnTC Electives (Goal Areas 1, 6, 7, 9 10) - 7 credits: ANTH1020(3), ANTH1130(3), ANTH1140(3), ARBC1030(3), ART1010,(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), ASL1300(3), BIOL1030(4), BIOL1160(4), BIOL1200(4), BIOL1600(1), BIOL1610(1), CHEM1000(4), CHEM1010(4), COMM1010(3), COMM1110(3), COMM1210(3), COMM1310(3), COMM1410(3), COMM1510(3), COMM1550 (3), COMM1610(3), COMM1710(3), COMM1810(3), COMM1910(3), COMM2610(3), ECON1050(3), ENGL1150(3), ENGL1202(2), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1040(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1501(3), GCST1502(3), GCST1503(3), GCST1504(3), GCST1505(3),GCST1700(3), GCST1964(4), GCST1978(3), GCST2250(3), GCST2410(3), GEOG1000(2), GEOG1010(3), GEOG1040(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1120(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), GERM1030(3), GWS1501(3), GWS1502(3), GWS1503(3), GWS1504(3), GWS1505(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST2600(3), HIST2700(3), INTD1030(3), INTD1040(3), INTD1210(3), INTD1211(3), INTD1212(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), NSCI1110(4), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1110(3), PHIL1120(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), PHIL1230(3), POLS1100(3), POLS1140(3), PSYC1165(3), PSYC1170(3), PSYC1220(3), PSYC2110(3), PSYC2340(3), SOC1110(3), SOC1130(3), SOC2110(3), SOC2210(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1290(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT1710(3), TFT2010(3), TFT2500(3), TFT2950(1)

Total Credits Required	60
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Program Overview

2024-2025

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

This degree will articulate/transfer to Metropolitan State University for their Business Administration BS Degree.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Effective use of up-to-date technology and computer applications.
- Develop management and business principles, advanced technical and communication skills along with critical, independent and creative problem solving skills.

Intellectual and Practical Skills, focused by:

- Competent use of digital resources to access and evaluate information using current technology to perform basic business tasks.

- Demonstrate global thinking, working in teams, applying knowledge and focusing on hands-on real world situations.
- Develop teamwork, and critical and creative thinking practices to become more effective, efficient and productive.

Personal and Social Responsibility and Engagement, focused by:

- Collaborate as a member of a team solving diverse and complex problems common in business today.
- Develop ethical practices in using technology.

Integrative and Applied Learning, including:

- Integrate computer technology as it relates to a career in a variety of business career pathways.

Upon completion of the program the student will be prepared for entry level work in the business, computer, or management field.

Courses in this degree may transfer to four year colleges. Consult with an advisor for further information.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Business Computer Systems and Management AS Program Roadmap Full Time](#)
- [Business Computer Systems and Management AS Program Roadmap Part Time](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than

four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Business Principles Certificate

The Business Principles Certificate is for students who want an overview of the broad areas of business, management, and marketing.

Business Principles Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3

NHCC Residency and GPA

3 Credits must be earned at NHCC

Total Credits Required	9
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Program Overview

2024-2025

This certificate is for students who want an overview of the broad areas of business: finance, management and marketing. All courses can be taken online. Courses can be applied to the Management, Marketing and Entrepreneurship A.A.S. degrees or the A.S. degree in Business Administration Management Concentration. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
 - Illustrate the marketing concept through the completion of a comprehensive marketing plan.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Business Principles Certificate Program Roadmap Full Time**](#)
 - [**Business Principles Certificate Program Roadmap Part Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Business Transfer Pathway AS

The Business Transfer Pathway Associate of Science is designed for students who are interested in transferring after graduation to pursue a bachelor's degree or a professional degree in business, management, marketing, education, or training.

Business Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
ACCT 2112	Managerial Accounting	View-ACCT 2112	n/a	4
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills	View-BUS 1110	n/a	3
BUS 1300	Legal Environment of Business	View-BUS 1300	n/a	3
BUS 2100	Business Statistics	View-BUS 2100	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
1 course from CIS1101, CIS1102				
CIS 1101	Business Computer Systems I or	View-CIS 1101	n/a	3
CIS 1102	Business Computer Systems II	View-CIS 1102	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I II				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
ECON 1060	Principles of Macroeconomics	View-ECON 1060	n/a	3
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3
PHIL 1020	Ethics	View-PHIL 1020	n/a	3
College Algebra				
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150	College Algebra	View-MATH 1150	n/a	3

MnTC Electives

Natural Sciences with a Lab (Goal Area 3) - 3 credits (Lab Recommended)
The Humanities Fine Arts (Goal Area 6) or
People the Environment (Goal 10) - 3 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC	
Total Credits Required	60

Program Overview

2024-2025

The Associate in Science Business Transfer Pathway is designed for students who are interested in transferring after graduation to pursue a baccalaureate or a professional degree in business, management, marketing, education, or training. This business degree transfers directly into upper division business programs at 4 year institutions within the state. Successful Business Transfer Pathway AS graduates can transfer in as juniors if admitted into specific business programs at the following schools. In partnership with Metropolitan State University, students can take classes toward a bachelor's degree in Business on NHCC's campus.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Management Concentration Option

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world and apply to daily business practice.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.

- Use quantitative analysis of financial information and accounting concepts to interpret information.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Production of a business model and business plan.

Marketing Concentration Option

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world and apply to daily business practice.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.
- Use quantitative analysis of financial information and accounting concepts to interpret information.
- Analyze marketing communication situations and develop promotional strategic solutions

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
 - Produce a comprehensive sales plan that reflects specific sales concepts and tactics.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Business Transfer Pathway AS Program Roadmap Full Time](#)
 - [Business Transfer Pathway AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Chemistry Transfer Pathway AS

The Chemistry Transfer Pathway Associate of Science degree is designed for students to work as a chemical lab assistant or who are interested in transferring after graduation to pursue a bachelor's degree in chemistry.

Chemistry Transfer Pathway Curriculum

Curriculum

Chemistry Specific Content Area

Course Code	Title	Course Outlines	Goal Areas	Credits
CHEM 1061	Principles of Chemistry I	View-CHEM 1061	n/a	4
CHEM 1062	Principles of Chemistry II	View-CHEM 1062	n/a	4
CHEM 2061	Organic Chemistry I	View-CHEM 2061	n/a	5
CHEM 2062	Organic Chemistry II	View-CHEM 2062	n/a	5

Science and Math Specific Content Area

Course Code	Title	Course Outlines	Goal Areas	Credits
MATH 1221	Calculus I	View-MATH 1221	n/a	5
MATH 1222	Calculus II	View-MATH 1222	n/a	5
PHYS 1601	General Physics I	View-PHYS 1601	n/a	5
PHYS 1602	General Physics II	View-PHYS 1602	n/a	5

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3

Humanities and Fine Arts Requirement

[Goal Area 6 - Must complete 3 credit](#)

MnTC Electives

[Must Complete 3 credits from Goals 7, 8, 9, 10](#)

1 elective credit

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

Program Overview

2024-2025

The Associate in Science degree in Chemistry is designed for students to work as a chemical lab assistant or who are interested in transferring after graduation to pursue a 4-year baccalaureate in chemistry. The pathway to a baccalaureate degree was created to ensure minimum competency requirements are met at the associate degree level and that students are academically prepared to transfer into the parallel bachelor degree program as juniors in chemistry at all of the following Minnesota State Institutions:

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- Demonstrate basic knowledge and understanding of the fundamentals of experimental and theoretical chemistry.
- Explain and apply skills in analytical thinking and problem solving, and apply scientific methods to experimental data.

Intellectual and practical skills including:

- Demonstrate skills in laboratory operations including making accurate and precise measurements, preparing solutions, operating instrumentation, experimental design, and the interpretation and reporting of quantitative and qualitative data and results.

Personal and social responsibility and engagement, including:

- Work both independently and collaboratively in the classroom and in the laboratory.
- Apply learned concepts to everyday situations and experiences and critically evaluate contributions to science reported in the media; identify valid approaches to scientific problem solving and reporting.

Integrative and applied learning, including:

- Communicate their own data and analysis in oral and written communications that uses tables and graphs, describes detailed experimental procedures, and clearly explains conclusions, in order to create clear and compelling papers, posters, or presentations.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Chemistry Transfer Pathway AS Program Roadmap Full Time](#)
 - [Chemistry Transfer Pathway AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Communication and Computer Skills Certificate

The Certificate in Communication and Computer Skills is designed to provide a foundation of skills in various forms of communication, including written, interpersonal, and digital.

Communication and Computer Skills Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3

Total Credits Required	10
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Program Overview

The Certificate in Communication & Computer Skills is designed to provide a foundation in the study of various communication skills including written, interpersonal, and digital. The program is designed for students who plan to complete the certificate as well as students who want to pursue an associate's degree with or without intending to transfer

This certificate supports the 2015 Minnesota legislation Educational Attainment Goal 2025: Working to increase the percentage of Minnesotans age 25 to 44 who have attained a postsecondary certificate or degree to 70 percent by 2025.

Program Outcomes

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation. (NHCC ELO Intellectual and Practical Skills; NHCC ELO Integrative and Applied Learning; MnTC G1, comp. a; MnTC G2, comp. a)
 - Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding. (NHCC ELO Intellectual and Practical Skills; NHCC ELO Integrative and Applied Learning; MnTC G1, comp. b)
 - Select appropriate communication choices for specific audiences. (NHCC ELO Intellectual and Practical Skills; (NHCC ELO Integrative and Applied Learning; MnTC G1, comp. d; MnTC G2, comp. a)
 - Analyze the role of verbal and nonverbal communication in various interpersonal interactions and diverse contexts. MnTC 1, b, d, f, g, MnTC 7, b, c, ELO 1, 2, & 3.
 - Demonstrate effective written, verbal and nonverbal communication skills in business situations (ELO 1, 2, 3)
 - Develop management and business principles, advanced technical and communication skills along with critical, independent and creative problem solving skills. (NHCC ELOs 1 & 2)
 - Demonstrate the process of planning and creating business presentations. (NHCC ELOs 1, 2, 4)
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Communications and Computer Skills Certificate Program Roadmap Full Time](#)
 - [Communications and Computer Skills Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Communication Studies Transfer Pathway AA

Are you passionate about developing connections and engaging with other people? The Communication Studies Transfer Pathway AA may be right for you!

You will develop a wide variety of interpersonal and professional communication skills including:

- *Public speaking and presentation development
- *Interpersonal and intercultural relationship building and maintenance
- *Group communication, conflict management, and leadership skills
- *Creation and presentation of narratives, persuasive communication, and debate
- *Analysis of media and social media communication.
- *Campaign and crisis communication

Communication Studies Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication	View-COMM 1210	n/a	3
COMM 1310	Intercultural Communication	View-COMM 1310	n/a	3
COMM 1910	Argumentation and Public Advocacy	View-COMM 1910	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Students may choose one more of the following courses. These courses will show in additional electives. It is not required but recommended to choose one course.				
COMM 1410	Human Communication Theory	View-COMM 1410	n/a	3
COMM 1610	Introduction to Mass Communication	View-COMM 1610	n/a	3
COMM 1810	Introduction to Health Communication	View-COMM 1810	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3
1 course from PSYC1150, PSYC1160				
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4

MnTC Electives

Natural Science (Goal Area 3) - 2 courses, 7 credits from 2 different disciplines, one must be a lab course and
Mathematical/Logical Reasoning (Goal Area 4) - 1 course, at least 3 credits
Highly Recommended- MATH 1010, 1130, 1140
History the Social Behavioral Sciences (Goal Area 5) - 1 course, 3 credits
Humanities Fine Arts (Goal Area 6) - 3 courses from 2 different disciplines, 9 credits
Ethical Civic Responsibility (Goal Area 9) - 1 course, at least 3 credits
Very Highly recommended courses-COMM 1610, COMM1810
People the Environment (Goal Area 10) - 1 course, at least 3 credits
Highly recommended - ANTH 1020, GCST 1040
Additional Electives, if needed, to reach 40 total MnTC credits
Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course and

Health Requirement

Health Exercise Science - 2 credits
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NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

The Communication Studies Transfer Pathway Degree is designed to provide students a broad background in theory and skills development in the study of communication. This program will 1) prepare students to transfer to a baccalaureate program in Communication Studies and 2) prepares students for entry level positions in a variety of careers. The program emphasizes the development of communication skills in presentation, promotion, conflict management, persuasion, debate, and campaign communication.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Upon completion of this degree, students will be able to:

- Demonstrate knowledge of the transactional nature of communication and identify the core principles of communication studies. (ELO 1 & 3)
 - Demonstrate knowledge of the role of context in the communication of effective self-presentation, audience analysis, and relational maintenance and development. (ELO 1 & 2)
 - Effectively structure and deliver oral presentations, including identification of appropriate organizational structure, selection and citation of supporting content, and anticipation and refutation of opposing arguments. (ELO 2 & 4)
 - Demonstrate intercultural knowledge and flexibility in communication across a variety of audiences across cultures. (ELO 2 & 3)
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Communication Studies Transfer Pathway AA Program Roadmap Full Time](#)
 - [Communication Studies Transfer Pathway AA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

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

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.

- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Computer Science Transfer Pathway AS

The Computer Science Transfer Pathway prepares students to enter the job market in information technology, computer programming, software development, and technical documentation; or to transfer to a bachelor's degree program in computer science, software engineering, or information technology.

Computer Science Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 1040	Fundamentals of Structured Query Language (SQL)	View-CSCI 1040	n/a	3
CSCI 1130	Introduction to Programming in Java (CS0)	View-CSCI 1130	n/a	4
CSCI 2001	Object Oriented Programming (CS1)	View-CSCI 2001	n/a	4
CSCI 2002	Data Structures and Algorithms (CS2)	View-CSCI 2002	n/a	4
CSCI 2020	Computer Architecture	View-CSCI 2020	n/a	4
CSCI 2030	Database Modeling and Design	View-CSCI 2030	n/a	4

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
7 Credits from the Following Courses:				
CSCI 1020	Beginning Web Page Programming or	View-CSCI 1020	n/a	1
CSCI 1025	Responsive Web Design or	View-CSCI 1025	n/a	1
CSCI 1030	Programming for Internet or	View-CSCI 1030	n/a	3
CSCI 1035	Introduction to Computer Programming with Games or	View-CSCI 1035	n/a	4
CSCI 1050	Computer Security Basics or	View-CSCI 1050	n/a	3
CSCI 1120	Programming in C/C++ or	View-CSCI 1120	n/a	4
CSCI 1150	Programming in C# for .NET or	View-CSCI 1150	n/a	4
CSCI 1180	Introduction to Linux Operating System or	View-CSCI 1180	n/a	4
CSCI 1990	Computer Science Special Topics or	View-CSCI 1990	n/a	1-4
CSCI 2010	Discrete Mathematical Structures or	View-CSCI 2010	n/a	4
CSCI 2011	Programming in Python or	View-CSCI 2011	n/a	1
CSCI 2040	Introduction to Networking Protocols and Analysis or	View-CSCI 2040	n/a	4
CSCI 2050	Internship Computer Science or	View-CSCI 2050	n/a	3
CSCI 2060	Web Programming in ASP.NET or	View-CSCI 2060	n/a	4

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 2101	Foundations of Cryptography	View-CSCI 2101	n/a	4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I - 1 course				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
COMM 1010 COMM 1210 - 1 Course				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1210	Small Group Communication	View-COMM 1210	n/a	3
CSCI 2010	Discrete Mathematical Structures	View-CSCI 2010	n/a	4
MATH 1221	Calculus I	View-MATH 1221	n/a	5
BIOL 1120 GEOG 1010 - 1 course				
BIOL 1120	Human Biology or	View-BIOL 1120	n/a	3
GEOG 1010	Physical Geography	View-GEOG 1010	n/a	3
ECON 1060, ECON 1070, PYSC 1150 - 1 course				
ECON 1060	Principles of Macroeconomics or	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics or	View-ECON 1070	n/a	3
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3

MnTC Electives

The Humanities Fine Arts (Goal Area 6) - 3 credits
MnTC Electives - 3 Additional credits from Goal Areas 1-6

NHCC Residency and GPA

15 elective credits

Total Credits Required	60
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Program Overview

2024-2025

The Computer Science Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Computer Science bachelors degree programs at Minnesota State Universities.* The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelors degree programs in a related field.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Intellectual and Practical Skills, including:

- Employing methodical and technical processes in designing and programming software applications.
- Designing databases to access, manage and store data.

Personal and Social Responsibility and Engagement:

- Following best practices of software development.

- Designing and coding robust programs that conform to industry standards.

Integrative and Applied Learning: Applying computer technology to solve real world problems.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Computer Science Transfer Pathway AS Full Time](#)
 - [Computer Science Transfer Pathway AS Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Construction Management and Supervision AS

This Construction Management and Supervision AS degree program prepares students for supervisory and management positions in the construction industry.

Construction Management and Supervision Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
CMSV 1200	Construction Graphics	View-CMSV 1200	n/a	3
CMSV 2100	Soils and Concrete Technology	View-CMSV 2100	n/a	3
CMSV 2875	Mechanical and Electrical Systems	View-CMSV 2875	n/a	4
CMSV 2885	Construction Estimating	View-CMSV 2885	n/a	4
CMSV 2890	Building Organization and Technology	View-CMSV 2890	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 6 credits				
BUS 1220	Effective Supervision or	View-BUS 1220	n/a	3
CMSV 1000	Construction Professionalism Seminar or	View-CMSV 1000	n/a	4
CMSV 1300	Legal Aspects of Construction or	View-CMSV 1300	n/a	3
CMSV 2200	Construction Quality Assurance and Quality Control or	View-CMSV 2200	n/a	4
CMSV 2870	Construction Management or	View-CMSV 2870	n/a	3
CMSV 2895	Construction Management Internship or	View-CMSV 2895	n/a	3
CMSV 2900	Construction Scheduling	View-CMSV 2900	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1650	Architectural History	View-ART 1650	n/a	2
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
PHYS 1201				
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3
Pre-Calculus or				
College Algebra Pre-Calculus				
MATH 1170	Pre-Calculus or	View-MATH 1170	n/a	4
MATH 1180	College Algebra and Pre-Calculus	View-MATH 1180	n/a	5
Ethics Environmental Ethics				
PHIL 1020	Ethics or	View-PHIL 1020	n/a	3
PHIL 1200	Environmental Philosophy	View-PHIL 1200	n/a	3

MnTC Electives

Electives to reach 30 MnTC credits 60 total credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Notes

It is recommended that students intending to transfer to the University of Minnesota B.A.S. or Minnesota State University Moorhead B.S. program consult with a counselor about the best course selection options. Students may best be served by choosing MATH courses to fulfill the electives. University of Minnesota students should take MATH 1200 or 1221. Minnesota State University Moorhead students should take MATH 1200. It is further recommended that students intending to transfer to the Minnesota State University Moorhead B.S. program should select BUS 1220 and BUS 1300 as electives.

Program Overview

2024-2025

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.

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual wellbeing.

- Understand and utilize information that describes and prescribes the physical basis, technical specifics and sequential process of building construction
- Formulate a consistent system of actions involving the study of the construction process and the management of that process in an organized and knowledgeable manner

Develop intellectual and practical skills, including:

- Develop a basic understanding of building codes and regulations
- Understanding of construction documents system and organization
- Be able to prepare a construction project cost estimates
- Be able to prepare construction project schedules
- Apply the principles of the Critical Path Method
- Organize and schedule construction activities
- Refine communications skills with subordinates, peers and superiors
- Deduce essential data that is required to prepare cost estimates from construction drawings
- Evaluate and use computer technology in estimating and scheduling

Demonstrate personal and social responsibility, including enhance personal development in:

- Good work attitudes, values, and habits
- Self confidence
- Responsibility
- Better understanding of career options
- Realistic appraisal of strengths
- Prepare, develop, and refine individual CPM and PDM networks in classroom exercises upon an individual and team bases
- Gain firsthand experiences associated with supervisory and/or management roles in an industrial setting
- Refine communications skills with subordinates, peers and superiors
- Implement, develop and/or refine skills in production, management, and personnel matters

Integrative Learning, including:

- Apply construction management techniques to an actual construction management project

- Apply the principles, knowledge and skills learned in the classroom to on the job practices and procedures in the construction industry real life situations
 - Develop and refine problem solving techniques
 - Formulate systematic and sequential plans, monitor plans, and evaluate projects to assure that quality control goals are achieved
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Construction Management and Supervision AS Program Roadmap Full Time](#)
 - [Construction Management and Supervision AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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1-800-621-7440

Construction Management Certificate

The Construction Management Certificate builds on the Construction Management AS degree and prepares students for supervisory and management positions in the construction industry.

Construction Management Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 1810	Entrepreneurship	View-BUS 1810	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
CMSV 1200	Construction Graphics	View-CMSV 1200	n/a	3
CMSV 1300	Legal Aspects of Construction	View-CMSV 1300	n/a	3
CMSV 2870	Construction Management	View-CMSV 2870	n/a	3
CMSV 2885	Construction Estimating	View-CMSV 2885	n/a	4
CMSV 2900	Construction Scheduling	View-CMSV 2900	n/a	3

NHCC Residency and GPA

10 Credits must be earned at NHCC

Total Credits Required

30

Program Overview

2024-2025

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 B.A.S. in Construction Management degree and Minnesota State at Moorhead B.S. in Construction Management Degree.

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual wellbeing.

- Understand and utilize information that describes and prescribes the physical basis, technical specifics and sequential process of building construction
- Formulate a consistent system of actions involving the study of the construction process and the management of that process in an organized and knowledgeable manner

Develop intellectual and practical skills, including:

- Develop a basic understanding of building codes and regulations
- Understanding of construction documents system and organization
- Be able to prepare a construction project cost estimates
- Be able to prepare construction project schedules
- Apply the principles of the Critical Path Method

- Organize and schedule construction activities
- Refine communications skills with subordinates, peers and superiors
- Deduce essential data that is required to prepare cost estimates from construction drawings
- Evaluate and use computer technology in estimating and scheduling

Demonstrate personal and social responsibility, including enhance personal development in:

- Good work attitudes, values, and habits
- Self confidence
- Responsibility
- Better understanding of career options
- Realistic appraisal of strengths
- Prepare, develop, and refine individual CPM and PDM networks in classroom exercises upon an individual and team bases
- Gain firsthand experiences associated with supervisory and/or management roles in an industrial setting
- Refine communications skills with subordinates, peers and superiors
- Implement, develop and/or refine skills in production, management, and personnel matters

Integrative Learning, including:

- Apply construction management techniques to an actual construction management project
 - Apply the principles, knowledge and skills learned in the classroom to on the job practices and procedures in the construction industry real life situations
 - Develop and refine problem solving techniques
 - Formulate systematic and sequential plans, monitor plans, and evaluate projects to assure that quality control goals are achieved
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Construction Management Certificate Program Roadmap Full Time](#)
 - [Construction Management Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Construction Quality Assurance and Quality Control Certificate

Construction Quality Assurance and Quality Control Certificate students are prepared for management roles in both public and private organizations where they will ensure projects in the build environment meet all applicable contract standards and requirements.

Construction Quality Assurance and Quality Control Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BIT 1050	Foundations of Construction Codes and Inspections and	View-BIT 1050	n/a	3
BIT 1150	Residential Plan Review and Field Inspections and	View-BIT 1150	n/a	4
BIT 1250	Commercial Plan Review and Field Inspections and	View-BIT 1250	n/a	4
CMSV 2100	Soils and Concrete Technology and	View-CMSV 2100	n/a	3
CMSV 2200	Construction Quality Assurance and Quality Control	View-CMSV 2200	n/a	4

Residency Requirement

A minimum of 6 credits must be earned at North Hennepin Community College.

Total Credits Required	18
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Program Overview

2024-2025

Construction Quality Assurance and Quality Control is the student of the principles of construction quality management. It begins with carefully developed project requirements adhered to by the contractor, the owner and regulating agencies. It assures that the quality standards established by the designer in the project's plan and specification are achieved during the construction of a project. Students are prepared for management roles in both public and private organizations ensuring the projects in the build environment meet all applicable contract standards and requirements.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Conduct civil material tests in compliance with MnDOT standards
- Understand the purpose and intent of construction codes

Integrative and Applied Learning:

- Perform inspections and plan reviews on both residential and commercial construction projects.
 - Prepare for and take the Minnesota Building Official-Limited exam
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Construction Quality Assurance and Quality Control Certificate Program Roadmap Full Time](#)
 - [Construction Quality Assurance and Quality Control Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

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Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

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Construction Technology AAS

The Construction Technology AAS program prepares students for technical and supervisory positions in the construction of commercial, industrial, and civil buildings and structures. Students must be currently in, or have completed, a state of MN registered apprenticeship in order to be eligible for this program.

Construction Technology Curriculum

Curriculum

Program Courses 14-27 Credits (dependent on union)

Course Code	Title	Course Outlines	Goal Areas	Credits
45 Credits Total CMSV Program + Elective credits required				
CMSV 1500	Construction Technology I	View-CMSV 1500	n/a	5
CMSV 1500	Construction Technology I	View-CMSV 1500	n/a	5
CMSV 1550	Construction Technology Field Experience	View-CMSV 1550	n/a	4
CMSV 1600	Construction Technology II	View-CMSV 1600	n/a	5
CMSV 1650	Construction Technology Field Experience II	View-CMSV 1650	n/a	4
CMSV 1700	Construction Technology III	View-CMSV 1700	n/a	5
CMSV 1750	Construction Technology Field Experience III	View-CMSV 1750	n/a	4

Program Technical Electives 18-31 Credits

Course Code	Title	Course Outlines	Goal Areas	Credits
CMSV 1000	Construction Professionalism Seminar	View-CMSV 1000	n/a	4
CMSV 1200	Construction Graphics	View-CMSV 1200	n/a	3
CMSV 1300	Legal Aspects of Construction	View-CMSV 1300	n/a	3
CMSV 2100	Soils and Concrete Technology	View-CMSV 2100	n/a	3
CMSV 2200	Construction Quality Assurance and Quality Control	View-CMSV 2200	n/a	4
CMSV 2870	Construction Management	View-CMSV 2870	n/a	3
CMSV 2875	Mechanical and Electrical Systems	View-CMSV 2875	n/a	4
CMSV 2885	Construction Estimating	View-CMSV 2885	n/a	4
CMSV 2890	Building Organization and Technology	View-CMSV 2890	n/a	3
CMSV 2900	Construction Scheduling	View-CMSV 2900	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1940	Technical Writing	View-ENGL 1940	n/a	3
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
HIST 1230	U.S. Labor History	View-HIST 1230	n/a	3

MnTC Electives - to reach 15 MnTC credits and total 60 credits

[Additional MnTC Courses \(if needed to meet 60 total credits\)](#)

Total Credits Required

60

Program Overview

2024-2025

This program will prepare students for technical and supervisory positions in the construction of commercial, industrial and civil buildings and structures. The curriculum combines the technical knowledge and skills of building construction with key courses in applied management necessary to manage complex construction projects. (See below for special admission requirements)

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Construction Technology AAS Program Roadmap Full Time](#)
 - [Construction Technology AAS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 60 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Construction Technology AS

The Construction Technology AS program prepares students for technical and supervisory positions in the construction of commercial, industrial, and civil buildings and structures. Students must be currently in, or have completed, a state of MN registered apprenticeship in order to be eligible for this program.

Construction Technology Curriculum

Curriculum

Program Courses 14-27 Credits (dependent on union)

Course Code	Title	Course Outlines	Goal Areas	Credits
CMSV 1500	Construction Technology I	View-CMSV 1500	n/a	5
CMSV 1550	Construction Technology Field Experience	View-CMSV 1550	n/a	4
CMSV 1600	Construction Technology II	View-CMSV 1600	n/a	5
CMSV 1650	Construction Technology Field Experience II	View-CMSV 1650	n/a	4
CMSV 1700	Construction Technology III	View-CMSV 1700	n/a	5
CMSV 1750	Construction Technology Field Experience III	View-CMSV 1750	n/a	4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
ENGL 1940	Technical Writing	View-ENGL 1940	n/a	3
HIST 1230	U.S. Labor History	View-HIST 1230	n/a	3
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150				
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
1 course from CHEM1010, PHYS1000, PHYS1030, EEVS1100				
CHEM 1010	Introduction to Chemistry or	View-CHEM 1010	n/a	4
EEVS 1100	Physical Geology or	View-EEVS 1100	n/a	4
PHYS 1000	Conceptual Physics or	View-PHYS 1000	n/a	4
PHYS 1030	Introduction to Physical Sciences	View-PHYS 1030	n/a	4
1 course from PHIL1020, PHIL1200				
PHIL 1020	Ethics or	View-PHIL 1020	n/a	3
PHIL 1200	Environmental Philosophy	View-PHIL 1200	n/a	3

Program Technical Electives 3-16 Credits

Course Code	Title	Course Outlines	Goal Areas	Credits
CMSV 1000	Construction Professionalism Seminar	View-CMSV 1000	n/a	4
CMSV 1200	Construction Graphics	View-CMSV 1200	n/a	3
CMSV 1300	Legal Aspects of Construction	View-CMSV 1300	n/a	3
CMSV 2100	Soils and Concrete Technology	View-CMSV 2100	n/a	3
CMSV 2200	Construction Quality Assurance and Quality Control	View-CMSV 2200	n/a	4
CMSV 2870	Construction Management	View-CMSV 2870	n/a	3
CMSV 2875	Mechanical and Electrical Systems	View-CMSV 2875	n/a	4
CMSV 2885	Construction Estimating	View-CMSV 2885	n/a	4
CMSV 2890	Building Organization and Technology	View-CMSV 2890	n/a	3
CMSV 2900	Construction Scheduling	View-CMSV 2900	n/a	3

MnTC Electives - to reach 30 MnTC credits and 60 total credits

[Additional MnTC Courses \(if needed to meet 60 total credits\)](#)

Total Credits Required

60

Program Overview

2024-2025

This program will prepare students for technical and supervisory positions in the construction of commercial, industrial and civil buildings and structures. The curriculum combines the technical knowledge and skills of building construction with key courses in applied management necessary to manage complex construction projects.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Construction Technology AS Program Roadmap Full Time](#)
 - [Construction Technology AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Corrections AS

The Corrections AS degree prepares students for entry-level positions in correctional facilities.

Corrections Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
HLTH 2060	Concepts of Addiction and	View-HLTH 2060	n/a	3
PHIL 1020	Ethics and	View-PHIL 1020	n/a	3
PSYC 2320	Psychological Disorders and	View-PSYC 2320	n/a	3
POLS 1140	State and Local Politics and	View-POLS 1140	n/a	3
SOC 1710	Introduction to Criminal Justice and	View-SOC 1710	n/a	3
SOC 1730	Juvenile Justice and	View-SOC 1730	n/a	3
SOC 2730	Introduction to Corrections and	View-SOC 2730	n/a	3
SOC 2750	Community Corrections	View-SOC 2750	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Complete 6 credits:				
ECON 1050	Economics of Crime or	View-ECON 1050	n/a	3
POLS 1100	American Government and Politics or	View-POLS 1100	n/a	3
GCST 1501 or				
GCST 1211	The History, Philosophy, and Practice of Traditional Aikido I	View-GCST 1211	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
COMM 1310	Intercultural Communication and	View-COMM 1310	n/a	3
PSYC 1150	General Psychology and	View-PSYC 1150	n/a	3
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
SOC 1130	Social Problems/Deviance and	View-SOC 1130	n/a	3
SOC 2210	Social Inequality	View-SOC 2210	n/a	3

MnTC Electives

Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits: ANTH1020(3), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), CHEM2061(5), CHEM2062(5), GEOG1010(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1120(3), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1050(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5)

The Humanities Fine Arts (Goal Area 6) - 3 credits: ARBC1030(3), ART1040(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2450(3), ENGL2460(3), ENGL2550(3), ENGL2560(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1220(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1)

Total Credits Required

60

Program Overview

2024-2025

Associate of Science in Corrections provides students with a broad overview of corrections in the United States. Principles of Evidence-Based practices are used to prepare students to work in the field of corrections. The program is designed for entry-level positions in correctional facilities, including jails and management of offenders in community settings.

Program Outcomes

The Corrections A.S. is designed to prepare students for entry level work in the field of corrections. The A.S. in Corrections is a combination of general education, sociology, psychology, criminal justice with an emphasis in corrections coursework.

The coursework in Corrections is designed to foster an understanding of our Correctional system including the following goals.

- Evidence-based corrections practices
 - Risk assessment in institutional facilities and community based programs
 - Cognitive-behavioral interventions and practices
 - Case management planning
 - A commitment to the principles of social justice, respect, acceptance, dignity and worth of all persons.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- **[Corrections AS Program Roadmap Full Time](#)**

- **Corrections AS Program Roadmap Part Time**
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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Chicago, IL 60602-2504

1-800-621-7440

Corrections Certificate

The Corrections Certificate provides an introduction to various careers in the field of corrections.

Corrections Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PSYC 1150	General Psychology and	View-PSYC 1150	n/a	3
PSYC 2320	Psychological Disorders and	View-PSYC 2320	n/a	3
POLS 1140	State and Local Politics and	View-POLS 1140	n/a	3
SOC 1710	Introduction to Criminal Justice and	View-SOC 1710	n/a	3
SOC 1730	Juvenile Justice and	View-SOC 1730	n/a	3
SOC 2730	Introduction to Corrections and	View-SOC 2730	n/a	3
SOC 2750	Community Corrections	View-SOC 2750	n/a	3
Total Credits Required			21	

Program Overview

The Corrections Certificate is designed for students who are interested in careers that exist in corrections. These careers include Correctional Officer, Jailer, Juvenile Detention Officer, Sentence to Serve Crew Leader, Community Corrections Case Aides, Monitoring Specialists, and other positions within the field of corrections.

Program Outcomes

1. Use sources of data that social scientists use to describe, compare, and explain citizen attitudes toward community correctional practices and programs. (MnTC Goal 5, comp c.)(NHCC Core Ability Human Diversity comp c.) ELO 2
 2. Examine opposing explanations and solutions regarding critical issues including civil liability, and Constitutional guarantees and court decisions facing community corrections. (MnTC Goal 5, comps c,d)(NHCC Core Ability Critical Thinking comps b,c.) ELO 2
 3. Examine data and current issues regarding persons under correctional supervision with regard to specific variables such as race, ethnicity, age, disability, sexual orientation, and gender, while proposing possible explanations for these patterns. (MnTC Goal 5, comps a, c, d.)(NHCC Core Ability Human Diversity, comps d,e.) ELO 3
 4. Identify career opportunities in community corrections (Program Goal 5) ELO 3
 5. Know and explain how theory aids in meeting public safety objectives. Understand offender treatment planning and special needs populations. (MnTC Goal 5, comp. c.) ELOs 1, 3
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Creative Writing AFA

The Creative Writing Associate of Fine Arts degree prepares students for bachelor's degree studies in creative writing and other liberal arts by combining general education courses and foundational courses in creative writing and literary studies.

Creative Writing Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1250	Magazine Workshop	View-ENGL 1250	n/a	2
ENGL 1900	Introduction to Creative Writing	View-ENGL 1900	n/a	3

Capstone Course

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2960	Creative Writing Capstone Project	View-ENGL 2960	n/a	1

Program Electives: Creative Writing

Course Code	Title	Course Outlines	Goal Areas	Credits
Creative Writing Program Electives - 9 credits				
ENGL 2010	Writing Creative Non-Fiction and Memoir or	View-ENGL 2010	n/a	3
ENGL 2020	Writing Stories or	View-ENGL 2020	n/a	3
ENGL 2030	Writing Poetry or	View-ENGL 2030	n/a	3
ENGL 2500	Playwriting or	View-ENGL 2500	n/a	3
TFT 1280	Introduction to Screenwriting or	View-TFT 1280	n/a	3
TFT 2500	Playwriting	View-TFT 2500	n/a	3

Program Electives: Literature

Course Code	Title	Course Outlines	Goal Areas	Credits
Literature Program Electives - 12 credits				
ENGL 1140	Professional Writing or	View-ENGL 1140	n/a	3
ENGL 2150	Introduction to Literary Studies or	View-ENGL 2150	n/a	3
ENGL 1260 or				
ENGL 2540	Introduction to Literary Studies: Reading Poetry or	View-ENGL 2540	n/a	3
ENGL 2570	Introduction to Literary Studies: Reading Plays or	View-ENGL 2570	n/a	3
ENGL 1940	Technical Writing or	View-ENGL 1940	n/a	3
ENGL 1950	Graphic Novels or	View-ENGL 1950	n/a	3
ENGL 2270	Modern American Literature or	View-ENGL 2270	n/a	3
ENGL 2300	Children's Literature or	View-ENGL 2300	n/a	3
ENGL 2330 or				
ENGL 2340	Nature in Literature or	View-ENGL 2340	n/a	3
ENGL 2350	Women and Literature or	View-ENGL 2350	n/a	3
ENGL 2360	Global Literary Perspectives or	View-ENGL 2360	n/a	3
ENGL 2370	African American Literature or	View-ENGL 2370	n/a	3
ENGL 2380	American Indian Literature or	View-ENGL 2380	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2390	Work in American Literature or	View-ENGL 2390	n/a	3
ENGL 2400	Utopian/Dystopian Literature or	View-ENGL 2400	n/a	3
ENGL 2450	Survey of American Literature I or	View-ENGL 2450	n/a	3
ENGL 2460	Survey of American Literature II or	View-ENGL 2460	n/a	3
ENGL 2550	Survey of British Literature I or	View-ENGL 2550	n/a	3
ENGL 2560	Survey of British Literature II or	View-ENGL 2560	n/a	3
ENGL 2580	Shakespeare's Plays or	View-ENGL 2580	n/a	3
ENGL 2590 or				
ENGL 2900	Fantasy Literature or	View-ENGL 2900	n/a	3
ENGL 2950	Mystery and Detective Fiction	View-ENGL 2950	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
COMM 1010, COMM1110, COMM1210 - 1 course				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication	View-COMM 1210	n/a	3

MnTC Electives

Complete 24 credits total:
Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits
History the Social Behavioral Sciences (Goal Area 5) - 6 credits
Human Diversity Global Perspective (Goal Areas 7 8) - 3 credits
Ethical Civic Responsibility People the Environment (Goal Areas 9 10) - 3 credits
MnTC Electives - 9 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Program Overview

2024-2025

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- engagement with literary arts in multiple genres across diverse cultures and societal perspectives, both by critically successful authors and through student writing
- significant and critical awareness of the contemporary world, from local to global

Focused by engagement with big questions, both contemporary and enduring

Intellectual and Practical Skills:

- analysis and examination of stylistic and literary elements of critically successful authors and student writing within multiple genres
- demonstration of critical and creative thinking through large and small group workshop style discussion and textual analysis of writing
- strategic application of practical and applicable creative writing modes and approaches to effective revision
- knowledge of historically successful literary elements and the artists who have used them

Practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance

Personal and Social Responsibility and Engagement:

- understanding of cultural variation in forms of contemporary and historical literature, as well as important ways in which the contextual framework of the literature reflects culture
- interacting with college, local, national, and/or global publications with an awareness of audience and social ramifications
- developed skills in time management, deadlines, and collaborative experiences

Anchored through active involvement with diverse communities and realworld challenges

Integrative and Applied Learning:

- participation in literary arts publication and public performance
- investigation of careers related to critical and creative writing and the literary arts
- demonstration of proficiency in at least one genre of creative writing

Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems

Graduates will be prepared to transfer to, and succeed at, an upper level academic institution.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Creative Writing AFA Program Roadmap Full Time](#)
 - [Creative Writing AFA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

Completion of an A.F.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Coursework Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Criminal Justice Transfer Pathway AS

The Criminal Justice Transfer Pathway AS degree program is designed for students who want to begin careers as police officers, sheriff's deputies, security personnel in private business or government, or correctional officers.

Criminal Justice Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
SOC 1710	Introduction to Criminal Justice and	View-SOC 1710	n/a	3
SOC 1130	Social Problems/Deviance and	View-SOC 1130	n/a	3
SOC 1720	Police and Community	View-SOC 1720	n/a	3
SOC 1750	Families in Crisis	View-SOC 1750	n/a	3
SOC 2210	Social Inequality	View-SOC 2210	n/a	3

Program Electives (Choose 1 Course)

Course Code	Title	Course Outlines	Goal Areas	Credits
PSYC 2320	Psychological Disorders or	View-PSYC 2320	n/a	3
SOC 1730	Juvenile Justice or	View-SOC 1730	n/a	3
SOC 2110	Principles of Social Psychology or	View-SOC 2110	n/a	3
SOC 2730	Introduction to Corrections	View-SOC 2730	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I:				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
MATH 1130	Elementary Statistics or	View-MATH 1130	n/a	3
PHIL 1050	Introduction to Logic or	View-PHIL 1050	n/a	3
a different college level math and				
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication and	View-COMM 1210	n/a	3
PHIL 1020	Ethics and	View-PHIL 1020	n/a	3
POLS 1140	State and Local Politics and	View-POLS 1140	n/a	3
Natural Sciences (Goal Area 3) - 7 credits from different disciplines, one must be a lab course and				

Course Code	Title	Course Outlines	Goal Areas	Credits
<p>The Humanities Fine Arts- 6 credits: ARBC1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), COMM1550(3), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2400(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1120(3), PHIL1220(3), PHIL1230(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1) and</p>				
HLTH 1060	Drugs and Health or	View-HLTH 1060	n/a	3
COMM 1310	Intercultural Communication or	View-COMM 1310	n/a	3
3 credits from Goal Areas 8 10 if not already fulfilled				

Exercise Science - 2 Credits

EXSC 1010(2), EXSC1020(1), EXSC1041(1), EXSC1042(1), EXSC1050(1), EXSC1070(1), EXSC1110(1), EXSC1130(1), EXSC1140(1), EXSC1151(1), EXSC1152(1), EXSC1200(1), EXSC1210(1), EXSC1230(1), EXSC1240(1), EXSC1250(3), EXSC1260(1), EXSC1270(1), EXSC1310(1), EXSC1400(1), EXSC1410(1), EXSC1420(1), EXSC1430(1), EXSC1440(1), EXSC1451(1), EXSC1452(1), EXSC1460(2), EXSC1470(1), EXSC1500(3), EXSC1510(2), EXSC1520(3), EXSC1530(2), EXSC1600(1), EXSC1610(1), EXSC1630(1), EXSC1640(1), EXSC1700(3), EXSC1710(3), EXSC1720(2), EXSC1730(1), EXSC1740(1), EXSC1750(1), EXSC1751(1), EXSC1752(1), EXSC1760(1), EXSC1800(1), EXSC1810(1), EXSC1820(1), EXSC1830(1), EXSC1840(1), EXSC1850(1), EXSC1880(1), EXSC1890(1), EXSC1990(1), EXSC2101(4), EXSC2102(2), EXSC2110(3), EXSC2390(3), EXSC2490(4),

Tactical Strength Conditioning (EXSC 1530) is recommended if it relates to career path

Total Credits Required

60

Program Overview

2024-2025

The Criminal Justice Transfer Pathway AS provides students with the opportunity to directly transfer to a designated Criminal Justice bachelor's degree program at one of the seven Minnesota State universities. Students who transfer with this AS degree can enter with junior standing and may complete the bachelor's degree with an additional 60 credits.

Program Outcomes

Program Outcomes including Essential Learner Outcomes:

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, including:

- Analyzing the history, current issues, concepts, organization, philosophies, and theories in the field of criminal justice. (ELO 1)
- demonstrating an understanding of local ordinances, State Statutes and Federal Law, the purpose and function of police, courts, and corrections. (ELO 1)
- interpreting the judicial review process, political, cultural, and social forces which impact the police, courts, corrections, suspects, victims, and other parties involved in the criminal justice system, with a focus on conscious and implicit bias. (ELO 1)

Develop intellectual and practical skills, including:

- communicating appropriately and effectively in work situations. (ELO 2a, 2b, 2c, 2d, 2e)
- obtaining and refining the necessary skills in interpersonal communication, mathematics, basic crime statistics, as the skills are related to public contact and employment in the criminal justice system. (ELOs 2c, 2d, 2e)
- utilizing the intellectual and practical skills necessary to represent a private or public agency in a professional manner (ELOs 2a, 2b, 2c, 2d, 2e)
- developing the writing and public speaking skills necessary to communicate in small and large groups to prepare for employment and further education. (ELOs 2b, 2c)

Demonstrate personal and social responsibility, including:

- identifying career opportunities in criminal justice and the skills and attributes that employers are seeking and creating an understanding that employers often require continued higher education, citizenship, and service to others for initial placement and promotion. (ELOs 3a, 3b)
- comparing and contrasting traditional, developing and future trends and ideas in criminal justice. (ELOs 3a, 3b, 3c, 3d, 4b, 4c, 4d)
- examining race, sex, color, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, gender identification, and social class as related to criminal justice issues. This examination will follow anti-racist education principles and should lead to acknowledgement of conscious or implicit bias, tolerance, valuing differences, and leading to the acceptance of others. (ELOs 3a, 3b, 3c, 4b)

Demonstrate integrative and applied learning, including:

- assessing the history and application of Criminal Justice with respect to Law Enforcement, as well as its relationship to the other social sciences. (ELOs 3d, 4c, 4d, 4e)
 - analyzing complex material, including State and Federal court rulings, and having the ability to read and understand basic criminal justice related and court documents for application in their careers. (ELOs 3d, 4c, 4d)
 - applying concepts used in the Criminal Justice profession across classes and in their lives. (ELOs 3d, 4b, 4c, 4d, 4e)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: careerwise.minnstate.edu and www.bls.gov.

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Cybersecurity Certificate

The Cybersecurity Certificate prepares students to safeguard information system assets by identifying and solving potential and actual security problems.

Cybersecurity Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 1050	Computer Security Basics and	View-CSCI 1050	n/a	3
CSCI 1130	Introduction to Programming in Java (CS0) and	View-CSCI 1130	n/a	4
CSCI 1180	Introduction to Linux Operating System and	View-CSCI 1180	n/a	4
CSCI 2001	Object Oriented Programming (CS1) and	View-CSCI 2001	n/a	4
CSCI 2002	Data Structures and Algorithms (CS2) and	View-CSCI 2002	n/a	4
CSCI 2030	Database Modeling and Design and	View-CSCI 2030	n/a	4
CSCI 2040	Introduction to Networking Protocols and Analysis and	View-CSCI 2040	n/a	4
CSCI 2101	Foundations of Cryptography	View-CSCI 2101	n/a	4
Total Credits Required			31	

Program Overview

2024-2025

The cybersecurity certificate prepares students to safeguard information system assets by identifying and solving potential and actual security problems. Topics include protecting systems with redundancies and access protocols, specialized software, and security auditing to identify abnormalities and security vulnerabilities.

Program Outcomes

Designing and maintaining systems to protect against vulnerabilities. (ELOs 1, 2a, 4a, 4c)

Designing and maintaining robust systems to prevent unauthorized access. (ELO 4a)

Interpret vulnerability reporting system results. (ELOs 1, 2a, 4a, 4c)

Safeguard information system assets by identifying and solving potential and actual security problems. (ELOs 2a, 4a)

Implement best practices of data governance to protect sensitive data. (ELO 4a)

Examine and apply cryptographic algorithms. (ELOs 1, 2a, 2b, 2d)

Design network architecture focusing on security and performance. (ELOs 2a, 4a, 4d)

Identify network threats through protocol and device analysis and the impacts on the security of the enterprise. (ELOs 2a, 4a, 4d)

The Learner Outcomes in individual courses that are part of this program are aligned with the curriculum requirements for National Security Agency Center of Academic Excellence in Cyber Defense (NSA-CAE-CD) designation.

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 31 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Data Science AS

The Data Science AS degree gives students the skills to analyze, procure, store, and process large amounts of data. The study of data science involves students dealing with data that comes from disparate sources in the modern context of the Internet, in various unstructured forms, and across academic disciplines.

Data Science Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 1040	Fundamentals of Structured Query Language (SQL) and	View-CSCI 1040	n/a	3
CSCI 1130	Introduction to Programming in Java (CS0) and	View-CSCI 1130	n/a	4
CSCI 2001	Object Oriented Programming (CS1) and	View-CSCI 2001	n/a	4
CSCI 2011	Programming in Python and	View-CSCI 2011	n/a	1
CSCI 2030	Database Modeling and Design and	View-CSCI 2030	n/a	4
DSCI 2001	Data Science I and	View-DSCI 2001	n/a	4
DSCI 2002	Data Science II	View-DSCI 2002	n/a	4
DSCI 2009	Interdisciplinary Applications in Data Science	View-DSCI 2009	n/a	2

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 1150	Programming in C# for .NET or	View-CSCI 1150	n/a	4
CSCI 1180	Introduction to Linux Operating System or	View-CSCI 1180	n/a	4
CSCI 2002	Data Structures and Algorithms (CS2) or	View-CSCI 2002	n/a	4
CSCI 2010	Discrete Mathematical Structures or	View-CSCI 2010	n/a	4
MATH 2000	Discrete Mathematical Structures	View-MATH 2000	n/a	4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
ECON 1060	Principles of Macroeconomics or	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics and	View-ECON 1070	n/a	3
MATH 1120 or				
MATH 1150				
MATH 1210	Applied Statistics	View-MATH 1210	n/a	4

Natural Science - 1 lab course, 4 credits

Course Code	Title	Course Outlines	Goal Areas	Credits
Natural Science (Goal Area 3) Lab Courses				
BIOL 1000	Life Science or	View-BIOL 1000	n/a	4
BIOL 1001	Biology I or	View-BIOL 1001	n/a	4
BIOL 1101	Principles of Biology I or	View-BIOL 1101	n/a	4
BIOL 1102	Principles of Biology II or	View-BIOL 1102	n/a	4
BIOL 1130	Human Biology with a Lab or	View-BIOL 1130	n/a	4
BIOL 1360	Biology of Women with a Lab or	View-BIOL 1360	n/a	4
BIOL 2100	Microbiology or	View-BIOL 2100	n/a	4
BIOL 2111	Human Anatomy and Physiology I or	View-BIOL 2111	n/a	4
BIOL 2112	Human Anatomy and Physiology II or	View-BIOL 2112	n/a	4
BIOL 2360	Genetics or	View-BIOL 2360	n/a	4
BIOL 2610	General Ecology or	View-BIOL 2610	n/a	4
CHEM 1000	Chemistry and Society or	View-CHEM 1000	n/a	4
CHEM 1010	Introduction to Chemistry or	View-CHEM 1010	n/a	4
CHEM 1030	Introduction to Physical Sciences or	View-CHEM 1030	n/a	4
CHEM 1061	Principles of Chemistry I or	View-CHEM 1061	n/a	4
CHEM 1062	Principles of Chemistry II or	View-CHEM 1062	n/a	4
NSCI 1000	Conceptual Physics or	View-NSCI 1000	n/a	4
NSCI 1050	Astronomy or	View-NSCI 1050	n/a	4
NSCI 1061	Solar System Lab or	View-NSCI 1061	n/a	1
NSCI 1071	Stars and the Universe Lab or	View-NSCI 1071	n/a	1
NSCI 1120	Meteorology or	View-NSCI 1120	n/a	4

Course Code	Title	Course Outlines	Goal Areas	Credits
NSCI 1140	Historical Geology or	View-NSCI 1140	n/a	4
NSCI 1201 or				
PHYS 1000	Conceptual Physics or	View-PHYS 1000	n/a	4
PHYS 1030	Introduction to Physical Sciences or	View-PHYS 1030	n/a	4
PHYS 1050	Astronomy or	View-PHYS 1050	n/a	4
PHYS 1061 or				
PHYS 1071 or				
PHYS 1120	Meteorology or	View-PHYS 1120	n/a	4
PHYS 1130 or				
PHYS 1231	Principles of Physics I or	View-PHYS 1231	n/a	4
PHYS 1232	Principles of Physics II or	View-PHYS 1232	n/a	4
PHYS 1601	General Physics I or	View-PHYS 1601	n/a	5
PHYS 1602	General Physics II	View-PHYS 1602	n/a	5

MnTC Electives

Electives from Goal Areas 6-10 (7 credits)

Total Credits Required

60

Program Overview

2024-2025

Data scientists require knowledge in a variety of information technology sub-fields, including algorithms, data structures, programming languages and statistical methods. While the field of Data Science is computer science centric, statistical and domain expertise is required. Accordingly, the data scientist may specialize in various fields, including business, physics, biology, finance and economics.

The Data Science AS gives students the skills to analyze, procure, store and process large amounts of data. The study of Data Science will have students dealing with data that comes from disparate sources in the modern context of the Internet, in various unstructured forms and across academic disciplines.

The Data Science AS Degree will Transfer/Articulate to:

Metropolitan State University for a Data Science BS Degree, which can be completed through NHCC's University Center.

Program Outcomes

Program outcomes:

After successfully completing this program, a student will be able to:

1. Empirically support business decisions and scientific research.
 2. Properly interpret and communicate statistical measures.
 3. Select relevant data for system development and analysis.
 4. Apply general analytical models to specialized areas in other disciplines.
 5. Derive meaning from data in relevant contexts.
 6. Properly assess and apply systems of algorithms, databases and third party software.
 7. Understand the role of networked systems and their topologies for data analysis.
 8. Determine appropriate resource allocations for solving data oriented problems.
 9. Explain how data is procured, stored and analyzed.
 10. Apply methods of data preparation such as parsing and normalization.
 11. Interpret statistical parameters for understanding data in context.
 12. Evaluate models of data analysis.
 13. Develop algorithmic solutions using appropriate programming structures.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Data Science AS Full Time](#)
 - [Data Science AS Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs

may have additional requirements or a higher minimum grade point average.

- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Digital Knowledge Analysis Certificate

The Digital Knowledge Analysis Certificate is designed to provide a foundation in the study of digital knowledge analysis, incorporating computer information systems and computer science, to meet the growing need for business analysis using available digital software.

Digital Knowledge Analysis Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1101	Business Computer Systems I or	View-CIS 1101	n/a	3
CSCI 1000	Computer Basics and	View-CSCI 1000	n/a	3
CIS 1240	Information Management: Access and	View-CIS 1240	n/a	3
CSCI 1040	Fundamentals of Structured Query Language (SQL) and	View-CSCI 1040	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
Total Credits Required			12	

Program Overview

2024-2025

The Digital Knowledge Analysis Certificate is designed to provide a foundation in the study of digital knowledge analysis incorporating computer information systems and computer science to meet the growing need for business analysis using available digital software. The program is designed for students who plan to complete the certificate, complete an associate's degree, complete a four year degree, or returning students who are seeking additional skills.

This certificate supports the 2015 Minnesota Legislation Educational Attainment Goal 2025: Working to increase the percent of Minnesotans age 25-44 who have attained a postsecondary certificate or degree to 70% by 2025.

Program Outcomes

- Create, format, analyze, and present documents such as Word documents, Excel documents, Access documents, and PowerPoint presentations to effectively communicate in business in accordance with professional standards.
 - Analyze data presented in business cases requiring information management effectively using Access to create databases to show information in a variety of formats.
 - Use SQL Server integrated information for query building by analyzing the results.
 - Develop, analyze, and evaluate spreadsheets using advanced technical skills. Students will think critically, independently, creatively and resourcefully to apply knowledge to solve new problems and provide information to guide business decision making, complete real world business tasks, use ethical practices and communicate results.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Digital Knowledge Analysis Certificate Program Roadmap Full Time](#)
 - [Digital Knowledge Analysis Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Diversity, Equity, and Inclusion Certificate

The Diversity, Equity, and Inclusion Certificate is designed for participants to increase their knowledge and skills necessary to apply strategies for enhancing diversity, equity, and inclusion in their professional practices and personal lives.

Diversity, Equity, and Inclusion Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 2000	Theories of Race and Ethnicity and	View-GCST 2000	n/a	3
GCST 2065	Diversity, Equity, and Inclusion and	View-GCST 2065	n/a	3
GCST 1964	African American Civil Rights Immersion Experience or	View-GCST 1964	n/a	4
GCST 1490	Dave Larsen American Indian Immersion Experience or	View-GCST 1490	n/a	4
GCST 2010	DEI Internship	View-GCST 2010	n/a	4
Total Credits Required			10	

Program Overview

2024-2025

The Diversity, Equity, and Inclusion Certificate is designed for participants to increase their knowledge and skills necessary to apply strategies for enhancing diversity, equity, and inclusion in their professional practices and personal lives. The curriculum of the Diversity, Equity, and Inclusion Certificate addresses foundational concepts such as social determinants of health, strategies for recognizing unconscious bias, cultural competency, intersectionality, and gender equality. Upon completion of all the classes, learners should be able to apply strategies to counteract racism within their environment, create an affirming environment, recruit and retain a diverse and inclusive team, as well as implement a diversity, equity, and inclusion strategic plan.

Program Outcomes

1. Learners will be able provide an overview of core concepts related to Diversity Equity & Inclusion.
 2. Learners will be able to give a brief history and Philosophical underpinnings of Diversity Equity & Inclusion.
 3. Learners will be able to explore Diversity Equity & Inclusion from a global context and provide insights for insuring DEI is relevant in different cultures and regions.
 4. Learners will have the opportunity to engage in their own DEI self- Exploration.
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Economics Transfer Pathway AA

The Economics Transfer Pathway AA degree offers an excellent foundation and development of necessary critical thinking skills. Economics is the study of choices, so the transfer pathway prepares students for in-depth analysis to come in the future.

Economics Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ECON 1060	Principles of Macroeconomics	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3
College Algebra (or Higher)				
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150	College Algebra	View-MATH 1150	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
Communications - Choose 1 course				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1550	Video Game Entertainment or	View-COMM 1550	n/a	3
COMM 1610	Introduction to Mass Communication or	View-COMM 1610	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1810	Introduction to Health Communication or	View-COMM 1810	n/a	3
COMM 1910	Argumentation and Public Advocacy or	View-COMM 1910	n/a	3
ART 1550				

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Recommended courses to take as needed to reach 60 credits				
ACCT 2111	Financial Accounting or	View-ACCT 2111	n/a	4
ACCT 2112	Managerial Accounting or	View-ACCT 2112	n/a	4
MATH 1170	Pre-Calculus or	View-MATH 1170	n/a	4
MATH 1221	Calculus I or	View-MATH 1221	n/a	5
MATH 1222	Calculus II or	View-MATH 1222	n/a	5
MATH 2220	Calculus III or	View-MATH 2220	n/a	5
MATH 2300	Linear Algebra	View-MATH 2300	n/a	4

MnTC Electives

Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course
Humanities Fine Arts - 3 courses, 9 credits, from at least 2 different disciplines
History the Social/Behavioral Sciences, 1 course, 3 credits outside of ECON 1060 ECON 1070
Human Diversity - 1 course
Ethical Civic Responsibility - 1 course
People the Environment - 1 course

Health Requirement

Complete 2 credits from Health Exercise Science
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Total Credits

Additional courses, if necessary, to reach 40 MnTC credits 60 credits total

NHCC Residency and GPA

15 credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

The Associate of Arts with an emphasis in economics offers an excellent foundation and development of necessary critical thinking skills. Economics is the study of choices so these first two years will prepare students for in-depth analysis to come in the future. Students have two options within our program: business economics or graduate school preparation. Students will be prepared to continue their economic studies with a junior-level standing at a four-year university.

The Economics Transfer Pathway AA offers students a powerful option: the opportunity to complete an AA degree with course credits that directly transfer to designated Economics bachelor degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Economics Transfer Pathway AA Program Roadmap Full Time](#)
 - [Economics Transfer Pathway AA Program Roadmap Part Time](#)
-

Career Opportunities

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Elementary Education Foundations Transfer Pathway AS

The Elementary Education Foundations Transfer Pathway AS degree is a transfer-oriented program that provides a core of education courses and experiences, and prepares students to transfer into a four-year teacher education program.

Education Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
EDUC 1200	Introduction to Education	View-EDUC 1200	n/a	4
EDUC 1280	Multicultural Education and	View-EDUC 1280	n/a	3
EDUC 1300	Technology in Education and	View-EDUC 1300	n/a	3
EDUC 1350	Foundations in Teaching Literacy and	View-EDUC 1350	n/a	3
EDUC 1400	Introduction to Special Education	View-EDUC 1400	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
BIOL 1000	Life Science or	View-BIOL 1000	n/a	4
BIOL 1001	Biology I and	View-BIOL 1001	n/a	4
Physical Science (3 credits)				
PHYS 1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1070(3), PHYS1120(4), PHYS1140(3), PHYS1231(4), PHYS1232(3), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5) and				
PSYC 1210	Child Development and	View-PSYC 1210	n/a	3
GCST 1040	American Indian Culture - Indigenous Peoples of Minnesota and	View-GCST 1040	n/a	3
HLTH 1060	Drugs and Health and	View-HLTH 1060	n/a	3
HIST 1200	History of United States Through 1877 and	View-HIST 1200	n/a	3
MATH 1031	Math for Elementary Education I and	View-MATH 1031	n/a	3
MATH 1032	Math for Elementary Education II and	View-MATH 1032	n/a	3
Mathematical/Logical Reasoning (3 credits)				

Course Code	Title	Course Outlines	Goal Areas	Credits
MATH 1010(3), MATH1080(3), MATH1090(4), MATH1130(3), MATH1140(3), MATH1120(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), PHIL1050(3) and				
MUSC 1200	Fundamentals of Music and	View-MUSC 1200	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
The Humanities Fine Arts (Goal Area 6 - 1 credit)				
ARBC 1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), COMM1550(3), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2400(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1120(3), PHIL1220(3), PHIL1230(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1) and				
Diverse Literature (Choose 1 course)				
ENGL 2250	Japanese Literature or	View-ENGL 2250	n/a	3
ENGL 2330	Hmong American Literature or	View-ENGL 2330	n/a	3
ENGL 2350	Women and Literature or	View-ENGL 2350	n/a	3
ENGL 2360	Global Literary Perspectives or	View-ENGL 2360	n/a	3
ENGL 2370	African American Literature or	View-ENGL 2370	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2380	American Indian Literature or	View-ENGL 2380	n/a	3
ENGL 2390	Work in American Literature or	View-ENGL 2390	n/a	3
ENGL 2410	US Latinx and Latin American Literature	View-ENGL 2410	n/a	3
Total Credits Required			60	

Program Overview

2024-2025

The Elementary Education Foundations Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete the Associate of Science degree with course credits that directly transfer to designated Elementary Education degree bachelor's degree programs at Minnesota State Universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Program Outcomes

North Hennepin Community College's future educators will:

1. Engage in activities and actions that develop teacher identity and criticality.

2. Understand systemic racism by examining structural policies historically practiced in our housing, economic, employment, and education institutions.
 3. Critically examine teacher beliefs and instructional practices to provide equitable curricula.
 4. Critically examine teacher beliefs and instructional practices regarding student achievement.
 5. Critically examine teacher beliefs and instructional practices regarding assessment practices.
 6. Access resources to aid instructional design in equitable curriculum and pedagogy.
 7. Engage in a variety of cultural and professional experiences to challenge current teacher beliefs and instructional practices.
 8. Present an ongoing professional development plan to address white supremacy characteristics and challenge teacher beliefs and instructional practices.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Elementary Education Foundations Transfer Pathway AS Program Roadmap Full Time**](#)
 - [**Elementary Education Foundations Transfer Pathway AS Program Roadmap Part Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 bachelors degree at a college or university with whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.

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

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

English Language for Academic Purposes Certificate

The EAP Program is for anyone who wants to strengthen their academic English language skills. Our Program offers college English language courses to help you prepare for your major and career. When you complete your EAP classes, you may choose to apply for the EAP Certificate that shows your high level of English ability.

English Language for Academic Purposes Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
EAP 1230	College Reading and Studying Skills	View-EAP 1230	n/a	4
EAP 1260	College Writing Skills Development	View-EAP 1260	n/a	4
EAP 1280	Listening and Speaking for College Success	View-EAP 1280	n/a	4
1 course from ENGL1200, ENGL1201				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 6 credits with a grade of C higher				
BIOL 1230	Medical Terminology I - Basics or	View-BIOL 1230	n/a	1
BUS 1100	Introduction to Business or	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills or	View-BUS 1110	n/a	3
BUS 1210 or				
BUS 1700 or				
CIS 1000	Computer and Keyboarding Essentials or	View-CIS 1000	n/a	3
CIS 1101	Business Computer Systems I or	View-CIS 1101	n/a	3
CIS 1200	Word Processing or	View-CIS 1200	n/a	3
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1310	Intercultural Communication or	View-COMM 1310	n/a	3
COMM 1610	Introduction to Mass Communication or	View-COMM 1610	n/a	3
CRD 1000	Career Exploration and Planning or	View-CRD 1000	n/a	3
CRD 1010	Job Searching Strategies or	View-CRD 1010	n/a	1
CSCI 1000	Computer Basics or	View-CSCI 1000	n/a	3
CSCI 1020	Beginning Web Page Programming or	View-CSCI 1020	n/a	1
EAP 1060 or				

Course Code	Title	Course Outlines	Goal Areas	Credits
EAP 1080	English Pronunciation or	View-EAP 1080	n/a	2
ENGL 1140	Professional Writing or	View-ENGL 1140	n/a	3
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop or	View-ENGL 1203	n/a	2
ENGL 1940	Technical Writing or	View-ENGL 1940	n/a	3
ENGL 2320	Writing: From Structure to Style or	View-ENGL 2320	n/a	3
GEOG 1000				

NHCC Residency and GPA

7 Credits must be earned at NHCC

Total Credits Required

22

Program Overview

2024-2025

This certificate recognizes that a student in the EAP (English Language for Academic Purposes) program has demonstrated a high level of proficiency in academic English language and literacy skills to support student academic and career success. Students also gain skills for education and employment through the completion of elective courses which support continued development of written, verbal, and technology communication, advancement of international perspectives, and career exploration.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Compare diverse global perspectives.

Intellectual and Practical Skills:

- Demonstrate advanced proficiency in academic English.
- Develop critical thinking for college and career goals.
- Employ academic skills and active learning strategies.
- Select learning practices according to learning needs.

Personal and Social Responsibility:

- Analyze the effects of one's personal beliefs and experiences on learning.
 - Investigate ways to participate on campus and in the community.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [English Language For Academic Purposes Certificate Program Roadmap Full Time](#)
 - [English Language For Academic Purposes Certificate Program Roadmap Part Time](#)
-

Career Opportunities

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www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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1-800-621-7440

English Transfer Pathway AA

The English Transfer Pathway AA offers students a powerful option: The opportunity to complete an AA degree with course credits that directly transfer to designated English bachelor's degree programs at Minnesota State universities.

English Transfer Pathway Curriculum

Curriculum

An Introduction to Literary Studies

Course Code	Title	Course Outlines	Goal Areas	Credits
Choose one course				
ENGL 2150	Introduction to Literary Studies or	View-ENGL 2150	n/a	3
ENGL 2540	Introduction to Literary Studies: Reading Poetry or	View-ENGL 2540	n/a	3
ENGL 2570	Introduction to Literary Studies: Reading Plays or	View-ENGL 2570	n/a	3
ENGL 2590	Introduction to Literary Studies: American Short Story	View-ENGL 2590	n/a	3

Literature Survey

Course Code	Title	Course Outlines	Goal Areas	Credits
Choose one course				
ENGL 2270	Modern American Literature or	View-ENGL 2270	n/a	3
ENGL 2450	Survey of American Literature I or	View-ENGL 2450	n/a	3
ENGL 2460	Survey of American Literature II or	View-ENGL 2460	n/a	3
ENGL 2550	Survey of British Literature I or	View-ENGL 2550	n/a	3
ENGL 2560	Survey of British Literature II or	View-ENGL 2560	n/a	3
ENGL 2580	Shakespeare's Plays	View-ENGL 2580	n/a	3

Diverse Literature

Course Code	Title	Course Outlines	Goal Areas	Credits
Chose one course				
ENGL 2250	Japanese Literature or	View-ENGL 2250	n/a	3
ENGL 2330	Hmong American Literature or	View-ENGL 2330	n/a	3
ENGL 2350	Women and Literature or	View-ENGL 2350	n/a	3
ENGL 2360	Global Literary Perspectives or	View-ENGL 2360	n/a	3
ENGL 2370	African American Literature or	View-ENGL 2370	n/a	3
ENGL 2380	American Indian Literature or	View-ENGL 2380	n/a	3
ENGL 2390	Work in American Literature or	View-ENGL 2390	n/a	3
ENGL 2410	US Latinx and Latin American Literature	View-ENGL 2410	n/a	3

Writing for a Specific Purpose

Course Code	Title	Course Outlines	Goal Areas	Credits
Choose one course				
ENGL 1140	Professional Writing or	View-ENGL 1140	n/a	3
ENGL 1800	Introduction to Journalism or	View-ENGL 1800	n/a	3
ENGL 1900	Introduction to Creative Writing or	View-ENGL 1900	n/a	3
ENGL 1940	Technical Writing or	View-ENGL 1940	n/a	3
ENGL 2010	Writing Creative Non-Fiction and Memoir or	View-ENGL 2010	n/a	3
ENGL 2020	Writing Stories or	View-ENGL 2020	n/a	3
ENGL 2030	Writing Poetry or	View-ENGL 2030	n/a	3
ENGL 2320	Writing: From Structure to Style or	View-ENGL 2320	n/a	3
ENGL 2500	Playwriting	View-ENGL 2500	n/a	3

General Education

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I or	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication	View-COMM 1210	n/a	3
Health Electives - 2 credits or				
Exercise Science Electives - 2 credits and				
Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course and				
Mathematics/Logical Reasoning (Goal Area 4) - 3 credits and				
Social Behavioral Sciences (Goal Area 5) - 3 courses, 9 credits, at least one course from Behavioral Sciences one course from Social Sciences and				
Goal Areas 7, 8, 9, 10 - Courses can 'double dip' also count in Goal Areas 1-6 outside of ENG courses. Credits only count once (choose from the following courses)				

Course Code	Title	Course Outlines	Goal Areas	Credits
<p>MnTC Goal Areas 7, 8, 9 10 - 3 credits: ANTH1010(3), ANTH1020(3), ANTH1130(3), ANTH1140(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1040(3), ART1601(3), ART1602(3), ART2180(3), ART2190(3), ART2300(2), ASL1101(4), ASL1102(4), ASL1300(3), ASL2201(4), ASL2202(4), BIOL1030(4), BIOL1160(4), BIOL1200(4), BIOL1600(1), BIOL1610(1), CHEM1000(4), CHEM1010(4), COMM1110(3), COMM1310(3), COMM1510(3), COMM1610(3), COMM1710(3), COMM1810(3), COMM2610(3), ECON1050(3), ECON1060(3), ENGL1450(3), ENGL2300(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1040(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1501(3), GCST1502(3), GCST1503(3), GCST1504(3), GCST1505(3), GCST1700(3), GCST1964(4), GCST1978(3), GCST2410(3), GCST2550(3), GEOG1000(2), GEOG1010(3), GEOG1040(3), GEOG1100(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1120(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), GERM1030(3), GWS1501(3), GWS1502(3), GWS1503(3), GWS1504(3), GWS1505(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST2500(3), HIST2600(3), HIST2700(3), HUM1210(3), INTD1030(3), INTD1040(3), INTD1210(3), INTD1211(3), INTD1212(3), MUSC1220(3), MUSC1300(3), MUSC2170(3), MUSC2180(3), NSCI1110(4), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1110(3), PHIL1120(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), PHIL1230(3), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), PSYC1165(3), PSYC1170(3), PSYC2110(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1130(3), SOC2110(3), SOC2210(3), SOC2410(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), TFT1210(3), TFT1260(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1710(3)</p>				
Program Electives (8 credits from the following highly recommended courses):				
ENGL 1250	Magazine Workshop or	View-ENGL 1250	n/a	2
ENGL 1950	Graphic Novels or	View-ENGL 1950	n/a	3
ENGL 1990	English Special Topics or	View-ENGL 1990	n/a	1-4
ENGL 2300	Children's Literature or	View-ENGL 2300	n/a	3
ENGL 2340	Nature in Literature or	View-ENGL 2340	n/a	3
ENGL 2400	Utopian/Dystopian Literature or	View-ENGL 2400	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2900	Fantasy Literature or	View-ENGL 2900	n/a	3
ENGL 2950	Mystery and Detective Fiction	View-ENGL 2950	n/a	3

Additional Electives to Total 60 credits:

Additional Electives: ALL MNTC Courses, Goal Areas 1-10: AMST1010(3), AMST1020(3), AMST2210(3), AMST2220(3), ANTH1010(3), ANTH1020(3), ANTH1130(3), ANTH1140(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1010(3), ART1020(3), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), ASL1101(4), ASL1102(4), ASL1300(3), ASL2201(4), ASL2202(4), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1600(1), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), COMM1010(3), COMM1110(3), COMM1210(3), COMM1310(3), COMM1410(3), COMM1510(3), COMM1550(3), COMM1610(3), COMM1710(3), COMM1810(3), COMM1910(3), COMM2610(3), ECON1050(3), ECON1060(3), ECON1070(3), ENGL1111(3), ENGL1112(3), ENGL1150(3), ENGL1200(4), ENGL1201(4), ENGL1202(2), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1040(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1501(3), GCST1502, GCST1503(3), GCST1504(3), GCST1501(3), GCST1700(3), GCST1978(3), GCST1964(4), GCST2250(3), GCST2510(3), GEOG1000(2), GEOG1010(3), GEOG1040(3), GEOG1100(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), GERM1030(3), GWS1501(3), GWS1502(3), GWS1503(3), GWS1504(3), GWS1505(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST1800(3), HIST1900(1), HIST2500(3), HIST2600(3), HIST2700(3), HUM1210(3), INTD1030(3), INTD1040(3), INTD1210(3), INTD1211(3), INTD1212(3), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1120(3), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1050(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1110(3), PHIL1120(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), PHIL1230(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1231(4), PHYS1232(4),

PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), POLS2130(3), PSYC1110(3), PSYC1150(3), PSYC1160(4), PSYC1165(3), PSYC1170(3), PSYC1210(3), PSYC1220(3), PSYC1250(4), PSYC2110(3), PSYC2320(3), PSYC2330(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1130(3), SOC1710(3), SOC1750(3), SOC2110(3), SOC2200(3), SOC2210(3), SOC2410(3), SOC2730(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), SOC2750(3), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT1710(3), TFT2010(3), TFT2500(3), TFT2950(1), WOST0101(4), WOST0999(3), WOST1110(3)

Total Credits Required

60

Program Overview

2024-2025

The English Transfer Pathway AA offers students a powerful option: The opportunity to complete an AA degree with course credits that directly transfer to designated English bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree program in a related field.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- broad knowledge of literary periods, ancient to present, including knowledge of chronology, place, and significance of the literature in those periods

- broad knowledge of literary genres, literary criticism, and methods of interpretation.

Intellectual and practical skills, including:

- ability to evaluate primary and secondary source material
- ability to develop a critique of literature based on primary and secondary source material
- ability to communicate using personal response enlarged and checked by textual support that connects literary works to the world
- ability to discern intent through syntax, semantics, and context

Personal and social responsibility, including:

- ability to identify and evaluate narrative bias and perspective in written and audio-visual materials, including digital, internet, and broadcast media
- insight into literature's distinctive treatment of historical events with attention to biographical and contextual sources

Integrative learning, including:

- ability to critically analyze, interpret, and synthesize various types of literary genres and literary criticism
- ability to understand of the role of literature as response to current events, conflicts, and problems, and its richness as a source of possible solutions

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [English Transfer Pathway Program Roadmap Full Time](#)
 - [English Transfer Pathway Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

North Hennepin Community College is accredited by the: Higher Learning Commission of the North Central Association of Colleges and Schools 30 N. LaSalle Street, Suite 2400 Chicago, IL 60602-2504 1-800-621-7440

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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Entrepreneurship AAS

The Entrepreneurship AAS is designed for students interested in managing or buying a small business or franchise, and for students interested in starting a new business.

Entrepreneurship Curriculum

Curriculum

Program Courses - Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills	View-BUS 1110	n/a	3
BUS 1220	Effective Supervision	View-BUS 1220	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3

Program Courses - Entrepreneurship Specialty

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2112	Managerial Accounting	View-ACCT 2112	n/a	4
BUS 1300	Legal Environment of Business	View-BUS 1300	n/a	3
BUS 1410	Introduction to Business Finance	View-BUS 1410	n/a	3
BUS 2610	Consumer Behavior	View-BUS 2610	n/a	3
BUS 1810	Entrepreneurship	View-BUS 1810	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ECON 1060	Principles of Macroeconomics	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2

MnTC Electives

MnTC Electives from at least 2 of the following MnTC Goal Areas- 2, 3, 4, 6, 7, 9,/or 10

(The MnTC Electives selected must total a minimum of 6 credits.)

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
Notes Class Recommendations Math 1130 Elementary Statistics (Goal Area 4) Math 1150 College Algebra or Math 1140 Finite Math (Goal Area 4) Lab Science (Goal Area 3)	

Program Overview

2024-2025

The Entrepreneurship program is designed for students interested in managing or buying a small business or franchise, and for students interested in starting a new business. The courses from this program are delivered in the classroom and/or online.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world and apply to daily business practice.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.
- Use quantitative analysis of financial information and accounting concepts to interpret information.

- Apply legal principles to problems commonly experienced in the business world.
- Apply legal principles to problems commonly experienced in the business world.
- Describe the basic concepts of finance as it relates to business and quantitatively apply knowledge gained to assess financial risks of both individual and business decisions.
- Prepare quantitative and qualitative market research within the scope of consumer behavior.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Production of a business model and business plan.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Entrepreneurship AAS Program Roadmap Full Time](#)
- [Entrepreneurship AAS Program Roadmap Part Time](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 60 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information

North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

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Entrepreneurship Certificate

The Entrepreneurship Certificate is for students exploring managing and/or owning their own business. Students learn the basics of building a strong business.

Entrepreneurship Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2112	Managerial Accounting	View-ACCT 2112	n/a	4
BUS 1810	Entrepreneurship	View-BUS 1810	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required	14
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Program Overview

2024-2025

This certificate is for students exploring management and/or owning their own business. Students will learn the basics of building a strong business. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

Program Outcomes

Intellectual and Practical Skills, including:

- Use quantitative analysis of financial information and accounting concepts to interpret information.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
 - Illustrate the marketing concept through the completion of a comprehensive marketing plan.
 - Production of a business model and business plan.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Entrepreneurship Certificate Program Roadmap Full Time](#)
 - [Entrepreneurship Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Ethnic Studies Emphasis AA

Students in the Ethnic Studies Emphasis AA degree gain an understanding of the relationships of power, sexuality, race, class, nationality, religion and age as they intersect with gender.

Ethnic Studies Emphasis Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 1301	Introduction to Ethnic Studies	View-GCST 1301	n/a	3
GCST 2000	Theories of Race and Ethnicity	View-GCST 2000	n/a	3
HIST 1270	Race in America	View-HIST 1270	n/a	3

Program Electives - 12 credits

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 1030	Introduction to Japanese Culture	View-GCST 1030	n/a	3
GCST 1040	American Indian Culture - Indigenous Peoples of Minnesota	View-GCST 1040	n/a	3
GCST 1211	The History, Philosophy, and Practice of Traditional Aikido I	View-GCST 1211	n/a	3
GCST 1212	The History, Philosophy and Practice of Traditional Aikido II	View-GCST 1212	n/a	3
GCST 1213	The History, Philosophy, and Practice of Traditional Aikido III	View-GCST 1213	n/a	3
GCST 1220	Practical Applications of Traditional Aikido	View-GCST 1220	n/a	2
GCST 1320	Community Organizing I	View-GCST 1320	n/a	3
GCST 1350	Immigration and Society	View-GCST 1350	n/a	3
GCST 1380	Personal Story Telling	View-GCST 1380	n/a	2
GCST 1490	Dave Larsen American Indian Immersion Experience	View-GCST 1490	n/a	4
GCST 1502				
GCST 1503				
GCST 1505				
GCST 1507				
GCST 1700	Foundations of Racial Justice	View-GCST 1700	n/a	3
GCST 1964	African American Civil Rights Immersion Experience	View-GCST 1964	n/a	4
GCST 1970	Environmental Justice and Nature Immersion Experience	View-GCST 1970	n/a	4

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 1978	American Indian Cultural Expression	View-GCST 1978	n/a	3
GCST 2250	Japanese Literature	View-GCST 2250	n/a	3
GCST 2320	Leadership through Social Change	View-GCST 2320	n/a	3
GCST 2410	US Latinx and Latin American Literature	View-GCST 2410	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
MATH 1130	Elementary Statistics and	View-MATH 1130	n/a	3
PHIL 1010	Introduction to Philosophy	View-PHIL 1010	n/a	3

MnTC Electives

Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course: ANTH1020(3), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), GEOG1010(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1231(4), PHYS1232(4), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5)

History the Social Behavioral Sciences (Goal Area 5) - 6 credits: ANTH1010(3), ANTH1130(3), ANTH1140(3), ECON1050(3), ECON1060(3), ECON1070(3), GCST1501(3), GCST1504(3), GCST1505(3), GCST1964(4), GWS1501(3), GWS1504(3), GWS1505(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST1800(3), HIST1900(1), HIST2500(3), HIST2600(3), HIST2700(3), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), POLS2130(3), PSYC1110(3), PSYC1150(3), PSYC1160(4), PSYC1165(3), PSYC1170(3), PSYC1210(3), PSYC1220(3), PSYC1250(4), PSYC2110(3), PSYC2320(3), PSYC2330(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1710(3), SOC1750(3), SOC2110(3), SOC2200(3), SOC2210(3), SOC2410(3), SOC2730(3), SOC2750(3)

The Humanities Fine Arts- 6 credits: ARBC1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), COMM1550(3), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2400(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1120(3), PHIL1220(3), PHIL1230(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1)

People the Environment (Goal Area 10) - 3 credits: ANTH1020(3), ANTH1130(3), BIOL1030(4), BIOL1160(4), BIOL1200(4), BIOL1600(1), BIOL1610(1), CHEM1000(4), CHEM1010(4), ENGL2340(3), GCST1030(3), GCST1040(3), GEOG1010(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1120(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), INTD1030(3), INTD1040(3), NSCI1110(4), PHIL1200(3), PHIL1230(3), PSYC1220(3)

Health and Exercise Science - 2 credits

[Complete 2 credits from Health Exercise Science](#)

Total Credits Required

60

Program Overview

2024-2025

This AA degree will provide students with the foundations and theories of ethnic studies. Students will engage in an interdisciplinary study of race and ethnicity.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Ethnic Studies Emphasis AA Program Roadmap Full Time](#)
 - [Ethnic Studies Emphasis AA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

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

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Exercise Science Transfer Pathway AS

Students in the Exercise Science Transfer Pathway Associate of Science degree examine how exercise prescription and physical activity habits optimize physical performance and mental health of all people. This degree prepares students to transfer, and choose from a broad range of careers, such as clinical testing, personal training and performance enhancement, sports management, physical therapy, strength and conditioning, athletic training, cardiac rehabilitation, and many more.

Exercise Science Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BIOL 2111	Human Anatomy and Physiology I	View-BIOL 2111	n/a	4
BIOL 2112	Human Anatomy and Physiology II	View-BIOL 2112	n/a	4
EXSC 1050	Weight Training	View-EXSC 1050	n/a	1
EXSC 1500	Foundations of Exercise Science	View-EXSC 1500	n/a	3
EXSC 1900	Worldwide Fitness and Wellness Trends	View-EXSC 1900	n/a	1
EXSC 2010	Essentials of Exercise Science	View-EXSC 2010	n/a	3
EXSC 2110	Advanced Fitness Assessment & Exercise Prescription	View-EXSC 2110	n/a	3
EXSC 1060	Advanced Weight Training	View-EXSC 1060	n/a	2
EXSC 2490	Kinesiology	View-EXSC 2490	n/a	4
HLTH 1070	Nutrition	View-HLTH 1070	n/a	3
1 course from HLTH1250, EXSC1250				
EXSC 1250	Wellness for Life or	View-EXSC 1250	n/a	3
HLTH 1250	Wellness for Life	View-HLTH 1250	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I II				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
Biology I Principles of Biology				
BIOL 1001	Biology I or	View-BIOL 1001	n/a	4
BIOL 1101	Principles of Biology I	View-BIOL 1101	n/a	4
Intro to Chemistry Principles of Chemistry				
CHEM 1010	Introduction to Chemistry or	View-CHEM 1010	n/a	4
CHEM 1061	Principles of Chemistry I	View-CHEM 1061	n/a	4
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3
History the Social Behavioral Sciences - Complete 3 credits				

Electives

Additional courses, if needed, to reach 30 MnTC credits, 60 total credits

Total Credits Required	60
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Program Overview

2024-2025

This program will examine the effects of exercise and physical activity on people in order to optimize their physical and mental health. Students will focus on the anatomy, physiology, biochemistry, biophysics of human movement, and applications to exercise and therapeutic rehabilitation.

This degree will prepare students for a plethora of career options, including clinical testing, personal training, sports management, physical therapy, strength and conditioning, athletic training, and cardiac rehabilitation among many others. In partnership with Southwest Minnesota State University, students can earn a bachelor's degree in Exercise Science on NHCC's campus.

The Associate of Science in Exercise Science Transfer Pathway will examine the effects of exercise and physical activity on people in order to optimize their physical and mental health. This program focuses on the anatomy, physiology, biochemistry and biophysics of human movement, and application to exercise and therapeutic rehabilitation. This degree can prepare students to transfer and choose from a broad range of careers such as clinical testing, personal training and performance enhancement, sports management, physical therapy, strength and conditioning, athletic training, cardiac rehabilitation and many more.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World.

Apply principles, skills, and methods related to biomechanics, exercise physiology, health promotion, exercise prescription and sport psychology.

and sport psychology.

Intellectual and Practical Skills, Including: Apply the clinical and epidemiological evidence linking physical activity and exercise to mental and physical health. Apply the scientific method to solve problems related to physical activity and health. Utilize oral and written communication that meets appropriate professional and scientific standards in the field of Kinesiology/Exercise Science. Evaluate the effectiveness of human movement using mechanical principles. Associate the organic, skeletal, and neuromuscular structures of the human body to psychological factors associated with diverse physical activities. Work effectively in teams by valuing collaboration, providing service to others, and developing relational techniques for lifelong learning and problem solving.

Personal and Social Responsibility and Engagement, Including Apply Exercise Science related skills to real-world problems through empirical research, internships, field experience, and/or service learning. Demonstrate leadership and social responsibility to improve quality of life for others and ensure equitable access for diverse groups by creating appropriate environments to initiate and maintain a physically active, healthy lifestyle. Model behavior consistent with that of a Kinesiology professional, including 1) advocacy for a healthy, active lifestyle, 2) adherence to professional ethics, 3) service to others, 4) shared responsibility and successful collaboration with peers, and 5) pursuit of learning beyond NHCC. Safely Develop an individualized exercise prescription based on scientific principles and appropriate evaluation techniques designed to reduce the risk of chronic disease and avoid injuries.

Integrative and Applied Learning, Including Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community. Assimilate, analyze, synthesize and integrate concepts related to the exercise science field. Students will also be able to sit for professional certifications related to personal training, including but not limited to those offered by the National Academy of Sports Medicine, the American Council on Exercise, and select others.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Exercise Science Transfer Pathway AS Program Roadmap Full Time](#)
 - [Exercise Science Transfer Pathway AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Finance and Investments Certificate

The Finance and Investments Certificate covers the basic functions of finance: business finance, financial planning and investments for professional development and/or career exploration.

Finance and Investments Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BUS 1400	Business Mathematics	View-BUS 1400	n/a	3
BUS 1410	Introduction to Business Finance	View-BUS 1410	n/a	3
BUS 1430	Financial Statement Analysis	View-BUS 1430	n/a	2
BUS 1440	Personal Financial Planning	View-BUS 1440	n/a	3
BUS 1450	Investments	View-BUS 1450	n/a	3

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required

14

Program Overview

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. The courses from this program are delivered in the classroom and/or online. The certificate qualifies for the Workforce Investment Act.

Program Outcomes

Intellectual and Practical Skills, focused by:

- Solve application problems involving basic business calculations such as percent's, interests, time value of money among others.
- Describe the basic concepts of finance as it relates to business and quantitatively apply knowledge gained to assess financial risks of both individual and business decisions.
- Describe the basic concepts of finance as it relates to business and quantitatively apply knowledge gained to assess financial risks of both individual and business decisions.
- Identify financial opportunities and examine the viability or feasibility of a new business concept through analyzing financial cases and applying central financial concepts.
- Interpret, compare, and critique a company's financial statements.

Integrative and Applied Learning, including:

- Demonstrate the ability to utilize criteria for segmenting and evaluating alternative investments by conducting quantitative and qualitative primary investment research.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Finance Investment Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Finance Management AAS

The Finance Management AAS degree program provides a background for entry-level positions in financial occupations.

Finance Management Curriculum

Curriculum

Program Courses - Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills	View-BUS 1110	n/a	3
BUS 1220	Effective Supervision	View-BUS 1220	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3

Program Courses - Finance Specialty

Course Code	Title	Course Outlines	Goal Areas	Credits
BUS 1400	Business Mathematics	View-BUS 1400	n/a	3
BUS 1410	Introduction to Business Finance	View-BUS 1410	n/a	3
BUS 1430	Financial Statement Analysis	View-BUS 1430	n/a	2
BUS 1440	Personal Financial Planning	View-BUS 1440	n/a	3
BUS 1450	Investments	View-BUS 1450	n/a	3
BUS 1810	Entrepreneurship	View-BUS 1810	n/a	4
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ECON 1060	Principles of Macroeconomics	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2

MnTC Electives

MnTC Electives from at least 2 of the following MnTC Goal Areas- 2, 3, 4, 6, 7, 9,/or 10
(The MnTC Electives selected must total a minimum of 5 credits.)

NHCC Residency and GPA

15 Credits must be earned at NHCC	
Total Credits Required	60

Program Overview

2024-2025

The Finance Management program provides a background for entry positions in financial occupations. It includes courses in business and personal finance, credit and collections, and investments as well as general business and management courses. The courses from this program are delivered in the classroom and/or online.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world and apply to daily business practice.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks including the use of spreadsheet tools and formulas.
- Use quantitative analysis of financial information and accounting concepts to interpret information.
- Solve application problems involving basic business calculations such as percent's, interests, time value of money among others.
- Describe the basic concepts of finance as it relates to business and quantitatively apply knowledge gained to assess financial risks of both individual and business decisions.

- Identify financial opportunities and examine the viability or feasibility of a new business concept through analyzing financial cases and applying central financial concepts.
- Interpret, compare, and critique a company's financial statements.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Demonstrate the ability to utilize criteria for segmenting and evaluating alternative investments by conducting quantitative and qualitative primary investment research.
- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Production of a comprehensive sales plan that reflects specific sales concepts and tactics.
- Production of a business model and business plan.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Finance Management AAS Program Roadmap Full Time](#)
- [Finance Management AAS Program Roadmap Part Time](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 6071 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Game Programming Certificate

The Game Programming Certificate provides students with an opportunity to learn how to create interactive computer games, including web-based games. The program is ideal for students who want to acquire skills needed for game design and programming.

Game Programming Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 1030	Programming for Internet	View-CSCI 1030	n/a	3
CSCI 1035	Introduction to Computer Programming with Games	View-CSCI 1035	n/a	4

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 4 credits				
CSCI 1120	Programming in C/C++ or	View-CSCI 1120	n/a	4
CSCI 1130	Introduction to Programming in Java (CS0) or	View-CSCI 1130	n/a	4
CSCI 1150	Programming in C# for .NET	View-CSCI 1150	n/a	4
Program Electives - 5 credits				
CSCI 1020	Beginning Web Page Programming or	View-CSCI 1020	n/a	1
CSCI 1025	Responsive Web Design or	View-CSCI 1025	n/a	1
CSCI 1040	Fundamentals of Structured Query Language (SQL) or	View-CSCI 1040	n/a	3
CSCI 1990	Computer Science Special Topics or	View-CSCI 1990	n/a	1-4
CSCI 2011	Programming in Python or	View-CSCI 2011	n/a	1
CSCI 2060	Web Programming in ASP.NET	View-CSCI 2060	n/a	4

NHCC Residency and GPA

5 Credits must be earned at NHCC

Total Credits Required

16

Program Overview

2024-2025

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 the programming language chosen by the instructor. The Certificate offers a choice between the three most popular programming languages: Java, C++ and C#.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, including:

- Designing appealing and functional user interfaces.

Intellectual and Practical Skills, including:

- How to plan an interactive game
 - Specifics of game design for Internet delivery
 - How to design and deploy a website
 - How to program in one of the major general computer languages
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

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1-800-621-7440

Gender and Women's Studies Emphasis AA

Students in the Gender and Women's Studies Emphasis AA program examine gender through many lenses, including history, psychology, sociology, arts and humanities.

Gender and Women's Studies Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
GWS 1501	Introduction to Gender and Women's Studies and	View-GWS 1501	n/a	3
ENGL 2350	Women and Literature and	View-ENGL 2350	n/a	3
PSYC 1170	Psychology of Gender and	View-PSYC 1170	n/a	3
BIOL 1350	Biology of Women or	View-BIOL 1350	n/a	3
BIOL 1360	Biology of Women with a Lab	View-BIOL 1360	n/a	4

Program Electives - 12 credits

Course Code	Title	Course Outlines	Goal Areas	Credits
GWS 1501	Introduction to Gender and Women's Studies or	View-GWS 1501	n/a	3
GWS 1502	Human Trafficking or	View-GWS 1502	n/a	3
GWS 1503	Analyzing Gender Identities or	View-GWS 1503	n/a	3
GWS 1505	Women and War or	View-GWS 1505	n/a	3
GWS 1507	Mass Incarceration or	View-GWS 1507	n/a	3
GWS 1509	Global Feminism or	View-GWS 1509	n/a	3
SOC 2210	Social Inequality	View-SOC 2210	n/a	3

General Education

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3

Natural Science - 3 or 4 credits

(Note - If a student takes BIO 1350, they must take a course in goal area 3 that includes a lab from a department other than biology. If a student takes BIO 1360, they must take one other course in goal area 3. That course must be from a department other than biology)

History and the Social/Behavioral Sciences - 3 credits

Social Behavioral Sciences (Goal Area 5) - 3 credits: ANTH1010(3), ANTH1130(3), ANTH1140(3), ECON1050(3), ECON1060(3), GCST1501(3), GCST1504(3), GCST1505(3), GCST1964(4), GWS,1504(3), GWS1504(3), ECON1070(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST1800(3), HIST1900(1), HIST2500(3), HIST2600(3), HIST2700(3), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), POLS2130(3), PSYC1110(3), PSYC1150(3), PSYC1160(4), PSYC1165(3), PSYC1170(3), PSYC1210(3), PSYC1220(3), PSYC1250(4), PSYC2110(3), PSYC2320(3), PSYC2330(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1710(3), SOC1750(3), SOC2110(3), SOC2200(3), SOC2210(3), SOC2410(3), SOC2730(3), SOC2750(3)

(Note – Several GWS electives include goal area 5. Students will probably satisfy this requirement with electives.)

Humanities and Fine Arts - 6 credits

The Humanities Fine Arts (Goal Area 6) - 3 credits: ARBC1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), COMM1550(3), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2400(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1120(3), PHIL1220(3), PHIL1230(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1)

Global Perspective - 3 credits

Global Perspective (Goal Area 8) - 3 credits: ANTH1010(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1040(3), ART1601(3), ART1602(3), ART1650(3), ART2180(3), ART2190(3), ART2300(2), ASL1101(4), ASL1102(4), ASL2201(4), ASL2202(4), COMM1310(3), COMM1510(3), COMM1710(3), ECON1060(3), ENGL2250(3), ENGL2360(3), ENGL2550(3), ENGL2560(3), ENGL2580(3), ENGL2590(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST2250, GEOG1040(3), GEOG1100(3), GEOG1190(3), GERM1030(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST2500(3), HUM1210(3), INTD1210(3), INTD1211(3), INTD1212(3), MUSC1220(3), MUSC1300(3), MUSC2170(3), MUSC2180(3), PHIL1010(3), PHIL1030(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1210(3), POLS1600(3), POLS1700(3), PSYC2350(3), SOC2410(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), TFT1260(3), TFT1320(3), TFT1710(3)

Ethical and Civic Responsibility - 3 credits

Ethical Civic Responsibility - 3 credits: COMM1610(3), COMM1810(3), COMM2610(3), ECON1050(3), ENGL2390(3), ENGL2950(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1502(3), GCST1503(3), GCST1504(3), GCST1505(3), GWS1502(3), GWS1503(3), GCST1964(4), GWS1504(3), GWS1505(3), HIST1230(3), HIST1700(3), HIST2600(3), HIST2700(3), INTD1210(3), INTD1211(3), INTD1212(3), PHIL1020(3), PHIL1070(3), PHIL1110(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), POLS1100(3), POLS1140(3), SOC1130(3)

(Note – Several GWS electives include goal area 9. Students will probably satisfy this requirement with electives)

People and the Environment - 3 credits

People the Environment - 3 credits: ANTH1020(3), ANTH1130(3), BIOL1030(4), BIOL1160(4), BIOL1200(4), BIOL1600(1), BIOL1610(1), CHEM1000(4), CHEM1010(4), EEVS1140(4), EEVS1150(4), EEVS1160(4), EEVS1170(2), EEVS1180(2), EEVS1190(2), EEVS1200(3), EEVS1201(1), EEVS1210(2), EEVS2000(3), ENGL2340(3), GCST1030(3), GCST1040(3), GCST2320(3), GEOG1010(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1120(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), INTD1030(3), INTD1040(3), NSCI1000(4), NSCI1110(4), NSCI1120(4), NSCI1140(4), NSCI1170(2), NSCI1180(2), NSCI1190(2), NSCI1200(3), NSCI1201(1), NSCI1210(2), PHIL1200(3), PHIL1230(3), PSYC1220(3)

Health or Exercise Science - 2 credits

HEALTH AND EXERCISE SCIENCE - 2 CREDITS

Additional Electives, if necessary, for a total of 60 credits:

Additional courses, if necessary, to reach 60 credits total

NHCC Residency and GPA

15 Credits must be earned at NHCC: 2.00 Overall GPA for NHCC Courses

Total Credits Required

60

Program Overview

2024-2025

In this program students will examine gender through many lenses, including history, psychology, sociology, arts and humanities. They will also gain an understanding of the relationships of power, sexuality, race, class, nationality, religion and age as they intersect with gender. Students will become familiar with the cultural aspects of gender inequality and oppression.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Gender and Women's Studies AA Full Time**](#)
 - [**Gender and Women's Studies AA Part Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

[**www.minnstate.edu/careerexploration**](http://www.minnstate.edu/careerexploration) and [**www.bls.gov**](http://www.bls.gov)

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

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

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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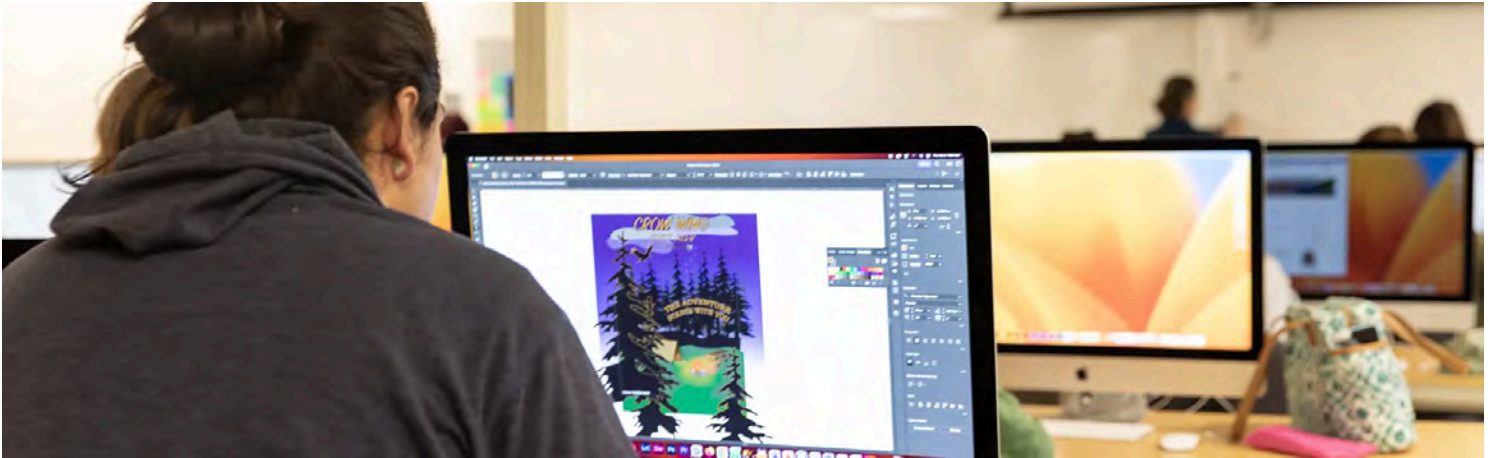
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Graphic Design AS

If you love to create, the Graphic Design AS degree is a great opportunity to turn your passion into a career. Students begin the program with a solid foundation in fine arts, including drawing, painting, color theory, and photography to begin thinking like designers, then transition to courses utilizing the latest digital tools and software to create advanced concepts and projects. Small class sizes and instruction from accomplished faculty artists and designers prepare students for a career in graphic design in a variety of settings.

Graphic Design Curriculum

Curriculum

Program Courses: Fine Arts

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1040	Art Appreciation	View-ART 1040	n/a	3
ART 1301	Two Dimensional Design I	View-ART 1301	n/a	3
ART 1310	Three Dimensional Design	View-ART 1310	n/a	3
ART 1340	Fundamentals of Color	View-ART 1340	n/a	3
ART 1401	Drawing I	View-ART 1401	n/a	3
ART 2611	Painting I	View-ART 2611	n/a	3
ART 1101 ART1160 - 1 course				
ART 1101	Photography I or	View-ART 1101	n/a	3
ART 1160	Digital Photography	View-ART 1160	n/a	3

Program Courses: Graphic Design

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 2540	Illustration	View-ART 2540	n/a	3
ART 2550	Typography	View-ART 2550	n/a	3
ART 2561	Web Design I	View-ART 2561	n/a	3
ART 2562	Web Design II	View-ART 2562	n/a	3
ART 2601	Advanced Graphic Design I	View-ART 2601	n/a	3
ART 2602	Advanced Graphic Design II	View-ART 2602	n/a	3
ART 2810	Publication Design	View-ART 2810	n/a	2
ART 2901	Graphic Design Tools I	View-ART 2901	n/a	3
ART 2902	Graphic Design Tools II	View-ART 2902	n/a	3

General Education Course

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4

MnTC Electives

History the Social Behavioral Sciences (Goal Area 5) - 3 credits
--

Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits
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MnTC Goal Areas 7, 9 10 - 3 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

Notes

To complete the Minnesota Transfer Curriculum, in addition to the courses listed above the student will need to take these additional goal area credits: Goal Area 1: ENGL 1202 College Writing II 2 credits Goal Area 1: Speech course 3 credits Goal Area 3: 4 credits or 7 credits (if Goal Area 4 Math course was taken to fulfill the option for this degree) with lab component on one of the course choices in this goal area Goal Area 4: 3 credits, if student has no Goal Area 4 classes Goal Area 5: 6 credits Goal Areas 7, 9, and 10: 6 additional credits (beyond the 3 credits selected in the program) with 3 credits in each of the areas

Program Overview

2024-2025

NHCC's Graphic Design program starts with a fine arts foundation that gives students hands on experience with design concepts. Drawing, painting, color theory, photography, dimensional design (2D, 3D) and art history classes help students to begin thinking like designers, with or without a computer. Of course, as foundation skills are gained, graphic design courses then emphasize industry standard digital tools and software (Apple computers, Adobe Creative Suite) to harness design thinking and developing technical skills for more advanced concepts and projects.

NHCC graphic design majors work across different media: print, packaging, and book publication; web design and web animation; video and social media; sometimes street art and temporary installations. We learn digital and technical tools, but also how the design industry operates. We learn the actual language of design, we learn about audiences and work cultures, we learn strategies for developing a professional network of contacts, we learn about accepting constructive criticism and acknowledging the importance of other opinions, we learn interpersonal communication strategies to prepare for real professional situations. We work with real clients in advanced classes on projects that have an impact in the “real world.” Small class sizes and one on one time with accomplished faculty artists and designers allow students to form the skills and opportunities needed to pursue, and get, jobs with graphic design industry employers. In fact, starting in the spring of 2015 NHCC's Graphic Design Program began working with metro area employers for paid graphic design internships. Students with consistently strong performance in their degree coursework are able to compete for these opportunities.

NHCC alumni have gone on to own their own graphic design studios and have worked for a long list of employers such as The Minnesota Twins, Nickelodeon, 3M, the Smithsonian Institution, Target, Best Buy, Colle+McVoy, and Minnesota Public Radio, to name just a few. NHCC's annual collection of student art and writing, Under Construction, is designed by students and has earned 30 national awards for content and design since 1968. It offers a rare chance to be a published writer and/or artist as part of a community college experience. See Under Construction as an epublication at <http://nhcc.edu/publications>.

The NHCC Associate of Science in Graphic Design degree is for students who are interested in: Working as graphic designers, web/interactive designers, art directors, production artists, illustrators or in related jobs at design studios, advertising agencies, marketing and public relations companies, corporate art departments, magazines, websites and newspapers, working as self employed (freelance) graphic designers, web/interactive designers, or illustrators, continuing study in a baccalaureate or professional degree program for graphic design, web/interactive design, or illustration. The degree is friendly towards continuing studies in graphic design at a 4year college/university. Talk with an academic advisor (<http://nhcc.edu/studentresources/academicadvising>) about possibilities for continuing study, and about determining the best sequence of fine arts core courses to take before moving into graphic design courses.

Make your dreams take shape, literally, with Graphic Design at NHCC!

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual wellbeing by:

- Demonstrating skill in the foundation studio arts courses

Develop intellectual and practical skills, including:

- Verbally and visually communicating their knowledge of design
- Competently critiquing design
- Designing effectively with type and images
- Communicating traditional design concepts with the latest technology so as to be effective graphic designers in today's environment

Demonstrate personal and social responsibility, including:

- Developing constructive, organized work habits and professional presentation skills
- Developing an understanding of the creative accomplishments of other people and cultures, past and present, in the development of the field of graphic design
- Studying the ethics in the use of ideas and technical information as a foundation for respect of intellectual ownership

Integrative Learning, including:

- Managing a design problem from conceptualization to a finished layout
- Writing and designing a professional portfolio
- Demonstrating visual problem solving that employs technical skills and comprehension of the historical context of graphic design with application for contemporary design

Be prepared to transfer to and succeed at an upper level academic institution.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Graphic Design AS Program Roadmap Full Time](#)
 - [Graphic Design AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

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Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Health Sciences Broad Field AS

The Health Sciences Broad Field AS degree allows students to explore the health sciences field before transferring to complete a bachelor's degree. Through completing a variety of health sciences courses, students can explore their interests before deciding on area of focus for their bachelor's degree. The program is designed to transfer to a variety of bachelor's degree programs in related health career fields.

Health Sciences Broad Field Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BIOL 1001	Biology I	View-BIOL 1001	n/a	4
BIOL 2100	Microbiology	View-BIOL 2100	n/a	4
BIOL 2111	Human Anatomy and Physiology I	View-BIOL 2111	n/a	4
BIOL 2112	Human Anatomy and Physiology II	View-BIOL 2112	n/a	4
CHEM 1061	Principles of Chemistry I	View-CHEM 1061	n/a	4
College Algebra:				
MATH 1120	College Algebra	View-MATH 1120	n/a	3
or				
MATH 1150	College Algebra	View-MATH 1150	n/a	3
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
All General Education Courses must be completed with a grade of C better:				
COMM 1310	Intercultural Communication	View-COMM 1310	n/a	3
PHIL 1220	Health Care Ethics	View-PHIL 1220	n/a	3
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4
PSYC 1250	Life Span Developmental Psychology	View-PSYC 1250	n/a	4
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2

Additional Requirements

HLTH 1070	Nutrition	View-HLTH 1070	n/a	3
7-8 elective credits 1000 level+, to reach 60 credits				
Total Credits Required			60	

Program Overview

2024-2025

This program in health sciences prepares individuals for transfer to a variety of baccalaureate degree programs. Includes instruction in the basic sciences and aspects of the subject matter related to various health occupations.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Demonstrate comprehension of human and biological systems

Intellectual and Practical Skills:

- Use the English language effectively to read, write, speak, and listen critically

Personal and Social Responsibility and Engagement:

- Employ awareness and understanding of health, wellness and liberal arts; Develop the capacity to identify, discuss, and reflect upon social and behavioral issues

Integrative and Applied Learning:

- Apply mathematical and logical thinking

Upon completion of the program the student will be prepared to transfer to a baccalaureate program.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Health Science Broad Field AS Program Roadmap Full Time](#)
- [Health Science Broad Field AS Program Roadmap Part Time](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.

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

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Health AS

The Health Associate of Science Degree is a rewarding field for individuals interested in making a difference in the lives of others through the promotion of healthy lifestyles, healthy family functioning, and improving conditions that make it possible to live healthy lives.

Health Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
HLTH 1030	Personal and Community Health	View-HLTH 1030	n/a	3
HLTH 1050	Stress Management	View-HLTH 1050	n/a	3
HLTH 1070	Nutrition	View-HLTH 1070	n/a	3
HLTH 1080	Consumer Health	View-HLTH 1080	n/a	3
HLTH 2020	Introduction to Health	View-HLTH 2020	n/a	3
HLTH 2040	Foundations and Theory in Health	View-HLTH 2040	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Choose 3 of the 5 following classes:				
HLTH 1010	Health Terminology or	View-HLTH 1010	n/a	3
HLTH 1060	Drugs and Health or	View-HLTH 1060	n/a	3
HLTH 1900	Healthy Sexuality or	View-HLTH 1900	n/a	3
HLTH 2030	Global Health or	View-HLTH 2030	n/a	3
HLTH 2080	Environmental Health	View-HLTH 2080	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
BIOL 1001	Biology I	View-BIOL 1001	n/a	4
BIOL 2111	Human Anatomy and Physiology I	View-BIOL 2111	n/a	4
BIOL 2112	Human Anatomy and Physiology II	View-BIOL 2112	n/a	4
COMM 1310	Intercultural Communication	View-COMM 1310	n/a	3
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
MATH 1120	College Algebra	View-MATH 1120	n/a	3
MATH 1150	College Algebra	View-MATH 1150	n/a	3
PHIL 1220	Health Care Ethics	View-PHIL 1220	n/a	3
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

The Associate of Science Degree in Health is a rewarding field for individuals interested in making a difference in the lives of others through the promotion of healthy lifestyles, healthy family functioning, and improving conditions that make it possible to live healthy lives. It is a vitally important field that is experiencing rapid growth and demand. This AS degree prepares students for a wide range of occupations in the health field, relating to stress techniques, nutrition and wellness, drugs and alcohol awareness, healthy sexuality and global implications in health. Students will be prepared to transfer to a 4 year institution upon completion as well as work in a variety of career settings including, but not limited to, family planning agencies, nonprofit agencies, state and federal health agencies, schools and community health agencies.

This degree has an articulation agreement to Minnesota State University Mankato for their Community Health Program, BS and Winona State University for their Public Health - Community Health Specialist Emphasis, BS and their Health and Wellness Management BAS.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Identify and develop a background of knowledge to address the major health related, cultural and social needs of the communities we live and work in.

Intellectual and Practical Skills:

- Inquiry and analysis.
- Critical and creative thinking.
- Written and oral communication.
- Quantitative literacy.

- Information literacy.
- Teamwork and problem solving.
- Examine the importance of ethnic and cultural factors for health practices in the community. promote holistic health care standards.

Personal and Social Responsibility and Engagement:

- Promote healthy behaviors through evidence based data and apply these findings to strategies in the classroom to promote holistic health care standards.
- Identify the socioeconomic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities.
- Ethical reasoning and action.
- Foundations and skills for lifelong learning.

Integrative and Applied Learning:

- Apply the data presented in these classes to analyze and synthesize pertinent and current information which will help educate students and their future clients.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Health AS Program Roadmap Full Time**](#)
- [**Health AS Program Roadmap Part Time**](#)

Career Opportunities

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Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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History Transfer Pathway AA

The History Transfer Pathway AA helps students develop the research and communication skills that historians use to understand the past.

History Transfer Pathway Curriculum

Curriculum

Program Courses

HIST 1200	History of United States Through 1877	View-HIST 1200	n/a	3
HIST 1210	History of the United States Since 1877	View-HIST 1210	n/a	3
HIST 2900	Applied History	View-HIST 2900	n/a	3

Please choose either World History Western Civilization History from the courses below:

World History

Course Code	Title	Course Outlines	Goal Areas	Credits
HIST 1010	World History: Origins to 1300 and	View-HIST 1010	n/a	3
HIST 1020	World History: 1300 to Present or	View-HIST 1020	n/a	3

Western Civilization History

Course Code	Title	Course Outlines	Goal Areas	Credits
HIST 1110	History of Western Civilization Pre 1550 and	View-HIST 1110	n/a	3
HIST 1120	History of Western Civilization 1550 to Present	View-HIST 1120	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program electives - 2 courses				
HIST 1030	Colonial History of the Americas or	View-HIST 1030	n/a	3
HIST 1230	U.S. Labor History or	View-HIST 1230	n/a	3
HIST 1270	Race in America or	View-HIST 1270	n/a	3
HIST 1990	History Special Topics or	View-HIST 1990	n/a	1-4
HIST 2500	World Regional History or	View-HIST 2500	n/a	3
HIST 2700	History and Popular Culture	View-HIST 2700	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
MATH 1130	Elementary Statistics and	View-MATH 1130	n/a	3
ANTH 1020	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory or	View-ANTH 1020	n/a	3
GEOG 1010	Physical Geography and	View-GEOG 1010	n/a	3
Natural Sciences with a lab (Goal Area 3) - 4 credits and				
3 Literature Credits				
ENGL 2250	Japanese Literature or	View-ENGL 2250	n/a	3
GCST 2250	Japanese Literature or	View-GCST 2250	n/a	3
ENGL 2270	Modern American Literature or	View-ENGL 2270	n/a	3
ENGL 2300	Children's Literature or	View-ENGL 2300	n/a	3
ENGL 2330	Hmong American Literature or	View-ENGL 2330	n/a	3
ENGL 2340	Nature in Literature or	View-ENGL 2340	n/a	3
ENGL 2350	Women and Literature or	View-ENGL 2350	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2370	African American Literature or	View-ENGL 2370	n/a	3
ENGL 2390	Work in American Literature or	View-ENGL 2390	n/a	3
ENGL 2400	Utopian/Dystopian Literature or	View-ENGL 2400	n/a	3
ENGL 2410	US Latinx and Latin American Literature or	View-ENGL 2410	n/a	3
GCST 2410	US Latinx and Latin American Literature or	View-GCST 2410	n/a	3
ENGL 2450	Survey of American Literature I or	View-ENGL 2450	n/a	3
ENGL 2460	Survey of American Literature II or	View-ENGL 2460	n/a	3
ENGL 2550	Survey of British Literature I or	View-ENGL 2550	n/a	3
ENGL 2560	Survey of British Literature II or	View-ENGL 2560	n/a	3
ENGL 2900	Fantasy Literature and	View-ENGL 2900	n/a	3
3 Credits of Fine Applied Arts (ART, MUSC, TFT not all listed)				
ART 1010	Art Museum Tour: European Art or	View-ART 1010	n/a	1
ART 1020	Art Museum Tour: World Art or	View-ART 1020	n/a	1
ART 1040	Art Appreciation or	View-ART 1040	n/a	3
ART 1050	Foundation of Digital Imaging or	View-ART 1050	n/a	3
ART 1101	Photography I or	View-ART 1101	n/a	3
ART 1160	Digital Photography or	View-ART 1160	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1301	Two Dimensional Design I or	View-ART 1301	n/a	3
ART 1270	Digital Video Production or	View-ART 1270	n/a	3
ART 1310	Three Dimensional Design or	View-ART 1310	n/a	3
ART 1340	Fundamentals of Color or	View-ART 1340	n/a	3
ART 1361	Ceramics I or	View-ART 1361	n/a	3
ART 1602	Art History II: 15th Century to Contemporary or	View-ART 1602	n/a	3
ART 1650	Architectural History or	View-ART 1650	n/a	2
ART 1401	Drawing I or	View-ART 1401	n/a	3
ART 1550 or				
MUSC 1130	Concert Choir or	View-MUSC 1130	n/a	1
MUSC 1150	Chamber Singers or	View-MUSC 1150	n/a	1
MUSC 1160	Large Instrumental Ensemble or	View-MUSC 1160	n/a	1
MUSC 1170	Instrumental Jazz Ensemble or	View-MUSC 1170	n/a	1
MUSC 1180	Small Group Performance Ensemble or	View-MUSC 1180	n/a	1
MUSC 1190	Garage Band or	View-MUSC 1190	n/a	2
MUSC 1200	Fundamentals of Music or	View-MUSC 1200	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
MUSC 1220	Music Appreciation or	View-MUSC 1220	n/a	3
MUSC 1300	Music in World Cultures or	View-MUSC 1300	n/a	3
MUSC 1350	History of Rock and Roll or	View-MUSC 1350	n/a	3
TFT 1210	Introduction to Theatre or	View-TFT 1210	n/a	3
TFT 1250	Introduction to Film or	View-TFT 1250	n/a	3
TFT 1260	Introduction to Television or	View-TFT 1260	n/a	3
TFT 1260	Introduction to Television or	View-TFT 1260	n/a	3
TFT 1280	Introduction to Screenwriting or	View-TFT 1280	n/a	3
TFT 1310	American Cinema or	View-TFT 1310	n/a	3
TFT 1450	Stagecraft	View-TFT 1450	n/a	3
TFT 1500	Acting I	View-TFT 1500	n/a	3
3 Credits from Cultural Diversity (GCST, GWS)				
GCST 1030	Introduction to Japanese Culture or	View-GCST 1030	n/a	3
GCST 1040	American Indian Culture - Indigenous Peoples of Minnesota or	View-GCST 1040	n/a	3
GCST 1211	The History, Philosophy, and Practice of Traditional Aikido I or	View-GCST 1211	n/a	3
GCST 1301	Introduction to Ethnic Studies or	View-GCST 1301	n/a	3
GCST 1320	Community Organizing I or	View-GCST 1320	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 1350	Immigration and Society or	View-GCST 1350	n/a	3
GCST 1380	Personal Story Telling or	View-GCST 1380	n/a	2
GCST 1490	Dave Larsen American Indian Immersion Experience or	View-GCST 1490	n/a	4
GCST 1964	African American Civil Rights Immersion Experience or	View-GCST 1964	n/a	4
GCST 1970	Environmental Justice and Nature Immersion Experience or	View-GCST 1970	n/a	4
GCST 1700	Foundations of Racial Justice or	View-GCST 1700	n/a	3
GCST 2000	Theories of Race and Ethnicity or	View-GCST 2000	n/a	3
GCST 1978	American Indian Cultural Expression or	View-GCST 1978	n/a	3
GCST 2065	Diversity, Equity, and Inclusion or	View-GCST 2065	n/a	3
GCST 2970	Outdoor Experiential Program Leadership or	View-GCST 2970	n/a	4
GWS 1501	Introduction to Gender and Women's Studies or	View-GWS 1501	n/a	3
GWS 1502	Human Trafficking or	View-GWS 1502	n/a	3
GWS 1503	Analyzing Gender Identities or	View-GWS 1503	n/a	3
GWS 1505	Women and War or	View-GWS 1505	n/a	3
GWS 1507	Mass Incarceration or	View-GWS 1507	n/a	3
GWS 1509	Global Feminism	View-GWS 1509	n/a	3

Health Requirement

Health Exercise Science - take 2 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

Program Overview

2024-2025

The Associate of Arts History Transfer Pathway Program provides students with a firm foundation in history and related disciplines to allow them to transfer to a four year institution with a junior standing in the History major. Students who successfully complete the History Transfer Pathway are guaranteed junior standing in History and admission to universities* in the Minnesota State system.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- Broad knowledge of world history, ancient to present, including knowledge of chronology, place, and significance.
- Broad knowledge of major fields of history and schools of historical interpretation.

Intellectual and Practical Skills, including:

- Ability to evaluate primary and secondary source material
- Ability to develop and critique historical arguments based on primary and secondary source material
- Ability to communicate using the standards of the discipline
- Ability to develop and complete a program of historical research, beginning with the development of a research topic, through producing an original secondary source of publishable quality

Personal and Social Responsibility, including:

- Ability to identify and evaluate bias and perspective in written and audiovisual materials, including digital, internet, and broadcast media.
- Insight into the construction of historical knowledge as reflective of personal and social contexts

Integrative Learning, including:

- Ability to critically analyze, interpret, and synthesize various types of historical materials.
- Understanding of the role of the past in causing current events, conflicts, and problems, and its richness as a source of possible solutions.

Be prepared to transfer to a four year institution in this discipline:

- Graduates will have completed all 10 Goal Areas of the Minnesota Transfer Curriculum requirements and have a foundation of knowledge in history to prepare them for transfer to a baccalaureate program.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [History Transfer Pathway Program Roadmap Full Time](#)

- [History Transfer Pathway Program Roadmap Part Time](#)
-

Career Opportunities

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Transfer Information

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Degree Information

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

A student shall:

- Earn a minimum of 60 semester credits.
- Earn a grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College.
- Earn a minimum of 20 semester credits of the 60 semester credits required for the A.A. Degree at NHCC.

- Complete the general education distribution requirement listed in the Minnesota Transfer Curriculum. The student shall select general education (MnTC) courses numbered 1000 or above to complete a minimum of 40 credits.
- Have four years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment.
- Students taking more than four years to complete their graduation requirements may follow any catalog in effect during the four year period preceding their date of graduation.

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Human Services AS

The Human Services AS degree program prepares students to provide information, support, care, and advocacy in a variety of Human Services settings. As part of the learning experience, students explore the Human Services generalist roles as they advocate and help individuals, families, and communities.

Human Services Curriculum

Curriculum

Program Courses: Science Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
BIOL 1130	Human Biology with a Lab	View-BIOL 1130	n/a	4

Program Courses: FYE

Course Code	Title	Course Outlines	Goal Areas	Credits
FYE 1020	First Year Experience: How to College	View-FYE 1020	n/a	2

Program Courses: Human Services Core Curriculum

Course Code	Title	Course Outlines	Goal Areas	Credits
HSER 1100	Introduction to Human Services and Social Work	View-HSER 1100	n/a	3
HSER 1200	Multicultural Awareness in Human Services	View-HSER 1200	n/a	3
HSER 1300	Crisis Assessment and Intervention	View-HSER 1300	n/a	3
HSER 1400	Basic Counseling Skills	View-HSER 1400	n/a	3
HSER 1500	Group Processes	View-HSER 1500	n/a	3
HSER 1700	Family Functions and Interactions	View-HSER 1700	n/a	3
HSER 1800	Mental Disorders Through the Life Span	View-HSER 1800	n/a	3
HSER 1900	Current Human Services Topics	View-HSER 1900	n/a	3
HSER 2100	Human Services Seminar	View-HSER 2100	n/a	1
HSER 2101	Human Services Internship	View-HSER 2101	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1310	Intercultural Communication	View-COMM 1310	n/a	3
PHIL 1220	Health Care Ethics	View-PHIL 1220	n/a	3
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
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MnTC Electives

[7 credits from MnTC Goal Areas 4, 6 10](#)

NHCC Residency and GPA

15 Credits must be earned at NHCC

Electives

Additional credits, if needed, to reach 60 credits

Total Credits Required

60

Program Overview

2024-2025

This degree has an articulation agreement to Metropolitan State University for their Human Services BS Program.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Human Services AS Program Roadmap Full Time](#)
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-

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- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
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Individualized Studies AS

The Individualized Studies AS degree is designed for working professionals who want to tailor their education to their career goals.

Individualized Studies Curriculum

Curriculum

Program Planning Course

Course Code	Title	Course Outlines	Goal Areas	Credits
PLA 1010	Individualized Studies Development	View-PLA 1010	n/a	2

Individualized Program Courses

25 credits are designed by the student to fit their career goals

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1000 CIS1101 - 1 course				
CIS 1101	Business Computer Systems I or	View-CIS 1101	n/a	3
CSCI 1000	Computer Basics	View-CSCI 1000	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
COMM 1010 COMM1110 - 1 course				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3

MnTC Electives

Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits
History the Social Behavioral Sciences (Goal Area 5) - 3 credits
The Humanities Fine Arts (Goal Area 6) - 3 credits
MnTC Goal Areas 7, 8, 9 10 - 3 credits
MnTC Electives - 9 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC	
Total Credits Required	60

Program Overview

2024-2025

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 required for this degree program.

The Associate of Science in Individualized Studies is designed to articulate to:Metropolitan State University B.A. in Individualized Studies degree.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World

- Develop a background of essential knowledge about the cultural, social, and natural worlds particularly in relationship to one's educational and/or career objectives.

Intellectual and Practical Skills

- Use clear and effective communication skills.
- Understand the relationship between chosen course work and career goals.
- Apply critical thought to problems and situations
- Develop computer skills necessary for personal use and a competitive job market.

Personal and Social Responsibility and Engagement

- Create plans and actualize goals for achieving personal, educational and/or career objectives.

Integrative and Applied Learning

- Effectively utilize the components of credit for prior learning to make educated decisions regarding future higher education goals.

- Plan and execute a program focus that matches career goals and/or further education goals and provides a liberal arts background.
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Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.

- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Internet Programming Certificate

The Internet Programming Certificate concentrates on the methodological and technical aspects of software design and programming. Students acquire expertise in software design, coding, and testing, in addition to essential knowledge of development methodology.

Internet Programming Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Courses - 19 credits				
CSCI 1020	Beginning Web Page Programming or	View-CSCI 1020	n/a	1
CSCI 1025	Responsive Web Design or	View-CSCI 1025	n/a	1
CSCI 1030	Programming for Internet or	View-CSCI 1030	n/a	3
CSCI 1040	Fundamentals of Structured Query Language (SQL) or	View-CSCI 1040	n/a	3
CSCI 1130	Introduction to Programming in Java (CS0) or	View-CSCI 1130	n/a	4
CSCI 1150	Programming in C# for .NET or	View-CSCI 1150	n/a	4
CSCI 1990	Computer Science Special Topics or	View-CSCI 1990	n/a	1-4
CSCI 2001	Object Oriented Programming (CS1) or	View-CSCI 2001	n/a	4
CSCI 2011	Programming in Python or	View-CSCI 2011	n/a	1
CSCI 2030	Database Modeling and Design or	View-CSCI 2030	n/a	4
CSCI 2060	Web Programming in ASP.NET	View-CSCI 2060	n/a	4

NHCC Residency and GPA

6 Credits must be earned at NHCC

Total Credits Required

19

Program Overview

2024-2025

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 ensure their success in the workplace, students will learn how to design and then program robust, interactive programs conforming to industry standards. The students will get sufficient knowledge to enter the job market related to Web development.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, including:

- Designing appealing and functional user interfaces

Intellectual and Practical Skills, including:

- How to program in Java
 - How to design and deploy a Web site
 - Specifics of programming Internet based applications and services
 - How to program ASP.NETbased Websites utilizing C# language
 - How to handle the data associated with Web applications and services
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Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Liberal Arts AA and Minnesota Transfer Curriculum Course List

Liberal Arts AA and Minnesota Transfer Curriculum Courses

Curriculum

Goal Area 1: Communication

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II	View-ENGL 1202	n/a	2
Communication - 1 course, 3 credits				
ART 1550	Video Game Entertainment or	View-ART 1550	n/a	3
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1410	Human Communication Theory or	View-COMM 1410	n/a	3
COMM 1550	Video Game Entertainment or	View-COMM 1550	n/a	3
COMM 1610	Introduction to Mass Communication or	View-COMM 1610	n/a	3
COMM 1810	Introduction to Health Communication or	View-COMM 1810	n/a	3
COMM 1910	Argumentation and Public Advocacy	View-COMM 1910	n/a	3

Goal Area 2: Critical Thinking

[Completion of the MnTC fulfills Goal Area 2 Critical Thinking](#)

There is no specific course requirement. Completion of the MnTC at NHCC fulfills the Goal Area 2 Critical Thinking Requirement. Completion of any degree at NHCC (AAS, AS, AFA AA) also fulfills the Critical Thinking requirement.

Goal Area 3: Natural Science

Course Code	Title	Course Outlines	Goal Areas	Credits
Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course				
ANTH 1020	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory or	View-ANTH 1020	n/a	3
BIOL 1000	Life Science or	View-BIOL 1000	n/a	4
BIOL 1001	Biology I or	View-BIOL 1001	n/a	4
BIOL 1101	Principles of Biology I or	View-BIOL 1101	n/a	4
BIOL 1102	Principles of Biology II or	View-BIOL 1102	n/a	4
BIOL 1120	Human Biology or	View-BIOL 1120	n/a	3
BIOL 1130	Human Biology with a Lab or	View-BIOL 1130	n/a	4
BIOL 1140	Introduction to Human Genetics and Origins or	View-BIOL 1140	n/a	4
BIOL 1160	Global Environment Field Biology or	View-BIOL 1160	n/a	4
BIOL 1200	Current Environmental Issues or	View-BIOL 1200	n/a	4
BIOL 1350	Biology of Women or	View-BIOL 1350	n/a	3
BIOL 1360	Biology of Women with a Lab or	View-BIOL 1360	n/a	4
BIOL 1650	Human Biology Series or	View-BIOL 1650	n/a	1
BIOL 2100	Microbiology or	View-BIOL 2100	n/a	4
BIOL 2111	Human Anatomy and Physiology I or	View-BIOL 2111	n/a	4
BIOL 2112	Human Anatomy and Physiology II or	View-BIOL 2112	n/a	4
BIOL 2360	Genetics or	View-BIOL 2360	n/a	4
BIOL 2610	General Ecology or	View-BIOL 2610	n/a	4
CHEM 1000	Chemistry and Society or	View-CHEM 1000	n/a	4
CHEM 1010	Introduction to Chemistry or	View-CHEM 1010	n/a	4
CHEM 1030	Introduction to Physical Sciences or	View-CHEM 1030	n/a	4
CHEM 1061	Principles of Chemistry I or	View-CHEM 1061	n/a	4
CHEM 1062	Principles of Chemistry II or	View-CHEM 1062	n/a	4

Course Code	Title	Course Outlines	Goal Areas	Credits
CHEM 2061	Organic Chemistry I or	View-CHEM 2061	n/a	5
CHEM 2062 or				
EEVS 1100	Physical Geology or	View-EEVS 1100	n/a	4
EEVS 1130	Rocky Mountain Field Study or	View-EEVS 1130	n/a	4
EEVS 1140	Historical Geology or	View-EEVS 1140	n/a	4
EEVS 1150	Boundary Waters Field Geology or	View-EEVS 1150	n/a	4
EEVS 1160	Global Environmental Field Geology or	View-EEVS 1160	n/a	4
EEVS 1170 or				
EEVS 1180 or				
EEVS 1190 or				
EEVS 1200	Oceanography or	View-EEVS 1200	n/a	3
EEVS 1201 or				
EEVS 1210	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology or	View-EEVS 1210	n/a	2
EEVS 1990	Earth and Environmental Science: Special Topics or	View-EEVS 1990	n/a	0
EEVS 2000	Introduction to Environmental Science or	View-EEVS 2000	n/a	3
GEOG 1010	Physical Geography or	View-GEOG 1010	n/a	3
NSCI 1000	Conceptual Physics or	View-NSCI 1000	n/a	4
NSCI 1010	Science of Disaster Workshop I or	View-NSCI 1010	n/a	1
NSCI 1020	Science of Disaster Workshop II or	View-NSCI 1020	n/a	1
NSCI 1030	Science of Disaster Workshop III or	View-NSCI 1030	n/a	1
NSCI 1050	Astronomy or	View-NSCI 1050	n/a	4
NSCI 1060	The Solar System or	View-NSCI 1060	n/a	3
NSCI 1061	Solar System Lab or	View-NSCI 1061	n/a	1
NSCI 1070	Concepts of the Stars and Universe or	View-NSCI 1070	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
NSCI 1071	Stars and the Universe Lab or	View-NSCI 1071	n/a	1
NSCI 1110	Minnesota's Natural History or	View-NSCI 1110	n/a	4
NSCI 1120	Meteorology or	View-NSCI 1120	n/a	4
NSCI 1140	Historical Geology or	View-NSCI 1140	n/a	4
NSCI 1200	Oceanography or	View-NSCI 1200	n/a	3
NSCI 1210	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology or	View-NSCI 1210	n/a	2
PHYS 1000	Conceptual Physics or	View-PHYS 1000	n/a	4
PHYS 1050	Astronomy or	View-PHYS 1050	n/a	4
PHYS 1060	The Solar System or	View-PHYS 1060	n/a	3
PHYS 1070	Concepts of the Stars and Universe or	View-PHYS 1070	n/a	3
PHYS 1120	Meteorology or	View-PHYS 1120	n/a	4
PHYS 1231	Principles of Physics I or	View-PHYS 1231	n/a	4
PHYS 1232	Principles of Physics II or	View-PHYS 1232	n/a	4
PHYS 1601	General Physics I or	View-PHYS 1601	n/a	5
PHYS 1602	General Physics II	View-PHYS 1602	n/a	5

Goal Area 4: Mathematical/Logical Reasoning

Course Code	Title	Course Outlines	Goal Areas	Credits
Mathematical/Logical Reasoning - 1 course, at least 3 credits				
CSCI 2010	Discrete Mathematical Structures or	View-CSCI 2010	n/a	4
MATH 1010	Survey of Mathematics or	View-MATH 1010	n/a	3
MATH 1031	Math for Elementary Education I or	View-MATH 1031	n/a	3
MATH 1032	Math for Elementary Education II or	View-MATH 1032	n/a	3
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1130	Elementary Statistics or	View-MATH 1130	n/a	3
MATH 1140	Finite Mathematics or	View-MATH 1140	n/a	3
MATH 1120 or				
MATH 1150	College Algebra or	View-MATH 1150	n/a	3
MATH 1170	Pre-Calculus or	View-MATH 1170	n/a	4
MATH 1180	College Algebra and Pre-Calculus or	View-MATH 1180	n/a	5
MATH 1200	Calculus Survey or	View-MATH 1200	n/a	3
MATH 1210	Applied Statistics or	View-MATH 1210	n/a	4
MATH 1221	Calculus I or	View-MATH 1221	n/a	5
MATH 1222	Calculus II or	View-MATH 1222	n/a	5
MATH 2000	Discrete Mathematical Structures or	View-MATH 2000	n/a	4
MATH 2220	Calculus III or	View-MATH 2220	n/a	5
MATH 2300	Linear Algebra or	View-MATH 2300	n/a	4
MATH 2400	Differential Equations or	View-MATH 2400	n/a	4
PHIL 1050	Introduction to Logic	View-PHIL 1050	n/a	3

Goal Area 5: History and the Social and Behavioral Sciences

Course Code	Title	Course Outlines	Goal Areas	Credits
History the Social Behavioral Sciences - 3 courses, 9 credits				
ANTH 1010	Introduction to Anthropology: Cultural Anthropology or	View-ANTH 1010	n/a	3
ANTH 1130	The Archaeology of Ancient Europe or	View-ANTH 1130	n/a	3
ANTH 1140	Anthropology of Religion or	View-ANTH 1140	n/a	3
ECON 1050	Economics of Crime or	View-ECON 1050	n/a	3
ECON 1060	Principles of Macroeconomics or	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics or	View-ECON 1070	n/a	3
GCST 1350	Immigration and Society or	View-GCST 1350	n/a	3
GCST 1490	Dave Larsen American Indian Immersion Experience or	View-GCST 1490	n/a	4
GCST 1501 or				
GCST 1504 or				
GCST 1505 or				
GCST 1964	African American Civil Rights Immersion Experience or	View-GCST 1964	n/a	4
GEOG 1020	United States Geography or	View-GEOG 1020	n/a	3
GEOG 1040	Human Geography or	View-GEOG 1040	n/a	3
GEOG 1100	World Geography or	View-GEOG 1100	n/a	3
GWS 1501	Introduction to Gender and Women's Studies or	View-GWS 1501	n/a	3
GWS 1504 or				
GWS 1505	Women and War or	View-GWS 1505	n/a	3
HIST 1010	World History: Origins to 1300 or	View-HIST 1010	n/a	3
HIST 1020	World History: 1300 to Present or	View-HIST 1020	n/a	3
HIST 1120	History of Western Civilization 1550 to Present or	View-HIST 1120	n/a	3
HIST 1200	History of United States Through 1877 or	View-HIST 1200	n/a	3
HIST 1210	History of the United States Since 1877 or	View-HIST 1210	n/a	3
HIST 1230	U.S. Labor History or	View-HIST 1230	n/a	3
HIST 1270	Race in America or	View-HIST 1270	n/a	3
HIST 2500	World Regional History or	View-HIST 2500	n/a	3
HIST 2700	History and Popular Culture or	View-HIST 2700	n/a	3
POLS 1100	American Government and Politics or	View-POLS 1100	n/a	3
POLS 1140	State and Local Politics or	View-POLS 1140	n/a	3
POLS 1600	Comparative Politics or	View-POLS 1600	n/a	3
POLS 1700	World Politics or	View-POLS 1700	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
POLS 2130	Constitutional Law or	View-POLS 2130	n/a	3
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
PSYC 1160	Introduction to Psychology or	View-PSYC 1160	n/a	4
PSYC 1165	Psychology of Adjustment or	View-PSYC 1165	n/a	3
PSYC 1170	Psychology of Gender or	View-PSYC 1170	n/a	3
PSYC 1210	Child Development or	View-PSYC 1210	n/a	3
PSYC 1220	Psychology of Aging or	View-PSYC 1220	n/a	3
PSYC 1250	Life Span Developmental Psychology or	View-PSYC 1250	n/a	4
PSYC 2110	Principles of Social Psychology or	View-PSYC 2110	n/a	3
PSYC 2320	Psychological Disorders or	View-PSYC 2320	n/a	3
PSYC 2330	Personality Psychology or	View-PSYC 2330	n/a	3
PSYC 2340	Human Sexuality or	View-PSYC 2340	n/a	3
PSYC 2350	Multicultural Psychology or	View-PSYC 2350	n/a	3
SOC 1110	Introduction to Sociology or	View-SOC 1110	n/a	3
SOC 1710	Introduction to Criminal Justice or	View-SOC 1710	n/a	3
SOC 1750	Families in Crisis or	View-SOC 1750	n/a	3
SOC 2110	Principles of Social Psychology or	View-SOC 2110	n/a	3
SOC 2210	Social Inequality or	View-SOC 2210	n/a	3
SOC 2730	Introduction to Corrections	View-SOC 2730	n/a	3

Goal Area 6: The Humanities and Fine Arts

Course Code	Title	Course Outlines	Goal Areas	Credits
Humanities Fine Arts - 3 courses, 9 credits, from at least 2 different disciplines				
ARBC 1030	Arab Cultures or	View-ARBC 1030	n/a	3
ART 1010	Art Museum Tour: European Art or	View-ART 1010	n/a	1
ART 1020	Art Museum Tour: World Art or	View-ART 1020	n/a	1
ART 1040	Art Appreciation or	View-ART 1040	n/a	3
ART 1101	Photography I or	View-ART 1101	n/a	3
ART 1102	Photography II or	View-ART 1102	n/a	3
ART 1160	Digital Photography or	View-ART 1160	n/a	3
ART 1170 or				
ART 1270	Digital Video Production or	View-ART 1270	n/a	3
ART 1301	Two Dimensional Design I or	View-ART 1301	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1302	Two Dimensional Design II or	View-ART 1302	n/a	3
ART 1310	Three Dimensional Design or	View-ART 1310	n/a	3
ART 1320 or				
ART 1340	Fundamentals of Color or	View-ART 1340	n/a	3
ART 1361	Ceramics I or	View-ART 1361	n/a	3
ART 1362	Ceramics II or	View-ART 1362	n/a	3
ART 1401	Drawing I or	View-ART 1401	n/a	3
ART 1402	Drawing II or	View-ART 1402	n/a	3
ART 1601	Art History I: Ancient to Medieval or	View-ART 1601	n/a	3
ART 1602	Art History II: 15th Century to Contemporary or	View-ART 1602	n/a	3
ART 1650 or				
ART 1770 or				
ART 1810	Studio Art Workshop or	View-ART 1810	n/a	1
ART 1820 or				
ART 2180	Art History: Pre-History to the Age of Cathedrals or	View-ART 2180	n/a	3
ART 2190	Art History: Renaissance to 21st Century Art or	View-ART 2190	n/a	3
ART 2300 or				
ART 2611	Painting I or	View-ART 2611	n/a	3
ART 2612	Painting II or	View-ART 2612	n/a	3
ART 2640 or				
ART 2740 or				
ART 2750 or				
ART 2781 or				
ART 2782 or				
ART 2800 or				
ART 2820 or				
ART 2860 or				
ART 2900	Studio Arts Capstone Practicum or	View-ART 2900	n/a	1
ART 2970	Art Appreciation Field Trip or	View-ART 2970	n/a	1-3
ENGL 1250	Magazine Workshop or	View-ENGL 1250	n/a	2
ENGL 1900	Introduction to Creative Writing or	View-ENGL 1900	n/a	3
ENGL 1950	Graphic Novels or	View-ENGL 1950	n/a	3
ENGL 2010	Writing Creative Non-Fiction and Memoir or	View-ENGL 2010	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2020	Writing Stories or	View-ENGL 2020	n/a	3
ENGL 2030	Writing Poetry or	View-ENGL 2030	n/a	3
ENGL 2150	Introduction to Literary Studies or	View-ENGL 2150	n/a	3
ENGL 2250	Japanese Literature or	View-ENGL 2250	n/a	3
ENGL 2270	Modern American Literature or	View-ENGL 2270	n/a	3
ENGL 2300	Children's Literature or	View-ENGL 2300	n/a	3
ENGL 2320	Writing: From Structure to Style or	View-ENGL 2320	n/a	3
ENGL 2330	Hmong American Literature or	View-ENGL 2330	n/a	3
ENGL 2340	Nature in Literature or	View-ENGL 2340	n/a	3
ENGL 2350	Women and Literature or	View-ENGL 2350	n/a	3
ENGL 2360	Global Literary Perspectives or	View-ENGL 2360	n/a	3
ENGL 2370	African American Literature or	View-ENGL 2370	n/a	3
ENGL 2380	American Indian Literature or	View-ENGL 2380	n/a	3
ENGL 2390	Work in American Literature or	View-ENGL 2390	n/a	3
ENGL 2400	Utopian/Dystopian Literature or	View-ENGL 2400	n/a	3
ENGL 2410	US Latinx and Latin American Literature or	View-ENGL 2410	n/a	3
ENGL 2450	Survey of American Literature I or	View-ENGL 2450	n/a	3
ENGL 2460	Survey of American Literature II or	View-ENGL 2460	n/a	3
ENGL 2500	Playwriting or	View-ENGL 2500	n/a	3
ENGL 2540	Introduction to Literary Studies: Reading Poetry or	View-ENGL 2540	n/a	3
ENGL 2550	Survey of British Literature I or	View-ENGL 2550	n/a	3
ENGL 2560	Survey of British Literature II or	View-ENGL 2560	n/a	3
ENGL 2580	Shakespeare's Plays or	View-ENGL 2580	n/a	3
ENGL 2580	Shakespeare's Plays or	View-ENGL 2580	n/a	3
ENGL 2590	Introduction to Literary Studies: American Short Story or	View-ENGL 2590	n/a	3
ENGL 2900	Fantasy Literature or	View-ENGL 2900	n/a	3
ENGL 2950	Mystery and Detective Fiction or	View-ENGL 2950	n/a	3
GCST 1030	Introduction to Japanese Culture or	View-GCST 1030	n/a	3
GCST 1978	American Indian Cultural Expression or	View-GCST 1978	n/a	3
GCST 2410	US Latinx and Latin American Literature or	View-GCST 2410	n/a	3
MUSC 1130	Concert Choir or	View-MUSC 1130	n/a	1
MUSC 1160	Large Instrumental Ensemble or	View-MUSC 1160	n/a	1
MUSC 1170	Instrumental Jazz Ensemble or	View-MUSC 1170	n/a	1

Course Code	Title	Course Outlines	Goal Areas	Credits
MUSC 1180	Small Group Performance Ensemble or	View-MUSC 1180	n/a	1
MUSC 1190	Garage Band or	View-MUSC 1190	n/a	2
MUSC 1200	Fundamentals of Music or	View-MUSC 1200	n/a	3
MUSC 1220	Music Appreciation or	View-MUSC 1220	n/a	3
MUSC 1241	Music Theory I or	View-MUSC 1241	n/a	3
MUSC 1242	Music Theory II or	View-MUSC 1242	n/a	3
MUSC 1300	Music in World Cultures or	View-MUSC 1300	n/a	3
MUSC 1350	History of Rock and Roll or	View-MUSC 1350	n/a	3
MUSC 1370	Video Game Music or	View-MUSC 1370	n/a	3
MUSC 1501	Class Guitar I or	View-MUSC 1501	n/a	2
MUSC 1502 or				
MUSC 1510	Applied Music: Guitar or	View-MUSC 1510	n/a	1
MUSC 1600	Class Voice or	View-MUSC 1600	n/a	2
MUSC 1610	Applied Music: Voice or	View-MUSC 1610	n/a	1
MUSC 1801	Class Piano I or	View-MUSC 1801	n/a	2
MUSC 1802	Class Piano II or	View-MUSC 1802	n/a	2
MUSC 1810	Applied Music: Piano or	View-MUSC 1810	n/a	1
MUSC 1830	Applied Music: Strings or	View-MUSC 1830	n/a	1
MUSC 1850	Applied Music: Percussion or	View-MUSC 1850	n/a	1
MUSC 1860	Applied Music: Brass or	View-MUSC 1860	n/a	1
MUSC 1870	Applied Music: Woodwinds or	View-MUSC 1870	n/a	1
MUSC 1990	Music Special Topics or	View-MUSC 1990	n/a	1-4
MUSC 2010	Advanced Applied Music Lessons or	View-MUSC 2010	n/a	2
MUSC 2170	History of Music I: Medieval Through Classical Eras or	View-MUSC 2170	n/a	3
MUSC 2180	History of Music II: Romantic Era to the 21st Century or	View-MUSC 2180	n/a	3
MUSC 2241	Music Theory III or	View-MUSC 2241	n/a	3
MUSC 2242	Music Theory IV or	View-MUSC 2242	n/a	3
MUSC 2970	Music Tour or	View-MUSC 2970	n/a	1
PHIL 1010	Introduction to Philosophy or	View-PHIL 1010	n/a	3
PHIL 1020	Ethics or	View-PHIL 1020	n/a	3
PHIL 1030 or				
PHIL 1040 or				
PHIL 1060	Philosophy of Religion or	View-PHIL 1060	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
PHIL 1070	Political Philosophy or	View-PHIL 1070	n/a	3
PHIL 1080	Comparative World Religions or	View-PHIL 1080	n/a	3
PHIL 1120	Ethics in Organizations or	View-PHIL 1120	n/a	3
PHIL 1200	Environmental Philosophy or	View-PHIL 1200	n/a	3
PHIL 1210	Global Justice, Peace and Conflict or	View-PHIL 1210	n/a	3
PHIL 1220	Health Care Ethics or	View-PHIL 1220	n/a	3
PHIL 1230	Food Ethics or	View-PHIL 1230	n/a	3
SPAN 1030	Spanish and Latin American Culture or	View-SPAN 1030	n/a	3
SPAN 2201	Intermediate Spanish I or	View-SPAN 2201	n/a	5
SPAN 2202	Intermediate Spanish II or	View-SPAN 2202	n/a	5
TFT 1200	Theatre in the Twin Cities or	View-TFT 1200	n/a	3
TFT 1210	Introduction to Theatre or	View-TFT 1210	n/a	3
TFT 1250	Introduction to Film or	View-TFT 1250	n/a	3
TFT 1260	Introduction to Television or	View-TFT 1260	n/a	3
TFT 1270	Digital Video Production or	View-TFT 1270	n/a	3
TFT 1280	Introduction to Screenwriting or	View-TFT 1280	n/a	3
TFT 1310	American Cinema or	View-TFT 1310	n/a	3
TFT 1320	World Cinema or	View-TFT 1320	n/a	3
TFT 1350	The American Musical Theatre or	View-TFT 1350	n/a	3
TFT 1450	Stagecraft or	View-TFT 1450	n/a	3
TFT 1500	Acting I or	View-TFT 1500	n/a	3
TFT 1510	Movement and Voice or	View-TFT 1510	n/a	3
TFT 1520	Acting II: Building Characters or	View-TFT 1520	n/a	3
TFT 1531	Stage Combat I or	View-TFT 1531	n/a	3
TFT 1532	Stage Combat II or	View-TFT 1532	n/a	3
TFT 1540	Acting for the Camera or	View-TFT 1540	n/a	3
TFT 1600	Theatre Practicum: Performance or	View-TFT 1600	n/a	1-3
TFT 1610	Theatre Practicum: Technical or	View-TFT 1610	n/a	0
TFT 2010	Fundamentals of Directing or	View-TFT 2010	n/a	3
TFT 2150	Play Analysis or	View-TFT 2150	n/a	3
TFT 2500	Playwriting or	View-TFT 2500	n/a	3
TFT 2950	Theatre Appreciation Field Trip	View-TFT 2950	n/a	1-3

Goal Area 7: Human Diversity

Course Code	Title	Course Outlines	Goal Areas	Credits
Human Diversity - 1 course				
ANTH 1140	Anthropology of Religion or	View-ANTH 1140	n/a	3
ASL 1300	Deaf Culture or	View-ASL 1300	n/a	3
ASL 1320	Black Deaf Culture and History or	View-ASL 1320	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1310	Intercultural Communication or	View-COMM 1310	n/a	3
ENGL 2300	Children's Literature or	View-ENGL 2300	n/a	3
ENGL 2320	Writing: From Structure to Style or	View-ENGL 2320	n/a	3
ENGL 2330	Hmong American Literature or	View-ENGL 2330	n/a	3
ENGL 2350	Women and Literature or	View-ENGL 2350	n/a	3
ENGL 2360	Global Literary Perspectives or	View-ENGL 2360	n/a	3
ENGL 2370	African American Literature or	View-ENGL 2370	n/a	3
ENGL 2380	American Indian Literature or	View-ENGL 2380	n/a	3
ENGL 2410	US Latinx and Latin American Literature or	View-ENGL 2410	n/a	3
ENGL 2450	Survey of American Literature I or	View-ENGL 2450	n/a	3
ENGL 2460	Survey of American Literature II or	View-ENGL 2460	n/a	3
ENGL 2570	Introduction to Literary Studies: Reading Plays or	View-ENGL 2570	n/a	3
ENGL 2900	Fantasy Literature or	View-ENGL 2900	n/a	3
GCST 1040	American Indian Culture - Indigenous Peoples of Minnesota or	View-GCST 1040	n/a	3
GCST 1220	Practical Applications of Traditional Aikido or	View-GCST 1220	n/a	2
GCST 1301	Introduction to Ethnic Studies or	View-GCST 1301	n/a	3
GCST 1320	Community Organizing I or	View-GCST 1320	n/a	3
GCST 1380	Personal Story Telling or	View-GCST 1380	n/a	2
GCST 1501 or				

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 1502 or				
GCST 1503 or				
GCST 1507 or				
GCST 1700	Foundations of Racial Justice or	View-GCST 1700	n/a	3
GCST 1978	American Indian Cultural Expression or	View-GCST 1978	n/a	3
GCST 2410	US Latinx and Latin American Literature or	View-GCST 2410	n/a	3
GEOG 1020	United States Geography or	View-GEOG 1020	n/a	3
GWS 1501	Introduction to Gender and Women's Studies or	View-GWS 1501	n/a	3
GWS 1502	Human Trafficking or	View-GWS 1502	n/a	3
GWS 1503	Analyzing Gender Identities or	View-GWS 1503	n/a	3
GWS 1507	Mass Incarceration or	View-GWS 1507	n/a	3
HIST 1200	History of United States Through 1877 or	View-HIST 1200	n/a	3
HIST 1210	History of the United States Since 1877 or	View-HIST 1210	n/a	3
HIST 1270	Race in America or	View-HIST 1270	n/a	3
PHIL 1040 or				
PSYC 1165	Psychology of Adjustment or	View-PSYC 1165	n/a	3
PSYC 1170	Psychology of Gender or	View-PSYC 1170	n/a	3
PSYC 2110	Principles of Social Psychology or	View-PSYC 2110	n/a	3
PSYC 2340	Human Sexuality or	View-PSYC 2340	n/a	3
SOC 1110	Introduction to Sociology or	View-SOC 1110	n/a	3
SOC 1130	Social Problems/Deviance or	View-SOC 1130	n/a	3
SOC 2110	Principles of Social Psychology or	View-SOC 2110	n/a	3
SOC 2210	Social Inequality or	View-SOC 2210	n/a	3
TFT 1210	Introduction to Theatre or	View-TFT 1210	n/a	3
TFT 1310	American Cinema or	View-TFT 1310	n/a	3
TFT 1350	The American Musical Theatre	View-TFT 1350	n/a	3

Goal Area 8: Global Perspective

Course Code	Title	Course Outlines	Goal Areas	Credits
Global Perspective - 1 course				
ASL 1101	American Sign Language I (ASL I) or	View-ASL 1101	n/a	4

Course Code	Title	Course Outlines	Goal Areas	Credits
ASL 1102	American Sign Language II (ASL II) or	View-ASL 1102	n/a	4
ASL 2201	Intermediate American Sign Language (ASL III) or	View-ASL 2201	n/a	4
ASL 2202	Intermediate American Sign Language (ASL IV) or	View-ASL 2202	n/a	4
ANTH 1010	Introduction to Anthropology: Cultural Anthropology or	View-ANTH 1010	n/a	3
ARBC 1030	Arab Cultures or	View-ARBC 1030	n/a	3
ARBC 1101	Introduction to Arabic or	View-ARBC 1101	n/a	4
ARBC 1102	Beginning Arabic II or	View-ARBC 1102	n/a	4
ARBC 2201	Intermediate Arabic I or	View-ARBC 2201	n/a	4
ART 1040	Art Appreciation or	View-ART 1040	n/a	3
ART 1601	Art History I: Ancient to Medieval or	View-ART 1601	n/a	3
ART 1602	Art History II: 15th Century to Contemporary or	View-ART 1602	n/a	3
ART 1650	Architectural History or	View-ART 1650	n/a	2
ART 2180	Art History: Pre-History to the Age of Cathedrals or	View-ART 2180	n/a	3
ART 2190	Art History: Renaissance to 21st Century Art or	View-ART 2190	n/a	3
ART 2300 or				
COMM 1310	Intercultural Communication or	View-COMM 1310	n/a	3
COMM 1510 or				
COMM 1710 or				
ECON 1060	Principles of Macroeconomics or	View-ECON 1060	n/a	3
ENGL 2250	Japanese Literature or	View-ENGL 2250	n/a	3
ENGL 2360	Global Literary Perspectives or	View-ENGL 2360	n/a	3
ENGL 2400	Utopian/Dystopian Literature or	View-ENGL 2400	n/a	3
ENGL 2550	Survey of British Literature I or	View-ENGL 2550	n/a	3
ENGL 2560	Survey of British Literature II or	View-ENGL 2560	n/a	3
ENGL 2580	Shakespeare's Plays or	View-ENGL 2580	n/a	3
GCST 1211	The History, Philosophy, and Practice of Traditional Aikido I or	View-GCST 1211	n/a	3
GCST 1212	The History, Philosophy and Practice of Traditional Aikido II or	View-GCST 1212	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 1213	The History, Philosophy, and Practice of Traditional Aikido III or	View-GCST 1213	n/a	3
GCST 2250	Japanese Literature or	View-GCST 2250	n/a	3
GCST 2320	Leadership through Social Change or	View-GCST 2320	n/a	3
GEOG 1040	Human Geography or	View-GEOG 1040	n/a	3
GEOG 1100	World Geography or	View-GEOG 1100	n/a	3
GEOG 1190 or				
HIST 1010	World History: Origins to 1300 or	View-HIST 1010	n/a	3
HIST 1020	World History: 1300 to Present or	View-HIST 1020	n/a	3
HIST 1030	Colonial History of the Americas or	View-HIST 1030	n/a	3
HIST 1110	History of Western Civilization Pre 1550 or	View-HIST 1110	n/a	3
HIST 1120	History of Western Civilization 1550 to Present or	View-HIST 1120	n/a	3
HIST 2500	World Regional History or	View-HIST 2500	n/a	3
MUSC 1220	Music Appreciation or	View-MUSC 1220	n/a	3
MUSC 1300	Music in World Cultures or	View-MUSC 1300	n/a	3
MUSC 2170	History of Music I: Medieval Through Classical Eras or	View-MUSC 2170	n/a	3
MUSC 2180	History of Music II: Romantic Era to the 21st Century or	View-MUSC 2180	n/a	3
PHIL 1010	Introduction to Philosophy or	View-PHIL 1010	n/a	3
PHIL 1030 or				
PHIL 1060	Philosophy of Religion or	View-PHIL 1060	n/a	3
PHIL 1070	Political Philosophy or	View-PHIL 1070	n/a	3
PHIL 1080	Comparative World Religions or	View-PHIL 1080	n/a	3
PHIL 1210	Global Justice, Peace and Conflict or	View-PHIL 1210	n/a	3
POLS 1600	Comparative Politics or	View-POLS 1600	n/a	3
POLS 1700	World Politics or	View-POLS 1700	n/a	3
PSYC 2350	Multicultural Psychology or	View-PSYC 2350	n/a	3
SPAN 1030	Spanish and Latin American Culture or	View-SPAN 1030	n/a	3
SPAN 1101	Beginning Spanish I or	View-SPAN 1101	n/a	5
SPAN 1102	Beginning Spanish II or	View-SPAN 1102	n/a	5

Course Code	Title	Course Outlines	Goal Areas	Credits
SPAN 2201	Intermediate Spanish I or	View-SPAN 2201	n/a	5
SPAN 2202	Intermediate Spanish II or	View-SPAN 2202	n/a	5
TFT 1260	Introduction to Television or	View-TFT 1260	n/a	3
TFT 1320	World Cinema or	View-TFT 1320	n/a	3
TFT 1710				

Goal Area 9: Ethical and Civic Responsibility

Course Code	Title	Course Outlines	Goal Areas	Credits
Ethical Civic Responsibility - 1 course				
COMM 1610	Introduction to Mass Communication or	View-COMM 1610	n/a	3
COMM 1810	Introduction to Health Communication or	View-COMM 1810	n/a	3
COMM 2610	Introduction to Public Relations and Strategic Communication or	View-COMM 2610	n/a	3
ECON 1050	Economics of Crime or	View-ECON 1050	n/a	3
ENGL 2390	Work in American Literature or	View-ENGL 2390	n/a	3
ENGL 2950	Mystery and Detective Fiction or	View-ENGL 2950	n/a	3
GCST 1211	The History, Philosophy, and Practice of Traditional Aikido I or	View-GCST 1211	n/a	3
GCST 1212	The History, Philosophy and Practice of Traditional Aikido II or	View-GCST 1212	n/a	3
GCST 1213	The History, Philosophy, and Practice of Traditional Aikido III or	View-GCST 1213	n/a	3
GCST 1220	Practical Applications of Traditional Aikido or	View-GCST 1220	n/a	2
GCST 1301	Introduction to Ethnic Studies or	View-GCST 1301	n/a	3
GCST 1320	Community Organizing I or	View-GCST 1320	n/a	3
GCST 1490	Dave Larsen American Indian Immersion Experience or	View-GCST 1490	n/a	4
GCST 1502 or				
GCST 1503 or				
GCST 1504 or				
GCST 1505 or				
GCST 1507 or				
GCST 1964	African American Civil Rights Immersion Experience or	View-GCST 1964	n/a	4
GCST 2000	Theories of Race and Ethnicity or	View-GCST 2000	n/a	3
GWS 1502	Human Trafficking or	View-GWS 1502	n/a	3
GWS 1503	Analyzing Gender Identities or	View-GWS 1503	n/a	3
GWS 1504 or				
GWS 1505	Women and War or	View-GWS 1505	n/a	3
GWS 1507	Mass Incarceration or	View-GWS 1507	n/a	3
HIST 1230	U.S. Labor History or	View-HIST 1230	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
HIST 2700	History and Popular Culture or	View-HIST 2700	n/a	3
PHIL 1020	Ethics or	View-PHIL 1020	n/a	3
PHIL 1070	Political Philosophy or	View-PHIL 1070	n/a	3
PHIL 1110	Informal Reasoning for Problem Solving or	View-PHIL 1110	n/a	3
PHIL 1120	Ethics in Organizations or	View-PHIL 1120	n/a	3
PHIL 1220	Health Care Ethics or	View-PHIL 1220	n/a	3
POLS 1100	American Government and Politics or	View-POLS 1100	n/a	3
POLS 1140	State and Local Politics or	View-POLS 1140	n/a	3
SOC 1130	Social Problems/Deviance	View-SOC 1130	n/a	3

Goal Area 10: People and the Environment

Course Code	Title	Course Outlines	Goal Areas	Credits
People the Environment - 1 course				
ANTH 1020	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory or	View-ANTH 1020	n/a	3
ANTH 1130	The Archaeology of Ancient Europe or	View-ANTH 1130	n/a	3
BIOL 1030 or				
BIOL 1160	Global Environment Field Biology or	View-BIOL 1160	n/a	4
BIOL 1200	Current Environmental Issues or	View-BIOL 1200	n/a	4
BIOL 1600 or				
BIOL 1610 or				
CHEM 1000	Chemistry and Society or	View-CHEM 1000	n/a	4
CHEM 1010	Introduction to Chemistry or	View-CHEM 1010	n/a	4
EEVS 1140	Historical Geology or	View-EEVS 1140	n/a	4
EEVS 1150	Boundary Waters Field Geology or	View-EEVS 1150	n/a	4
EEVS 1160	Global Environmental Field Geology or	View-EEVS 1160	n/a	4
EEVS 1170 or				
EEVS 1180 or				
EEVS 1190 or				
EEVS 1200	Oceanography or	View-EEVS 1200	n/a	3
EEVS 1201 or				
EEVS 1210	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology or	View-EEVS 1210	n/a	2
EEVS 2000	Introduction to Environmental Science or	View-EEVS 2000	n/a	3
ENGL 2340	Nature in Literature or	View-ENGL 2340	n/a	3
GCST 1030	Introduction to Japanese Culture or	View-GCST 1030	n/a	3
GCST 1040	American Indian Culture - Indigenous Peoples of Minnesota or	View-GCST 1040	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
GCST 2320	Leadership through Social Change or	View-GCST 2320	n/a	3
GEOG 1010	Physical Geography or	View-GEOG 1010	n/a	3
GEOG 1190 or				
NSCI 1110	Minnesota's Natural History or	View-NSCI 1110	n/a	4
NSCI 1140	Historical Geology or	View-NSCI 1140	n/a	4
NSCI 1170 or				
NSCI 1180 or				
NSCI 1190 or				
NSCI 1200	Oceanography or	View-NSCI 1200	n/a	3
NSCI 1201 or				
NSCI 1210	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology or	View-NSCI 1210	n/a	2
PHIL 1200	Environmental Philosophy or	View-PHIL 1200	n/a	3
PHIL 1230	Food Ethics or	View-PHIL 1230	n/a	3
PSYC 1220	Psychology of Aging	View-PSYC 1220	n/a	3

MnTC Note

[40 Credits from ALL MNTC Courses, Goal Areas 1-10](#)

Health Requirement

[Health Exercise Science - 2 courses, 4 credits, one Health course one Exercise Science course](#)

Electives

Elective credits, excluding under 1000 level, to reach 60 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

Program Overview

2023-2024

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

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual wellbeing.

Develop intellectual and practical skills, including:

- Understanding the commonalities and diversity of the human experience, values, and opinions
- Understanding the forms of artistic expression and their inherent creative processes
- Thinking critically, applying systematic reasoning, and developing information management quantitative skills
- Communicating clearly and effectively

Demonstrate personal and social responsibility, including:

- Developing a code for personal and civic life as a responsible citizen in a democracy
- Maintaining good mental and physical health and social adjustment
- Seeking new knowledge independently

Integrative and applied learning, including:

- The ability to apply General Education to the issues of our times

Be prepared to transfer to, and succeed, at an upper level academic institution.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Liberal Arts AA Program Roadmap Full Time](#)
 - [Liberal Arts AA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: careerwise.minnstate.edu and www.bls.gov.

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

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

Students taking more than four years to complete their graduation requirements may follow any catalog in effect during the four year period preceding their date of graduation.

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 4 credits for the Wellness requirement with at least one course from each of the following areas: Health (all courses) and Physical Education (all courses).
- Complete 16 elective credits selected from all courses listed in the College's offerings, which are numbered 1000 or higher.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC). Note: Courses can satisfy more than one goal area, however, credits may only be counted once toward the 60 credit minimum.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Management AAS

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

Management Curriculum

Curriculum

Program Courses - Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills	View-BUS 1110	n/a	3
BUS 1220	Effective Supervision	View-BUS 1220	n/a	3
BUS 2600	Principles of Marketing	View-BUS 2600	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3

Program Courses - Management Specialty

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2112	Managerial Accounting	View-ACCT 2112	n/a	4
BUS 1300	Legal Environment of Business	View-BUS 1300	n/a	3
BUS 1510	Operations Management	View-BUS 1510	n/a	3
BUS 2630	Fundamentals of Sales and Service	View-BUS 2630	n/a	3
BUS 1810	Entrepreneurship	View-BUS 1810	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ECON 1060	Principles of Macroeconomics	View-ECON 1060	n/a	3
ECON 1070	Principles of Microeconomics	View-ECON 1070	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II	View-ENGL 1202	n/a	2

MnTC Electives

MnTC Electives from at least 2 of the following MnTC Goal Areas- 2, 3, 4, 6, 7, 9,/or 10
(The MnTC Electives selected must total a minimum of 5 credits.)

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

The Associate of Applied Science in Management is designed for students wanting a diversified business background with an opportunity to concentrate on specialized functions of management. Courses are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.
- Use quantitative analysis of financial information and accounting concepts to interpret information.
- Apply legal principles to problems commonly experienced in the business world.
- Apply legal principles to problems commonly experienced in the business world.
- Apply the tools and techniques used by real life operations professionals in controlling the operations system.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
 - Illustrate the marketing concept through the completion of a comprehensive marketing plan.
 - Production of a comprehensive sales plan that reflects specific sales concepts and tactics.
 - Production of a business model and business plan.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Management AAS Program Roadmap Full Time](#)
 - [Management AAS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 6071 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information

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Accreditation

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30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Management Certificate

The Management Certificate is for students who want to learn the essentials involved with managerial and supervisory positions.

Management Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills	View-BUS 1110	n/a	3
BUS 1220	Effective Supervision	View-BUS 1220	n/a	3
BUS 2200	Principles of Management	View-BUS 2200	n/a	3

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required

12

Program Overview

This certificate is for students who want to learn the essentials involved with managerial and supervisory positions. All of the courses can be taken online. Courses can be applied to the Business Administration A.S. Degree Management Concentration or various A.A.S. degrees.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Management Certificate Program Roadmap Full Time**](#)

- [Management Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Marketing Specialist AAS

The Marketing Specialist AAS degree is designed for students interested in professional careers in the fields of marketing.

Marketing Curriculum

Curriculum

Business Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting and	View-ACCT 2111	n/a	4
BUS 1100	Introduction to Business and	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills and	View-BUS 1110	n/a	3
BUS 2100	Business Statistics and	View-BUS 2100	n/a	4
CIS 1101	Business Computer Systems I and	View-CIS 1101	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

Marketing Specialty Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 2901	Graphic Design Tools I and	View-ART 2901	n/a	3
BUS 2600	Principles of Marketing and	View-BUS 2600	n/a	3
BUS 2610	Consumer Behavior and	View-BUS 2610	n/a	3
BUS 2620	Fundamentals of Promotion and	View-BUS 2620	n/a	3
BUS 2630	Fundamentals of Sales and Service and	View-BUS 2630	n/a	3
BUS 2640	Fundamentals of Digital Marketing and	View-BUS 2640	n/a	3
BUS 2650	Marketing Capstone or	View-BUS 2650	n/a	2
BUS 2010	Internship Business	View-BUS 2010	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
ECON 1060	Principles of Macroeconomics and	View-ECON 1060	n/a	3
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3

MnTC Electives - 7 credits

MnTC Electives - 7 credits: AMST1010(3), AMST1020(3), AMST2210(3), AMST2220(3), ANTH1010(3), ANTH1020(3), ANTH1130(3), ANTH1140(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1010(3), ART1020(3), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), ASL1101(4), ASL1102(4), ASL1300(3), ASL2201(4), ASL2202(4), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1600(1), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), COMM1010(3), COMM1110(3), COMM1210(3), COMM1310(3), COMM1410(3), COMM1510(3), COMM1550(3), COMM1610(3), COMM1710(3), COMM1810(3), COMM1910(3), COMM2610(3), ECON1050(3), ECON1060(3), ECON1070(3), ENGL1111(3), ENGL1112(3), ENGL1150(3), ENGL1200(4), ENGL1201(4), ENGL1202(2), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1040(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1501(3), GCST1502, GCST1503(3), GCST1504(3), GCST1501(3), GCST1700(3), GCST1978(3), GCST1964(4), GCST2250(3), GCST2510(3), GEOG1000(2), GEOG1010(3), GEOG1040(3), GEOG1100(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), GERM1030(3), GWS1501(3), GWS1502(3), GWS1503(3), GWS1504(3), GWS1505(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST1800(3), HIST1900(1), HIST2500(3), HIST2600(3), HIST2700(3), HUM1210(3), INTD1030(3), INTD1040(3), INTD1210(3), INTD1211(3), INTD1212(3), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1050(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1110(3), PHIL1120(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), PHIL1230(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1231(4), PHYS1232(4), PHYS1400(3),

PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), POLS2130(3), PSYC1110(3), PSYC1150(3), PSYC1160(4), PSYC1165(3), PSYC1170(3), PSYC1210(3), PSYC1220(3), PSYC1250(4), PSYC2110(3), PSYC2320(3), PSYC2330(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1130(3), SOC1710(3), SOC1750(3), SOC2110(3), SOC2200(3), SOC2210(3), SOC2410(3), SOC2730(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), SOC2750(3), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT1710(3), TFT2010(3), TFT2500(3), TFT2950(1), WOST0101(4), WOST0999(3), WOST1110(3)

Total Credits Required

60

Program Overview

2024-2025

Marketing Specialist Certificate students experience hands-on class projects such as new product launches, sales presentations, and advertising media plans. Specialized courses in consumer behavior, promotion, sales, and digital marketing are taught by outstanding marketing and design faculty, bringing real world expertise using state-of-the-art business software. Courses can be applied to the Marketing Specialist A.A.S. Degrees in Business.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world.
- Define the role of consumer behavior, promotion, sales, and digital marketing in the marketing process and how they are integrated within an organization's overall strategy.

- Explore the decision-making skills and software needed in businesses.
- Describe the purposes for descriptive statistics and the purposes of inferential statistics.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.
- Use quantitative analysis of financial information and accounting concepts to interpret information.
- Role-play sales situations individually or in teams to dramatize specific sales concepts and tactics.
- Proficiently use computers and graphic design software for graphic design projects.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.
- Identify and understand ethical dilemmas within the marketing, promotion, sales, and digital marketing environments.

Integrative and Applied Learning, including:

- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Analyze consumer behavior situations and apply consumer behavior concepts to develop solutions.
- Analyze marketing communication situations and develop promotional strategic solutions.
- Apply various sales concepts in the construction of a comprehensive sales plan or the solutions to various comprehensive sales cases.
- Learn to develop, evaluate, and execute a comprehensive digital marketing strategy and plan.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Marketing Specialist AAS Program Roadmap Full Time](#)
- [Marketing Specialist AAS Program Roadmap Part Time](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 6071 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Marketing Specialist Certificate

The Marketing Specialist Certificate is designed for students interested in professional careers in the fields of marketing.

Marketing Specialist Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 2901	Graphic Design Tools I and	View-ART 2901	n/a	3
BUS 2600	Principles of Marketing and	View-BUS 2600	n/a	3
BUS 2610	Consumer Behavior and	View-BUS 2610	n/a	3
BUS 2620	Fundamentals of Promotion and	View-BUS 2620	n/a	3
BUS 2630	Fundamentals of Sales and Service and	View-BUS 2630	n/a	3
BUS 2640	Fundamentals of Digital Marketing	View-BUS 2640	n/a	3

Total Credits Required	18
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Program Overview

2024-2025

Marketing Specialist Certificate students experience hands-on class projects such as new product launches, sales presentations, and advertising media plans. Specialized courses in consumer behavior, promotion, sales, and digital marketing are taught by outstanding marketing and design faculty, bringing real-world expertise using state-of-the-art business software. Courses can be applied to the Marketing Specialist A.A.S. Degrees in Business.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Define the role of consumer behavior, promotion, sales, and digital marketing in the marketing process and how they are integrated within an organization's overall strategy.

Intellectual and Practical Skills, focused by:

- Role-play sales situations individually or in teams to dramatize specific sales concepts and tactics.
- Proficiently use computers and graphic design software for graphic design projects.

Personal and Social Responsibility and Engagement, focused by:

- Identify and understand ethical dilemmas within the marketing, promotion, sales, and digital marketing environments.

Integrative and Applied Learning, including:

- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Analyze consumer behavior situations and apply consumer behavior concepts to develop solutions.

- Analyze marketing communication situations and develop promotional strategic solutions.
 - Apply various sales concepts in the construction of a comprehensive sales plan or the solutions to various comprehensive sales cases.
 - Learn to develop, evaluate, and execute a comprehensive digital marketing strategy and plan.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Marketing Specialist Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Mass Communication Transfer Pathway AA

The Mass Communication AA at NHCC helps students develop knowledge and skills to participate in an ever-changing, multidisciplinary media environment.

Mass Communication Transfer Pathway Curriculum

Curriculum

Required Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
COMM 1310	Intercultural Communication and	View-COMM 1310	n/a	3
COMM 1610	Introduction to Mass Communication and	View-COMM 1610	n/a	3
COMM 2610	Introduction to Public Relations and Strategic Communication and	View-COMM 2610	n/a	3
ENGL 1800	Introduction to Journalism	View-ENGL 1800	n/a	3

Program Electives (Choose 6-9 Credits)

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 1270	Digital Video Production or	View-ART 1270	n/a	3
ART 2561	Web Design I or	View-ART 2561	n/a	3
BUS 1620	Advertising and Sales Promotion or	View-BUS 1620	n/a	3
COMM 1550	Video Game Entertainment or	View-COMM 1550	n/a	3
COMM 1810	Introduction to Health Communication or	View-COMM 1810	n/a	3
TFT 1270	Digital Video Production	View-TFT 1270	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
PSYC 1150	General Psychology and	View-PSYC 1150	n/a	3
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course and				
Mathematics/Logical Reasoning (Goal Area 4) - 3 credits and				
History the Social Behavioral Sciences (Goal Area 5) - 3 credits				
Humanities Fine Arts - 2 courses, 6-9 credits, from at least 2 different disciplines (ART 1050, ART/TFT 1270, ART/COMM 1550, MUSC 1350, MUSC 1370, TFT 1250, TFT 1320) and				
People the Environment - 3 credits (ANTH 1020 GEOG 1010 Recommended) and				
Health Exercise Science - 2 credits				
Total Credits Required			60	

Program Overview

2024-2025

The Mass Communication AA at NHCC helps students develop knowledge and skills to participate in an ever-changing, multidisciplinary media environment. Our program emphasizes the core values of ethics, creativity, cultural diversity, socialization, and representation in the media and prepares students with the foundational skills to continue on to a 4-year degree or enter the workforce in a digital or social media position.

NHCC's Mass Communication program directly transfers to designated bachelor's degree programs at Minnesota State Universities. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

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

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Mathematics Transfer Pathway AA

This transfer pathway ensures that a student who successfully completes a Mathematics Transfer Pathway AA degree can transfer the full degree into a parallel bachelor's degree program in Mathematics at a Minnesota State university.

Mathematics Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
MATH 1221	Calculus I	View-MATH 1221	n/a	5
MATH 1222	Calculus II	View-MATH 1222	n/a	5
MATH 2220	Calculus III	View-MATH 2220	n/a	5
Choose either Linear Algebra OR Differential Equations				
MATH 2300	Linear Algebra or	View-MATH 2300	n/a	4
MATH 2400	Differential Equations	View-MATH 2400	n/a	4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
COMM 1610	Introduction to Mass Communication	View-COMM 1610	n/a	3
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1310	Intercultural Communication or	View-COMM 1310	n/a	3
COMM 1410	Human Communication Theory or	View-COMM 1410	n/a	3
COMM 1550	Video Game Entertainment or	View-COMM 1550	n/a	3
COMM 1610	Introduction to Mass Communication or	View-COMM 1610	n/a	3
COMM 1810	Introduction to Health Communication or	View-COMM 1810	n/a	3
COMM 1910	Argumentation and Public Advocacy or	View-COMM 1910	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 2610	Introduction to Public Relations and Strategic Communication or	View-COMM 2610	n/a	3
COMM 2900	Communications Capstone	View-COMM 2900	n/a	0

MnTC Electives

Natural Science - 2 courses, 7 credits from 2 different disciplines, one must be a lab course
History the Social Behavioral Sciences - Must complete 9 credits
Humanities Fine Arts - 9 credits from 2 different disciplines
Goal Areas 7, 8, 10 - Courses can 'double dip' also count in Goal Areas 1-6. Credits only count once.
Additional Electives, if needed, to reach 40 total MnTC credits

NHCC Residency and GPA

15 Credits must be earned at NHCC	
Total Credits Required	60

Program Overview

2024-2025

This transfer pathway specifically ensures that a student who successfully completes a Mathematics Transfer Pathway Degree AA can transfer the full degree into a parallel baccalaureate degree program in Mathematics at a Minnesota State University.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- Learning to value and enjoy mathematics
- Confidence in one's ability to do mathematics

Intellectual and Practical Skills, including:

- Ability to be a mathematical problem solver
- Ability to communicate mathematical ideas clearly, efficiently, and effectively in both written and oral forms
- Ability to reason mathematically

Personal and Social Responsibility, including:

- Ability to function in a mathematical, statistical, and technological society

Integrative Learning, including:

- Addressing complicated problems, applying mathematical methods to arrive at solutions, and validating solutions
- Synthesizing ideas, applying disciplined thinking techniques to new settings, and approaching situations with multiple perspectives

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Mathematics Transfer Pathway AA Full Time**](#)
 - [**Mathematics Transfer Pathway AA Part Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Accreditation

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1-800-621-7440



Medical Laboratory Technology AAS

The North Hennepin Community College Associate of Applied Science Medical Laboratory Technology (MLT) Program is designed to prepare students for a career in the medical laboratory. Medical Laboratory Technology is a rewarding, dynamic, and in-demand career with many opportunities for growth. By performing testing on blood and body fluids using highly specialized skills and complex instrumentation, MLTs provide information that is vital to both diagnosing and treating disease. In fact, over 70% of all health care decisions are made based on laboratory results.

Medical Laboratory Technology Curriculum

Curriculum

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
1 course from BIOL1001, BIOL1101				
BIOL 1001	Biology I or	View-BIOL 1001	n/a	4
BIOL 1101	Principles of Biology I	View-BIOL 1101	n/a	4
BIOL 1120	Human Biology	View-BIOL 1120	n/a	3
CHEM 1061	Principles of Chemistry I	View-CHEM 1061	n/a	4
CHEM 1062	Principles of Chemistry II	View-CHEM 1062	n/a	4
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150				
PHIL 1020	Ethics	View-PHIL 1020	n/a	3

Program Courses - MLT Didactic Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
MLT 1000	Clinical Laboratory Basics	View-MLT 1000	n/a	1
MLT 1100	Clinical Urinalysis/Body Fluids	View-MLT 1100	n/a	2
MLT 1200	Clinical Laboratory Instrumentation	View-MLT 1200	n/a	1
MLT 1250	Clinical Immunology	View-MLT 1250	n/a	2
MLT 2050	Clinical Hematology	View-MLT 2050	n/a	4
MLT 2080	Clinical Microbiology	View-MLT 2080	n/a	4
MLT 2100	Clinical Chemistry	View-MLT 2100	n/a	4
MLT 2150	Clinical Immunohematology	View-MLT 2150	n/a	3

Program Courses - MLT Clinical Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
MLT 2310	Applied Phlebotomy	View-MLT 2310	n/a	1
MLT 2320	Applied Hematology	View-MLT 2320	n/a	2
MLT 2330	Applied Coagulation	View-MLT 2330	n/a	1
MLT 2340	Applied Urinalysis	View-MLT 2340	n/a	1
MLT 2350	Applied Microbiology	View-MLT 2350	n/a	2
MLT 2360	Applied Immunohematology	View-MLT 2360	n/a	2
MLT 2380	Applied Chemistry	View-MLT 2380	n/a	2

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

Notes

Day or evening option for MLT didactic courses. The program concludes with a clinical component that is only offered on the day shift.

Program Overview

2024-2025

The North Hennepin Community College Associate of Applied Science Medical Laboratory Technology (MLT) Program is designed to prepare students for a career in the medical laboratory. Medical Laboratory Technology is a rewarding, dynamic, and in demand career with many opportunities for growth. By performing testing on blood and body fluids using highly specialized skills and complex instrumentation, MLTs information that is vital to both diagnosing and treating disease. In fact, over 70% of all health care decisions are made based on laboratory results.

Through NHCC's MLT program, students will gain both knowledge and hands-on experience, making them highly desirable employees. Coursework includes theory in phlebotomy, urinalysis, clinical chemistry, hematology, immunology, microbiology, and immunohematology. Practical experience will be gained in student laboratories at NHCC and through a 12 week clinical experience during the program's final semester. Upon completion of the program, students will be eligible to sit for the American Society of Clinical Pathology Board of Certification Exam.

All on campus MLT specific courses are offered during daytime hours only. In the final semester, students are required to participate in clinical rotations, which will run Monday-Thursday for about eight hours each day or 32 hours a week for 12 weeks. Admission into the MLT program requires a separate application and entrance exam. The selection process is competitive, and the college may not be able to accept all applicants that meet the minimum standards. The MLT application deadline is March 1st for the fall semester start.

The Associate of Applied Science in Medical Laboratory Technology is designed to articulate to: Saint Cloud State University B.S. in Medical Laboratory Science degree

Completion of current Minnesota Human Services Background Check including fingerprints. If an applicant has been arrested, charged, or convicted of any criminal offense, he or she should investigate the impact that the charge or conviction may have on his or her chances of employment and the students chances to obtain federal, state, and other higher education financial aid (by Minnesota Statute 135A.157). If the applicant refuses, or is disqualified because of the background study, the applicant will be unable to successfully complete the requirements of the program.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Develop entry level medical laboratory technology skills in a clinical setting to prepare them for the workplace.

Intellectual and Practical Skills:

- Develop and demonstrate professionalism and concern for the customer.
- Develop competence in the theoretical knowledge and technical skills necessary for proficient performance of clinical laboratory procedures.
- Utilize effective interpersonal communication skills with customers and coworkers.
- Utilize effective written communication skills appropriate for the professional setting.
- Develop competence in the theoretical knowledge necessary to prepare for the national certification examination of the profession.

Personal and Social Responsibility and Engagement:

- Value participation in continuous professional development.
- Develop awareness of the role and responsibilities of the medical laboratory technician as a member of the health care team.

Integrative and Applied Learning:

- Apply critical thinking skills to correlating laboratory findings and common disease processes.
- Apply critical thinking skills to learning new techniques and procedures.

Upon successful completion of the program, the student will be eligible to sit for the national certification examination.

Upon successful completion of the program, students may be eligible to transfer to the B.S. in Medical Laboratory Science program at St. Cloud State University.

NAACLS requires accredited programs to meet the following program outcomes:

70% Graduation Rate (This is calculated based on students who began and completed the second half of the program.)

75% Board of Certification Pass Rate (This is calculated based on students who completed their exam within 1 year of graduation.)

70% Job Placement Rate (This is based on graduates that either entered the field or continued with higher education in the field.)

MLT outcomes for our program at NHCC are listed below. The BOC pass rates, and job placement rates, reflect students that graduated during the specified period of time:

	7/1/20 – 6/30/21	7/1/21 – 6/30/22	7/1/22 – 6/30/23	Average
Graduation Rates	100%	90%	100%	97%
Board of Certification pass rates	87%	100%	100%	94%
Job placement rates	100%	100%	100%	100%

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 6071 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College.
- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information

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Accreditation

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1-800-621-7440

Program Accreditation

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

NAACLS

5600 N River Road, Suite 720

Rosemount, IL 60018-5119

Telephone: 773-714-8880

Fax: 773-714-8886

E-mail: info@naacsls.org

Website: www.naacsls.org

Microsoft Office Principles Certificate

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, basic techniques in Access and PowerPoint, and how to integrate these applications. Knowledge of the keyboard is recommended, but not required.

Microsoft Office Principles Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1101	Business Computer Systems I and	View-CIS 1101	n/a	3
CIS 1200	Word Processing and	View-CIS 1200	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

Electives - Must Choose one of the Following Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1000	Computer and Keyboarding Essentials or	View-CIS 1000	n/a	3
CIS 1230	Business Presentations: PowerPoint or	View-CIS 1230	n/a	3
CIS 1240	Information Management: Access or	View-CIS 1240	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3
Total Credits Required				12

Program Overview

2024-2025

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. Courses can be taken online. Courses completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management Degrees.

Program Outcomes

- Learn the most common Microsoft Office skills used in the market today
- Perform intermediate techniques in Microsoft Word and Excel, and integrate Microsoft Office applications
- Communicate in a business environment including 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

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Microsoft Office Principles Certificate Program Roadmap Full Time](#)
 - [Microsoft Office Principles Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

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Accreditation

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Microsoft Office Specialist Certificate

This certificate provides advanced computer skills and business concepts needed in industry today. Students will use Microsoft Office products, including Office, Excel, PowerPoint, and Access, as well as other computer software applications that can be applied in business situations. All courses can be taken online.

Microsoft Office Specialist Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1200	Word Processing	View-CIS 1200	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
CIS 1230	Business Presentations: PowerPoint	View-CIS 1230	n/a	3
CIS 1240	Information Management: Access	View-CIS 1240	n/a	3

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required	12
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Program Overview

2024-2025

This certificate provides advanced computer skills and business concepts needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. All 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 other certificates. This certificate qualifies for the Work Investment Act.

Program Outcomes

Intellectual and Practical Skills:

- Demonstrate advanced software application skills.
 - Analyze and solve business problems using software applications
 - Use the software applications in an ethical and secure manner.
 - Prepare for the Microsoft Office Specialist Certificate (MOS) Exams.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Microsoft Office Specialist Certificate Program Roadmap Full Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Music AFA

If you're passionate about music, the Music AFA degree is a great place to start developing the skills and talents to pursue a musical career. The curriculum, taught by experienced faculty, provides a broad background in music, and allows students to transfer credits to complete a bachelor's degree in music performance, music education, or music business. In addition to completing coursework, students will have the opportunity to participate in solo and group performances, and individual lessons.

Music Curriculum

Curriculum

Program Courses: Music History and Theory

Course Code	Title	Course Outlines	Goal Areas	Credits
MUSC 1241	Music Theory I	View-MUSC 1241	n/a	3
MUSC 1242	Music Theory II	View-MUSC 1242	n/a	3
MUSC 1251	Ear Training and Sight Singing I	View-MUSC 1251	n/a	2
MUSC 1252	Ear Training and Sight Singing II	View-MUSC 1252	n/a	2
MUSC 1300	Music in World Cultures	View-MUSC 1300	n/a	3
MUSC 2170	History of Music I: Medieval Through Classical Eras	View-MUSC 2170	n/a	3
MUSC 2180	History of Music II: Romantic Era to the 21st Century	View-MUSC 2180	n/a	3
MUSC 2241	Music Theory III	View-MUSC 2241	n/a	3
MUSC 2242	Music Theory IV	View-MUSC 2242	n/a	3
MUSC 2251	Ear Training and Sight Singing III	View-MUSC 2251	n/a	2
MUSC 2252	Ear Training and Sight Singing IV	View-MUSC 2252	n/a	2

Program Courses: Music Performance

Course Code	Title	Course Outlines	Goal Areas	Credits
<p>Music Lessons - 1 credit for 4 semesters. See course numbers for your instrument's 1/2 hour lessons. Students may take 1 hour lessons, but only 4 credits total will count toward degree. All semesters must be lessons in the student's major instrument.</p>				
MUSC 1510	Applied Music: Guitar or	View-MUSC 1510	n/a	1
MUSC 1610	Applied Music: Voice or	View-MUSC 1610	n/a	1
MUSC 1810	Applied Music: Piano or	View-MUSC 1810	n/a	1
MUSC 1830	Applied Music: Strings or	View-MUSC 1830	n/a	1
MUSC 1850	Applied Music: Percussion or	View-MUSC 1850	n/a	1
MUSC 1860	Applied Music: Brass or	View-MUSC 1860	n/a	1
MUSC 1870	Applied Music: Woodwinds or	View-MUSC 1870	n/a	1
MUSC 2010	Advanced Applied Music Lessons	View-MUSC 2010	n/a	2
<p>Music Large Ensemble Participation - 1 credit for 4 semesters. Students must participate in a large ensemble music performance for 4 semesters.</p>				
MUSC 1130	Concert Choir or	View-MUSC 1130	n/a	1
MUSC 1160	Large Instrumental Ensemble	View-MUSC 1160	n/a	1
<p>Depending on student placement level, choose 2 credits from the following (Piano Proficiency Requirement)</p>				
MUSC 1801	Class Piano I or	View-MUSC 1801	n/a	2
MUSC 1802	Class Piano II or	View-MUSC 1802	n/a	2
MUSC 1810	Applied Music: Piano or	View-MUSC 1810	n/a	1
MUSC 2010	Advanced Applied Music Lessons	View-MUSC 2010	n/a	2

Course Code	Title	Course Outlines	Goal Areas	Credits
Music Small Ensemble - 2 credits. Additional options include: Wind Ensemble, String Ensemble Theatre practicum (pit band performance musical theatre stage acting performance).				
MUSC 1150	Chamber Singers or	View-MUSC 1150	n/a	1
MUSC 1170	Instrumental Jazz Ensemble or	View-MUSC 1170	n/a	1
MUSC 1180	Small Group Performance Ensemble	View-MUSC 1180	n/a	1
Depending on student placement level, choose 2 credits from the following (Guitar Proficiency Requirement)				
MUSC 1501	Class Guitar I or	View-MUSC 1501	n/a	2
MUSC 1502 or				
MUSC 1510	Applied Music: Guitar or	View-MUSC 1510	n/a	1
MUSC 2010	Advanced Applied Music Lessons	View-MUSC 2010	n/a	2

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203 College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
COMM 1010, COMM1110, COMM1310 - 1 course				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1310	Intercultural Communication	View-COMM 1310	n/a	3

MnTC Electives

Natural Sciences (Goal Area 3) - 4 credits
Mathematics/Logical Reasoning (Goal Area 4) - 3 credits
History the Social Behavioral Sciences (Goal Area 5) - 6 credits
Goal Areas 7, 9, 10 - 3 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	68
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Notes

To complete the Minnesota Transfer Curriculum, in addition to the courses listed above the student will need to take these additional MnTC Goal Area Goal Area 3: 3 credits with one Goal Area 3 course that includes a lab component. Goal Area 5: 3 credits Goal Area 9 or 1: 3 credits in each goal area required; remaining credits depend on studentandrsquo;s choices of electives. Some courses fulfill two goal areas.

Program Overview

2024-2025

The Associate of Fine Arts in Music is designed to provide a broad background in music for students planning to transfer to another college or university to complete a bachelor's degree in music performance, music education, or music business. The degree includes rigorous academic studies along with group performance experiences, individual lessons and solo performance opportunities.

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual wellbeing by:

- Demonstrating skill in the foundation music courses

Develop intellectual and practical skills, including:

- Verbally and visually communicating their knowledge of music history, theory and performance
- Competently analyzing and critiquing their own performance as well as that of others
- Competently using the concepts of theory, history and performance in creative processes

Demonstrate personal and social responsibility, including:

- Developing constructive, organized work habits and professional interpersonal and communication skills
- Developing an understanding of the creative accomplishments of other people and cultures, past and present, in the development of the field of music
- Studying the ethics of the use of ideas, information and creative works as a foundation for respect of intellectual ownership

Integrative Learning, including:

- Managing the process of creative problems in music from conceptualization to performance
- Performing competently and artistically as an individual and in groups
- Demonstrating problem solving that employs technical skills and comprehension of the historical context of music with application in theory and performance

Be prepared to transfer to and succeed at an upper level academic institution.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Music AFA Program Roadmap Full Time](#)
 - [Music AFA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

Completion of an A.F.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Coursework Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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.Net Programming Certificate

The .NET Programming Certificate program is ideal for students who want to acquire skills needed for .NET programming, web programming, and web site development.

.NET Programming Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 1040	Fundamentals of Structured Query Language (SQL)	View-CSCI 1040	n/a	3
CSCI 1150	Programming in C# for .NET	View-CSCI 1150	n/a	4
CSCI 2060	Web Programming in ASP.NET	View-CSCI 2060	n/a	4
1 course from CSCI1020, CSCI1025				
CSCI 1020	Beginning Web Page Programming or	View-CSCI 1020	n/a	1
CSCI 1025	Responsive Web Design	View-CSCI 1025	n/a	1

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required	12
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Program Overview

2024-2025

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. It also covers ASP.NET, a technology for creating Web applications. The Certificate's database management course utilizes Microsoft SQL Server.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, including:

- Designing appealing and functional user interfaces

Intellectual and Practical Skills, including:

- 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.NETbased Web sites utilizing C# language
 - How to employ Microsoft SQL Server to process and store the data associated with .NET applications
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [.Net Programming Certificate](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Nursing AS

The North Hennepin Community College Nursing Associate Degree program is designed to educate students who are prepared to begin professional nursing careers as competent, caring members of today's healthcare team.

Nursing Curriculum

Curriculum

Tier 1 Prerequisites

Course Code	Title	Course Outlines	Goal Areas	Credits
Admission decision for the Nursing Program is based on the following Tier 1 prerequisite courses. These courses must be completed with a C 'or' better 'and' overall 2.75 GPA 'or' higher PRIOR to submitting your application.				
BIOL 1001	Biology I	View-BIOL 1001	n/a	4
BIOL 2111	Human Anatomy and Physiology I	View-BIOL 2111	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
PHIL 1220	Health Care Ethics	View-PHIL 1220	n/a	3

Tier 2 Prerequisites

Course Code	Title	Course Outlines	Goal Areas	Credits
These courses must be completed PRIOR to starting in the nursing program courses. These courses must be completed with a C 'or' better 'and' 2.50 GPA 'or' higher.				
BIOL 2112	Human Anatomy and Physiology II	View-BIOL 2112	n/a	4
BIOL 2100	Microbiology	View-BIOL 2100	n/a	4
CHEM 1005	Chemistry for Healthcare Professionals	View-CHEM 1005	n/a	3

Nursing General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
These courses must be completed with a C (2.00 GPA) 'or' better.				
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1810	Introduction to Health Communication and	View-COMM 1810	n/a	3
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3

Nursing Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
NURS 2701	Health Assessment for Nursing	View-NURS 2701	n/a	3
NURS 2702	Fundamentals of Nursing	View-NURS 2702	n/a	4
NURS 2703	Nursing Clinical 1	View-NURS 2703	n/a	3
NURS 2801	Pharmacology for Nursing	View-NURS 2801	n/a	3
NURS 2802	Chronic and Palliative Nursing	View-NURS 2802	n/a	4
NURS 2803	Clinical II	View-NURS 2803	n/a	4
NURS 2901	Nursing Leadership	View-NURS 2901	n/a	2
NURS 2902	Acute and Complex Nursing	View-NURS 2902	n/a	5
NURS 2903	Nursing Clinical III	View-NURS 2903	n/a	4
Total Credits Required			64	

Program Overview

2024-2025

These courses contribute to the goals for the A.S. Nursing Degree following completion of the Nursing Program. The North Hennepin Community College (NHCC) Associate Degree Nursing Program is designed to educate students who are prepared to begin professional nursing careers as competent, caring members of today's healthcare team. NHCC will prepare professional nurses to promote health and meet the evolving and complex healthcare needs of an increasingly diverse population in Minnesota.

Program Outcomes

Program Outcomes including Essential Learning Outcomes: 1. Integrate reflection, self-analysis, self-care, and lifelong learning into nursing practice (ELO 1, 2a,c,e, 3a,b,c,d,e, 4a,d,e) 2. Apply leadership skills to enhance quality nursing care and improve health outcomes (ELO 1, 2a,c,e, 3a,b,c,d,e, 4a,d,e) 3. Utilize best available evidence and informatics to guide decision making (ELO 1, 2a,b,c,d,e, 3a,b,c,d,e, 4a,d,e) 4. Collaborate with inter-professional teams to provide holistic nursing care (ELO 1, 2a,d,e, 3a,b,c,d,e, 4a,d,e) 5. Adapt communication strategies to effectively respond to a variety of health care situations (ELO 1, 2a,b,c,e, 3a,b,c,d,e, 4a,d,e) 6. Incorporate ethical practice and research within the nursing discipline and organizational environments (ELO 1, 2a,c,e, 3a,b,c,d,e, 4a,d,e) 7. Practice holistic, evidence-based nursing care promoting social justice for diverse populations including individuals, families, and communities (ELO 1, 2a,b,c,d,e, 3a,b,c,d,e, 4a,d,e)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 64 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Accreditation Commission for Education in Nursing, Inc.

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

404-975-5000

NHCC has been continuously accredited by ACEN since 1978.

Nutrition AS

The Nutrition Associate of Science degree is designed for students who plan to pursue a bachelor's degree or post-bachelor's degree in nutrition, food science, or other allied-health fields. Students in the Nutrition program explore the science of nutrition, how it relates to culture, and the changing nutritional needs as we age.

Nutrition Curriculum

Curriculum

Science General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
Choose 2 Science Courses Based on Transfer Institution:				
BIOL 2111	Human Anatomy and Physiology I or	View-BIOL 2111	n/a	4
BIOL 2112	Human Anatomy and Physiology II or	View-BIOL 2112	n/a	4
CHEM 1062	Principles of Chemistry II or	View-CHEM 1062	n/a	4
CHEM 2061	Organic Chemistry I	View-CHEM 2061	n/a	5

Core Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
HLTH 1070	Nutrition and	View-HLTH 1070	n/a	3
HLTH 2070	Socio-Cultural Aspects of Nutrition and	View-HLTH 2070	n/a	3
HLTH 2090	Life Cycle Nutrition	View-HLTH 2090	n/a	3

Program Elective Course

Course Code	Title	Course Outlines	Goal Areas	Credits
Choose 7 credits of Program Elective Courses Based on Transfer Institution:				
ENGL 1940	Technical Writing or	View-ENGL 1940	n/a	3
HLTH 1000	Introduction to Mindfulness or	View-HLTH 1000	n/a	2
HLTH 1010	Health Terminology or	View-HLTH 1010	n/a	3
HLTH 1030	Personal and Community Health or	View-HLTH 1030	n/a	3
HLTH 1040	Current Health Issues and Human Behavior or	View-HLTH 1040	n/a	3
HLTH 1050	Stress Management or	View-HLTH 1050	n/a	3
HLTH 1080	Consumer Health or	View-HLTH 1080	n/a	3
HLTH 2040	Foundations and Theory in Health or	View-HLTH 2040	n/a	3
EXSC 1010	Physical Fitness or	View-EXSC 1010	n/a	2
EXSC 1020(1), EXSC1041(1), EXSC1042(1), EXSC1050(1), EXSC1070(1), EXSC1110(1), EXSC1130(1), EXSC1140(1), EXSC1151(1), EXSC1152(1), EXSC1200(1), EXSC1210(1), EXSC1230(1), EXSC1240(1), EXSC1250(3), EXSC1260(1), EXSC1270(1), EXSC1310(1), EXSC1400(1), EXSC1420(1), EXSC1430(1), EXSC1440(1), EXSC1451(1), EXSC1452(1), EXSC1500(3), EXSC1510(2), EXSC1520(3), EXSC1600(1), EXSC1610(1), EXSC1630(1), EXSC1640(1), EXSC1700(3), EXSC1710(3), EXSC1720(2), EXSC1730(1), EXSC1740(1), EXSC1750(1), EXSC1751(1), EXSC1752(1), EXSC1760(1), EXSC1800(1), EXSC1810(1), EXSC1820(1), EXSC1830(1), EXSC1840(1), EXSC1850(1), EXSC1990(1), EXSC2101(4), EXSC2102(2), EXSC2110(3), EXSC2390(3), EXSC2490(4)				

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I:				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3
College Algebra:				
MATH 1120	College Algebra or	View-MATH 1120	n/a	3
MATH 1150	College Algebra	View-MATH 1150	n/a	3
CHEM 1061	Principles of Chemistry I	View-CHEM 1061	n/a	4
BIOL 1001	Biology I	View-BIOL 1001	n/a	4
BIOL 2100	Microbiology	View-BIOL 2100	n/a	4
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
COMM 1310	Intercultural Communication	View-COMM 1310	n/a	3
Total Credits Required			60	

Program Overview

2024-2025

The Nutrition Associates of Science is designed for students who plan to pursue a bachelor's or post-baccalaureate degree in nutrition, food science, or other allied-health fields. Our program course work provides foundational knowledge in biology, chemistry, math, writing, communication, cultural humility, and research – with an emphasis on nutrition and wellness. Nutrition is a contributing factor in bettering health and performance, as well as preventing and treating disease. Understanding how nutrition impacts health can help change lives.

Nutrition professionals work in a variety of public, private, and community settings applying nutrition-related research to everyday habits and routines.

Students admitted to the program will explore the science of nutrition, how it relates to culture, and the changing nutritional needs as we age.

This degree has an articulation agreement to Minnesota State University Mankato.

Program Outcomes

Describe the relationship between nutrition, health promotion, and disease prevention. – 1, 3

Demonstrate ability to locate, evaluate, and apply evidence-based nutrition research, guidelines, and recommendations for individuals and communities – NHCC ELO 1, 2, 3, 4

Recognize how environmental, cultural, economic, biological, and psychosocial factors impact nutritional status, health, and disease – NHCC ELO 1, 2, 3, 4

Utilize awareness of the cultural and life-stage perspective through active listening, digital literacy, and oral/written communications – NHCC ELO 1, 2, 3, 4

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Nutrition AS Program Roadmap Full Time](#)
 - [Nutrition AS Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Object-Oriented Programming Certificate

The Object-Oriented Programming Certificate provides students with the opportunity to learn the fundamentals and more advanced topics of object-oriented design and programming.

Object-Oriented Programming Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CSCI 2001	Object Oriented Programming (CS1)	View-CSCI 2001	n/a	4
CSCI 2002	Data Structures and Algorithms (CS2)	View-CSCI 2002	n/a	4

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 1 course				
CSCI 1130	Introduction to Programming in Java (CS0) or	View-CSCI 1130	n/a	4
CSCI 1150	Programming in C# for .NET	View-CSCI 1150	n/a	4

NHCC Residency and GPA

4 Credits must be earned at NHCC

Program Overview

2024-2025

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

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, including:

- Designing appealing and functional user interfaces.

Intellectual and Practical Skills, including:

- Debugging and testing computer programs.
 - Designing professional grade object oriented applications in Java.
 - Programming in another major computer language (optional).
 - Utilizing the standard data structures to handle and store the data associated with the applications.
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Paralegal AS

One of only a few programs in the Twin Cities that is approved by the American Bar Association, since 1979, North Hennepin's Paralegal AS degree and Certificate program offer students an ABA approved education for one of the lowest costs in the state. In addition, our students pay on a per-credit basis, permitting paralegal students to take as many, or as few, courses as they wish at the same low cost per credit.

Paralegal Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PLEG 1111	Introduction to Law and Paralegal Studies	View-PLEG 1111	n/a	3
PLEG 1210	Computer Applications in the Legal Profession	View-PLEG 1210	n/a	2
PLEG 1411	Litigation I	View-PLEG 1411	n/a	3
PLEG 1412	Litigation II	View-PLEG 1412	n/a	3
PLEG 2211	Legal Research and Writing I	View-PLEG 2211	n/a	3
PLEG 2212	Legal Research and Writing II	View-PLEG 2212	n/a	3
PLEG 2930	Legal Studies Seminar and Internship	View-PLEG 2930	n/a	3

Paralegal Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Must take at least 10 credits				
PLEG 1330	Family Law or	View-PLEG 1330	n/a	3
PLEG 1430	Alternative Dispute Resolution or	View-PLEG 1430	n/a	1
PLEG 1510	Intellectual Property or	View-PLEG 1510	n/a	2
PLEG 1610	Immigration Law or	View-PLEG 1610	n/a	3
PLEG 1990	Paralegal Special Topics or	View-PLEG 1990	n/a	1-4
PLEG 2310	Criminal Law and Procedure or	View-PLEG 2310	n/a	3
PLEG 2430	Torts & Personal Injury Law or	View-PLEG 2430	n/a	3
PLEG 2510	Contracts and Business Organizations or	View-PLEG 2510	n/a	3
PLEG 2620	Property or	View-PLEG 2620	n/a	3
PLEG 2710	Wills, Trusts and Estate Administration or	View-PLEG 2710	n/a	3
PLEG 2810	Employment Search for Paralegals	View-PLEG 2810	n/a	1

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
ENGL 2320	Writing: From Structure to Style and	View-ENGL 2320	n/a	3
POLS 1100	American Government and Politics and	View-POLS 1100	n/a	3
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
PSYC 1160	Introduction to Psychology or	View-PSYC 1160	n/a	4
PSYC 2360	Psychology, Race, and Law or	View-PSYC 2360	n/a	3
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
Choose 1 PHIL course				
PHIL 1110	Informal Reasoning for Problem Solving or	View-PHIL 1110	n/a	3
PHIL 1050	Introduction to Logic	View-PHIL 1050	n/a	3

MnTC Electives

Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits
The Humanities Fine Arts (Goal Area 6) - 3 credits
MnTC Electives - 5 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes general education courses, law-related courses, and legal specialty courses.

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

The Paralegal Program is approved by the American Bar Association.

Students must take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom or online synchronous classroom instruction as required by the American Bar Association.

Students wishing to enroll in the Paralegal Program, must complete an Admission Request. Students must make an appointment to meet with an advisor to present the Admission Request for processing. For more information or to schedule an appointment, please contact the Advising Office at 763-424-0703.

The Associate of Science in Paralegal is designed to articulate to: Concordia University B.A. in Organizational Management and Leadership degree, Concordia University B.A. in Business degree, Concordia University B.A. in Public Policy degree, Concordia University B.A. in Criminal Justice degree, Hamline University B.A. in Legal Studies degree, Metropolitan State University B.A. Individualized Studies degree, Winona State University B.S. in Legal Studies.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.

Intellectual and Practical Skills:

- Demonstrate written, verbal, and interpersonal skills appropriate to various legal and business settings.
- Think critically and creatively analyze, synthesize, and organize information.
- Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.

Personal and Social Responsibility:

- Understand and apply the Rules of Professional Conduct as they relate to the practice of law and demonstrate ethical behaviors in all settings.

Integrative Learning:

- 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.

This program prepares students to perform paralegal work in private law firms, government agencies or large corporations or transfer to a four year institution in this discipline.

Program Goal: Deliver a comprehensive paralegal education that will graduate ethical, employable, competent professionals for careers in the legal field.

Program Outcomes: Upon completion of the paralegal program, NHCC graduates will be able to:

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

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Paralegal AS Program Roadmap Full Time**](#)
 - [**Paralegal AS Program Roadmap Part Time**](#)
-

Career Opportunities

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Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Paralegal Certificate

The Paralegal Certificate program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes law-related courses and legal specialty courses.

Paralegal Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PLEG 1111	Introduction to Law and Paralegal Studies	View-PLEG 1111	n/a	3
PLEG 1210	Computer Applications in the Legal Profession	View-PLEG 1210	n/a	2
PLEG 1411	Litigation I	View-PLEG 1411	n/a	3
PLEG 1412	Litigation II	View-PLEG 1412	n/a	3
PLEG 2211	Legal Research and Writing I	View-PLEG 2211	n/a	3
PLEG 2212	Legal Research and Writing II	View-PLEG 2212	n/a	3
PLEG 2930	Legal Studies Seminar and Internship	View-PLEG 2930	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Must take at least 10 credits				
PLEG 1330	Family Law or	View-PLEG 1330	n/a	3
PLEG 1430	Alternative Dispute Resolution or	View-PLEG 1430	n/a	1
PLEG 1510	Intellectual Property or	View-PLEG 1510	n/a	2
PLEG 1610	Immigration Law or	View-PLEG 1610	n/a	3
PLEG 1990	Paralegal Special Topics or	View-PLEG 1990	n/a	1-4
PLEG 2310	Criminal Law and Procedure or	View-PLEG 2310	n/a	3
PLEG 2430	Torts & Personal Injury Law or	View-PLEG 2430	n/a	3
PLEG 2510	Contracts and Business Organizations or	View-PLEG 2510	n/a	3
PLEG 2620	Property or	View-PLEG 2620	n/a	3
PLEG 2710	Wills, Trusts and Estate Administration or	View-PLEG 2710	n/a	3
PLEG 2810	Employment Search for Paralegals	View-PLEG 2810	n/a	1

NHCC Residency and GPA

10 Credits must be earned at NHCC

Total Credits Required

30

Program Overview

2024-2025

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes law-related courses and legal specialty courses.

Students who already possess a(n) Associate in Science, Associate in Art, Bachelor's or higher degree may apply for a paralegal certificate upon successful completion of the paralegal courses only.

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

Students must take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom or online synchronous classroom instruction as required by the American Bar Association.

Students wishing to enroll in the Paralegal Program must complete an Admission Request. Students must make an appointment to meet with an advisor to present the Admission Request for processing. For more information or to schedule an appointment, please contact Counseling and Advising Office at 763-424-0703.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.

Intellectual and Practical Skills:

- Demonstrate written, verbal, and interpersonal skills appropriate to various legal and business settings.
- Think critically and creatively analyze, synthesize, and organize information.
- Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.

Personal and Social Responsibility:

- Understand and apply the Rules of Professional Conduct as they relate to the practice of law and demonstrate ethical behaviors in all settings.

Integrative Learning:

- 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.

This program prepares students to perform paralegal work in private law firms, government agencies or large corporations or transfer to a four year institution in this discipline.

Program Goal: Deliver a comprehensive paralegal education that will graduate ethical, employable, competent professionals for careers in the legal field.

Program Outcomes: Upon completion of the paralegal program, NHCC graduates will be able to:

1. Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.
2. Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings.
3. Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings.

4. Think critically and creatively analyze, synthesize, and organize information.

5. Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format.

6. Successfully complete projects performed by paralegals in the various substantive areas of law.

7. Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Paralegal Certificate Road Map](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Gainful Employment Program Information

Paralegal

Criminal Offense Notice If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or your chances to obtain federal, state, and other higher education financial aid.

Accreditation

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1-800-621-7440

Peace Officer / Public Safety Pathway AS

The Peace Officer / Public Safety Pathway offers students a powerful option: the opportunity to complete an AS degree with course credits that directly transfer to designated law enforcement bachelor's degree programs at Minnesota State universities.

Peace Officer / Public Safety Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
PSYC 1165	Psychology of Adjustment and	View-PSYC 1165	n/a	3
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
SOC 1710	Introduction to Criminal Justice and	View-SOC 1710	n/a	3
SOC 1720	Police and Community and	View-SOC 1720	n/a	3
SOC 1730	Juvenile Justice and	View-SOC 1730	n/a	3
SOC 1750	Families in Crisis and	View-SOC 1750	n/a	3
SOC 2110	Principles of Social Psychology	View-SOC 2110	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
EXSC 1010	Physical Fitness or	View-EXSC 1010	n/a	2
EXSC 1530	Tactical Strength and Conditioning	View-EXSC 1530	n/a	2
(highly recommended) and				
HLTH 1600	Emergency Medical Responder and	View-HLTH 1600	n/a	3
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
PHIL 1020	Ethics and	View-PHIL 1020	n/a	3
<p>Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 4 credits: ANTH1020(3), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1005(3) CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), CHEM2061(5), CHEM2062(5), GEOG1010(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1130(3), MATH1140(3), MATH1120(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1050(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1231(4), PHYS1232(3), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5)</p>				

Program Courses 26 Credits at Hennepin Technical College

POLC 2225 - Criminal Investigation and
POLC 2230 - Legal Issues and
POLC 2231 - MN Criminal Traffic Codes and
POLC 2235 - Police Report Writing/Interview and
POLC 2241 - Crisis Intervention Human Behavior and
POLC 2262 - In Progress Response and
POLC 2276 - Traffic and
POLC 2281 - Defensive Tactics and
POLC 2285 - Crime Scene Evidence and
POLC 2291 - Firearms and
POLC 2300 - Tactical Driving

Total Credits Required	68
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Notes

Applicants to the theory based courses of the Professional Licensing Program must complete the nine prerequisite courses, or their equivalent, with at least a C grade (2.00 on a 4.00 scale) in each course and a cumulative GPA of 2.5. US citizenship is not required for admission to the Professional Licensing Program, however, applicants must be US citizens before being hired by a law enforcement agency. Applicants may not be convicted of a crime that would prohibit them from being admitted to the law enforcement program under the rules of the Minnesota Board of Peace Officer Standards and Training (POST).

Program Overview

2024-2025

The Peace Officer / Public Safety Pathway AS offers students a powerful option: the opportunity to complete an AS degree with course credits that directly transfer to designated Peace Officer / Public Safety degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The Minnesota State Universities: Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Program Outcomes

Develop a foundation of essential knowledge about the cultural, social, and natural worlds, including:

- analyzing the history, organization and functions of the criminal justice system including legal issues, the purpose and function of police, courts, and corrections. (ELO 1)
- interpreting political, cultural and social class forces which impact the police, suspects, victims, and other parties involved in law enforcement, with a focus on conscious and implicit bias. (ELO1)

Develop intellectual and practical skills, including:

- communicating effectively in work situations. (ELO 2a, 2b, 2c, 2d, 2e)

- obtaining and refining the necessary skills in interpersonal communication, mathematics, basic crime statistics, and report writing, as these skills relate to public contact and criminal activity. (ELO 2c, 2d, 2e)
- utilizing the intellectual and practical skills necessary to represent a public agency in a professional manner and with cultural competency during routine public contacts, high stress situations, and arrests. (ELO 2a, 2b, 2c, 2d, 2e)

Demonstrate personal and social responsibility, including:

- identifying career opportunities in public law enforcement and private security agencies and the attributes that employers are seeking and creating an understanding that employers often require continued higher education, citizenship, and service to others for initial placement and promotion.
- developing a basic understanding of race, sex, color, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identification, and social class as related to criminal justice issues. This basic understanding should lead to tolerance, valuing differences, and leading to the acceptance of others.

Demonstrate personal and social responsibility, including:

- identifying career opportunities in public law enforcement and private security agencies and the attributes that employers are seeking and creating an understanding that employers often require continued higher education, citizenship, and service to others for initial placement and promotion. (ELOs 3a, 3b)
- examining race, sex, color, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identification, and social class as related to criminal justice issues. This examination will follow anti-racist education principles and should lead to acknowledgement of conscious or implicit bias, tolerance, valuing differences, and leading to the acceptance of others. (ELOs 3a, 3b, 3c, 4b)

Demonstrate integrative and applied learning, including:

- assessing the history and application of Criminal Justice with respect to Law Enforcement, as well as its relationship to the other social sciences. (ELOs 3d, 4c, 4d, 4e)

- applying concepts used in the Law Enforcement profession across classes and in their lives. (ELOs 3d, 4b, 4c, 4d, 4e)
- analyzing techniques and strategies used in crime investigation, patrol operations, and daily police work to then employ in their future work.

Upon completion of the program, be prepared to transfer to a baccalaureate program.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Peace Officer Public Safety Pathway AS Full Time](#)
 - [Peace Officer Public Safety Pathway AS Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Personal Training Certificate

The Personal Training 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.

Personal Training Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
EXSC 1050	Weight Training and	View-EXSC 1050	n/a	1
EXSC 1060	Advanced Weight Training and	View-EXSC 1060	n/a	2
HLTH 1070	Nutrition and	View-HLTH 1070	n/a	3
EXSC 2100	Concepts of Training and	View-EXSC 2100	n/a	3
EXSC 2110	Advanced Fitness Assessment & Exercise Prescription and	View-EXSC 2110	n/a	3
EXSC 2150	Science and Practice of Strength and Conditioning and	View-EXSC 2150	n/a	3
EXSC 2270	Essentials of Sport & Exercise Nutrition	View-EXSC 2270	n/a	3

NHCC Residency and GPA

9 Credits must be earned at NHCC

Total Credits Required

18

Notes

Upon completion of EXSC 2100, students will have the opportunity to sit for and earn the NCSF Certified Personal Trainer (CPT) exam. Additionally, upon completion of EXSC 2150, students will have the opportunity to sit for and earn the NCSF Certified Strength Coach (CSC) certification, and upon completion of EXSC 2270, students will have the opportunity to sit for and earn the NCSF Sport Nutrition Specialist (SNS) certification. Students who complete the Personal Training Certificate program may choose to continue their education by completing the EXSC Transfer Pathway A.S. Degree at NHCC. In addition, after completing their A.S. Degree, students may further their education by completing their BS in EXSC at NHCC through the University Partnership with SMSU, or can choose to transfer to any MN State University to which the current pathway allows a seamless transfer.

Program Overview

2024-2025

This 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. The 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 prescription and implementation of individualized programs for fellow students or employees.

Included in the program are on campus opportunities which would allow practical application of concepts learned in the areas of exercise prescription and implementation of individualized programs.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World

- Apply principles, skills, and methods related to biomechanics, exercise physiology, health promotion, exercise prescription and sport psychology..

Intellectual and Practical Skills

- Inquiry and analysis: Apply the clinical and epidemiological evidence linking physical activity and exercise to mental and physical health..
- Critical and creative thinking: Apply the scientific method to solve problems related to physical activity and health..

- Written and oral communication: Utilize oral and written communication that meets appropriate professional and scientific standards in the field of Kinesiology/Exercise Science..
- Quantitative literacy: Evaluate the effectiveness of human movement using mechanical principles.
- Information literacy: Associate the organic, skeletal, and neuromuscular structures of the human body to psychological factors associated with diverse physical activities..

Teamwork and problem solving: Work effectively in teams by valuing collaboration, providing service to others, and developing relational techniques for lifelong learning and problem solving.

Personal and Social Responsibility and Engagement

- Civic knowledge and involvement; campus, local and global: Apply Fitness/Kinesiology related skills to real world problems through empirical research, internships, field experience, and/or service learning.
- Intercultural knowledge and competence: Demonstrate leadership and social responsibility to improve quality of life for others and ensure equitable access for diverse groups by creating appropriate environments to initiate and maintain a physically active, healthy lifestyle.
- Ethical reasoning and action: Model behavior consistent with that of a Kinesiology professional, including 1) advocacy for a healthy, active lifestyle, 2) adherence to professional ethics, 3) service to others, 4) shared responsibility and successful collaboration with peers, and 5) pursuit of learning beyond NHCC.
- Foundations and skills for lifelong learning: Safely Develop an individualized exercise prescription based on scientific principles and appropriate evaluation techniques designed to reduce the risk of chronic disease and avoid injuries.

Integrative and Applied Learning:

- Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.
- Assimilate, analyze, synthesize and integrate concepts related to the exercise science field.

- Students will also be able to sit for professional certifications related to personal training, including but not limited to those offered by the National Academy of Sports Medicine, the American Council on Exercise, and select others.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Personal Training Certificate Program Roadmap Full Time](#)
 - [Personal Training Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

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Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Phlebotomy Technician Certificate

If you're interested in healthcare but you don't know where to begin, the Phlebotomy Technician Certificate program may be the perfect starting point. NHCC's Phlebotomy Technician Certificate prepares students for entry-level careers in healthcare. The program can be completed quickly, so you can start working in the field and find out if healthcare is right for you.

Phlebotomy Technician Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
ALTH 1020	Phlebotomy Technology and	View-ALTH 1020	n/a	4
ALTH 1025	Phlebotomy Practicum	View-ALTH 1025	n/a	2
Total Credits Required			9	

Program Overview

2024-2025

The Phlebotomy Technician certificate program will prepare students for an entry level career in healthcare and will provide foundational and transferable skills for students who wish to continue their education in medical laboratory, nursing, radiology and others. Accreditation through NAACLS will be sought.

Program Outcomes

Program Outcomes including Essential Learning Outcomes

1. Demonstrate knowledge of health care delivery system and medical terminology
2. Demonstrate knowledge of infection control and safety
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of clinical laboratory to general pathologic conditions associated with the body systems
4. Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients
5. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care
6. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
7. Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture
8. Demonstrate understanding of requisitioning, specimen transport, and specimen processing

9. Demonstrate understanding of quality assurance and quality control in phlebotomy

10. Communicate (verbally and nonverbally) effectively and appropriately in the workplace

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

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Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

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Pre-Social Work Transfer Pathway AS

The Pre-Social Work Transfer Pathway AS awards students the opportunity to complete the AS degree with course credits that directly transfer to designated Social Work bachelor's degree programs at Minnesota State universities.

Pre-Social Work Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
HSER 1100	Introduction to Human Services and Social Work and	View-HSER 1100	n/a	3
HSER 2100	Human Services Seminar and	View-HSER 2100	n/a	1
HSER 2101	Human Services Internship	View-HSER 2101	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ANTH 1020	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory and	View-ANTH 1020	n/a	3
BIOL 1130	Human Biology with a Lab and	View-BIOL 1130	n/a	4
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
HIST 1270	Race in America and	View-HIST 1270	n/a	3
MATH 1130	Elementary Statistics and	View-MATH 1130	n/a	3
PHIL 1220	Health Care Ethics and	View-PHIL 1220	n/a	3
POLS 1100	American Government and Politics and	View-POLS 1100	n/a	3
PSYC 1150	General Psychology and	View-PSYC 1150	n/a	3
PSYC 1250	Life Span Developmental Psychology and	View-PSYC 1250	n/a	4
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3

MnTC Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Communication - 3 Credits - COMM 1110 Recommended				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication or	View-COMM 1110	n/a	3
COMM 1210	Small Group Communication or	View-COMM 1210	n/a	3
COMM 1310	Intercultural Communication or	View-COMM 1310	n/a	3
COMM 1410	Human Communication Theory or	View-COMM 1410	n/a	3
COMM 1510 or				
COMM 1550	Video Game Entertainment or	View-COMM 1550	n/a	3
COMM 1610	Introduction to Mass Communication or	View-COMM 1610	n/a	3
COMM 1710 or				
COMM 1810	Introduction to Health Communication or	View-COMM 1810	n/a	3
COMM 1910	Argumentation and Public Advocacy or	View-COMM 1910	n/a	3
COMM 2610	Introduction to Public Relations and Strategic Communication	View-COMM 2610	n/a	3
Humanities Fine Arts (3 credits other than PHIL)				

Course Code	Title	Course Outlines	Goal Areas	Credits
ARBC 1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1810(1), ART2180(3), ART2190(3), ART2611(3), ART2612(3), ART2780(1), ART2820(1), ART2900(1), ART2970(1), COMM1550(3), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2400(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1)				
Humanities Fine Arts AND Global Perspectives- 3 credits				
ARBC 1030	Arab Cultures or	View-ARBC 1030	n/a	3
ART 1040	Art Appreciation or	View-ART 1040	n/a	3
ART 1601	Art History I: Ancient to Medieval or	View-ART 1601	n/a	3
ART 1602	Art History II: 15th Century to Contemporary or	View-ART 1602	n/a	3
ART 1650	Architectural History or	View-ART 1650	n/a	2
ART 2180 or				
ART 2190 or				
ART 2300 or				
ENGL 2250	Japanese Literature or	View-ENGL 2250	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 2400	Utopian/Dystopian Literature or	View-ENGL 2400	n/a	3
ENGL 2550	Survey of British Literature I or	View-ENGL 2550	n/a	3
ENGL 2560	Survey of British Literature II or	View-ENGL 2560	n/a	3
GCST 2250	Japanese Literature or	View-GCST 2250	n/a	3
MUSC 1220	Music Appreciation or	View-MUSC 1220	n/a	3
MUSC 1300	Music in World Cultures or	View-MUSC 1300	n/a	3
SPAN 1030	Spanish and Latin American Culture and	View-SPAN 1030	n/a	3
SPAN 2201	Intermediate Spanish I or	View-SPAN 2201	n/a	5
SPAN 2202	Intermediate Spanish II	View-SPAN 2202	n/a	5

Program Electives - Choose 9 credits

HSER 1200	Multicultural Awareness in Human Services or	View-HSER 1200	n/a	3
HSER 1300	Crisis Assessment and Intervention or	View-HSER 1300	n/a	3
HSER 1400	Basic Counseling Skills or	View-HSER 1400	n/a	3
HSER 1500	Group Processes or	View-HSER 1500	n/a	3
HSER 1700	Family Functions and Interactions or	View-HSER 1700	n/a	3
HSER 1800	Mental Disorders Through the Life Span or	View-HSER 1800	n/a	3
HSER 1900	Current Human Services Topics	View-HSER 1900	n/a	3

HSER 1200, HSER 1700, HSER 1800 are Recommended Program Electives

Total Credits Required	60
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Program Overview

2024-2025

The Pre-Social Work Transfer Pathway AS awards students the opportunity to complete the AS degree with course credits that directly transfer to designated Social Work bachelor's degree programs at Minnesota State universities. Students will complete the designated general education curriculum as well as Human Services courses designed to prepare students for the broad-based helping professions.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Pre-Social Work Transfer Pathway AS Full Time](#)
 - [Pre-Social Work Transfer Pathway AS Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.

- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

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Project Management Essentials Certificate

This certificate is for students who want to combine business and management with technology. Students will learn management principles, project management software tools, concepts and process and communication skills that can be applied in business situations.

Project Management Essentials Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3
CIS 1700	Project Management Software Tools	View-CIS 1700	n/a	3

NHCC Residency and GPA

3 Credits must be earned at NHCC

Total Credits Required	9
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Program Overview

2024-2025

This certificate is for students who want to combine business and management with technology. Students will learn management principles, project management software tools, concepts and process and communication skills that can be applied in business situations. Courses can be applied to the Business Computer Systems and Management A.A. S. or A.S. degrees. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

Program Outcomes

Outcomes

Intellectual and Practical Skills, including:

- Demonstrate business communication effectiveness in a global and technological business environment.
 - Demonstrate project management software applications.
 - Participate as a team member and as a leader in projects utilizing project management software.
 - Complete a project plan utilizing project management software applications and stages while thinking critically, independently and creatively.
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Project Management Essentials Certificate Program Roadmap Full Time**](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Psychology Transfer Pathway AA

The Psychology Transfer Pathway Associate of Arts degree introduces students to the key concepts, principles, and overarching themes of psychology. Students explore scientific inquiry and critical thinking to interpret psychological phenomena and tackle ethical and social responsibilities.

Psychology Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
1 course from PSYC1150, PSYC1160				
PSYC 1150	General Psychology or	View-PSYC 1150	n/a	3
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4
PSYC 1250	Life Span Developmental Psychology	View-PSYC 1250	n/a	4
PSYC 2000	Statistics for the Behavioral Sciences	View-PSYC 2000	n/a	4

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - Complete 3 courses, including one course in goal areas 5 7				
PSYC 1165	Psychology of Adjustment or	View-PSYC 1165	n/a	3
PSYC 1170	Psychology of Gender or	View-PSYC 1170	n/a	3
PSYC 1210	Child Development or	View-PSYC 1210	n/a	3
PSYC 1220	Psychology of Aging or	View-PSYC 1220	n/a	3
PSYC 2110	Principles of Social Psychology or	View-PSYC 2110	n/a	3
PSYC 2320	Psychological Disorders or	View-PSYC 2320	n/a	3
PSYC 2330	Personality Psychology or	View-PSYC 2330	n/a	3
PSYC 2340	Human Sexuality or	View-PSYC 2340	n/a	3
PSYC 2350	Multicultural Psychology or	View-PSYC 2350	n/a	3
PSYC 2360	Psychology, Race, and Law	View-PSYC 2360	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ANTH 1020	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory	View-ANTH 1020	n/a	3
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop	View-ENGL 1203	n/a	2
MATH 1130	Elementary Statistics	View-MATH 1130	n/a	3
PHIL 1020	Ethics	View-PHIL 1020	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
Communications - 1 course				
COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3

MnTC Electives

Natural Science- 1 lab course, 4 credits
The Humanities Fine Arts- 6 credits
Additional MnTC Electives- 4 Credits
History the Social Behavioral Sciences- 6 credits, at least one course from Goals 5 8

Health Requirement

Health Exercise Science - 2 credits

Electives

Additional Electives, if necessary, for a total of 60 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

Program Overview

2024-2025

The Associate of Arts Psychology Transfer Pathway will introduce students to the key concepts, principles and overarching themes of psychology. Students will explore scientific inquiry and critical thinking to interpret psychological phenomena and tackle ethical and social responsibilities.

Completing the Psychology Transfer Pathway AA, degree at NHCC fulfills the Minnesota Transfer Curriculum requirements, and the American Psychological Association Learner Outcomes for the Undergraduate Major in Psychology at the foundational level. It prepares students to articulate as psychology majors, at the junior level, at any of the seven Minnesota State Universities.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Psychology Transfer Pathway AA Program Roadmap Full Time](#)
 - [Psychology Transfer Pathway AA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

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

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Public Administration AS

The Public Administration AS Degree is a great option for students interested in professional careers or advancement in government and non-profit agencies, and is designed to transfer seamlessly to Metropolitan State University's Human Services Leadership and Administration bachelor's degree program.

Public Administration Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PADM 1100	Introduction to Public Administration and	View-PADM 1100	n/a	3
PADM 1200	Public Policy Analysis and	View-PADM 1200	n/a	3
PADM 1300	Public Finance and Budgeting and	View-PADM 1300	n/a	3
ECON 1070	Principles of Microeconomics and	View-ECON 1070	n/a	3
POLS 1100	American Government and Politics and	View-POLS 1100	n/a	3
PHIL 1120	Ethics in Organizations and	View-PHIL 1120	n/a	3
CIS 1220	Decision Making Excel or	View-CIS 1220	n/a	3
CIS 1101	Business Computer Systems I and	View-CIS 1101	n/a	3
HSER 1100	Introduction to Human Services and Social Work and	View-HSER 1100	n/a	3
PADM 1700	Policy Discussions in Public Administration	View-PADM 1700	n/a	3

Elective Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PSYC 2360	Psychology, Race, and Law or	View-PSYC 2360	n/a	3
BUS 1110	Human Relations & Professional Skills or	View-BUS 1110	n/a	3
SOC 2210	Social Inequality or	View-SOC 2210	n/a	3
HSER 1400	Basic Counseling Skills	View-HSER 1400	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1201	College Writing I or	View-ENGL 1201	n/a	4
ENGL 1200	Gateway College Writing and	View-ENGL 1200	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
ECON 1060	Principles of Macroeconomics and	View-ECON 1060	n/a	3
COMM 2610	Introduction to Public Relations and Strategic Communication and	View-COMM 2610	n/a	3
HSER 1200	Multicultural Awareness in Human Services or	View-HSER 1200	n/a	3
COMM 1310	Intercultural Communication and	View-COMM 1310	n/a	3
SOC 1110	Introduction to Sociology and	View-SOC 1110	n/a	3
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3

MnTC Electives

Goal Area 3 Natural Science (Lab Recommended) - 3 credits	
Goal Area 4 Mathematical Logical Reasoning (3 credits)	
Goal Area 6 Humanities Fine Arts (NOT Philosophy Course) - 3 credits	
Total Credits Required	60

Program Overview

2024-2025

The Associate of Science (AS) in Public Administration program is designed for students who are interested in transferring after graduation to pursue a bachelor's degree in Human Services Leadership and Administration (BHS) at Metropolitan State University (MSU). This associate is part of Multi-Campus Collaboration pathways program of 2+2+1 model between NHCC and MSU, whereby students can also earn a Master's in Public Administration while earning their bachelor's degree at Metro State University. Coursework for this Associate program includes such areas as basic principles, concerns and methods of public services, public policy analysis, public finance & budgeting, ethics, economic, and communication & public relations.

Program Outcomes

Public Administration (PADM) Associate of Science (AS)

Program Learning Outcomes:

- Understand the history, present, and future of Public Administration. (ELO 1)
- Identify and define public problems, identify and evaluate policy solutions, and make educated recommendations to policymakers. (ELO 1, 2a, 2e, 4a, 4d)
- Understand the political, legal, ethical and social context of public administration. (ELO 1)
- Recognize and articulate assumptions that underlie ethical policy development, implementation strategies, and community-engagement, with a focus on emerging communities and communities of color. (ELO 2a, 2e, 3a, 3b)
- Understand and apply basic analysis of revenue sources and expenditures of public finance and budgeting. (ELO 1, 2a, 2d, 4a, 4d)
- Describe basic economic theories and policies. (ELO 1)
- Explain how to transform the way we think, prioritize, and deliver public relations services, and describe media techniques used to develop and maintain positive public image. (ELO 1, 2a, 2b, 3b, 3c, 4a, 4e)

- Apply current technology to specific public administration tasks. (ELO 1, 2d, 2e, 3d, 4a)
-

Career Opportunities

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Transfer Information

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Degree Information

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 whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.

- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Sociology Transfer Pathway AA

The Sociology Transfer Pathway AA provides students with a powerful option: the opportunity to directly transferred to a designated sociology bachelor’s degree program at one of the seven Minnesota State universities.

Sociology Transfer Pathway Curriculum

Curriculum

Required Course

Course Code	Title	Course Outlines	Goal Areas	Credits
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3

Program Elective A - Choose One Course

Course Code	Title	Course Outlines	Goal Areas	Credits
SOC 1710	Introduction to Criminal Justice or	View-SOC 1710	n/a	3
SOC 1750	Families in Crisis or	View-SOC 1750	n/a	3
SOC 2110	Principles of Social Psychology	View-SOC 2110	n/a	3

Program Elective B - Choose One Course

Course Code	Title	Course Outlines	Goal Areas	Credits
SOC 1130	Social Problems/Deviance or	View-SOC 1130	n/a	3
SOC 2210	Social Inequality	View-SOC 2210	n/a	3

General Education Courses

COMM 1010	Fundamentals of Public Speaking or	View-COMM 1010	n/a	3
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
MATH 1130	Elementary Statistics and	View-MATH 1130	n/a	3
PHIL 1020	Ethics or	View-PHIL 1020	n/a	3
PHIL 1120	Ethics in Organizations or	View-PHIL 1120	n/a	3
PHIL 1220	Health Care Ethics and	View-PHIL 1220	n/a	3

Natural Science (Goal Area 3) - 2 courses, 7 credits from 2 different disciplines, one must be a lab course: ANTH1020(3), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), GEOG1010(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1231(4), PHYS1232(4), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5) **and**

The Humanities Fine Arts (Goal Area 6) - 6 credits: ARBC1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), COMM1550(3), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2400(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2500(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1120(3), PHIL1220(3), PHIL1230(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1) **and**

Global Perspective (Goal Area 8) - 3 credits: ANTH1010(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1040(3), ART1601(3), ART1602(3), ART1650(3), ART2180(3), ART2190(3), ART2300(2), ASL1101(4), ASL1102(4), ASL2201(4), ASL2202(4), COMM1310(3), COMM1510(3), COMM1710(3), ECON1060(3), ENGL2250(3), ENGL2360(3), ENGL2550(3), ENGL2560(3), ENGL2580(3), ENGL2590(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST2250, GEOG1040(3), GEOG1100(3), GEOG1190(3), GERM1030(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST2500(3), HUM1210(3), INTD1210(3), INTD1211(3), INTD1212(3), MUSC1220(3), MUSC1300(3), MUSC2170(3), MUSC2180(3), PHIL1010(3), PHIL1030(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1210(3), POLS1600(3), POLS1700(3), PSYC2350(3), SOC2410(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), TFT1260(3), TFT1320(3), TFT1710(3) **and**

Ethical Civic Responsibility (Goal Area 9) - 3credits: COMM1610(3), COMM1810(3), COMM2610(3), ECON1050(3), ENGL2390(3), ENGL2950(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1502(3), GCST15003(3), GCST1504(3), GCST1505(3), GCST1964(4), GWS1502(3), GWS1503(3), GWS 1504(3), GWS1505(3), HIST1230(3), HIST1700(3), HIST2600(3), HIST2700(3), INTD1210(3), INTD1211(3), INTD1212(3), PHIL1020(3), PHIL1070(3), PHIL1110(3), PHIL1120(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), POLS1100(3), POLS1140(3), SOC1130(3) **and**

People the Environment (Goal Area 10) - 3 credits: ANTH1020(3), ANTH1130(3), BIOL1030(4), BIOL1160(4), BIOL1200(4), BIOL1600(1), BIOL1610(1), CHEM1000(4), CHEM1010(4), ENGL2340(3), GCST1030(3), GCST1040(3), GEOG1010(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1120(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), INTD1030(3), INTD1040(3), NSCI1110(4), PHIL1200(3), PHIL1230(3), PSYC1220(3)

MnTC Electives

Additional Electives, if needed, to reach 40 total MnTC credits: AMST1010(3), AMST1020(3), AMST2210(3), AMST2220(3), ANTH1010(3), ANTH1020(3), ANTH1130(3), ANTH1140(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1010(3), ART1020(3), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), ASL1101(4), ASL1102(4), ASL1300(3), ASL2201(4), ASL2202(4), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1600(1), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BIOL2360(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), COMM1010(3), COMM1110(3), COMM1210(3), COMM1310(3), COMM1410(3), COMM1510(3), COMM1550(3), COMM1610(3), COMM1710(3), COMM1810(3), COMM1910(3), COMM2610(3), ECON1050(3), ECON1060(3), ECON1070(3), ENGL1111(3), ENGL1112(3), ENGL1150(3), ENGL1200(4), ENGL1201(4), ENGL1202(2), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2150(3), ENGL2250(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2540(3), ENGL2550(3), ENGL2560(3), ENGL2570(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1040(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1301(3), GCST1320(3), GCST1501(3), GCST1502, GCST1503(3), GCST1504(3), GCST1501(3), GCST1700(3), GCST1978(3), GCST1964(4), GCST2250(3), GCST2510(3), GEOG1000(2), GEOG1010(3), GEOG1040(3), GEOG1100(3), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), GERM1030(3), GWS1501(3), GWS1502(3), GWS1503(3), GWS1504(3), GWS1505(3), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1230(3), HIST1240(3), HIST1270(3), HIST1700(3), HIST1800(3), HIST1900(1), HIST2500(3), HIST2600(3), HIST2700(3), HUM1210(3), INTD1030(3), INTD1040(3), INTD1210(3), INTD1211(3), INTD1212(3), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(4), MATH2400(4), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1050(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1110(3), PHIL1120(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), PHIL1230(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5),

PHYS1202(5), PHYS1231(4), PHYS1232(4), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1601(5), PHYS1602(5), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), POLS2130(3), PSYC1110(3), PSYC1150(3), PSYC1160(4), PSYC1165(3), PSYC1170(3), PSYC1210(3), PSYC1220(3), PSYC1250(4), PSYC2110(3), PSYC2320(3), PSYC2330(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1130(3), SOC1710(3), SOC1750(3), SOC2110(3), SOC2200(3), SOC2210(3), SOC2410(3), SOC2730(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), SOC2750(3), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT1710(3), TFT2010(3), TFT2500(3), TFT2950(1)

Total Credits Required

60

Program Overview

2024-2025

The Sociology Transfer Pathway AA provides students with a powerful option: the opportunity to directly transfer to a designated Sociology bachelor's degree program at one of seven Minnesota State universities. Students who transfer with this AA degree can enter with junior standing and may complete the bachelor's degree with an additional 60 credits.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Sociology Transfer Pathway AA Full Time](#)

- **Sociology Transfer Pathway AA Part Time**
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

A student shall:

- Earn a minimum of 60 semester credits.
- Earn a grade point average of 2.00 (C) or higher in courses taken at North Hennepin Community College.

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

Required A.A. Degree Course Distribution:

- Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas.
- Complete at least 2 credits for the Wellness requirement from either Health (all courses) or Physical Education (all courses).

If the student intends to transfer, he/she is encouraged to work with an advisor to fulfill requirements for transfer to the other institution.

Completion of an A.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Special Education Transfer Pathway AS

The Special Education Transfer Pathway AS degree prepares you to transfer seamlessly to a Special Education bachelor's program at a Minnesota State university, allowing you to save on tuition by starting at NHCC.

Special Education AS Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
EDUC 1200	Introduction to Education and	View-EDUC 1200	n/a	4
EDUC 1280	Multicultural Education and	View-EDUC 1280	n/a	3
EDUC 1300	Technology in Education	View-EDUC 1300	n/a	3
EDUC 1350	Foundations in Teaching Literacy and	View-EDUC 1350	n/a	3
EDUC 1400	Introduction to Special Education and	View-EDUC 1400	n/a	3
EDUC 1450	Learners with Diverse Needs and Exceptionalities	View-EDUC 1450	n/a	4

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking and	View-COMM 1010	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
College Writing II				
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
BIOL 1000	Life Science and	View-BIOL 1000	n/a	4
CHEM 1000	Chemistry and Society and	View-CHEM 1000	n/a	4
MATH 1031	Math for Elementary Education I and	View-MATH 1031	n/a	3
PSYC 1250	Life Span Developmental Psychology and	View-PSYC 1250	n/a	4
PHIL 1020	Ethics	View-PHIL 1020	n/a	3

General Education Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Goal Area 5: Social Behavioral Sciences (must include Goal Area 8)				
ANTH 1010	Introduction to Anthropology: Cultural Anthropology or	View-ANTH 1010	n/a	3
ECON 1060	Principles of Macroeconomics or	View-ECON 1060	n/a	3
GEOG 1040	Human Geography or	View-GEOG 1040	n/a	3
GEOG 1100	World Geography or	View-GEOG 1100	n/a	3
HIST 1010	World History: Origins to 1300 or	View-HIST 1010	n/a	3
HIST 1020	World History: 1300 to Present or	View-HIST 1020	n/a	3
HIST 1030	Colonial History of the Americas or	View-HIST 1030	n/a	3
HIST 1110	History of Western Civilization Pre 1550 or	View-HIST 1110	n/a	3
HIST 1120	History of Western Civilization 1550 to Present or	View-HIST 1120	n/a	3
HIST 2500	World Regional History	View-HIST 2500	n/a	3
POLS 1600	Comparative Politics or	View-POLS 1600	n/a	3
POLS 1700	World Politics	View-POLS 1700	n/a	3
Goal Area 5: Sociology Elective				
SOC 1110	Introduction to Sociology or	View-SOC 1110	n/a	3
SOC 1710	Introduction to Criminal Justice or	View-SOC 1710	n/a	3
SOC 1750	Families in Crisis or	View-SOC 1750	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
SOC 2110	Principles of Social Psychology	View-SOC 2110	n/a	3
Goal Area 6: Humanities Fine Arts - 3 Credits				
ARBC 1030(3), ART1010(1), ART1020(1), ART1040(3), ART1050(3), ART1101(3), ART1102(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1320(3), ART1340(3), ART1341(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1550(3), ART1601(3), ART1602(3), ART1650(3), ART1770(3), ART1810(1), ART1820(2), ART2180(3), ART2190(3), ART2300(2), ART2611(3), ART2612(3), ART2640(3), ART2740(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2860(1), ART2900(1), ART2970(1), COMM1550(3), GCST1030(3), GCST1978(3), GCST225(3), GCST2410(3), GERM1030(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1190(2), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1370(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1070(3), PHIL1080(3), PHIL1120(3), PHIL1220(3), PHIL1230(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFT1200(3), TFT1210(3), TFT1250(3), TFT1260(3), TFT1270(3), TFT1280(3), TFT1310(3), TFT1320(3), TFT1350(3), TFT1500(3), TFT1510(3), TFT1520(3), TFT1531(3), TFT1532(3), TFT1540(3), TFT1600(1), TFT1610(1), TFT2010(3), TFT2500(3), TFT2950(1)				
Goal Area 6: Humanities Fine Arts, Literature (must include Goal Are 7)				
ENGL 2300(3), ENGL2320(3), ENGL2330(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2410(3), ENGL2450(3), ENGL2460(3), ENGL2570(3), ENGL2900(3), MnTC Elective - 1 Credit				
Total Credits Required			60	

Program Overview

2024-2025

Minnesota needs special education teachers; this licensure area is experiencing increased teacher shortages.

This transfer pathway specifically ensures that a student who successfully completes a Special Education Transfer Pathway Associate of Science (AS) can transfer the entire completed degree into a designated parallel baccalaureate degree program in Special Education at one of the seven Minnesota State universities.

Program Outcomes

- Engage in activities and actions that develop teacher identity and criticality.
 - Understand systemic racism by examining structural policies historically practiced in our housing, economic, employment, and education institutions.
 - Critically examine teacher beliefs and instructional practices to provide equitable curricula.
 - Critically examine teacher beliefs and instructional practices regarding student achievement.
 - Critically examine teacher beliefs and instructional practices regarding assessment practices.
 - Access resources to aid instructional design in equitable curriculum and pedagogy.
 - Engage in a variety of cultural and professional experiences to challenge current teacher beliefs and instructional practices.
 - Present an ongoing professional development plan to address white supremacy characteristics and challenge teacher beliefs and instructional practices.
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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 bachelors degree at a college or university with whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the fouryear period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Theatre Transfer Pathway AFA

Find your place onstage or backstage through NHCC's Theatre Transfer Pathway AFA. Learn the essentials from experienced faculty and renowned working artists. Core offerings of the Theatre Pathway curriculum establish a strong foundation through courses such as: Acting I and Acting II, Movement & Voice, Stagecraft, Play Analysis, and vital practicum opportunities in performance and stagecraft, which apply course knowledge gained to live production settings. Electives such as Movement & Voice, Digital Video Production, Fundamentals in Directing, as well as offerings in drawing, design, and playwriting will further enhance students' creative thinking, design, and performance skills. Thrive in an environment that places emphasis on "hands-on," experiential learning and embraces diverse and inclusive programming.

Theater Transfer Pathway Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
TFT 1210	Introduction to Theatre and	View-TFT 1210	n/a	3
TFT 1450	Stagecraft and	View-TFT 1450	n/a	3
TFT 1500	Acting I and	View-TFT 1500	n/a	3
TFT 1510	Movement and Voice and	View-TFT 1510	n/a	3
TFT 1600	Theatre Practicum: Performance and	View-TFT 1600	n/a	1-3
TFT 1610	Theatre Practicum: Technical and	View-TFT 1610	n/a	0
TFT 2150	Play Analysis and	View-TFT 2150	n/a	3
TFT 2550	Acting II	View-TFT 2550	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 8 credits				
ART 1040	Art Appreciation or	View-ART 1040	n/a	3
ART 1270	Digital Video Production or	View-ART 1270	n/a	3
ART 1310	Three Dimensional Design or	View-ART 1310	n/a	3
ART 1320 or				
ENGL 2500	Playwriting or	View-ENGL 2500	n/a	3
ENGL 2580	Shakespeare's Plays or	View-ENGL 2580	n/a	3
MUSC 1350	History of Rock and Roll or	View-MUSC 1350	n/a	3
TFT 1250	Introduction to Film or	View-TFT 1250	n/a	3
TFT 1260	Introduction to Television or	View-TFT 1260	n/a	3
TFT 1270	Digital Video Production or	View-TFT 1270	n/a	3
TFT 1531	Stage Combat I or	View-TFT 1531	n/a	3
TFT 1532	Stage Combat II or	View-TFT 1532	n/a	3
TFT 1540	Acting for the Camera or	View-TFT 1540	n/a	3
TFT 2010	Fundamentals of Directing	View-TFT 2010	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
ENGL 1202	College Writing II or	View-ENGL 1202	n/a	2
ENGL 1203	College Writing II with Workshop and	View-ENGL 1203	n/a	2
COMM 1110	Principles of Interpersonal Communication	View-COMM 1110	n/a	3

MnTC Electives

Natural Science (Goal Area 3) - 2 courses, 7 credits from different disciplines, one must be a lab course
Highly recommended: (Goals 3 10) ANTH 1020, BIOL 1160, BIOL 1200, BIOL 1610, CHEM 1000, CHEM 1010, GEOG 1010, EEVS / NATS 1100, 1130, 1150, 1160, 1170, 1180, 1200, 1210
Mathematics/Logical Reasoning (Goal Area 4) - 3 credits
History the Social Behavioral Sciences (Goal Area 5) - 3 courses, 9 credits from the following
(Goals 5 8 - 3 credits) ANTH 1010, ECON 1060, GEOG 1040, GEOG 1100, HIST 1010, HIST 1020, HIST 1110, HIST 1120, HIST 2500, POLS 1600, POLS 1700, PSYC 2350
(Goals 5 9 - 3 credits) ECON 1050, GCST 1490, GCST 1504, GCST 1505, GCST 1964, GEOG 1040, GEOG 1100, GWS 1504, GWS 1505, HIST 1230, HIST 2700, POLS 1100, POLS 1140
One Additional 3 credit course not listed above
Environment (Goal Area 10) - 1 course
A minimum of 19 credits to fulfill Goal Areas 3, 4, 5, 8, 9, 10

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required	60
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Program Overview

2024-2025

The Associate of Fine Arts Theatre Transfer Pathways includes rigorous studies in performance and production, along with hands on experience in theatre methods and practices. These studies will allow students to gain a deep understanding and working knowledge of theatre fundamentals. It will also prepare students for direct transfer to an established bachelor's degree program in Theatre. The 40 credits Minnesota Transfer Curriculum (MnTC) is completed with the AFA degree to assist the transfer to the MN State University system via the Theatre Transfer Pathways Program.

Minnesota State Universities: Bemidji State University, Metropolitan State University, Minnesota State University Mankato, Minnesota State University Moorhead, Southwest Minnesota State University, St. Cloud State University, Winona State University.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- identifying in an historical, cultural and societal perspective the genres of theater with exemplary authors and works

Intellectual and Practical Skills, including:

- analyzing and effectively communicating stylistic elements of theater pieces and significant authors, including structural parameters, language, aesthetic factors, and interdisciplinary requirements
- demonstrating technical proficiency and artistic synthesis in vocal, physical and emotional development in performance

- experiencing multiple modern and classical approaches to performance, script interpretation, and character formation
- using a wide range of creative and critical approaches to relate theater art to society

Personal and Social Responsibility, including:

- the ability to work independently and collaboratively in a high pressure creative environment
- understanding cultural differences in theater practices

Integrative Learning, including:

- participating in theatrical productions at varied levels including design, makeup, stagecraft, and production
- demonstrating a required level of proficiency in acting and directing
- investigating careers in the theater arts

Be prepared to transfer to a four year institution in this discipline.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Theatre Transfer Pathway AFA Program Roadmap Full Time](#)
 - [Theatre Transfer Pathway AFA Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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

Completion of an A.F.A. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Coursework Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

Video Game Studies Certificate

The Video Game Studies Certificate centers on artistic design, visual narratives, communication skills, and critique of games, at both a personal and societal level.

Video Game Studies Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1210	Small Group Communication and	View-COMM 1210	n/a	3
COMM 1610	Introduction to Mass Communication and	View-COMM 1610	n/a	3
COMM 1550	Video Game Entertainment or	View-COMM 1550	n/a	3
ART 1550 and				
MUSC 1370	Video Game Music and	View-MUSC 1370	n/a	3
ART 1401	Drawing I and	View-ART 1401	n/a	3
CSCI 1035	Introduction to Computer Programming with Games and	View-CSCI 1035	n/a	4
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
ENGL 2020	Writing Stories and	View-ENGL 2020	n/a	3
ART 2900	Studio Arts Capstone Practicum or	View-ART 2900	n/a	1
COMM 2900	Communications Capstone	View-COMM 2900	n/a	0
Total Credits Required			27	

Program Overview

2024-2025

The Video Game Studies Certificate centers on artistic design, visual narratives, communication skills, and critique of games, at both a personal and societal level. Students will develop audience analysis and teamwork skills, engage in the development of game narratives, and learn to analyze the impact of existing and emerging game technologies.

Program Outcomes

1. Articulate the connections between different professional roles within the video games industry, including but not limited to artists, coders, promoters, and reviewers (ELO 2a, 4d).
 2. Explain the impact of the history and development of the video games medium on social and cultural interactions (ELO 2a, 3b).
 3. Demonstrate how to adapt game development related messages to different audiences (ELO 2b, c).
 4. Compare and contrast different games in terms of formats, narratives, and design (ELO 2a, 4d).
 5. Analyze video game narratives as they relate to communication processes and cultural variations in use and representation (ELO 4b, d).
 6. Develop an artistic, communicative, and narrative concept for an original video game (ELO 4b, d).
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Video Game Studies Certificate Program Roadmap Full Time](#)
 - [Video Game Studies Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

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Web Graphic Design and Programming and e-Commerce Certificate

The Web Graphic Design and Programming and eCommerce Certificate is a broad-based introduction to designing and scripting small business marketing and commercial websites. Students learn the basic principles behind effective design and web programming, including uploading content to the Internet and the basics of e-commerce.

Web Graphic Design and Programming and e-Commerce Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ART 2901	Graphic Design Tools I and	View-ART 2901	n/a	3
ART 2561	Web Design I and	View-ART 2561	n/a	3
ART 2562	Web Design II and	View-ART 2562	n/a	3
CIS 1320	Web Tools and	View-CIS 1320	n/a	2
CSCI 1020	Beginning Web Page Programming and	View-CSCI 1020	n/a	1
CSCI 1030	Programming for Internet and	View-CSCI 1030	n/a	3
CIS 2310	Introduction to E-Commerce	View-CIS 2310	n/a	3

Program Overview

2024-2025

The Web Graphic Design, Programming and eCommerce certificate is a broad based introduction to designing and scripting small business marketing and commercial websites. Students learn the basic principles behind effective design and web programming, including uploading content to the Internet and the basics of ecommerce.

This certificate is for students who have programming skills and would like to gain creative design and eCommerce skill, or for students who have creative graphic design/art skill and would like to gain skills in programming and eCommerce, or for students who have business/eCommerce skills and would like to gain skills in computer programming and creative design. Some courses are offered online.

This certificate is also a great entry point to begin an A.S. degree in Graphic Design, Computer Science, or Business Computer Systems and Management.

Program Outcomes

Knowledge of human cultures and the physical and natural world, including:

- Effectively use basic visual design principles.
- Effectively use basic scripting practices.
- Effectively use basic marketing and business concepts

Integrative and Applied Learning, including:

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Web Graphic Design and Programming and e-Commerce Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

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1-800-621-7440

Written Communication Technologies Certificate

The Written Communication Technologies Certificate is for students who want to learn fundamental Excel, PowerPoint and Access skills, and advanced Word processing skills.

Written Communication Technologies Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1200	Word Processing	View-CIS 1200	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3

NHCC Residency and GPA

3 Credits must be earned at NHCC

Total Credits Required	9
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Program Overview

2024-2025

This certificate is for students who want to learn fundamental Excel, PowerPoint and Access skills and advanced Word processing skills. The class will integrate web based technologies for research, distribution, and communication. Courses can be applied to the Business Computer Systems and Management A.A.S. or A.S Degree. The courses from this program are delivered in the classroom and/or online.

Program Outcomes

- Perform clerical and administrative duties for an organization
 - Implement the Information processing cycle
 - Prepare technical reports and complicated tables
 - Integrate information from various Microsoft Office applications into a Word document
 - Integrate the use of web based technology to create shared documents
 - Demonstrate the use of the Internet for research, distribution and communication
 - Evaluate credibility of websites
 - Create documents using desktop publishing skills
 - 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
 - Access and evaluate information effectively
-

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Written Communication Technologies Certificate Program Roadmap Full Time**](#)

- **Written Communication Technologies Certificate Program Roadmap Part Time**
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

www.minnstate.edu/careerexploration and www.bls.gov

Transfer Information

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Degree Information

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Subj	Cou Nbr	Title	Cou Desc	Credits
ACCT	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
ACCT	2111	Financial Accounting	This course is a study of the accounting principles and concepts used to understand and develop financial statements. Topics include accruals and deferrals, revenues, expenses, assets, liabilities, equities, and cash flows. The course will analyze current industry financial statements from the point of view of investors and creditors for profitability, liquidity and risk.	4
ACCT	2112	Managerial Accounting	Managerial accounting focuses on the three main activities performed by managers: planning, controlling, and decision-making. This course consists of preparing a variety of reports for internal use and analyzing them in the company's decision-making process. Prerequisite: ACCT 2111	4
ACCT	2230	Computerized Accounting with QuickBooks	This course provides a hands-on approach to learning how current (on the market) computerized accounting systems are used and installed. The following modules are covered: general ledger, financial statements, accounts receivable, accounts payable, purchasing, inventory and payroll. Note: Knowledge of accounting debits and credits and CIS 1101 or computer experience is recommended. Prerequisite: Acct 2111	3
ACCT	2250	Small Business Payroll	Students taking this course will prepare and analyze payroll transactions, federal/state payroll tax reports. Prerequisite: Acct 2111	2

ACCT	2260	Small Business Income Taxes	<p>This course will assist the student in understanding corporation and personal (Schedule C) tax requirements. It will also show students what they must do to prepare and maintain tax information for the year end business income tax statements.</p> <p>Prerequisite: Acct 2111</p>	2
ACCT	2270	Accounting Employment Skills	<p>This course presents the tools and skills needed for locating and applying for accounting internships and jobs. Students will study work habits and professional attitudes to apply in the business world. Students will learn how to prepare documents needed to successfully obtain an internship as well as future employment opportunities. Students will begin the process to secure their internship position in preparation for taking ACCT 2310: Accounting Internship.</p>	1
ACCT	2300	Accounting Capstone	<p>This final capstone course in the accounting sequence is designed to extend and integrate your understanding of theoretical and practical issues in accounting, including the analytical and decision making processes for business enterprises. Further development of theoretical and practical issues from prerequisite courses and reinforcement of communication skills (writing, discussion, and presentation) are central elements of this course. This course will provide the student with the ability to enter the job market or transfer to a four year school with a good understanding of the accounting functions of a small business.</p> <p>Prerequisites: ACCT 2111, ACCT 2112 and CIS 1220 (or with instructor approval)</p>	4

ACCT	2310	Accounting Internship	<p>This course is for students in the AAS Accounting Technology degree. Students will complete an internship that will allow them to transition from the classroom to the workplace. This internship provides students with the opportunity to gain practical work experience to bridge theory with real-world applications of accounting concepts. Students will complete at least 150 hours of hands-on work experience in accounting and accounting related duties. Students take ACCT 2270: Accounting Employment Skills prior to this course where they secure their internship position.</p>	3
ADEV	951	College Reading and Learning Strategies I	<p>This course prepares students for success in future college coursework. This course emphasizes learning strategies to improve comprehension and understanding of how various texts are organized. This course requires students to examine their existing learning strategies and introduces students to learning practices, processes, techniques and/or strategies necessary for college success, such as prereading, underlining and annotating, and/or developing study aids. Credit does not apply to a degree. Placement in this class is determined by student's score on the reading assessment test.</p> <p>Students who place into ADEV 0951 are required to enroll in the full reading sequence (ADEV 0951 and ADEV 0952) during the first two terms at NHCC.</p> <p>Students who place into ADEV 0951 are required to enroll in this course during their first term at NHCC.</p>	4

ADEV	952	College Reading and Learning Strategies II	<p>The academic focus of this course is the introduction of critical literacy skills. Students enrolled in this course are offered extended practice with various literary and informational texts. Students will be expected to produce written products that demonstrate their comprehension of these texts. Students who successfully complete this course will have acquired learning strategies for comprehending and studying a variety of college-level materials. Credit does not apply to a degree.</p> <p>Placement in this class will be determined by student's reading assessment score and/or successful completion of ADev 0951.</p> <p>Prerequisite: For Nursing program students, ADEV 0951 with a grade of B better OR equivalent reading assessment test score. For non-nursing program students, ADEV 0951 with a grade of C or better OR equivalent reading assessment test score.</p>	3
ADEV	1051	Academic Learning Strategies	<p>This course introduces students to the principles of learning and critical thinking required for academic success. The focus of the course will be the elements of learning related to emotional intelligence including anxiety, attitude, concentration, motivation, and metacognition. The course will provide techniques and strategies to improve self-regulation including time management and avoiding procrastination. The students will be introduced to campus resources that are designed to help students succeed. This course is one of two that students may take.</p>	1

ADEV	1052	Academic Learning Strategies II	This course provides an overview of efficient study habits and is intended for students who wish to improve their academic study skills. This course is a follow up from ADEV 1051 where students learn about emotional intelligence, anxiety, and motivation. This course, 1052, emphasizes study strategies that will assist students in making a smooth transition to college level study. Topics include: active listening and effective notetaking, test preparation and test taking strategies, memory and concentration skills, and creating effective study tools.	1
ADEV	1950	Reading Texts Critically	This course will focus on developing critical literacy and critical thinking strategies necessary for dealing efficiently and effectively with different kinds of college reading assignments. This course lays the foundation for other courses which students will need to use critical thinking.	3
ADEV	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
ALTH	1020	Phlebotomy Technology	In this course, you will learn about the role of the phlebotomist in healthcare and learn the skills necessary to obtain a job as phlebotomist. You will learn about the healthcare setting including basic medical terminology and human anatomy as it applies to the phlebotomist role. You will learn about and practice infection control and safety, healthcare ethics, blood collection procedures, special collection procedures, specimen processing, point-of-care testing, and quality assurance. This course will prepare you to perform the duties of a phlebotomist in a hospital and/or clinic setting.	4

ALTH	1025	Phlebotomy Practicum	In this course, you will apply the phlebotomy skills learned to the healthcare setting. You will be in a hospital or clinic setting and will perform the tasks of a phlebotomist including blood draws, special collections, and specimen processing as well as interact with patients and members of the healthcare team.	2
ANTH	1010	Introduction to Anthropology: Cultural Anthropology	This course examines the nature of culture by studying the forms of conventional behavior (language, ideology, social organization, and technology) and their material manifestations. It also seeks to explain the variation in cultures of representative ethnic groups and societies of present and recent past in terms of ecological adaptation and cultural evolution.	3
ANTH	1020	Intro to Anthropology: Physical Anthropology, Archaeology & Prehistory	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 does include a lab-like experience.	3

ANTH	1130	The Archaeology of Ancient Europe	<p>Anthropology is concerned with the many ways that humans have adapted to their physical and social environments, including the systems of meaning and social organization that they use, as well as the historical development of those adaptations. There are a number of subfields within Anthropology in America: (Archaeology, Physical Anthropology, Linguistics, and applied Anthropology), and this course focuses on the remote past of Europe before the advent of writing (history), as revealed through archaeological research. We will focus primarily on Temperate Europe (north of the Alps), but to do so we will repeatedly run into the sophisticated cultures of the Mediterranean Basin. Evidence will be considered starting with the first people in Europe, through millennia of hunting and gathering, and then then the broad changes that occurred with the advent of agriculture and metal use, and the increasing societal complexity, ending with the coming of the Romans who brought "civilization" to their northern neighbors.</p>	3
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ANTH	1140	Anthropology of Religion	<p>This course involves the study and comparison of religious institutions from a wide variety of cultures. We will consider the wonderful array of beliefs and practices of humanity. We will consider religion, magic, and witchcraft, and how these cultural constructions shed light on the societies in which they were created. Through seminar-style discussions of a variety of essays on religion and some videos, students will engage with the material on a deeper level than they normally would in a lecture format. Throughout the course, students will learn about the development of a wide variety of religious group identities, and their changing meanings across a wide range of cultures, and periods of history. They will learn about the dynamics of social stratification that religious groups experience today. Students will study the diversity of religion, and the racism and bigotry that often plagues peoples ideas and behavior towards other religious groups. This material will bring to light the institutional exclusion and discrimination that certain groups have endured. Through the consideration and discussion of numerous religious groups of America and beyond, students will learn the role(s) that these groups have played in our culture, and contributions they have made. Through presenting their two research projects to the class, students will exercise communication skills that involve great tact in discussing religious practices in a neutral and objective manner. We will practice those skills every class, in our seminar discussions of the reading. These discussions will get directly at the disparate explanatory systems offered by world religions, compare them, and critique the various views. In these ways, students will be using the method and data that anthropologists employ in the investigation of religion.</p>	3
ANTH	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

ARBC	1030	Arab Cultures	<p>This course discusses the history and culture of the Arab world, examining various aspects of this rich and venerable civilization, the importance attached to education, the achievements of Arab science and also the internal conflicts, wide-spread poverty, and the role of women. This course is also an introduction to how the religion of Islam created a far-flung Arab Muslim world that embraces lands reaching from the shores of the Atlantic to the Indian Ocean, and examines how social institutions and culture are intertwined with politics and economics. This course is taught in English; no previous knowledge of Arabic language is required.</p>	3
ARBC	1101	Introduction to Arabic	<p>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 employed in the class. Students will also learn basic grammar and its applicability, especially in writing.</p> <p>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.</p>	4
ARBC	1102	Beginning Arabic II	<p>This course is the second of two-course series to fulfill the needs of our students as well as our community. It is designed for non-native beginners to learn formal Arabic also known as Modern Standard Arabic.</p> <p>Prerequisite: Arbc 1101</p>	4

ARBC	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
ARBC	2201	Intermediate Arabic I	This course continues the development of the multiple language skills introduced in the beginning sequence. The student is introduced to the literature and culture of Arabic speaking nations. Prerequisite: Arbc 1102 or equivalent	4
ART	1010	Art Museum Tour: European Art	This course consists of tours to various cultural centers to experience a variety of art exhibits, lectures, demonstrations and facilities. The content of this course centers on historical and contemporary European Art. Students will need to provide their own transportation to Twin Cities area museums or galleries.	1
ART	1020	Art Museum Tour: World Art	This course consists of tours to various cultural centers to experience a variety of art exhibits, lectures, demonstrations and facilities. The content of this course centers on historical and contemporary African, Asian, and Indigenous Art. Students will need to provide their own transportation to Twin Cities area museums or galleries.	1

ART	1040	Art Appreciation	<p>The course introduces students to the basic concepts of visual art objects, focusing on the terminology needed to describe and analyze artworks. Fundamental design elements are emphasized to further the development of visual literacy. The understanding of the basic structures of architecture, painting, drawing, and sculpture will be developed. Modes of art analysis are discussed and demonstrated. The general history of art is presented and explained, with attention to the transmission and exchange of world cultures through visual art. This course is presented through lecture and discussion.</p>	3
ART	1050	Foundation of Digital Imaging	<p>Introduction to the technical and aesthetic practices of computer-generated Art as a creative fine arts tool. Student projects explore creative and technical aspects of digital imaging, symbolism and visual content incorporating computer software programs including, but not limited to, Photoshop and Lightroom. Topics included are digital image manipulation, scanning, image composition and inkjet printing. Development of critique and related vocabulary.</p>	3

ART	1100	Creative Cloud Essentials	<p>An introduction to creating art, designing for print and audience interactivity using Adobe Creative Cloud and/or relevant digital tools from other developers. Students will learn how to use Photoshop, Illustrator, InDesign, and either Dreamweaver or other interactive design software to produce creative graphic projects intended for consumption on paper or screens. Students will learn to use Photoshop to improve digital photos and create original artwork, Illustrator to create original vector-based artwork, and InDesign for page layout and preparation of artwork for personal or commercial printing. They will learn how to use software to engage an audience with interactivity on a screen about a topic of choice.</p> <p>This course is for: beginning artists, freelance artists, professional fine artists, graphic designers, writers, self-employed or small business owners, communication specialists, marketing specialists, and anyone with an interest in learning more about art, graphic design, and Adobe Creative Cloud.</p> <p>Basic computer skills are necessary for success in this class.</p>	2
ART	1101	Photography I	<p>This is an introduction to the fundamentals of black and white photography. Both technical and creative skills are developed in the use of the camera, exposing and developing film, enlarging and finishing the black and white photograph. Class critiques help articulate individual visual growth while artist presentations and field trips to galleries and museums help acquaint students with significant photographers. Students use film-based cameras with adjustable shutter speed and f-stop. A limited number of cameras are available for rental.</p>	3

ART	1102	Photography II	<p>This course is for students with a basic background in camera operations and darkroom procedures. There is a greater emphasis on the photograph as a fine print, the student's personal growth and perceptions in the medium. Class time will include discussions, slide shows and guest lectures. Students must have a film-based camera with adjustable shutter speed and f-stop. Course may be repeated for credit. Prerequisite: Art 1101</p>	3
ART	1160	Digital Photography	<p>A logical sequence to Art 1101 or 1140, this class emphasizes the computer as a digital darkroom to create photographic images through the traditional camera or a digital camera.): Course content includes an overview of basic photographic techniques and a rigorous examination of Adobe Photoshop through assignments and personal exploration, class critiques and artist presentations, to help student understanding of photographic art. Students must have their own digital or analog camera.</p>	3
ART	1270	Digital Video Production	<p>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 are encouraged to use their own computer for editing if possible. Basic knowledge of the computer is helpful.</p>	3

ART	1301	Two Dimensional Design I	<p>This course introduces a visual vocabulary and tools essential for all flat design and space, and investigates basic principles related to composition, pattern making, illusory space, and self expression. Various techniques and materials are explored including paint, pencil, pen, brush, and pastels. This course also introduces students to artists and design elements from a variety of cultures.</p> <p>Strongly recommend taking Drawing I before this course.</p>	3
ART	1302	Two Dimensional Design II	<p>This course expands the study of flat design with emphasis on solving design problems. Students will be engaged in the more complicated tasks of integrating contrasting elements such as nonobjective and objective shapes, naturalism and idealism, shape and mass. Personal expression, design development and visual thinking as well as specialized techniques and materials are included. Design from different cultures and different artists will be discussed.</p> <p>Prerequisite: Art 1301</p>	3
ART	1310	Three Dimensional Design	<p>As an introduction to the basic language of three-dimensional design, this course includes constructive, additive, subtractive and substitution techniques using traditional and contemporary media. Various methods of presentation are explored ranging from small freestanding works to site-specific models and proposals.</p>	3

ART	1340	Fundamentals of Color	<p>The course teaches fundamental color theory by introducing the physical, perceptual, and artistic aspects of color. The dimensions of color are explored through theory and practice using paint and colored papers. Students also are introduced to the theories of the physiology and the psychology of color reception, cultural taste and preferences as they relate to color choices, and the color usage of well known artists, of art movements, and of different world cultures.</p> <p>Strongly recommend taking Drawing I before this course.</p>	3
ART	1361	Ceramics I	<p>Ceramics is an introductory studio course that presents students with a fundamental understanding of the hand building and wheel throwing processes in clay. This course will focus on a creative and imaginative approach to solving visual problems in clay. Ceramics will introduce all methods of forming clay including pinch, throwing, coil and slab building.</p>	3
ART	1362	Ceramics II	<p>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.</p> <p>Prerequisite: Art 1361</p>	3

ART	1401	Drawing I	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.	3
ART	1402	Drawing II	This course continues the study of drawing concepts using various media to explore color, the human figure, and representational as well as non-representational subject matter. Personal expression is emphasized. Students will examine the art of important artists who have used drawing successfully in their work. Prerequisite: Art 1401	3
ART	1601	Art History I: Ancient to Medieval	This course examines painting, sculpture and architecture of cultures from prehistory to the end of the 14th Century. Students will explore the history of the world through visual art and material culture with a global perspective.	3
ART	1602	Art History II: 15th Century to Contemporary	This course examines painting, sculpture and architecture of cultures from the 15th Century to Contemporary. Students will explore the history of the world through visual art and material culture with a global perspective.	3
ART	1650	Architectural History	This course is a survey of the history of architecture from pre-history to the present day. The student will gain knowledge and understanding of the characteristics of architecture from around the world, the ideas and intentions which motivated builders, as well as terminology related to architectural design and construction.	2

ART	1810	Studio Art Workshop	<p>The 1-credit Studio Art Workshop is a basic studio course that presents to art and non-art students the fundamentals required to complete projects in a particular art medium or art application process. The class covers fundamental technical use as well as incorporating personal aesthetics into ones output in the medium.</p> <p>NOTE: The particular medium covered in a given semester will be noted on the semester class schedule but will not show up in the student transcript. Students desiring to transfer this course may need to obtain a copy of the course syllabus to show the particular medium emphasized in a given semester.</p> <p>This course is repeatable for credit.</p>	1
ART	1970	Graphic Design Internship Experience	<p>This course facilitates an internship experience between a student, an engaged employer, and provides accountability for both to assess the status of an internship when it is happening. 50-150+ aggregate hours of dedicated, graphic design-specific work with an engaged employer to be completed within a reasonable time-line. Internships may begin and end during any month of the calendar year. Credits will correspond with the aggregate hours of work designated per internship: 50 hours of aggregate work = 1 credit, 100 hours of aggregate work = 2 credits, 150 or more hours of aggregate work = 3 credits. Participating employers must be substantial, preexisting organizations with an organizational purpose/need for graphic design work, and a work culture or mentorship potential that can offer appropriate duties to an intern. Each employer will by nature have differing specific circumstances.</p>	1-3

ART	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
ART	2540	Illustration	This course introduces students to illustrating for major areas of the commercial illustration marketplace. Students will be encouraged to develop illustrative skills that can be applied to design. Through creative problem solving and research, students will learn to develop and refine imagery for specific audiences.	3
ART	2550	Typography	This course explores basic concepts of typography including: history, anatomy and mechanics, copyfitting, legibility, syntax, and communication within the context of process-oriented, problem-solving projects. Students will learn the effective use, importance and impact of typography in graphic design. This is an advanced course in the techniques of typography for graphic design. Students work on projects that involve complex visual ideas and are encouraged to develop a personal style in their visual communication. Students will demonstrate and incorporate the techniques and theories of typographic design in design projects, develop skill in typographic design and proficiency using computer graphics in design projects, critically and competently evaluate and analyze design projects that incorporate typographic elements, and creatively solve typographic design problems.	3

ART	2561	Web Design I	<p>This course explores the foundations of interactive design for the (world-wide) web. Using industry-relevant tools, students will learn the fundamentals of designing and building a website. Students will be introduced to the concepts of user interface (UI) design, user experience (UX), and front-end development. Experience with digital photography and image editing (Photoshop) is suggested. Students will demonstrate and incorporate the techniques and theories of web design in design projects, build websites incorporating appropriate file formats, file sizes, functionality, site plan and organizational concepts, develop skill in web design and proficiency using the tools of web design software in design projects, critically and competently evaluate and analyze web projects, creatively solve web design problems and work on a web portfolio.</p>	3
ART	2562	Web Design II	<p>This is the second of two courses focusing on graphic design for the internet (world-wide web) and/or interactivity. This course explores advanced concepts from a graphic designer's perspective. Students will adapt graphic design and illustration to web design using current web design and animation software/technologies. Students will explore web user interface (UI) topics, user experience (UX) topics, web animation techniques, integration of video and sound, and the use of type design in web applications. Students will explore prototyping a web site and working with a developer/programmer. Understand and incorporate the techniques and theories of graphic design, web design and animation projects. Critically and competently evaluate and analyze advanced web design projects. Creatively solve web design problems. Develop skill in project design and computer graphic proficiency using current web technologies.</p>	3

ART	2601	Advanced Graphic Design I	<p>This course is a study of Graphic Design theory and applications. Students explore the creative process in the development of visual communication and its relationship to creating graphic design ideas. The visual language of design is explored as students design a variety of projects through application of computer graphics and use of software. Students will be taught to understand the techniques and theories of graphic design for design projects, make appropriate creative choices in design and execution of graphic design projects using the design principles presented in this course, demonstrate facility with and appropriate use of graphic design software packages used in this course, evaluate and analyze design projects from the several perspectives including design principles, audience, intent, appropriateness of media choice for the project, and skill of execution using media, generate manageable and appropriate graphic design project solutions from among a large set of possible variables and strategies, and exercise self-motivation and creative problem-solving in addressing design challenges, time constraints, and media limitations of graphic design project management.</p> <p>Prerequisites: Art 1301, Art 1340 and Art 2901.</p>	3
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ART	2602	Advanced Graphic Design II	<p>This is an advanced studio course in graphic design. The content and scope of the projects will help students to understand the nature of the graphic design industry 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. Students will demonstrate and incorporate the techniques and theories of visual design, visual language and graphic design principles in design projects, critically and competently evaluate and analyze design projects, use computer software and hardware effectively to design and develop design projects.</p>	3
ART	2611	Painting I	<p>This course is an introduction to the basic skills and techniques of painting. The study of paint and materials, the use of color in painting and the development of ideas are important elements in this class. Exploration of realism, abstraction and contemporary painting are all important aspects of Painting I. Recommended: Art 1340.</p>	3
ART	2612	Painting II	<p>Using advanced painting techniques, this course emphasizes student's development of a personal style. Prerequisite: Art 2611</p>	3

ART	2810	Publication Design	<p>This course introduces the history and techniques of publication design and production and advances the student's skills in on-paper publication layout and page design. Concepts in multi-page media formats such as magazines and books are studied through lectures, presentations and studio projects. Printing technology is explored from design to production, as well as budgeting and the economics of book production. Through experimentation and group discussions, students will learn to conceptualize visual ideas and refine their design concepts professionally and appropriately for these media formats to produce Under Construction, an actual book.</p>	2
ART	2900	Studio Arts Capstone Practicum	<p>This course is intended for students who have completed a significant portion of coursework in the Studio Arts AFA program and are within a semester of completion. It is a capstone experience in which students will refine their skills in portfolio building, artistic presentation in the professional arts world, resume building, critique skills, exhibition preparation, and use of web resources for artists' representation. Students will work closely with faculty to integrate concepts learned throughout their program into a final portfolio of work in preparation for continued study or work. Prerequisites: Art 1301, Art 1310, Art 1340, and Art 1401</p>	1
ART	2901	Graphic Design Tools I	<p>This course introduces students to the use and function of industry-standard graphic design software applications Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. Students will learn to effectively use the essential techniques, tools, and principles of each application by emulating a professional approach to design projects. Students will apply problem solving techniques to design projects that simulate real-world design challenges faced in today's graphic design industry.</p>	3

ART	2902	Graphic Design Tools II	This course is a continuation of Graphic Design Tools I. Advanced skills in Adobe Photoshop® (color photo manipulation), Adobe Illustrator® (drawing and design) and Adobe InDesign® (page design and layout) are introduced, as well as concepts of design and production workflow.	3
ASL	1101	American Sign Language I (ASL I)	This course teaches the basics for communication with Deaf and Hard-of-Hearing individuals. The course includes receptive and expressive finger-spelling, signing, conversational behaviors, and various aspects of Deaf Culture.	4
ASL	1102	American Sign Language II (ASL II)	This course is a continuation of ASL 1101. The student's signing and fingerspelling will be increased to improve their signing skills. Prerequisite: ASL 1101	4
ASL	1300	Deaf Culture	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.	3
ASL	1320	Black Deaf Culture and History	This online course provides students with an understanding of the Black History & Culture of Black Deaf people. Students will learn about Black Deaf & Hard of Hearing people in the Black Deaf Community in all areas of the United States and how the culture has progressed since in 1800's.	3
ASL	1400	Fingerspelling and Numbers	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.	3

ASL	1990	Special Topics	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
ASL	2201	Intermediate American Sign Language (ASL III)	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 will introduce more complex ASL structures. Prerequisite: ASL 1102	4
ASL	2202	Intermediate American Sign Language (ASL IV)	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 Deaf and Hard-of-Hearing people approximately three times. Prerequisite: ASL 2201	4
BIOL	1000	Life Science	The course introduces the breadth of biology from the principles of chemistry to ecology. The production and utilization of biological energy is explored at the cellular and organism level. The principles of inheritance and cellular reproduction are explored at the molecular, cellular level and organism levels. The unity and diversity of life and life processes is emphasized. The laboratory focuses on the techniques required to discover biological principles. Activities are hands-on. (3 hours lecture, 3 hours lab).	4
BIOL	1001	Biology I	This course focuses on the concepts of biological chemistry, cell structure and function, cellular metabolism, molecular genetics and heredity reproduction and development. The course is intended for allied health majors and others not requiring a majors-level introductory biology. (3 hours lecture, 3 hours lab).	4

BIOL	1101	Principles of Biology I	<p>This is the first course in a two-semester biology sequence. This course introduces students to the concepts of cell structure and function, cellular metabolism, heredity and genetics. This course is intended for students for biological and physical science majors or those planning to enter a professional program. (3 hours lecture, 3 hours lab)</p> <p>Strongly Suggested Prerequisite: CHEM 1061 or Concurrent Registration with CHEM 1061</p>	4
BIOL	1102	Principles of Biology II	<p>Principles of Biology II is a continuation of Principles of Biology I, and covers fundamental concepts of biology at the organismal level and above. Evolution, principles of ecology, and a survey of biodiversity are the major foci of this course. Students apply these concepts in rigorous laboratory exercises. This course, coupled with Biology I, prepares students for further, advanced studies in the biological sciences. Completion of both courses is a prerequisite for many upper-division biology courses. Audience: Biological and physical science majors or those planning to enter a professional program.</p>	4
BIOL	1120	Human Biology	<p>This introductory level course provides students with a one semester overview of the structure and function of the human body. The course is open to all students: however, it does not fulfill the human anatomy and physiology requirement for those who are planning to pursue a career in the health sciences.</p>	3
BIOL	1130	Human Biology with a Lab	<p>This introductory level course provides students with a one semester overview of the structure and function of the human body. The course is open to all students: however, it does not fulfill the human anatomy and physiology requirement for those who are planning to pursue a career in the health sciences. This course has a laboratory experience and fulfills the requirements for MnTC Goal Area 3. (3 hours lecture, 2 hours lab)</p>	4

BIOL	1140	Introduction to Human Genetics and Origins	<p>This course is an introduction to human genetics and origins including evolution and ancestry. Students are introduced to cell biology, inheritance, epigenetics, DNA, chromosomes, mutations, population genetics, genetics of health and behavior, genomics and genetic technologies. Students will use the process of scientific inquiry to analyze personal genetic data from direct-to-consumer DNA testing in a guided independent project. Testing with a direct-to-consumer (DTC) testing company will be done at the start of the course, or students may opt-out and use available genomes. Students who have previously tested with a DTC company should consult with the instructor. This course is suitable for both biology majors and non-majors. (3 hours lecture, 3 hours lab)</p> <p>Prerequisite: ENGL 0990 or a 78 on the Accuplacer Reading Comprehension</p>	4
BIOL	1160	Global Environment Field Biology	<p>This course will introduce students to the ecology and environmental issues of various locations abroad, and present them within the context of the social, cultural and political conditions of that country or region. Students will examine how various cultures and societies approach ecological and environmental problems. The impact of globalization on these issues will be a major focus of the course. Students will travel to the country or region of study to examine first-hand the issues covered in the course.</p>	4

BIOL	1200	Current Environmental Issues	<p>Using an interdisciplinary approach, this course examines various aspects of natural and human-made ecosystems, human's intervention, and the subsequent impact on society and nature. It emphasizes current problems, values, and projection for the future. The lab involves internet exercises, videos, group discussion, individual and group projects, field trips and other outdoor activities. (3 hours lecture, 4 hours lab)</p> <p>Prerequisite: ENGL 0990 or a 78 on the Accuplacer Reading Comprehension</p>	4
BIOL	1230	Medical Terminology I - Basics	<p>This course is designed to introduce students to the Greek and Latin derivatives used to form medical terminology. Students will learn how to build and analyze medical terms. Emphasis will be placed on proper spelling, definition, usage, and pronunciation of medical terms. Other topics include: prefixes, suffixes, combining forms, introduction to basic biology, and introduction to body systems.</p>	1
BIOL	1231	Medical Terminology II - Application	<p>This course is a continuation of Biol 1230 Medical Terminology I - Basic. The focus is on applying proper medical terminology in reading medical reports, case histories and using the medical dictionary. Prerequisite: Biol 1230</p>	1

BIOL	1350	Biology of Women	<p>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, and cancer. This course includes a lab-like experience. The course is open to both male and female students.</p> <p>Prerequisite: ENGL 0990 or a 78 on the Accuplacer Reading Comprehension</p>	3
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BIOL	1360	Biology of Women with a Lab	<p>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, and cancer. The course is open to both male and female students. (3 hours lecture/2 hours lab)</p> <p>NOTE: This course has a lab component that incorporates active learning in a lab setting to support classroom material.</p> <p>Prerequisite: ENGL 0990 or a 78 on the Accuplacer Reading Comprehension</p>	4
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BIOL	1650	Human Biology Series	<p>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 lab-like experience requirement for MnTC Goal area 3. Check web site for each semester's topics. This course is open to all students.</p> <p>Prerequisite: ENGL 0990 or a 78 on the Accuplacer Reading Comprehension</p>	1
BIOL	1990	Special Topics	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
BIOL	2100	Microbiology	<p>This course is a study of bacteria, viruses, fungi and protozoa, infection, immunity, human diseases and microbiology of food and water. Laboratory exercises stress detection, isolation and control of microorganisms. (3 hours lecture, 3 hours lab)</p> <p>Prerequisite: Biol 1001 or 1101 with grade of "C" or better</p>	4

BIOL	2111	Human Anatomy and Physiology I	<p>This course is the first course of a two-course sequence. The course offers students a comprehensive study of the structure and function of the human body in a classroom and laboratory setting. Topics include anatomical terminology, homeostasis, cell structure and function, histology, as well as the anatomy and physiology of the following organ systems; integumentary, skeletal, articular, muscular, nervous, special senses and endocrine. Utilization of preserved specimens in the laboratory is a required part of the course. (3 hours lecture, 3 hours lab)</p> <p>Strongly recommend college level reading abilities, a working knowledge of elementary algebra and a medical terminology course.</p> <p>Prerequisite: Biol 1001 or 1101 with grade of "C" or better.</p> <p>Recommendations for student success in this class include: a prior course in medical terminology, college level reading and basic algebra skills</p>	4
BIOL	2112	Human Anatomy and Physiology II	<p>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 the anatomy and physiology of the following organ systems: circulatory, non-specific and specific defenses, respiratory, digestive, urinary, reproductive and early development. Strongly recommend college level reading abilities, a working knowledge of elementary algebra and a medical terminology course. Utilization of preserved specimens in the laboratory is a required part of the course.</p> <p>(3 hours lecture, 3 hours lab)</p> <p>Prerequisite: Biol 2111 with a grade of "C" or better.</p>	4

BIOL	2360	Genetics	We will examine the organization, storage, maintenance, transfer, and expression of genetic information. Molecular data and Mendelian principles will be applied to understand genetics at the molecular, cellular, organismal, and population levels. Skills of professional biologists will be practiced, such as reading primary literature, designing/carrying out experiments, and evaluating qualitative and quantitative data. Prerequisite: BIOL 1101 or BIOL 1001, and BIOL 1102, and MATH 1150, with a C or better in each. Co-enrollment in BIOL 1102 can be considered with instructor permission. 3 hours lecture, 3 hours lab	4
BIOL	2610	General Ecology	We will examine the interrelationships of organisms and their environments, emphasizing the historic development of fundamental principles at the levels of individuals, population, community, and ecosystem through examination of theoretical and empirical findings. Skills of professional biologists will be practiced, such as reading primary literature, designing/carrying out experiments, and evaluating qualitative and quantitative data. Prerequisite: Prerequisite: BIOL 1102, and placement above MATH 1150 or successful completion of MATH 1150 or higher, with a C or better.	4
BIT	1050	Foundations of Construction Codes and Inspections	This course provides an introduction to the field of building inspection and construction codes. Provides an introduction to the field of building inspection and construction codes. 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 administrations, plumbing, mechanical systems and information on the industry and types of positions that work in a building department. This course is intended to provide a student with a broad overview of the building inspection industry and construction codes.	3

BIT	1150	Residential Plan Review and Field Inspections	<p>Emphasizes techniques for plan review and field inspections on single family dwellings, townhomes, and accessory structures associated with dwellings, in accordance with the current International Residential Code (IRC). Students will learn about egress components, basic fire and life safety, building construction techniques, building components and systems, and other requirements related to residential dwellings.</p> <p>Prerequisite: BIT 1050</p>	4
BIT	1250	Commercial Plan Review and Field Inspections	<p>Emphasizes techniques for plan review and field inspections on commercial, industrial, multi-story buildings, and multi-family structures in accordance with the International Building Code (IBC). Discussion topics shall include, but not be limited to, occupancy classification, allowable area, types of construction, fire resistive construction, fire protection requirements, building systems and exiting.</p> <p>Prerequisites: BIT 1050 and 1150</p>	4
BIT	1900	Legal and Administrative Aspects of Construction Codes	<p>Provides students with foundational concepts of modern administrative government, legal responsibilities in building inspection, inspector's authority, courtroom procedures, building inspection liability, the application of legal rules pertaining to public negligence, governmental liability and ethics. Current issues in the industry will be discussed and integrated into the course as appropriate. The course will provide students with an understanding of public administration as it relates to a code official.</p> <p>Prerequisites: BIT 1050 and BIT 1150</p>	3
BIT	2600	Building Inspection Internship	<p>Supervised work experience in a municipal building inspection department provides a variety of experiences for people new to the field.</p> <p>Prerequisite: Consent of instructor</p>	2

BIT	2650	Administering the MN State Building Code	<p>The role of the building official is a complex one. Key aspects of a building official's job involves: having a solid understanding of codes and standards, an understanding of how to properly administer these codes and standards, along with working with various federal, state, and local agencies in order to provide conditions for a safe built environment. This course will bring together the concepts that the student has collected throughout the BIT curriculum, and apply this knowledge in a comprehensive review of the role of the building official. This course will provide essential background and understanding of how to properly administer the Minnesota State Building Code. This course is recommended for current and future building officials, inspectors, and other interested parties.</p> <p>Prerequisite: BIT 1000, 1100, 1300 and 2020</p>	2
BUS	1100	Introduction to Business	<p>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.</p>	3

BUS	1110	Human Relations & Professional Skills	This course focuses on the skills necessary to be successful and effective in the workplace. In addition to effectively contributing to a team while working with a diverse population, topics include: understanding human behavior, personal qualities of success, emotional intelligence, communication, workplace etiquette, conflict resolution, self-esteem, and goal setting.	3
BUS	1220	Effective Supervision	This course focuses on the skills necessary to be successful when supervising and collaborating with others. Students will apply and develop skills in management functions, decision making, time management, communications, conflict resolution, leadership, quality improvement, motivation and personnel development. BUS 1100 or BUS 1110 or business background recommended	3
BUS	1230	Leadership and Teamwork	This course provides students with an understanding of the nature of leadership and teams. This course is for anyone who is a leader or wants to be a leader and wants to develop teamwork skills. Emphasis will be on a practical skill-building approach to leadership and teamwork so students develop skills that can be applied outside of the classroom. This course will include the nature and importance of leadership, characteristics of leaders, leadership styles, developing teams, managing virtual teams, ethics and social responsibility, communication, conflict resolution, and culturally diverse aspects of leadership.	3
BUS	1300	Legal Environment of Business	Students will study the basic principles of law and the societal forces which influence the development of these principles. Topics include legal procedure, court structure, ethics, international law, constitutional law, administrative law, contracts, sales, torts, business entities, business regulation, and consumer protection. The focus of the course is on business entities, their employees and customers.	3

BUS	1400	Business Mathematics	<p>This course provides the students with essential mathematical concepts and practical business applications of pricing, discounts, commission, simple and compound interest, installment buying, consumer credit, depreciation, taxes, simple business statistics, and other business finance situations. Problem-solving skills are developed. Computational math skills are needed.</p>	3
BUS	1410	Introduction to Business Finance	<p>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. Recommended: An accounting course or relevant background.</p>	3

BUS	1430	Financial Statement Analysis	<p>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.</p> <p>Recommended: An accounting course or some knowledge of accounting.</p>	2
BUS	1440	Personal Financial Planning	<p>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. BUS 1400 recommended.</p>	3

BUS	1450	Investments	<p>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. The course will impart knowledge of practical value to anyone interested in becoming actively involved in managing personal investments. The main goals of the course are to provide understanding of the essential features of various investment instruments, their risk-reward relationships, for whom and under what circumstances the instrument is appropriate and how the market operates for buying and selling the various investment instruments.</p>	3
BUS	1510	Operations Management	<p>This course is designed to provide the student with an understanding of the foundations of the operations function in both manufacturing and services. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization. The emphasis is on decision making (to include business ethics) in areas such as: facility requirements and utilization, control and coordination of resource inputs and outputs, types of transformation/conversion processes, and performance measurements. Diverse activities, such as determining the size and type of production process, purchasing the appropriate raw materials, planning and scheduling the flow of materials and the nature and content of inventories, assuring product quality, and deciding on the production hardware and how it gets used will be the primary content areas of this class.</p> <p>NOTE: Students are strongly encouraged to first take Introduction to Management BUS 1200.</p>	3

BUS	1610	Consumer Behavior	<p>This course is an in-depth study of how and why people buy and gain an understanding of the factors influencing a purchase decision and how marketing research can enhance decision-making in this area. Topics include social structures and their effect on consumer purchase behavior, individual adoption and resistance behavior, and marketing efforts based on consumer research. Marketing research procedures, methods, and information sources are identified and evaluated. The ability to perform basic marketing research is emphasized.</p>	4
BUS	1620	Advertising and Sales Promotion	<p>This course is a study of the principles and practices of promotion for the business organization. Students will study the components and the interrelationships of the promotional mix: advertising, sales promotion, personal selling, direct marketing, and public relations. Topics include: an integrated marketing communications strategy, creative techniques of advertising, media strategies, and the evaluation of promotional plans.</p> <p>NOTE: Bus 1600 recommended</p>	3
BUS	1630	Professional Sales and Management	<p>This course provides an introduction to the principles and practices of professional selling and sales management. Topics will include the steps of the sale; customer service; principles, issues and problems associated with managing a sales force; and ethics in selling. Problem solving techniques, monitoring of sales performance and sales simulations are examined. Bus 1600 recommended</p>	4

BUS	1810	Entrepreneurship	<p>In this course you will learn the process of launching a new business venture from an original or innovative idea. The focus will be on the stages of development of the new venture including research, planning, feasibility analysis, capitalization and management. Students will learn how to use resources to start and operate a small business.</p> <p>BUS 1200/2200: Principles of Management, BUS 1600/2600: Principles of Marketing and ACCT 2111: Financial Accounting are recommended to be taken before taking Entrepreneurship.</p>	4
BUS	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
BUS	2010	Internship Business	<p>This is a capstone course for students in a business program including: Accounting, Business Computer Systems and Management, Marketing, Management or Retailing. It includes practical, on-the-job training in a business or organizational environment under executive supervision and related learning activities. Internships are arranged on the basis of the student's interests and career goals. Please contact the instructor for permission to register for this class.</p>	3

BUS	2100	Business Statistics	<p>This course is designed primarily for the business major. This course will introduce you to business statistics, or the application of statistics in the workplace. In this course, you will learn how to apply statistical tools to analyze data, draw conclusions, and make predictions of the future. The course will begin with data distributions, followed by probability analysis, sampling, and finally hypothesis testing. This course is mathematically intensive, and much of what you learn here will deal with things you encounter every day. This course also makes use of spreadsheets, an important tool for working with and making sense of numerical data.</p>	4
BUS	2200	Principles of Management	<p>This course is an introduction to the functions of management: planning, organizing, directing, and controlling. The course explores how each of the management functions are implemented to impact organizational efficiency and effectiveness. Local, national, and global environments are presented as strategic factors to be understood by contemporary managers. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas.</p>	3

BUS	2600	Principles of Marketing	<p>This course provides a market-oriented perspective to business decision-making. Students will learn how marketers provide value in satisfying customer needs and wants, determine which target markets the organization can best serve, and decide upon appropriate products, services, and programs to serve these markets. Topics include branding and product development, pricing strategies, marketing research, promotion, supply chain management, and service marketing. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented within an ethical framework. Courses Recommended: BUS 1100 Introduction to Business and CIS 1101 Business Computer Systems I</p>	3
BUS	2610	Consumer Behavior	<p>This course is an introduction to the world of consumer behavior. Consumer behavior borrows from several social sciences to explain behavior in the marketplace. In this course, students will explore how perceptions, learning, memory, personality, and attitudes influence consumption behavior, how consumption shifts during one's life cycle, and how strong cultural and subcultural influences are on consumers.</p>	3
BUS	2620	Fundamentals of Promotion	<p>This course is a study of the principles and practices of promotion for a business organization. Students will study the components and the interrelationships of the promotional mix: advertising, sales promotion, personal selling, direct marketing, and public relations. Topics include: an integrated marketing communications strategy, creative techniques of advertising, media strategies, and the evaluation of promotional plans.</p> <p>Students will complete the course with a comprehensive knowledge of and experience with how to develop an integrated promotional strategy.</p>	3

BUS	2630	Fundamentals of Sales and Service	<p>This course introduces the principles and practices of professional selling. Topics will include the steps of the sale, identifying buying motives and customer needs, customer service principles, sales strategies, ethics in selling, and cultivating repeat business through service. Problem solving techniques, monitoring of sales performance, and sales simulations are examined.</p>	3
BUS	2640	Fundamentals of Digital Marketing	<p>This course will focus on the introduction and insights to a breadth of core and emerging digital channels and disciplines, including search engine optimization, website analytics, search and display ads, email marketing, social media, and social listening/monitoring.</p> <p>Designed to get students to think like a digital marketing professional, Fundamentals of Digital Marketing will help students establish habits for keeping up to date on emerging digital technologies relevant to business and to marketing, tie the use of digital marketing activities to business objectives, and identify and design data sources that allow students to track performance for digital marketing activities.</p> <p>Students will complete the course with a comprehensive knowledge of and experience with how to develop an integrated digital marketing strategy.</p>	3
BUS	2650	Marketing Capstone	<p>This course serves as the capstone for the Marketing Specialist Associates of Applied Science Degree. Students will integrate the concepts, techniques, and knowledge within marketing into a strategic marketing plan for an existing company. The strategic plan will be submitted and presented at the end of the course.</p>	2

CHEM	1000	Chemistry and Society	<p>This is a basic introduction to chemistry in the everyday world, with emphasis on the role that chemistry plays in personal and professional lives. It is intended for anyone seeking to become a better informed citizen of our technological society. Basic chemical principles will be introduced and their impact on society will be discussed. The course enables students to use concepts of chemistry to think critically about current issues in science and technology. No background in Chemistry or other Natural Sciences is presumed; a strong background in math is not required. Heavy use of the internet for research and communication will be an important component of this course. This course is recommended for non-science majors looking to fulfill the science course with lab component. (3 hours lecture / 3 hours lab)</p>	4
CHEM	1005	Chemistry for Healthcare Professionals	<p>This is a one-term laboratory chemistry course (2 hours lecture, 3 hours lab) designed for non-science majors primarily in healthcare programs. We will learn about basic concepts in Chemistry, including atomic theory, stoichiometric relationships, and kinetic molecular theory, and use our understanding to think critically about current environmental issues in science. These concepts will also be applied to the health field. We will also explore the role chemistry plays in our personal and professional lives. During the lab portion, we will observe and collect data, relate it to the knowledge gained from lecture, prepare ourselves for relevant interpretation of the laboratory results and the application to personal experiences. (e.g., why it is important that healthcare professionals understand the role partial pressures play in blood pH.) This course is not recommended for students who wish to continue to take more chemistry courses. This course is not a substitute for Chemistry 1010 which is a 4-credit course.</p>	3

CHEM	1010	Introduction to Chemistry	<p>An introduction to the basic concepts of Chemistry along with mathematical application, which include the atomic theory, periodic trends, stoichiometric relationships, kinetic-molecular theory, molecular structure, heat transfer, and chemical properties as related to the gas and liquid and solid phases. Additionally, this course will explore the role that chemistry plays in our personal and professional lives. This course enables students to think critically about current environmental issues in science. The lab portion contains experiments that includes observation, data collection and analysis, and mathematical applications that support the concepts being studied in class. The course is designed for non-science majors or students who have not completed chemistry in high school in order to prepare them to take Chem 1061 or courses in various health programs.</p> <p>Prerequisite: Math 0900 or Math 0980 with a grade of 'C' or better.</p>	4
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CHEM	1030	Introduction to Physical Sciences	<p>In this course, students will explore the basics of chemistry and physics by examining such concepts as understanding and measuring matter; atoms, elements, compounds and mixtures; physical and chemical properties of matter; states of matter; chemistry fundamentals, the periodic table; bonding and types of compounds; mixtures and solutions; chemical reactions; properties and sources of energy; heat; electricity, circuits, and power; properties of sound & light; the behavior of sound & light; forces and motion; work and simple machines. This course is intended for students who wish to complete a science course with a lab. It is not a prerequisite for any science or health programs. This course may not be used as a substitute for a chemistry course or a physics course.</p> <p>Math 0901 (Intro to Algebra) or basic math skills are highly recommended.</p>	4
CHEM	1061	Principles of Chemistry I	<p>This course is a study of the basic concepts of Chemistry, with an emphasis on atomic theory, stoichiometric relationships, kinetic-molecular theory, molecular structure, and chemical bonding as related to the gas and liquid and solid phases. The lab portion with experiments includes observation, data collection, and mathematical applications that support the concepts being studied in class. (3 hours lecture, 3 hours lab)</p> <p>Placement in this class will be determined by student college assessment score and/or successful completion of Math 1150 with a grade of C or better.</p>	4

CHEM	1062	Principles of Chemistry II	A continuation of CHEM 1061, this course emphasizes chemical equilibrium, solution chemistry, acid-base chemistry, precipitation reactions, complex ion formation, oxidation-reduction, and electrochemical reactions. The laboratory portion includes experimental applications of the lecture topics: determination of cation and anion (qualitative) content of unknown mixture, kinetics, acid-base equilibria, solubility, thermodynamics, electrochemistry, and an introduction to nuclear chemistry. CHEM 1061 is required for this course. (3 hours lecture, 3 hours lab)	4
CHEM	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
CHEM	2061	Organic Chemistry I	This course is a study of the covalent molecules associated with carbon, emphasizing the mechanism of the reactions and the stereochemistry of aliphatic, alicyclic, and olefinic molecules. Functional groups that will be studied include the saturated and unsaturated hydrocarbons, alcohols, ethers and halides. The laboratory portion of the course includes a thorough study of the basic techniques for the isolation and purification of molecules isolated from natural products and from reaction mixtures. (4 hours lecture, 4 hours lab) Prerequisite: Chem 1062	5
CHEM	2062	Organic Chemistry II	This course is a study of the mechanism of reactions of, and the structure of, all of the carbonyl compounds and their derivatives, and of the carbohydrates, amino acids, proteins, heterocyclics, other natural products sequence reactions, unknown identification and original literature preparations. Spectroscopic analysis will be utilized throughout these experiments. (4 hours lecture, 4 hours lab) Prerequisite: Chem 2061	5

CIS	1000	Computer and Keyboarding Essentials	<p>This is an introductory course to introduce students to the use of basic computer skills and to develop mastery of the computer keyboard. This course covers introductory information about computer hardware and software, working with drives, folders and files, and the use of the microcomputer as a productivity tool.</p> <p>Students will learn to type the alphabet, number, and symbol key 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. Please contact your instructor for the version of software that will be used.</p> <p>NOTE: No Credit will be given if you have previously completed CIS 1000 (Electronic Keyboarding).</p>	3
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CIS	1101	Business Computer Systems I	<p>This course develops computer and digital literacy and emphasizes its importance in today's businesses and 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 computers and mobile devices, how a computer works, managing files, computer and mobile device hardware components, digital safety and security, application programs, input and output devices, digital storage options, ethical practices and Internet basics. Hands-on experience will be provided on computers in the Windows environment using the Microsoft Office Suite including Word, Excel, Access, and PowerPoint. Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.</p>	3
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CIS	1102	Business Computer Systems II	<p>Emphasis is on an in-depth understanding of the Microsoft Office Suite beyond the fundamentals of CIS 1101. Students will develop their skills with exercise-oriented learning by completing advanced training working with spreadsheets, word processing, presentation graphics, and relational databases. Students will complete an integrated application project incorporating several software applications into one final document. Computer concepts covered include communication networks, operating systems, the internet, database management, data security, computer careers, and background to become a productive, knowledgeable computer consumer and professional. Hands-on experience suitable for professional purposes or personal use will be provided on computers in the Windows environment using the advanced features of the Microsoft Office Suite including Word, Excel, Access, and PowerPoint.</p> <p>If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101, please contact the instructor for permission to register for this class.</p> <p>Check with your instructor for the software edition that will be used.</p>	3
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CIS	1200	Word Processing	<p>This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft Office Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certified Application Specialist Exam for Word.</p> <p>Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.</p>	3
CIS	1210	Desktop Publishing	<p>This course introduces students to digital page layout using Adobe InDesign, the new emerging standard in page layout software. This course is for anyone who has to prepare professional business publications. Students will learn how to set type and use digital images to produce effective printed business publications including newsletter, advertising flyers, business forms, brochures, manuals, posters, and catalogues . Students will learn how to create and modify pdf files for electronic distribution of publications. Knowledge of the keyboard and Word Processing software is recommended for this course. Software used: Current version of Adobe InDesign</p>	3

CIS	1220	Decision Making Excel	<p>This course uses Microsoft Excel as a problem solving tool in analyzing and designing solutions for common business and organizational problems and then using that information to guide decision-making. This course is for anyone who has to analyze, share, chart and manage information to make more informed decisions. Problems are taken from management, accounting and finance, manufacturing and production, sales and marketing and human resources. Beginning to advanced spreadsheet concepts covered include creating, editing, formatting, printing and saving worksheets, creating charts, filtering lists, creating pivot tables, inventing macros, importing data, creating data tables, evaluating and using functions, constructing formulas, integrating worksheet data with other programs and ethical Excel practices. After this course, the student would be prepared to take the Microsoft Office Specialist (MOS): Excel Exam. Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.</p>	3
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CIS	1230	Business Presentations: PowerPoint	<p>This course introduces students to business presentation concepts and applications using the most current PowerPoint software. This course is for anyone who has to or wants 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.</p> <p>After this course, the student would be prepared to take the Microsoft Office Specialist Exam for PowerPoint.</p> <p>NOTE: Knowledge of the keyboard is recommended for this course.</p>	3
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CIS	1240	Information Management: Access	<p>In this course students will learn how to plan, design, create, query, create forms and reports, export to and import data from 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 with other applications (including the Internet) 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.</p> <p>After taking this course, the student would be prepared to take the Microsoft Office Specialist Exam for Access.</p> <p>Completion of CIS 1101 or prior database experience is recommended for this course.</p>	3
CIS	1250	Photoshop Essentials for Business	<p>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 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.</p> <p>Recommended: Knowledge of the keyboard</p>	3

CIS	1260	Business Communications and Technology	<p>This course provides students the knowledge to become successful communicators in a business environment through improving and practicing written, oral, face to face, and virtual technology based communication skills, processes, and strategies. This class will incorporate the effective use of Web-based communication, video conferencing, e-mail etiquette, presentation skills, presentation technologies, teleconferencing, and telephone usage. Students will also apply improved verbal, nonverbal, listening, writing, team, conflict, and negotiation skills in organizational situations. This course is for any student wishing to increase their business communication effectiveness in a global and technological business environment.</p> <p>Recommended: Completion of ENGL 1201 College Writing I and CIS 1101 Business Computer Systems I.</p>	3
CIS	1300	Introduction to Internet	<p>This course develops a basic understanding of the Internet and the World Wide Web using a popular browser such as Internet Explorer. Students will search the web; download, save and print web pages; learn and use search tools to find information quickly; create a favorite or bookmark and organize their favorite web sites; learn about communication on the Internet using email, accessing newsgroups and chat rooms; learn how to email attachments and download files from their email; and discuss personal security on the Internet. Hands-on exercises will give students the opportunity to apply these concepts. This course will give students an introduction to the capabilities of the Internet.</p> <p>Knowledge of the keyboard is recommended for this course.</p>	1

CIS	1310	The Whole Internet	<p>This course provides a comprehensive understanding of the Internet. This course is for anyone who wants to use the internet effectively, efficiently and safely, understand the uses of the Internet, create web pages and also increase their confidence and knowledge. Students will learn about the basic technology that supports the internet, effectively use e-mail and other types of communication, explore virtual communities and web tools, use search engines and directories to find information on the internet, evaluate the quality of web resources, locate software, explore e-commerce concepts, learn how to use the internet safely, manage common security threats and create web pages. Students will use e-mail, a class web site, and other web based tools to develop proficiency. The course explores current internet innovations. Previous exposure to the internet is not required.</p>	3
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CIS	1320	Web Tools	<p>This class focuses on exploring, evaluating and learning how to use the latest tools and applications on the Internet. You will explore your interests and build a portfolio to demonstrate what you can do using innovative web based tools.</p> <p>Some of the tools and applications may include: Marketing and Business, Professional Networking, Virtual Environments, Bookmarking, Social Networks, Multimedia, Photos and Digital Images, Employment and Jobs, Collaboration, Video-Sharing Sites, Podcasts, Wikis, Blogs, Content Aggregation and Management, Organization, Games and Entertainment and more.</p> <p>This course is for anyone who wants to increase their internet skills and knowledge and understand current web tools.</p> <p>Some knowledge of the internet is required such as ability to use email and search engines. If you need more internet knowledge before taking this class, CIS 1310 The Whole Internet is recommended.</p> <p>The course may be modified as class needs dictate and to incorporate current events.</p>	2
CIS	1520	Spreadsheets	<p>This course introduces students to the problem solving capabilities of Microsoft Office Excel spreadsheet software. Students will plan and format spreadsheets and analyze data. Topics covered include worksheet formatting; charting data; and using formulas and functions to perform calculations and analyze data. Hand on exercise will give the opportunity to apply these concepts. Knowledge of the keyboard is recommended for this course. Microsoft Office Excel will be used. Check with your instructor for the software edition that will be used.</p>	1

CIS	1700	Project Management Software Tools	<p>This course provides students with an understanding of the technology, concepts and process that supports project management. This course is for anyone who wants to develop project management software application skills in order to be more effective and efficient. Emphasis will be on a practical skill-building approach to project management software, concepts and process so students will apply knowledge to new problems, think critically and creatively, work collaboratively in teams and develop skills that can be applied outside the classroom. This course will include using project management software to bring about the successful completion of specific project goals and objectives.</p>	3
CIS	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
CIS	2010	CIS Internship	<p>This is a capstone course for students in a Business Computer Systems & Management or Individualized Studies programs. It includes practical, on-the-job training in a business or organizational environment under executive supervision and related learning activities. Internships are arranged on the basis of the student's interests and career goals. Recommend student contact instructor before registering. Recommend: A minimum of 9 credits in CIS, ACCT, or BUS.</p>	3

CIS	2310	Introduction to E-Commerce	<p>This course introduces students to the key strategic business and technological elements of electronic commerce.</p> <p>Students will explore the theory, practice and technology of conducting business over the internet and the World Wide Web.</p> <p>This course is for students who want to put their business on the internet, work at companies that want to do business over the internet, want to know more about business and the internet or want to know more about emerging e-commerce technology.</p> <p>Students will focus on applying key concepts through hands-on real world e-commerce planning and web site development. Topics covered include identifying e-commerce opportunities, marketing and selling on the internet, building a web presence, designing a web site, improving efficiency and reducing costs through business-to-business activities, using social networking to connect with customers and suppliers, exploring mobile commerce opportunities, analyzing electronic commerce software, hardware and commerce service providers, investigating electronic payment systems, examining electronic commerce security, thinking globally, scrutinizing legal, ethical and tax issues and planning. Also includes identifying current issues in e-commerce and emerging technology. Experience with programming languages or creating web sites is not required.</p> <p>NOTE: Computer and internet knowledge recommended</p>	3
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CMSV	1000	Construction Professionalism Seminar	This course is designed to be an introduction to careers in the construction industry. It will be an exploration of the breadth and depth of construction opportunities and the diversity of the occupational career pathways open to students. The differences between residential, commercial, civil, industrial, and specialty construction will be explored as well as exposure to the different occupation opportunities as a tradesperson, project manager, staff management specialist, design professional and business owner. Industry standards and expectations will be part of the course, and at its completion students will have had the opportunity to complete course work to receive an OSHA 10 hour training certification.	4
CMSV	1200	Construction Graphics	Study of graphic solutions to problems conditioned by traditional and emerging construction document standards. Students will produce construction graphics using computer-assisted processes. The principles of construction graphics are applied to the visualization, communication, and graphical analysis of problems.	3
CMSV	1300	Legal Aspects of Construction	Students will study the basic principles of law and its impacts on the business of construction contracting. Topics will include contracts, property law, mechanics liens, drafting a bid, ethics, employment issues, wage laws and hiring practices in both a union and a non-union work setting. The focus of the course is on construction contracting businesses, their employees and customers.	3
CMSV	1500	Construction Technology I	This course is an introduction to the technical mastery of the constructing of buildings and structure. Course learning objectives will be covered in the context of a specific construction craft.	5

CMSV	1550	Construction Technology Field Experience	<p>This course is an introduction to the application of techniques necessary to construct buildings and structure. Course learning objectives will be covered in the context of a specific construction craft and will be completed during the construction of an actual industry project.</p> <p>It is strongly recommended that the following course(s) be taken prior to or concurrent with this course: CMSV1500 Construction Technology</p>	4
CMSV	1600	Construction Technology II	<p>This course is an intermediate review and application of techniques necessary to construct buildings and structure. Course learning objectives will be covered in the context of a specific construction craft.</p> <p>It is strongly recommended that the following course(s) be taken prior to or concurrent with this course: CMSV1550 Construction Technology Field Experience I</p>	5
CMSV	1650	Construction Technology Field Experience II	<p>This course is an intermediate introduction to the application of techniques necessary to construct buildings and structure. Course learning objectives will be covered in the context of a specific construction craft and will be completed during the construction of an actual industry project.</p> <p>It is strongly recommended that the following course(s) be taken prior to or concurrent with this course: CMSV1600 Construction Technology II</p>	4

CMSV	1700	Construction Technology III	<p>This course is an advanced review and application of techniques necessary to construct buildings and structure. Course learning objectives will be covered in the context of a specific construction craft.</p> <p>It is strongly recommended that the following course(s) be taken prior to or concurrent with this course: CMSV1650 Construction Technology Field Experience II</p>	5
CMSV	1750	Construction Technology Field Experience III	<p>This course is an intermediate introduction to the application of techniques necessary to construct buildings and structure. Course learning objectives will be covered in the context of a specific construction craft and will be completed during the construction of an actual industry project.</p> <p>It is strongly recommended that the following course(s) be taken prior to or concurrent with this course: CMSV1700 Construction Technology</p>	4
CMSV	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
CMSV	2100	Soils and Concrete Technology	<p>This course familiarizes students with the history and fundamentals of concrete, admixtures, soils and aggregates. The student will understand the interactions of concrete, weather, and soil conditions; the proper placement of concrete; bearing capacity of soils; and the basic principles of concrete and soil inspection.</p>	3

CMSV	2200	Construction Quality Assurance and Quality Control	<p>Students will be introduced to QA/QC and the concept of Construction Quality Management in the residential, commercial and civil construction industries. It will emphasize QA/QC in civil construction and focus on the types of materials, construction methods and quality control necessary for building road, bridges, underground utilities and other types of civil construction projects. Students will have the option to obtain a Minnesota Department of Transportation Concrete Field 1 certification as part of this course.</p> <p>Prerequisite: CMSV 2100 Concrete and Soil Technology</p>	4
CMSV	2870	Construction Management	<p>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.</p>	3
CMSV	2875	Mechanical and Electrical Systems	<p>This course will prepare students to identify, analyze, and evaluate all aspects of building mechanical, electrical, and plumbing systems. The students will explore a variety of systems found typical in both residential and commercial buildings and will have the opportunity to gain detailed knowledge on how systems are designed, constructed, and perform. This course is designed for construction managers, project superintendants, code officials, and other construction related industry professionals.</p>	4
CMSV	2885	Construction Estimating	<p>This course explores the basic techniques and guidelines of estimating. The student will develop skills to prepare cost estimates considering the important aspects of material takeoffs, labor, equipment, and time. Practical, step-by-step cost estimating procedures will be applied to an actual building project.</p>	4

CMSV	2890	Building Organization and Technology	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.	3
CMSV	2895	Construction Management Internship	Provides the student an opportunity to observe and participate in all aspects of construction management that are typically encountered in the construction workplace.	3
CMSV	2900	Construction Scheduling	This course explores the basic techniques and guidelines of the critical path method (CPM), and the precedence diagramming method (PDM) scheduling. The student will develop skills to prepare construction schedules by considering the important aspects labor, equipment, and time cost scheduling. Practical step-by-step scheduling techniques will be applied to an actual construction project.	3
COMM	1010	Fundamentals of Public Speaking	This course provides instruction and practical experience in the basics of public speaking. This course has a performance component: students are expected to create and deliver informative, persuasive and other types of speeches.	3
COMM	1110	Principles of Interpersonal Communication	This introductory course looks at communication in one-to-one relationships in friendships, families, the workplace, and elsewhere. Students will be challenged to discover and assess their own communication strengths and weaknesses as they define and discuss what it means to be a competent interpersonal communicator. Course content includes both theory and practice (skill development).	3

COMM	1210	Small Group Communication	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.	3
COMM	1310	Intercultural Communication	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.	3
COMM	1550	Video Game Entertainment	This course will examine the development of the video game industry and research on social effects of video game play. Issues discussed include video game violence, effects of gender and cultural representation, visual messages in gaming, pro-social relationships, and emerging technologies in gaming.	3
COMM	1610	Introduction to Mass Communication	This introductory course is intended to develop critical and analytical skills for understanding mass media; for recognizing messages, making deliberate choices about them, and evaluating the effects of these messages in both an individual and societal context. Students will examine the history, evolution, and societal impact of a wide variety of media, including print, film, and social media and will develop skills to make informed, ethical evaluations of the mediated messages they receive.	3

COMM	1810	Introduction to Health Communication	This introductory course is intended to develop critical and analytical skills for understanding human communication in the health care industry. Students will discuss and apply various communication strategies in a variety of contexts, including patient care, between healthcare professionals, and with a larger public in the form of healthcare advocacy campaigns. The impact of cultural diversity and ethics in decision-making will be examined in the context of healthcare professions.	3
COMM	1910	Argumentation and Public Advocacy	This course is intended to develop critical and analytical skills for creating persuasive messages to audiences in formal, oppositional settings. Students will discuss and apply various communication strategies to evaluate the effectiveness of evidence, gain experience in a more formal debate setting, and evaluate and craft arguments ethically and responsibly. These assignments will prepare students for debate in a range of contexts, from interpersonal and small group settings to larger discussions of public and social policy in American culture. Prerequisite: COMM 1010	3
COMM	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
COMM	2610	Introduction to Public Relations and Strategic Communication	This course examines the principles, evolution, practice, and ethics of strategic communication and public relations. Student will learn to analyze and critique different public relations and strategic communication campaigns across different contexts, cultures, and communities. Students will engage in the campaign creation process through research, message and narrative creation, and evaluation of strategic communication.	3

COMM	2900	Communications Capstone	<p>The communication capstone course is intended for students who want to engage in a professional application of communication skills gained from their prior coursework. This could range from social media internships, public speaking events, communication campaign work, or other projects within the scope of communication studies.</p> <p>Students must take one COMM course and have instructor permission.</p>	1-3
CSCI	1000	Computer Basics	<p>The students will get hands-on experience with an operating environment (the current version of Microsoft Windows) and Windows-based applications which include spreadsheets, word processors and presentation packages. The course enables students to use computers to process information and communicate using e-mail and World Wide Web.</p>	3
CSCI	1020	Beginning Web Page Programming	<p>Students learn practical techniques and principles of Website authoring; create multimedia-enhanced commercial, entertainment or educational sites; and plan site maintenance, promotion and implementation of user feedback. Prerequisite: Some experience with Microsoft Windows</p>	1
CSCI	1025	Responsive Web Design	<p>This course will prepare students to design web pages that will respond to the media or device on which they are viewed. This course will focus on HTML5, some JavaScript and CSS media queries.</p> <p>Prerequisites: A grade of C or better in CSci 1020</p>	1

CSCI	1030	Programming for Internet	<p>This course covers the practical aspects of a programming language used for development of advanced Internet applications which include: on-line animation and interactivity, feedback, and browser control enhancements. The actual language used (JavaScript, Perl, or Java) will be chosen by the instructor. The course also includes a brief introduction to advanced HTML and SCS, uploading the site to a Web server and promoting it.</p> <p>Prerequisite: CSci 1000 or 1010 or 1020 or CIS 1101 or 1102</p>	3
CSCI	1035	Introduction to Computer Programming with Games	<p>This is an introductory computer programming course. The students will engage in hands-on implementation of games and simulations in a graphics-enhanced development environment. The students will learn how to transform game scenarios into algorithms and programs, create user interfaces, and incorporate multimedia. Basic computer skills are necessary for success in this class.</p>	4
CSCI	1040	Fundamentals of Structured Query Language (SQL)	<p>The goal of this course is to teach students how to design, build and use databases utilizing Microsoft SQL Server. The students will also learn to enter and retrieve information. They will learn SQL commands and query creation, including complex multi-table joins, and display and analyze query results. Students will design their own databases and deploy them on Microsoft SQL Server.</p> <p>Possessing skills in performing common Windows tasks working with applications, or taking CSci 1000, is highly recommended.</p>	3

CSCI	1050	Computer Security Basics	This course examines the issues surrounding computer security in today's highly technological world. The course is designed to provide an overview of security problems, technical issues and the principles associated with databases, networks, network defense, administrative controls, privacy, operating systems, and programming. The knowledge gained from this course will allow programmers, instructional designers, information technology specialists, and managers to better understand various issues surrounding secure computing. Proficiency in computer skills is strongly recommended.	3
CSCI	1120	Programming in C/C++	This course introduces the C/C++ programming language and its foundational topics. In this course students will explore fundamental programming and computing concepts with a focus on problem solving, algorithm development and implementation. Topics included are: data types and memory concepts, arithmetic operators and mathematical expressions, conditional statements, repetition, arrays, functions, procedure and the basics of object-orientation.	4
CSCI	1130	Introduction to Programming in Java (CS0)	This course provides an introduction to the Java programming language and its foundational topics. In this course students will explore fundamental programming and computing concepts with a focus on problem solving, algorithm development and implementation. Topics included are: data types and memory concepts, arithmetic operators and mathematical expressions, conditional statements, repetition, arrays, methods and the basics of object-orientation.	4

CSCI	1150	Programming in C# for .NET	<p>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#.</p> <p>Prerequisite: Math 1150 with a grade of "C" or better</p>	4
CSCI	1180	Introduction to Linux Operating System	<p>This course introduces Linux, a popular open-source operating system and a variety of Unix. Topics include installing and using Linux, the architecture of Linux, using the command-line shell, the file system, common utilities (including text editors), and the basics of shell scripting.</p> <p>As a component of Cyber Security certificate, this course addresses the security matters of user login authentication, file and program permissions, computer networking, and network protocols.</p> <p>Hands-on work with Linux is a central part of this class. Some experience in computer programming is recommended.</p>	4
CSCI	1990	Topics:	<p>The course introduces fundamental concepts of computer programming using a block programming language and a graphical development environment. A number of mathematical concepts used in office, game, mobile and scientific programming are introduced and illustrated with computer graphics. The students will advance their computational thinking abilities, as they develop algorithms and arrange data for solving problems.</p>	

CSCI	2001	Object Oriented Programming (CS1)	<p>Students will learn object-oriented programming while creating algorithms.</p> <p>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.</p> <p>Procedures, recursion, and iteration will be presented in the development of algorithms. Inheritance and polymorphism are studied. The use of abstraction will be emphasized throughout the course.</p>	4
CSCI	2002	Data Structures and Algorithms (CS2)	<p>This course continues using abstract data types and the concepts presented in CSci 2001 and introduces stacks, queues, linked lists, and trees. This course also covers advanced programming topics of recursion, sorting methods, and complexity measures.</p> <p>This is an object-oriented programming course.</p>	4
CSCI	2010	Discrete Mathematical Structures	<p>The course covers mathematical topics essential for work in computer science. Topics include: number bases, mathematical induction, sets, relations, functions, congruence, recursion, combinations and permutations, probability, graphs, trees, logic, Boolean algebra, and proof techniques. Computing related problems and examples are integrated throughout the course.</p>	4
CSCI	2011	Programming in Python	<p>The course will introduce the Python Programming language in terms familiar to students experienced with writing simple, yet complete, programs in other languages. Additionally, the course will focus on utilities and features considered strengths in Python. This includes interfaces to specialized libraries and databases.</p> <p>Prerequisites: CSCI 1120 or CSCI 1130 or CSCI 1150 or CSCI 2001 or CSCI 2400</p>	1

CSCI	2020	Computer Architecture	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.	4
CSCI	2030	Database Modeling and Design	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 keys. The use of Structured Query Language (SQL) for data retrieval and manipulation will be emphasized.	4
CSCI	2040	Introduction to Networking Protocols and Analysis	This class examines the basic principles of networking, transitioning from Transmission Control Protocol, User Datagram Protocol, Internet Control Message Protocol, and Internet Protocol (TCP, UDP, ICMP, and IP), network architecture, and the Open Systems Interconnection (OSI) model into network defense. Networks are essential for organizational success, and cybersecurity professionals must understand network processes, protocols, and administration. This course will focus on developing skills in creating network architecture, network administration, network analysis, and how to apply this knowledge to improve the network security posture through defense in depth.	4

CSCI	2050	Internship Computer Science	<p>The main objective of this course is to provide practical training and real work experience for the students. Often, it will include productive work contribution, and prospective employee evaluation for the employer. It can lead to increased college-industry interaction for the department and the college. Completion of this class will better prepare the student for multiple activities in a workplace. It should reflect positively on the students resume (employers view internship experiences positively.)</p> <p>Internship is an excellent opportunity for a student to affirm career interests. These opportunities can also provide the credentials needed for full-time positions. Internships and co-ops provide opportunities to network with professionals; strengthen confidence, maturity, and professionalism; establish professional references. Prerequisite: Enrollment in the computer science program, completion or concurrent enrollment in CSci 2002, a "B" average in all CSci courses</p>	3
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CSCI	2060	Web Programming in ASP.NET	<p>ASP.NET is a technology for creating web-based programs and services. This course introduces ASP.NET on the foundation of the prerequisite courses that taught the fundamentals of .NET framework, C# programming language, SQL Server database, and the primary development environment Microsoft Visual Studio.</p> <p>The main goal of this course is to teach the basics of creating and deploying Web applications utilizing ASP.NET technology. Besides using the C# programming language, the students will learn the commonly used ASP.NET controls included in Microsoft Visual Studio. The course includes the techniques of reading the data from a SQL Server database into a Web application and displaying it on a web page, as well as modifying and amending the database content.</p> <p>Prerequisites: CSci 1150 and CSci 1040</p>	4
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CSCI	2101	Foundations of Cryptography	<p>This is a foundational course in cryptography covering systems of secure communication relevant to the field of Cyber Security and to Computer Science in general.</p> <p>Topics include theories and applications of encryption of both historical and modern methods, and techniques for creating systems of secure communication. Programming is undertaken to encode and decode information using industry standard cryptographic algorithms. The C programming language is emphasized due to its ubiquity in both the field of applied cryptography and in operating systems.</p> <p>While this is not a course to study techniques for breaking cryptographic systems (cryptanalysis), considerations are given to the probability that weaknesses in a cryptographic cipher can be exploited and that data confidentiality, integrity, and availability can be potentially lost.</p>	4
DSCI	2001	Data Science I	<p>This course introduces students to the rapidly growing field of Data Science. Students will learn the concepts and tools used to analyze data sets and make informed business and/or research decisions. Students will use various software, including databases, to gather, organize and visualize data for analysis.</p>	4
DSCI	2002	Data Science II	<p>Provide students further exposure to the growing field of Data Science. Building upon the topics in Data Science I, students will learn about machine learning techniques, ways to deal with networked systems and extremely large data sets, and methods for improving the performance of computerized statistical models.</p>	4

DSCI	2009	Interdisciplinary Applications in Data Science	This course provides a flexible in-depth review of interdisciplinary applications in Data Science. The curriculum has students independently explore and apply methods of Data Science in a real-world context related to their career interests.	2
EAP	830	Reading Skills Development	In this course you will work on strengthening your reading and study strategies, developing your reading vocabulary, and improving your test-taking strategies. You will have the opportunity in this class to develop your reading speed and comprehension of a variety of written materials. This course will help prepare you for the academic skills you will need to succeed in college.	4
EAP	860	English Language Skills Development	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	5
EAP	880	Listening and Speaking Skill Development	This course will focus on developing your academic listening and speaking skills in English. During this semester you will work on building the note-taking, presentation, and discussion skills you will need to study successfully at the college level. Prerequisite: Placement test scores	4

EAP	900	College Vocabulary Development	<p>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.</p> <p>Prerequisites: Placement test scores or grade of "C" or better in EAP 0830 and EAP 0860.</p>	2
EAP	930	Academic Reading and Study Skills	<p>This course provides advanced level readers with intensive practice and extensive reading tasks in various writing genres. You will develop and improve reading proficiency, speed, and comprehension, and the ability to make inferences from text. You will also develop advanced vocabulary building strategies using college content reading materials. Active study strategies are among the skills practiced as you progress toward skillful, independent reading.</p> <p>Prerequisite: Placement test scores or grade of "C" or better in EAP 0830</p> <p>Students who place into EAP 0930 are required to enroll in this course during their first term at NHCC.</p>	4
EAP	960	Academic Writing Skills Development	<p>This course focuses on developing writing process skills and study of various rhetorical patterns. You will engage in concentrated practice to develop paragraphs through multiple drafts, working towards academic essays. You will also continue to strengthen your English language skills.</p> <p>Prerequisite: Placement test scores or grade of "C" or better in EAP 0860.</p>	4

EAP	980	Academic Listening and Speaking	<p>This course concentrates on preparing students for the listening and speaking needed in the American college classroom. You will develop efficient note-taking skills for classroom lectures and skills for giving presentations. An examination of American English as spoken in college classrooms further develops proficiency necessary for successful college work. This course also reviews American English in terms of intonation, rhythm, stress, and emphasis.</p> <p>Prerequisite: Placement test scores or grade of "C" or better in EAP 0880</p>	4
EAP	1080	English Pronunciation	<p>This course is for people who desire to speak English more clearly and with greater effectiveness. We will concentrate on addressing your pronunciation concerns and accent needs. This class will give you strategies that will help you to communicate in various situations, including your workplace.</p> <p>Prerequisite: Placement Test Scores</p>	2
EAP	1230	College Reading and Studying Skills	<p>This course focuses on the college textbook reading, language and study skills you will need in your content-area courses. You will study content-course readings and complete tests and assignments typical of those you will complete in college courses.</p> <p>Placement test scores or grade of C or better in EAP 0860, EAP 0880 and EAP 0930</p>	4
EAP	1260	College Writing Skills Development	<p>In this course, you will develop academic essay writing and advanced English language skills. This course emphasizes writing as a process, as well as development of analytical reading and critical thinking skills.</p> <p>Prerequisite: Placement test scores or grade of "C" or better in EAP 0900, 0930, 0960 and 0980</p>	4

EAP	1280	Listening and Speaking for College Success	<p>This class focuses on the development of note-taking skills through the presentation of college-success content material in the form of lectures and student presentations. You will research student success topics and make formal presentations to the class. The course also reviews tone, register, rhythm, stress, reduction and emphasis as critical elements in delivering a speech.</p> <p>Prerequisite: Placement test scores or grade of "C" or better in EAP 0830, 0860, 0880, 0980.</p>	4
EAP	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
ECON	1050	Economics of Crime	This course covers economics theories of crime and justice. Crime topics include: illegal drug markets, violent crime, nonviolent crime, and international crime. Economic theories and concepts such as rationality, efficiency, supply, and demand are used. The course includes international and historical comparisons of enforcement techniques from both an economic efficiency framework and an ethical perspective.	3
ECON	1060	Principles of Macroeconomics	This course covers mainstream theories, the economy's recent performance, national income and output levels, money and the banking system, inflation and unemployment, fiscal and monetary policies, economic growth, and international trade.	3
ECON	1070	Principles of Microeconomics	This course covers theories of consumer and producer behavior as well as market structure, the role of government in the economy, distribution of income, externalities, and taxes.	3

ECON	1990	Topics	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
EDUC	1200	Introduction to Education	This course will familiarize students with the historical, philosophical, and social foundations of education. The course will be of particular interest to those students who are exploring teaching as a career or to those who currently work in classroom settings. The class is designed to provide glimpses into a variety of aspects of teaching, to promote discussion and reflection. The major course topics will guide students in exploring the influences of history and society on teaching and learning. Students will also learn a variety of creative instructional student engagement strategies. As part of the course requirement, this course requires at least 10 hours of experience (e.g., service-learning hours, volunteer hours, etc.) in the K-12 setting during the current semester and outside of class meeting time.	4
EDUC	1280	Multicultural Education	This course is designed to help current and future educators acquire the knowledge and skills needed to become effective practitioners in culturally, racially, and linguistically, and gender diverse classrooms and schools. Students will engage in activities and actions that develop teacher identity and criticality. They will demonstrate instructional approaches that build community and inspire and engage diverse learners. As part of the course requirement, this course requires at least 10 hours of experience (e.g., service-learning hours, volunteer hours, etc.) in the K-12 setting outside of class meeting time.	3

EDUC	1300	Technology in Education	This course is a hands-on instructional technology course designed for future teachers. Learn how to produce quality videos, podcasts, webinars, and other multimedia presentations. Use Google classroom, Zoom, and other virtual classroom apps for instruction. Expand your knowledge about digital accessibility for the American Disabilities Act (ADA) compliance.	3
EDUC	1350	Foundations in Teaching Literacy	This course focuses on the literacy needs and development of today's children. The course provides background on how literacy develops and places emphasis on the stages of literacy development. It presents both the theories and strategies that are needed in order to fully understand emerging readers and writers and how learners can be empowered in today's classrooms to function competently as literate adults in the twenty-first century. As part of the course requirement, this course requires at least 10 hours of experience (e.g., service learning hours, volunteer hours, etc.) in the K-12 setting outside of class meeting time. Formerly Titled: Language and Learning	3
EDUC	1400	Introduction to Special Education	Students will be introduced to the field of special education. This course addresses specialized instruction designed to meet the needs of exceptional students. Course content will include an overview of legal mandates, varied evidence-based instructional practices including writing individualized education plans (IEP), collaborative approaches used by child study teams, and cultural implications to consider in the field of special education. Ten hours of field experience are required.	3

EDUC	1450	Learners with Diverse Needs and Exceptionalities (Educational Psychology)	This course examines principles of educational psychology and the impact these principles have on teacher beliefs and instructional practice. Connections between child and adolescent cognitive, social/emotional, and moral development and principles of effective teaching are addressed. Relevant federal and state laws are discussed within the context of classroom instruction. Finally, students learn major characteristics of the exceptional learner and demonstrate alternative approaches in instruction to provide the least restrictive environment for learners with exceptional needs.	4
ENGL	990	Gateway Composition	This composition course is for students who need a more intensive review of standard American written English (grammar, punctuation, and sentence structure) than English 1201 alone provides. The course also introduces the processes and strategies of essay writing from first thoughts through revision to the final, edited college-level essay. Prerequisite: College required assessment for placement OR prior successful completion of English 0900	2
ENGL	1001	College Writing I: Workshop	This composition course is a supportive class to be taken concurrently with English 1200, College Writing I. It focuses on the processes and strategies of essay writing from first thoughts through revision to the final, edited college-level essay in a very small group and individualized setting. The course goal is success in the attached, co-requisite section of English 1200, College Writing I.	1

ENGL	1002	College Writing II: Workshop	<p>This course is a supportive class to be taken concurrently with English 1203, College Writing II. It focuses on the processes and strategies of argumentative research writing from exploration and curiosity to primary and secondary research to early drafts through extensive revisions and expansion to the final college-level term paper in a very individualized, small-group setting. It may also assist students who need a more intensive review of MLA format and citations (or other citation format, as appropriate) than English 1202 alone provides. The course goal is success in the attached, co-requisite section of English 1203, College Writing II.</p>	1
ENGL	1140	Professional Writing	<p>This course offers students the opportunity to improve their writing skills and adapt them for professional communication. Students will focus on assessing purpose, audience, credibility, style, clarity/correctness, and format to determine appropriate approaches to a range of written and electronic communication, including memos, letters, employment documents, and proposals/reports.</p>	3
ENGL	1200	Gateway College Writing	<p>This class provides extended practice in critical reading, writing, and thinking skills. Students will develop an effective writing process and work to achieve college-level competence in reading and responding to texts, visuals, events, and ideas in a variety of written formats, with an emphasis on the academic essay. Audience awareness, interpretation and analysis, logical reasoning, and persuasive and argumentative skills will be developed. MLA style documentation of primary sources will be included.</p>	4

ENGL	1201	College Writing I	This class provides extended practice in critical reading, writing, and thinking skills. Students will develop an effective writing process and work to achieve college-level competence in reading and responding to texts, visuals, events, and ideas in a variety of written formats, with an emphasis on the academic essay. Audience awareness, interpretation and analysis, logical reasoning, and persuasive and argumentative skills will be developed. MLA style documentation of primary sources will be included.	4
ENGL	1202	College Writing II	This class focuses on the research process, textual analysis of primary and secondary sources, rhetorical strategies for argument and persuasion, and successful integration of sources into a longer academic paper utilizing MLA (or other, as appropriate) documentation format. The class may be disciplinary, interdisciplinary, or topical in content.	2
ENGL	1203	College Writing II with Workshop	This class focuses on the research process, textual analysis of primary and secondary sources, rhetorical strategies for argument and persuasion, and successful integration of sources into a longer academic paper utilizing MLA (or other, as appropriate) documentation format. The class may be disciplinary, interdisciplinary, or topical in content.	2
ENGL	1250	Magazine Workshop	This workshop offers students the opportunity to gain practical editorial experience by working on the college literary/arts magazine. As members of the editorial staff, students will solicit, select, and edit stories, essays and poems for publication. May be repeated for credit.	2
ENGL	1800	Introduction to Journalism	This course provides an introduction to writing in standard journalism modes, which may include news, features, editorials, sports, reviews, and blogs. Contemporary practices, issues, and ethics of the profession are also covered.	3

ENGL	1900	Introduction to Creative Writing	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.	3
ENGL	1940	Technical Writing	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 (Minnesota Transfer Curriculum) credits required in the A.A. (Associate of Arts).	3
ENGL	1950	Graphic Novels	This course will introduce students to the diverse body of literature known as "graphic novels." While emphasis will be placed on works that are specifically considered graphic novels, it may also include the study of other comics-strips and books that have significantly contributed to the development of the form. Students can expect to be exposed not only to a wide range of graphic novel types, such as autobiography, journalism, history, humor, dramatic fiction, manga, and superheroes, but also to a deeper understanding of the methods of telling stories that are unique to comics.	3
ENGL	1960	Writing Workshop	This course is designed for people interested in more intensive work with creative writing projects. The emphasis could range from poetry to story or nonfiction writing.	1
ENGL	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	

ENGL	2010	Writing Creative Non-Fiction and Memoir	This course offers 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.	3
ENGL	2020	Writing Stories	This course offers beginning instruction in the art of writing fiction. Exploring techniques for generating material, engaging in writing exercises, and critically examining contemporary short fiction are important aspects of this course. Students will develop a portfolio of their writing and will critique others' work in a writing workshop environment.	3
ENGL	2030	Writing Poetry	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.	3
ENGL	2150	Introduction to Literary Studies	This course is designed to introduce students to a variety of literatures and to means to credibly examine that literature. It thus includes literary terms, critical approaches and their application to literature.	3
ENGL	2250	Japanese Literature	This course introduces students to Japanese literature in translation. The reading may be organized either by historic periods or topically. The selected texts may come from various time periods. The reading may include oral traditions, mythology, spiritual texts, historical documents, poetry, song lyrics, theatrical plays, novels, short stories, or manga. This course may address issues of historical context, gender, class, and race as a way of understanding Japanese literature.	3

ENGL	2270	Modern American Literature	This course will introduce students to selected American writers of the twentieth and/or twenty-first centuries and their works. The course may be organized either by historic periods or topically.	3
ENGL	2300	Children's Literature	In this course, students will have the pleasure of reading, discussing and evaluating children's literature ranging from the picture book to the young adult novel. Students will explore the history of children's literature, critical responses to it and its specific role for children and adults. Students will examine works from the genre that might include picture books, chapter books, folktales, fantasy, realistic fiction, historical fiction, poetry and nonfiction with an emphasis on how the genre and its themes have evolved over time, paying particular attention to how those themes address the role of children in society. This course will appeal to students, parents and educators.	3
ENGL	2320	Writing: From Structure to Style	This course focuses on the structure of language as well how its rules and applications affect written communication and authorial choices in professional and academic settings. The course further intends to create confidence in written and oral expression, to support students in business, graphic arts, paralegal, and other programs.	3
ENGL	2330	Hmong American Literature	Hmong American Literature explores the works of Hmong writers as represented in the novel, nonfiction, short stories, poetry, drama/film, and Paj Ntaub (stories recorded in tapestry). To a more limited extent, characterizations of Hmong in works by non-Hmong authors may be considered, as well as relevant works by Laotian American and Asian American writers.	3

ENGL	2340	Nature in Literature	This course surveys literature that examines the relation between human beings and the natural world. The primary consideration of this course is how a literary idea of nature has been affected and effected by variations in culture, namely, changes in politics, economics, and technology that in diverse historical contexts have created conflicts between ecological and human interests. Ultimately, this study leads to considering how the "green language" created by the writers under study has contributed to an eco-critical ethic that allows examination of current ecological sensibilities and the language that represents them.	3
ENGL	2350	Women and Literature	This course explores women as characters in and writers of literature, including fiction, non-fiction, drama and poetry. The course may also address issues of historical context, gender, class and race as a way of understanding women in literature.	3
ENGL	2360	Global Literary Perspectives	Students will interpret world literature and film (either in translation or originally written in English) that present culturally diverse voices and viewpoints. Special attention will be given to colonial and postcolonial literatures that reflect the immigrant communities of Twin Cities college campuses, such as Egyptian, Finnish, Ethiopian, Hmong, Icelandic, Iranian, Korean, Liberian, Mexican, Norwegian, Russian, Somali, Swedish, and Vietnamese.	3
ENGL	2370	African American Literature	This course introduces the student to the writings of African-Americans from the colonial period to the present and explores the contributions of these writers to American culture, letters, and life. The course may be organized either by historic periods or topically.	3

ENGL	2380	American Indian Literature	This course introduces the students to North American Native American Literature. Readings may include fiction, non-fiction, poetry, songs, mythology, and film from traditional and contemporary authors. Special attention may be given to Native American authors with Minnesota connections, such as Louise Erdrich, David Treuer, and Susan Power.	3
ENGL	2390	Work in American Literature	This course examines American texts by and about workers and those concerned with workers. It focuses on how these texts portray work and the ways that work structures personal and social life, as well as on how these texts address and are formed by historical and political events that shape working conditions. The course may be organized historically or topically.	3
ENGL	2400	Utopian/Dystopian Literature	This course introduces students to the literature of utopias and dystopias, literary works about imaginary places, whose intention is to explore alternative models of political, cultural, and societal structures. Utopian/dystopian literatures seek to challenge existing ideas about governments, social communities, and constructions of human identity, but they also offer new, sometimes radical and transformative ideas regarding the reformation of existing human societies.	3
ENGL	2410	US Latinx and Latin American Literature	This course will introduce students to the genres, traditions, and themes that characterize Latinx literatures. Emphasis will be placed on the distinctions and similarities that have shaped the experiences and the cultural imagination among different Latinx communities in the U.S. and throughout Latin America. Genres include, but are not limited to, poetry, fiction, nonfiction, and film.	3

ENGL	2450	Survey of American Literature I	This course will provide students with a chronological overview of American literature, including major writers, literary developments (e.g. sentimentalism, gothic fiction, romanticism, transcendentalism) and key historical and social contexts, from the pre-colonial period to 1860.	3
ENGL	2460	Survey of American Literature II	This course will provide students with a chronological overview of American literature, including major writers, literary movements (e.g. local color, realism, naturalism, modernism, and post-modernism) and social and historical contexts, from 1860 to the present.	3
ENGL	2500	Playwriting	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 playwriting.	3
ENGL	2540	Introduction to Literary Studies: Reading Poetry	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.	3
ENGL	2550	Survey of British Literature I	This course covers the literature of Great Britain with its historical background from its beginnings to 1785. Chaucer, Shakespeare, Milton, Donne, and Swift, among others, are studied in this course.	3
ENGL	2560	Survey of British Literature II	This course covers the literature of Great Britain with its historical background from 1785 through the 20th century. The literature of the Romantic, Victorian, and Modern periods are studied in this course.	3

ENGL	2570	Introduction to Literary Studies: Reading Plays	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.	3
ENGL	2580	Shakespeare's Plays	This course studies some of the major plays of William Shakespeare (which may include histories, comedies, tragedies, and romances), analyzing the plays from the standpoint of literary interpretation, focusing on poetic style and literary techniques.	3
ENGL	2590	Introduction to Literary Studies: American Short Story	The short story is a form that was created and refined by American writers of the 19th and 20th centuries. Students will study American short story writers, their stories, and their views of American life.	3
ENGL	2900	Fantasy Literature	This course will introduce students to fantasy as a literary genre. It will expose students to various types of fantasy stories (such as high fantasy, sword and sorcery, urban fantasy, and/or fantasy horror). It will also address how fantasy literature can reflect or comment on issues in the real world, including how various forms of bigotry can be challenged or normalized by fantasy texts.	3

ENGL	2950	Mystery and Detective Fiction	This course will introduce students to mystery and detective fiction as a literary genre and as popular literature, examining the conventions of suspense writing, possibly including hook, twist, red herring, back story, sub-plot, procedural, clues, and the ethical concerns of investigative methods and civic life. Discussion of various sub-genre styles will engage students in critical thinking applied to historical era, culturally diverse contexts, and gender roles in mystery writing.	3
ENGL	2960	Creative Writing Capstone Project	This course is intended for students who are in the Creative Writing AFA program and within a semester of completion. This capstone experience will focus on the writing and revision of a demonstrative portfolio of writing within a single genre, multiple genres, or blended genres (poetry, fiction, scriptwriting, and/or creative nonfiction). Students will work individually with faculty to develop and polish their writing for publication submission and movement toward further study and/or career options. Prerequisite: Engl 1900 Introduction to Creative Writing	1
ENGR	1000	Introduction to Engineering and Design	This course is designed for people interested in learning about the engineering profession. It provides an overview of the engineering disciplines. A project-based approach will be used to give experience in skills, tools, and problem-solving methods associated with completing engineering design solutions.	3

ENGR	1200	Engineering Graphics	<p>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.</p> <p>NOTE: Students who do not have access outside of class to computer hardware capable of running AutoCAD can access the program in the computer lab outside of class time.</p>	3
ENGR	1990	Topics:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
ENGR	2201	Introduction to Digital Logic	<p>This is an introduction to digital logic design. Topics include Boolean algebra fundamentals; Karnaugh mapping; elements of digital building blocks such as gates, flip-flops, shift registers, memories, etc.; analysis and design of combinational-logic circuit and sequential-logic circuits.</p>	2
ENGR	2301	Statics	<p>This course examines systems held in static equilibrium. Topics include vector algebra, equivalent systems of forces, equilibrium of particles and rigid bodies, moments, center of mass, centroids, analysis of structural and machine elements, distributed loads, friction.</p>	3
ENGR	2302	Mechanics of Materials	<p>This course is an introduction to the linear stress-strain behavior of engineering materials. Topics will include stresses due to uniaxial loading, bending and torsion; stress transformations, beam deflections, indeterminate structures, column buckling, stress analysis of structural and machine elements.</p>	3

ENGR	2303	Dynamics	Dynamics is the study of motion and the effect of forces on bodies in motion. This course will cover the kinematics and kinetics of particles, of systems of particles, and of rigid bodies in the plane; application of work-energy and impulse-momentum methods; introduction to mechanical vibrations.	3
ENGR	2340	Thermodynamics	This course will cover basic laws of thermodynamics; energy transfer processes; conservation of mass and energy; entropy balance; thermal properties of materials; equations of state; reversible and irreversible processes and cycles. Also includes applications to engineering systems.	3
ENGR	2410	Circuit Analysis	This course explores direct-current and alternating circuits. Topics include Kirchhoff's Laws; mesh and nodal analysis; Thevenin's and Norton's Theorems; RL, RC, and RLC circuits; sinusoidal steady state analysis of AC circuits; operational amplifiers. A laboratory component is included.	4
EXSC	1010	Physical Fitness	This course is designed to provide cardiovascular and strength enhancement through participation in an aerobic super circuit program. Selected strength training and cardiovascular equipment will be utilized as well as personalized heart rate zones and monitoring. A pre-assessment of ones current level of fitness will aid in the ability to set goals, and a post-assessment will determine improvement/s, as well as areas needing continued emphasis. Healthy lifestyle information will also be presented in order to make fitness and wellness a lifelong goal. This course can be repeated for credit.	2
EXSC	1020	Adult Fitness	This course is designed to explore the five main components of fitness, what it takes to set and work towards an achievable, personal fitness goal/s, and will utilize various fitness and wellness applications and the internet to record fitness endeavors/workouts.	1-2

EXSC	1041	Volleyball	This course is designed to teach the beginning volleyball student the basic skills and fundamentals of the game. Through consistent participation and effort, the student will learn the rules of the game, have a basic understanding of the game, and be able to play the game at a beginning or intermediate level. Methods of communication and strategies are included.	1
EXSC	1050	Weight Training	This course will introduce students to strength training for the development of lifelong physical fitness. Students will develop the basic principles of designing and participating in a safe and effective resistance training program.	1
EXSC	1060	Advanced Weight Training	Advanced Weight Training is a course designed to further the students knowledge, techniques, and comprehension of advanced principles of weight training. Application of these techniques and principles to promote and maintain fitness for is the primary goal for this course. This course can be repeated for credit. Prerequisites: EXSC 1050 or Instructor Approval	2
EXSC	1070	Soccer	This course includes instruction and practice in skills of soccer through drills and game play. Rules, terminology, and strategy also are studied.	1
EXSC	1140	Recreational Games	The purpose of this course is to enable students to develop knowledge and skills in recreational activities and maintain or improve health-related fitness. Students will be introduced to various activities and games of a recreational nature.	1
EXSC	1200	Bowling	This course includes instruction and practice in skills of bowling through drills and play. Rules, terminology, and scoring are included. Classes meet at bowling lanes. Additional fee charged for use of bowling lanes.	1

EXSC	1210	Badminton	Badminton is a beginning level course designed for those who have little to no experience playing. This course will include the instruction and the practice of fundamental skills through drills and game play. Rules, terminology, and strategy are included.	1
EXSC	1230	Basketball	This course provides instruction and practice in skills of basketball through drills and game play. Rules, terminology, and strategy are included.	1
EXSC	1240	Rock Climbing	Rock Climbing is a beginning-level class. It is designed to introduce the basics of indoor top-rope climbing to students. Students will learn knot tying, belaying, climbing commands, and gear management. Students will also learn the skills necessary in order to maximize their climbing performance by learning balance, footwork and body position. Emphasis will be placed on making climbing a safe and enjoyable activity. (Additional fee for this course)	1
EXSC	1250	Wellness for Life	This course is designed to investigate the implications of exercise, diet, nutrition, stress, and physical activity in the total health, wellness, and fitness of the individual.	3
EXSC	1310	Disc Golf	Disc Golf is designed for both the beginning player and those that are more advanced. The course will cover the concepts of game play, the history of the game, rules of the game, ethics, basic strategies, as well as course locations and components.	1

EXSC	1410	Jogging/Running	<p>This course is designed to examine jogging/running as a means of improving cardiovascular fitness and promoting it as a lifelong activity. The American College of Sports Medicines (ACSM) physical activity guidelines will provide a framework for class requirements as well as aid in developing fitness goals that emphasize cardiovascular health.</p> <p>NOTE: Students will be expected to participate in running/jogging every week, and should be able to physically handle the nature of the activity</p>	1
EXSC	1460	Fitness Walking	<p>This course is designed to examine walking as a means of improving fitness and promoting it as a lifelong activity. The American College of Sports Medicines (ACSM) physical activity guidelines will provide a framework for class requirements as well as aid in developing fitness goals that emphasize cardiovascular health.</p> <p>NOTE: Students will be expected to participate in fitness walking, and will be required to log daily walks through the Polar Beat smart phone app/website.</p>	2
EXSC	1470	Bicycling	<p>This course is designed to examine outdoor bicycling for both leisure and exercise. It will introduce students to basic bicycling skills, maintenance, and safety. An emphasis will be placed on increasing cardiovascular endurance as well as bicycling as a lifetime activity.</p> <p>NOTE: Students will be expected to participate in bicycling (outdoor) each week, and will be required to log daily rides through the Polar Beat smart phone app. Access to a bicycle, helmet, and heart rate monitor are required for this course.</p>	1

EXSC	1500	Foundations of Exercise Science	This course is an introduction to the professional practice and disciplinary dimensions of exercise science. Students will examine concepts including professionalism, ethics, certification and licensure, employment opportunities and scientific foundations of the various sub-disciplines within the exercise science field.	3
EXSC	1530	Tactical Strength and Conditioning	This course is designed specifically for the tactical athlete (military, law enforcement, fire and rescue, protective services, first responders, and other emergency services). The tactical strength and conditioning course is designed to increase the performance, readiness, and longevity of tactical athletes while decreasing the likelihood of fitness and job related injuries by utilizing proven training methods and team training.	2
EXSC	1630	Wilderness Navigation	This course provides skill, instruction, and experience related to the use of map and compass for off-trail wilderness navigation and problem solving. Navigation techniques will be taught and advanced through practical application. This course concludes with a weekend trip.	1
EXSC	1640	Outdoor Activity Sampler	This course provides skill, instruction, and experience related to numerous outdoor activities. Activities may include any or all of the following: canoeing, kayaking, orienteering, rock climbing, adventure ropes course, hiking, camping, nature's edibles, and/or outdoor cooking. Students are exposed to a variety of skills so they have the opportunity to pursue interests beyond this course and throughout their lives. This course concludes with a weekend trip.	1
EXSC	1720	Introduction to Camping	This course is designed to prepare the student enrolled in the Outdoor Education Program for an extended outdoor trip. Special attention will be paid to water purification, hypothermia, wilderness etiquette, and the principles of minimal impact camping. The course culminates with a camping trip in the wilderness.	2

EXSC	1740	Hiking	This course is an introduction to the outdoor leisure sport of hiking. Students will have the opportunity to explore a number of different parks and experience recreational hiking, either in groups or solo. Instruction includes hiking basics, first aid on the trail, trail navigation, and preparation for a days hiking experience.	1
EXSC	1750	Yoga	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. Yoga instruction will introduce the mental aspect as well. We will begin to develop, practice, and train the relationship between mind and body in order to improve the body's mental and physical communication. This course can be repeated for credit.	1
EXSC	1760	Introduction to Kayaking and Canoeing	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.	1
EXSC	1880	Fundamentals of Boxing	This course focuses on boxing skill and techniques. Students will be introduced to punching, boxer's stance, footwork, balance and stance in movement, training, safety practices, and the health and physical benefits associated with boxing. The class will utilize heavy bags, speed bags, as well as other sport-specific equipment. Methodology, strategy, and self-defense applications will also be included. Excessive force, violence, or aggression are not required or expected and will not be tolerated. All skill levels welcome.	1

EXSC	1890	Intermediate Boxing	This course builds upon existing boxing skills and techniques. Students will further advance and develop their striking and defensive skills, advanced footwork, balance, body awareness, safety practices, and overall efficiency in boxing. The class will utilize heavy bags, reflex bags, as well as other sport-specific equipment. Students will also review boxing techniques and strategies utilized by former and modern day athletes/coaches. Methodology, strategy, and self-defense applications will continue to be included. Excessive force, violence, or aggression are not required, expected, or allowed and will not be tolerated.	1
EXSC	1900	Worldwide Fitness and Wellness Trends	This course is designed to explore the constantly evolving field of Exercise Science. In the rise and fall of fitness trends, students must be equipped with basic scientific understanding in exercise theories to discern between trends, fads, safe, and harmful methods for physical training. This course seeks to empower students with the knowledge in exercise science and wellness to improve their lives and of those around them.	1
EXSC	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	

EXSC	2010	Essentials of Exercise Science	<p>This course provides an in-depth look into topics such as the acute and chronic physiological and psychological responses to exercise, exercise anatomy, exercise metabolism, and how the nervous, skeletal, muscular and endocrine systems respond during exercise. (3 hours lecture)</p> <p>Prerequisite: Placement into Engl 1201</p> <p>It is strongly recommended that students in the Personal Training Certificate program take EXSC 2010 and EXSC 2100 at the same time in order to sit for the NASM-CPT exam.</p>	3
EXSC	2100	Concepts of Training	<p>This course will allow students to research, explore, discuss, and compare different training strategies based on empirical research that are designed to improve health, wellness, and performance, and to modify lifestyle behaviors. Students will comprehend how and when to apply each training method upon distinguishing individual needs and wants of different persons while adhering to current training guidelines, principles of training, and current accepted Exercise Science training theories.</p> <p>In order to sit for the NASM-CPT exam, it is strongly recommended that students register for both 2010 and 2100 at the same time.</p>	3

EXSC	2110	Advanced Fitness Assessment & Exercise Prescription	<p>This course is designed to expose students to practical application scenarios in which they will conduct risk factor screenings, fitness assessments, and exercise programming (including appropriate progressions, instructions and spotting techniques). The purpose of this course is to facilitate the application of theoretical concepts previously learned; therefore, offering a bridge between theory and practice. Students will also have the opportunity to design, implement, and modify exercise programs for real and/or theoretical clients under direct supervision.</p>	3
EXSC	2150	Science and Practice of Strength and Conditioning	<p>This course equips students with the knowledge and skills necessary to work with athletes in the strength and conditioning profession. The course integrates theoretical knowledge with practical application ensuring students not only comprehend the science behind athletic performance, but also gain hands-on coaching skills necessary to be effective in the field. Students will gain proficiency in advanced movements, design sport and position specific training programs, utilize cutting-edge sport science tools, and coach various speed, agility, and quickness techniques.</p> <p>*Note: This course is intended for students pursuing the Personal Training certificate.</p>	3

			<p>This course presents the scientific basis for sports nutrition building upon basic nutritional concepts. Students will review, describe, and interpret the macronutrient needs and recommendations for athletic performance (this would include pre-, during, and post-exercise fueling), energy expenditure during resistance and cardiovascular exercise, the diet during training, the timing and composition of the pre-, during, and post- competition fueling, the use of nutritional supplements, and the special needs of various athletic groups. The course provides practical and scientifically based information for those entering the exercise science field as well as the competitive athlete and people of all ages wishing to incorporate nutrition into an active lifestyle.</p>	3
EXSC	2270	Essentials of Sport & Exercise Nutrition	Prerequisite: HLTH 1070 with a recommended grade of "C" or better	
EXSC	2300	Concepts of Group Fitness Instruction	<p>This course is designed to provide theoretical knowledge and practical skills in group fitness instruction, as well as preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor; participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor to participant communication techniques, methods for enhancing group leadership, and the group fitness instructor;s (GFI;s) professional role.</p>	3

EXSC	2490	Kinesiology	<p>Course Content includes study of human movement and the muscular system. Skeletal and major muscular systems will be studied in detail in order to better understand how human movement is produced. Students will anatomically analyze movements and be introduced to the concepts of biomechanics. (3 hours lecture, 3 hours lab) Prerequisites: EXSC 2010 - Essentials of Exercise Science (Minimum grade: 1.67 GPA Equivalent)</p>	4
EXSC	2600	Wellness Coaching and Behavior Change	<p>The course will provide students with key tools for promoting behavior change and creating a foundation for a healthy lifestyle. Concepts essential to understanding the psychological and behavioral aspects of wellbeing will be explored. Applications are made to future exercise science professionals in aiding oneself and others in the movement towards wellness. Students will learn strategies, such as motivational interviewing, decisional balance, operant conditioning, and appreciative inquiry, in order to aide oneself and clients through the stages of change and healthier habits.</p>	2
EXSC	2700	Wellness Coaching Theory and Practice	<p>This course examines health and wellness coaching techniques with an emphasis on the practical application of evidence-based interventions, current practices, and skills used to promote healthy lifestyle changes. Students will gain the knowledge and skills needed to assess a client's lifestyle behaviors and then support them through behavior change. This course is designed to prepare students for national certification in health and wellness coaching.</p>	3

FYE	1020	First Year Experience: How to College	This course provides students with academic and social interactions in order to make a successful transition through college. Students are introduced to a variety of topics critical to academic success. The course empowers students to be actively engaged in their learning by understanding the culture of college, analyzing current beliefs about college, and creating a learning plan that incorporates the use of study skills that will foster success.	2
FYE	1021	Effective Student Learning	During this four-week course, you will learn strategies and skills to use online tools, ways to engage with your instructor, how to balance your personal and academic responsibilities, and give yourself short-term rewards to maintain long-term motivation to fulfill your academic goals.	1
FYE	1990	Topics	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
GCST	1030	Introduction to Japanese Culture	This course is an introduction to and interdisciplinary exploration of Japanese culture. Through the study of Japanese humanities and fine arts, people and the environment, students will identify what makes Japanese Culture so unique and how the Japanese Mind/Spirit (nihon no kokoro) and their connection to the environment and other non-human species has shaped Japanese society from days of old to the present.	3

GCST	1040	American Indian Culture - Indigenous Peoples of Minnesota	<p>This American Indian cultural course will provide students with an overview, past and present, of the cultures of Indigenous Peoples of Minnesota, including music, dance, art, the oral story telling tradition and the American Indian connection with the environment and other non-human species. Students will also analyze how these vibrant cultures have survived oppression and genocide, and continue to thrive.</p> <p>Through exploring this living culture, students will gain understanding of Indigenous Peoples strong connection with, and stewardship of, the environment, learn about an important aspect of human and global diversity, and our interconnectedness with each other and our environment.</p>	3
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GCST	1211	The History, Philosophy, and Practice of Traditional Aikido I	<p>Join in an interdisciplinary exploration of the Japanese martial art Aikido through mental and physical practice. Realize how Aikido's unique history, philosophy, and technique can be integrated into everyday living to strengthen mind and body, appreciate nature, respect others, build positive relations, and contribute to society.</p> <p>Definition: Aikido is a traditional Japanese martial art. Its system includes hand-to-hand, sword, and staff techniques. Aikido principles are based on harmonizing mind and body with a partner's attack. People of all ages, sizes, and abilities can practice it. There are no tournaments or competitions. Its purpose is to build health, respect and responsibility through mental and physical discipline.</p> <p>Note: Aikido is a hands-on martial art and will be instructed and conducted authentically; therefore, bowing, physical contact, and training with the opposite gender are absolute requirements of this course. Additionally, this course is an elective course in Interdisciplinary Studies fulfilling the MnTC Goal Areas 8 & 9. It will not count toward any HEALTH OR PE requirements.</p>	3
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GCST	1212	The History, Philosophy and Practice of Traditional Aikido II	<p>This course is a continuation of the interdisciplinary exploration of the Japanese martial art Aikido through mental and physical practice. It will include further study of Aikido's unique history, philosophy, and the next level of techniques, integrating what is learned into everyday living to strengthen mind and body, appreciate nature, respect others, build positive relations, and contribute to society.</p> <p>Definition: Aikido is a traditional Japanese martial art. Its system includes hand-to-hand, sword, and staff techniques. Aikido principles are based on harmonizing mind and body with a partner's attack. People of all ages, sizes, and abilities can practice it. There are no tournaments or competitions. Its purpose is to build health, respect and responsibility through mental and physical discipline.</p> <p>Note: Aikido is a hands-on martial art and will be instructed and conducted authentically; therefore, bowing, physical contact, and training with the opposite gender are absolute requirements of this course. Additionally, this course is an elective course in Interdisciplinary Studies fulfilling the MnTC Goal Areas 8 & 9. It will not count toward any HEALTH OR PE requirements.</p>	3
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GCST	1213	The History, Philosophy, and Practice of Traditional Aikido III	<p>This course is a continuation of the interdisciplinary exploration of the Japanese martial art Aikido through mental and physical practice. It will include further study of Aikido's unique history, philosophy, and the next level of technique, integrating what is learned into everyday living to strengthen mind and body, appreciate nature, respect others, build positive relations, and contribute to society.</p> <p>Definition: Aikido is a traditional Japanese martial art. Its system includes hand-to-hand, sword, and staff techniques. Aikido principles are based on harmonizing mind and body with a partner's attack. People of all ages, sizes, and abilities can practice it. There are no tournaments or competitions. Its purpose is to build sincere people through mental and physical discipline.</p> <p>Note: Aikido is a hands-on martial art and will be instructed and conducted authentically; therefore, bowing, physical contact, and training with the opposite gender are absolute requirements of this course. Additionally, this course is an elective course in Interdisciplinary Studies fulfilling the MnTC Goal Areas 8 & 9. It will not count toward any HEALTH OR PE requirements.</p>	3
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GCST	1220	Practical Applications of Traditional Aikido	<p>This course uses Traditional Aikido (a Japanese martial art) in order to help the student gain skills both on and off the mat, applying them to his or her profession and daily life. The student will research, study, and practice real-life scenarios and situations of de-escalation, protection, compliance, and restraint- maximizing safety, focus, awareness, and control.</p> <p>Aikido is a life-giving tool. This class appeals to the beginner and experienced Aikido student. It is ideal for Criminal Justice, Emergency Medical Services (EMS), Military, and Security jobs as well as other service professions.</p> <p>*Note: This course is an elective course in Global and Cultural Studies fulfilling the MnTC Goal Areas 7 & 8. It will not count toward any HEALTH OR PE requirements.</p>	2
GCST	1301	Introduction to Ethnic Studies	<p>This introductory course in Ethnic Studies will examine race and ethnicity in the United States. We will analyze racism and whiteness. We will question the ways that our concepts of different races have been influenced by family, the media, and education. Focus will be on the ways our ideas and beliefs about ethnicity have been shaped by issues such as slavery, colonization, occupation, migration, and immigration.</p>	3

GCST	1320	Community Organizing I	<p>The focus of this course will be developing leadership skills through community organizing and empowering students to make lasting changes at the college, in their own communities and the world. Students will examine past and present social movements with a special focus on organizing in communities of color.</p> <p>This course will also explore the contemporary meanings of community in the United States. Students will learn to identify the leader within by examining the relationship between community and citizenship. This course will also focus on issues of diversity and sustainable communities with the practical application of active leadership techniques and creative organizing on our campus.</p> <p>This could include aspects of the annual Earth Week Program such as Marketing, PR, Event Planning, Budgeting, Community Partnerships, Cross Campus and Cross cultural collaborations, and curriculum integration.</p>	3
GCST	1350	Immigration and Society	<p>This course focuses on immigration and its relations to the society with a U.S. focus. We will learn about human migration and immigrant adaptation. We will discuss the history and the current state of immigration in the United States. We will analyze how immigration is connected to politics, the economy, and the other dimensions of society, including race and ethnicity.</p> <p>This course will not substitute for the PLEG 1610 (Immigration Law elective in the Paralegal A.S./Certificate.)</p>	3

GCST	1380	Personal Story Telling	<p>This course exposes students to the genre of personal storytelling. It is designed to help students tell their own stories for personal empowerment. It will introduce students to key academic storytelling frameworks and storytelling methodologies. The course uses the self as the source material, creating and developing stories based on personal memories, culture and family background in order to tell effective personal stories. In addition, students will have the opportunity to engage in self-exploration and self-reflection through the development and telling of their own cultural and personal stories, and through listening to others.</p>	2
GCST	1490	Dave Larsen American Indian Immersion Experience	<p>This course will focus on the American Indian Civil Rights Movement and the community's efforts to protect, preserve and assert tribal sovereignty, language, culture, identity and treaty rights with a particular focus on the behaviors, actions and interactions between indigenous and non-indigenous individuals, groups, institutions, and nations.</p> <p>This course is designed to provide an up-close immersive experience of some of the events, places, peoples and systems throughout American Indian Country that have helped shape and define contemporary Indigenous theories. The course challenges participants to utilize and address issues such as sovereignty, colonization, treaty rights, political power, racism, activism, language revitalization, our relationship with this land, and traditional lifeways. This course includes in-class participation and an off campus expedition to American Indian Nations.</p>	4

GCST	1700	Foundations of Racial Justice	<p>What is the social construction of race? When did it start? What is racism? What is racial justice? This course introduces students to the core concepts of Racial Justice by examining the social construction of race and systems of oppression. Systems examined may include, but is not limited to education, healthcare, housing, etc. From a justice and advocacy perspective, we will explore how the social construction of race has led to oppression of various identity groups and how individuals and groups in society can strive to be anti-racists.</p>	3
GCST	1964	African American Civil Rights Immersion Experience	<p>This course will focus on the African American culture and the Civil Rights Movement through four themes: fragmentation, exclusion, resistance, and community. Particular attention will be given to the diversity of African diasporas within the United States. The African American Civil Rights Immersion Experience is designed to provide an up-close immersive experience of some of the events, places, people and systems throughout the United States that have helped shape and define contemporary African American theories. This course will be framed within the civil rights movement, including its social organization, customs and traditions, religion, and its arts and literature. The course challenges students to utilize and address issues such as political power, economic systems, racism, and activism. This course includes in-class participation and an off campus expedition to historical civil rights sites in the United States.</p>	4

GCST	1970	Environmental Justice and Nature Immersion Experience	<p>Lights, will focus on environmental justice and equity, access, and inclusion in nature and outdoor spaces movements in Minnesota, the US, and beyond. Students will explore these communities; efforts to protect and preserve our natural spaces for current and future generations, while also breaking down barriers to ensure equitable access, participation, and inclusion of all cultural and ethnic groups. The course will have a particular focus on contemporary environmental justice issues, such as water quality, proposed pipelines through Minnesota tribal lands, food insecurity, and access for BIPOC and other marginalized groups to nature and outdoor spaces. This course is designed to provide a hands-on immersive experience that will expose students to the events, places, peoples, systems and organizations throughout Minnesota that have helped shape current environmental justice policies, action, and activism, as well as connections with national and international environmental justice organizations, such as Wild Path Farm, the Sierra Club, Honor the Earth, the Sierra Leone Foundation for a New Democracy, Friends of the Boundary Waters, MN350, and the Three Rivers Park District. The course challenges participants to assess and critique issues such as political power, racism, colonization and segregation, activism, access to resources, and our relationship with this land through diverse cultural lenses. Students will be encouraged to explore these issues through their own cultural heritage, while being exposed to the beliefs, traditions, and value systems of others. This course includes 8 weeks of in-class participation and an off-campus expedition to YMCA Camp Northern Lights, a wilderness camp in Northern Minnesota, where students will be immersed in nature for 5 days.</p>	4
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GCST	1978	American Indian Cultural Expression	<p>This American Indian Cultural Expression course will expose students to the broad range of fine arts within the American Indian community. This course will engage students to understand the connections between past events and their influence in American Indian art forms through critical analysis and aesthetic evaluation.</p> <p>Through exploring how art has impacted these living cultures how these vibrant cultures have survived oppression and genocide, and continue to thrive students will gain understanding of Indigenous Peoples strong connection with the fine arts. Students will also learn to articulate the meaning of different Indigenous nations creative expression and interpretive processes, which have been handed down for generations. Students will also explore the art of activism and resistance to colonialism as well as the connections between American Indian artists and the land.</p>	3
GCST	1990	Interdisciplinary Studies Topic	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

GCST	2000	Theories of Race and Ethnicity	<p>This course introduces students to the complexity of race and ethnicity as both conceptual terms and lived experiences. We will look at multiple definitions of race and ethnicity that have been developed over time, and we will also explore how race intersects with other forms of identity (cultural affiliation, gender, class, and sexuality). This course places a particular emphasis on power, structures, and ideas of cultural superiority, inequality, and racism, as well as how these ideas continue to marginalize significant portions of the population. Students will learn about the connections between race, ethnicity, labor, and power structures, such as colonial, economic, state bureaucracy, and legal systems. Students will learn about the unique contributions and social and cultural developments of ethnic groups in the United States. The course will also introduce students to key academic frameworks and critical race theories.</p>	3
GCST	2010	DEI Internship	<p>This is an experiential course for studying Diversity Equity & Inclusion individualized study programs, or study geared toward a DEI certificate. It includes practical, on-the-job training in business infusion of DEI principles.</p>	4
GCST	2017	Outdoor Leadership Internship	<p>This internship course is part of the Outdoor and Environmental Leadership program, allowing students to gain personal and practical experience in various areas of the environmental education field. The course is for students studying Outdoor and Environmental Leadership and seeking internship and outdoor leadership experience with an outdoor organization. The course includes hands-on experience and training with local outdoor organizations such as Three Rivers, YMCA of the North, Wilderness Inquiry, the DNR, the International Wolf Center, Friends of the Boundary Waters, and tribal organizations.</p>	4

GCST	2065	Diversity, Equity, and Inclusion	<p>The Diversity, Equity, and Inclusion class is designed for participants to increase their knowledge and skills necessary to apply strategies for enhancing diversity, equity, and inclusion in their professional practices and personal lives. The Diversity, Equity, and Inclusion Curriculum will address foundational concepts such as social determinants of health, education and introduction to the penal system. Strategies for recognizing unconscious bias, cultural competency, intersectionality, and gender equality will be explored. Upon completion of the class, learners should be able to apply strategies to counteract racism within education and business, create an affirming environment, implement a diversity, equity, and inclusion strategic plan.</p>	3
GCST	2250	Japanese Literature	<p>This course introduces students to Japanese literature in translation. The reading may be organized either by historic periods or topically. The selected texts may come from various time periods. The reading may include oral traditions, mythology, spiritual texts, historical documents, poetry, song lyrics, theatrical plays, novels, short stories, or manga. This course may address issues of historical context, gender, class, and race as a way of understanding Japanese literature.</p>	3

GCST	2320	Leadership through Social Change	<p>Building on the foundational local work of GCST 1320, this project and research based course will focus on further developing leadership skills and community connections at a local, national and global level to create student change agents. This course provides essential information for grassroots organizing and coalition building, and incorporates research on successful models locally and globally that have supported oppressed populations to create social and environmental change. Students will understand the importance of power theory and dynamics and then identify a local or global issue, creating strategies for collective action and developing and implementing these strategies into practice.</p> <p>Formerly: Community Organizing II</p> <p>Through analysis of media, culture, government policies, social movements, systemic racism and marginalization of groups, and participating in practical social change activities, students will learn to explore and synthesize multiple points of view and individual and collective responsibilities to create a more just, ethical and sustainable future.</p> <p>Activities could include research projects on campus, with City of Brooklyn Park, and other area, national and international organizations, data collection and analysis, research papers, presentations, creation of documentaries</p>	3
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GCST	2410	US Latinx and Latin American Literature	This course will introduce students to the genres, traditions, and themes that characterize Latinx literatures. Emphasis will be placed on the distinctions and similarities that have shaped the experiences and the cultural imagination among different Latinx communities in the U.S. and throughout Latin America. Genres include, but are not limited to, poetry, fiction, nonfiction, and film.	3
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GCST	2970	Outdoor Experiential Program Leadership	<p>Building on the foundational work of GCST 1970, this project-based course, a collaboration with YMCA Camp Northern Lights, focuses on developing culturally relevant facilitation and leadership skills through participation and engagement in an outdoor, nature-based experiential learning program. This 5-day outdoor, experiential program will take place at YMCA Camp Northern Lights, Baker Reserve, or a similar outdoor learning facility. Students will explore and critique both the theory and application of experiential learning models through an indigenous lens, such as Kolb's learning cycle, and outdoor program principles such as Challenge by Choice, Leave No Trace and Zero Waste, as they plan, organize and implement all aspects of the GCST 1970 immersion program, including relationship-building with student participants, community partners and community members, including local tribal nations such as Bois Forte, developing their relationship with and connection to outdoor spaces, exploring environmental justice issues through diverse cultural lenses and indigenous world views, marketing and PR for the program and program-related events, culturally relevant and appropriate outdoor programming, and the grant-writing and reporting process. Students will understand the power dynamics that have created the outdoor adventure gap for BIPOC people in Minnesota and beyond and, through real-world problem-solving, project-based research and hands-on learning, will design and implement strategies for eliminating this gap.</p>	4
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GEOG	1010	Physical Geography	<p>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.</p>	3
GEOG	1020	United States Geography	<p>This course is concerned with the physical and cultural landscapes that shape the United States. It broadly examines U.S. land settlement history, agriculture, natural resources, economic activity, demographics, regionalism, urbanism, and urban/rural dichotomies. Essential to this examination is a comparative review of the contemporary American geographies of politics, community, opportunity, poverty and displacement, race and ethnicity, immigration, resource management, economic activity, and public policy.</p>	3

GEOG	1040	Human Geography	Human Geography is concerned with how human interactions shape material and cultural landscapes. It broadly examines the great diversity of human organization and experience in different countries through a variety of perspectives. Essential to this examination is a comparative review of the contemporary geographies of race, language, political ideologies (including religion), public policy, ecology, economic activity, natural resources, settlements, and demographics.	3
GEOG	1100	World Geography	World Geography is concerned with how domestic and international capital shapes the physical and cultural landscapes of different regions and countries. It broadly examines the great diversity of human economic activities that have given rise to global cultures of agriculture, natural resource production, manufacturing, transportation, development (including education, welfare, and healthcare), shopping and services, and tourism. Essential to this examination is a comparative review of the contemporary geographies of globalization, finance, immigration, poverty and displacement, or any aspect of nature or human behavior that gives an insightful understanding of each region or country in a world made for money.	3
GEOG	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
GWS	1501	Introduction to Gender and Women's Studies	This course introduces students to the foundations of Gender and Women Studies by examining the diversity of women's experiences throughout history and across cultures, races, ethnic groups and religions. From a social science/humanities perspective, we will explore how factors such as gender, gender identity and sexuality have been shaped by Western society.	3

GWS	1502	Human Trafficking	This course will explore human trafficking within the context of social justice, human rights, and feminist perspectives. We will analyze the behavior of traffickers and the ways this crime affects our global economy. We will examine criminal justice, vulnerabilities of victims and types of trafficking and how communities are responding to this activity. Students will gain an overall understanding of modern-day slavery and the issues we face regarding this crime.	3
GWS	1503	Analyzing Gender Identities	This course offers students the opportunity to explore the origins of gender identity. We will examine cultural assumptions about gender in the United States. We will also identify political and historical influences on our definitions and expectations about gender.	3
GWS	1505	Women and War	This course investigates the experiences of women in war. We will discuss the ways women have exercised agency in unequal power structures during times of war. We will examine the ways women have been excluded and marginalized in written history regarding war and military conflict.	3
GWS	1507	Mass Incarceration	This course examines the practices of incarceration in the United States from a feminist perspective. We will discuss the history, the politics, the economics and the ethics of incarceration. We will also review the ways the U.S. is different from other countries when it comes to imprisonment.	3
GWS	1509	Global Feminism	This course will introduce students to issues related to feminism around the world. We will analyze gender inequality cross-culturally. We will also examine efforts to accomplish social justice for women and girls worldwide.	3

HIST	1010	World History: Origins to 1300	<p>This course examines world history from human origins to end of the 13th century CE. By looking at history from a global and comparative lens, students will develop both a complex understanding of the variety of cultural, political, social, economic, and religious systems that prevailed in different world regions at different times and an appreciation of the universal elements of human societies and the patterns of development and change. We will look at world history from early human migrations, through the development of agriculture and pastoralism, to the construction of states and empires in Afro-Eurasia, the Americas, and the Trans-Pacific. We will consider the changing nature of political authority, social organization, systems of production and exchange, and religious beliefs and practices. Students will gain a deeper appreciation of the ongoing formation of historical knowledge and direct experience with the interpretation of primary historical sources.</p>	3
HIST	1020	World History: 1300 to Present	<p>This course examines world history from the 14th century CE to the present. By looking at history from a global and comparative lens, students will develop both a complex understanding of the variety of cultural, political, social, economic, and religious systems that prevailed in different world regions at different times and an appreciation of the universal elements of human societies and the patterns of development and change. We will look at the construction of new empires of land, labor, and commerce, and the revolutions of the Modern era. We will consider the changing nature of political authority, social organization, systems of production and exchange, and religious beliefs and practices. Students will gain a deeper appreciation of the ongoing formation of historical knowledge and direct experience with the interpretation of primary historical sources.</p>	3

HIST	1030	Colonial History of the Americas	<p>This course examines the human migratory phase that led to the initial peopling of the Americas beginning ca. 35,000 BCE; it explores the first colonial period that began ca. 7500 BCE with the rise of domesticated agriculture and the consequent establishment of major civilizations in South America, Meso-America, and North America; and it covers the second colonial period initiated by the arrival of the Spanish in 1492 and that began drawing to a conclusion in the late eighteenth century. Study of the second colonial period includes the colonization of North America, Central America, The Caribbean, and South America by six European empires: the Spanish, Portuguese, French, Dutch, Russian, and English.</p>	3
HIST	1110	History of Western Civilization Pre 1550	<p>Western civilization refers to the cultures and traditions today most associated with Europe and the United States, but which emerged in modern-day Iraq and spread both east and west. In this course, we will examine a variety of civilizations that developed and were influenced by cultures centered on the Mediterranean, such as the ancient Hittites, the Roman Empire, and the Islamic world. We will consider the ways these diverse civilizations interacted with their neighbors, ruled their territory, and understood the world they lived in.</p>	3
HIST	1120	History of Western Civilization 1550 to Present	<p>Western civilization refers to the cultures and traditions today most associated with Europe and the United States, but which emerged in what is now Iraq and spread both east and west. In this course, we will look at how "West" became associated with Europe and the United States as "West" was continually redefined as Europeans encountered others (both peacefully and violently) around the globe. We will examine the emergence of core cultural traditions associated with the "West," such as nationalism, democracy, capitalism, and racism.</p>	3

HIST	1200	History of United States Through 1877	<p>This course explores the formative events and ideas that shaped the United States from the colonial era through Reconstruction. We examine the ideological origins of the American Revolution, the challenges facing the new republic (both domestically and internationally), the contradictions between the ideals of liberty and the institution of slavery, and the violent rejection of Reconstruction after the Civil War. We engage with primary sources and diverse historical interpretations to develop our own perspectives on the past.</p> <p>We strongly encourage students to complete College Writing or the equivalent before taking this course.</p>	3
HIST	1210	History of the United States Since 1877	<p>This course focuses on the major social and cultural 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.</p>	3
HIST	1230	U.S. Labor History	<p>This course covers the major changes in the nature of work, the workforce, and the institutions involved in the labor history of the United States, and it addresses the social, economic, and political aspects of labor history in both a U.S. and a global context. This course is intended as a general elective or required for Construction Technology AS or A.A.S. degree.</p>	3

HIST	1270	Race in America	This course investigates the role played by race in the shaping of United States history. We examine the concept of race and the historical relationships in America between those of African, Asian, European, and Native descents. We will examine Reconstruction, the Civil Rights Movement and current racial issues. The goal is to broaden student understanding of United States history by a focused study of its multi-faceted racial relationships throughout the centuries.	3
HIST	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
HIST	2500	World Regional History	Each semester this course is devoted to the history of a specific world region, and the region will change from semester to semester. The goal is to provide the student with the opportunity for an in-depth study of specific societies and specific cultures from around the world. The course may be repeated for credit under a different subtitle as the subject matter changes.	3
HIST	2700	History and Popular Culture	This course uses popular culture entertainment to introduce historical research methods and examine questions of ethical use of history. We will look at how history is portrayed and presented in diverse forms of popular culture entertainment, such as film, novels, comics, etc. We will also look at how popular culture reflects the social and cultural values of the audience it entertains. As we examine the ways history is leveraged as a source of entertainment, each student will develop their own views on what is considered ethical use of history, and what is considered abuse of history. Students need to students complete a 1000-level history course prior to enrolling in this course.	3

HIST	2900	Applied History	This course is a writing-intensive research methods course that incorporates a service-learning component. Students will learn how to use and interpret various historical sources, such as archival material, oral history, photographs and video. Students will also learn how to use and interpret secondary source materials. The goal of the course is for the students to produce a publishable-quality research paper on a topic related to local history, with an emphasis on the relationship between local history and larger historical developments at the state, national, and/or global level. Prerequisite: Any 1000 level history class; English 1201-1202 Sequence	3
HLTH	1000	Introduction to Mindfulness	Students will develop an understanding of the current research on Mindfulness and Meditation practices. The focus of this class will be to train students to enter a calm and centered state of awareness through working with the body, breath and mind.	2
HLTH	1010	Health Terminology	This is a course for all health professionals to become familiar with, and knowledgeable in, the workings of the human body. They will learn correct terms and terminology as it applies to each human body system.	3
HLTH	1030	Personal and Community Health	Personal and Community Health addresses itself to the needs and issues of the individual as related to current health matters in today's society. Our life style and modern society both contribute and detract from the holistic health concept. This class will assist the student in developing a plan for achieving and maintaining his/her personal health.	3

HLTH	1040	Current Health Issues and Human Behavior	<p>Current Health Issues and Human Behavior is a course which will examine how biological, psychological, and social factors work together to explain health and illness. This course will focus on current health models, such as the biopsychosocial model, that help explain why some people become ill and others do not. This class has an integrative health approach in treating the whole person who may have disease and illness caused by genetic factors and/or environmental factors. Another very important aspect of this course will be to interpret and discuss the various theories of change in human behavior and how they relate to health. After participating and completing coursework, students should understand the (positive and negative) contributing roles that psychological and social factors have on biological processes in the body.</p>	3
HLTH	1050	Stress Management	<p>Stress is one of the most commonly referred to, but least understood, of all health problems. This class is designed to examine the differences between stress and personal challenges with an emphasis on the importance of the role of perception in distinguishing between the two. This course will also examine the many common sources of stress for most people and practice strategies for managing these stressors. The students will also discover how to control their stress instead of letting their stress control them.</p>	3
HLTH	1060	Drugs and Health	<p>This course examines how drugs will relate with and affect holistic health, with a focus on the physiological, sociological and psychological effects these drugs may have on an individual and their relationships. The emphasis of this course is on the basic tools and information needed to understand and interact with individuals who may have problems with chemicals. It is designed to provide current information regarding the various drugs in society today.</p>	3

HLTH	1070	Nutrition	This course is designed to introduce the student to the fundamental truths of nutrition principles, health promotion and disease prevention throughout life. Topics include, in part, the study of carbohydrates, fats, protein, vitamins, and minerals and their function and role in healthy living. It will provide introductory nutritional information for career paths in nursing and other similar fields of study.	3
HLTH	1080	Consumer Health	This course examines current consumer health issues in society. Class content will include the examination of health care products, the food and drug industry, and our ability to create a safe living environment. This course will also include plans of action that we, as a society, can take to become better health consumers.	3
HLTH	1250	Wellness for Life	This course is designed to investigate the implications of exercise, diet, nutrition, stress, and physical activity in the total health, wellness, and fitness of the individual.	3
HLTH	1600	Emergency Medical Responder	The course provides training in emergency medical care for persons who are apt to be responding to accidents. The course emphasizes the development of skills in patient assessment and emergency medical procedures. The goal is to prepare you for work in the emergency medical arena as a first responder. The course will provide you with the information needed to make competent decisions regarding medical and trauma patients.	3
HLTH	1900	Healthy Sexuality	Healthy Sexuality will examine how the dimensions of wellness-- physical, intellectual, emotional, social, spiritual, environmental and occupational-- influence our sexual health. It is also the intention of this class to show how healthy expressions of sexuality can improve one's overall wellness.	3

HLTH	1990	Topic:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
HLTH	2020	Introduction to Health	This course will introduce students to various public and community health services, the history of community and public health and the role and functions of health programs and their relationships between holistic health aspects. This course will explore the knowledge, skills and competencies of health educators in various community settings, occupations and careers.	3
HLTH	2030	Global Health	This course examines the historical context of global health and emerging global health priorities, including infectious diseases, poverty, health inequity, health care systems and major global initiatives for disease prevention and health promotion.	3
HLTH	2040	Foundations and Theory in Health	Foundations and theory in Health is a course which will examine how biological, psychological, and social factors work together to explain health and illness. This course will focus on current health behavior theories and models which are used to change human behavior and how they relate to health.	3
HLTH	2060	Concepts of Addiction	This course discusses chemical use, misuse, abuse, and dependence. The focus of this class is the role of biopsychosocial factors in the development and progression of addiction. The content of this class will also include information regarding intervention, assessment, and treatment.	3

HLTH	2070	Socio-Cultural Aspects of Nutrition	Students in this course will explore nutrition in the context of culture ; looking at common dishes, special occasion foods, and cultural foods with therapeutic uses. Students will examine how cultural values, health beliefs, economic status, and learned food practices shape the development of meal patterns, eating customs, and the nutritional status of ethnic, religious, and regional groups. Students will also be given the opportunity to prepare and taste cultural foods, like amaranth, epozote, plantains, miso, and mung beans from the various regions studied.	3
HLTH	2080	Environmental Health	The purpose of this class is to inform the student about the key areas of environmental health and instill awareness about the crucial role of the environment in the health of the planet and all living organisms. It is designed to promote awareness of the environmental influences on health.	3
HLTH	2090	Life Cycle Nutrition	This course will examine the nutritional needs and recommendations at each major phase of the life cycle from pregnancy to older adults. Students will also explore factors that affect nutritional status in learning to assess appropriate educational materials, dietary interventions, and community nutrition programs.	3
HONR	1000	Honors Seminar	The Honors Seminar is an in-depth exploration of a specific topic using various avenues or techniques of inquiry. The topics will cover a wide variety of issues based on faculty expertise and interest. Students must be members of the Honors Program, members of Phi Theta Kappa, have a minimum cumulative GPA of 3.5, or have instructor permission.	1

HONR	2900	Honors Capstone	<p>The Honors Capstone course provides a culminating experience of a student's academic life. Students develop and implement a project that integrates their undergraduate experiences while helping them to prepare for their intended career paths. Students will work with two (Honors and High Honors) or three (Highest Honors) faculty to develop an integrative project that incorporates two (Honors and High Honors) or three subjects (Highest Honors) the student has studied over the course of their college career. Projects must demonstrate student competency in each of the four NHCC Essential Learning Outcomes (ELOs) as well as student ability to establish short- and long-term goals.</p> <p>Approval of the Honors Program and instructor permission.</p>	1
HSER	1100	Introduction to Human Services and Social Work	<p>This course introduces students to the field of Human Services and the profession of Social Work. Course describes history, worker roles, and current career trends in the field. Students are required to participate in hands-on experience through service learning.</p>	3
HSER	1200	Multicultural Awareness in Human Services	<p>This class examines attitudes and enhances knowledge and skills that are necessary to work effectively with culturally diverse populations in the human services field. Students will explore their own and other's cultural identities, values, attitudes, and behaviors. Adjusting services to the multicultural needs of individuals who are served will be emphasized.</p> <p>Recommended completion of, or concurrent enrollment in EAP 1260: College Writing Skills Development plus EAP 1230: College Reading and Study Skills or above with a grade of C or better</p>	3

HSER	1300	Crisis Assessment and Intervention	Presents basic concepts of crisis assessment, intervention, and referral. The application of strategies and techniques with a discussion of intervention, assessment, and referral models is included. An overview of interventions for specific crisis will be reviewed. An assessment model for making appropriate referrals is presented.	3
HSER	1400	Basic Counseling Skills	Introduces basic counseling and interviewing skills. Students will learn and apply skills that range from basic attending and listening skills to chart documentation and treatment planning.	3
HSER	1400	Basic Interviewing Skills	Introduces basic counseling and interviewing skills. Students will learn and apply skills that range from basic attending and listening skills to chart documentation and treatment planning.	3
HSER	1500	Group Processes	Focuses on the development of communication skills and self-awareness important in the roles of group membership and leadership. Provides an understanding of the evolution and function of therapeutic groups. Emphasizes the development of knowledge and skills. Prerequisites: HSER 1100, HSER 1200 and HSER 1400	3
HSER	1700	Family Functions and Interactions	The course offers an introduction to family systems theory, normal and problematic family systems and family functioning concepts. The impact and effects of family on individual development is also explored. Students will examine family violence including the impact of chemical dependency, social and the psychological roots of violence.	3

HSER	1800	Mental Health Awareness in Human Services	The course introduces an overview of the range of mental disorders throughout the lifespan including those impacting children and the elderly. Students will learn to identify signs and symptoms of each disorder in addition to learning basic skills and therapeutic treatments that effectively help individuals who have mental disorders. Recommendation of completion of or concurrent enrollment in PSYC 1160.	3
HSER	1900	Current Human Services Topics	This course examines current topics and issues specific to the field of Human Services. Students will take an active role in the research and presentation of topics in the course.	3
HSER	2100	Human Services Seminar	The course provides an opportunity for human services students to create and implement projects for the development of personal knowledge and skill using a seminar approach. Students should be aware that a Minnesota Department of Human Services background study and fingerprinting is required. Co-requisite required: HSER 2101 Human Services Internship.	1
HSER	2101	Human Services Internship	This course is a capstone off-campus experiential-learning component for the Human Services program. Students will spend 120 hours at a human services internship site to have the opportunity to gain experience, enhance their knowledge and further develop skills learned in the program. Students should be aware that a Minnesota Department of Human Services background study and fingerprinting is required. Permission is required from instructor to register.	3

MATH	801	Math Foundations	<p>This course prepares students for Math 0900, Mathematical Literacy. Students will improve their number sense and skills with whole numbers, integers, fractions, mixed numbers, and decimals including calculations without calculators. Other topics will include place-value and order, rounding and estimation, and order of operations, all with a focus on integers, fractions, mixed numbers, and decimals, one-step application problems, and an introduction to percent. Additional course content includes math specific study skills and math success strategies. Credit does not apply to a degree and is not eligible for Financial Aid.</p>	1
MATH	900	Mathematical Literacy	<p>In this course, students will develop the necessary mathematical reasoning skills to succeed in a wide variety of college-level courses, including Math 1010, 1031, 1130, 1140 and other courses outside the math department. Students will solve realistic, interesting problems incorporating numeracy, proportional reasoning, algebraic reasoning, and functions. Students will be expected to use mathematical terminology appropriately in written communication.</p> <p>Additional coursework may be required for students pursuing a STEM degree.</p> <p>Prerequisites: Placement test or successful completion of Math 0800 or Math 0801</p>	5
MATH	920	College Algebra Support	<p>This course focuses on the skills and concepts needed to be successful in College Algebra. It is designed to be taken at the same time as Math 1120: Gateway College Algebra and will provide extra support on challenging topics.</p>	2

MATH	970	Bridge to College Algebra	This course is designed for students who have successfully completed Math 900 and wish to prepare for Math 1150. Topics covered include linear equations and inequalities, integer and rational exponents, polynomial algebra, polynomial factoring, rational expression algebra, complex numbers, and quadratic equations. This course emphasizes the acquisition of by-hand skill. Credit does not apply to a degree.	2
MATH	980	Pre College Algebra	This course is a thorough treatment of the algebra necessary for success in college-level math classes. Topics covered include linear equations, quadratic equations, functions, graphing, rational expressions, polynomials, inequalities, radicals, complex numbers, and systems of equations. Additional topics may include exponential and logarithmic functions and their graphs. This course emphasizes applications of all topics and the acquisition of by-hand skill. Credit does not apply to a degree. A student who earns an A or B in this class can petition for permission to use it as a prerequisite for Math 1180.	5

MATH	1010	Survey of Mathematics	<p>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.</p> <p>Prerequisites: College math placement level or successful completion of Math 0900 or 0902 or 0980 or 1031 or 1130 or 1140 with grade of "C" or better.</p> <p>Please Note: If you have taken a 1000 level Math Course (or higher) from another institution, and have submitted your official transcript, please contact the Records and Registration Department in order to register for this course.</p>	3
MATH	1031	Math for Elementary Education I	<p>This is the first of a two-course sequence designed for prospective elementary education majors. Students will develop a deep understanding of elementary mathematics and the ability to effectively communicate mathematical ideas. The course focuses on heuristics for mathematical problem solving in the contexts of place value and number systems; operations with whole numbers, integers, fractions, and decimals; and rates, ratios, proportions, and percentages.</p>	3
MATH	1032	Math for Elementary Education II	<p>This is the second of a two-course sequence designed for prospective elementary education majors. Students will develop a deep understanding of elementary mathematics and the ability to effectively communicate mathematical ideas. The course focuses on heuristics for mathematical problem solving and reasoning in the contexts of geometry, measurement, probability, and statistics. Prerequisites: Successful completion of Math 1031 with grade of "C" or better.</p>	3

MATH	1120	College Algebra	<p>This class is designed for people who will benefit from more time and additional support to learn the content. It is designed to be taken at the same time as Math 920: College Algebra Support.</p> <p>This class prepares students for Calculus I (Math 1221) when taken in sequence with Pre-Calculus (Math 1170). Students not planning to take Calculus I may want to consider taking a different math class such as Elementary Statistics (Math 1130), Finite Math (Math 1140), or Survey of Math (Math 1010). Topics include polynomial, rational, inverse, exponential, and logarithmic functions and their applications. Additional topics include systems of non-linear equations, systems of linear equations, and matrices.</p>	3
MATH	1130	Elementary Statistics	<p>This is an introductory course in descriptive statistics, probability, random variables, and inferential statistics. Topics include exploratory data analysis, measures of central tendency and variation, linear regression, binomial and normal distributions, the central limit theorem, confidence intervals and hypothesis testing for one population and two populations. Additional topics may include basic probability, conditional probability, Bayes's Theorem, analysis of variance, and chi-squared tests.</p>	3

MATH	1140	Finite Mathematics	<p>This course is designed primarily for the non-science major. Several business and financial applications are covered. These applications may include systems of equations, linear programming (maximizing profit, minimizing cost), the interdependence of different sectors in an economy, and interest rates as they pertain to credit cards, short-term loans, and mortgages. Although some computer applications may be included, no prior experience is necessary. Additional topics may include: introductory statistics and probability, combinatorics (the number of ways of arranging objects), game theory, coding, and Markov chains (multi-step games/decisions).</p> <p>Prerequisite: Placement into Math 902 or successful completion of Math 0900 or 0901 or 0980 or 1010 or 1031 or 1130 with grade of "C" or better.</p> <p>Please Note: If you have taken a 1000 level Math Course (or higher) from another institution, and have submitted your official transcript, please contact the Records and Registration Department in order to register for this course.</p>	3
MATH	1150	College Algebra	<p>This class prepares students for Calculus I (Math 1221) when taken in sequence with Pre-Calculus (Math 1170). Students not planning to take Calculus I may want to consider taking a different math class such as Elementary Statistics (Math 1130), Finite Math (Math 1140), or Survey of Math (Math 1010). Topics include polynomial, rational, inverse, exponential, and logarithmic functions and their applications. Additional topics include systems of non-linear equations, systems of linear equations, and matrices.</p>	3

MATH	1170	Pre-Calculus	<p>This is a comprehensive course in trigonometry and extended topics in algebra. Topics include trigonometric functions and their graphs, inverse trigonometric functions and their graphs, trigonometric identities and equations, applications of trigonometry, conic sections, the binomial theorem, and sequences and series. Additional topics may include mathematical induction, combinations and permutations, and systems of nonlinear equations.</p> <p>Prerequisites: College math placement level or successful completion of Math 1150 with grade of "C" or better</p>	4
MATH	1180	College Algebra and Pre-Calculus	<p>This course is a very accelerated combination of Math 1150 and 1170 in one semester. It is recommended for strong students or can be used also as a refresher course for students who have successfully completed those two courses in the past. Topics include polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric functions, vectors, conic sections, and sequences and series. Additional topics may include polar coordinates or parametric equations.</p>	5
MATH	1200	Calculus Survey	<p>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.</p> <p>Prerequisites: College math placement level or successful completion of Math 1150 or Math 1180 with grade of "C" or better</p>	3

MATH	1210	Applied Statistics	<p>This course provides students with practical statistical tools for analyzing a variety of data. Students will learn how to choose which statistical test to implement, how to apply computer software to conduct tests, and how to interpret the statistical results. Topics include discussion of frequency distributions, measures of central tendency and variation, exploratory data analysis, probability, hypothesis testing and inferences about proportions and means (one and two populations), analysis of variance, correlation, linear regression, and nonparametric statistics. Prerequisites: College math placement above Math 1150 or successful completion of Math 1150 or higher with grade of "C" or better.</p>	4
MATH	1221	Calculus I	<p>This course is a thorough treatment of differentiation and an introduction to integration. Topics include the definition of derivative, limits and continuity, differentiation, applications of the derivative, definite and indefinite integrals, the Fundamental Theorem of Calculus, techniques of integration, and applications of integration. Prerequisites: College math placement level or successful completion of Math 1170 or Math 1180 with grade of "C" or better</p>	5
MATH	1222	Calculus II	<p>This course is the second course in single variable calculus. We continue the study of integral calculus with techniques of integration, improper integrals, numerical integration, and applications of integration. Infinite sequences and series are introduced and studied in detail, including convergence testing and power series. The course includes the study of parametric equations and polar coordinates and an introduction to differential equations.</p>	5
MATH	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

MATH	2000	Discrete Mathematical Structures	The course covers mathematical topics essential for work in computer science. Topics include: number bases, mathematical induction, sets, relations, functions, congruence, recursion, combinations and permutations, probability, graphs, trees, logic, Boolean algebra, and proof techniques. Computing related problems and examples are integrated throughout the course.	4
MATH	2011	Probability and Statistics	This is a calculus-based first course in the study of probability and statistics. Topics include descriptive statistics and statistical graphs, probability theories, random variables (discrete, continuous, and joint), statistical intervals, hypothesis testing, two-sample inference, and regression (linear and multiple). Additional topics may include analysis of categorical data, analysis of variance, control charts, and Bayesian method.	4
MATH	2220	Calculus III	Topics in this course include solid analytic geometry, vectors in space, scalar and vector products, vector functions and derivatives/integrals, multi-variable functions, partial derivatives, alternative coordinate systems, and double and triple integrals. The geometry of space curves, line and surface integrals, curl and gradient divergence, and Stokes' theorem are also included. Emphasis will be on learning relevant mathematical methods. Prerequisites: Successful completion of Math 1222 with a grade of "C" or better	5
MATH	2300	Linear Algebra	This course includes vectors and vector spaces, matrices, matrix algebra, linear systems of equations, determinants, linear transformations, eigenvalues and eigenvectors. Students will also be expected to construct proofs relating to linear dependence and/or independence, the span of a set of vectors, and whether a set of vectors satisfies the vector space axioms.	4

MATH	2400	Differential Equations	The content of this course covers first and second ordinary differential equations with applications, higher order linear equations, constant coefficients, differential operators, variation of parameters, power series methods, Laplace transforms, and solving systems of differential equations. The student will also be introduced to numerical methods for solving differential equations.	4
MLT	1000	Clinical Laboratory Basics	This course will introduce the student to the general role of the healthcare provider as well as the specific role of the Medical Laboratory Technician. Students will learn about and practice infection control and safety, medical terminology, healthcare ethics, venipuncture technique, specimen processing, and quality assurance. The course will run the first half of the fall semester and will meet once a week for 2 hours.	1
MLT	1100	Clinical Urinalysis/Body Fluids	This course is designed to develop working knowledge of urinalysis and body fluid procedures and concepts. It will include urine formation, anatomy and physiology of the kidney, the role of the kidney in health and disease, urine specimen types and collection processes, components of routine urinalysis testing including physical, chemical, and microscopic properties, and clinical correlation of urinalysis lab results. Other body fluids commonly analyzed in the clinical lab will also be discussed. The laboratory component will involve urinalysis routine testing including microscopic exam as well as body fluid routine testing including hemacytometer testing and body fluid differentials.	2
MLT	1200	Clinical Laboratory Instrumentation	This course will introduce the student to the basic operation and associated functions related to selected laboratory instruments and equipment. Students will learn and practice pipetting, laboratory mathematics, microscopy, dilutions, and quality control. The course will run the second half of the fall semester and will meet once a week for 2 hours.	1

MLT	1250	Clinical Immunology	This course introduces students to the basic elements and theory of immunology. It includes discussion of non-specific immunity, autoimmune disease, hypersensitivity reactions, antibody/antigen reactions, and various disease states including immune deficiencies, hypergammaglobulinemia, and viral and bacterial diseases. The laboratory portion provides for application of the principles of immunology to immunologic techniques utilized in the clinical laboratory.	2
MLT	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
MLT	2050	Clinical Hematology	This course covers hematopoiesis as well as function and identification of the cellular components of the blood along with the components of hemostasis. Hematology and coagulation disease states will be discussed including physiology, testing methodology, and lab results. Basic hematology techniques and instrumentation will be discussed and utilized as part of the lab component and results will be correlated with disease states.	4
MLT	2080	Clinical Microbiology	This course covers the classification, isolation, identification, transmission, and significance of clinically associated bacteria, viruses,, fungi, and parasites. It also covers micro media, specimen requirements, and susceptibility. Basic microbiology techniques, instrumentation, and testing methods will be discussed and performed as part of the laboratory component. Results will be correlated with microorganisms and students will be able to use a systematic approach to identify unknown organisms by the end of the course.	4

MLT	2100	Clinical Chemistry	This course covers the various significant chemical constituents of plasma and serum. Discussion will include physiology, testing methodology/requirements, and clinical significance as well as correlations to disease states. In addition, the course will include laboratory math and quality assurance/control. The principles and methodologies of chemistry laboratory instrumentation and procedures will be discussed and practiced including maintenance and quality control. A final disease presentation will be required by each student.	4
MLT	2150	Clinical Immunohematology	This course will cover the principles of immunohematology which involves the study of blood group antigens and antibodies and a review of basic immunology concepts. It will include a discussion on blood group system genetics and major antigens, as well as donor eligibility, blood collection processes, transfusion therapy, hemolytic disease of the fetus and newborn, and adverse transfusion reactions. Immunohematology reagents, testing methods, and procedures will be discussed and performed as part of the laboratory component including pre-transfusion testing; ABO/Rh, Antibody Screen, Antibody Panel, and Compatibility testing. Both gel and tube testing methods will be utilized in lab.	3
MLT	2310	Applied Phlebotomy	The course provides the student with experience in phlebotomy skills. Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses	1
MLT	2320	Applied Hematology	This course is designed to give the student clinical experience in the area of hematology and body fluids. Prerequisite: Admission to the MLT Program. Completion of MLT Didactic Courses	2

MLT	2330	Applied Coagulation	This course is designed to give the student clinical experience in the area of coagulation. Prerequisite: Admission to the MLT Program; Completion of MLT Didactic courses	1
MLT	2340	Applied Urinalysis	This course is designed to give the student clinical experience in the area of urinalysis. Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses	1
MLT	2350	Applied Microbiology	The course is designed to give the student clinical experience in the area of microbiology. Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses	2
MLT	2360	Applied Immunohematology	This course is the application of immunohematology policies and procedures in the clinical transfusion service setting. Students will perform pretransfusion compatibility testing in accordance with the American Association of Blood Bank Standards. Prerequisite: Admission to the MLT Program; Completion of MLT Didactic Courses	2
MLT	2380	Applied Chemistry	The course provides the student with experience in the clinical chemistry laboratory as well as study in the theory and principles involved. Prerequisite: Completion of MLT Didactic Courses	2
MUSC	1130	Concert Choir	This course includes the study and performance of choral repertoire. Through active learning students will participate in collaborative artistic study culminating in choral performance of works from a variety of cultures and historical periods. The day section of choir meets twice per week and the night section of choir meets once per week. May be repeated for credit.	1

MUSC	1150	Chamber Singers	<p>This course is a select auditioned group of singers which will perform a wide spectrum of choral repertoire from Madrigals to Vocal Jazz. Auditions will be held early fall semester for the yearly commitment. May be repeated for credit.</p> <p>Strongly recommended to take Concert Choir concurrently</p>	1
MUSC	1160	Large Instrumental Ensemble	<p>This course is an instrumental performance ensemble that plays a variety of musical literature. Enrollment is open to all students who are able to minimally play their instrument at a High School level. The ensemble is open to all students who meet this criterion. Students should provide their own instrument. Percussionists should provide their own sticks/mallets. This group meets once/week.</p> <p>May be repeated for credit.</p> <p>NOTE: Student should be able to minimally play instrument at a High School level</p> <p>NOTE: Student should be able to minimally play their instrument at a High School level</p>	1
MUSC	1170	Instrumental Jazz Ensemble	<p>This course is an instrumental performance ensemble that plays a variety of jazz literature. Enrollment is open to all students who are able to read written musical notation for their instrument. Ensemble is open to all students. Students should provide their own instrument. This group meets once per week.</p> <p>May be repeated for credit.</p> <p>NOTE: Student should be able to minimally play instrument at a High School level</p>	1

			<p>This course is a small ensemble performance opportunity. An ensemble work may be made up of strings, percussion, winds, guitars, voice, or any instrumental grouping that may be possible depending on need and interest. Depending on their primary instrument, a student will be placed in a section of this course that corresponds to their instrument. The ensemble will play a variety of composed and/or improvised literature.</p> <p>Primarily for AFA music students, the course is open to all who have the ability to read musical notation and perform competently. However, permission for placement into the course is required.</p> <p>Music faculty must be consulted for placement in the appropriate section. Weekly rehearsals and end-of-semester performance is required. Additional rehearsals may be required.</p>	1
MUSC	1180	Small Group Performance Ensemble	May be repeated for credit.	
MUSC	1190	Garage Band	<p>Ensemble course devoted to various musical styles found in contemporary rock and hip-hop (punk/blues/metal/rap/etc).</p> <p>Open to all majors, Garage Band (as in, start a band that plays blues/rock/metal/punk type music). Students can play any instrument, but bass/drums/electric guitar would be the focus. Coach to play cover songs and develop basic songwriting skills. Already established bands welcome to register.</p>	2

MUSC	1200	Fundamentals of Music	This general course in music fundamentals includes basic theory, sight singing, piano keyboard, creative activity, and student demonstration. Through the understanding and application of the elements of music, students will be able to distinguish cultural styles and genres.	3
MUSC	1210	Songwriting	This course will introduce and develop a variety of creative writing skills and tools specific to functional music writing, unity, and prosody. It will also offer exercise in common elements of lyric writing, short form composing, and exploration of creative practice in an encouraging environment. No previous songwriting or performing experience is necessary, though performing experience and/or playing an accompanying instrument (such as piano, guitar, ukulele, or digital audio workstation) would be advantageous for success. First-year music theory and/or ear training coursework would be advantageous to enrollees.	2
MUSC	1220	Music Appreciation	This general cultural course is designed to develop an understanding and enjoyment of music. It includes a study of music in western civilization. In addition some world music topics will be addressed. Emphasis is upon class listening supplemented by historical background. Live concert attendance may be required.	3
MUSC	1241	Music Theory I	This course is the first of a four semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory I and Music Theory II are: notation, intervals, rhythm, scale patterns, melodic forms, harmonic conventions, four-part chorale structure, formal structure (binary, ternary). While this course is open to all, to be successful in this course, entering students must have a solid knowledge of note names, scale patterns and note rhythms such as that learned in MUSC 1200 Fundamentals of Music. This course is required for AFA music majors.	3

MUSC	1242	Music Theory II	A continuation of Music Theory I, this course is the second of a four-semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory I and Music Theory II are: notation, intervals, rhythm, scale patterns, melodic forms, harmonic conventions, four-part chorale structure, formal structure (binary, ternary). This course is required for AFA music majors.	3
MUSC	1251	Ear Training and Sight Singing I	This course is the first of a four-semester series of courses that trains students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. While this course is open to all, to be successful in this course, entering students must have a solid knowledge of note names, scale patterns and note rhythms such as that learned in MUSC 1200 Fundamentals of Music. This course is required for AFA music majors.	2
MUSC	1252	Ear Training and Sight Singing II	This course is the second of a four-semester series of courses that trains students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. This course is required for AFA music majors.	2
MUSC	1300	Music in World Cultures	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.	3

MUSC	1350	History of Rock and Roll	<p>This course may include but is not limited to early American music, jazz, American musical theater, pop, rock, and rap. The history of popular music in Western Culture will be presented. Students will learn to identify the music styles contained under the broad umbrella of Rock 'n Roll. Students will also learn about the historical, social, cultural and political influences on popular music.</p>	3
MUSC	1370	Video Game Music	<p>This course will examine the evolution of music in video games, beginning with the earliest use of sound in games such as PAC Man and Space Invaders and progressing to the more complex soundtracks of modern day titles such as Halo & The Legend of Zelda. Students will follow the artistic & technological advances of this unique media form, gaining a greater understanding of how music helps shape the overall gaming experience.</p>	3
MUSC	1501	Class Guitar I	<p>This course is open to all students. It is designed for beginners or for guitar students wishing to fill in gaps in their knowledge from previous musical experience. It covers basic guitar techniques and musicianship skills used in a variety of different styles of music. Students will also study different types of written musical notation. It also introduces improvisation and song writing.</p> <p>Student must provide their own guitar (preferably acoustic) in good playing condition.</p>	2

MUSC	1510	Applied Music: Guitar	<p>This course is open to all students and consists of private guitar instruction lessons of 1/2 hour per week (during fall and spring semesters). Students, beginners through advanced, can, in consultation instructor, pick areas of focus depending on their tastes and needs. These may include: guitar technique (i.e. chords, scales finger-picking) theory, reading, ear-training, analysis, improvisation, repertoire development and interpretation. This course may be repeated for credit. Special Music Fees apply.</p> <p>Student must provide their own guitar (preferably acoustic) in good playing condition.</p>	1
MUSC	1600	Class Voice	<p>This course is devoted to basic vocal techniques and skills. Students will learn different styles of song from various cultures and historical periods and will learn to evaluate the fundamentals of the creative process as expressed through vocal performance.</p> <p>This course is open to non-music majors.</p>	2
MUSC	1610	Applied Music: Voice	<p>This course is private voice instruction with lessons of one-half hour per week. Students will expand upon basic vocal technique and skills and will extend their technical ability and style interpretation skill through vocal repertoire from various cultures and historical periods. Students will extend their ability to interpret and create artistic expression through song. This course may be repeated for credit. Special "Music Fees" apply.</p> <p>MUSC 1600 Class Voice strongly recommended before taking this course."</p>	1

MUSC	1801	Class Piano I	This course offers basic piano instruction and technique for the student with no previous training in piano. Students will learn basic piano techniques and skills and be introduced to different playing styles. Students will be introduced to music and history of different cultures as related to the piano.	2
MUSC	1802	Class Piano II	The purpose of the course is to build upon skills and musicianship begun in Class Piano I, allowing the student to continue gaining a better understanding of playing the piano and a greater appreciation of music in general. Both technique and musicianship will be addressed. Scales and/or exercises and music theory will be part of every class lesson. To be successful in this class, the student should have completed MUSC 1801 Class Piano I or be at the equivalent skill level.	2
MUSC	1810	Applied Music: Piano	This course is private piano instruction with lessons of 1/2 hour per week (during fall and spring semesters). Students will expand upon basic piano technique and skills and will extend their technical ability and style interpretation skill through piano repertoire from various cultures and historical periods. Students will extend their ability to interpret and create artistic expression through piano literature and performance. This course may be repeated for credit. Special "Music Fees" apply.	1

MUSC	1830	Applied Music: Strings	<p>This course is private instruction on a stringed instrument (violin, viola, cello, bass) lessons of 1/2 hour per week (during fall and spring semesters). Students will expand upon basic 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 instrument.</p> <p>This course may be repeated for credit. Special "Music Fees" apply.</p>	1
MUSC	1850	Applied Music: Percussion	<p>This course is private instruction on percussion instruments (e.g., drums, xylophone, marimba, or tympani) lessons of 1/2 hour per week (during fall and spring semesters). 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 instrument.</p> <p>This course may be repeated for credit. Special "Music Fees" apply.</p>	1

MUSC	1860	Applied Music: Brass	<p>This course is private instruction on a brass instrument (e.g., trumpet, trombone, French horn, baritone, tuba) lessons of 1/2 hour per week (during fall and spring semesters). 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 instrument.</p> <p>This course may be repeated for credit. Special "Music Fees" apply.</p>	1
MUSC	1870	Applied Music: Woodwinds	<p>This course is private instruction on a woodwind instrument (saxophone, flute, clarinet, oboe or bassoon) lessons of 1/2 hour per week (during fall and spring semesters). 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 instrument.</p> <p>This course may be repeated for credit. Special "Music Fees" apply.</p>	1
MUSC	1990	Topics:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

MUSC	2010	Advanced Applied Music Lessons	<p>This course is private instruction for advanced students on their instrument (voice, piano, guitar, brass, woodwinds, strings, percussion) with lessons of one hour per week. Students will extend their ability to interpret their musical performance and create artistic expression through solo repertoire performed on their instrument. Students' advanced technical expertise will be incorporated into artistic expression and interpretation of repertoire that challenges their technique and demands artistic finesse and critical analysis. Student must provide their own instrument.</p> <p>This course may be repeated for credit. Special "Music Fees" apply.</p> <p>Admission to this course is by permission only. PLEASE CONTACT THE INSTRUCTOR FOR PERMISSION TO REGISTER.</p>	2
MUSC	2170	History of Music I: Medieval Through Classical Eras	<p>This course is a historical survey primarily of music rooted in the European tradition. The timeframe of study will focus on eras referred to as the Medieval, Renaissance and Baroque periods with some references to the roots of western music in ancient cultures. Music will be studied from the viewpoints of musical styles, genres, performance practices, as well as cultural and historical contexts of those eras.</p>	3
MUSC	2180	History of Music II: Romantic Era to the 21st Century	<p>This course is a historical survey primarily of music rooted in the European traditions. The timeframe of study will focus on eras referred to as the Romantic and late Romantic periods through the 20th century. Music will be studied from the viewpoints of musical styles, genres, performance practices, as well as cultural and historical contexts of those eras.</p>	3

MUSC	2241	Music Theory III	A continuation of Music Theory I & II, this course is the third of a four-semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory III and Music Theory IV are: Sixth, ninth, eleventh, thirteenth chords and their variants; counterpoint (two-voice), formal structures (fugue, sonata allegro, rondo, variation); pre-20th century tonality and 20th century atonality; music composition not based in tonal sound. This course is required for AFA music majors.	3
MUSC	2242	Music Theory IV	A continuation of Music Theory III, this course is the final in four-semester series of courses that study the theoretical and structural basis of music. Among the major topics covered in Music Theory III and Music Theory IV are: Sixth, ninth, eleventh, thirteenth chords and their variants; counterpoint (two-voice), formal structures (fugue, sonata allegro, rondo, variation); pre-20th century tonality and 20th century atonality; music composition not based in tonal sound. This course is required for AFA music majors.	3
MUSC	2251	Ear Training and Sight Singing III	This course is the third of a four-semester series of courses that trains students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. This course is required for AFA music majors.	2

MUSC	2252	Ear Training and Sight Singing IV	<p>This course is the final of a four-semester series of courses that trains students to read music immediately and accurately at sight and to recognize and play sound patterns, intervals, and rhythms. Students will learn to take musical dictation, sing melodies, rhythm patterns and intervals at sight, and play patterns, rhythms, and intervals on the keyboard without hesitation. This course is required for AFA music majors.</p>	2
MUSC	2970	Music Tour	<p>This course consists of a series of concert or music experiences in the Twin Cities area or another cultural center, e.g. New York, Washington, D.C., to experience a variety of musical performances, lectures, demonstrations, and facilities. Students will study and experience the components that go into live music performances. In addition to live performances, students may tour architecture, museums and galleries to better analyze and understand the background against which the musical performances take place. Special fees may be applied. This course may be repeated for credit.</p> <p>Students will need to provide their own transportation to area concerts, museums or other venues.</p>	1
NSCI	1000	Conceptual Physics	<p>This course is a combined lecture and laboratory course designed for people who want to learn about the fundamental laws and principles that form the basis of the working of the physical universe. This course helps the student understand and appreciate how and why a wide range of common and everyday physical phenomena occur. Topics include: laws of motion, work, energy, momentum, fluids, heat, vibration, wave motion, electricity, magnetism, and light. Some algebra is used in the presentation, so a mathematical preparation equivalent to Math 900 is recommended. (3 hours lecture, 2 hours lab)</p>	4

NSCI	1010	Science of Disaster Workshop I	<p>These courses examine the scientific mechanisms and basis of hazards that are of local, regional, national and global concern for public health, safety and environmental impact. Scientific background of distributions, risks, and case histories for each major hazard will be presented. Topics are divided as follows: 1010 Disasters related to the Lithosphere (rigid portion of earth's surface); 1020 Disasters related to the Hydrosphere (water) and Atmosphere (air); 1030 Disasters related to the Biosphere (realm where life exists), including those societally-induced. This course includes a lab-like experience. Take-home final exam and/or paper/projects required.</p>	1
NSCI	1020	Science of Disaster Workshop II	<p>These courses examine the scientific mechanisms and basis of hazards that are of local, regional, national and global concern for public health, safety and environmental impact. Scientific background of distributions, risks, and case histories for each major hazard will be presented. Topics are divided as follows: 1010 Disasters related to the Lithosphere (rigid portion of earth's surface); 1020 Disasters related to the Hydrosphere (water) and Atmosphere (air); 1030 Disasters related to the Biosphere (realm where life exists), including those societally-induced. This course includes a lab-like experience. Take-home final exam and/or paper/projects required.</p>	1

NSCI	1030	Science of Disaster Workshop III	<p>These courses examine the scientific mechanisms and basis of hazards that are of local, regional, national and global concern for public health, safety and environmental impact. Scientific background of distributions, risks, and case histories for each major hazard will be presented. Topics are divided as follows: 1010 Disasters related to the Lithosphere (rigid portion of earth's surface); 1020 Disasters related to the Hydrosphere (water) and Atmosphere (air); 1030 Disasters related to the Biosphere (realm where life exists), including those societally-induced. This course includes a lab-like experience. Take-home final exam and/or paper/projects required.</p>	1
NSCI	1050	Astronomy	<p>This course takes a "big picture" look at the universe as a whole. Topics include history of astronomy, origin and features of the planets and other members of the Solar System, the lives and deaths of stars, cosmology and the fate of the universe. It also covers recent discoveries and current topics in astronomy. The laboratory component provides a variety of methods to more fully investigate the process of astronomy. The course meets requirements as a natural sciences lab course under Goal Area 3 of the Minnesota Transfer Curriculum. (3 hours lecture/week, 2 hours lab/week)</p>	4
NSCI	1060	The Solar System	<p>This course is an introduction to astronomy with emphasis on our Solar System. Topics include the origin, structure, and history of the Solar System; the properties of light and spectra; telescopes; understanding the processes that have shaped the planets, their moons and ring systems; comets, asteroids and dwarf planets. Recent discoveries and current topics from the exploration of the Solar System are also discussed. (3 hours lecture; satisfies MnTC Goal Area 3)</p>	3

NSCI	1061	Solar System Lab	<p>An optional course laboratory course designed to complement The Solar System lecture class. It will involve investigation of the process of astronomy through the analysis of astronomical data. Computer simulation software, internet exercises, videos and observational sessions may be used within the course. (2 hrs/week)</p> <p>Prerequisite: Prior or concurrent enrollment in Phys/NSci 1060 AND Math 0902 or equivalent. If taking this course concurrently with PHYS 1060, you must obtain instructor permission and complete appropriate paperwork for pre-requisite override.</p>	1
NSCI	1070	Concepts of the Stars and Universe	<p>This course is an introduction to astronomy with an emphasis on stars and galaxies. Topics include understanding the Sun as a star; revealing the messages hidden in starlight; stellar birth, maturation, and death; black holes, white dwarfs, pulsars, quasars, and supernova explosions; the Milky Way and other galaxies; the origin and the fate of the universe. Current topics and discoveries from stellar astronomy, galactic astronomy, and cosmology are also discussed. (3 hours lecture; meets MnTC Goal Area 3 requirements)</p>	3
NSCI	1071	Stars and the Universe Lab	<p>An optional course laboratory course designed to complement the Concepts of Stars and the Universe lecture class, It will involve investigation of the process of astronomy through the analysis of astronomical data. Computer simulation software, Internet exercises, videotapes and observational sessions may be used within the course. (2 hrs/week)</p> <p>Prerequisite: Prior or concurrent enrollment in Phys/NSci 1070 AND Math 0902 or equivalent. If taking this course concurrently with PHYS 1070, you must obtain instructor permission and complete appropriate paperwork for pre-requisite override.</p>	1

NSCI	1100	Physical Geology	<p>A course examining the earth's formation, composition, structure and natural systems. Using the process of science, learners will explore 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, climate change and environmental concerns. Course is open to all students. (3 hours lecture, 3 hours lab) 4 Credits.</p>	4
NSCI	1110	Minnesota's Natural History	<p>This course is a team-taught, field-based introduction to the flora, fauna, ecology, and geologic development of Minnesota. A series of in-class sessions will prepare students for recognition and identification of plants, animals, habitats, and geologic features and for the integration of these biotic and abiotic components of ecosystems. This course will include an examination of natural resource issues and policies in the context of Minnesota's politics and economy. Two weekend field trips are mandatory. These field trips will begin on Friday afternoon and end on Sunday afternoon or early evening. This course fulfills lab requirement for Goal Area 3. (3 hours lecture, 3 hours lab)</p>	4
NSCI	1120	Meteorology	<p>This course is designed for people who desire to learn about the weather. This course helps the student learn to observe and interpret the sky, to read weather maps, and to understand the sequence of meteorological phenomena. The topics to be covered include: air temperature, humidity, condensation, clouds, air pressure, wind, atmospheric circulation, weather forecasting, computer modeling, thunderstorms, tornadoes and hurricanes. (3 hours lecture, 2 hours lab)</p>	4

NSCI	1140	Historical Geology	<p>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. By using the process of science to examine how the Earth and life have changed through the geologic past we can begin to get a glimpse into the effect which humans may have on it now and in the future. Topics include: principles of geology, sedimentary rocks, fossil identification and classification, plate tectonics, sea level change, geologic time, topographic and geologic maps, evolution of life, climate change, hominid development and mass extinctions. Course is open to all students. (3 hours lecture, 3 hours lab) 4 credits</p>	4
NSCI	1200	Oceanography	<p>This course is an interdisciplinary survey of the biological, chemical, physical and geologic processes at work in the world's oceans. Using the process of science learners will examine the interplay between these processes and the implications of these interactions for life on Earth, the Earth's climate and marine environments. Topics may include waves, tides, seafloor sediments, marine biology, seawater chemistry, plate tectonics, ocean currents, El niño, productivity and dead zones, sea level change, coastal processes and effects of man's influence on oceans. Course is open to all students. 3 Credits (3 hours lecture)</p>	3

NSCI	1210	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology	<p>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.</p>	2
NSCI	1990	Topics:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
NURS	1990	Topics:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

NURS	2700	Health Promotion and the Role of the Professional Nurse	<p>This course introduces the student to the role of the professional nurse. The emphasis on health promotion across the lifespan includes learning about self-health, as well as holistic client health practices. Students learn to access and apply research evidence to guide safe preventative care. The student will incorporate communication and growth and development theory in a caring and culturally sensitive manner. The student will work as an ethical member of multi-disciplinary teams giving and receiving feedback about performance and use reflective thinking about their practice. Within the context of the nursing process, populations studied will include children, adults, older adults and the family experiencing a normal pregnancy.</p> <p>Prerequisites: Admission to Nursing program, BIOL 2100, BIOL 2111, PSYC 1250 and COMM 1110</p> <p>Co-requisite: NURS 2750</p> <p>Strongly Recommended to be taken prior to or concurrently: BIOL 2112</p>	9
NURS	2701	Health Assessment for Nursing	<p>The emphasis of this course is on performing a holistic health assessment to provide person-centered care. The focus will be recognizing expected findings across the lifespan. Within the context of health assessment, populations studied will include children, adults, older adults, and the family experiencing a normal pregnancy. Students explore how culture, ethnicity, socio-economic status, and nutrition influence the health of the person. Strategies to conduct sensitive conversations along with utilizing a variety of data gathering techniques will be covered. Further emphasis is placed on electronic communication technology and informatics used to gather data and provide care. This course coincides with NURS2702 and NURS 2703.</p>	3

NURS	2702	Fundamentals for Nursing	<p>Course Descriptioniii This course introduces the student to the role of the professional nurse. The emphasis on health promotion across the lifespan includes learning about self-health, as well as holistic client health practices. Students learn to access and apply research evidence to guide safe preventative care. The student will incorporate communication and growth and development theory in a caring and culturally sensitive manner. Within the context of clinical judgement, populations studied will include children, adults, older adults, and the family experiencing a normal pregnancy. Students explore how culture, ethnicity, socio-economic status, and nutrition influence the health of the person. This course coincides with NURS 2701 and NURS 2703.</p>	4
NURS	2703	Nursing Clinical 1	<p>This course covers the clinical application of nursing care principles for the beginning professional nursing student. The course focuses on safety, therapeutic communication, organization, documentation, and person-centered care. The Clinical Judgement Model will be used in caring for persons across the lifespan in simulation and clinical settings. The student will work as a member of a multi-disciplinary team giving and receiving feedback about their performance and use reflective thinking about their practice. Professionalism and dependability are emphasized. This course coincides with NURS 2701 and NURS 2702.</p>	3

NURS	2710	Transition from Practical to Professional Nursing	<p>This course is designed to expand the knowledge and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring, and health-illness continuum. Students explore how culture, ethnicity, socio-economic status, and nutrition influence the health of the person. Strategies to conduct sensitive conversations along with utilizing a variety of data gathering techniques will be covered. Further emphasis is placed on electronic communication technology and informatics used to gather data and provide care.</p>	5
NURS	2720	Transition to the Role of the Professional Nurse	<p>This course is designed to expand the knowledge and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring, and health- illness continuum.</p> <p>Prerequisites: Admission to the Nursing Program: LPN-Mobility Option, BIOL 2100, BIOL 2111, PSYC 1250, and COMM 1110. Co-requisite: NURS 2750 Strongly Recommended to be taken prior to or concurrently: BIOL 2112 concurrently</p>	4

NURS	2750	Nutrition and the Role of the Professional Nurse	<p>This course introduces the student to the role of the nurse in promoting and supporting nutritional health. Emphasis is on the role nutrition plays in health promotion/prevention of illness, recovery from acute illness and/or management of chronic illness. Students learn to access evidence to support healthy nutritional choices that reduce risk factors for disease and/or illness across the lifespan. Students explore how culture, ethnicity, socio-economic status, nutritional trends and controversies, and integrative therapies influence the nutritional health of the client.</p> <p>Prerequisites: Admission to Nursing program, BIOL 2100, BIOL 2111, PSYC 1250, and COMM 1110 Co-requisites: NURS 2700 or NURS 2720 Strongly Recommended to be taken prior to or concurrently: BIOL 2112</p>	2
NURS	2800	Chronic and Palliative Care	<p>This course focuses on the nursing care of clients experiencing chronic illness and/or end of life. Emphasis is placed on understanding the lived experience of clients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is used to support appropriate focused assessments and management of care of clients experiencing concurrent illnesses/co-morbidities.</p> <p>Prerequisites: BIOL 2112, NURS 2700 or 2720, and NURS 2750 Co-requisites: NURS 2850 and 2820 Strongly Recommended to be taken prior to or concurrently: SOC 1110</p>	7

NURS	2801	Pharmacology for Nursing	This course introduces theoretical concepts that enable students to provide safe and effective care related to pharmaceuticals and natural products to diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical management.	3
NURS	2802	Chronic and Palliative Nursing	This course focuses on the nursing care of clients experiencing chronic illness and/or end of life to foster an understanding of the lived experience of clients and families. Emphasis is placed on the underlying pathophysiology of common chronic health problems to provide a foundation for nursing care. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-informed practice is used to support appropriate focused assessments and management of care, including nutritional considerations, for clients experiencing concurrent chronic illnesses/co-morbidities.	4
NURS	2803	Clinical II	This course provides students opportunity to practice safe, effective, and holistic nursing care in the clinical setting. Students will complete 120 hours of experiential learning applying newly acquired critical thinking and nursing skills in the care planning of clients with chronic conditions. Emphasis will be placed on therapeutic communication and collaboration with interprofessional teams to improve patient outcomes. This course coincides with NURS 2801 and NURS 2802.	4

NURS	2820	Pharmacology and the Role of the Professional Nurse	<p>This course introduces theoretical concepts that enable students to provide safe and effective care related to pharmaceuticals and natural products to diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical management.</p> <p>Prerequisites: Admission to the Nursing Program, BIOL 2112, NURS 2700 or 2720, and NURS 2750 Co-requisites: NURS 2800 and 2850 Strongly Recommended to be taken prior to or concurrently: SOC 1110</p>	3
NURS	2850	Applied Pathophysiology for Nursing I	<p>This course introduces a holistic perspective of pathophysiological processes and the disruption in normal body function. Emphasis will be on objective and subjective manifestations of common chronic health problems resulting from environmental, genetic, and stress-related maladaptations to provide a foundation for nursing care. This course complements selected topics addressed in Chronicity and End of Life to provide a comprehensive understanding of disease processes.</p> <p>Prerequisites: Admission to the Nursing Program, BIOL 2112, NURS 2700 or 2720, and NURS 2750 Co-requisites: NURS 2800 and 2820 Strongly Recommended to be taken prior to or concurrently: SOC 1110</p>	2

NURS	2900	Acute and Complex Care	<p>This course focuses on the nursing care of clients experiencing acute disruptions of health and/or end of life issues. Emphasis is placed on understanding and application of theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to support appropriate focused assessments, and effective, efficient nursing interventions. Knowledge of life span, developmental factors, cultural variables and legal aspects of care guide the ethical decision making in delivery of care.</p> <p>Prerequisites: Completion of NURS 2800, 2820, 2850; SOC 1110 Co-requisites: NURS 2920 and 2950 Strongly Recommended to be taken prior to or concurrently: PHIL 1020 or 1220</p>	7
NURS	2901	Nursing Leadership	<p>This course focuses on prioritization, delegation, and supervision of nursing care of clients across the lifespan. Healthcare policy, finance, and regulatory environment issues are analyzed. Emphasis is on planning, collaborating and coordinating care for individuals and groups across various healthcare settings. Experiential learning includes the application of nursing leadership concepts.</p>	2
NURS	2902	Acute and Complex Nursing	<p>This course focuses on the nursing care of clients experiencing acute disruptions of health. Emphasis is placed on understanding and application of theory, underlying pathophysiology, and skills required to provide nursing care to clients with acute complex and/or unstable conditions. Evidence-informed practice is used to support appropriate focused assessments, and nursing interventions, including nutritional considerations. Knowledge of life span, developmental factors, cultural variables, and legal aspects of care guides ethical decision making in delivery of care. This course coincides with NURS 2901 and NURS 2903</p>	5

NURS	2903	Nursing Clinical III	<p>This course provides students opportunity to practice safe, effective, and holistic nursing care in the clinical setting. Students will complete 120 hours of experiential learning applying newly acquired critical thinking and clinical reasoning alongside nursing skills in the care of clients with acute complex and unstable conditions. Emphasis will be placed on fine-tuning written and oral communication, priority setting, decision making, and clinical judgement in collaboration with interprofessional teams to improve patient outcomes. This course coincides with NURS 2901 and NURS 2902.</p>	4
NURS	2920	Applied Pathophysiology for Nursing II	<p>This course will facilitate ongoing critical thinking and analysis of pathophysiological concepts. Emphasis will be on interpretation and prioritization of data resulting from environmental, genetic, and stress-related maladaptations. This course complements the selected topics addressed in Acute & Complex Care to provide a comprehensive understanding of disease processes.</p> <p>Prerequisites: NURS 2800, NURS 2820, NURS 2850; SOC 1110 Co-requisites: NURS 2900 and NURS 2950 Strongly Recommended to be taken prior to or concurrently: PHIL 1020 or PHIL 1220</p>	2

NURS	2950	Nursing Leadership I	<p>This course focuses on prioritization, delegation, and supervision of nursing care of clients across the lifespan. Healthcare policy, finance, and regulatory environment issues are analyzed. Emphasis is on planning, collaborating and coordinating care for individuals and groups across the care continuum.</p> <p>Prerequisites: NURS 2800, NURS 2820, NURS 2850 and SOC 1110 Co-requisites: NURS 2900 and NURS 2920 Strongly Recommended to be taken prior to or concurrently: PHIL 1020 or PHIL 1220</p>	3
PADM	1100	Introduction to Public Administration	<p>This course is a general introduction to the field of public administration. Topics covered include public management and leadership, organization theory and behavior, federalism and intergovernmental relationships, public policy decision-making, public budgeting and fiscal policy, human resources management, and bureaucratic ethics and accountability. Students will be encouraged to connect political, economic and social contexts to pressing community problems and their solutions.</p>	3
PADM	1200	Public Policy Analysis	<p>This course provides students with an understanding of the public policy analysis process. Upon completion of the course, students will be able to understand the effective use of policy analysis methods and techniques to determine the effectiveness of public programs. Students will be able to identify and define public problems, identify and evaluate policy solutions, and make educated recommendations to policymakers. Emphasis will be placed on real-life public policy failures and successes, and the benefits of partnership between public sectors and private sectors.</p>	3

PADM	1300	Public Finance and Budgeting	This course provides students with an understanding of the public finance and budgeting processes used in the allocation of public resources to meet public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy.	3
PADM	1700	Policy Discussions in Public Administration	This course exposes students to practical theories of local government policy development, community capacity, the economics of public investment of resources, and the ethics of public engagement and decision-making. Special attention will be given to racial equity and wealth creation activities in communities of color, capacity building and economic investment in emerging communities, establishing the appropriate balance between neighborhood and downtown redevelopment, and emerging public policy issues. Emphasis will be placed on the use of case studies to show the application of real-life public administration situations.	3
PHIL	1010	Introduction to Philosophy	This course will introduce students to philosophical inquiry and major problems philosophers think about (including the nature of existence and the difficulty of saying whether any knowledge is certain). Students will be encouraged to question their basic beliefs and recognize their philosophical assumptions. No definite conclusions will be reached.	3
PHIL	1020	Ethics	This course will introduce students to both the methods and issues connected with thinking about morality and ethical systems. Moral skepticism will also be examined. The aim of this class is to allow students to be more aware of their own ethical modes of thinking and the diversity of ways morality enters into human lives.	3

PHIL	1050	Introduction to Logic	Investigation of the principles of deductive and inductive reasoning. The course may include traditional Aristotelian logic and modern symbolic logic, validity, invalidity, and proofs. Since this course can be taken to fulfill the Mathematical-Logical Reasoning general education requirement, students should expect a Math-like course, with exercises and exams.	3
PHIL	1060	Philosophy of Religion	This course will examine some of the basic questions in the field of philosophy of religion: Does God exist? Can God's existence or nonexistence be rationally proven? Can people be religious in light of the discoveries of science? What does it mean to be religious or nonreligious? Students will be encouraged to draw from their own experience and beliefs to critically think about the issues in this class.	3
PHIL	1070	Political Philosophy	In this course we will examine issues in political philosophy through discussion of a range of primary western and non-western historical texts from ancient, medieval, and modern political writers. In the process of this examination of the historical development of political philosophy, a variety of topics will be explored such as: diverse theories of human nature and their implications for the role of government, the dynamics of power, the ideals of duty, justice, liberty and equality, and justifications for private property, profit, and civil disobedience.	3

PHIL	1080	Comparative World Religions	<p>This course is designed to expose students to the fascinating world religions that have evolved throughout human history. It will look at what factors draw human beings to establish religious institutions and communities, and what inspires individuals to adopt a spiritual identity and life practice, (or to veer away from them). It will examine significant influences and commonalities in indigenous and native religions around the world, then focus on the history and development of diverse world religions, such as Hinduism, Buddhism, and Islam. Central stories, religious texts, and ethical systems within these religions will be studied. Less-practiced religions and variations in practice and belief within specific religions will also be considered. Particular attention will be brought to how various religious beliefs and practices are expressed. An important objective of this course is increasing awareness of diverse faith systems, globally as well as locally, to gain further understanding of their world views and examine how these impact their followers, reactions to contemporary political and societal issues.</p>	3
PHIL	1110	Informal Reasoning for Problem Solving	<p>This course studies methods of problem solving, utilizing principles that distinguish good reasoning from poor reasoning. Students will evaluate claims and arguments in natural language, applying the concepts of validity, truth, induction, deduction, and relevance. Students will develop clear thinking, and recognize, criticize and avoid common fallacies. Conceptual analysis will be applied to areas of practical reasoning, to human values, to develop science and media literacy, and to further student self-awareness.</p>	3

PHIL	1120	Ethics in Organizations	<p>Foundational theories of moral evaluation and organizational principles will first be introduced. The course will encourage assessment, analysis, and argument regarding the substantial ethical issues facing modern-day institutions. These organizations may include the fields of education, corporations and non-profits, health care, politics, marketing, the media, and others. The obligations of their members and administrators to those impacted, (students, customers, patients), as well as social responsibility to the community will be questioned. A citizens' rights focus will be utilized to explore questions of justice and equality within these organizations. Additional organizational issues, such as mission, messaging, organizational culture, and the impact of cultural diversity will be considered. The challenges of personal integrity and opportunities of leadership will also be closely examined, utilizing ancient philosophical literature from Aristotle to modern day thinkers. Using classic philosophical methods to question the practices and policies of contemporary organizations, we will place a strong emphasis on ethical analysis.</p>	3
PHIL	1200	Environmental Philosophy	<p>Environmental Philosophy is concerned with developing rational and moral theories of dealing with our environmental concerns and discussing ways of putting them into practice. Using a variety of specific philosophical perspectives, we will examine the effects of population growth, ecosystem destruction, species extinction, pollution, climate change, resource extraction, agriculture, etc. on humans and the environment. We will develop ways of understanding relationships between humans and the environment and ways of acting on our responsibilities to the natural world and its inhabitants.</p>	3

PHIL	1210	Global Justice, Peace and Conflict	<p>This course acquaints the student with the major philosophical and ethical dilemmas arising from conflicts within and between societies, with an effort to promote critical awareness and communication around peace and global justice. From a range of philosophical perspectives, students will consider global conflicts, such as those arising from war, nationalism, immigration, environmental crises, discrimination, terrorism, and global poverty. Students will seek to understand such concepts as justice, tolerance, self-determination, equality, fairness, and governance, in an effort to draw conclusions about causes of and solutions to global crises. Students will consider personal and societal strategies for conflict resolution and nonviolent change.</p>	3
PHIL	1220	Health Care Ethics	<p>This course looks at the underlying assumptions that affect beliefs, practices, and policies in contemporary health care. Emphasis will be placed on understanding of the ethical principles and theories related to health care. A wide variety of health care issues and the challenges they present will be studied. Critical thinking skills will be emphasized in determining the best course of action for making ethical decisions in the health care field.</p>	3

PHIL	1230	Food Ethics	<p>In this course we make an ethical examination of all things related to food, exploring what we are eating, where it comes from, how we grow and process it, and how it is distributed and regulated. We consider the environment, the commercial aspect of food production, and the role of government in areas such as policy-making, and consumer safety. And, of course, we address the importance of ethical questions, such as: Are we creating harm by our acts of food production and the demands of our eating habits? This course emphasizes critical evaluation of these issues to determine how we may respond as responsible citizens, with a special focus on addressing food insecurity in our community. Considering the social, environmental, cultural, and ethical impacts of our food choices will help us understand how they may express our moral values.</p>	3
PHIL	1990	Topics:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
PHYS	1000	Conceptual Physics	<p>This course is a combined lecture and laboratory course designed for people who want to learn about the fundamental laws and principles that form the basis of the working of the physical universe. This course helps the student understand and appreciate how and why a wide range of common and everyday physical phenomena occur. Topics include: laws of motion, work, energy, momentum, fluids, heat, vibration, wave motion, electricity, magnetism, and light. Some algebra is used in the presentation, so a mathematical preparation equivalent to Math 900 is recommended. (3 hours lecture, 2 hours lab)</p>	4

PHYS	1030	Introduction to Physical Sciences	<p>In this course, students will explore the basics of chemistry and physics by examining such concepts as understanding and measuring matter; atoms, elements, compounds and mixtures; physical and chemical properties of matter; states of matter; chemistry fundamentals, the periodic table; bonding and types of compounds; mixtures and solutions; chemical reactions; properties and sources of energy; heat; electricity, circuits, and power; properties of sound & light; the behavior of sound & light; forces and motion; work and simple machines.</p> <p>This course is intended for students who wish to complete a science course with a lab. It is not a prerequisite for any science or health programs. This course may not be used as a substitute for a chemistry course or a physics course. (3 hours lecture, 3 hours lab)</p> <p>Math 0901 (Intro to Algebra) or basic math skills are highly recommended.</p>	4
PHYS	1050	Astronomy	<p>This course takes a "big picture" look at the universe as a whole. Topics include history of astronomy, origin and features of the planets and other members of the Solar System, the lives and deaths of stars, cosmology and the fate of the universe. It also covers recent discoveries and current topics in astronomy. The laboratory component provides a variety of methods to more fully investigate the process of astronomy.</p> <p>The course meets requirements as a natural sciences lab course under Goal Area 3 of the Minnesota Transfer Curriculum. (3 hours lecture/week, 2 hours lab/week)</p>	4

PHYS	1060	The Solar System	This course is an introduction to astronomy with emphasis on our Solar System. Topics include the origin, structure, and history of the Solar System; the properties of light and spectra; telescopes; understanding the processes that have shaped the planets, their moons and ring systems; comets, asteroids and dwarf planets. Recent discoveries and current topics from the exploration of the Solar System are also discussed. (3 hours lecture; satisfies MnTC Goal Area 3)	3
PHYS	1070	Concepts of the Stars and Universe	This course is an introduction to astronomy with an emphasis on stars and galaxies. Topics include understanding the Sun as a star; revealing the messages hidden in starlight; stellar birth, maturation, and death; black holes, white dwarfs, pulsars, quasars, and supernova explosions; the Milky Way and other galaxies; the origin and the fate of the universe. Current topics and discoveries from stellar astronomy, galactic astronomy, and cosmology are also discussed. (3 hours lecture; meets MnTC Goal Area 3 requirements)	3
PHYS	1120	Meteorology	This course is designed for people who desire to learn about the weather. This course helps the student learn to observe and interpret the sky, to read weather maps, and to understand the sequence of meteorological phenomena. The topics to be covered include: air temperature, humidity, condensation, clouds, air pressure, wind, atmospheric circulation, weather forecasting, computer modeling, thunderstorms, tornadoes and hurricanes. (3 hours lecture, 2 hours lab)	4

PHYS	1231	Principles of Physics I	An algebra-based course for students needing a fuller introduction to physics than would be found in a general education/survey course. Topics include: straight-line and circular motion, Newton's Laws, torque & static equilibrium, conservation of energy, thermal physics & thermodynamics, periodic motion. Optional topics are fluids and free energy. Applications will be drawn from several areas, including (but not limited to) those appropriate to the biological/medical/health career fields. Concepts of right-triangle trigonometry will be introduced as needed. (3 hours lecture, 2 hours lab). This course may be taken before or after PHYS 1232.	4
PHYS	1232	Principles of Physics II	An algebra-based course for students needing a fuller introduction to physics than would be found in a general education/survey course. Topics include wave motion, sound, optics, electricity, DC circuits, magnetism. Optional topics are interactions between radiation & matter and AC circuits. Applications will be drawn from several areas, including (but not limited to) those appropriate to the biological/medical/health career fields. This course may be taken before or after PHYS 1231. Concepts of motion, energy, and right-triangle trigonometry will be introduced as needed. (3 hours lecture, 2 hours lab).	4
PHYS	1601	General Physics I	This is the first course of a two-semester sequence for any student needing a physics course that includes applications of calculus. Topics include kinematics, dynamics, conservation of energy and momentum, rotational motion, static equilibrium, gravitation, periodic motion. Optional topics are fluids and thermodynamics. The course meets requirements for students majoring in engineering, mathematics, computer science or any of the physical sciences. (4 hours lecture, 2 hours laboratory)	5

PHYS	1602	General Physics II	<p>This course is a continuation of PHYS 1601. Topics include electricity, magnetism, DC and AC circuits, wave motion, electromagnetic waves, and optics. Optional topics are modern physics. The course meets requirements for students majoring in engineering, mathematics, computer science or any of the physical sciences. (4 hours lecture, 2 hours laboratory). This course is intended for students in any program/degree which requires a calculus-based physics course.</p>	5
PHYS	1990	Topics:	<p>In this class, we will introduce topics in astronomy and apply physical laws to them. Topics include orbits, planets, light, relativity, stars, black holes, galaxies, and cosmology.</p> <p>For example, once black holes are introduced, you will be able to relate their mass to their Schwarzschild radii and how the of time changes near them. Once fusion is introduced, you'll be able to determine the energy given off by different fusion reactions and relate them to the luminosities of stars. For orbits, we will use computer simulations to study the effect of different arrangements and conditions.</p> <p>A previous class in physics or astronomy is strongly recommended.</p> <p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

PLA	1010	Individualized Studies Development	<p>This course will assist students in developing their individualized studies degree plan while focusing on the central question of "what does it mean to be an educated person". Upon completion of the course, students will have a completed Degree Plan. This course is by permission only and can only be registered upon after acceptance into the Individualized Studies Program.</p>	2
PLEG	1111	Introduction to Law and Paralegal Studies	<p>This course introduces students to the paralegal profession, including the nature of paralegal work, job requirements and opportunities. Students will study the Minnesota Rules of Professional Conduct and the ethical standards applicable to paralegals. The students will learn about the American legal system, including sources of law, court systems and procedures. The students will study the relationship between state and federal laws and procedure and alternative dispute resolution. Students will also study the substantive areas of torts and criminal law.</p> <p>PSEO students may not register for this course until they have completed all general education courses required for the Paralegal A.S. degree.</p>	3
PLEG	1210	Computer Applications in the Legal Profession	<p>This course presents a study of the computer software commonly used in legal organizations, including programs in word processing, spreadsheets, database management systems, timekeeping and billing, case management and docket control, litigation support, presentation graphics, and electronic mail. Students will also study legal ethics as applied to the use of computer technology in the law office. CIS 1000 or knowledge of keyboard recommended. Prerequisite: PLeg 1111</p>	2

PLEG	1330	Family Law	<p>This course presents a study of the processes and procedures undertaken in a family law practice. Students will study the procedures applicable to marriage dissolution and learn to prepare the legal documents associated with such procedures. Students will also study other substantive family law topics such as marriage and premarital agreements, child custody and support, domestic abuse, and adoption. In addition, this course examines the ethical considerations relating to a family law practice. Prerequisite: PLeg 1111</p>	3
PLEG	1411	Litigation I	<p>This course is the first part of a two-part Litigation course. This course presents a study of the processes and procedures undertaken in litigation and the role of the paralegal in a litigation practice. Students will study the requirements and applications of the Rules of Civil Procedure and the general rules of practice in District Court. Students will also study the various methods of alternative dispute resolution and their application to a litigation practice. Students will learn to prepare the documents essential to a litigation practice, such as complaints, discovery requests and discovery responses. This course also examines the ethical considerations relating to litigation. Prerequisite: PLeg 1111</p>	3

PLEG	1412	Litigation II	<p>This course is the second part of a two part Litigation course. This course presents a study of the processes and procedures undertaken in litigation and the role of the paralegal in a litigation practice. Students will study the requirements and applications of the Rules of Civil Procedure and the general rules of practice in District Court. Students will also study the various methods of alternative dispute resolution and their application to a litigation practice. Students will draft litigation documents and learn the role of the paralegal before, during and after trial. This course includes a study of the rules of evidence, and tips for preserving and protecting evidence in civil and criminal trials. Students will learn methods of investigation and fact gathering. In addition, this course also examines the ethical considerations related to evidence and the trial process.</p> <p>Prerequisite: PLeg 1411</p>	3
PLEG	1430	Alternative Dispute Resolution	<p>This course introduces students to the understanding of conflict and provides a working knowledge of the major forms of adjudicative and non-adjudicative alternative dispute resolution processes. Students will apply the theory and practice of alternative dispute resolution to their personal as well as their professional lives. Prerequisite: PLeg 1111.</p>	1
PLEG	1510	Intellectual Property	<p>This course presents a study of the major areas of intellectual property law in the United States: trademarks, copyrights, patents and trade secrets. Students will study relevant statutes and case law, as well as the key policy considerations in the subject area. This course also examines the ethical issues relating to intellectual property law.</p> <p>Prerequisite: PLeg 1111</p>	2

PLEG	1610	Immigration Law	<p>Immigration Law aims to: (1) Introduce students to U.S. immigration law as an important and dynamic body of administrative policies and regulations with broad social, economic, and political impact; (2) Present an overview of substantive immigration law and its processes and procedures for those seeking to enter and remain in the United States as nonimmigrants and immigrants, including employment and family-based processes, waivers, humanitarian relief such as DACA, U visas for victims of crime, and asylum, defenses to deportation, and U.S. citizenship; and (3) Address the role, responsibilities, and ethics of paralegals within the field, with a focus on the practical skills needed to be successful, including client interviewing, case management and communication, factual and legal research, and case preparation (including writing cover and support letters, drafting forms, and collecting supporting evidence).</p>	3
PLEG	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
PLEG	2211	Legal Research and Writing I	<p>This course presents a study of methods of legal research related primarily to case law, which include the use of digests, encyclopedias, reporter systems, and practice manuals. The students will gain an understanding of law libraries and will be introduced to computer assisted legal research. Students will learn analytical writing skills for use in preparation of legal memoranda. Use of Blue Book citation methods will be emphasized.</p>	3

PLEG	2212	Legal Research and Writing II	<p>This course is a continuation of Legal Research & Writing 1. This course focuses on primary sources other than case law such as constitutional law, statutory law, administrative law, and court rules. The student will also study secondary sources. This course provides the student with additional experience in the advancement of analytical writing skills for use in the preparation of legal memoranda. Blue Book citations relative to sources studied will be emphasized. The student will also gain additional experience with computer assisted legal research.</p>	3
PLEG	2310	Criminal Law and Procedure	<p>This course presents a study of the substantive and procedural aspects of criminal law and the role of the paralegal working in the area of criminal defense or criminal prosecution. Students will study the general principles of criminal liability, analysis of particular crimes, parties to crimes, and the substantive defense to crimes. Constitutional safeguards and procedures from arrest through trial, sentencing, punishment, and appeal are also studied. This course also examines the ethical considerations relating to criminal law and procedure.</p> <p>Prerequisite: PLEG 1111 Please Note: All Paralegal program and course prerequisites are enforced. This course may not be used as a substitute for SOC 1710 in any NHCC programs which include SOC 1710 as a required course.</p>	3
PLEG	2430	Torts & Personal Injury Law	<p>This course covers the procedural and substantive law of torts and personal injury, including negligence, insurance, strict liability, products liability, and intentional torts. Students will prepare documents used in both a plaintiff and defense personal injury practice.</p>	3

PLEG	2510	Contracts and Business Organizations	<p>This course presents a study of contracts, sales of goods, products liability, secured transactions, creditor rights, consumer protection and bankruptcy. The students also study basic principles of employment law. This course also presents a study of business entities, including sole proprietorships, partnerships, corporations, limited liability companies, and other business entities. Students will learn the fundamental principles of law applicable to each entity type and how to prepare documents necessary to the organization and operation of each. In addition, this course examines the ethical considerations relating to business law practice.</p> <p>Prerequisite: PLEG 1111</p>	3
PLEG	2620	Property	<p>This course presents a study of personal and real property. Students study landlord and tenant law, real estate conveyance, real estate financing, foreclosure and mechanic's liens. Students will learn to prepare deeds and other real estate documents, and the documents used in mortgage foreclosure and mechanic's lien foreclosure. The general concepts of legal descriptions, Torrens and Abstract titles, and contract for deed procedures are covered. In addition, this course examines the ethical considerations related to a property law practice. Prerequisite: PLEG 1111</p>	3
PLEG	2710	Wills, Trusts and Estate Administration	<p>This course presents a study of estate administration, including the preparation and use of wills and trusts as estate planning tools. Students will study powers of attorney and the use of health care directives for disability planning. The students will learn the fundamental principles of probate law and how to prepare documents used in probate procedures. Students will also learn about the impact of estate taxes on estate planning. In addition, this course examines the ethical considerations relating to estate planning, wills and trusts.</p> <p>Prerequisite: PLEG 1111</p>	3

PLEG	2810	Employment Search for Paralegals	<p>This course presents a study of the skills and tools needed for locating paralegal employment opportunities. Students will study employment opportunities in both legal and non-legal settings. Students will study attitudes and work habits for a more successful career. Students will learn to prepare a professional resume and conduct an interview.</p> <p>Prerequisite: PLeg 1111</p>	1
PLEG	2930	Legal Studies Seminar and Internship	<p>The course is designed to ready the student for transition from the classroom to the work place, emphasizing practical skill development and additional development of the student's organizational, communication and critical analysis skills. This is also a course designed to measure the student's learning and mastery of the program's goals and objectives.</p> <p>The course is designed with in-class and out of class internship experiences. Through in-class discussions and exercises, the student develops the basic skills necessary for the paralegal work setting. The student gains actual work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work completed at an internship site. The student must complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting or complete the alternative legal practicum coursework.</p> <p>Prerequisites: PLeg 2211</p>	3

POLS	1000	Introduction to Political Science	This course provides an overview of major topics, approaches, and methods in the study of political science. Students are introduced to key terms and concepts, quantitative and qualitative research methods, core political institutions and behavior, as well as the discipline subfields of American government, comparative politics, world politics, and political theory.	3
POLS	1100	American Government and Politics	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.	3
POLS	1140	State and Local Politics	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.	3
POLS	1600	Comparative Politics	This course examines and compares the organization and politics of modern governments around the world. Countries studied exemplify larger course themes of political institutions, political culture, elections, public policy, democratization, economic development, and comparative methodology.	3
POLS	1700	World Politics	This course is a general introduction to international relations with emphasis on great power politics, international organizations, security studies, international political economy, and global environmental politics.	3
POLS	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	

POLS	2130	Constitutional Law	<p>This course will acquaint students with the content of the United States Constitution and its amendments; its interpretations within political, social, and historical contexts; and will examine the reasoning process in major judicial decisions.</p> <p>Prerequisite: Soc 1710 or PolS 1100</p>	3
PSYC	1150	General Psychology	<p>This course provides an overview of psychology, introducing students to the scientific study of behavior and mental processes. Topics covered include theory and research in psychology, biopsychology, consciousness, learning, memory, personality, disorders, and social psychology. Students will demonstrate an understanding of key topics in Psychology and apply course concepts to analyze real-world situations, including their own daily life. Designed for non-majors seeking a foundational understanding of psychology, this course is also suitable for psychology majors fulfilling a three-credit general psychology requirement for transfer purposes.</p>	3
PSYC	1160	Introduction to Psychology	<p>This course provides an in-depth introduction to the scientific study of behavior and mental processes. It serves as a foundational component for students pursuing advanced coursework in Psychology and related disciplines. Topics include history of psychology, research methods, neuroscience, sensation and perception, learning, memory, social psychology, disorders and therapies. Additional topics may include consciousness, lifespan, thinking and intelligence, language, gender and sexuality, emotions, personality psychology, health psychology, and applied psychology.</p>	4

			<p>This course is an in-depth look at the processes of normal human adjustment and their application in the student's life adjustment. A component of the course is diversity and dealing with diversity, specifically the development and changing group identities in the U. S.; an examination of the individual and institutional processes of unequal power between groups; an examination of the students' attitudes, behavior and beliefs about diversity, stereotyping, prejudice, bias and racism and bigotry; and experience in developing the necessary communication skills for living and working in a diverse society. Other topics may include goal setting and change processes, self-awareness and identity, physical and psychological health, stress and coping, interpersonal relationships and communication, emotions and motivation, social interactions, psychological growth and development, meaning and values, and decision making.</p>	3
PSYC	1165	Psychology of Adjustment		
PSYC	1170	Psychology of Gender	<p>Psychology of Gender includes the theory and research relating to sexuality, gender roles and sexual orientation.</p>	3
			<p>This course focuses on the psychological, intellectual, and physical development from the prenatal period through adolescence. Topics include general theoretical approaches and research methods in studying child and adolescent development, birth and the newborn child, and development in the following areas: prenatal, physical, perceptual, cognitive, intellectual, language, personality, social and atypical.</p>	3
PSYC	1210	Child Development	<p>Completion of General Psychology is helpful prior to taking this course.</p>	

PSYC	1220	Psychology of Aging	As a psychological journey through the stages of adulthood, this course covers the biological, psychological, and socio-emotional changes from early adulthood to the time of dying and death. Topics include, but are not limited to: theories of adult development, research methods, identity, relationships, cognitive and biological changes associated with aging, grief and loss, and death and dying. Student participation in research, service learning, and/or campus activities is expected in this class.	3
PSYC	1250	Life Span Developmental Psychology	Life Span Developmental Psychology examines continuity and change across the life span. The course examines the biological, cognitive, and social development of humans from conception through death. Topics will explore maturation, human growth experiences, transitions, and the various stages of psychological and physical development as key components influencing human behaviors.	4
PSYC	1990	Topics:	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
PSYC	2000	Statistics for the Behavioral Sciences	Students use basic mathematical and computerized procedures to analyze data in the behavioral sciences. Students use statistical software (e.g., SPSS, R, PSPP) to conduct descriptive and inferential data analyses. Students choose and apply statistical procedures to help to answer psychological and behavioral scientific research questions. Students read, interpret, and write APA-style Results sections for behavioral science research.	4

PSYC	2110	Principles of Social Psychology	This course examines the major theories and classic research studies of Social Psychology. We will analyze how individuals' thoughts, feelings and actions are influenced by others. Topics include perception, attraction, altruism, aggression, attitudes, leadership, conformity and obedience, stereotyping and prejudice, persuasion and propaganda and the self-concept.	3
PSYC	2320	Psychological Disorders	This course is an introduction to the origin, classification, and treatment of psychological disorders. Topics include historical and research issues, adjustment reactions to stress/anxiety, mood disorders, personality disorders, psychoses, types of psychotherapy, legal and ethical issues.	3
PSYC	2330	Personality Psychology	The course explores the major theories of personality, including psychodynamic, behavioral, cognitive, humanistic, and trait approaches. By studying these perspectives, students will gain a comprehensive understanding of personality psychology, the study of the self, and its significance within psychological theory and research. Additionally, students will apply these concepts to gain insight into their own personalities and those of others. The course will also focus on research methods in personality psychology and how to critically assess claims about personality using empirical evidence.	3
PSYC	2340	Human Sexuality	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. Pre-reqs: PSYC 1150 or PSYC 1160 or instructor-approved prerequisite appeal form.	3

PSYC	2350	Multicultural Psychology	<p>This course is an introduction to diversity and multiculturalism within psychology. We will examine how culture, broadly defined, affects the client/therapist relationship, individual identity, group behavior, and research within psychology. By the end of this course, students will have a broad understanding of extant research on diversity from a wide variety of perspectives including international perspectives. Students will be able to evaluate research and research arguments. Students will be able to think critically about psychological theory, the impact of public policy, research findings, and future research directions.</p>	3
PSYC	2360	Psychology, Race, and Law	<p>This course will examine the interaction between psychology, the legal system and race. Topics we will explore include but are not limited to include eyewitness memory, the insanity defense, involuntary civil commitment, forensic evaluation in cases of child sexual abuse, false confessions, profiling, and child custody determinations. The class addresses various controversies in the law, including jury selection, jury decision-making, police interrogations and confessions, use of lie-detector tests, eyewitness testimony, repressed and recovered memories, and the role of psychologists as expert witnesses. We will survey real-world examples of what may be current at the time. These real-world examples will describe scenarios and cases that illustrate or explain an important legal concept or psychological principle covered in the chapter or section being discussed in class. This course provides a strong foundation of understanding for individuals interested in Forensic Psychology, Criminal Justice and Law.</p>	3

SOC	1110	Introduction to Sociology	This course is a study of social and cultural aspects of human behavior. Topics include society and culture, roles and norms, groups and organizations, deviance, inequality, social and cultural change, and research methods.	3
SOC	1130	Social Problems/Deviance	This course examines issues and concerns in the modern world such as population, global warming, the environment, natural resources, terrorism, poverty, racism, sexism, mental illness, drug abuse, crime, sexual assault, prostitution and suicide. Social policies designed to deal with those issues are also considered. Prerequisite: Soc 1110	3
SOC	1710	Introduction to Criminal Justice	This course covers the history, organization, and function of the criminal justice system in the United States. Topics include foundations of crime and justice, victimization, crime statistics and the extent of crime, police issues, court systems, corrections, and future trends. Note: Sociology 1110 recommended prior to taking this course.	3
SOC	1720	Police and Community	This course addresses the affective-oriented aspects of contemporary law enforcement. Topics include crime prevention, police community relations, ethical decision-making, cultural diversity, bias-motivated crimes, domestic abuse, problem solving, volunteerism, and interpersonal communications. Note: SOC 1110, Introduction to Sociology, recommended before taking this class.	3

SOC	1730	Juvenile Justice	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.	3
SOC	1750	Families in Crisis	This course analyzes the dimensions and dynamics of family dysfunctions. Topics may include, domestic abuse, child abuse and protection, vulnerable adults, peace officer response to crime victims, Americans with Disabilities Act as it relates to peace officers, mental health, poverty, homelessness, and the substance abuse as related to family issues. Prerequisite: Soc 1110	3
SOC	1990	Sociology Special Topics	This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.	
SOC	2110	Principles of Social Psychology	This course examines the major theories and classic research studies of Social Psychology. We will analyze how individuals' thoughts, feelings and actions are influenced by others. Topics include perception, attraction, altruism, aggression, attitudes, leadership, conformity and obedience, stereotyping and prejudice, persuasion and propaganda and the self-concept.	3
SOC	2210	Social Inequality	This course considers the social history, current conditions, and future prospects of minority groups in the United States. Topics include racism, sexism, prejudice, discrimination, affirmative action, and other related issues and social policies. Prerequisite: Soc 1110	3

SOC	2730	Introduction to Corrections	<p>This course examines corrections as a major component of the criminal justice system in the United States. Topics may include programs, practices and critical issues.</p> <p>Prerequisite: Soc 1710 or Consent of Instructor</p>	3
SOC	2750	Community Corrections	<p>This course studies the purposes and goals of community-based corrections and explores alternatives to incarceration in centralized penal institutions. Addresses issues related to diversion programs, the management of offenders in community settings and re-entry programs. Examines the role of community corrections and restorative justice practices within the broader correctional system. Offers students insights into the daily experiences of those working in the field of community corrections.</p>	3
SPAN	1030	Spanish and Latin American Culture	<p>This course is an introduction to the civilization and culture of Spain and Spanish America, with particular emphasis on comparative cultures, modern trends, the ancient Indian civilizations and African-Spanish-American influences. The course is taught in English; no previous knowledge of Spanish is required.</p>	3

SPAN	1050	Spanish for Health Care Workers	<p>This course is designed for students in medical and health care areas who want to develop fundamental skills in conversational Spanish as related to their daily activities. The course activities are divided into two major sections: First, basic language skills that are taught using the textbook, <i>An Introduction to Spanish for Health Care Workers</i>; Second, the creation and practice of dialogs related to specific nursing tasks (e.g., assessing medical history, assessing health risks, teaching breast self exams, making appointments, etc.). This course is not a Spanish language class per se, but it is designed to teach health care students how to do specific tasks in Spanish. As such, there is no specific Spanish prerequisite to be enrolled in this course. All non-native speakers of Spanish at any level are encouraged to enroll in this course. Students who are interested in acquiring Spanish language in general are invited to enroll in traditional Spanish courses.</p>	3
SPAN	1101	Beginning Spanish I	<p>Designed for the student with little or no previous experience with languages, this course stresses correct pronunciation, aural comprehension, basic structure, and a practical reading knowledge of Spanish.</p>	5
SPAN	1102	Beginning Spanish II	<p>Continuing the activities and skill development from Span 1101, this course will emphasize basic proficiency reinforcing the student's knowledge and awareness of appropriate language use in a variety of situations. Prerequisite: Span 1101 or equivalent recommended</p>	5
SPAN	1990	Topics:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	

SPAN	2201	Intermediate Spanish I	This course continues the development of the multiple language skills introduced in the beginning sequence. The student is introduced to the literature and culture of Spain and Spanish America. Prerequisite: Span 1102 or equivalent recommended	5
SPAN	2202	Intermediate Spanish II	This course continues the development of multiple language skills with the opportunity to improve reading, writing, speaking and listening comprehension, with emphasis on developing skills in conversation and in expanding vocabulary. The student will also have a more extensive exposure to the literature and culture through readings and films. Prerequisite: Span 2201 or equivalent recommended	5
TFT	1200	Theatre in the Twin Cities	Students attend performances of plays in order to understand the elements of theatrical and dramatic production. Students develop criteria for the evaluation of productions as they explore the complexities of theatre and its reflection of society. They also examine their own biases and value systems and how they affect their evaluation processes regarding artistic, societal, and personal points of view.	3
TFT	1210	Introduction to Theatre	Students become involved in a play's production while they explore the roots of the theater as a reflection of culture and community. Students investigate major theatrical historical periods and personalities, work on self-selected crews, analyze dramatic literature for meaning and production considerations, and may create and perform their own scenarios as a means of understanding the transformation of theater from page to stage.	3

TFT	1250	Introduction to Film	This course is an introduction to the history and techniques of entertaining and communicating ideas through motion pictures. The course consists of viewing, analyzing, discussing and writing about films as a means of understanding visual communication and developing greater visual literacy.	3
TFT	1260	Introduction to Television	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, constantly emphasizing the effect of money on this pervasive medium. Both television shows and movies about television will help illuminate the course content.	3
TFT	1270	Digital Video Production	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 are encouraged to use their own computer for editing if possible. Basic knowledge of the computer is helpful.	3

TFT	1280	Introduction to Screenwriting	<p>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 of screenwriting; to be a beginning course in the field that will help prepare students for further work.</p>	3
TFT	1290	Design for Theatre	<p>This course is an examination of how theatre design (set, costume, properties, and lighting) are used to support the production of a play. The elements of design- line, texture, color, and form- are explored as they have been and are currently used by designers and directors for theatrical productions. Students analyze dramatic literature and create design projects.</p>	3
TFT	1310	American Cinema	<p>American Cinema is a class in which students look at American films that have played a role in American film history from its beginnings to the present. They explore America's filmmaking history and its contributions to American culture, specifically considering the many diverse communities portrayed in these films as well as filmmakers from these often minority communities. These selections include films by or about African Americans, Asian Americans, Latino Americans, Native Americans, GLBT Americans, and the contributions of American Women throughout film history. The course consists of viewing, analyzing, discussing and writing about American films as a means of understanding the impact of these works on our diverse American culture.</p>	3

TFT	1320	World Cinema	World Cinema is a class in which students look at films from around the world. They explore various non-English-speaking countries' contributions to filmmaking and world culture that have been made by these countries' films. They look at two films from each country studied: one that exemplifies the historical/cultural concept that is associated with that country's films and one contemporary film from that country. The course consists of viewing, analyzing, discussing and writing about films from other cultures films as a means of understanding the impact of these works on our own as well as other cultures.	3
TFT	1350	The American Musical Theatre	American Musical Theatre is designed to enlighten the learner about the basics of musical theatre production and its genesis as a uniquely American art form. Also, the course will take a close look at the context in which these musicals were created and how they challenged society at that time. In addition, the course will examine the writing of the book, lyrics and music of many shows in an attempt to better analyze and evaluate the content.	3
TFT	1450	Stagecraft	This course introduces the student to the elements of theatrical design and its implementation for a stage production. The student will gain practical experience and a working knowledge of set construction techniques, and lighting and sound equipment and their use. Safety standards will be emphasized, as well as competencies in utilizing various power and hand tools. Students will work on construction and operating crews in support of college theatre productions.	3

TFT	1500	Acting I	This course uses lectures, discussions, and interactive exercises to learn, demonstrate, and evaluate the principles of improvisation including basic stage awareness, non-verbal communication, self-awareness, and team work. Students will work in ensemble to understand, evaluate, and use the concepts of objective, intention, and motivation. Written analyses as well as presentations may be used to demonstrate understanding of these skills and concepts.	3
TFT	1510	Movement and Voice	Students will learn and incorporate a movement vocabulary and relaxed vocal projection through a series of group projects throughout the semester. Emphasis is placed on utilization of learned techniques to create character, heightened response to others on stage and to enhance stage presence.	3
TFT	1520	Acting II: Building Characters	Students select plays and their characters to research, analyze, evaluate, write about, and present or demonstrate character analysis, posture, movement, non-verbal communication, vocal variety, projection, and personal experience and awareness. Students are encouraged to take TFT 1500 (Acting 1: Improvisations and Foundations) before taking this class.	3
TFT	1531	Stage Combat I	Stage Combat I is an introductory course in the Stage Combat Program, and will focus on unarmed (hand to hand fighting) and armed (found objects, knives, etc.) stage combat. The program conforms to the guidelines put forth by the Society of American Fight Directors (SAFD). Telling a story effectively through the use of disciplined and safe stage combat will be stressed, as well as instruction in the history, type and use of various weapons. Students in the performing arts will gain self-confidence in their ability to fulfill the needs of any script calling for stage or screen violence. Students not in the performing arts will gain a firsthand appreciation of the skills necessary to make stage and screen violence look real.	3

TFT	1532	Stage Combat II	<p>Stage Combat II is the follow-up course to Stage Combat I in the Stage Combat Program. The primary focus of this course will be on performance. The skills learned in Stage Combat I will be reviewed and refined, then applied to the performance of choreographed staged fights within the context of a scene. Students will assign emotional value to the physical circumstances of the scene and act out the intentions of the character. This program conforms to the guidelines put forth by the Society of American Fight Directors (SAFD), which contains 90 hours of required instruction. Students in the performing arts will gain self-confidence in their ability to fulfill the needs of any script calling for stage or screen violence. Students not in the performing arts will gain a firsthand appreciation of the skills necessary to make stage and screen violence look real.</p>	3
TFT	1540	Acting for the Camera	<p>Students will have the opportunity to perform in front of the camera and see themselves as the camera records them, revealing their strengths and challenges. Acting techniques specific to working in film and television will be covered along with methods for auditioning, script analysis, character development, communication and style. How to handle camera and editing equipment is also included.</p>	3
TFT	1600	Theatre Practicum: Performance	<p>In this class, students choose a particular area of practicum study such as acting, directing, assisting a director, working on a technical crew assignment, or another major responsibility. Students research, analyze and participate in some aspect of a North Hennepin production. This course may be repeated for credit. Prerequisite: Consent of instructor</p>	

TFT	1610	Theatre Practicum: Technical	<p>In this class, students choose a particular area of practicum study such as directing, assisting a director, working on a technical crew assignment, or another major responsibility. Students research, analyze and participate in some aspect of a North Hennepin production. This course may be repeated for credit. Consent of Instructor required.</p> <p>Prerequisite: Consent of instructor</p>	
TFT	1990	Topic:	<p>This course will provide flexibility in offering an in-depth review of topics of immediate importance and topical interest. These topics will go beyond the introductory courses in examining specific aspects of the subject matter.</p>	
TFT	2010	Fundamentals of Directing	<p>Fundamentals of Directing is open to any student who is interested in learning the basic skills necessary to become adept at directing. The student will learn about the wide variety of responsibilities a director assumes, as well as the range of knowledge every director needs to possess in order to communicate a story effectively on stage or screen. The course will cover the function of the director, script analysis, groundplan and blocking, working with the actor, creating a unified whole, and working collaboratively with a production team. In addition, the course will cover some of the similarities and differences between directing for the stage, film, and television. For students in careers outside the performing arts, this course offers opportunities to gain a deeper appreciation of the process of directing, increase personal self-confidence, and improve communication skills in a team setting.</p> <p>Pre-requisites: TFT 1500 or TFT 1540 or TFT 1210 or TFT 1250 or instructor permission.</p>	3

TFT	2110	The NHCC Filmmaking Project: Capstone Class	<p>The North Star Film Project: Capstone Class (TFT 2110) is an academic class in which film degree candidates shoot the short films they wrote in the Introduction to Screenwriting class. Students meet at least one hour per week in a laboratory format and produce their short films, learning to plan, rewrite, cast, shoot, edit, and mix their films into finished products, ready for viewing. Students in this class may have already participated in the North Star Film Project: Student Activity Class (TFT 1110). Students in the Student Activity Class (TFT 1110) function as actors and crew for those in the Capstone Class.</p> <p>Students in the AA Film Emphasis degree program should have done the following before taking this class:</p> <ul style="list-style-type: none"> - a completed short film script from the Introduction to Screenwriting class (TFT 1280); - completed the Digital Video class (TFT1270); and. - completed the Fundamentals of Directing class, (TFT 2010). 	3
TFT	2150	Play Analysis	<p>This course will introduce the student to a variety of plays that will be read and analyzed for content, meaning, structure, genre and historical context. Focus will include looking at the script as a blueprint for theatrical production from several different points of view, as well as analyzing the text utilizing various techniques and methodologies.</p>	3
TFT	2500	Playwriting	<p>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 play writing.</p> <p>Prerequisites: Engl 1900</p>	3

TFT	2550	Acting II	Continued exploration of the intuitive and imaginative techniques from Acting I with added scene work by American and European playwrights. Work begins with but moves away from simple evaluated scenes and includes specific vocal and physical character choices and script analysis. Advanced partnering skills and inside referent works are explored. Exercises are used to create an imaginative relationship to your partner with flexibility and precision. Students will hone ability to assess properties of effective acting using objective criteria in critique sessions. Class also includes lessons on professional etiquette, the business of acting and ensemble building.	3
TFT	2950	Theatre Appreciation Field Trip	This class gives students an opportunity to attend theatre productions and explore back-stage theatre operations. Students will learn the components of dramatic production and establish a basis for evaluation of a production. May be repeated for credit.	1-3



Additional Information

2024-2025

Engaging students, changing lives

North Hennepin Community College

7411 85th Avenue North, Brooklyn Park, MN 55445-2231 **p** 763.488.0391 **e** info@nhcc.edu **w** nhcc.edu

Equal Opportunity Educator and Employer. To receive this information in an alternate format, call 763.493.0555 (voice) or via the Minnesota Relay at 1.800.627.3529.

About North Hennepin Community College

IN THIS SECTION



Our Mission

Engaging students, changing lives

North Hennepin Community College creates opportunities for students to reach their academic goals, succeed in their chosen professions, and make a difference in the world.

Our Vision

Opportunity without limits, learning without end, and achievement beyond expectation

Our Guiding Values

We believe in the power of education to change lives. Toward that end, we:

Inspire intellectual curiosity

Embrace diversity of all kinds

Foster trust and respect

Expect quality and continuous improvement

Encourage creativity and innovation

Promote individual responsibility and integrity

Invest in professional and personal development

Build strong, collaborative partnerships

Serve as responsible stewards of college resources

Our Commitment to Racial Equity

North Hennepin Community College is dedicated to upholding anti-racist and inclusive work practices and moving toward systems that benefit us all. We acknowledge that we are on Indigenous land, the traditional territories of the Dakota people. We recognize that human diversity is a fundamental strength of our community and that racism and oppression have caused the long-lasting and grievous harm of historical trauma. North Hennepin Community College, together with historically marginalized communities, is committed to advancing racial equity, closing the opportunity gap, and improving college access to communities that experience racial inequities. North Hennepin Community College will incorporate racial equity as a standard part of decision-making processes as we strive for a complete state of physical, mental, and social wellbeing across the student and employee experience.

Building a Strategic Foundation for Our Future

The North Hennepin Community College strategic plan is built on our vision, mission, and the values we hold dear. See what we're

doing, what we hope to do, and how we're measuring success.

STRATEGIC PLAN 2018-2025

Contact Us

Any questions about the application, registration, or benefits process? We are glad to help you as you take the next step on your journey.

Location & Contact

Location

7411 85th Avenue North
Brooklyn Park, MN 55445

Phone

Main: 763-488-0391
Out-State: 1-800-818-0395
MN Relay: 1-800-627-3529

Fax

763-424-0929

Email

info@nhcc.edu

Campus Hours

Monday: 6:30 a.m. - 10:30 p.m
Tuesday: 6:30 a.m. - 10:30 p.m
Wednesday: 6:30 a.m. - 10:30 p.m
Thursday: 6:30 a.m. - 10:30 p.m
Friday: 6:30 a.m. - 10:30 p.m
Saturday: 7:00 a.m. - 6:00 p.m.

Closed Sunday

Campus Hours

Administration

IN THIS SECTION

President and Executive Leadership



President

Dr. Rolando García

rolando.garcia@nhcc.edu



Vice President of Academic Affairs

Dr. Derrick D. Lindstrom

derrick.lindstrom@nhcc.edu



Vice President of Student Affairs and Enrollment Management

Julio Vargas-Essex

julio.vargas-essex@nhcc.edu



Associate Vice President for Equity and Inclusion

Dr. "Eda" Rassheedah Watts

eda.watts@nhcc.edu



Vice President of Finance & Operations

Dawn Belko

dawn.belko@nhcc.edu



Chief Information Officer

Joseph Collins

joseph.collins@nhcc.edu



Interim Human Resources Director

Melissa Danner

Melissa.Danner@nhcc.edu

Deans

[EXPAND ALL](#)

[COLLAPSE ALL](#)

Student Development



Lindsay Fort, Dean of Student Development

Contact me for Access Services, Academic Advising, CARE Center, Food Cupboard, Library, Student Life, TRIO Programs, Tutoring Centers, and Veteran's Services.

Email: Lindsay.Fort@nhcc.edu

Phone: 763-424-0736

Location: ES 118E

Mel Moua, Administrative Specialist

Email: Melanie.Moua@nhcc.edu

Phone: 763-424-0888 Location: ES 17C

[^ BACK TO TOP](#)

Enrollment Management



Melissa Leimbek, Dean of Enrollment Management

Contact me for Access Services, Admissions, Financial Aid, Library, Records & Registration, Testing and Tutoring Centers.

Email: Melissa.Leimbek@nhcc.edu

Phone: 763-424-0975 Location: LRC 149

Mel Moua, Administrative Specialist

Email: Melanie.Moua@nhcc.edu

Phone: 763-424-0888 Location: ES 17C

[^ BACK TO TOP](#)

Nursing and Allied Health Professions



Associate Dean: Amy Goman

Contact me for: Corporate Wellness (AS), Exercise Science Transfer Pathway (AS), Health (AS), Health Sciences Broad Field (AS), Medical Laboratory Technician (AAS),

Nursing, Nursing AS advanced standing, Nutrition (AS), Personal Training Certificate, Phlebotomy Technician Certificate, Wellness Coach Certificate

Email: amy.goman@nhcc.edu

Phone: 763-424-0746 Location: BHCC 139

[^ BACK TO TOP](#)

School of Business, Careers, Education, and Workforce Innovation



Interim Dean: Dr. Kim Turner-Rush

Contact me for: Accounting, Management, and Computer Systems Certificate, Accounting Skills Certificate, Accounting Technology (AAS), Accounting Transfer Pathway (AS), Building Inspection Technology Certificate, Business, Communication, and Technology Essentials Certificate, Business, Computer Systems, and Management (AAS), Business, Computer Systems, and Management (AS), Business Principles Certificate, Business Transfer Pathway (AS), Communication and Computer Skills Certificate, Construction Management (AS), Construction Management Certificate, Construction Quality Assurance and Quality Control Certificate, Construction Technology (AAS), Construction Technology (AS), Digital Knowledge Analysis Certificate, E-Commerce Essentials Certificate, Education (AS), Entrepreneurship (AAS), Entrepreneurship Certificate, Finance and Investments Certificate, Finance Management (AAS), Management (AAS), Management Certificate, Marketing (AAS), Marketing and Sales Certificate, Microsoft Office Essentials Certificate, Microsoft Office Principles Certificate, Microsoft Office Specialist Certificate, Paralegal Certificate, Paralegal (AS), Project Management Essentials Certificate, Web Graphic Design and Programming and E-Commerce Certificate, Written Communications Technologies Certificate

Email: kim.turner-rush@nhcc.edu

Phone: 763-493-0546 Location: CBT 146

Shauna Schreiber, Administrative Assistant

Email: shauna.Schreiber@nhcc.edu

Phone: 763-424-0758

[^ BACK TO TOP](#)

School of Liberal Arts and Academic Foundations



Dean: Dr. Taiyon Coleman

Contact me for: Liberal Arts (AA), American Sign Language Certificate, Communication Studies Transfer Pathway (AA), Corrections (AS), Corrections Certificate, Creative Writing (AFA), Criminal Justice (AS), Economics Transfer Pathway (AS), English Language for Academic Purposes Certificate, English Transfer Pathway (AA), Gender and Women's Studies Emphasis (AA), History Transfer Pathway (AA), Human Services (AS), Law Enforcement Transfer Pathway (AS), Political Science Transfer Pathway (AA), Psychology Transfer Pathway (AA)

Email: Taiyon Coleman

Phone: 763-424-0950 Location: CLA 175

Edgar PerezValerio, Administrative Assistant

Email: Edgar.PerezValerio@nhcc.edu

Phone: 763-424-0822

[^ BACK TO TOP](#)

School of Science, Technology, Engineering, Arts, and Math



Interim Dean: Gretchen Flaherty

Contact me for: Application Programming Certificate, Art Transfer Pathway (AFA), Biology Transfer Pathway (AS), Chemistry Transfer Pathway (AS), Computer Science Transfer Pathway (AS), Data Science (AS), Film Emphasis (AA), Game Programming Certificate, Graphic Design (AS), Internet Programming Certificate, Mathematics Transfer Pathway (AA), Music (AFA), NET Programming Certificate, Object-Oriented Programming Certificate, Pre-Engineering (AS), Studio Arts (AFA), Theater Transfer Pathway (AFA)

Email: gretchen.flaherty@nhcc.edu

Phone: 763-488-0250 Location: SC 120C

Sue Swenson, Administrative Assistant

Email: susan.swenson@nhcc.edu

Phone: 763-424-0833

Renee Zachman, Administrative Assistant

Email: Renee.Zachman@nhcc.edu

Phone: 763-424-0775

^ [BACK TO TOP](#)

2024-2025 Academic Calendar

AUGUST						
S	M	T	W	H	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 half DD	22 half DD	23 FSA	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	H	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 PATH	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 APR	17 FSA	18 FSA	19
20	21	22	23	24	25	26
27	28	29 EPD	30	31		

NOVEMBER						
S	M	T	W	H	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 APR	28	29	30

DECEMBER						
S	M	T	W	H	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 FSA	24	25	GD 26	27	28
29	30	31				

- Holiday
- 5 Finals
- 5 DD - Duty Day/All College Day
- 5 FSA - Faculty Self-Assigned
- 70 Class Day
- Grades due
- Major Religious Holiday (Class Day)

M T W H F S
14 14 14 14 14 15

JANUARY						
S	M	T	W	H	F	S
			1	2	3	4
5	6	7	8 half DD	9 half DD	10 FSA	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	H	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25* Path	26	27	28	

MARCH						
S	M	T	W	H	F	S
						1
2	3	4	5	6	7	8
9	10 SB	11 SB	12 SB	13 SB	14 SB	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10 EPD	11 APR	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	H	F	S
				1	2	3
4	5	6	7 APR	8	9	10
11	12	13	14	15	16 FSA	17
18	19 Com	20	21	22	23	24
25	26	27	28	29	30	31

- Holiday
- 5 Finals
- 5 DD - Duty Day/All College Day
- 4 FSA - Faculty Self-Assigned
- 72 Class Day
- Grades due
- Major Religious Holiday (Class Day)

M T W H F S

Key

Holiday	
10	Finals
7	DD - Duty Day/All College Day
6	FSA - Faculty Self-Assigned
6	half DD and half FSA
142	Class Day
GD	Full semester course grades are due at noon on this day

Major Religious Holidays (Class Days)

Rosh Ha'Shanna: Evening 10/2 - 10/3
 Yom Kippur: Evening 10/11 - 10/12
 Ramadan: 3/1 - 3/30
 Eid Ul-Fitr: Evening 3/30 - 3/31
 Passover: Evening 4/12 - 4/13
 Good Friday: 4/18

SB - Spring Break. No classes are held during spring break.

FSA - Faculty Self-Assign day. FSA days are for faculty to complete whatever work they need to do. Administration can NOT assign faculty to do any specific task on FSA days.

DD - Duty Day. Duty days are days when administration assigns employees to do things.

APR - Assessment and Program Review Duty Day.

EPD - All Employee Professional Development Duty Day. These days ALL employees are expected to participate in administratively assigned duties for the day.

GD - grades for courses that run the entire length of the semester are due by noon on this date.

Com - Commencement. All employees are assigned to attend graduation.

Path - Pathways day, a day to focus on student success. *Feb. day is not student-facing.

Half Semester Classes		MW	TH
Fall	First-Half: Aug 26 - Oct 19	??	??
	Second-Half: Oct 21 - Dec 14	??	??
Spring	First-Half: Jan 13 - Mar 15	??	??
	Second-Half: March 17 - ????	??	??

2024-2025 Calendar - Important Dates

Monday, August 19, 2024

- Extended Student Services Hours, 8am-6:00pm

Tuesday, August 20, 2024

- Extended Student Services Hours, 8am-6:00 pm

Wednesday, August 21, 2024

- Windows & Phones Closed 8am-10am: All Campus Meeting
- Student Services Hours, 10am-6:00pm
- Faculty Half Duty Day – Faculty Only

Thursday, August 22, 2024

- Extended Student Services Hours, 8am-6:00pm
- Faculty Half Duty Day – Faculty Only

Friday, August 23, 2024

- Faculty Self Assigned Day (FSA)
- Student Services 8am-4:30pm

Saturday, August 24, 2024

- Saturday Student Services Hours, 8:30am-12:30pm

Monday, August 26, 2024 – Wednesday, August 28, 2024

- Extended Student Services Hours, 8am-6:00pm
- First Day of Classes, Monday, August 26

Monday, September 2, 2024

- Labor Day Holiday – Campus Closed

Friday, September 13, 2024

- Fire Drill
- Technology Free Friday

Tuesday, September 17, 2024

- Guided Pathways Day
- No NHCC Classes
- Offices and windows are closed

- All Required In-Person
- Library and special services closed

Wednesday October 16, 2024

- No NHCC Classes
- Program Review Day – All Student Affairs & Faculty
- Offices and windows closed (No late hours)
- Library, Tutoring, and special services closed

Thursday, October 17, 2024 – Friday, October 18, 2024 (MEA)

- FSA Days – Faculty only
- No NHCC classes
- Offices and windows are open 8am-4:30pm
- Library Open (Tutoring limited availability) 9:00 am-3:00 pm

Tuesday October 29, 2024

- EPD – Employee Professional Development Day – All Employees
- No NHCC classes
- Offices, windows, and library, tutoring closed. No evening hours.
- All Employees Required In Person

Monday, November 11, 2024

- Veterans Day Holiday, Campus Closed

Friday, November 15, 2024

- Technology Free Friday
- P.A. System Testing

Wednesday, November 27, 2024

- No NHCC Classes
- Program Review Day – Faculty & Student Services.
 - Student Affairs Program Review from 1:00 -4:30 pm only
 - Offices closed 12pm-4:30pm, No evening hours.
- Offices, Windows, Library, Tutoring & Special Services open 8am-12:00 pm.
- Library, Tutoring & special services closed 1:00-4:30

Thursday - Friday, November 28-29, 2024

- Thanksgiving Holiday, Campus Closed

Monday, December 16, 2024

- Finals begin

Saturday, December 21, 2024

- Finals end

Monday, December 23, 2024

- Faculty Self Assigned Day
- Windows and Offices open 8am-4:30pm
- WIEL, Access Services, Tutoring and Library services closed in person- Limited Remote Options available

Tuesday December 24, 2024

- Winter Break - no classes until January 13th
- Windows and Offices open 8am-4:30pm
- WIEL, Access Services, Tutoring and Library services closed in person- Limited Remote Options available

Wednesday December 25, 2024

- Campus Closed (Holiday Observed)

Thursday, December 26, 2024

- Winter Break - no classes until January 13th
- Grades due at Noon
- Windows and Offices open 8am-4:30pm
- WIEL, Access Services, Tutoring and Library services closed in person- Limited Remote Options available

Friday, December 27, 2024

- Winter Break - no classes until January 13th
- Windows and Offices open 8am-4:30pm
- WIEL, Access Services, Tutoring and Library services closed in person- Limited Remote Options available

Monday, December 30-Friday, January 3 2025

- Windows and Offices open 8am-4:30pm
- No Late Nights
- Library, Tutoring and special services open 8:00-4:30 pm

Wednesday, January 1, 2025

- Campus Closed (New Year's Holiday)

Monday, January 6, 2025

- Extended Student Services Hours, 8am-6:00pm

- Library, Tutoring and special services open 8:00-4:30 pm

Tuesday, January 7, 2025

- Extended Student Services Hours, 8am-6:00pm
- Library, Tutoring and special services open 8:00-4:30 pm

Wednesday, January 8, 2025

- Extended Student Services, Windows open 10am-6:00pm
- Windows Closed 8am-10am: All Campus Meeting
- All Required In-Person
- Faculty Half Duty Day – Faculty Only
- Library, Tutoring and special services open 10:00-4:30 pm

Thursday, January 9, 2025

- Extended Student Services Hours, 8am-6:00pm
- Faculty Half Duty Day – Faculty Only
- Library, Tutoring and special services open 8:00-4:30 pm

Friday, January 10, 2025

- Faculty Self Assigned Day (FSA)
- Student Service Hours 8am-4:30pm
- Library, Tutoring and special services open 8:00-4:30 pm

Saturday, January 11, 2025

- Saturday Student Services Hours, 8:30am-12:30 pm

Monday, January 13, 2025 – Wednesday, January 16, 2025

- Extended Student Services Hours, 8am-6:00pm
- First Day of Classes, Monday, January 13th

Monday, January 20, 2025

- Martin Luther King Jr Day Holiday, Campus Closed

Friday, February 7, 2025

- Technology Free Friday
- P.A. System Testing

Monday, February 17, 2025

- President's Day Holiday, Campus Closed

Tuesday, February 25, 2025

- Guided Pathways Day
- No NHCC Classes
- Offices and windows are closed
- All Required In Person
- Library, Tutoring and special services closed

Monday, March 10, 2025 – Friday, March 14, 2025 (Spring Break)

- Offices and Windows open 8am-4:30pm. No evening hours.
- WIEL, Access Services, Tutoring and Library services closed in person- Limited Remote Options available

Thursday, April 10, 2025 (Employee Development Day & Open House)

- EPD – Employee Professional Development Day – All Employees
- No NHCC classes
- Offices and Windows Closed
- All Employees Required In Person from 10:00-6:30
- Employee Open House Participation 3:00-6:30
- Library Open 3:00 pm -6:30 pm

Friday, April 11, 2025

- No NHCC Classes
- Program Review Day – Faculty & Student Services All Day.
- Offices and windows Closed
- Library, Tutoring and special services closed

Thursday, April 17, 2025

- Tornado Drill

Friday, April 18, 2025

- Technology Free Friday

Wednesday, May 7, 2025

- No NHCC Classes
- Program Review Day – Faculty Only
- Student Affairs & Special Services provided scheduled as usual.

Thursday, May 8, 2025

- Finals begin

Wednesday May 14, 2025

- Finals end

Friday May 16, 2025

- Faculty Self Assigned Day – Faculty Only
- Offices and windows open, Student Service Hours 8am-4:30 pm
- P.A. System Testing
- Service windows close at 4:30pm
- Faculty Duty Day

Monday, May 19, 2025 (Commencement Day!)

- Grades due at noon
- Service windows close at 4:30pm
- Campus Closes at 6:00pm
- Commencement at 7:30 pm
- Faculty Duty Day

Grading

Individual faculty members are responsible for evaluating the achievement of students officially enrolled in their classes.

Credit courses shall be assigned grades according to the following:

"A" - *Superior Achievement / 4 Grade Points* - Represents achievement that is outstanding relative to the level necessary to meet course requirements.

"B" - *Above Average Achievement / 3 Grade Points* - Represents achievement that is significantly above the level necessary to meet course requirements.

"C" - *Average Achievement / 2 Grade Points* - Represents achievement that meets the course requirements in every respect.

"D" - *Below Average Achievement / 1 Grade Point* - Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.

"F" - *Inadequate Achievement / 0 Grade Points may be assigned to courses numbered 1000 level or above* - Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an incomplete (I).

"NC" - *No Credit / Not Figured in Grade Point Average* - May only be assigned to courses numbered below 1000 and Prior Learning courses.

"P" - *Passing / Not figured in Grade Point Average* – May only be assigned to courses approved through the Academic Affairs and Standards Council process.

All grades A through F are utilized in determining the student's grade point average.

Upon application to and recommendation by the Academic Affairs and Standards Council, selected college level credit courses may be graded P/F and selected developmental courses may be graded P/NC. P/F or NC shall be the only grading system for all students receiving grades in all sections of the approved course. The P/F

Addendum shall be reviewed and updated at the request of the Academic Affairs and Standards Council and upon final approval by the college President.

In addition to grades, the following symbols may be used:

"AU" - *Visitor or Auditor* - Must be declared at time of registration.

"FN" - *Failure for Non-Attendance* - Indicates the student did not attend or is no longer attending class and/or student did not complete or is no longer completing course assignments in courses numbered 1000 or higher. This symbol is used for last date of attendance purposes. Faculty may, but are not required to, take class attendance as documentation of a student's last date of attendance in the course. A record of the last course assignment completed by a student is sufficient documentation of the student's last date of attendance in the course. An FN symbol should be recorded using the online student record system no later than the withdrawal deadline. A letter grade of FN may be assigned at the discretion of the instructor when a student has never attended or is no longer attending or completing class assignments. The grade of FN is included in both the GPA calculation and the Completion Rate calculation.

"NN" - *Non-attendance for developmental courses* - Indicates the student did not attend or is no longer attending class and/or student did not complete or is no longer completing course assignments in courses numbered less than 1000. This symbol is used for last date of attendance purposes. Faculty may, but are not required to take class attendance as documentation of a student's last date of attendance in the course. A record of the last course assignment completed by a student is sufficient documentation of the student's last date of attendance in the course. An NN symbol should be recorded using the online student record system no later than the withdrawal deadline. The NN symbol does not affect the GPA but does affect the student's completion rate for purposes of calculating Student Academic Progress (SAP).

"H" - *Honors* - Accompanies a grade to signify that the course was completed as an Honors Option course.

"I" - *Incomplete* - An incomplete may be assigned when a student has completed most of the course work at a passing level, cannot complete the remaining work on schedule because of illness or other unusual circumstance, and has entered into a formal agreement with the instructor, which identifies when the remaining requirements will be completed. A grade of I is a temporary grade and

automatically becomes an F (or NC) at the end of the next semester (not including summer session) if the course work is not completed.

"W" - *Withdrawn from a course* - The withdraw (W) is normally student initiated. Under unusual circumstances the College may record a W for a student.



Number: 3.36.1

Name: Degrees and Certificates Procedure

Effective Date: May 13, 2022

Next Review Date: AY 2026–2027

Regulatory Authority:

- [MinnState Board Policy 3.36 – Academic Programs Policy](#)
- [MinnState System Procedure 3.36.1 Academic Programs Procedure](#)
- [MinnState Operating Instruction 3.36.1.2 – Media Codes](#)

Part 1. Degrees and Certificates Offered at North Hennepin Community College.

Subpart A. Associate in Arts (AA).

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

A student shall:

1. Earn a minimum of 15 semester credits of the 60 credits required for the AA degree at North Hennepin Community College.
2. Earn a grade point average of 2.0 (C) or higher in courses taken at North Hennepin Community College.
3. Complete the general education distribution requirement listed in the Minnesota Transfer Curriculum. The student shall select general education (MnTC) courses numbered 1000 or above to complete a minimum of 40 credits.
4. Have four years to complete the graduation requirements as published in the catalog in effect at the time of 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.

Required AA Degree Course Distribution:

1. Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas
2. Complete at least 4 credits for the Wellness requirement with at least one course from each of the following areas: Health (all courses) and Exercise Science (all courses).
3. Complete 16 elective credits, which are numbered 1000 or higher. If the student intends to transfer, he/she is encouraged to work with a counselor or adviser to fulfill requirements for transfer to the other institution.

Subpart B. Transfer Pathway Associate Degrees.

Associate of arts (AA), associate of science (AS), and associate of fine arts (AFA) degrees designed to ensure completion of designated baccalaureate degree programs at Minnesota State universities within 120 credits.

Subpart C. AA with Emphasis.

1. An associate of arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields.
2. The required AA degree course distribution listed above may differ by emphasis.

Subpart D. Associate in Science (AS).

The Associate of Science (AS) 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 AS degree provides a balance of general education courses and the required scientific, professional, or technical courses in the degree program.

A student shall:

1. Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn 30 credits in at least 6 of the 10 MnTC goal areas.
4. Have four years to complete the graduation requirements as published in the catalog in effect at the time of 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.

Subpart E. Associate in Fine Arts (AFA).

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

A student shall:

1. Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn 24 credits in at least 6 of the 10 MnTC goal areas for the AFA in Studio Art.
4. Earn 40 credits in all 10 MnTC goal areas for the AFA in Theatre.
5. Earn 30 credits in 6 of the 10 MnTC goal areas for the AFA in Music.
6. Have four years to complete the graduation requirements as published in the catalog in effect at the time of 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.

Subpart F. Associate in Applied Science (AAS).

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

A student shall:

1. Earn a minimum of 60–72 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn a minimum of 15 credits in at least 3 of the 10 MnTC goal areas
4. Earn at least 30 credits in the academic program's occupational or technical field of preparation.
5. Have four years to complete the graduation requirements as published in the catalog in effect at the time of 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.

Subpart F. Certificate.

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.0 (C). A certificate shall include 9–30 credits. At least one third of the credits must be completed at North Hennepin Community College.

Part 2. Degree/Program Completion.

1. Students may complete more than one certificate or degree at NHCC.
2. A separate degree application must be submitted for each certificate or degree.
3. A student must apply for each degree or certificate in the Records and Registration Office.
An application for degree must be made prior to final grade submission for the term in which the award may be granted.
4. A student has four years to complete the graduation requirements as published in the catalog in effect at the time of 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. In extenuating circumstances, a student may request a one term extension via appeal to Registrar.

Part 4. Campus Review.

Review Action	Date(s)	Diversity, Equity, and Inclusion Committee Review:
	4/25/2022—4/29/2022	
Campus Community Review Period:	3/7/2022—3/23/2022	
AFSCME Review:	4/1/2022—4/29/2022	
MAPE Review:	4/1/2022—4/29/2022	
MMA Review:	4/1/2022—4/29/2022	
Shared Governance Council Review:	4/15/2022	Student
Senate Review:	4/21/2022	President
Rolando Garcia Approval:	5/13/2022	Campus Community
Dissemination:	5/23/2022	

History

- Formerly NHCC III-0202, Date of Adoption 10-13-97
 - Revised 10-02-03
 - Revised 11-23-05
 - Revised 01-27-12
 - Revised 12-21-15 to reflect changes to board procedure and to lower residency requirement to 15 credits.
 - Revised 11-16-21 updated to reflect board policy and procedure changes: 08/30/19 – Adopted and implemented legislation concerning transfer pathways along with several updates to the baccalaureate completion program. Technical Changes made throughout the procedure and updated the language and formatting with the new writing and formatting styles.
- Revised Spring 2022

Warning, Suspension, and Probation (SAP)

IN THIS SECTION

The Advising Office provides support services to students on Academic Warning, Suspension and Probation. Advisors can help you: understand your status, answer questions about the appeal process and develop strategies to improve your academic success.

Satisfactory Academic Progress (SAP)

[SAP FAQ](#)

[NHCC SAP Policy/Procedure](#)

Students on Academic/Financial Aid Warning

While on academic warning, it is recommended that a student meet with a counselor or an advisor to help the student to identify specific barriers to success and learn about available resources.

Students on Academic/Financial Aid Suspension

North Hennepin Community College and [Minnesota State Board Policy 2.9](#) require that all students make satisfactory academic progress towards a degree, diploma or certificate to remain in good academic standing. The College also believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. However, occasionally a student's failure to make satisfactory academic progress is due to extenuating circumstances; therefore, we have developed an appeal process for these situations.

Appeal Process:

Complete an **Appeal for Academic/Financial Suspension**. Follow all directions and submit your appeal before the **deadline**. **You will be notified via email of the appeal outcome within 7-10 business days**. If your academic suspension appeal is approved, and your financial aid suspension appeal is denied, you are responsible for full payment of your tuition and fees. If you choose not to attend you are responsible for dropping your classes by the drop deadline.

Appeal Criteria

The following criteria is considered as a basis for an appeal request:

Medical or mental health issues – A doctor's statement on letterhead is required as documentation.

A death in the immediate family – father, mother, child/dependent or sibling. Documentation required: death certificate or obituary notice stating your name.

Military call for active duty – Copy of official military orders is required for documentation.

Family/relationship issues (i.e. abusive relationship) – Legal documentation required.

Disability issues not previously diagnosed or documented – Verified documentation must be included.

Natural Disaster: Flood, fire or tornado – Insurance verification required.

Loss of Job – Unemployment verification, W-2, termination letter from employer required for documentation.

Other – extenuating or unusual circumstances that prevented you from succeeding academically, include documentation.

The following criteria are **NOT** considered extenuating:

Lack of funds

Employment scheduling issues

Change in marital status

Child care issues

Transportation issues

Lack of knowledge about college policy

Failure to correctly process web registration activity

Dissatisfaction with instructor and/or course

Failure to follow pre-requisites or placement results

Students reinstated on probation (approved appeals) are required to:

Meet with an advisor in person to review the terms of their appeal before registering for classes.

Follow the credit limitations and course requirements determined by the appeal committee.

Earn at least a 2.5 term GPA and 75% term completion rate during their probationary term.

Meet with an advisor at mid-term to discuss your progress in courses so far.

Other requirements as assigned by the committee.

Future registration at NHCC may be prevented for students who do not meet the requirements of their appeal.

Transfer Student Suspension Appeals

Minnesota State system [procedure 3.4.1](#) states that students suspended at any Minnesota State institution are not eligible for admission to other system schools during the term of their suspension. After you have applied for admission to NHCC, if you are denied admission based on a suspension at another Minnesota State college or university, you may appeal by submitting a [Transfer Admission Appeal](#) form. Students appealing suspension in transfer should appeal to the institution they plan to attend, and should submit appeals by the [deadline](#).

If a student wishes to contest an appeal decision, they may submit a new appeal with additional documentation for further review. Final appeals will be routed to the Vice President of Student Success.

Contact Us

Location & Contact

Location

Educational Services Center Room 52

Phone

763-424-0703

Fax

763-424-0704

Email

advising@nhcc.edu

Academic Advising Hours

In-person & virtual

Monday: 8:00 a.m. - 4:30 p.m.

Tuesday: 8:00 a.m. - 6:00 p.m.

Wednesday: 8:00 a.m. - 6:00 p.m.

Thursday: 8:00 a.m. - 4:30 p.m.

Friday: 8:00 a.m. - 12:00 p.m.

Saturday: **Saturday Services**

Sunday: Closed

Campus Hours

2.21.1 Privacy of Education Records Procedure

IN THIS SECTION

Procedure Information

PDF Version

Number: 2.21.1

Name: Privacy of Education Records Procedure

Effective Date: January 29, 2024

Next Review Date: AY 2028–2029

Regulatory Authority:

FERPA (34 CRF Part 99)

MGDPA (M.S. Chapter 13)

Solomon Amendment 32 CFR Part 216:

Part 1. Notice of Policy.

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included on the North Hennepin Community College (NHCC) website. Additionally, the policy will be available for inspection through the offices of Records and Registration, Data Practices Compliance Official, and the Senior Student Affairs Officer.

Part 2. Student Rights under FERPA and MGDPA.

Subpart A. Right to Inspect Educational Data.

A student has a right to inspect and review his or her educational data. Requests should be made in writing to the Registrar. North Hennepin Community College will provide access to view educational data immediately if possible, or within ten days of the student's request. A student requesting a copy of their educational data may be assessed the cost according to current college fee rates.

Subpart B. Right to Consent to Disclosures of Information.

A student has a right to consent to disclosures of information, that identifies them personally, except to the extent that these disclosures are allowed without student consent under state and federal law.

Subpart C. Right to Correct Educational Data.

A student has the right to request that the Office of Records and Registration correct educational data, that they believe to be inaccurate or misleading. The student should contact the Registrar in writing and clearly identify the part of the record they want changed as well as why the record is inaccurate or misleading. More information is below under "Access to Educational Records by Student." Note: The right to challenge a grade does not apply under this policy unless the grade assigned was inaccurately recorded.

Subpart D. Right to File a Complaint.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by North Hennepin Community College to comply with the requirements of FERPA. Students desiring to file a complaint should address the complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

[File a Complaint: Discrimination Form | U.S. Department of Education](#)

Email: fpco@ed.gov

Part 3. Directory Information.

North Hennepin Community College designates the following information at directory data:

Student's name

Date of graduation

Dates of attendance

Degrees, honors, and awards received

Enrollment status

Major field of study

Because directory data is considered public, North Hennepin Community College will release such information to anyone upon request except for the directory data of students who have requested such suppression. Students who wish to suppress their directory data must submit a request to the Office of Records and Registration in writing, which will remain in effect until a change is requested in writing. A copy of the Non-Disclosure of Directory Information form is available in the Records & Registration Office.

Students who suppress their names should realize that their names will not appear in the commencement bulletin and other North Hennepin Community College publications. Also, third parties will be denied all of the student's directory data and will be informed that there is no information available about the student's attendance at North Hennepin Community College. Students who wish to override a suppression request for a specific party or purpose may do so by providing written authorization to the Office of Records and Registration.

North Hennepin Community College designates the following information as limited directory data:

College-assigned email address will be disclosed to MinnState universities upon completion of 45 college credits for recruitment or marketing communication and to the North Hennepin Community College Alumni Association, and for the purposes of scholarly research as approved and determined by the NHCC IRB.

Mailing addresses will be disclosed to MinnState universities upon completion of 45 college credits for recruitment or marketing communication and to the North Hennepin Community College Alumni Association.

Phone numbers will be disclosed to MinnState universities upon completion of 45 college credits for recruitment or marketing communication and to the North Hennepin Community College Alumni Association.

Most recent previous educational institution attended will be disclosed to MinnState universities upon completion of 45 college credits for recruitment or marketing communication and to the North Hennepin Community College Alumni Association.

Participation in officially recognized activities and sports for use in North Hennepin publications.

Photographs taken for the Student ID card.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data will be shared for purposes of sharing with LeadMN so the association can communicate with their members: Student name, official institutional e-mail address, and Student Change Code (NEW/RTN/DROP). Students who wish to suppress their limited directory data must submit a request to the Office of Records and Registration in writing, which will remain in effect until a change is requested in writing. A copy of the Non-Disclosure of Directory Information form is available in the Records & Registration Office.

North Hennepin Community College will not release directory information to any financial institution requesting data for credit card marketing purposes.

Part 4. Access to Student Records.

Subpart A. Consent for Release Generally Required.

North Hennepin Community College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of the Release of Private Educational Data form is available in Student Services offices, academic areas, and the college website. A written consent is valid if it:

- 1 | specifies the records that may be disclosed;
- 2 | states the purpose of the disclosure;
- 3 | identifies the person(s) to whom the disclosure may be made;
- 4 | is signed and dated by the student; and
- 5 | is verified with a valid government ID.

Subpart B. Release without Consent.

As allowed by the MGDPA and FERPA, the college will release student records without consent:

- 1 | to appropriate school officials who require access to educational records to perform their legitimate educational duties;
- 2 | to officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student be notified, if applicable; receives a copy of the record if requested; and has an opportunity for a hearing to amend the record as required by law;
- 3 | to another educational agency or institution, if requested by the agency or institution, where a student is enrolled or receives services while the student is also in attendance at the college or university, provided that the student is notified where applicable; receives a copy of the record, if requested; and has an opportunity for a hearing to amend the record, as required by law;
- 4 | to federal, state, or local officials or agencies authorized by law;
- 5 | in connection with a student's application for, or receipt of, financial aid;
- 6 | to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
- 7 | in compliance with a judicial order or lawfully submitted subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
- 8 | to appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or
- 9 | to an alleged victim of a crime of violence (as defined in 18 U.S.C. § 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released;

- 10 | to military recruiters (as defined in 10 U.S.C. § 983) for purposes of military recruiting the following information pertaining to students (who are 17 years of age or older) enrolled at the college: names, addresses, and telephone listings; date and place of birth; levels of education; academic majors, degrees received, and the most recent educational institution enrolled in by the student;
- 11 | in response to an ex parte court order from the U.S. Attorney under the USA Patriot Act;
- 12 | to the North Hennepin Community College Alumni Association (the information only includes North Hennepin Community College graduate mailing address, phone number, and email address).

Subpart C. Record of Requests for Disclosure.

Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Office of Records and Registration for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit, nor presently under request for access, will be maintained according to the school's applicable records retention policy.

Part 5. Identity Verification.

College personnel will verify a student's identity before sharing non-directory information. The steps below will be taken to verify a student's identity.

- 1 | In person: College personnel will ask for a government or college-issued photo ID.
- 2 | By phone or other non-email communication: College personnel will ask to verify at least two pieces of information about the student that exists in the Student Information System (SIS). The information to be verified includes student ID, StarID, birth date, or other identifiable data only available to that student. If this information is not in the SIS or if the student provides conflicting information, they will be prompted to come to campus and show a government or college issued photo ID.

- 3 | By email: College personnel will respond to questions sent from the North Hennepin email addresses and may respond using private educational data. Questions sent from other email addresses not stored in the student record system will be answered without the use of private educational data, unless the student does not have a college email address. In this situation, the official email address defined in this policy will be used.

Part 6. Access to Educational Records by Student.

Upon written request, the College shall provide a student with access to their educational records. A student requesting a copy of their educational data may be assessed the cost according to current college fee rates. Responses to requests by students to review their educational records shall be within ten (10) business days.

Upon request, the meaning of educational data shall be explained to the student by college personnel assigned to and designated by the appropriate office.

Students have the right to review only their own records. When a record contains private information about other student(s), disclosure cannot include information regarding the other student(s).

Students may request access to their educational records from the Registrar in the Office of Records and Registration.

Part 7. Grades and Student Transcripts.

Grades and transcripts are an essential element of educational data and the following supplemental policies shall govern these records at North Hennepin Community College.

- 1 | Faculty will take care to not reveal individual student grades. If grades are posted at a location accessible to all students, no private educational data, including name, social security number, or any part of those identifiers may be used in conjunction with posted grades;
- 2 | Student grades will only be revealed through communication mediums if the student has authenticated their identity
- 3 | Transcripts are ordered electronically through the National Student Clearinghouse. The Transcript Request form can be found on the [NHCC website](#)

> **Student Resources > Forms.** Transcripts may be picked up in person upon showing a government-issued photo ID.

- 4 | Official copies of academic records or transcripts will not be released for students who have an outstanding obligation to the college, unless otherwise required by law.

Part 8. Procedure to Correct Educational Data.

Students have the right to ask to have educational data corrected under the following circumstances: the student believes the data are inaccurate, misleading, or in violation of the student's privacy. Below are the procedures for the correction of educational data.

A student must request, in writing, that the Registrar amend educational data. In so doing, the student must identify the data to be amended and specify why the student believes it is inaccurate, misleading or in violation of their privacy rights.

The Registrar will decide whether or not to comply with the request. If the college decides not to comply, the Registrar will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

Upon request, North Hennepin Community College will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.

The hearing will be conducted by the Senior Student Affairs Officer. The student shall be afforded ample opportunity to present evidence relevant to issues raised in the original request to amend the student's educational data. The student may be assisted by a North Hennepin Community College faculty or staff member serving in an advisory capacity.

The Senior Student Affairs Officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If North Hennepin Community College decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, the educational data will be amended and the student will be notified, in writing, of the change.

If North Hennepin Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy rights, the student will be notified in writing that they have the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will remain part of the student's educational data as long as the contested information is maintained. If North Hennepin Community College discloses the contested portion of the educational data, it must also disclose the student's statement.

Part 9. Contacting the Office of Records and Registration.

Questions concerning data privacy should be directed to:

North Hennepin Community College

Office of Records and Registration

7411 85th Avenue North

Brooklyn Park, MN 55445

763-424-0719 (phone)

763-493-0563 (fax)

<http://www.nhcc.edu>

registration@nhcc.edu

Part 10. Notice of Data Practices Access Personnel.

Students who have questions or concerns about obtaining access to educational data or other data practices issues may contact the campus Data Practices Compliance Official: Senior Human Resource Officer, Educational Services Building.

Requests for Educational Data should be directed in writing to Registrar, Educational Services Building.

Requests for Personnel Data should be directed in writing to Senior Human Resource Officer, Educational Services Building.

The address for North Hennepin Community College is 7411 85th Avenue North, Brooklyn Park, MN 55445. The college website address is <http://www.nhcc.edu>. Phone numbers and email addresses are available in the Campus Directory on the college website.

Part 11. Campus Review.

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review: 11/8/2023 – 11/30/2023

Campus Community Review Period: 10/16/2023 - 10/27/2023

AFSCME Review: 11/8/2023 – 11/30/2023

MAPE Review: 11/8/2023 – 11/30/2023

MMA Review: 11/8/2023 – 11/30/2023

Shared Governance Council Review: 11/17/2023

Student Senate Review: 11/30/2023

President Rolando Garcia Approval: 1/29/2024

Campus Community Dissemination: 2/14/2024

History

Formerly NHCC V.02.08, adopted 4/15/2008

Fall 2014: revised Part 3 to include limited directory information.

Spring 2016: deleted Part 9 as redundant; included provision of release of student information for limited research purposes.

Fall 2019: revised to include information released to LeadMN

Spring 2022: revised to account for MnState system emails; clarified processes to identify students using electronic communication

Fall 2023: revised contact information and form locations; incorporated gender-neutral language; clarified when fees are assessed for obtaining records

Procedure Information

Number: 5.32.1

Name: Records Retention Procedure

Effective Date: January 29, 2024

Next Review Date: AY 2028-2029

Regulatory Authority:

- [Minnesota Statute MS Chapter 15, Section 17 - Official Records](#)
 - [Minnesota Statute MS Chapter 138, Section 17 - Government Records](#)
 - [Minnesota Statute, Chapter 13 - Government Data Practices](#)
-

Part 1. Records Retention Schedule.

The North Hennepin Community College Records Retention Schedule is housed with data privacy records. This document describes categories of records, the means for records storage, the length of time records should be kept, and instructions for records destruction. State or federal law may determine the period that certain records must be kept, though records may be kept longer than the retention schedule.

Certain units or offices within the College may find that there are professional standards dictating best practices for records retention. For example, the Records and Registration Office will adhere to the Family Educational Rights and Privacy Act in determining access to records and the format for keeping records. The Financial Aid Office will be bound by federal laws related to student financial aid. The North Hennepin Community College Records Retention Schedule incorporates the requirements of various laws as they apply to general categories of records.

Part 2. Records Custodians.

Everyone who creates records is responsible for managing those records while they are using them. Maintaining records in a safe, secure, and retrievable way is the primary responsibility of the creator while the record is serving its useful purpose.

Subpart A. Designated Records Custodians.

All records of the College have a designated Records Custodian. The designated Records Custodians for North Hennepin Community College are:

1. Academic Affairs Data - Senior Academic Affairs Officer
2. Financial and Facilities Data - Senior Finance and Facilities Officer
3. Human Resources Data - Senior Human Resources Officer
4. Student Affairs and Student Services Data - Senior Student Affairs Officer

5. Additional Custodians (i.e. College Historian, College Archivist)- Designated employee at the discretion of the President or Senior Academic Affairs Officer, in consultation with relevant collective bargaining units.

Subpart B. Records Custodian Responsibilities.

Records Custodians are responsible for:

1. Ensuring record storage is secure and under conditions that will preserve the record.
2. Understanding the records created within the department, administrative office, or unit.
3. Following this policy and procedure to make decisions on retention and destruction of records.
4. Providing guidance to others who are involved in preparing records for storage.
5. Being responsible for ensuring that everyone in the department, administrative office, or unit is aware of and following the records retention policy and procedure.
6. Consulting with College employees on matters related to record retention, destruction of records, and items of possible historical value.
7. Establishing the level of confidentiality and security appropriate to specific types of records and helping the department or unit maintain and monitor confidentiality and security.

Part 3. Records Storage.

Subpart A. Tangible Records.

Tangible records are those that must be physically moved to store, such as paper records (including printed versions of electronically saved documents), photographs, audio recordings, advertisements, and promotional items. Active records, records that need to be easily accessible, and inactive records may be stored in the College's office space or equipment. Records may also be stored in storage areas around campus or in secure offsite storage locations.

Subpart B. Electronic Records.

Many records are created and maintained in an electronic format. These include documents on computer hard drives, email and its attachments, and documents that have been scanned and reside in electronic document storage systems or on other removable storage media. File maintenance of these records requires coordination with the Academic & Technology Services department.

Any electronic record that needs to be kept for a retention period longer than seven (7) years should be printed and kept in a paper filing system OR maintained in an electronic format and the equipment needed to read or access the information kept and maintained for the same period of time. Records that are maintained only in electronic format should be named and labeled in a manner that is consistent with the paper filing system used in the office for ease of coordination and cross-referencing. Electronic documentation should be backed up in a separate location each semester. An electronic file that has

permanent value to the College should be printed and transferred to the relevant custodian(s).

Part 4. Accessing Records.

Individuals seeking access to College records should contact the appropriate designated Records Custodian listed above. All applicable state and federal laws, as well as Minnesota State Board and College policies will be considered when determining what records may be made available to College employees and the public. Refer to College Policy 2.21 and Procedure 2.21.1, Privacy of Educational Records at www.nhcc.edu/policies for more information.

Part 5. Records Destruction.

Subpart A. Tangible Records.

Tangible records should be destroyed by shredding or some other means that will render them unreadable. Tangible records also include physical discs, flash drives, or other media that contain electronic records. Consult the Records Retention Schedule or a designated Records Custodian for how to destroy tangible records.

Subpart B. Electronic Records.

Electronic records must be destroyed according to the Records Retention Schedule. Where duplicate records are involved, all copies must be destroyed or deleted.

Subpart C. Cessation of Record Destruction/Deletion.

If a lawsuit is filed or imminent, or a legal document request has been made upon the College, all record destruction must cease immediately. The College President or one of the designated Records Custodians may suspend this policy and procedure to require that documents relating to the lawsuit or potential legal issue(s) be retained and organized. Failure to follow this protocol could subject College to fines and penalties, among other sanctions.

Part 6. College Archives.

The College Archives, under the direction of the relevant custodian(s), is the depository for non-current institutional records that contain enduring and significant historical or research value. A minimum of two copies of every publication issued by the College should be forwarded to the archives. The Archives also solicits and accepts donations of professional and personal papers of faculty and staff, records of student organizations, and other relevant material.

Subpart A. Archive Items.

Examples of items that can be forwarded to the College Archives include, but are not limited to:

1. Administrative Correspondence
2. Alumni Biographical Information
3. Artifacts
4. Course materials (assignments, syllabi, etc.)
5. Event summaries (conferences, workshops, etc.)
6. Faculty and staff professional and personal papers

7. Faculty/Staff Manuals
8. Histories of the College/Program Reviews
9. Publications, such as:
 - Announcements
 - Catalogs
 - Flyers
 - Mass Mailings
 - News Releases
 - Newsletters
 - Posters
 - Programs
10. Recordings and publications of:
 - Academic events
 - Commencement
 - Concerts and/or programs
 - Student Life events
 - Sporting events
 - Theatre events
11. Student distinction and honors
12. Student Organization reports and policies

Subpart B. Historical Value.

The decision to select and preserve records of historical value is the responsibility of the relevant custodian(s). In the cases where historical records may be confidential in nature, access will be limited to only individuals authorized by the Records Custodian governing those records.

Part 7. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	11/8/2023 - 11/30/2023
Campus Community Review Period:	10/16/2023 - 10/27/2023
AFSCME Review:	11/8/2023 - 11/30/2023
MAPE Review:	11/8/2023 - 11/30/2023
MMA Review:	11/8/2023 - 11/30/2023
Shared Governance Council Review:	11/17/2023
Student Senate Review:	11/30/2023
President Rolando Garcia Approval:	1/29/2024
Campus Community Dissemination:	2/14/2024

History

- New procedure effective 8/26/2013

- Reviewed for campus comment Fall 2018
- Reviewed Fall 2023, updated custodian titles

Procedure Information

Number: 3.55.1

Name: Class Attendance and Participation Procedure

Effective Date: May 28, 2024

Next Review Date: AY2028-2029

Regulatory Authority:

- [Minnesota State Board Procedure 5.12.1 - Military Service and Disabled Veterans](#)
 - [Code of Federal Regulations 688.22 - Treatment of Title IV Funds When a Student Withdraws](#)
 - [Minnesota Statute 192.502 - Armed Forces Personnel](#)
-

Part 1. Academic Calendar.

PSEO students and students enrolled at other colleges must follow the North Hennepin official academic calendar as it relates to their attendance and registration at North Hennepin. Term breaks, holidays, and non-class days at other institutions and vacations do not supersede the North Hennepin requirements or academic calendar.

Part 2. Excused Student Absences.

Students are expected to attend and participate in all sessions of each class in which they are enrolled. However, North Hennepin recognizes that there are situations when attendance and participation may not be possible. In these situations, students are advised to notify their faculty member(s)—in advance whenever possible—of any absence.

Subpart A. Jury Duty.

The College encourages a student to accept their civic responsibility if they are called for jury duty. The student who seeks an excused absence for jury duty or court appearance has the responsibility to provide verification of the absence in advance by submitting a copy of the subpoena or official notification of jury duty to their faculty member(s). Under these circumstances, the faculty member is required to provide an accommodation for the student(s) who miss assignments, presentations, examinations, or other academic work during the excused absence.

Even though the student is excused, it is still the student's responsibility to complete the academic work provided in the accommodation. If the absence becomes excessive to the point of an inability to complete the requirements of the class(es), the student is expected

to consult with the faculty member to determine other options (i.e. drop, withdrawal, incomplete, etc.).

Subpart B. Military Active Duty and Veterans with a Service-Connected Disability.

Students who are members of any branch of the U.S. military and who are unable to complete a semester due to having been called to active duty and veterans with a service connected disability as described in Part 2 of Minnesota State Board Procedure 5.12.1, shall to the extent possible be provided one of the options outlined in Minnesota State Board Procedure 5.12.1. Students should immediately contact their faculty member(s) to discuss the option most appropriate for their situation.

Subpart C. Life Event.

Students who experience a "life event" that conflicts with class attendance and/or participation expectations as stated in the syllabus, must contact their faculty member(s) to discuss available options. If no options are available, it is the student's responsibility to meet with an advisor to determine the next steps they should take. Accommodations for life events are at the discretion of the faculty member. The **College should strive to accommodate life events regarding pregnancy and parenting in accordance with [Title IX](#),**

Part 3. Unexcused Student Absences.

Students are expected to attend and participate in all sessions of each class in which they are enrolled. The College reserves the right to drop a student for non-attendance who does not attend the first class session if it is in the best interest of the College. This action 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.

Part 4. Last Date of Attendance (LDA).

A student's Last Date of Attendance (LDA) is the last day they were academically engaged as defined in the class syllabus. Faculty members are required to report non-academically engaged students as non-attending. The purpose of recording an LDA is to appropriately assess the financial liability for students, ensure good stewardship of financial aid funds, limit the financial liability for the college, and limit academic consequences for the student.

Subpart A. Frequency of Reporting Last Date of Attendance (LDA).

LDA reporting begins the second week of the semester, prior to disbursement. Faculty may also choose to update a student's LDA at any point during the semester. Faculty members are only responsible for recording LDA for courses they are teaching at the administratively required reporting dates. Faculty members may choose to report a student's LDA more frequently.

Subpart B. Academic Impact of a Reported Last Date of Attendance (LDA).

Students who are reported as not attending a class will receive either an FN or an NN grade on their transcript. An FN is recorded for classes numbered 1000 or higher and counts as an F in the GPA. An NN grade is recorded for all classes numbered below 1000

and does not count in the GPA. Both an FN and an NN count towards the cumulative completion rate, which may affect the student's academic progress. Refer to Policy 2.9 and Procedure 2.9.1, Satisfactory Academic Progress, at www.nhcc.edu/policies for more details. Prior to the course withdrawal deadline, students may visit the Records and Registration Office to change an FN or NN grade to a W (withdrawal). The LDA that was reported by the faculty will remain unchanged, so the impact on the student's financial aid award for that semester will remain unchanged.

Subpart C. Financial Aid Impact of a Reported Last Date of Attendance (LDA).

A student who stops attending a class(es) must immediately withdraw from the class(es), and is responsible for understanding the impact of such action on their student account. If it is determined that a student received financial aid for a class(es) the student did not attend, or if a student stops attending classes prior to the 60% point of their enrollment period, the student's financial aid will be recalculated based on Federal and State financial aid regulations. The recalculated financial aid may result in the student owing the college money for unearned financial aid.

Subpart D. Readmission to Class.

A student who has been removed from class through the LDA process and received an FN/NN may request reentry into the class by contacting the faculty member. Readmission to the class is not guaranteed and is at the faculty member's discretion. A student who is readmitted and does not meet the attendance requirements of the course may be reported through the Student Code of Conduct process. See the Code of Conduct [policy](#) and [procedure](#).

Part 5. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/3/2024 - 5/10/2024
Campus Community Review Period:	3/11/2024 - 3/25/2024
AFSCME Review:	4/3/2024 - 5/10/2024
MAPE Review:	4/3/2024 - 5/10/2024
MMA Review:	4/3/2024 - 5/10/2024
Shared Governance Council Review:	5/10/2024
Student Senate Review:	4/18/2024
President Rolando Garcia Approval:	5/23/2024
Campus Community Dissemination:	5/28/2024

History

- III.03.19 Adopted 3-25-09 under Ann Wynia
- Revised spring 2013

- Reviewed Fall 2018
- Reviewed Spring 2024, updated hyperlinks



North Hennepin Community College

Procedure Information

Number: 3.35.1

Name: Credit for Prior Learning Procedure

Effective Date: May 13, 2022

Next Review Date: AY 2026–2027

Regulatory Authority:

- [Minnesota State Board Policy 3.35 – Credit for Prior Learning](#)
- [Minnesota State Board Procedure 3.35.1 – Credit for Prior Learning](#)
- [Minnesota Statute MS 197.775, Subd. 2 – Higher Education Fairness](#)

Part 1. Purpose of Procedure.

This procedure is in compliance with the Minnesota State Colleges and Universities (Minnesota State and procedures). Board Policy 3.35 and Procedure 3.35.1, Credit for Prior Learning and other applicable Minnesota State policies.

Part 2. Definitions.

Definitions shall follow those outlined in Minnesota State Procedure 3.35.1, Credit for Prior Learning, in addition to the definitions below.

Subpart A. MOOCs.

A Massive Open Online Course is an online course aimed at unlimited participation and open access via the web.

Subpart B. Certificate of Completion.

A Certificate of Completion is a document issued upon student completion of a MOOC.

Part 3. Implementation of Procedure.

Subpart A. Prior Learning Assessments.

1. Nationally recognized examinations Credit-by-examination options shall be made available to students and may include but are not limited to the following:
 - a. Examination programs mandated by Minnesota Statute and Board of Trustees policy and procedure. Credit will be awarded following the American Council on Education (ACE) recommendations. The appropriate faculty and academic deans may be consulted by a Transfer Specialist with regard to applicable course equivalency:
 - i. Advanced Placement (AP) examinations – NHCC Policy 3.15 and Procedure 3.15.1

- ii. International Baccalaureate (IB) examinations – NHCC Policy 3.16 and Procedure 3.16.1
 - iii. College Level Examination Program (CLEP) examinations – NHCC Policy 3.33 and Procedure 3.33.1.
- b. Other nationally recognized examination programs. Credit may be awarded following the American Council on Education (ACE) recommendations. The appropriate academic department may be consulted by a Transfer Specialist with regard to applicable course equivalency. Not all examinations may be applicable for credit or be eligible for course equivalency.
- i. Credits earned by these means will be recorded on the student's transcript as transfer credits in compliance with Minnesota State Policy 3.29 and Procedure 3.29.1, College and University Transcripts and will not count towards NHCC residency. Students must provide the Records and Registration Office with official test results to be evaluated by a Transfer Specialist.
 - ii. Credits earned by these means will be in agreement with NHCC Policy 3.21 and Procedure 3.21.1, Undergraduate Course Credit Transfer.

Subpart B. Course-Specific Examinations Designed by College Faculty.

This method may be available to students but not in all disciplines. The Dean of Student Development will work with appropriate faculty to determine availability. A list of course-specific examinations is available on the college's website.

1. Inquiries about course-specific examinations should be made first by contacting the Dean of the School of Business, Careers, Education and Workforce Innovation, who will work with the appropriate faculty to determine measurement of learning outcomes and logistics. Academic departments can create a defined procedure for prior learning assessments for the courses they offer to ensure the relevant learning outcomes are assessed to their satisfaction.

Once approved, the student will register and pay applicable fees prior to taking the examination.

The student must complete the exam by the agreed upon date. Failure to complete the exam shall result in the recording of a Fail (F) on the student's official transcript.

Faculty evaluators will assess the course-specific exam for achievement of course learning outcomes.

All credits earned through Subpart B. of this procedure will be recorded on the student's official transcript in compliance with Minnesota State Policy 3.29 and Procedure 3.29.1 and will count towards NHCC residency.

Subpart C. Credit by Portfolio Review and/or Competence Demonstration.

This method will be used to determine the award of credit for students who have Certificates of Completion from online courses. A list of available portfolio approved courses is available on the college's website. The Dean of the School of Business, Careers, Education and

Workforce Innovation will work with appropriate faculty to determine availability of this method for courses that are not listed on the college's website.

1. Inquiries about portfolio review should be made first by contacting the Dean of Student Development.
2. Students must identify the course(s) for which they wish to demonstrate their learning by portfolio in advance.
3. The Dean of of the School of Business, Careers, Education and Workforce Innovation will work with the appropriate faculty to determine measurement of learning outcomes and logistics.
4. Once approved, the student will register and pay applicable fees prior to beginning work on the portfolio.
5. The student shall submit their portfolio no later than two weeks prior to the end of a semester.
6. Faculty evaluators will assess the portfolio for achievement of course learning outcomes.
7. All credits earned through Subpart C of this procedure will be e recorded on the student's official transcript in compliance with Minnesota State Policy 3.29 and Procedure 3.29.1 and will count towards NHCC residency.
8. Faculty evaluators of portfolios are selected from the North Hennepin faculty, faculty of other metropolitan community colleges and specialists approved by the Dean of of the School of Business, Careers, Education and Workforce Innovation, the appropriate academic dean, and department faculty when relevant. Faculty evaluators shall be compensated for course-specific examinations and portfolio review as defined by the MSCF contract.
9. Credit for prior learning shall be granted according to the standards and equivalencies of the American Council on Education (ACE) or the equivalent.
10. Fees for course-specific examinations and portfolio review will be in accordance with Minnesota State Policy 5.11 and Procedure 5.11.1, Tuition and Fees. The fee for prior learning will be reviewed and decided upon at a minimum of every two fiscal years.
11. Transfer of credit for prior learning shall be accordance with Minnesota State Policy 3.37 and Procedure 3.37.1, Minnesota Transfer Curriculum and Minnesota State Policy 3.21 and Procedure 3.21.1, Undergraduate Course Credit Transfer.

Subpart D. Credit for Military Service.

NHCC shall comply with Minnesota Statute 197.775, Subdivision 2, Recognition of Courses which awards credit for a veteran's military training or service if the courses meet the standards of the American Council on Education (ACE) or the equivalent. Students must provide the Records and Registration Office with official military training documentation to be evaluated by a Transfer Specialist.

Subpart E. Student Responsibility.

A student seeking credit for prior learning shall provide the requested material and supporting documentation as outlined by the department faculty.

Subpart F. North Hennepin Community College Responsibility.

Information regarding credit for prior learning shall be available for students on the North Hennepin Community College website Academic Advising Center or Records and Registration. A list of available course-specific examinations and portfolio reviews is available on the college's website.

Part 4. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/25/2022—4/29/2022
Campus Community Review Period:	3/7/2022—3/23/2022
AFSCME Review:	4/1/2022—4/29/2022
MAPE Review:	4/1/2022—4/29/2022
MMA Review:	4/1/2022—4/29/2022
Shared Governance Council Review:	4/15/2022
Student Senate Review:	4/21/2022
President Rolando Garcia Approval:	5/13/2022
Campus Community Dissemination:	5/23/2022

History

- Date of Adoption 02-10-09
- Revised Spring 2013
- Revised Spring 2014
- Reviewed Fall 2018
- Reviewed Spring 2022

Accreditation

IN THIS SECTION

College Accreditation

Accreditation is an important credential to look for when choosing a college. If you have credits to transfer, you want to make sure both institutions are accredited and allow transfer of credits. Accreditation is important for your degree to be recognized by employers and professional associations and it is an assurance to students and the public that an institution meets or exceeds standards for quality of faculty, curriculum, learner services, and fiscal stability.

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.



Higher
Learning
Commission

Program Accreditations and Approvals

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

Accounting, Business, Business Computer Systems and Management Degree Programs

Accreditation Council for Business Schools & Programs

11520 West 119th Street
Overland Park, KS 66213
913-339-9356

Get more information on this accreditation, including **Student Learning Results and Business Unit Performance**.

Concurrent Enrollment Program

National Alliance of Concurrent Enrollment Partnerships

179 East Franklin Street #578
Chapel Hill, NC 27514
919-593-5205

Medical Laboratory Technician Program

National Accrediting Agency for Clinical Laboratory Sciences

8410 W Bryn Mawr Avenue, Suite 670
Chicago, IL 60631
312-714-8880

Nursing Program

Accreditation Commission for Education in Nursing, Inc.

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000

Minnesota Board of Nursing

2829 University Ave SE, Suite 200
Minneapolis, MN 55414
612-317-3000

Online Programs

The Higher Learning Commission

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602-2504

800-621-7440 | 312-263-0456

Paralegal Program

American Bar Association

Standing Committee on Paralegals

321 North Clark Street

Chicago, IL 60654

800-285-2221

Procedure Information

Number: 3.4.1

Name: Admission Procedure

Effective Date: December 15, 2020

Next Review Date: AY2025–2026

Regulatory Authority:

- Minnesota State Board Policy 3.4, [Undergraduate Admissions](#)
- Minnesota State Board Procedure 3.4.1, [Undergraduate Admissions](#)
- [Minnesota Department of Education Early/Middle College Program](#)

Part 1. Admission Procedure.

Subpart A. Regular Admission.

Regular admission is designed for degree or certificate-seeking, eventual transfer, or undecided students. Applicants who complete the following admission steps will be eligible to take placement tests, complete orientation, and register for classes.

1. Complete and submit the online application for admission. A paper application is available on request.
2. Applicants who have graduated high school or completed their GED within the last 5 years must submit a high school transcript or GED diploma.
3. Applicants who did not graduate from high school or complete the GED may still be admitted if they demonstrate Ability to Benefit. An applicant may demonstrate Ability to Benefit by completing the placement test and achieving passing scores as follows once a year: Reading Comprehension (236) and Arithmetic (38). A student must attain passing scores on both tests in order to be admitted to the college. Applicants admitted through Ability to Benefit are not eligible for Title IV/Financial Aid.
4. Submit official transcripts of previous college work. Transcripts from all previous colleges are required for credit, selective programs and/or financial aid. Students with college-level math or English composition completed may be able to submit a placement waiver form instead of taking placement tests. Official college transcripts shall be submitted to the Records and Registration Office from all institutions attended. Official transcripts from Minnesota State institutions are received electronically and do not need to be sent in paper form if taken after 1998. Admission to the college does not automatically qualify a student to register for all college-level courses. Some course offerings in both career and transfer programs have special prerequisites and requirements.

Subpart B. Post-Secondary Enrollment Options (PSEO) Admission.

Qualified high school juniors and seniors in Minnesota are eligible to attend North Hennepin Community College through the Post-Secondary Enrollment Options (PSEO) program. PSEO students are eligible to enroll in fall and/or spring semesters. Before each semester of attendance, students must obtain a Notice of Student Registration form at their high school and submit it to the college at the time of registration.

1. PSEO Application Deadlines
 - a. Fall Semester
 1. Priority deadline - April 15
 2. Final deadline - July 1 (postmarked) or next business day if on weekend
 - b. Spring Semester
 1. Priority deadline - November 1
 2. Final deadline - December 1 (postmarked) or next business day if on weekend

There is no PSEO enrollment during summer session. High school students interested in summer attendance must apply for high school non-PSEO enrollment.

2. PSEO eligibility requirements include:
 - a. 11th & 12th grade
 1. Students must be Minnesota high school juniors or seniors.
 - i. High School Seniors must rank in the top half (50%) of their high school class or top half nationally on a standardized test or have an overall G.P.A of 2.75 or higher.
 - ii. High School Juniors must rank in the top third (66%) of their high school class or top third nationally on a standardized test or have an overall G.P.A of 2.75 or higher.
 - iii. Examples of standardized tests include: ACT, SAT, PLAN, etc.
 2. After the PSEO application is completed and the college has informed the student of eligibility, all eligible students must test at college-level Reading on the Accuplacer placement test. MCA tests cannot be used to waive Accuplacer for PSEO students.
 3. Students must be between 16 and 20 years old to participate in PSEO.
 - b. 10th-12th grade - CTE (Career & Technical Education - one course)
 1. Students must be high school sophomores, juniors, or seniors.
 2. Students must be enrolled in a district or an American Indian Controlled Tribal contract.
 3. Students need to have passed the 8th grade MCA (Minnesota Comprehensive Assessment) reading exam.
3. PSEO funding does not cover:
 - a. Developmental courses (courses numbered below 1000). PSEO students registering for developmental courses may be dropped from these courses and would be responsible for payment of tuition and fees.
 - b. Any course with additional fees. PSEO students are not permitted to enroll in these courses.
4. PSEO restrictions include:

- a. The Minnesota Department of Education will only cover PSEO expenses billed by the institution(s) to which PSEO students have been admitted.
- b. PSEO students will be responsible for any tuition, fees, and supplies at any institution(s) to which they are not formally admitted.
- c. PSEO student are limited to a maximum of 16 credits per semester.

Subpart C. Concurrent Enrollment.

Qualified high school students who attend a Minnesota high school that partners with North Hennepin Community College have the opportunity to enroll in NHCC courses offered at their high schools. Concurrent Enrollment requires a separate application, process, and admission requirements.

Subpart D. Non-PSEO Enrollment for High School Students.

Qualified high school students in Minnesota may be eligible to attend North Hennepin Community College while still in high school. High School Non-PSEO students are responsible for their own tuition, fees, and books.

1. NHCC Application for Admission
2. Official High School transcripts
3. Written permission from a high school official stating student's intended coursework at NHCC fits within academic plan and/or progress towards graduation
4. Signature of parent/guardian authorization if student is under the age of 18
5. Students under the age of 15 must meet with a college official and their parent/guardian to determine readiness.
6. An applicant may demonstrate Ability to Benefit by completing the assessment test and achieving passing scores as follows: Reading Comprehension (236) and Arithmetic (38).

Subpart E. Early Middle College Students.

Qualified high school students who attend an alternative Minnesota high school program and participate in a sanctioned contract have the opportunity to enroll in specified NHCC courses determined through consultation between the academic dean and faculty. Early Middle College requires a separate application, process and admission requirements. Annual eligibility requirements are available from Admissions, Records and Registration, and Partnerships and Collaboration.

Subpart F. International Admission.

Persons of foreign countries interested in studying at NHCC as an F-1 visa international student must complete the International Student Application process.

North Hennepin Community College follows requirements set forth by the United States Department of Homeland Security. Each requirement must be satisfied before admission as an international student is considered.

1. International application deadlines
 - a. Fall Semester:
 1. May 1 for new F-1 visa applicants (July 1 for F-1 transfer students)

- b. Spring Semester:
 - 1. October 1 for new F-1 visa applicants (December 1 for F-1 transfer students)
- 2. International Application Procedure
 - Complete and submit the following:
 - a. International Student Application form. Applicants may apply online or download and print the international student application form from the college website (www.nhcc.edu).
 - b. F-1 Student Contract form.
 - c. A signed and notarized Financial Certificate listing source(s) of funding and completed by the applicant's financial sponsor(s).
 - d. A recent bank statement indicating availability of sufficient funds to cover the applicant's educational and living expenses for one year. Documents must be no more than four months old at the time of submission and must be updated if admissions is deferred to a future semester.
 - e. Official transcripts from each high school/secondary school, college, university, and English-language program attended. If applicable, transcripts must be translated into English, and authorized by a certified translator. If applicable, official results of testing used to indicate completion of secondary education must be submitted.
 - 1. Transfer credit evaluations will be completed upon receipt of a course by course evaluation report that is officially stamped and mailed by the evaluating company. Students must select a NACES approved evaluating company which can be found online at naces.org
 - f. Documentation of English proficiency by one of the approved methods detailed in the international student application or international admission website.
 - g. Copy of current passport photo page. Transfer students must also submit copies of (a) Form I-94, (b) Visa page in passport, (c) Form I-20 issued by present school, and (d) SEVIS transfer form. Transfer students should be in good academic standing, (see Part 5) to be accepted at North Hennepin Community College. If a transfer student's GPA does not meet academic policy standards, the student must appeal to the Director of Admission and Outreach for acceptance.
- 3. Additional international admission information
 - a. When arriving in Minnesota students must report to the International Student Advisor within one week of arrival.
 - b. All international students with an F-1 visa must maintain their F-1 visa status and:
 - 1. Pay all tuition and fees
 - 2. Be enrolled in at least 12 credits per semester
 - 3. Purchase the Minnesota State international student accident and illness insurance plan prior to registering for classes
 - 4. Submit documentation of current immunizations

Subpart G. Nursing Admission.

Applicants to the Associate in Science degree for the Nursing program must satisfy specific admission criteria and special application. Please contact the Admissions and Outreach office for details.

Subpart H. Medical Laboratory Technician Admission.

Applicants to the Associate in Applied Science degree for the Medical Laboratory Technician program must satisfy specific admission criteria and special application. Please contact the Admissions and Outreach office for details.

Subpart I. Paralegal Admission.

Students interested in the paralegal degree and certificate must complete a Paralegal request form. Applicants to the Associate in Science degree for the paralegal program must satisfy specific admission criteria. Please contact the Admissions and Outreach office for details.

Part 2. Application Fee.

Subpart A. Application Fee.

The application fee is \$20.00 and is non-refundable.

Subpart B. Application Fee Waiver.

Under certain conditions students may be eligible for a \$20.00 application fee waiver. The President or designee may waive the application fee if the student meets one of the following conditions:

1. Ward of the state
2. Financial hardship
3. Member of Military
4. Military veteran
5. Unemployed
6. Free/Reduced Lunch recipient

For consideration of an application fee waiver, the student must provide documentation of one of the above conditions to the Admissions & Outreach Office.

The President or designee may waive the application fee in other situations including, but not limited to the following:

1. PSEO program (must be admitted to PSEO program; no petition required)
2. Special recruitment initiatives
3. Other, as determined by the President or designee

Part 3. Application Deadline.

The application deadline is seven (7) calendar days prior to the start of the semester. This deadline is to ensure students have enough time to complete admissions, placement, orientation, and registration before the start of the semester. Applications received after the application deadline will be processed for the following semester.

Part 4. Denied Admission.

Applicants who are denied admission may appeal to the Admissions Appeals Committee. Appeals for denied admission are to be submitted through the online Transfer Suspension Appeal form. All appeals will be reviewed within 7-10 business days of submission.

Applicants who have their appeal denied may appeal that decision to the Director of Admissions & Registration. Appeals to the Director are submitted in writing to the Information Center in the Educational Services building or by emailing admissions@nhcc.edu.

Part 5. Suspension and Financial Standing at Other Institutions.

Students on academic suspension from a Minnesota State College or University will not be admitted to North Hennepin Community College during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Refer to Part 4, Denied Admission, for how to appeal.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution will be denied admission to North Hennepin Community College.

Students who have financial holds at another Minnesota State College or University may be admitted to North Hennepin Community College but will not be allowed to enroll in courses until the financial hold has been removed. Students on academic suspension from a Minnesota State system school who also have a balance hold, will be automatically denied.

Part 6. Placement for Success.

To promote their academic success, students attending North Hennepin Community College will be required to complete a Minnesota State system-endorsed placement tool in reading and mathematics. A student who is identified as being a non-native speaker of English shall be evaluated for college readiness in the area of English language proficiency using the EAP version of the system-endorsed placement tool. Students requiring disability accommodations should contact the Access Service Office before scheduling to take the placement test.

Placement is required of all students seeking a degree or certificate at NHCC. Students who are not seeking a degree or certificate, but want to take a course that requires English or math, must take the placement test or apply for a Placement Test Waiver. Successful completion of prior college-level coursework, ACT scores, SAT scores, MCA or placement test scores from another college may qualify a student for a waiver of the placement test. Accuplacer test scores are considered valid if taken within two years for math and three years for reading, English and EAP. If students have completed their course placement sequence, are in good academic standing, and have had continuous college enrollment, students will not be required to retest. If they have not had continuous enrollment, students will need to retest after three years.

Students may not enroll in courses above their assessed skill level. Students placing into developmental or EAP reading courses are required to register for this coursework in their initial semester and continue the course sequence until completion. A student's course registration is subject to cancellation if registration is outside of placement requirements.

A student is allowed to retest once a term.. Retest fees apply.

For more information about placement testing refer to NHCC Policy 3.3 and Procedure 3.3.1, Placement for Success.

Part 7. Orientation.

Orientation is required for most students enrolling at North Hennepin Community College. An orientation hold will prevent students from registering until they complete the whole orientation process. Students will receive information about orientation after being admitted to the college and completing the assessment.

Orientation is a two-step process:

1. **Online Orientation.** For all students to complete before attending a registration session and registering for classes.
2. **Registration Session.** Students meet with an Academic Advisor for course planning and to register for classes. Orientation hold will be removed after completing Registration Session.

Transfer students who meet the following criteria will be waived from their Registration Session:

- Transcripts have been evaluated by NHCC with at least 6 college-level transfer credits.
- Transfer Grade Point Average (GPA) is a minimum of a 2.0 GPA.
- Student is in "good academic standing" at prior college.
- Student has valid, college-level course placements in Reading (theses can be either from Testing or waivers).

Workshops and student success emails will be provided throughout each semester for an extended orientation providing students with just in time information.

Part 8. Veterans.

NHCC is committed to providing a welcoming environment to veterans. Veterans who have questions about the admissions process should contact Admissions and Outreach at 763-424-0724 or admissions@nhcc.edu. Veterans who have questions related to military benefits (GI Bill, etc.) should contact the NHCC Veterans Certifying Official at 763-493-0573.

Part 9. Campus Review.

Review Action	Date(s)
Campus Community Review Period:	October 19–November 6, 2020
Diversity, Equity, and Inclusion Committee Review:	November 10–24, 2020
AFSCME Review:	November 10–December 1, 2020
MAPE Review:	November 10–December 11, 2020
MMA Review:	November 10–December 11, 2020
Shared Governance Council Review:	December 11, 2020
Student Senate Review:	December 3, 2020
President Rolando Garcia Approval:	December 15, 2020
Campus Community Dissemination:	December 15, 2020

History.

- New procedure effective 8/26/2013
- Revised Spring 2014. Included changing assessment language to placement and eliminating the statement that a retest cannot be used to re-place after coursework has been initiated.
- Revised February 2016 to reflect changes required by Federal financial aid. Part 1A.3.
- Reviewed Spring 2019; approved by Jesse Mason by proxy for Interim President Jeffery Williamson.
- Revised Fall 2020, aligned Orientation language with current practice.



North Hennepin Community College

Procedure Information

Number: 3.6.1

Name: Student Conduct Procedure

Effective Date: **July 20, 2023**

Next Review Date: AY 2027-2028

Regulatory Authority:

[Minnesota State Board Policy 3.6 – Student Conduct Policy](#)

[Minnesota State Board Policy 3.6.1 – Student Conduct Procedure](#)

Part 1. Standards of Behavior for which Students Are Held Accountable

North Hennepin Community College is committed to fostering and maintaining an engaging and ethical academic community within the framework of academic and civic integrity.

Principles of academic integrity in education apply to every member of the academic community and are based upon affirmation of honesty, integrity of scholarship, and the highest ethical standards and behaviors in the acquisition, pursuit, and investigation of knowledge.

Principles of civic integrity apply to every member of our campus community. We affirm the value of human dignity across differences. We value the right of non-violent freedom of expression, and the rejection of all manifestations of discrimination. We value the diversity of backgrounds, experiences, perspectives, needs, and goals of the members of our community.

As an additional piece of civic integrity, we are committed to dismantling the belief in a racial human hierarchy and being an anti-racist campus.

The college expects that every member of our community is responsible for ensuring that academic and civic integrity is upheld.

Subpart A. Academic Integrity

A commitment to the values of academic integrity ensures that:

all individuals involved in the learning process accept full responsibility for their own work and ideas;

fairness and respect are promoted throughout the college, so that no student is given an unfair advantage;

expectation for lifelong learning and ethical behavior is fostered among all students;

faculty are committed to fostering, guiding, and monitoring students for adherence to all principles of academic integrity; and

the reputation of the college, the degrees, and its alumni are protected and enhanced.

Students are expected to adhere to the values of academic integrity at all times. Students are responsible for their learning, which is communicated through the work they complete in and beyond the classroom, as well as their personal actions related to all academic activities. To further this end, students will:

Turn in assignments that adhere to assignment expectations and represent the student's own learning effort as required by the assignment

Work individually or collaboratively as determined by assignment parameters

Follow all rules provided for assignments and examinations

Act with honesty and integrity in all interactions with peers and faculty.

Subpart B. Equity, Civility, and Inclusion

Students are expected to act as ethical members of the campus community, and to actively promote equity, honesty, civility, and inclusion for all members of our community in all their interactions.

All members of the campus community have the responsibility to assume good intent in the behavior of other members of the community unless there is a preponderance of evidence to the contrary. We hold each other accountable to the basic standards of honesty and truthfulness to support each other's individual dignity.

Allegations of discrimination or harassment based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression are handled under separate procedures in accordance with Minnesota State Board Policy and 1B.1 and System Procedure 1B.1.1.

Subpart C. Behaviors that Violate of the Student Code of Conduct

1. **Cheating** is the unauthorized use or exchange of information for personal gain.
2. **Plagiarism** is representing another person's words or ideas as one's own without proper attribution or credit. It includes representing the work of an AI bot as one's own.
3. **Collusion** is an agreement by two or more people to violate the principles and values of academic integrity. The College does not attempt to distinguish between students who cheat or plagiarize and those who allow such behaviors to occur. A student who intentionally assists another in the act of cheating or plagiarism is equally subject to disciplinary action for violating academic integrity.

4. **Inappropriate Use of Computer and/or Technology**, including but not limited to,
 - a. College account and password sharing
 - b. interfering in or disrupting technology and network services;
 - c. installing or downloading unauthorized software;
 - d. distributing viruses or other malicious code;
 - e. illegally downloading and/or distributing copyrighted material.
- a. Disregard for the Code of Student Conduct process.
5. **Disruptive or disorderly conduct on Campus**, that interferes with the ability of others to learn, disrupts normal College operations, or threatens the safety and well-being of members of the campus community.
6. **Hazing** includes behavior that endangers the mental or physical health or safety of a person, subjecting a person to public humiliation or ridicule; and the destruction or removal of public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
7. **Failure to Comply** with College or Emergency officials acting in their official capacity.
8. **Falsifying or Withholding Information**
9. **Gambling**
10. **Solicitation** includes the selling of good or services without authorization; and recruiting without authorization.
11. **Theft, Damage or Misuse of College or Personal Property**
12. **Threatening and/or Harmful Conduct**
13. Violations of Federal, State and Local Laws and Minnesota State and College Policies

Subpart D. Off Campus Conduct

Consistent with Minnesota State Board Policy 3.6, the college may hold students, who may be identified as a North Hennepin student, accountable for a violation of the behavioral proscriptions contained in their student codes of conduct committed off campus when:

1. Hazing is involved; or
2. The violation is committed while participating in a college sanctioned or sponsored activity; or
3. The victim of the violation is a member of the college community; or
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the college or university.

Part 2. Guests and Hosts

A guest is someone who does not currently meet the definition of a student. A host student is someone who brings a guest to campus or invites them to campus for a period of time. NHCC guests are expected to follow the Student Code of Conduct, College, and Minnesota State policies. Hosts are responsible for the actions of their guests and will be

held accountable for any damages, loss of property, or behavior that is initiated by their guests.

Part 3. Employee Rights and Authority

All employees have the right to hold students accountable for failing to adhere to the standards of academic and civic integrity. All employees are encouraged to take a growth mindset to violations, use de-escalation strategies, and view violations as opportunities to educate the student and promote learning and growth.

Employees are encouraged to file code of conduct violations in cases of repeated or extreme violations.

Subpart A. Faculty Right and Authority for Classroom Management

In addition to the traditional understanding of the term "faculty," for the purposes of this subpart, "faculty" applies to any employee involved in learning activities tied to the Essential Learning Outcomes (ELOs) and/or Co-curricular Learning Outcomes (CCLOs).

Faculty have the right and responsibility to ensure a classroom environment conducive to learning. Academic integrity is integral to the academic process. Faculty have the authority to promote academic integrity and maintain the learning environment. Faculty are expected to communicate expectations for academic integrity to students. Faculty will provide students with opportunities for education and remediation as part of the approach to address academic integrity violations before proceeding down a route that potentially leads to discipline.

In cases of repeated academic integrity violations, appropriate classroom actions to address the violation(s) include, but are not limited to:

1. warning;
2. assignment of substitute and/or additional work;
3. reexamination;
4. grade reduction (including a zero) for the assignment;
5. grade reduction (including an F - failing) for the course.
6. filing a code of conduct complaint with College administration.

In cases of repeated classroom disruption, appropriate classroom actions to maintain the integrity of the learning environment include, but are not limited to:

1. verbal warning;
2. written warning;
3. direction to leave the class for the remainder of the period;
4. filing a code of conduct complaint with College administration.

When filing a code of conduct complaint, faculty shall ensure the student is notified of any charge of violation of academic integrity and the corresponding academic remedy. Faculty shall report violations of academic integrity or any conduct incident and the corresponding classroom remedy to the appropriate Academic Dean and the Conduct Officer.

In addition to academic sanctions imposed by the faculty member, the Conduct Officer may, at his/her discretion, initiate an investigation and proceed with the Code of Student Conduct process.

Part 4. Investigation and Informal Hearing Process

1. Any member of the College community may file a written complaint alleging a violation of the Code of Student Conduct. Although a complaint needs to be submitted in writing, the Conduct Officer may proceed on a verbal complaint.
2. A complaint should be submitted as soon as possible after the event takes place, within seven (7) business days, except if the complainant is in consultation with the Conduct Officer.
3. Persons filing a complaint shall be informed of their rights under the Minnesota Data Practices Act.
4. The alleged student must be informed that a code of conduct report is being submitted against them prior to the report submission, unless the physical health and/or safety of the community member or the college is considered to be in danger.
5. Following the filing of a complaint, the Conduct Officer shall conduct a preliminary investigation of the allegations. If the complaint seems unwarranted, the Conduct Officer may discontinue proceedings. The Conduct Officer will notify the complainant that proceedings have been discontinued.
6. If there is sufficient evidence to support the complaint, the Conduct Officer shall offer the alleged student an opportunity to resolve the violation at an informal meeting. The informal meeting may include the complainant as part of a facilitated conversation. Prior to this meeting the student shall be provided with:
 - a. written notice of the specific alleged policy violation against them and what they are accused of doing;
 - b. a copy of the Code of Student Conduct policy and procedure;
 - c. information regarding student advocates. The alleged student may bring a student advocate to the informal hearing if they inform the Conduct Officer in advance.
7. The informal meeting shall be scheduled as soon as possible, but no more than ten business days after initial notice of the complaint to the student.
8. During the meeting the Conduct Officer shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. With a reasonable time following the meeting, the Conduct Officer shall inform the student in writing of their decision, any remedy or consequence, and options for a formal hearing and/or an appeal. Decisions will be based on a preponderance of evidence. The complainant will also be notified that a resolution

has been reached, recognizing the limitations of FERPA and legitimate educational needs to know.

9. A student who is subject to a consequence of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the consequence or may request a formal hearing. The formal hearing will be held within a reasonable time. Other sanctions shall be accepted or may be appealed in accordance with the appeal procedures outlined below.
10. If the student fails to appear for the informal hearing, the Conduct Officer may proceed to review and act upon the complaint in their absence and shall notify the student in writing of any action taken.
11. A remedy or consequence shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the Conduct Officer, it is necessary to take immediate action to ensure the safety and welfare of the College community.

Part 5. Formal Hearing Process

Subpart A. Student Conduct Panel Composition

The Conduct Officer is responsible for convening a Student Conduct Panel. The panel shall include six members who have been trained in conduct proceedings - three students (selected from a pool of students appointed by the Student Senate), one faculty member (selected from a pool of faculty members appointed by the Faculty Association President), one staff member and one administrator (designated by the College Provost). The administrator shall serve as a non-voting chairperson and will serve as the advisor of the Student Conduct hearing process. The Conduct Officer shall be present and serves as the college representative, outlining the case on behalf of the college and explaining the alleged policy violations.

Subpart B. Student Advocate

The student may bring an advocate to the formal hearing. Participation of student advocates during the informal and formal hearing processes is limited to speaking with/caucusing with their student and asking clarifying questions to facilitate the hearing process. If the student advocate is an attorney, the formal hearing will be immediately suspended until a representative from the Minnesota State Colleges and Universities (Minnesota State) Office of General Counsel can be present.

Subpart C. Student Conduct Panel Hearing Process

The Student Conduct panel hearing process shall follow the guidelines below:

1. Student conduct panel hearings shall normally be conducted in private.
2. If more than one student or organization is involved, the Conduct Officer may choose to conduct the hearings separately or jointly.
3. The failure of a student, student advocate, or student organization to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

4. During the hearing the student shall be given the opportunity to speak in their own defense, to present witnesses to the event in question, to question any witness, and to have a student advocate present.
5. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, student, and/or other witnesses during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Conduct Officer to be appropriate.
6. At least five (5) business days prior to the hearing, the student or organization shall be provided written notice of:
 - a. the time, place, and date of the hearing;
 - b. the complaint and the nature of the evidence to be presented against them.
7. At least three (3) business days prior to the hearing, the accused student shall provide the Conduct Officer with:
 - a. names of material witnesses that may be called to speak on their behalf;
 - b. copies of all documents or written statement that will be presented on their behalf;
 - c. name of their advocate, if an advocate will be present.
8. The order of the hearing shall be as follows:
 - a. The chair presents an opening statement of the charges and the supporting evidence.
 - b. The student presents an opening statement of testimony or evidence to refute the charges.
 - c. The Conduct Officer presents the case on behalf of the college.
 - d. The chair calls witnesses for the College. At the conclusion of each witness statement, the student, the panel, or the chair may ask questions. Witnesses may be recalled as needed.
 - e. The chair calls witnesses for the student. At the conclusion of each witness statement, the student, the panel, or the chair may ask questions. Witnesses may be recalled as needed.
 - f. The chair presents a closing statement.
 - g. The Conduct Officer presents a closing statement.

- h. The student presents a closing statement.
9. In closed session the Student Conduct Panel shall review the evidence and witness testimony. Using the preponderance of evidence standard, the Student Conduct Panel shall determine by majority vote whether it is more likely than not a violation occurred. If the Student Conduct Panel determines a violation occurred, they may also make a recommendation to the Conduct Officer to amend the remedy or consequence imposed.
10. The Conduct Officer shall provide a written notice of findings, including any remedy or consequence imposed and the appeal process, to the student within three (3) business days after the hearing.

Part 6. Remedies and Consequences

Emphasis is placed on the consideration of each individual case rather than attempting to have matching remedies and consequences for specific incidents. The objectives of the Student Conduct process are to facilitate civility on campus, holistic student development, and personal responsibility. Through a fair consideration of all factors in each case, an attempt is made to prevent arbitrary and authoritarian action. Remedies and consequences are assigned with a focus on the education of the whole person and, when possible, providing opportunities towards restorative justice. During the entire conduct process, the College works to ensure that the community and student are kept in the forefront of the work and always seeks for ways to link the student with other resources on campus to ensure academic success and preparedness for their future after college.

One or more remedies or sanctions may be imposed for any single violation of the Student Conduct Code, including but not limited to:

1. **Anger Intervention Assessment.** A requirement that a student take part in an anger intervention assessment at an off-campus location. This could include an assessment or a certified Anger Management program. These programs are to be paid for by the student. Must be a licensed professional and a letter must be submitted by this professional to show that the requirement has been fulfilled.
2. **Behavior Concerns and Response Team (BCRT).** Conduct that potentially risks the safety of the student or someone else on campus will be referred to the BCRT.
3. **College Probation.** Written reprimand for violations of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
4. **Deactivation.** For groups or organizations, the loss of all privileges, including College recognition, for a designated period of time.
5. **Disciplinary Service Hours.** Disciplinary service hours may be assigned and must be completed at an approved non-profit organization by the Conduct Officer. Disciplinary service hours may not count towards service-learning hours or other community service required by another class, program, scholarship, or organization. Court-mandated community service may count towards disciplinary service hours. Deadlines for disciplinary service hours may vary.

6. **Educational Sanctions.** Education experiences or projects may include attendance and participation in an event, workshop, special project, or other initiative to assist in learning or growth to move forward from a given situation.
7. **Formal Written Warning.** Written notice that the student is violating or has violated institutional regulations
8. **Institutional Expulsion.** Permanent denial of enrollment privileges. Notice of action may appear on the student's academic transcript.
9. **Institutional Suspension.** Denial of enrollment privileges for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Notice of action may appear on the student's academic transcript.
10. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
11. **Notification to the National Organization Representatives, Officers or Advisors.** The Conduct Officer may impose this sanction on a student organization. In such a case, the organizations national representative, officer, and/or advisors, and the Department of Student Life may be notified of the violation for which the student organization has been found responsible.
12. **Participation in Restorative Justice Processes.**
13. **Psychological Evaluation.** A requirement that a student take part in a psychological evaluation or therapy in order ensure mental and physical safety of themselves and the campus community. Must be a licensed professional and a letter must be submitted by this professional to show that the requirement has been fulfilled. These programs are to be paid for by the student.
14. **Removal from Class.** Being dropped or withdrawn from a class as a result of policy violation.
15. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
16. **Revocation or Withholding of Admission and/or Degree.** Postponement or permanent revocation of College or program admission status or degree until the completion of a process set forth within the Student Code of Conduct.
17. **Service Assignments.** Work assignments, service to the College, or other related discretionary assignments.

Part 7. Appeals

A decision reached by the Conduct Officer during the informal hearing process or by the Student Conduct Panel during the formal hearing process may be appealed by the student(s) or the complainant(s) to the Dean of Student Development. Such appeals must be in writing and submitted within five (5) business days following notification of the decision.

An appeal is not a re-hearing. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:

1. To determine whether the informal or formal hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code of Student Conduct was violated and giving the student a reasonable opportunity to prepare and to present a response to

those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

2. To determine whether the decision reached regarding the alleged violation was based on a preponderance of evidence.
3. To determine whether the remedies and consequences imposed were fair and proportionate to the violation of the Code of Student Code for which the student was charged.
4. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

The Dean of Student Development shall review the appeal and render a decision, which shall be considered final and binding upon all involved except in those cases involving consequences of suspension for ten (10) business days or longer.

Part 8. Chapter 14 - Contested Case Hearing

A student with a consequence of expulsion or suspension for ten (10) or more business days shall be informed of the right to a contested case hearing before an Administrative Law Judge supplied by the Office of Administrative Hearings.

Part 9. Record Keeping

Code of conduct violations and related documentation are part of the student's educational record and therefore, protected under the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA). Documentation related to code of conduct violations are kept in accordance with North Hennepin Policy 5.32 and Procedure 5.32.1, Records Retention.

In accordance with Minnesota State Board Procedure 3.29.1, suspensions or expulsions for disciplinary reasons shall be noted on the transcript with a two-line message. For a suspension, the first line shall read "Disciplinary Suspension" and the second line "Eligible for Reinstatement 'Term, Year.'" An expulsion shall be noted by a first line reading "Disciplinary Expulsion" and the second line reading "Not Eligible for Reinstatement." The disciplinary suspension notation shall be removed from the transcript following the date when the student becomes eligible for reinstatement, while the disciplinary expulsion notation is permanent.

Part 10. Campus Review

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/17/2023 - 5/12/2023
Campus Community Review Period:	3/2/2023 - 3/24/2023
AFSCME Review:	4/17/2023 - 5/12/2023
MAPE Review:	4/17/2023 - 5/12/2023
MMA Review:	4/17/2023 - 5/12/2023

Shared Governance Council Review:	4/21/2023
Student Senate Review:	4/20/2023
President Rolando Garcia Approval:	7/11/2023
Campus Community Dissemination:	7/20/2023

History

- Previous policy/procedure did not have an NH policy number (pre-February 2014)
- Revised Fall 2018, included language holding students accountable for off-campus behavior
- Extensively revised Spring 2023 to emphasize Academic and Civic Integrity.

North Hennepin Community College

Policy/Procedure Information

Number: 6.12.1

Name: Facilities Use Procedure

Author: Policy Committee

Custodian: Policy Committee

Effective Date: January 12, 2015

Next Review Date: AY2019-2020

Regulatory Authority:

- MnSCU Board Policy 5.16 – Risk Management and Insurance
 - <http://www.mnscu.edu/board/policy/516.html>
- MnSCU Board Policy 5.18 – Alcoholic Beverages and Controlled Substances on Campus
 - <http://www.mnscu.edu/board/policy/518.html>
- Minnesota Statute Section 624.72 – Interference with Use of Public Property
 - <https://www.revisor.mn.gov/statutes/?id=624.72>
- MnSCU System Procedures Chapter 1C – Code of Conduct & Ethics
 - <http://www.mnscu.edu/board/procedure/1c0p1.html>

Part 1. Types of Events or Activities

Subpart A. College or Department Meetings

College or department meetings are meetings that occur within the normal scope of College business.

Subpart B. College Event

A college event is an event or activity that is driven or initiated by the College and is considered to be within the normal scope of the College's mission and for the benefit of the College, its students or employees. College events may include external speakers or organizations invited by the event organizer. College events may be initiated by the administration, a department or an academic unit. The President or designee must approve all College events.

Subpart C. Co-Sponsored Event

A co-sponsored event is an event in which an external party requests sponsorship by the college for the event so that the event can occur on the college campus. College employees interested in obtaining co-sponsorship for an external organization should contact their supervisor. Co-sponsored events must provide some benefit to the college, its students or employees and must be approved in advance by the President or designee. Co-sponsored events are subject to liability insurance requirements as detailed in Subpart G.

Subpart D. Student Club Meetings, Activities, or Events

Student clubs and organizations have the privilege of being able to use College facilities for meetings, club events or activities and special events.

1. Club Meetings – Students have the right to use College space at no cost for club meetings. Club meetings are intended for the club membership and for the purpose of club activity or business. Student clubs may request a dedicated room or space for usage on a semester basis. These requests will be reviewed based on the unique needs of the student club and the availability of facilities resources. The College reserves the right to cancel a dedicated room reservation at any time.
2. Student Events/Activities – Students have the right to assemble groups less than 50, to select speakers, to set up informational tables and to present information on issues of their choice. For these types of student events or activities, the College has designated the following areas that are available at no cost to student clubs:
 - The outdoor courtyard
 - The first floor of the Campus Center
3. Special Events - A student special event is one that meets any of the following criteria:
 - is open to the public
 - for a group of more than 50 people
 - charges admission
 - is scheduled outside of the College's normal business hours
 - is co-sponsored with an external organization

Subpart E. External Event

An external event is a meeting or other activity conducted solely by an external party and solely for the benefit of the external party's members or event participants. External events are subject to liability insurance requirements as detailed in Subpart G.

Part 2. General Guidelines

Subpart A. Non-Permissible Use

The College will not enter into occupancy agreements for the use of its facilities for events or programs by non-College entities whose purpose for the request is:

- Revenue generation
- The sale, solicitation, or promotion of goods or services
- Gambling
- Adult entertainment
- Commercial purposes
- The promotion of alcohol, tobacco, or controlled substances

Subpart B. Alcohol Use

Pursuant to the policy of the MnSCU Board of Trustees, the possession, use, sale, or distribution of alcoholic beverages and 3.2% malt liquor at North Hennepin Community College is prohibited, unless specifically approved by the President.

Subpart C. Smoking and Tobacco Use

In accordance with the Minnesota Clean Air Act, smoking is prohibited in any College building or enclosed walkway and within 20 feet of all building entrances. Smoking is allowed in designated outdoor areas only. The full Smoking and Tobacco Use policy can be found online at www.nhcc.edu/policies.

Subpart D. Use of College Facilities by Non-College Groups

Organizations eligible to use College facilities:

- Not-for-profit, educationally oriented associations and organizations
- Local, county, and state agencies and organizations
- Organizations that meet on campus and enhance the relationship between the College and the community or enhance the educational mission of the College
- Organizations that provide a community service and their use of College facilities do not compete with area business

All non-sponsored, non-college organizations, groups, and individuals may be required to identify themselves and any products, information, or materials distributed as being neither sponsored by, nor endorsed by the College. Prominent display of this disclaimer may be required at all times for the duration of the facilities use.

All non-sponsored non-college organizations, groups, and individuals must stay at their assigned location. There is no soliciting, reaching out to people, shouting at people, or moving away from the assigned location to distribute materials.

Subpart E. Long-Term or Continued Use

Long-term or continued use of College facilities requires a lease agreement approved by the Vice President for Finance and Facilities or designee(s).

Subpart F. Room Rates and Service Fees

Room rates and/or service fee charges may be incurred and the rates will depend on the type of event. NHCC does not differentiate between and among non-profit, civic intent, religious, government, school district, and for-profit groups. All groups are charged the same room rates and/or service fees. College-sponsored student organizations are not charged. On occasion, the College will sponsor non-college organizations and therefore, will not charge those organizations.

The College reserves the right to have, at its sole discretion and at the expense of the College group or department, its own security, facilities, or other College personnel present at any event. Service fees incurred as a result of having these services present at the event may be billed to the sponsoring department or external organization. Additional charges may be applied to any event that takes place outside of the normal business hours.

The room rates and services fee charges can be found on the North Hennepin Community College Room Rates and Service Fees document.

Subpart G. Liability Insurance

The facility user shall carry commercial general liability insurance as indicated below:

- Commercial General Liability: (minimum limits)
- Each Occurrence - \$2,000,000

- Products/Completed Operations Aggregate - \$2,000,000
- Personal and Advertising Injury - \$2,000,000
- General Aggregate - \$2,000,000

North Hennepin Community College must be named as an additional insured with respect to their liability arising out of the facility user's activities.

Part 3. Procedures for Reserving Space at NHCC

This procedure is intended to facilitate responsible stewardship of institutional resources. Any person or organization using College facilities must adhere to applicable College policies and procedures and to federal, state and local statutes, regulations, and ordinances. Groups that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may have their reservation privileges suspended.

Subpart A. Faculty and Staff Requests

Faculty and staff requesting the use of College facilities for a College or department sponsored event or activity must complete the Event Proposal Form found on SharePoint. When submitting this form, all equipment, technology, facility, catering, and security needs must be included. The facilities coordinator will strive to assign the room or type of room preferred. Once a room is assigned, it will be listed on SharePoint. Contact the facilities coordinator in the Educational Services building at 763-424-0888 with any questions or concerns.

If the described activity appears to be an external or co-sponsored event or activity, the facilities coordinator will contact the requestor and identify the appropriate room rate and any additional requirements or service fees.

North Hennepin Community College employees may not use college facilities for non-work related activities except as available to the general public and consistent with the Facilities Use procedure 6.12.1.

Subpart B. Student Requests

Students who need to reserve space for a meeting, student event/activity, or a special event, must contact a representative from the Student Life Office. The Director of Student Life must approve prior to any event or activity on campus. The Student Life Office will then work with the facilities coordinator to reserve the requested space. No on-campus activity will be permitted without following this procedure.

1. Club meetings/activities: Requests for room for the purpose of club meetings or closed-club activities must be made at least three days prior to the meeting date. Requests for dedicated space for a club meeting or closed-club activity must be made within the first week of the semester and will be reviewed based on the unique needs of the club and the availability of college facilities.
2. Student Events or Activities: Requests for space for a student event or activity as defined above must be made three days prior to the scheduled event.
3. Special Events: Student clubs are encouraged to make requests for space for a special event as far in advance as possible. In no circumstances will a special event be allowed with less than two weeks' notice. The College cannot guarantee the availability of space

for a special event. However, decisions about space reservations will be made on a viewpoint neutral basis.

Subpart C. External Organizations Requests

External organizations interested in utilizing College facilities must contact the facilities coordinator at 763-424-0888.

Subpart D. Confirmations

The facilities coordinator will confirm requested reservations by fax, mail, or e-mail within two (2) business days. The reserving group's contact person will be required to sign the lease agreement agreeing to NHCC policies and procedures and return the confirmation to the facilities coordinator within two (2) business days of receipt. At the time of signing the confirmation, no changes to event details can be guaranteed.

Subpart E. Cancellations or No-Shows

The facilities coordinator reserves the right to impose a cancellation fee if written notice to cancel a space is not submitted at least (5) working days prior to the event and for all no shows on reservations where physical labor has been expended.

Part 4. Special Services

Subpart A. Technology

Computers, projectors, internet access, and document cameras are provided in the majority of rentable rooms. Organizations desiring specialized technology equipment must either make their own arrangements for such equipment and operators or contract these services from the NHCC Academic and Technology Services department.

Events and rentals requiring other than standard equipment and technology support may be charged additional service fees in accordance to the amount of time required to support the event. Scheduling and payments for personnel are in accordance with existing labor contracts.

Subpart B. Catering

NHCC contracts with an outside hospitality service provider to provide food, beverage, and catering services. The provider must be contacted at least five days prior to an event to ensure proper planning and product availability. The provider can be contacted at CampusDining@nhcc.edu or 763-488-0300. A catering guide can be accessed online at <http://www.nhcc.edu/student-resources/food-service>

The hospitality service provider will set up and deliver the food and beverages, as well as pick up all catering at the conclusion of an event.

Subpart C. Custodial and Room Configuration

Room arrangements and special custodial support is coordinated through the physical plant. As indicated in the standard lease agreement, renters are responsible for cleaning the rented area. Routine set-up requirements (i.e. additional tables, etc.) are considered part of the room rates.

Events and rentals requiring other than normal set-up and custodial support may be charged additional service fees in accordance to the amount of time required to support the event. Scheduling and payments for personnel are in accordance with existing labor contracts.

Subpart D. Public Safety

Public Safety officers are responsible to ensure rented room(s) are opened prior to and secured following an event. Certain events may require additional security.

Events and rentals requiring Public Safety support may be charged additional service fees in accordance to the amount of time required to support the event. Scheduling and payments for personnel are in accordance with existing labor contracts.

Subpart E. Parking

Parking is provided and is included in the cost of the rental. Parking passes are not required except in designated, marked locations. Special parking needs may be arranged prior to an event by contacting the facilities coordinator.

Subpart F. Invoicing

Invoices are sent for payment on a quarterly basis utilizing an invoice form with an itemized listing of costs. In addition, on a separate quick reference log, all invoices are assigned a number based on the fiscal year. Three (3) invoices are prepared at the time of billing; one for the renter, one for the facilities use file, and one for the Accounting and Fees Office.

Subpart G. Accounts Receivable

All renters are invoiced by the facilities coordinator and all payments are sent to the Accounting and Fees Officer. The Accounting and Fees Office will perform any additional correspondence necessary for non-payment.

Part 5. Public Forums, Demonstrations, and Protests

First Amendment principles, Minnesota State Statutes, and College Policy 3.1, Student Rights and Responsibilities, acknowledge and affirm the rights of individuals to petition peacefully and in an orderly manner. The following are keeping with these principles and rights.

Subpart A. General Guidelines

1. The College permits peaceful demonstrations and protests for the purpose of attracting attention to specific causes and to express grievances.
2. Sponsors of demonstrations or protests must secure a facility use permit and notify the facilities coordinator at least 48 hours prior to the scheduled activity.
3. Peaceful demonstrations and protests so registered will be permitted in specific indoor and/or outdoor areas as designated by the facilities coordinator or Vice President of Student Affairs. Such activity is not permitted inside academic buildings, offices, classrooms, or laboratories.
4. At no time shall a demonstration or protest block individuals from proper and lawful access to and egress from College buildings and facilities.
5. The College will intervene in the conduct of demonstrations when statutes are violated, when others are deprived of their rights, or when operations of the College are disrupted.

6. Students who violate the Student Code of Conduct in the course of a demonstration or protest may be subject to disciplinary action under the student conduct system as well as penalties under applicable state laws. Minnesota Statute Section 624.72 addresses the issue of demonstrations and states that, "Whoever, intentionally, or through coercion, force or intimidation, denies or interferes with the lawful right of another to the free access to or egress from or to use or remain in or upon public property or in a like manner interferes with the transaction of public business therein or thereon may be sentenced to imprisonment for not more than one year or a fine of not more than \$3,000 or both."
7. The facilities coordinator shall approve applications properly completed unless there is reason to believe:
 - a. The facility is inadequate or inappropriate for the planned event.
 - b. The organization is under disciplinary penalty prohibiting its use of College facilities.
 - c. The proposed use includes an activity that would violate state law, city ordinance, or College policy.
 - d. The proposed use would constitute an immediate or potential danger to the peace or security of the College that available law enforcement officers could not control or would disrupt or disturb other scheduled programs.
 - e. The proposed activity would constitute an unauthorized or perceived joint sponsorship with a private individual or organization.

Subpart B. Time, Place, and Manner

The time, place, and manner of exercising speech on the campus are subject to regulations adopted by College administration. Orderly conduct, non-interference with College functions and activities, identification of sponsoring groups or individuals is required. In most cases, groups or individuals who are not officially recognized by the North Hennepin Student Senate will be directed to specific locations, e.g., public sidewalks, where they may protest or demonstrate. Outdoor sound amplification will be permitted only with the advance approval of the President or his/her designee.

Subpart C. Disruption of Academic or Operational Functions

Students have the right to freedom of speech, peaceful assembly, petition, and association that is accorded to all persons by the Constitution. Students and student organizations may examine and discuss all questions of interest to them and express opinion publicly as well as privately. They may support causes by lawful means that do not disrupt the operations of the College or the operations of organizations authorized to use College facilities.

When an activity first occurs that interferes with the academic or operational functions of the college, every attempt will be made to resolve the matter through voluntary compliance, cooperation, and the exercise of restraint by all parties involved. If the disruptive activity continues, the President or designee shall take the following steps:

1. Those persons engaged in the disruptive behavior shall be asked to identify themselves.
2. If activities (protests/demonstrations) are occurring that are threatening to the safety of the participants and arrests appear to be warranted, the arrests will be made only after the Director of Public Safety or designee has consulted with the President or designee providing:
 - a. there is an opportunity to do so; and,

- b. there is no immediate safety threat to participants.
3. The Director of Public Safety or designee shall advise them of their legal obligations, urge them to stop the disruptive activity, and give them notice according to the state and local laws. If those individuals refuse to identify themselves or refuse to stop the disruption, the Brooklyn Park police will be called.
 4. Individuals engaged in disruptive behaviors who refuse to identify themselves or who refuse to stop the disruption shall also be subject to summary suspension from the College. They shall be informed by the Vice President of Student Affairs or designee as to the process for violations of the NHCC Student Code of Conduct.

Part 5. Exceptions

Any exceptions to this policy and procedure require the written approval of the College President or his/her designee(s).

Review Action	Date(s)
Campus Community Review Period	October 20-31, 2014
Shared Governance Council Review	November 14, 2014
Labor/Management Meetings Review	AFSCME – November 21, 2014 MAPE – November 21, 2014 MMA – November 21, 2014
Student Senate Review	December 5, 2014
President Approval	December 15, 2014
Campus Community Dissemination	December 19, 2014

History

- Originally approved January 1, 2006
- Revised spring 2013
- Revised fall 2014 to include language about employee use of facilities.



North Hennepin Community College

Procedure Information

Number: 4.9.1

Name: Faculty Evaluation Procedure

Effective Date: January 29, 2024

Next Review Date: AY 2028-2029

Regulatory Authority:

- [Minnesota State Board Policy 4.9 - Employee Evaluation](#)
- [MN Statute 43A.20 - Performance Appraisal and Pay](#)
- [MSCF Contract Article 11](#)
- [34 CFR 600.2](#)

Part 1. Procedure Background.

In accordance with Minnesota State Board Policy Employee Evaluation Policy, and the MSCF collective bargaining agreement, this procedure dictates the faculty evaluation process.

All faculty, regardless of appointment status, will be evaluated based on their teaching/interaction with students, professional development activities, service, and commitment to equity.

Part 2. Definitions.

Subpart A. New Faculty Members.

A faculty member who is in their first semester teaching at the College, regardless of appointment status.

Subpart B. Probationary Faculty Member.

An unlimited full-time or unlimited part-time faculty member who has not completed the required probationary period.

Subpart C. Teaching Faculty.

Faculty members whose assignment includes classroom instruction, regardless of appointment status.

Subpart D. Non-Teaching Faculty.

Faculty members whose assignment does not include classroom instruction, regardless of appointment status.

Subpart E. Supervisory File.

The records that a supervisor maintains on each of their direct reports.

Subpart F. Regular and Substantive Interaction.

Regular interactions are faculty-initiated contacts with students to support their learning that occur on a predictable cycle.

Substantive interactions are defined as:

- Providing direct instruction (can be applied to synchronous interactions only)
- Assessing or providing feedback on a student's coursework
- Providing information or responding to questions about the content of a course or competency
- Facilitating a group discussion regarding the content of a course or competency
- Other instructional activities approved by a program's accrediting agency.

Faculty shall engage in a minimum of two forms of substantive interaction in each course, commensurate with the credit hour. As a general guideline, faculty should aim for an average of one (1) hour per week per credit of Regular and/or Substantive Interaction, recognizing that the ebb and flow of the academic semester means some weeks will be heavier and others will be lighter.

Subpart G. Official NHCC Course Outline

Course outlines communicate information about college and university courses and on how the courses align with applicable accreditation requirements. Course outlines are created, maintained, and approved by the College's Academic Affairs and Standards Council.

Part 3. Evaluation Methods.

Subpart A. Classroom Visit.

The supervisor observes the faculty member's teaching in the classroom. The supervisor may observe the faculty member in any format in which the faculty teaches, including, but not limited to, traditional lecture, lab, clinical, seminar, online, etc. The classroom visit will be scheduled collaboratively between the faculty and the supervisor. Following the classroom visit, whether face-to-face or virtual, the supervisor will prepare a written report documenting the classroom visit and review said report with the faculty member within 30 business days.

Subpart B. Learner Outcome Assessment.

Learner Outcome Assessments (LOA) measure the effectiveness of pedagogical strategies and student learning. A learner outcome assessment implements a pedagogical change, measures the effect of the change on student learning, and guides

faculty continued development. An LOA can be used for both Faculty Evaluation and Program Review and Learner Outcome Assessment.

Subpart C. Peer Review.

Peer review provides feedback from a peer chosen by the faculty member. Guidance for faculty new to peer review of their colleagues' teaching will be provided. Peer reviews must be documented. Contents of the review will be shared with the supervisor. The faculty member may submit a personal reflection of their peer review experience.

Subpart D. Self-evaluation.

The self-evaluation is completed by the faculty member and includes the following:

1. An assessment of strengths and weaknesses on each of the relevant Faculty Evaluation Criteria (Part 6 below). Plans for improvement and accountability measures must be included for areas of weakness.
2. A review of disaggregated student success data and reflection on specific strategies the faculty member will take to work towards or maintain parity of outcomes among student groups.
3. A statement of help, assistance, or guidance needed to continue professional development.
4. A statement of near-term and long-range professional goals.
5. A review of any previous self-evaluations and a status update on progress towards the faculty member's stated goals.
6. Any relevant supporting materials.

Subpart E. Student Feedback.

Student feedback provides data from students about the faculty member. Standardized student feedback, customized student feedback, and learner outcome assessments are all valid forms of student feedback.

Customized student feedback consists of forms developed by the faculty member in consultation with the faculty member's supervisor. Customized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

Standardized student feedback consists of forms developed by the College. Standardized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

The form of student feedback will be determined through consultation between the supervisor and the faculty member. Documentation of student feedback will also be determined through consultation between the supervisor and the faculty member.

Subpart F. Supervisor Review.

At the end of a three-year cycle, supervisors will assess the faculty member's performance according to the relevant Faculty Evaluation Criteria (Part 6 below). The assessment will be reviewed with the faculty member, and the faculty member and supervisor will collaboratively develop plans for improvement where necessary along with reasonable accountability measures.

Subpart G. Other Methods of Evaluation.

Faculty may coordinate with their supervisor to determine materials to be used for this evaluation option.

Part 4. Evaluation Cycle.

Subpart A. Schedule of Evaluation.

1. All new faculty, regardless of their hiring status, will be evaluated by their supervisor by the end of their first semester of employment at North Hennepin Community College.
2. Probationary faculty will be evaluated by their supervisor each semester of probationary status. Probationary faculty and supervisors will coordinate which form of evaluation will happen each semester during probation. Supervisors shall complete the evaluation of probationary faculty in their final semester of probation **no later than October 15 or March 15** of that final semester. Probationary faculty must successfully complete the requisite probationary status in accordance with the MSCF collective bargaining agreement before becoming an unlimited faculty member. The Senior Academic Officer will notify probationary faculty in writing of unlimited status or non-renewal by no later than one month prior to the end of last probationary semester.
3. All faculty will be evaluated annually in the semester assigned by their supervisor, unless the supervisor determines that more frequent evaluation is necessary.
4. Non-teaching faculty will follow the same evaluation schedule as teaching faculty.

Subpart B. Meeting Between the Supervisor and the Faculty Member.

Each year, the supervisor will communicate with the faculty member to review the Professional Development Plan, which may incorporate work assignments at NHCC and beyond, and plan for any relevant evaluation activities.

After evaluation has been completed, the supervisor will meet with the faculty member to discuss the evaluation and to collaboratively develop plans for focus where necessary. The supervisor and faculty member will collaboratively develop reasonable accountability measures. If there are plans for improvement and accountability measures in place, feedback and progress towards these plans will also be discussed and revised as appropriate. This meeting will be documented and placed in the faculty member's file in accordance with the Recordkeeping process.

Part 5. Contents of Evaluation.

Subpart A. Faculty in their First Semester Teaching at North Hennepin Community College.

Evaluation for faculty in their first semester of teaching at North Hennepin Community College must include the following:

1. Supervisor's classroom visit with written report.
2. Standardized student feedback, customized student feedback, or learner outcome assessment to be determined collaboratively between the faculty member and the supervisor.

Subpart B. Probationary Faculty.

Probationary faculty shall collaborate with their supervisor to determine a schedule that incorporates classroom observations, student feedback, and peer review. Annually, probationary faculty will complete a self-evaluation. At the end of the probationary period, supervisors will complete the Supervisor Review.

Probationary faculty will develop a teaching portfolio to be submitted to the supervisor at the end of their probationary period. The teaching portfolio will include:

1. Annual self-reflections.
2. Materials associated with their semester evaluations.
3. Faculty-selected evidence of contributions to the campus community.
4. Sample syllabi and course assignments.
5. Other materials as identified by the faculty member.

Subpart C. All Other Teaching Faculty.

Regardless of appointment status, all teaching faculty will be evaluated on a three-year cycle.

Year 1: Classroom visit and student feedback.

Year 2: Student feedback and either a peer review or a classroom visit.

Year 3: Self-evaluation, supervisor review, learner outcome assessment.

Subpart D. Non-teaching Faculty.

The evaluation of non-teaching faculty will include input from multiple sources, selected by the supervisor in consultation with the faculty member. Possible input sources include any of the evaluation methods described in Part 3. A supervisor review must be completed on an annual basis.

Part 6. Faculty Evaluation Criteria.

Subpart A: All Faculty.

The following criteria are applicable for evaluating ***all*** faculty:

1. Demonstrates a commitment to equity for traditionally underserved populations and actively works towards inclusion of these populations.
2. Demonstrates a concern for student success:
 - a. Treats students with dignity and respect in a courteous and professional manner;
 - b. Demonstrates culturally responsive, equitable, and inclusive practices;
 - c. Is available to students to discuss (1) the student's academic progress, (2) career opportunities in the faculty member's assigned field, and (3) other issues as appropriate;
 - d. Regularly reviews and reflects upon disaggregated success data to eliminate achievement gaps and enhance equity in student outcomes.
3. Maintains office hours.
4. Fulfills professional development responsibilities:
 - a. Maintains currency in credential field;
 - b. Engages in professional development activities.
5. Fulfills responsibilities to the College:
 - a. Completes administrative clerical requirements associated with their position in an accurate and timely manner (such as, but not limited to, grade reports, last date of attendance requests, requisitions, textbook orders, library purchases, student reports, etc.);
 - b. Adheres to established department standards, College policies/procedures, and ethical/legal standards;
 - c. Attends and participates in department/division/College meetings and activities;
 - d. Participates in College service activities, governance, and/or community service.
6. Demonstrates collegiality:
 - a. Communicates, coordinates, and works cooperatively and effectively with others;

- b. Demonstrates respect for diversity and equity across campus;
- c. Serves as a good steward of College resources.

Subpart B: Teaching Faculty.

The following criteria are applicable for evaluating teaching faculty. All teaching faculty are expected to:

1. Hold class during scheduled classroom hours.
2. Engage in Regular and Substantive Interaction commensurate with the credit hour with students in all class modalities.
3. Regularly incorporate information from student feedback and learner outcomes assessment to improve teaching and learning.
4. Prepare comprehensive, accurate, and up-to-date syllabi that align with the official NHCC Course Outline.
5. Share syllabi and course outlines in writing with students before the end of the first week of class.
6. Communicate all course information and requirements to students in writing before the end of the first week of class:
 - a. College name
 - b. Subject
 - c. Course Number
 - d. Course Title
 - e. Course Modality - Day, time, & location of class meetings. For blended/hybrid classes, the dates and times when classes will meet face-to-face.
 - f. Course Description
 - g. Learning Outcomes
 - h. Credits with Lab and Lecture Hours broken out
 - i. Prerequisites and/or Co-requisites
 - j. Minnesota Transfer Curriculum Goals
 - k. Faculty contact Information
 - l. Time and Location of Office Hours
 - m. Standards for classroom participation and attendance

- n. Types of assignments and tests
 - o. Due dates of assignments and policies regarding accepting late or inadequate work
 - p. Criteria for the evaluation of student work and grade determination
 - q. Academic integrity statement
 - r. Access services statement
7. Adhere to their syllabus and other course policies.
 8. Teach in accordance with the official NHCC Course Outline.
 9. Develop course materials that reflect current trends in the faculty member's credentialed field.
 10. Competently guide student learning by:
 - a. Communicating subject matter clearly, accurately, and effectively.
 - b. Incorporating appropriate learning strategies to support diversity and inclusion.
 - c. Maintaining a classroom environment conducive to student learning.
 - d. Providing relevant and clear learning activities.
 - e. Evaluating student progress accurately, impartially, and in a relevant and timely manner;
 - f. Assessing student progress on all learner outcomes listed on the official NHCC Course Outline;
 - g. Ensuring students are informed of their progress in a regular, relevant, and timely manner;
 11. Provide opportunities for student participation in the teaching and learning process.

Subpart C: Non-teaching Faculty.

All non-teaching faculty are expected to

1. Perform duties in an accurate and timely manner.
2. Provide effective service to meet student and College needs.
3. Achieve goals as articulated in the faculty member's professional development plan.

Additional criteria may apply, as determined mutually by supervisor and faculty member.

Part 7. Recordkeeping.

Subpart A. Faculty Responsibilities.

The faculty member will assist in the preparation and compilation of evaluation materials.

1. Faculty will coordinate with supervisors to schedule classroom visits.
2. Faculty will administer customized student feedback forms or assemble documentation of learner outcome assessments as appropriate.
3. Faculty will assist with the administration of standardized student feedback as appropriate.
4. Faculty will compose their self-evaluation.
5. Faculty will be responsible for contacting and scheduling a peer review. Faculty are also responsible for ensuring that proper documentation of a peer review is provided to the supervisor.
6. Faculty will coordinate with supervisors to complete the annual evaluation process.

Subpart B. Supervisor Responsibilities.

The supervisor will collaborate with faculty to ensure timely evaluation.

The supervisor will prepare a written summary of the evaluation, including outcomes and recommendations. The supervisor will then share the summary with the faculty. The summary will be submitted to Human Resources within 30 business days to be placed in the faculty member's official personnel file.

Subpart C. Faculty Rights.

The faculty member may submit a written response to the supervisor's evaluation to be included in the faculty member's official personnel file.

Subpart D. Location of Records.

Evaluation materials will be maintained in the supervisory file in the supervisor's office. The supervisor will confirm that faculty have received standardized student feedback once the faculty evaluation process is complete.

Part 8. Campus Review.

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review:	11/8/2023 - 11/30/2023
Campus Community Review Period:	10/16/2023 - 10/27/2023
AFSCME Review:	11/8/2023 - 11/30/2023
MAPE Review:	11/8/2023 - 11/30/2023
MMA Review:	11/8/2023 - 11/30/2023

Shared Governance Council Review:	11/17/2023
Student Senate Review:	11/30/2023
President Rolando Garcia Approval:	1/29/2024
Campus Community Dissemination:	2/14/2024

History

- Adoption under Ann Wynia on 12-19-07 as VI.07.06.01
- Revised Spring 2013
- Revised Spring 2018
- Reviewed Fall 2018
- Reviewed Spring 2023 at request of MSCF. Language modified to make it clear all faculty need to be evaluated according to Part 6. Faculty Evaluation Criteria and to add expectations around closing the equity gap for traditionally underrepresented populations.
- Reviewed Fall 2023 to standardize the evaluation process and incorporate language around Regular and Substantive Interaction and the required use of course outlines.

4.9.2 Staff Evaluation Procedure

IN THIS SECTION

Procedure Information

PDF Version

Number: 4.9.2

Name: Staff Evaluation Procedure

Effective Date: 26 May 2021

Next Review Date: AY2025-2026

Regulatory Authority:

[Minnesota State Board Policy 4.9 – Employee Evaluation](#)

[MN Statute 43A.20 – Performance Appraisal and Pay](#)

Part 1. Procedure Background

In accordance with NHCC Campus Regulation 4.9 Employee Evaluation Policy, the following procedures will be utilized to implement the staff evaluation process.

Part 2. Definitions

Subpart A. Permanent or Unlimited Full Time

1. An employee who is assigned to work 40 hours per week or 80 hours every pay period year around.

2. An employee who is assigned to 40 hours per week or 80 hours per pay period during each semester of the academic school year and part-time hours during the summer break in accordance with the AFSCME agreement.

Subpart B. Permanent or Unlimited Part Time

An employee who is assigned to work less than 40 hours each week or less than 80 hours per pay period year around.

Subpart C. Temporary Part-Time

An employee who is assigned to work less than 40 hours per week or less than 80 hours per pay period for a limited timeframe.

Subpart D. Temporary Full-Time

An employee who is assigned to work 40 hours per week or 80 hours per pay period for a limited timeframe.

Subpart E. Seasonal Full Time

An employee who is assigned to 40 hours per week or 80 hours per pay period during each semester of the academic school year, excluding summer semester. Additional days may be assigned before and immediately following the academic semesters.

Subpart F. Seasonal Part Time

An employee who is assigned to less than 40 hours per pay period or less than 80 hours per pay period during each semester of the academic school year, excluding summer semester. Additional days may be assigned before and immediately following the academic semesters.

Part 3. Evaluation Components

Subpart A. Primary Responsibilities

All employees shall be evaluated on the current duties of their position. It is recognized this shall usually be from their position description.

Subpart B. Performance Objectives

The employee and the supervisor will meet at least once a year to set improvement performance goals-for the following year. The supervisor and the employee shall converse periodically throughout the year on the progress towards completion of the goals set. During these conversations, the supervisor and employee shall discuss the strengths of the employee as well as areas for growth and/or improvement.

Subpart C. Professional Development Objectives

The employee and the supervisor will meet at least once a year to set professional development objectives for the following year. The supervisor and the employee shall converse periodically throughout the year on the progress towards completion of the goals set.

Subpart D. Probationary Mid-Point Evaluation

The employee and the supervisor will meet near the initial mid-point of the probationary period to determine progress towards the position objectives. Any concerns must be addressed by the employee in order to successfully complete the probationary period.

Part 4. Evaluation Planning

Subpart A. Schedule of Evaluation

- 1 | All employees, regardless of their hiring status, will be evaluated by their supervisor by the end of their first six months of employment at North Hennepin Community College, and annually thereafter.
- 2 | Probationary employees will be evaluated by their supervisor midterm of their first year and at the end of their first year of employment. Supervisors shall complete the evaluation of the employee by the due date set by Human Resources (HR). Probationary employees must successfully complete the requisite probationary status in accordance with the collective bargaining agreement before becoming a permanent employee.
- 3 | All employees will be evaluated by their supervisor annually by their anniversary date, unless the supervisor determines that more frequent evaluation is necessary.

Subpart B. Meeting between the Supervisor and the Employee

At the beginning of the evaluation cycle, the supervisor will communicate with the employee for the purpose of explaining the process, describing the employee's responsibilities in the process, soliciting a self-appraisal from the employee and providing a timeframe for completion.

Part 5. Records Retention

Completed and signed copies of the *NHCC Staff Performance Appraisal and Professional Development Plan* will be placed in the employee's personnel file and copies will be provided to the supervisor and employee for their records. Additional documentation that supports the performance appraisal or professional development plan will be kept in the supervisory file and available for the employee to review upon request.

Part 6. Campus Review

Review Action	Date(s)
Campus Community Review Period:	5 Mar 2021–26 Mar 2021
Diversity, Equity, and Inclusion Committee Review:	3 May 2021
AFSCME Review:	5 Apr 2021–14 May 2021
MAPE Review:	5 Apr 2021–14 May 2021
MMA Review:	5 Apr 2021–14 May 2021
Shared Governance Council Review:	14 May 2021
Student Senate Review:	29 April 2021
President Rolando Garcia Approval:	26 May 2021
Campus Community Dissemination:	14 June 2021

History

12-21-15 – New NHCC Procedure

Spring 2021: Reviewed with minor edits. Approved 26 May 2021 by President Rolando Garcia.



North Hennepin Community College

Policy/Procedure Information

Number: 4.9.3

Name: Administrator Evaluation Procedure

Effective Date: **July 20, 2023**

Next Review Date: AY 2027-2028

Regulatory Authority:

- [Minnesota State Personnel Plan for Administrators](#)
- [MnSCU Board Policy 4.9 - Employee Evaluation](#)
- [MN Statute 43A.20 - Performance Appraisal and Pay](#)

Part 1. Procedure Background.

In accordance with NHCC Campus Regulation 4.9 Employee Evaluation Policy, the following procedures will be utilized to implement the Administrator evaluation process.

Part 2. Definitions.

Subpart A. Administrators.

Administrators are those unclassified employees in positions who meet the “managerial” definition outlined in MN Statute 43A.02, Subd.28. Administrators are employees who create or formulate, influence, or manage policy or direct the college. Administrators make high level operating decisions in the college or delegate such decisions to others.

Subpart B. Continuing Appointment.

An administrator employed in a position without a specified end date.

Subpart C. Permanent.

An administrator who is assigned as a full-time employee.

Subpart D. Interim.

An administrator assigned to temporarily fill a vacant position pending the completion of a search or reorganization of all or part of the college/university or system office, or under similar circumstances.

Subpart E. Acting.

An administrator assigned to fill a position when the incumbent is on leave or is otherwise unable to serve; or in the event of a presidential vacancy, assigned by the chancellor to serve as president pending the start of an interim, continuing or contractual appointment by the Board of Trustees.

Subpart F. Temporary.

An administrator employed in a position with a specified start and end date. Temporary appointments generally do not exceed twelve (12) months.

Subpart G. Contractual.

An appointment pursuant to Section 1.03 Sub. 1 (g) or Subd. 2(g). These appointments have certain terms and conditions specified in the contract and are subject to renewal by the Board of Trustees.

Part 3. Evaluation Components.

1. Administrators will be evaluated on an annual basis. The evaluation should include goals that align with the college's strategic plan and administrator's professional development plan.
2. New administrators, including interim and acting, will be evaluated midterm of their first year and then annually thereafter.
3. The administrator's supervisor will gather input on an annual basis from:
 - a. all the administrator's direct reports;
 - b. the administrator's peers;
 - c. and relevant members of the NHCC campus community.
4. The administrator will, upon completion of the evaluation, update their plans for professional development as appropriate.

Part 4. Records Retention.

Completed and signed copies of the Administrator evaluation will be placed in the employee's personnel file and a copy will be provided to the employee for their record. Additional documentation that supports the performance evaluation will be kept in the supervisory file and available for the employee to review.

Part 5. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/17/2023 - 5/12/2023
Campus Community Review Period:	3/2/2023 - 3/24/2023
AFSCME Review:	4/17/2023 - 5/12/2023
MAPE Review:	4/17/2023 - 5/12/2023
MMA Review:	4/17/2023 - 5/12/2023
Shared Governance Council Review:	4/21/2023
Student Senate Review:	4/20/2023
President Rolando Garcia Approval:	7/11/2023
Campus Community Dissemination:	7/20/2023

History

- New NHCC Procedure, failed Campus Review Spring 2015; Re-opened and revised Fall 2017 for Campus Review. Approved 21-Dec-2017 by Barbara McDonald.
- Reviewed Spring 2023, minor edits

Policy Information

Number: 3.3

Name: Placement for Success Policy

Author: Policy Committee

Custodian: Policy Committee

Effective Date: January 8, 2018

Next Review Date: Fall 2022

Regulatory Authority:

- Minnesota State Board Policy 3.3 – Assessment for Course Placement
 - <http://www.minnstate.edu/board/policy/303.html>
-

Part 1. Policy Statement

To promote academic success, students attending North Hennepin Community College (NHCC) are required to complete a Minnesota State Colleges and University (Minnesota State) system-endorsed course placement instrument (Minnesota State Board Policy 3.3) in reading, English, and mathematics. Placement tests will not determine admission to the college, but they will assist in determining entry into individual courses. For some students (e.g. PSEO, international, EAP, etc.), placement may impact admission and/or registration.

Part 2. Definitions

Subpart A. College-Level Courses

A college-level course is a college or university course that meets college-level standards. Credits earned in a college-level course apply toward the requirements of a certificate, diploma, or degree.

Subpart B. Developmental Courses

A developmental course is a course designed to prepare students for entry into college-level courses. Developmental course credits do not apply toward a certificate, diploma, or a degree.

Subpart C. English Language for Academic Purposes (EAP)

Students who are identified as having completed fewer than 8 years of their primary and/or secondary education in the United States shall be evaluated for college readiness in the area of English language proficiency using the ESL version of the system-endorsed placement instrument.

Part 3. College Responsibilities

The college is responsible for providing timely and accurate notification of the placement process, including, but not limited to test review resources, processes for completing course requirements, waivers, appeals, and retesting.

The college will notify students of their final placement and identify options for them to complete course requirements.

Part 4. Campus Review

Review Action	Date(s)
Campus Community Review Period	06-Nov-2017 through 17-Nov-2017
AFSCME Review	28-Nov-2017
MAPE Review	29-Nov-2017
MMA Review	28-Nov-2017
Shared Governance Council Review	8-Dec-2017
Student Senate Review	30-Nov-2017
President Approval	21-Dec-2017
Campus Community Dissemination	08-Jan-2018

Policy History

- Adopted: 16-Dec-2005 Placement for Success
- Updated: Spring 2013
- Updated Fall 2014. Added ESL definition in Part 2.
- Updated Fall 2017, reflecting name change of ESOL to “English for Academic Purposes”

Procedure Information

Number: 3.3.1

Name: Placement for Success

Author: Placement for Success Committee

Effective Date: January 8, 2018

Next Review Date: AY2020-2021

Regulatory Authority

- Minnesota State Board Policy 3.3 – Assessment for Course Placement
 - <http://www.minnstate.edu/board/policy/index.html>
 - Minnesota State Board Procedure 3.3.1 – Assessment for Course Placement
 - <http://www.minnstate.edu/board/procedure/303p1.html>
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Part 1. Pre-Testing.

Subpart A. Pre-testing Notifications.

1. Students are informed of testing requirements in their initial acceptance letter from the college.
2. Following the acceptance letter, students receive additional information by email from the college, including information on how to schedule a testing appointment through either the online appointment scheduler or by telephone with the Testing Center.
3. College employees will provide additional information to encourage students to review for the placement test and to complete the initial testing as soon as they are prepared.
4. During pre-assessment an initial evaluation of student waivers or test score exemptions will be determined before or during check-in; the student will be advised as to the appropriate tests to be taken.

Subpart B. Placement Test Review.

The North Hennepin Community College website provides information about sample test questions and review options.

Subpart C. Waivers.

Waivers of all or part of placement testing are available through the following processes: student completion of the waiver form, the college-initiated transcript review process, or the pre-placement test evaluation process. Waivers based on successful completion of previous college-level coursework do not expire.

1. With appropriate documentation, waivers may be given for:
 - a. Transfer students who have completed a college-level English composition course with a grade of C- or better. These students will be exempt from placement testing in English.
 - b. Transfer students who have completed a college-level algebra or higher course with a grade of C- or better. These students will be exempt from placement testing in mathematics.
 - c. Evaluation of other college-level math courses for waiver will follow the appeal process.
 - d. Transfer students who have completed a minimum of six college level credits with a grade of C- or better and an overall GPA of 2.0 or higher from the same college or university accredited by a regional accrediting agency will be exempt from the placement test in reading with the exception of the following:
 - International credits
 - Studio Art
 - Studio Music
 - Theater Practicum
 - Activity based physical education and exercise science
 - Foreign language courses
 - ASL (American Sign Language) courses
 - Activity based courses that do not clearly involve college level reading
 - e. Other courses may be considered upon appeal to the academic dean.
 - f. Assessment scores taken on the system-endorsed instrument at any college or university within three calendar years for reading and writing, and two calendar years for mathematics.
 - i. Students with ACT sub-scores of at least 22 in math, at least 18 in writing, or at least 21 in reading taken within five calendar years. Students whose sub-scores are below these sub-scores in one of these areas must take the placement test in that area.
 - ii. Students with SAT sub-scores of at least 530 in math, at least 480 in writing, or at least 480 in critical reading taken within five calendar years. Students whose sub-scores are below these sub-scores in one of these areas must take the placement test in that area.
 - iii. Students with MCA sub-scores of at least 1158 in math or 1047 in reading taken within five calendar years. The MCA assessment is not being used for

English course placement. Students whose sub-scores are below these sub-scores in one of these areas must take the placement test in that area.

- g. If EAP students receive *both* reading **and** writing waivers, they are exempt from taking the ESL Accuplacer Listening and Sentence Meaning tests.
- h. Transfer students with developmental coursework in math, English or reading will have developmental coursework evaluated by an appropriately credentialed faculty member for the possibility of equivalent course placement and waivers.
- i. Non-EAP transfer students who meet the reading waiver requirement based on college-level courses will be eligible to register for the college-level composition course with a grade of C- or better.

Subpart D. Non-Degree-Seeking Student with no Prior College Experience.

1. Non-degree-seeking students will not be required to take the college's placement test but must satisfy all pre-requisites of the course(s) for which they intend to register.

Subpart E. Post-Secondary Education Option (PSEO).

1. All PSEO students must complete placement testing, except students who are eligible for a placement test waiver based on the criteria in Subpart C. Students whose sub-scores are lower in one of these areas must take the placement test in that area.
2. All PSEO-eligible students must place at a college reading level on the placement test.
3. To register for college-level English or math courses, PSEO students must complete the placement test and place into college-level English or math, unless they have qualified for a waiver listed above in Subpart C.

Subpart F. Accommodations.

1. Students with documented disabilities will be provided appropriate accommodations.
2. Eligible students must contact Access Services for assistance with accommodation requests.

Part 2. Pre-Placement Testing Advising for Math.

1. The math portion of the placement test is for those who need to fulfill a math requirement
2. For those students who have graduated high school within the past two years, the starting point on the placement test depends on high school GPA and number of math classes completed in high school. Student who state they have *both* an overall GPA of 3.0 or above and have completed at least one math class past Algebra 2 start at the college-level math test. Everyone else starts at the elementary algebra test.
3. Students who have been out of school for more than two years will be advised as to which math test to begin with based on a pre-assessment evaluation.
4. Students who place into developmental reading will be given the option to postpone the math portion of the test to another date.

Part 3. Placement Testing.

Subpart A. Testing Requirements.

1. Allotted Time: the test is untimed with the exception of the EAP writing sample, which has a 60-minute time limit. Refer to the Testing Center for recommendations on suggested allotment of time.
2. Items allowed: Scratch paper and pencils are distributed before the test begins and are collected at the end of the session. No other resources are allowed during the test session.
3. Calculators are not allowed; the assessment has a pop up calculator feature for questions that require one.
4. Picture Identification is required to take a test.

Subpart B. Additional Student Information.

Additional information will be collected from students to assist the college in developing appropriate support for them, including self-assessment of their technology skills.

Part 4. Post-Placement Test Advising.

1. Students meet with an advisor immediately following the placement test.
2. The Post-Assessment Advisor will explain the test results and course placement, answer general questions, and disperse college information relevant to students' needs.
3. Students who have successfully completed three years of high school math with a C or better within the past three years will be placed no lower than Math 0900.
4. Students are allowed to re-test for a fee once per semester. Students will be made aware of review materials that are easily accessed and informed of the effect of study on test results.
5. There is a placement appeal form for mathematics. Students who think they are under-placed in mathematics are encouraged to pursue placement appeals.
6. Students will be provided with resources to help them address their technology concerns.

Part 5. Enrollment after the Placement Test.

Subpart A. Enrollment Requirements.

1. Students must enroll in English, Academic Development, English Language for Academic Purposes (EAP) and mathematics coursework at their assessed level. A student's course registration is subject to cancellation if registration is outside of placement requirements. Enrollment in other college-level classes may be limited until this requirement is met. Students who do not follow listed assessment and prerequisite requirements may be required to change their registration or have their registrations cancelled to comply with NHCC's Placement for Success Policy. Tuition refunds will not be issued in such cases.
2. English faculty may override developmental placement based on an intake writing sample.
3. Students who are required to complete a reading developmental course will also be required to complete the developmental English course in the same semester that they are enrolled in the college-level English course as a co-requisite.

4. Students placing into ADEV 0951 or 0952 are required to enroll in these courses during their first semester in college and successfully complete their course sequence with a grade of C or better.
5. Students placing into EAP courses are required to enroll in these EAP courses in their initial semester and continue the course sequence until completion.

Subpart B. Exceptions.

1. Students may appeal their placement level in mathematics by completing the “Placement Appeal Form.” This form allows students to ask for a placement of one level above their assessed level provided students provide documentation and justification for the appeal and receive the approval of a full-time member of the math faculty and the Dean of Math and Science.
2. After successful retesting, new placement is effective immediately. Students who want a course exchange must be approved with support from the faculty member and academic dean. A new placement will not exempt a student from the financial and academic obligations of their initially enrolled course; tuition refunds will not be issued.
3. Faculty should complete a “Faculty Permission to Override Mandatory Placement Level” form if that semester’s coursework merits exemption from the next course in the skill sequence.

Part 6. Placement Committee.

At regular intervals during the academic year, college administrators, faculty, and staff persons on the committee will review and provide recommendations to update the placement program. Validation studies and other data review will be a regular component of the committee’s meetings and discussions.

Part 7. Campus Review.

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History

- Adopted: 16-Dec-2005 Placement for Success
- Updated: Spring 2013 Updated ACT sub-scores; added post-test advising, placement test review, technology skills assessment and placement committee.
- Fall 2014. Revised to edit Part 5, subpart B.4 and Part 1, subpart C.d.1.
- Fall 2017: Revised to edit Part 1, subpart A.4, Part 1, subpart C, Part 5, subpart A.

GED Testing

IN THIS SECTION

NHCC is an authorized Pearson Vue testing site for the GED program.

Preparing for the GED

Preparation for the GED test is available at:

Osseo School District Adult Learning Center: 763-566-5452

GED Testing Service

GED Test Prep

How to Register

To register, pay, and view test results, go to: www.GED.com. Individual test subjects are \$20 each, and all four subjects can be purchased for \$80.

During the check-in process, all possessions are locked in a secure cabinet according to Pearson Vue and GED policies. Bring only photo identification and essential items with you.

What to Expect

The **GED** has four series of tests. The minimum passing score is at least 145 on each test and a total score of 600.

Reasoning through Language Arts: Ability to read closely, write clearly, and edit and understand written text (150 minutes)

Mathematics Reasoning: Quantitative & algebraic problem solving (115 minutes)

Science: Life science, physical science, earth and space science (90 minutes)

Social Studies: Civics and government, U.S. history, economics, geography and the world (70 minutes)

Additional information is available through the [Minnesota Department of Education](#), by calling 651-582-8445