

North Hennepin Community College

Spring 2010

President Wynia Retires

After 40 Years of
Service to the College

Honors Program Re-Energized

High Demand Careers with High Earnings

Undergraduate Research Thrives



Summer & Fall 2010 Credit Classes pg 30 Continuing Education & Non-Credit Classes pg 42



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North Hennepin Community College is published twice a year for community members, alumni, students and friends of North Hennepin Community College. Please direct any correspondence regarding this publication to:

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Mission

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

Vision

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

Values

Integrity / Innovation / Excellence

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

To receive this information in an alternative format or for specific disability assistance, call Disability Access Services, 763-493-0555 (Voice) or 763-493-0558 (TTY).

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

Visit our website at www.nhcc.edu for the most current class schedule information.



North Hennepin
Community College



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Ann Wynia to Retire After 40 Years

Driving through miles of corn and potato fields to her first interview, Ann Wynia never dreamed that she would spend the next forty "wonderful" years at North Hennepin Community College.

It was the summer of 1970. Her husband, Gary, had just started teaching at the University of Minnesota. Ann had learned of a recent vacancy in NHCC's Political Science department and knew that teaching at a community college would give her a chance to truly make a difference.

"I loved teaching and loved political science," Wynia says. "One of my goals was to empower students to participate in government and to feel part of the political process." After classroom simulations of the precinct caucuses, several students were inspired enough to go into politics, including Senator Warren Limmer of Maple Grove.

Following her own lead, Wynia entered politics and in 1976 began the first of seven terms in the Minnesota House of Representatives. In 1989, then Governor Perpich appointed Wynia Commissioner of the Department of Human Services, Minnesota's largest state agency.

But with even these influential jobs at the capital, Wynia never stopped teaching. The conversations she had with students in class helped shape and fuel her government service and led to an even more important position at North Hennepin in December of 1997 – President.

When the College was founded in 1966, the northwest metro area was largely undeveloped. Everything north of 85th Avenue, which marks the northern border of the 104-acre campus, was farmland with no water or sewer service. "We were on the fringe up here," she explained. "But the College's visionary founders situated it perfectly for the massive growth that was to come. We're now in the heart of a booming area."

When she took the job as President, enrollment was growing but the College's physical structures were not in good shape. Wynia set out to provide faculty and staff the facilities they needed to support their best work – and to attract students with a campus that reflected the quality of education they would receive. "Space is the skeleton," Wynia says. "Faculty and staff provide the heart."

Some of the milestones of Wynia's tenure include overseeing the construction of new buildings, classrooms and labs – which she notes we've already outgrown; deepening and strengthening NHCC's academic program; establishing successful partnerships with universities to offer Bachelor's degrees here; developing programs to accommodate the different learning and scheduling needs of students such as Weekend College, Business ASAP, and online and hybrid classes; and ultimately, helping grow a campus worthy of the people who work here and the students who come here.

One of Wynia's greatest joys, and the thing she may miss the most when she

retires in June, is talking to students and alumni about their experiences here. "Hearing their stories fills me with energy for what we're doing here," she says.

She went on to relate a story of walking to her car recently in the farthest parking lot (there is no preferential parking for NHCC faculty and staff) and striking up a conversation with an alumni who said he hung his diploma from North Hennepin above his Bachelor's and Master's diplomas because it meant the most to him. He told her he would never forget his time at North Hennepin because he had the best and most encouraging teachers here.

Many people have expressed their gratitude to Ann for the accomplishments she brought to North Hennepin through her excellent leadership. Advisory Board President Willard Griggs says, "I wish there were more Ann Wynia's in the world. She is a visionary who is trustworthy, positive and personable. She instills the belief in anyone that they can achieve anything."

A campus- and community-wide celebration to honor Ann's contribution to the College will be held on April 28th from 3:00 to 5:00pm in NHCC's Educational Services Building.

What will President Wynia do when she retires? Stay in Minnesota she says, spend time with family and friends, travel, and finally read the stack of books on her bedside table. "I will be a supporter of NHCC for the rest of my life."

ars of Getting Things Done

North Hennepin's Conversation
Partners Program pairs
volunteer staff, faculty, alumni
or community member with
students striving to improve his
or her English. Here Ann works
with Thanh Luong, a first year
NHCC student from Vietnam
who has been in the U.S.
for two years.



A LOOK BACK AT ANN WYNIA'S TENURE AT NHCC

 <p>1969 College moves to its new 104-acre campus.</p>	<p>1970 Activities Building opens.</p> <p>1971 Two-year nursing curriculum begins.</p>	<p>1972 Campus Center and Fine Arts Building are opened.</p>	<p>1973 Name is changed to North Hennepin Community College.</p> <p>1974 St. Cloud State offers courses at NHCC.</p>	<p>1975 2nd floor of the Campus Center and the Administration Building open.</p>	 <p>1977 Ann Wynia elected to 1st of seven terms in the MN House of Representatives.</p>	 <p>1982 Enrollment tops 3,000.</p> <p>1986 Career & Continuing Education Building opens.</p>	 <p>1995 North Hennepin Community College becomes part of the Minnesota State Colleges & Universities System, comprised of 25 two-year colleges and 7 universities.</p>
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<p>1969 College moves to its new 104-acre campus.</p>	<p>1970 Activities Building opens.</p>	<p>1972 Campus Center and Fine Arts Building are opened.</p>	<p>1975 Non-credit classes begin.</p>	<p>1982 NHCC Foundation is established.</p>	 <p>1989 Governor Perpich appoints Ann Wynia the Commissioner of the MN Department of Human Services.</p>	 <p>1988 Weekend College introduced.</p>	<p>1990 NHCC starts offering classes in Buffalo.</p>
<p>1966 North Hennepin State Junior College opened in the former Osseo Junior High. Dale Lorenz was the first President.</p>	<p>1970 Ann Wynia hired as NHCC's Political Science instructor.</p>	 <p>1973 Name is changed to North Hennepin Community College.</p>	<p>1974 St. Cloud State offers courses at NHCC.</p>	<p>1975 2nd floor of the Campus Center and the Administration Building open.</p>	 <p>1977 Ann Wynia elected to 1st of seven terms in the MN House of Representatives.</p>	 <p>1982 Enrollment tops 3,000.</p> <p>1986 Career & Continuing Education Building opens.</p>	 <p>1995 North Hennepin Community College becomes part of the Minnesota State Colleges & Universities System, comprised of 25 two-year colleges and 7 universities.</p>



1998
Governor-elect
Jesse Ventura
visits NHCC -
his alma mater.



2005
Courtyard
renovation
complete.



2006
College's 40th
Anniversary
celebrated.



2007
Veterans
Resource
Center opens.

2007
First 4-year
Bachelor's
degree offered
at NHCC – a
B.A. in Biology
with MN State
University
Moorhead.



2010
Wynia at the
opening of the
Multi-Culture
Education
Center at African
Food Market in
Crystal.



2002
New Science
Center and
Tessman
Greenhouse
opens.

1997
Ann Wynia
named
President of
North Hennepin
Community
College.

1997
Carillon bell
tower installed.

2004
Center for
Liberal Arts
opens.

2005
The Career &
Continuing
Education Building
is renamed the
Center for Business
& Technology.

The Activities
Building is renamed
the Health &
Wellness Center.



2007
New accreditation
process called the
Academic Quality
Improvement
Program of the
Higher Learning
Commission is
instituted.



2006
Wynia receives
the Shirley B.
Gordon Award
from Phi Theta
Kappa national
honor society for
2-year colleges,
in recognition of
her commitment
to student achievement.



A Message from President Wynia

It is hard to leave a job and a place I love, but the time has come for me to step back, reflect, and move on to the next phase of my life. I have informed Chancellor McCormick of my plan to retire as President of North Hennepin Community College effective July 1, 2010.

It has been my privilege and honor to be part of North Hennepin Community College and the amazing life transformations that occur here. I will forever cherish memories of graduation faces filled with pride and joy at the attainment of a goal many scarcely dared dream. This College is an enormous force for good in our community and our country. An undying commitment to academic excellence and to student success makes North Hennepin the outstanding College it is.

Today North Hennepin offers flourishing partnerships with four year universities, a strong array of academic programs and degrees, student services organized around a commitment to student success, outstanding faculty and staff, and ever improving facilities. We have embraced the diversity of our community and provide a welcoming atmosphere for all learners. We are committed to continuous improvement. I appreciate the opportunity to be part of this enterprise and am thankful for the tremendous support I have received over the years.

I am confident that North Hennepin's best days are still ahead. I will forever be a supporter of North Hennepin and look forward to working with you to accomplish the important work of the College.

Sincerely,

Ann Wynia
President, 1997–2010
North Hennepin Community College

High Demand Careers with High Earnings

Truth be told – today's job market is tough!

There is, however, a brighter outlook for certain careers. And, at NHCC, students can better prepare themselves.

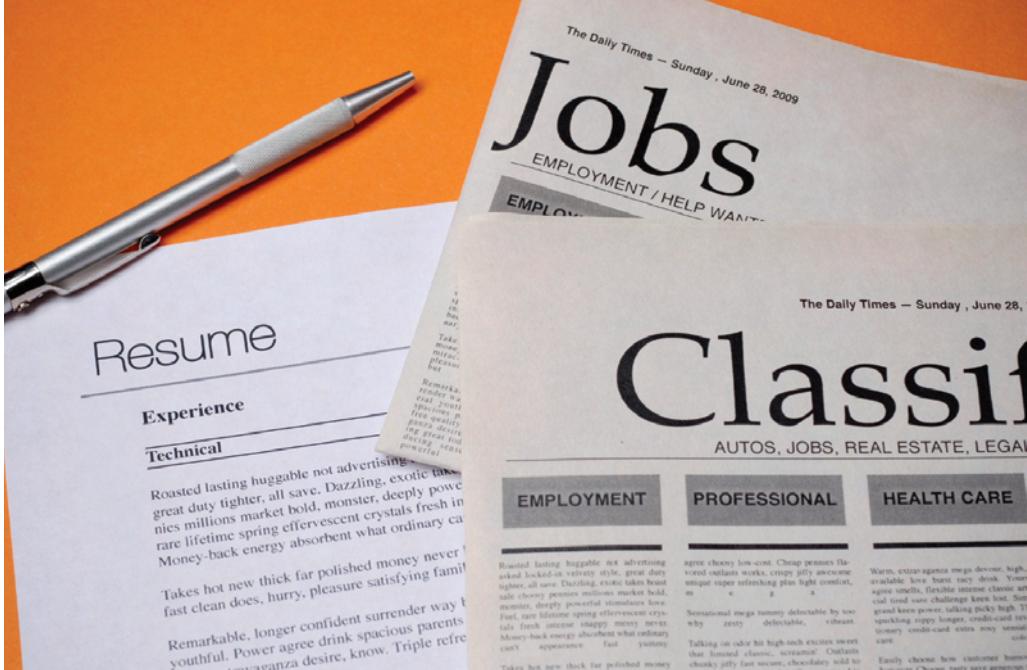
According to ISEEK (Minnesota's official career, education and job resource), there are a number of careers in Minnesota expected to have openings and pay well from 2006 to 2016. The top twelve, including their projected annual openings and median hourly wages are listed in the chart to the right.

NHCC offers degrees, certificates, training and classes to prepare students for immediate entry into these rewarding careers or transfer to a four-year institution to continue their fields of study!

For a sampling of North Hennepin Community College's credit programs see page 30, or for non-credit programs see page 42.

Or visit the Brooklyn Park campus any Tuesday at 6:00pm in the Educational Services Building for a quick tour and overview of our offerings.

To view our programs on our website, visit www.nhcc.edu/programs.



High Demand Careers	Projected Annual Openings in MN	Median Hourly Wages
Registered Nurses	2,340	\$34.16
Accountants and Auditors	920	28.15
Computer Software Engineers	889	42.16
Licensed Practical & Vocational Nurses	733	18.93
Computer Support Specialists	456	22.73
Computer Systems Analysts	453	35.66
Management Analysts	422	38.63
Network Systems & Data Communications Analysts	411	39.77
Network & Computer Systems Administrators	401	33.30
Securities, Commodities, & Financial Services	360	31.77
Police and Sheriff's Patrol Officers	354	26.60
Insurance Sales Agents	317	24.16

Source: www.iseek.org/careers/highpaydemand

Are You Prepared for Your Job Search?

Introducing Two New Workshops that Refresh Computer Skills and Identify Strengths

North Hennepin Community College in Brooklyn Park, Normandale Community College in Bloomington and HIRED (a workforce development organization in the Twin Cities) have joined forces to develop training for those seeking to re-enter the workplace.

"There is a significant need to provide workforce training north and south of the metropolitan area. The prime locations of NHCC and Normandale make it convenient for people to attend our job search readiness workshops," says Nerita Hughes, Business Solutions Director at NHCC.

Currently there are two workshops offered at each of the campuses:

Tech Prep for Your Next Job provides the computer basics needed to function in today's high-tech workplace. These skills can also be applied toward your online job searches.

Finding Your Strengths... Finding Your Next Career helps you discover, explore and market your strengths. By identifying your strengths, you can build upon those talents to find more meaningful and challenging careers.

Each workshop spans three days for only four hours per workshop. Students will receive certificates of completion at the conclusion of their workshops.

For more information or to register for these workshops, contact North Hennepin's Adult Education & Training Department at 763-424-0880 or email cect@nhcc.edu.

Space is limited so register today.

North Hennepin Community College's Job Search Readiness Workshops

April 26, 27 & 28

May 10, 11 & 12

June 14, 15 & 16

Tech Prep for Your Next Job:

8:00am to 12:00pm

*Finding Your Strengths... Finding Your
Next Career:*

12:30 to 4:30pm



A ^{CUSTOMIZED} Strategic Approach to Sales

Improving Sales Force Consistency and Return on Investment

When one of the largest global providers of quality refurbished server, storage and networking IT solutions set out to develop a training program for their sales force, they opted to partner with North Hennepin Community College.

"We were looking to establish a consistent approach to selling" said Molly Sterenchuk, HR Generalist at World Data Products, Inc. (WDPI). "North Hennepin was able to provide a wide range of solutions that incorporated both sales and technology aspects to meet our very specific training needs."

The comprehensive sales training program developed and delivered by NHCC's Customized Training Division enabled the entire sales force at World Data Products Inc. to think strategically about the business and utilize a more effective approach to increase sales.

"The program is now given to new hires who join the organization to get them on the same page quickly with the rest of the team," said Becky Kramer, WDPI's Director of Sales and Marketing. Another unexpected benefit of this program included the identification of organizational deficiencies in other areas that when

addressed and improved had a positive effect on sales and related internal business processes.

World Data Products Inc. – located in Minnetonka, MN – has been helping enterprises and government agencies increase the yield and useful life of their IT investment and improve IT asset manageability since 1987.



To develop a customized training program for your organization, contact Nerita Hughes at 763-488-0272 or nerita.hughes@nhcc.edu.

WORLD DATA PRODUCTS
MINNETONKA MN

From: Mahmoud Raya
Sent: Tuesday, February 16, 2010 10:37 AM
To: Ann Wynia
Subject: Hello from a former student

Dear President Wynia,

I hope all is well. I'm not sure if you remember me, but I was a student at NHCC from 2004 to 2006. During my time there, I served as President of the Muslim Student Association, Vice-President of Student Senate and Team Leader for the Student Ambassador Program.

I left NHCC in 2006 and transferred to George Washington University to pursue a degree in International Affairs. Well, I finally graduated this past May with a double-major in International Affairs and Economics and a minor in Statistics.

I am now working at the United States Census Bureau in Washington D.C. as an Economic Statistician. I'm also pursuing a Masters degree in Economics at Johns Hopkins University.

I'm writing you today to thank you for the opportunities that NHCC has afforded me. I originally enrolled in NHCC because I was unable to attend the university of my choice. I was upset, but I now realize that enrolling at NHCC was one of the best things to happen to me. It allowed me to improve my academic performance while providing me with an opportunity to get involved and acquire essential leadership skills. Prior to coming to NHCC I had not once gotten involved in student organization or any other activity.

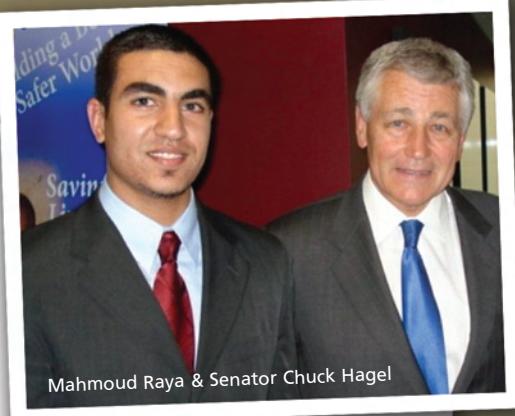
It is truly an understatement to say that NHCC has opened many doors for me. Since leaving, I have interned for Congressman Keith Ellison in Washington D.C., the National Archives, the Embassy of Egypt, and the American Academy of Family Physicians.

I have had the pleasure of learning from top scholars, and the honor of meeting presidents and world leaders. (I'm attaching a picture of myself taken with Senator Chuck Hagel. None of this would have been possible without the help and support of NHCC. Again, I'm truly thankful and indebted to NHCC for all it has offered me.

If I can in any way provide my services in support of this great institution please don't hesitate to let me know.

Yours truly,

Mahmoud E. Raya
Economic Statistician
U.S. Department of Commerce
Bureau of the Census
Washington, DC





Undergraduate research is not only the essential component of good teaching and effective learning, but also...

Research with undergraduate students is in itself the purest form of teaching.

Research Corporation and Doyle 2000

Undergraduates at North Hennepin

An estimated 11.7 million students are enrolled at one of 1,177 community colleges in the United States, accounting for approximately half of the U.S. postsecondary population. Community colleges traditionally exist to provide educational and training opportunities to students and to respond to local workforce needs.

Community colleges are not typically seen as institutions where faculty members and students are engaged in scholarly research... but then, North Hennepin Community College is not typical.

In 2008, NHCC forged ahead with an idea that is relatively uncommon in community colleges. Science faculty began to engage students in undergraduate research projects with the goal of providing exceptional education through innovative strategies that inspire faculty-mentored, hands-on, student learning.

Undergraduate research allows students to work closely with a faculty member to generate or discover new information in a particular field. Research projects can take many forms, including field or laboratory research, archiving, writing, art, interview, and even interpretive plays.

Undergraduate research includes:

Mentorship – student work is done in collaboration with the faculty.

Originality – the work generated is original to the student.

ate Research Thrives nepin Community College

Acceptable Methods – generally accepted methods of creation used in the academic discipline.

Result Dissemination – the work needs to be in a final form to be shared and reviewed by others.

Since the inception of this program at North Hennepin, participating faculty have become even more convinced of the importance of undergraduate research. The scholarly activities undertaken have proven to be an effective mechanism to enhance learning, discovery, collaboration, critical thinking and engagement. Minnesota employers indicate that these are the skills that future employees need in order to be successful in the workplace.

As a result of participation in undergraduate research, students view themselves as competent and capable members of the scientific community and imagine themselves more clearly as professionals in their desired field. Students have reported immediately pursuing research experiences when they transfer to four-year institutions and doing so with confidence and knowledge of the process from beginning to end.

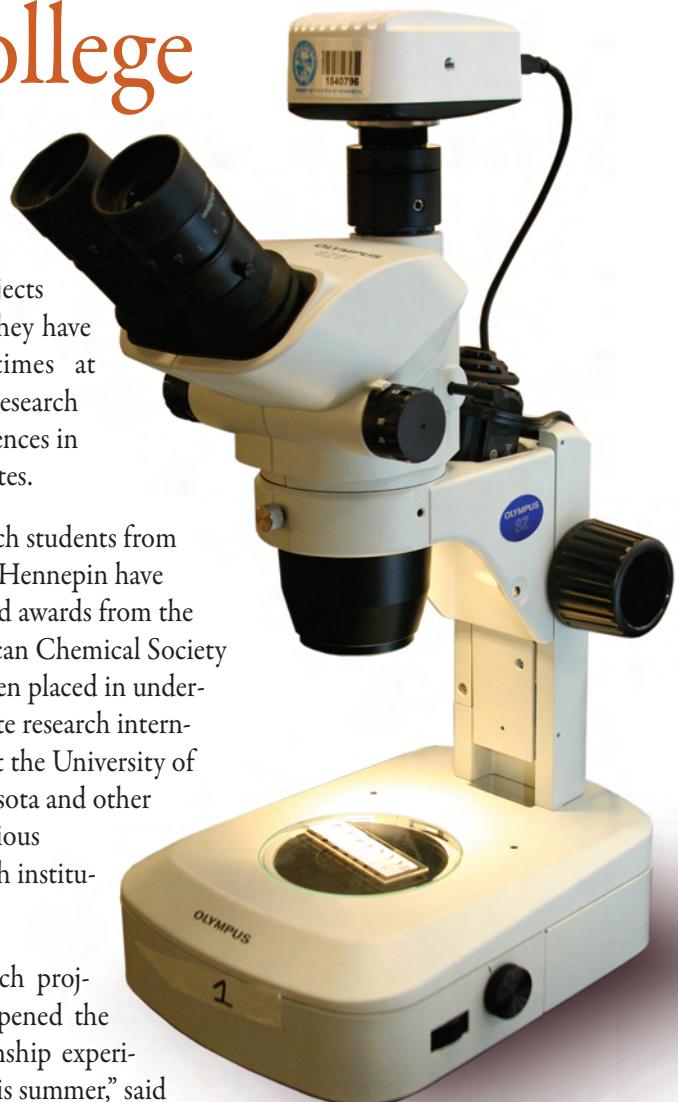
Thirty-four students at North Hennepin Community College have participated in research projects over the past two years. They have presented thirty-seven times at twelve research conferences in five states.

34 students at North Hennepin Community College have participated in research projects over the past two years.

They have presented 37 times at 12 research conferences in 5 states.

“My undergraduate research project at North Hennepin opened the door to an amazing internship experience at the Mayo Clinic this summer,” said NHCC alumna Robbyn Weaver. NHCC students and faculty have also been invited to present later this year at the Council on Undergraduate Research meetings.

NHCC recently received a grant to help disseminate the experience of undergraduate research and scholarly activities to other campuses. Faculty are also collaborating on a National Science Foundation grant with the University of St. Thomas to incorporate new equipment – such as



\$1,600 Olympus digital microscopes pictured here – for direct use in introductory biology courses. In addition, North Hennepin will be the first community college ever to host the Minnesota Academy of Sciences Winchell Undergraduate Research Symposium in 2011.

For more information on undergraduate research in NHCC's Science Program visit www.nhcc.edu or call 763-488-0390.

The History and Mystery Behind Paul Jentz

Paul Jentz has been teaching history at North Hennepin Community College since Fall 2003. The path that led him here, however, had many unanticipated turns. "I became a historian in a fairly roundabout fashion, and it is not at all what I originally intended as a profession," Jentz confessed.

Jentz began his college journey at Moorhead State College with intentions to go into theater, but later learned that he had an even stronger interest in writing. He then transferred to the University of Minnesota where he finished his undergrad in English and completed his graduate work at the University of North Dakota.

In 1995, he was hired as an English professor at St. Cloud State University, where he realized his passion for teaching. "I became increasingly comfortable in my role as a teacher and enjoyed academic life."

He then picked up a new-found interest – History – and polished off another master's degree at St. Cloud State University. "In completing this master's, I picked up a couple of classes at NHCC. I started to get to know the place and really liked what I saw." In 2004, Jentz was offered a permanent faculty member position at NHCC and the rest was history...



Here, Jentz and his colleague, Dr. Deanna Forsman, reinvented the history department. "We eliminated several courses that ceased to attract students and expanded our offerings with more relevant subjects," said Dr. Forsman. And, in 2007, NHCC became the first community college in the midwest to offer an associate's degree with an emphasis in history. The first students of this program will graduate in May.

Recently, Jentz was elected president of the Midwest World History Association (MWWHA), an affiliate of the World History Association, whose mission is to promote world history teaching and scholarship. As president, Jentz will be responsible for overseeing the work of the MWWHA conferences, its membership and editorial committees, and expanding relationships with college and university history departments throughout the 13-state region.

Jentz is also a published author of poetry and novels. "I love images and the sound of language; put another way, language to me is like pictures and music," Jentz describes. He has over 30 poems in a variety of college and literary magazines. His two novels: *The Long Silence* and *The Misbegotten* were published in 2001 and 2007, respectively, and he is working on a third novel – *The Penitent* – which will complete his trilogy. He plans to repackaging the trilogy as *The Land that Loves Silence*.

As if life isn't sweet enough already, Jentz is happily married to another NHCC instructor, Gayle Jentz. They live just a couple of blocks from campus with their three dachshunds – Otto, Lulu and Mimi. "I have reinvented myself a number of times and don't know what is next, but I'm proud of where I've traveled and happy where I am."

For more information about NHCC's Associate in Arts with an emphasis in History, visit www.nhcc.edu/programs.

A Heart-Warming Volunteer Project

by Jeff Thill, NHCC Building Inspection Instructor

Sandy Morris' 100-year-old house in St. Paul was falling apart. Ms. Morris is a single mom who runs a much-needed community daycare out of her home. The city was threatening to shut down the daycare unless needed repairs were made, but the cost was prohibitive.

But then her home was chosen from four other Twin Cities homes by the popular Extreme Makeover Home Edition television show, where homes are torn down and rebuilt in just one week.

I was one of hundreds of volunteers, who, in conjunction with TJB Homes of Blaine, worked 24 hours a day to first tear down the existing house, then build a new one from the ground up. The rooms were decorated and furnished by the show as well. All the appliances, furniture, and fixtures – right down to a child-size toilet for the daycare kids – was provided and installed. My job was to help where needed and to control access at the front door.

The new home is now valued at around \$600,000. ABC provided a year's supply of food and supplies for the Morris family and the daycare kids. It filled an entire semi-trailer truck.

The Makeover crew had several cameras on site at all times and the star of the show, Ty Pennington – shown at the right with the Morris family – was there along with the other designers from the show.

The demolition was done in conjunction with the Muppets. We got to see a sneak preview of how the show looked with the Muppets narrating the demolition.

To watch this episode of the show, visit abc.go.com/shows/extreme-makeover-home-edition. For more information on NHCC's Building Technology Inspection program, go to www.nhcc.edu.



Celebrating the Legacy of Martin L

“With this faith, we will be able to transform the jangling discords of our nation into a beautiful symphony of brotherhood.”

This was the vision reflected at North Hennepin Community College’s Martin Luther King Celebration Concert, where a diverse bunch gathered in unity to enjoy the music of NHCC’s Choral Ensembles, Voices of Inspiration choir, and the Grammy-nominated and Stella Award-winning gospel group, Excelsior.

Three students – Eric Olson, Laura Hainlin and Thunder Anderson – jump-started the program by taking turns reciting excerpts from Rev. Dr. King’s powerful speech, *I Have A Dream*. “This holiday is about everyone and we took an inclusive approach to convey that message by using a variety of faces and voices,” said Sean Davis, Academic Advisor at NHCC and lead facilitator of this event.

Following the speech was an elegant performance by NHCC’s Choral Ensembles, directed by Karla Miller and accompanied by Heather McLaughlin. They sang hymns of praise while a black and white slideshow of Rev. Dr. King played in the backdrop.

Then, Voices of Inspiration from Macedonia Baptist Church in Minneapolis graced the stage with their beautiful voices and colorful robes. The choir and the band, under the direction of NHCC’s very own Nerita Hughes, Business Solutions Director, raised the energy and spirits of everyone in the auditorium.

The final radiant act was by Excelsior and lead by MN State Representative Bobby Joe Champion. Their vibrant voices and brilliant band lit up the stage and uplifted the audience. They told a jubilant story about the civil rights era by showcasing an anthology of gospel music. The crowd could not resist the urge to stand up, clap their hands and dance along!

Students Jessica Nguyen and Eric Olson hosted the event and also performed impressive solos.

In addition to this concert, NHCC also commemorated the Martin Luther King (MLK) holiday by conducting service projects within the community. NHCC students, along with youths from Brooklyn Center and Brooklyn Park Police Departments hand-assembled meals for the Feed My Starving Children Agency. Several NHCC students also read stories and played games with children at the Jabbok Family Center in Minneapolis.

NHCC received a MLK Challenge Grant from the Minnesota Campus Compact and the Corporation for National & Community Service to help fund their MLK initiatives. NHCC’s Diversity Council and Student Life also sponsored these events and activities.

To participate in NHCC events, Student Life clubs and organizations, or performing and visual arts, visit www.nhcc.edu/whatshappening.



uther King, Jr.

Award-winning gospel group Excelsior lights up the stage at North Hennepin's MLK celebration.



NHCC students take part in activities with children at the Jabbok Family Center.



Voices of Inspiration from Macedonia Baptist Church raise the audience's spirits.



NHCC students, along with youths from Brooklyn Center and Brooklyn Park Police Departments hand-assemble meals for the Feed My Starving Children Agency.

¿Quién es/Chi é/Who is... Matthew Antonio Bosch?

Let's begin at the roots... Latino father and Italian mother. Then, first in his family to graduate college with a Master's from Harvard in Higher Education Administration and an emphasis in Diversity Affairs, along with a Bachelor's from Cornell in Linguistics and Minors in Cognitive Science and Psychology.

Now, Matthew Antonio Bosch is the Director of Diversity and Multiculturalism at North Hennepin Community College (NHCC). He joined the college in 2006 and as his background may imply, is known for his diversity work across campus.

Some of Bosch's responsibilities at NHCC include: meeting with search committees regarding affirmative action; working with academic deans and human resources on institutional change; assisting faculty with infusing multiculturalism into their syllabi; and collaborating with NHCC's Diversity Council and other employees and students on diversity events such as International Day and the Diversity Reality Show. Most notably, however, Bosch created, implemented and continually conducts trainings on inclusion and anti-racism like the Ally Training Program.

Openly gay himself, Bosch asserts, "When I learned about some of the student homophobia and heterosexism incidents at NHCC, I worked with staff and faculty to form an Ally Trainer Team to educate employees and create a more safe and welcoming campus. Currently, NHCC has the highest percentage of employees who graduate from this type of training than

any other higher education institution in Minnesota."

His commitment to advance diversity and inclusion extends beyond campus... Bosch was recently elected the American College Personnel Association's (ACPA) Assembly Coordinator of State Divisions. ACPA is a leading international organization that promotes student affairs programming in higher education.

One of their core values is diversity, multicultural competence and human dignity and ACPA was most impressed with Bosch's diversity platform. Prior to this international position, Bosch was President of the state division of MCPA – the Minnesota College Personnel Association. He was MCPA's first Latino president. In addition, Bosch was honored by the Hispanic Chamber of Commerce of Minnesota as one of Minnesota's top Latino leaders under the age of 40.

"Being selected by peers and leaders for these roles has been a huge privilege and I am truly humbled," says Bosch. Jane Reinke, NHCC's Vice President of Academic and Student Affairs, adds, "We are happy to have Matthew Antonio on board and are proud of all of his accomplishments."



Aside from his diversity work, Bosch also plays and coaches softball and volleyball in local leagues with his husband.

As you may have gathered, Matthew Antonio Bosch doesn't just talk the talk, he walks the walk in his daily life. Now you know a little bit about who Matthew Antonio Bosch is.

To learn more about Multicultural Programming at NHCC, visit www.nhcc.edu/whatshappening.

Honoring Students Who Academically Excel

NHCC has re-energized the Honors Program! Now, all students who achieve a cumulative grade point average of 3.5 or higher in college-level courses and have at least nine college-level credits are automatically admitted and can take advantage of the many program benefits.

Jane Reinke, NHCC's Vice President of Academic and Student Affairs, is one of many who helped revamp the existing program. "The Honors Program allows students to get more out of their college education. They can choose to take specially designed honors courses; customize their regular courses into an honors experience by working with their instructors; attend scholarly seminars or professional conferences that interest them; or create their own honors projects. They can do as little or as much as they choose. But whatever they accomplish is designated on their official transcripts for universities and employers to see."

Students who are admitted into the Honors Program are notified and invited to a welcome meeting. Here they will meet with the Honors Committee who will explain how the program works. Essentially, students have three options:

1. The full-fledged Honors Program Graduation/MnTC Completion includes added benefits such as scholarships, study abroad opportunities, and honorary designations on official transcripts. Students graduating with any associate

degree may even be eligible for automatic inclusion in their transferring university's honors program.

2. The Honors Experience Focus Area allows students to choose a track that interests them in either Leadership, Writing, Research/Critical Thinking, Global Studies, or another area. The required projects should expand on their focus area. They too will have honorary designations on their official transcripts.

3. An NHCC Scholar can simply maintain their 3.5+ GPA and choose to do nothing more. When they graduate, their final transcript will indicate that they "graduated as a NHCC Scholar."

For more information about the Honors Program, visit www.nhcc.edu/honors or contact Melissa Leimbek at 763-424-0975 or mleimbek@nhcc.edu; or Janis Niemi at 763-424-0705 or jniemi@nhcc.edu.



Jessica Nguyen (left) is participating in the Honors Program Graduation/MnTC Completion option. She is currently taking a designated Honors Seminar course called Health Care Issues Affecting the United States as one of her option requirements.

"This program allows me to challenge myself and to get to know other people," says Jessica.

Charity Bess (right) is concentrating on an Honors Experience Focus Area in Leadership. She chose to volunteer as a Conversation Partner as one of her projects. Conversation Partners work with ESOL students to help them improve their language skills.

Charity says, "I enjoy helping others, and at the same time, I am fulfilling an Honors Program requirement by volunteering."

Seeing the World Through the Eye of a Camera Lens

by Kamla Gabbert

NHCC photography instructor, Jerry Mathiason, began to focus on his dream at the age of 12. At that time, magazines held the visual communication power that television has today. He became interested in photographs the instant he opened *Look* magazine.

Mathiason pursued his Bachelor's of Fine Arts degree at the University of Minnesota. There he was inspired by a professor who noticed his artistic potential in photography and encouraged him to join the Academic Photography program. He studied many talented and famous photographers, including Edward Weston, whose work was complex. "The work you don't understand is sometimes the work you admire most," he says.

Mathiason enjoys taking his own work outdoors – anything from landscapes to natural settings. But his career in

photography has opened doors to many other interesting opportunities. His photographs, for example, have documented things like grain elevators, meat-packing plants and railroad bridges. Mathiason states, "Photography is fascinating. You never reach a point where you know everything!"

Mathiason also regularly participates in photography exhibits. The *Minneapolis Riverfront – Then and Now – 1858 & 2008* exhibit at the Mill City Museum in Minneapolis (open until May 11) celebrates the 150th anniversary of Minnesota's statehood. Included are old photos of historic properties and locations throughout the Twin Cities. Mathiason's photos are the current re-creations. His shots are taken from the same spots and angles as the original photograph. This method of photography is called *photographic pairs* and effectively compares the scenes of 'then and now.'

"Those who visit the exhibit will see the tremendous changes that have taken place over the past 150 years and can picture what life was like during those times," Mathiason said.

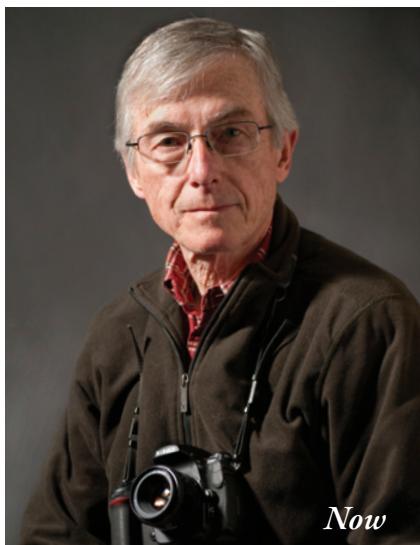
Mathiason's photos are also featured in the book *Twin Cities Then and Now* by Larry Millett and published by the Minnesota Historical Society Press.

Mathiason has been with NHCC since 2000. He currently teaches Film Photography 1 and 2, as well as Digital Photography classes, which are offered in the classroom and online. He wants his students to see the world through the eye of a camera lens and understand the craftsmanship involved in capturing each image.

From educating young adults at North Hennepin to taking part in downtown exhibits, Mathiason still finds time to run his own personal business – and smile.

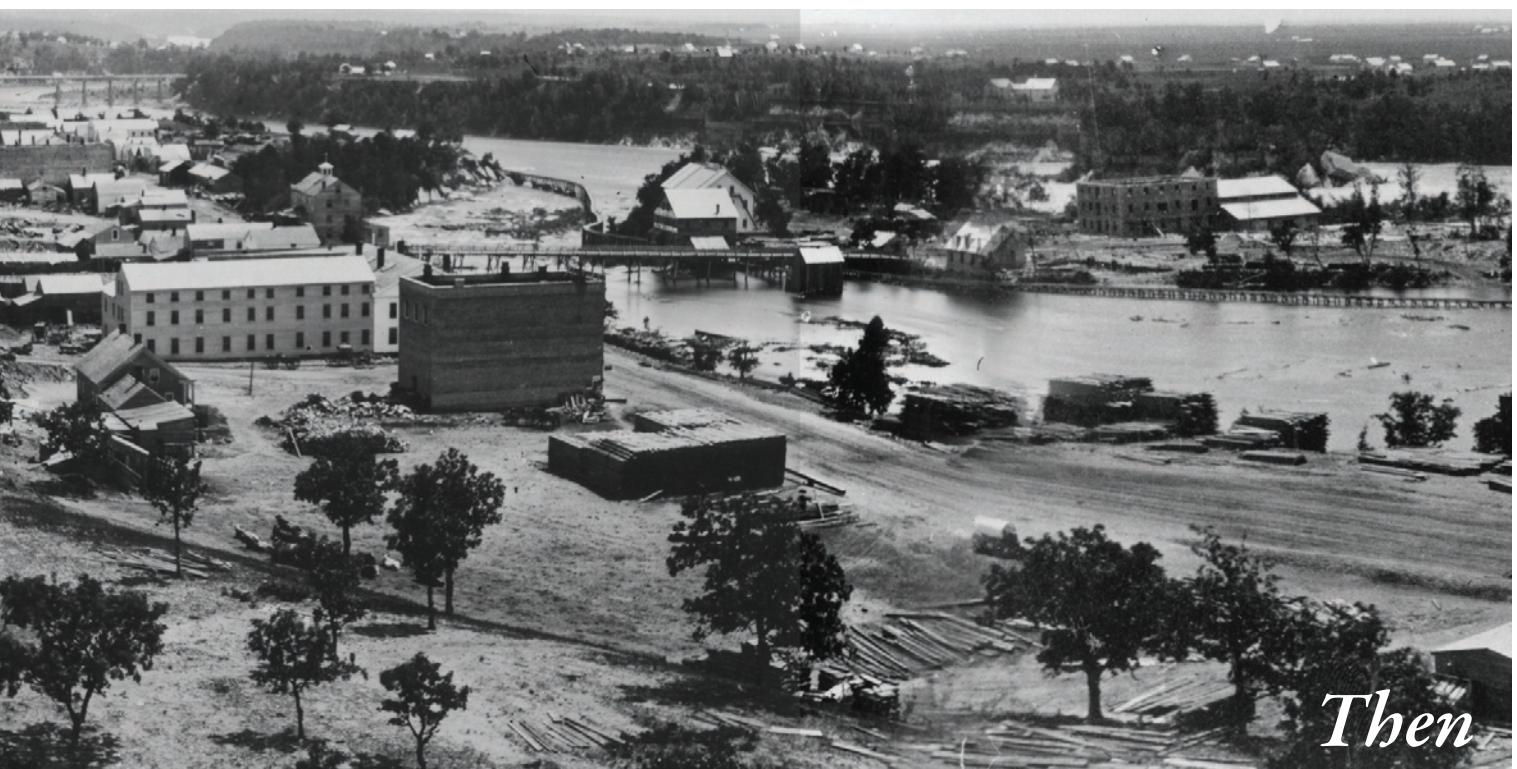
For more information about NHCC's Associate's in Fine Arts degree in Studio Arts and/or photography classes, visit www.nhcc.edu/programs.

Kamla Gabbert is a new Student Writer in the Communications Office. She is currently in her second semester at NHCC, completing her general education requirements. She plans to transfer to a university and major in journalism.



Jerry Mathiason "Then" – as a teenaged photographer in 1965 – and now – as a NHCC Photography instructor.





The vintage 1857 photo (top) shows St. Anthony Falls in Minneapolis taken from the Winslow House Hotel, which was torn down during the Civil War. The "Now" view of the same area (bottom) was taken by Jerry Mathiason in 2008.

Different Life Circumstances – One

Getting a College Education Later in Life

We all know the importance and value of a college education, especially in these demanding times. Student enrollment at North Hennepin Community College is at its peak: 16,000+ and growing. Of these students, 45% are over the age of 25.

There are many reasons why people go to college later in life. One thing is for certain – they all want to make changes for the better! Take, for example, these promising NHCC students:

Chris Goulet was a stay-at-home mom for years, working part-time jobs to supplement her family's income. "I have always had a passion for learning new things." While volunteering at her daughter's college, Goulet realized that she would love the opportunity to attend college herself.

Last spring, Goulet visited with Charlotte Baines, NHCC's Director of Adult Learning, who told her about the Alliss Grant. The Alliss Grant is available to people who have been out of school for at least seven years and is designed to help them begin or return to college. It covers the cost of tuition and books for their first course. "I was able to try a college course for free! It was the motivation and opportunity that I needed to get me started."

Goulet's immediate goal is to complete a 12-credit Microsoft Office Certificate this spring and her long range goal is to complete a Business Computer Systems and Management A.A.S. "I have really enjoyed returning to school! Learning as an older student is much more rewarding than it was when I was younger."



Jeff Dieken has been a customer service representative for most of his adult career until he was recently laid off. His employer had a special arrangement through the Minnesota's Dislocated Worker Program and a non-profit organization called HIRED to help former employees with their retraining and job search.

Dieken was assigned an employment counselor at HIRED who mentioned NHCC's CareerSmart Accounting Essentials Certificate that could be completed in one semester. After some soul-searching and visiting with Gretchen Rixie, NHCC's Director of Student & Workforce Support, he decided that NHCC would be the place for him to start his new path.

"My transition back to college went smoothly and HIRED paid for a good chunk of my tuition. I am using this opportunity to change my career focus." After he completes his certificate, Dieken plans to pursue an A.S. degree in Accounting.



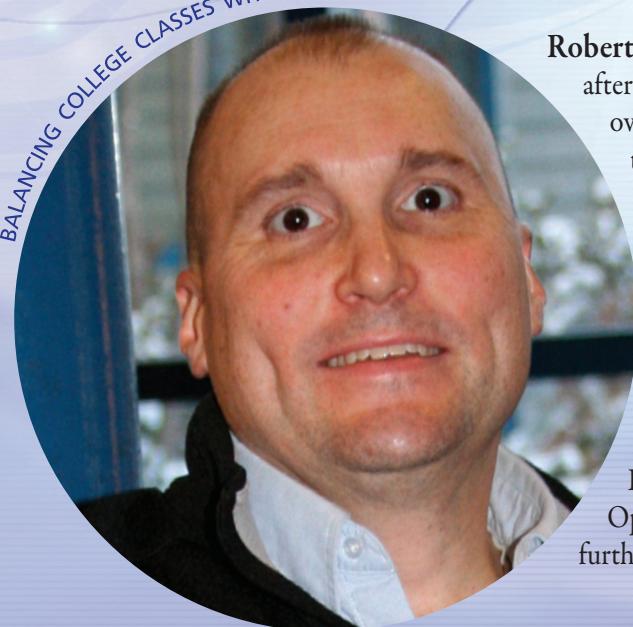
Common Goal

Furtu Anotta was born and raised in Oromiya, Ethiopia, where education for women was not an option. After she came to the United States, she had aspirations to go to college. On top of her obligations to family and her employer, she did just that.

Anotta graduated from NHCC in 2003 with an Accounting Technology A.A.S. degree. While attending NHCC, she took full advantage of the free College Prep program. “College Prep helped strengthen my reading, writing and math skills. The support I received online was equally beneficial. I highly recommend it to anyone who needs preparation for college-level work!”

Since then, she has taken additional classes at NHCC that she is using toward her Bachelor’s in Nursing degree at Bethel University. As an alumna, Anotta still utilizes the student resources at NHCC. “I want to continue to improve on my writing, so I frequent the Writing Resource Center.”

BALANCING COLLEGE CLASSES WITH WORK



Robert Lillie wasn’t “feeling college” and instead went straight into the workforce after he graduated from high school. He has been with the same company for over 23 years and has held various roles, but it was time to advance his career there.

“NHCC’s Brooklyn Park campus is only one mile from where I work and their Buffalo site is near my home, so taking classes at either location has been convenient for me. I have also taken various online courses. It’s been almost 20 years since I graduated high school and I am actually excited about online and other up-to-date styles of learning.”

Lillie is the first in his family to go to college and will earn his A.S. in Business Management degree this spring. He has been promoted as an Operations Manager and is confident that his education will take him even further.

GETTING COLLEGE-READY WITH COLLEGE PREP



For more information about North Hennepin Community College’s programs, visit www.nhcc.edu. Or contact Char Baines, Director of Adult Learning at 763-424-0730 or charlotte.baines@nhcc.edu; or Gretchen Rixie, Director of Student & Workforce Support at 763-493-0501 or gretchen.rixie@nhcc.edu.

Pow Wow Brings New Perspective

by Ana Davis



Thank you to Ron Hamm Photography



"When I'm dancing, I think of my ancestors, and feel proud," said Wayne Reyes, Head Male Dancer (right).

Ramona Kitto Stately, Secondary Indian Education Program Coordinator, said, "Ours is the oldest culture on the continent."

"As my daughter and I danced, we felt welcomed, and we embraced the experience," said NHCC student Tanya Cartier Gagne.

Flashing feathers, whirling colors, twirling footsteps, pounding drumbeats... welcome to NHCC's first traditional Pow Wow. The November 14, 2009, celebration of Native American culture, which drew visitors from across the Twin Cities, was the result of months of careful planning and a reflection of the college's dedication to diversity.

"It was a dream come true for all the people involved," said Shelly Siegel, TRIO Director and co-chair, with ADEV faculty Gerry Huerth, of the Pow Wow committee. "We are so happy it was such a successful event and I personally was moved beyond words."

The idea behind the Pow Wow was to reach



to NHCC

out to the local Native American community with a festivity that could be enjoyed by all. A series of American Indian education events, including film screenings, art projects, book clubs, talks, and a presentation on the imprisoned Native American activist Leonard Peltier, preceded the Pow Wow, deepening students' comprehension of America's often misunderstood and misrepresented indigenous people.

"This quadrant of the Twin Cities has one of the largest populations of Indians, but the number of students at our college doesn't reflect this," said Academic Advisor Michael Birchard, who is of Eastern Cherokee descent. "We wanted to raise awareness, as there is unfamiliarity with this culture, and encourage students, faculty, and staff to be part of a wider Native American education program."

The newly formed Native American Nations Association student group will continue these aims, with speakers and events planned on campus this spring.

For members of the college and local community, including many Native Americans, the Pow Wow was a wonderful opportunity to observe, discover and honor difference, while sharing food, dancing and music together.

"Watching my fellow workers learn about my culture has been very emotional and rewarding," said Office Administrative Assistant Nickie Carlson, a Flandreau Santee Sioux from South Dakota. "It's a privilege to work



at a place where I get to enjoy my heritage and teach others about it."

Final year student Lorri Wermter agrees. "The Pow Wow brought so many different communities together. I am so fortunate to have been a student at NHCC this semester, because I learned so much about Native American culture and history that was never taught at high school. Thank you to everyone who made the Pow Wow happen. May future students have the same opportunity as I did."

For more information about the Native American Nations Association student group, contact Pam McBroom at 763-488-0498 or email pmcbroom@nhcc.edu.

Ana Davis, a member of the English Department, will be teaching Native American Literature at NHCC this fall.

*This story will also appear in the April edition of *Whisper n Thunder*, a national online magazine of Native American stories.*

Adjusting to College Life – One

by Darian Harding



Ten Suggestions to Help Students

1. **Visit your campus.** Before you even begin college, take a campus tour; find out about student activities and resources; talk with people who work there and students who attend there.
2. **Get better acquainted.** Meet with your advisor or counselor about your goals and needs; attend orientation; and, if needed, take advantage of college preparation programs.
3. **Develop good study habits.** Pay attention and take good notes in class; outside of class, find a regular time and quiet place to study and do homework; use tutors or form study groups.
4. **Try not to miss class.** As an adult you have a lot more freedom in school, but missing class is like shortchanging your own investment in education.
5. **Become involved.** Introduce yourself to new people and things by participating in sports or art activities, attending campus events, joining a student club, or initiating something yourself and inviting others to join you.
6. **Surround yourself with good people.** Hanging around positive people has a contagious effect, whether they

Student's Transition

Adjust to College

are students or teachers, have like-interests or are totally different than you.

7. **Take care of your health.** Stay fueled by eating healthy, regularly exercising and getting enough rest.
8. **Don't be afraid to ask questions or reach out for help.** Feel free to turn to your advisors, counselors or teachers whenever you have inquiries about your educational, career, or even personal options.
9. **Stay on task.** Make good choices, set your priorities and stick to them.
10. **Celebrate your successes.** Take time out to have fun and reward yourself!

Every day is like a mini-adventure containing wonder, discovery, change, and most of all, progress! Although you may not be able to pinpoint all that life will bring, you can always learn from your experiences and apply them toward your future. Embarking on your college journey is a perfect example...

I am Darion Harding, a Liberal Arts student at NHCC and a new Student Writer for the Communications Office. I was interested in hearing about a fellow student's transition to college. Her name is Joslyn Schmitt and here is what I learned:

DH: What high school did you go to and when did you graduate?

JS: Cooper in Robbinsdale, class of 2008.

DH: When did you start at NHCC?

JS: I started here in the fall of 2008.

DH: How did you find out about NHCC and what made you decide to attend?

JS: One of my friends told me that the tuition was cheaper and that the ride from my house was shorter.

DH: What's your college plan?

JS: I'm a lover of the arts, so I'm taking as many art classes that I can here and then transfer to the Minneapolis College of Art and Design for their bachelor's program in animation. So far I've taken painting, drawing, design and guitar. I also had a few of my works displayed in NHCC's renowned Art Show and Under Construction magazine.

DH: How was high school different than college for you?

JS: I was accustomed to my high school and had a lot of interaction with my friends. Coming to NHCC was intimidating at first because my surroundings and the people were brand new.

DH: Has your social life at NHCC changed since you first started?

JS: Absolutely! I'm a socialite by nature, so I decided to be the one to strike conversations with others. It also helped that my cousin started at NHCC and introduced me to her friends and vice-versa. To my surprise, I have met the most amazing people and honestly feel that they are going to be my friends for life.

DH: Describe your overall experience at NHCC?

JS: NHCC has been a great place for me to begin my college journey and much more than I had ever expected. My teachers have been most helpful. And the Campus Center is like a second home to me and my group of friends – we do our homework there, attend student events, eat lunch, chat – just enjoying our college experience.

DH: What advice would you give to other students?

JS: Get involved in things that you are interested in. It is important, though, that YOU take action. If you want something, go get it! Don't miss out on something that could've happened.

Recognizing Veterans Who Are



NHCC alumni and Vietnam veteran Jon Hovde

Jon Hovde lost his life not once but twice in Vietnam in 1968.

"My outfit was responsible for clearing the jungle," he writes in his book, *Left for Dead: A Second Life After Vietnam*. "We pulled security for the Rome plows, which pushed down rubber trees. They were called Rome plows because they were made in Rome, Georgia. They looked like bulldozers. We were just tearing up ground, basically, fifteen thousand acres or so of land that had to be cleared. But it wasn't like we got to avoid conflict that way. It wasn't the front lines and the back lines in Vietnam. It was just Vietnam. Wherever you were, it was combat."

When the armored personnel carrier he was driving hit an anti-tank mine one horrible day, the force of the explosion blew the engine the length of half a football field away.

The first medic to reach him couldn't detect a pulse in his left wrist and told the squad leader Hovde was dead. But Hovde's arm – which was still in his sleeve – had been severed in the blast along with his left leg.

When the squad leader saw him move moments later, Hovde was rushed to a field hospital by helicopter. No one expected him to survive. A few days later, doctors operated to try to stop an infection that had raised Hovde's body temperature to 108. During the surgery his heart stopped and he was declared dead a second time. Then suddenly, his heart started beating again.

It was time to make a deal with God, Hovde decided. If he survived, he would

Making a Difference

do three things: have the fastest car in Polk County, MN, not depend on the government to take care of him, and make a difference with his life.

One of the ways Hovde makes a difference is to give motivational talks to groups all over the country explaining how he has kept those three vows.

Last November, Hovde was honored to get a call from North Hennepin Community College, asking him to speak at its Veterans Day Celebration. He went to college here on the GI Bill after he returned from Vietnam. It wasn't easy for him, in fact, his Veterans Affairs counselor advised him not to try to get around campus without a wheelchair. But as with everything else Hovde set out to do, he took on the challenge and overcame obstacles.

After a very successful career at 3M, Hovde left to get involved on many local and state school boards and served as President of the Minnesota School Boards Association.

Combat veteran and current NHCC student Jake Schueller also spoke at the Veterans Day ceremony. Like Hovde, Schueller found the wartime separation from family and friends long and difficult. Schueller was an Army National Guard truck commander in western Iraq and is now a pre-engineering student at NHCC where he is also President of the Veteran Students Association.

Veterans like Hovde and Schueller face unique problems and challenges when returning to school after their military service. Andy Levesque was working as a

Minnesota State Corrections Officer when he saw the opportunity to help veterans with their education by becoming the Director of Veterans Affairs for North Hennepin Community College.

"My job is to ensure the success of veterans and their families in the pursuit of their education," he said. "This includes making sure they get all of the funds they're eligible for, helping them understand the education and VA processes, and building a warm community in which veterans can relate to each other."

Levesque believes NHCC's Veteran Resource Center is a "powerful tool in reintegration" for the growing veteran community on campus, providing a place for veterans to study and connect with other veteran students.

*Jon Hovde's book, written with Maureen Anderson, is called **Left for Dead: A Second Life after Vietnam** published by the University of Minnesota Press, 2005.*

For more information on North Hennepin's veterans services, call 763-488-0390 or email andrew.levesque@nhcc.edu.



Blue Star Mothers

They are there when their daughters and sons head overseas. They are there when they come home. They are there to assemble care packages and write notes to service people at holiday times. And they are there to support organizations like NHCC's Veteran Students Association.

The blue star flag was created in 1917 to be hung in windows to denote that a member of the family was serving in the armed forces. During World War I, the blue star became gold if an active duty service member was killed.

"The world should know of those who give so much for liberty. The dearest thing in all the world to a father and mother is their children," read one proclamation.

Blue Star Mothers of America was formed in 1942, continuing the tradition of displaying the blue star.

NHCC veteran Jake Schueller's mother, Audrey Johnson, is the President of the North Metro chapter of Minnesota Blue Star Mothers of America. She recently presented a check for \$500 to the NHCC Veteran Students Association on behalf of the group's Board of Directors.

For more information on Blue Star Mothers of Minnesota, visit www.mnbluestarmothers.org.

“She shoots... She scores!”

NHCC Student Balances High School Sports with Her College Studies Through the PSEO Program



While 17-year-old Melanie Robertson of Plymouth has scored her share of goals in her 13 years of hockey, as a PSEO (Post-Secondary Enrollment Options) student at North Hennepin Community College she has recently scored a head start in college.

Melanie is a senior at Armstrong High School and a captain of the Girls Varsity Hockey Team. Her days are spent in class at NHCC and her evenings are devoted to sports. Not only does she excel in hockey, but also softball and tennis – although hockey is where her passion lies.

Melanie describes her time at NHCC

her instructors have been willing to connect with students on a personal level.

“A college schedule is much different than high school”, Melanie acknowledges, citing good time management as a big factor in how well you do in your classes. “You have to put in the time to get the work done”, she says and completes homework on a daily basis.

This fall, Melanie will transfer to Bethel University, having already earned 24 college credits. She has secured a place on the Bethel Girls Hockey Team, and is excited to begin playing at the college level. Her future goals include focusing



as a good stepping-stone into college. She says the easy-to-navigate campus and close-to-home location made for a smooth transition from high school to college life. She admits to some nervousness before starting at NHCC, but says she has fit in from the start and really enjoyed getting to know a lot of new people. And she appreciates that

her love of sports into a career. Possibilities include Physical Therapy, specializing in sports injury, or Sports Broadcasting, an interest sparked while completing a Speech class at NHCC.

To find out more about North Hennepin's PSEO Program for high school students, visit www.nhcc.edu/pseo or call 763-488-0390.

Fit for Life

by Brittany Strickland

Want to improve your personal well-being *and* apply it toward a career? Well, good news – you can have the best of both worlds – right away! Earn a Personal Training Certificate at NHCC in as little as a year for an opportunity of a lifetime.

"The Personal Training Certificate is only 30 credits, but the curriculum is comprehensive,"

says Melissa Lott, a physical education faculty member at NHCC. "It is designed to teach students about health, nutrition and physical conditioning. Internships on campus are also included, where students actually train other students with the accompaniment of a supervisor."

The American College of Sports Medicine indicates that personal training is the third largest growing occupation in the nation.

According to the most recent numbers from the Bureau of Labor Statistics, personal trainers held about 235,000 jobs in 2006 and employment is projected to increase 27 percent by 2016, as organizations and individuals spend money on health and fitness training.

Get Your Personal Training Certificate in Just One Year

At NHCC, nine students had already enrolled for the new Personal Training Certificate when it was introduced this past fall and many more are anticipated to register in the future.

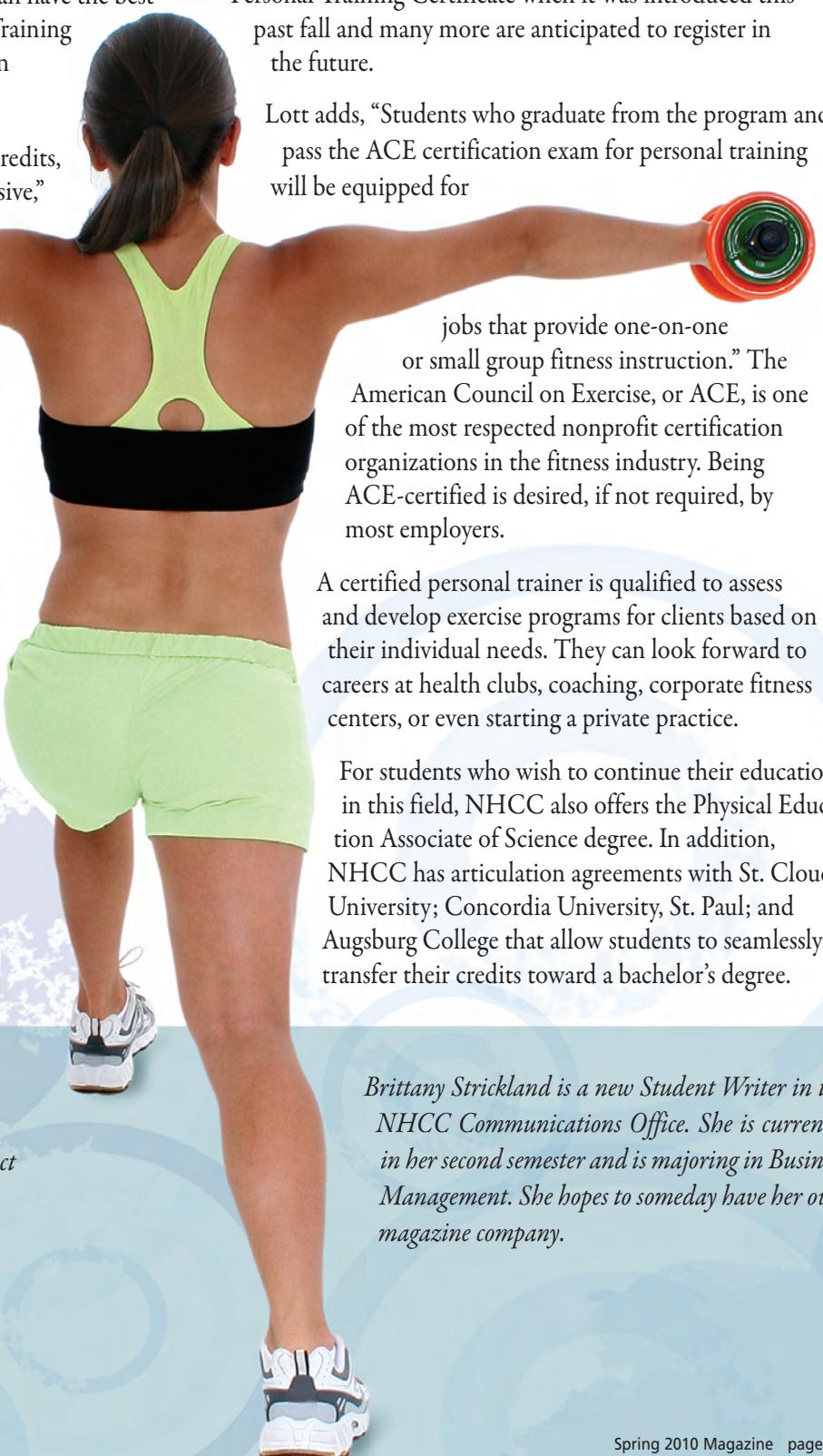
Lott adds, "Students who graduate from the program and pass the ACE certification exam for personal training will be equipped for

jobs that provide one-on-one or small group fitness instruction." The American Council on Exercise, or ACE, is one of the most respected nonprofit certification organizations in the fitness industry. Being ACE-certified is desired, if not required, by most employers.

A certified personal trainer is qualified to assess and develop exercise programs for clients based on their individual needs. They can look forward to careers at health clubs, coaching, corporate fitness centers, or even starting a private practice.

For students who wish to continue their education in this field, NHCC also offers the Physical Education Associate of Science degree. In addition, NHCC has articulation agreements with St. Cloud University; Concordia University, St. Paul; and Augsburg College that allow students to seamlessly transfer their credits toward a bachelor's degree.

For more information about NHCC's Personal Training Certificate or other Physical Education programs, visit www.nhcc.edu/programs or contact Melissa at mlott@nhcc.edu or 763-493-0228.



Brittany Strickland is a new Student Writer in the NHCC Communications Office. She is currently in her second semester and is majoring in Business Management. She hopes to someday have her own magazine company.



North Hennepin
Community College



North Hennepin Community College Programs and Degrees

NHCC offers more than 70 degree programs. With day, evening, weekend, accelerated, and online classes, you'll find what you need to fit college into your life, and into your budget. Tuition and fees are substantially lower at NHCC than at traditional four-year and private two-year institutions.

Whether you're looking for a 2-year degree, 4-year degree or certificate, to advance your career or get training to help you start a new one, NHCC offers quality educational opportunities in one convenient location.

Take a look at the following pages for an overview of the upcoming credit class offerings. You'll find complete class availability, descriptions and times online at www.nhcc.edu.

Programs and Degrees

Art / Design

Graphic Design
Studio Arts

Business / Computer Science

Accounting
Advertising
Business Administration
Business Management
Business Computer Systems
Computer Information Systems
Computer Programming
Computer Science
Desktop Publishing
eCommerce
Finance Management
Internet Programming
Leadership
Marketing / Sales
Paralegal
Retail Management
Small Business Management

Human and Protective Services

Criminal Justice
Law Enforcement

Liberal Arts / General Studies

History
Mathematics
Liberal Arts
Individualized Studies

Manufacturing / Trades

Building Inspection Technology
Construction Management
Engineering (pre)
Housing Inspection
Public Works

Science / Health Careers

Biology
Chemistry
Chemical Lab Assistant
Histotechnology
Medical Lab Technology
Nursing
Physical Education



Become a Student in 6 Easy Steps

1. Apply for Admission

Fill out the application online or download the form.

2. Apply for Financial Aid

Grants and Scholarships, loans, and work study options make college achievable.

3. Take Placement Test(s)

Make sure you're set up for success by taking the classes right for you.

4. Complete Orientation

Get important information about student resources, responsibilities and the registration process.

5. Register for Classes

View class options and register online.

6. Pay Tuition and Buy Books

Go online for current tuition rates. Books are available online or at the on-campus bookstore.

Get all the details online at www.nhcc.edu

Paying for College

Despite the media hype about rising college prices, a college education is more affordable than most people think and well worth the investment. Experts say that a college graduate will earn over twice as much money in their lifetime as a high school graduate.

NHCC is one of 37 Minnesota State Colleges and Universities financially supported by the state. For every dollar a MN resident pays in tuition, the state pays \$1.02 to support your education. And there is more financial aid available than ever before – more than \$30 million is given to North Hennepin students each year in the form of grants, scholarships, work-study and loans.

Financial Aid Basics

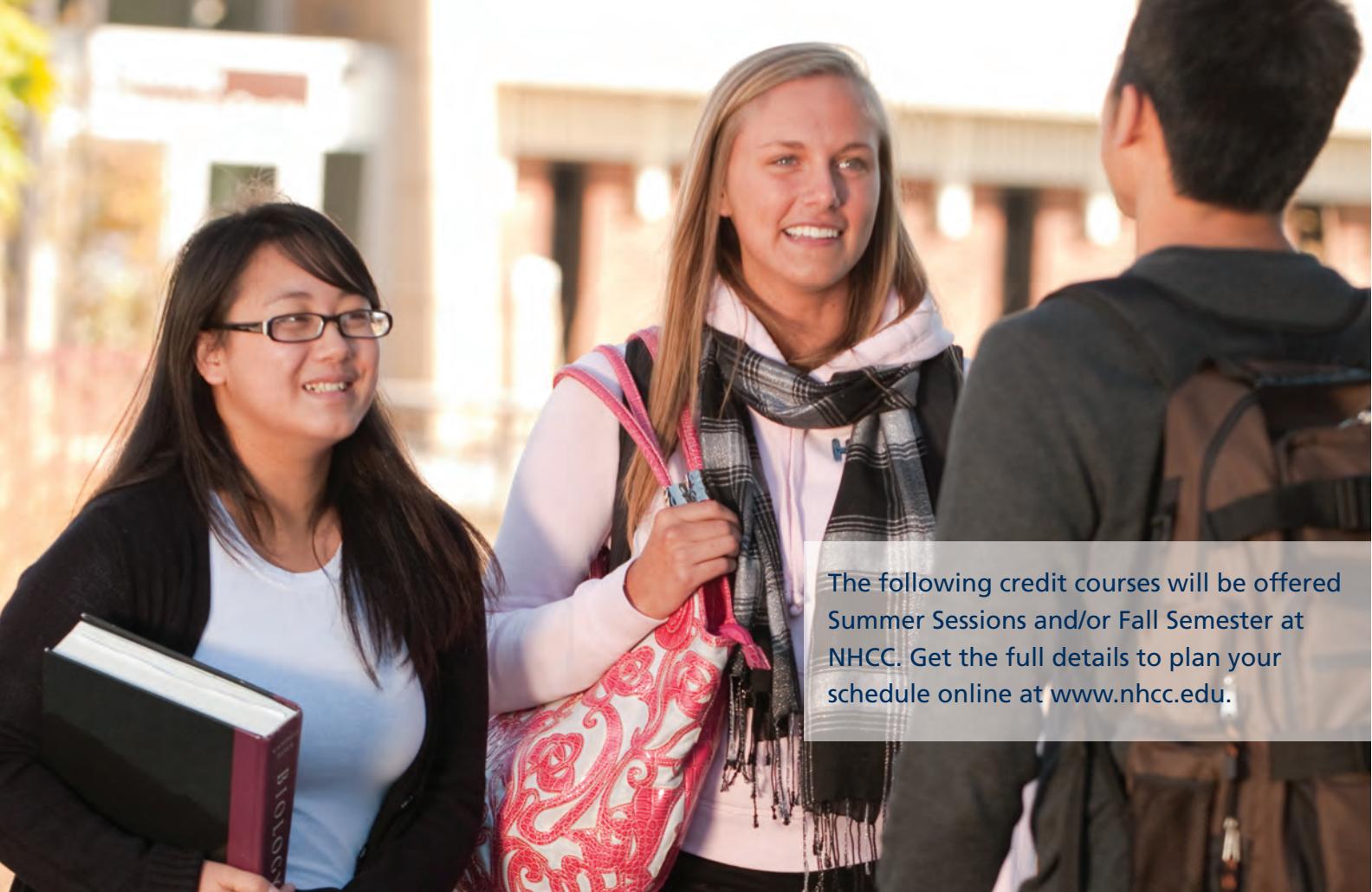
There are three types of financial aid available to most students:

- **grants and scholarships**
money you don't repay
- **loans**
money you must repay
- **workstudy and community or military service**
money you earn

Where Do I Start?

To receive any grants, loans or work study assistance, you need to fill out a Free Application for Federal Student Aid (FAFSA). Students must apply for aid each year. The (FAFSA) is available online at www.fafsa.ed.gov

AT NHCC, approximately \$150,000 in scholarships is awarded each year to more than 200 students based on need and merit. Find out more about available scholarships online at www.nhcc.edu/scholarships



The following credit courses will be offered Summer Sessions and/or Fall Semester at NHCC. Get the full details to plan your schedule online at www.nhcc.edu.

SUMMER & FALL SEMESTERS 2010

Summer Session begins May 24, Fall Semester begins August 23.

Complete credit course schedule and details available online at www.nhcc.edu

Course Number	Course Title
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ACADEMIC DEVELOPMENT

ADEV 0940	Building A College Vocabulary
ADEV 0951	College Reading and Learning Strategies I
ADEV 0952	College Reading and Learning Strategies II
ADEV 1000	Career Planning
ADEV 1010	Job Seeking Skills
ADEV 1950	Reading College Textbooks

ACCOUNTING

ACCT 2100	The Accounting Cycle
ACCT 2111	Financial Accounting
ACCT 2112	Managerial Accounting
ACCT 2200	Applied Accounting
ACCT 2230	Computerized Accounting Systems
ACCT 2250	Small Business Payroll
ACCT 2260	Small Business Income Taxes

Course Number	Course Title
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AMERICAN SIGN LANGUAGE

ASL 1101	American Sign Language I
ASL 1102	American Sign Language II
ASL 1300	Deaf Culture
ASL 2201	Intermediate American Sign Language I

ANTHROPOLOGY

ANTH 1010	Introduction to Anthropology: Cultural Anthropology
ANTH 1020	Introduction to Anthropology: Physical Anthropology, Archaeology & Prehistory

ARABIC

ARBC 1030	Arab Cultures
ARBC 1101	Beginning Arabic I
ARBC 1102	Beginning Arabic II

ART

ART 1040	Introduction to Art
ART 1101	Photography I
ART 1160	Digital Photography
ART 1301	Two Dimensional Design I
ART 1302	Two Dimensional Design II
ART 1310	Three Dimensional Design
ART 1320	Introduction to Sculpture
ART 1340	Fundamentals of Color
ART 1361	Ceramics I
ART 1362	Ceramics II
ART 1401	Drawing I
ART 1402	Drawing II
ART 1510	Digital Video Production
ART 1770	Quilt Arts
ART 2180	Art History: Pre-History to the Age of Cathedrals
ART 2740	Jewelry Workshop
ART 2781	Quiltmaking Workshop I
ART 2860	Photography Workshop
ART 2970	Art Appreciation Field Trip

BIOLOGY

BIOL 1000	Life Science
BIOL 1001	Biology I
BIOL 1002	Biology II
BIOL 1120	Human Biology
BIOL 1200	Current Environmental Issues
BIOL 1230	Medical Terminology I - Basics
BIOL 1231	Medical Terminology II - Application
BIOL 1360	Biology of Women with a Lab
BIOL 1990	Nobel Conference
BIOL 2030	Plant Biology
BIOL 2100	Microbiology
BIOL 2111	Human Anatomy and Physiology I
BIOL 2112	Human Anatomy and Physiology II

BUILDING INSPECTION TECHNOLOGY

BIT 1000	Intro to Building Inspection
BIT 1100	Field Inspection
BIT 1210	Advanced Field Inspection
BIT 1310	Plan Review Structural
BIT 1410	Mechanical Inspection
BIT 1420	Electrical Inspection
BIT 1700	Plumbing Code
BIT 2020	Legal Aspects of Building Inspection
BIT 2600	Building Inspection Internship



BUSINESS ASAP

Business ASAP (Associate in Science Accelerated Program) at NHCC allows working adults with at least two years of work experience to earn a degree in Business Management by taking classes only 2 nights a week for 2 years.

Get more information at www.nhcc.edu, call 763-424-0755, or email asap@nhcc.edu today!

Business ASAP Schedule Fall 2010

Note: Registration is done by Course Number

Course Number Title

Fall, first half, Mondays:

BUS 1100	Introduction to Business
ECON 1070	Principles of Economics: Micro
BIOL 1200	Current Environmental Issues

Fall, first half, Wednesdays:

ACCT 2111	Financial Accounting
CIS 1101	Business Computer Systems I
SPCH 1010	Fundamentals of Public Speaking

Fall, second half, Mondays:

BUS 1600	Introduction to Marketing
ECON 1060	Principles of Economics: Macro
MUSC 1350	History of Rock 'n Roll

Fall, second half, Wednesdays:

ACCT 2112	Managerial Accounting
BUS 1110	Human Relations
PSYC 1150	General Psychology



WEEKEND COLLEGE

Earn an Associate of Arts degree by taking accelerated classes on alternate Saturdays and Sundays. More independent study and less seat time means you CAN fit college into your hectic schedule.

Classes are offered Saturday morning, Saturday afternoon and Sunday afternoon during the fall and spring semesters. Classes meet every-other weekend to accommodate your commitments to family and work. You may choose 1, 2, or all three time periods to take classes.

Find a full listing of Weekend classes online at www.nhcc.edu. Or call 763-488-0390 for more information.

STUDY ABROAD

This Summer NHCC students will travel to Iquitos, Peru to experience the lush, tropical Amazon. They will explore a canopy walk, fish for dinner, search for dolphins and sloths, and stargaze –all while earning college credit.

Find out how you can participate in this or other Study Abroad opportunities at: www.nhcc.edu/studyabroad

Course Number	Course Title
BUSINESS	
BUS 1000	Career Planning
BUS 1010	Job Seeking Skills
BUS 1100	Introduction to Business and the American Economy
BUS 1110	Human Relations: Application of Psychology in Business
BUS 1200	Introduction to Management
BUS 1210	Managerial Communication
BUS 1230	Leadership and Teamwork
BUS 1300	Legal Environment of Business
BUS 1400	Business Mathematics
BUS 1410	Introduction to Business Finance
BUS 1440	Personal Financial Planning
BUS 1600	Introduction to Marketing
BUS 1610	Consumer Behavior
BUS 1620	Advertising and Sales Promotion
BUS 1630	Professional Sales and Management
BUS 1640	Retail Management
BUS 1700	Introduction to International Business
BUS 1810	Entrepreneurship
BUS 2010	Internship Business
BUS 2310	Introduction to E-Commerce

CHEMISTRY

CHEM 1000	Chemistry and Society
CHEM 1010	Introduction to Chemistry
CHEM 1030	Introduction to Physical Sciences
CHEM 1061	Principles of Chemistry I
CHEM 1062	Principles of Chemistry II
CHEM 1990	Advanced Science Research
CHEM 2061	Organic Chemistry I
CHEM 2062	Organic Chemistry II
CHEM 2073	Introduction to Instrumental Methods and Analysis

COMPUTER INFORMATION SYSTEMS

CIS 1000	Electronic Keyboarding Communications
CIS 1101	Business Computer Systems I
CIS 1102	Business Computer Systems II
CIS 1200	Word Processing
CIS 1220	Decision Making Excel
CIS 1230	Business Presentation PowerPoint
CIS 1240	Information Management: Access
CIS 1300	Introduction to Internet
CIS 1310	The Whole Internet
CIS 1320	Web Tools
CIS 1500	Developing Computer Keyboarding Skills
CIS 1510	Introduction to Computers and Basic Word Processing
CIS 1520	Spreadsheets
CIS 1530	Business Graphics
CIS 2310	Introduction to E-Commerce

COMPUTER SCIENCE

CSCI 1000	Computer Basics
CSCI 1020	Beginning Web Page Programming
CSCI 1030	Programming for Internet
CSCI 1040	Beginning Microsoft SQL Server
CSCI 1090	Programming in VB.NET
CSCI 1120	Programming in C/C++
CSCI 1130	Introduction to Programming in Java
CSCI 1160	Web Programming in ASP.NET
CSCI 1990	Game Programming
CSCI 2001	Structure of Computer Programming I
CSCI 2020	Machine Architecture
CSCI 2030	Database Management
CSCI 2050	Internship Computer Science

CONSTRUCTION MANAGEMENT/SUPERVISION

CMSV 2860	Building Construction Plan Reading
CMSV 2890	Building Organization and Technology

ECONOMICS

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

EDUCATION

EDUC 1280	Diversity in Education
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ENGINEERING

ENGR 1000	Introduction to Engineering and Design
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ENGLISH

ENGL 0900	Preparation for College Writing I
ENGL 0950	Preparation for College Writing II
ENGL 1112	College Writing II
ENGL 1150	Introduction to Literature
ENGL 1201	College Writing I
ENGL 1202	College Writing II
ENGL 1250	Magazine Workshop
ENGL 1900	Introduction to Creative Writing
ENGL 1910	Writing Creative Non-Fiction and the Memoir
ENGL 1940	Technical Writing
ENGL 2310	American Short Story
ENGL 2320	Language Structure in Thought and Action
ENGL 2350	Women and Literature
ENGL 2450	Survey of American Literature I



GET YOUR 4-YEAR DEGREE ON OUR CAMPUS

NHCC has partnered with area universities to allow you to earn your advanced degree at our convenient location.

Partnerships and degrees include:

Bethel University

- Nursing

Concordia University

- Business Administration

Metropolitan State University

- Business Administration
- Nursing

Minnesota State University – Moorhead

- Biochemistry and Biotechnology
- Construction Management
- Operations Management

St. Cloud State University

- Regulatory Affairs (Masters Degree)

University of Wisconsin-Green Bay

- Nursing

Visit our website at www.nhcc.edu for an updated list of upper-division classes offered this Spring.



GET ON THE FAST TRACK

Want to start class a little later in the semester?

NHCC offers accelerated classes designed to be completed in a shorter period of time through concentrated instruction. Along with the flexibility of a later start date, these classes will have you on the fast track to meeting your education goals.

Summer Sessions:
Late Start classes begin June 14 and July 6

Fall Semester:
Late Start classes begin continuously after the first week of the semester (Aug. 23 – 27).

Check www.nhcc.edu for the most up-to-date class listing.

Course Number	Course Title
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ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

ESOL 0800	College Vocabulary Development I
ESOL 0830	Reading Skills Development
ESOL 0860	English Language Skills Development
ESOL 0880	Listening and Speaking Skill Development
ESOL 0900	College Vocabulary Development II
ESOL 0930	Academic Reading and Study Skills
ESOL 0960	Academic Writing Skills Development
ESOL 0980	Academic Listening and Speaking
ESOL 1080	English Pronunciation
ESOL 1230	College Reading and Studying Skills
ESOL 1260	College Writing Skills Development
ESOL 1280	Listening and Speaking for College Success

FIRST YEAR EXPERIENCE

FYE 1020	First Year Experience
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GEOGRAPHY

GEOG 1010	Physical Geography
GEOG 1100	World Geography
GEOG 1990	Geography of Indigenous Peoples, <i>Peru Study Abroad - Summer</i>

GEOLOGY

GEOL 1020	Minnesota Field Geology Series: Volcanic, Plutonic and Metamorphic Geology
GEOL 1110	Physical Geology
GEOL 1850	Oceanography

GRAPHIC DESIGN

GDES 2550	Typography
GDES 2601	Graphic Design I
GDES 2811	Publication Design I
GDES 2850	Illustration
GDES 2901	Desktop Design I

HEALTH

HLTH 1030	Personal and Community Health
HLTH 1050	Stress Management
HLTH 1060	Drugs and Health
HLTH 1070	Nutrition
HLTH 1250	Wellness for Life
HLTH 1600	First Responder
HLTH 1900	Healthy Sexuality

HISTORY

HIST 1010	History of World Civilization Pre 1500
HIST 1020	History of World Civilization Post 1500
HIST 1110	History of Western Civilization Pre 1550
HIST 1120	History of Western Civilization 1550 to Present
HIST 1140	History of the Ancient West
HIST 1200	History of United States Through 1877
HIST 1210	History of the United States Since 1877
HIST 1220	American Colonial History
HIST 2500	Regional History



HISTOTECHNOLOGY

HTN 1000	Clinical Laboratory Basics
HTN 2003	Histotechniques III
HTN 2100	Special Stains
HTN 2150	Special Procedures
HTN 2200	Histo-Anatomy

HONORS SEMINAR

HSEM 1000	Honors Seminar
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INTERDISCIPLINARY STUDIES

INTD 1210	The History, Philosophy, and Practice of Traditional Aikido
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LEARNING COMMUNITY

LC 1001	Introduction to College Life
LC 1002	College Life Foundations
LC 1003	Word Up!
LC 1006	Word Up! II
LC 1007	Word Up! III
LC 1008	College Life Foundations II
LC 1010	Math Success
LC 1011	Bulk up your Brain!

GOALS + PLANS = SUCCESS

The GPS LifePlan can assist you in developing and achieving your goals and plans while attending NHCC – it helps students set goals and design plans that will lead to success. This program has the flexibility to be used by students of all ages and at all stages.

There are 5 sub-plans created to meet the needs of students in all areas of academic, personal, and career development:

The **CareerPlan** will help you:

- Assess your interests, skills & values
- Prepare for a job search

The **EducationPlan** will help you:

- Determine your educational goals
- Chart your academic courses

The **FinancePlan** will help you:

- Create and manage a budget
- Research ways to pay for college

The **LeadershipPlan** will help you:

- Further develop your leadership skills
- Find out how to get involved

The **PersonalPlan** will help you:

- Learn how to balance life, work & school
- Learn about staying physically & mentally healthy

Get started today at
www.gpslifeplan.org/nhcc

GPS LifePlan 



CLASSES IN BUFFALO

Live closer to Buffalo than Brooklyn Park? NHCC partners with the Buffalo School District to offer classes taught off-campus at Buffalo High School. Classes are held weeknights and are a convenient option for students in the western suburbs.

Attend an information session on **May 6** at 6pm at Buffalo High School to learn more.

Or contact:

Char Baines, Director of Adult Learning
763-424-0730
cbaines@nhcc.edu

Spring 2010 Buffalo Classes

ADEV 0951 College Reading and Learning Strategies I
ADEV 0952 College Reading and Learning Strategies II
BIOL 1001 Biology I
BUS 1300 Legal Environment of Business
ENGL 0950 Preparation for College Writing II
ENGL 1201 College Writing I
HIST 1200 History of United States Through 1877
MATH 1130 Elementary Statistics
PSYC 1210 Child Development
SOC 1110 Introduction to Sociology
SPCH 1110 Principles of Interpersonal Communication

Course Number Course Title

MATH

MATH 0800	Computational Mathematics
MATH 0901	Introduction to Algebra
MATH 0902	Intermediate Algebra
MATH 0903	Pre College Algebra
MATH 1031	Math for Elementary Education I
MATH 1130	Elementary Statistics
MATH 1140	Finite Mathematics
MATH 1150	College Algebra
MATH 1170	Trigonometry
MATH 1180	Pre-Calculus
MATH 1221	Calculus I
MATH 1222	Calculus II
MATH 2220	Calculus III
MATH 2300	Linear Algebra

MEDICAL LABORATORY TECHNOLOGY

MLT 1000	Clinical Laboratory Basics
MLT 1200	Clinical Laboratory Instrumentation
MLT 2100	Clinical Chemistry
MLT 2150	Clinical Immunohematology
MLT 2200	Immunology Lab Applications
MLT 2350	Applied Microbiology

MUSIC

MUSC 1130	College Choir
MUSC 1150	Chamber Singers
MUSC 1170	Instrumental Jazz Ensemble
MUSC 1200	Fundamentals of Music
MUSC 1220	Survey of Western Music
MUSC 1300	Music in World Cultures
MUSC 1320	Applied Music: Guitar
MUSC 1350	History of Rock 'n Roll
MUSC 1510	Applied Music: Guitar
MUSC 1560	Class Guitar
MUSC 1600	Class Voice
MUSC 1610	Applied Voice
MUSC 1800	Class Piano
MUSC 1810	Applied Piano
MUSC 1860	Applied Music: Brass
MUSC 1870	Applied Music: Woodwinds
MUSC 2970	Music Appreciation Field Trip

NATURAL SCIENCE

NSCI 1010	Science of Disaster Workshop
NSCI 1020	Science of Disaster Workshop
NSCI 1030	Science of Disaster Workshop

NURSING

NURS 1211	Foundations in Nursing
NURS 1213	Health and Physical Assessment in Nursing
NURS 1214	Principles of Pharmacology in Nursing Practice
NURS 2211	Provider of Care II

PARALEGAL

PLEG 1111	Basic Law I
PLEG 1112	Basic Law II
PLEG 1210	Computer Applications in the Law Office
PLEG 1310	Litigation
PLEG 1320	Evidence and Investigation
PLEG 1330	Domestic Relations
PLEG 2211	Legal Research and Writing I
PLEG 2212	Legal Research and Writing II
PLEG 2310	Criminal Law and Procedure
PLEG 2410	Business Organizations
PLEG 2620	Property
PLEG 2710	Wills, Trusts and Estate Administration
PLEG 2930	Legal Studies Seminar and Internship

PHILOSOPHY

PHIL 1010	Introduction to Philosophy
PHIL 1020	Ethics
PHIL 1030	Eastern Religions
PHIL 1040	Western Religions
PHIL 1050	Introduction to Logic
PHIL 1060	Philosophy of Religion
PHIL 1210	Peace Ethics

PHYSICAL EDUCATION

PE 1010	Physical Fitness
PE 1040	Volleyball
PE 1050	Weight Training
PE 1151	Golf I
PE 1210	Badminton
PE 1250	Wellness for Life
PE 1260	Kinesthetic Learning
PE 1270	Studio Cycle
PE 1310	Disc Golf
PE 1400	Women's Self Defense
PE 1430	Tai Chi Chih
PE 1440	Karate
PE 1500	Foundations of Physical Education
PE 1740	Hiking
PE 1750	Yoga
PE 1760	Introduction to Kayaking and Canoeing
PE 1810	Step Aerobics
PE 1820	Boot Camp
PE 1990	Yoga II
PE 2101	Concepts of Personal Training



NEW CAREER SMART

NHCC has launched new CareerSmart Certificates. They allow students to get the skills they need for the workplace fast.

Earn an Accounting Essentials Certificate in just one semester.

Accounting Essentials Certificate

This certificate will give you the necessary skills to secure a position in the growing field of accounting. Whether you are new to the field or supplementing prior work experience with formal coursework, this certificate is for you. You will study both the theory and the practical aspects of accounting and computerized accounting systems. Required courses in the certificate are offered in a cohort group setting. The certificate is designed to be completed in one semester so students can get back into the workforce with enhanced job skills.

For more information about CareerSmart, visit us online at www.nhcc.edu



CONVENIENT ONLINE CLASSES

NHCC's online classes continue to be a popular choice for students of all ages. And you can earn a number of accredited associate degrees completely online. The pace is intense, the deadlines demanding, but the learning is deep, you get to set your own hours, and learning from the comfort of home is the ultimate convenience.

Online Degree Programs

AA Liberal Arts
AS or AAS Business Computer Systems and Management
AS Business Management

Online Certificate Programs

Application Programming	Marketing
Business	Object Oriented Programming
Business Computer Systems	Retail Management
Computer Information Systems	Small Business Management
Fundamentals of E-Commerce	Word Processing
Internet Programming	

Find out more on the web at www.nhcc.edu

Summer and Fall 2010 Online Classes

ACCT 2100	The Accounting Cycle
ACCT 2111	Financial Accounting
ACCT 2112	Managerial Accounting
ADEV 0940	Building A College Vocabulary
ADEV 1000	Career Planning
ADEV 1010	Job Seeking Skills
ADEV 1950	Reading College Textbooks
ART 1040	Introduction to Art
ART 1160	Digital Photography
ART 1270	Digital Video Production
BIOL 1000	Life Science
BIOL 1230	Medical Terminology I - Basics
BIOL 1231	Medical Terminology II - Application
BIT 1100	Field Inspection
BIT 1300	Plan Review Non-Structural
BIT 1410	Mechanical Inspection
BIT 1420	Electrical Inspection
BIT 1700	Plumbing Code
BUS 1810	Entrepreneurship
BUS 1000	Career Planning
BUS 1010	Job Seeking Skills

Course Number	Course Title
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PHYSICS

PHYS 1030	Introduction to Physical Sciences
PHYS 1120	Meteorology
PHYS 1140	Energy Aspects of Our Physical Environment
PHYS 1201	Principles of Physics I
PHYS 1400	The Solar System
PHYS 1450	Concepts of the Stars and Universe
PHYS 1601	General Physics I
PHYS 1602	General Physics II

POLITICAL SCIENCE

POLS 1100	American Government and Politics
POLS 1140	State and Local Politics
POLS 2130	Constitutional Law

PRIOR LEARNING ASSESSMENT

PLA 1010	Individualized Studies Development
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PSYCHOLOGY

PSYC 1150	General Psychology
PSYC 1165	Psychology of Adjustment
PSYC 1170	Psychology of Gender
PSYC 1210	Child Development
PSYC 1220	Adult Development
PSYC 2320	Abnormal Psychology
PSYC 2330	Personality
PSYC 2340	Human Sexuality

PUBLIC WORKS

PUBW 1030	Public Works Management and Communication
PUBW 1050	Public Works Operations and Maintenance

SOCIOLOGY

SOC 1110	Introduction to Sociology
SOC 1130	Social Problems/Deviance
SOC 1710	Introduction to Criminal Justice
SOC 1720	Police and Community
SOC 1730	Juvenile Justice
SOC 1750	Families in Crisis
SOC 2210	Minority Groups

SPANISH

SPAN 1030	Spanish and Latin American Culture
SPAN 1101	Beginning Spanish I
SPAN 1102	Beginning Spanish II
SPAN 2201	Intermediate Spanish I

SPEECH

SPCH 1010	Fundamentals of Public Speaking
SPCH 1110	Principles of Interpersonal Communication
SPCH 1310	Intercultural Communication
SPCH 1410	Human Communication Theory

THEATER, FILM & TELEVISION

TFT 1200	Theater Exploration
TFT 1210	Introduction to Theater
TFT 1250	Introduction to Film
TFT 1260	Introduction to Television
TFT 1270	Digital Video Production
TFT 1290	Design for Theater
TFT 1320	World Cinema
TFT 1500	Acting I: Improvisation and Foundations
TFT 1540	Acting for the Camera
TFT 1600	Theater Practicum

ONLINE CLASSES

Summer and Fall 2010 Online Classes (cont.)

BUS 1100	Introduction to Business and the American Economy
BUS 1110	Human Relations: Application of Psychology in Business
BUS 1200	Introduction to Management
BUS 1210	Managerial Communication
BUS 1300	Legal Environment of Business
BUS 1400	Business Mathematics
BUS 1410	Introduction to Business Finance
BUS 1440	Personal Financial Planning
BUS 1600	Introduction to Marketing
BUS 1610	Consumer Behavior
BUS 1700	Introduction to International Business
BUS 2310	Introduction to E-Commerce
CHEM 1030	Introduction to Physical Sciences
CIS 1000	Electronic Keyboarding Communications
CIS 1101	Business Computer Systems I
CIS 1102	Business Computer Systems II
CIS 1200	Word Processing
CIS 1220	Decision Making Excel
CIS 1240	Information Management: Access
CIS 1310	The Whole Internet
CIS2310	Introduction to E-Commerce
CSCI 1000	Computer Basics
CSCI 1020	Beginning Web Page Programming
CSCI 1130	Introduction to Programming in Java
CSCI 2001	Structure of Computer Programming I
CSCI 2030	Database Management
ECON 1060	Principles of Economics Macro
ECON 1070	Principles of Economics Micro
ENGL 0950	Preparation for College Writing II
ENGL 1201	College Writing I
ENGL 1202	College Writing II
ENGL 1900	Introduction to Creative Writing
ENGL 1910	Writing Creative Non-Fiction and the Memoir
ENGL 2320	Language Structure in Thought and Action
ESOL 0900	College Vocabulary Development II
FYE 1020	First Year Experience
GEOG 1010	Physical Geography
GEOG 1100	World Geography
HIST 1010	History of World Civilization Pre 1500
HIST 1020	History of World Civilization Post 1500
HIST 1110	History of Western Civilization Pre 1550
HLTH 1060	Drugs and Health
HLTH 1250	Wellness for Life
MATH 0903	Pre College Algebra
MATH 1130	Elementary Statistics
MATH 1150	College Algebra
MUSC 1220	Survey of Western Music
NURS 2300	Principles of Pharmacology in Nursing Practice
PE 1250	Wellness for Life
PE 1740	Hiking
PHIL 1020	Ethics
PHIL 1030	Eastern Religions
PHIL 1040	Western Religions
PHIL 1050	Introduction to Logic
PHIL 1060	Philosophy of Religion
PHIL 1210	Peace Ethics
PHYS 1030	Introduction to Physical Sciences
POLS 1100	American Government and Politics
POLS 1700	World Politics
POLS 2130	Constitutional Law
PSYC 1150	General Psychology
SOC 1110	Introduction to Sociology
SOC 1730	Juvenile Justice
SPAN 1102	Beginning Spanish II
SPCH 1010	Fundamentals of Public Speaking
SPCH 1110	Principles of Interpersonal Communication
SPCH 1410	Human Communication Theory
TFT 1250	Introduction to Film
TFT 1260	Introduction to Television
TFT 1270	Digital Video Production
TFT 1320	World Cinema



Energize your career, expand your knowledge and skills, update your professional expertise, and explore new fields in NHCC's non-credit Continuing Education classes.



North Hennepin
Community College

Adult Education & Training

CONTINUING EDUCATION NON-CREDIT CLASS SCHEDULE

March – August 2010

Visit us online at www.nhcc.edu/cect

Whether you're a student, working professional, seeking a career change, or just looking to learn something new, NHCC's Continuing Education classes have something for you. Ranging from accounting to web design, you'll find just the right class to fit your need.

If you're interested in pursuing a new career, advancing in your current field or expanding your knowledge, a certificate program may be right for you. These non-credit programs are ideal for people who want to acquire an in-depth background in a particular field without pursuing a formal degree program.

Whether you decide on a single class or aim to complete a certificate program, the first step is easy. NHCC's Continuing Education online registration is convenient, fast, secure and just a click away at www.nhcc.edu/cect.

Receive a **10% discount** on Continuing Education classes if you register and pay by May 1, 2010. Use online code ERS10. *Does not apply to packaged certificate prices or where otherwise noted.*

<u>Non-Credit Certificates & Classes</u>	<u>Page</u>
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ACCOUNTING

Accounting Computer Certificate

Get exposure to accounting and the technology skills essential for accounting-related positions. Learn the fundamentals of spreadsheet and database applications while also exploring popular accounting applications for small to medium-sized businesses. *Register for the entire certificate and save 15%!*
Classes taken separately will be charged at full rate.

★ Certificate Class

Accounting Refresher ★

This seminar will provide you with an overview of the accounting process from start to finish! Review basic debit/credit theory, accrual concepts and the matching principle. Learn to analyze transactions, journalize and post entries, prepare adjustments, close the books and prepare financial statements. Seminar materials include a workbook of practice exercises to reinforce concepts presented. Bring a basic calculator to class. 1.68 , \$319

Class date, day, time: 3/24 - 3/31 W 8:30AM - 4:30PM

Quickbooks ★

Prerequisite: Knowledge of basic accounting theory.

Learn to use this popular small business accounting package. Set up a company, work with QuickBooks lists, create invoices, apply payments, enter and pay bills. Also track sales tax, inventory, and other sales items, process payroll and reconcile cash accounts. Learn how to customize reports and forms and understand how to use various financial statements. 1.68 CEUs, \$319

Class date, day, time: 4/21 - 4/28 W 8:30AM - 4:30PM
5/3 - 5/24 M 5:30PM - 9:30PM
7/6 - 7/8 T, TH 8:30AM - 4:30PM

Peachtree ★

Prerequisite: Knowledge of basic accounting theory.

Get to know the other" accounting package. Learn to set up a Peachtree company and work with your chart of accounts, customer invoices, cash receipts, purchase orders, bills, and payments. Learn how to process payroll, track inventory, and reconcile your bank accounts. Also included: time billing, job costing, customizing reports and forms, year-end processing, importing and exporting data. Students are encouraged to bring questions to class." 1.68 CEUs, \$319

Class date, day, time: 5/5 - 5/12 W 8:30AM - 4:30PM

Excel Basic ★

Description and schedule information on p. 48, 0.84 CEUs, \$179

Excel Intermediate ★

Description and schedule information on p. 48, 0.84 CEUs, \$179

Excel Formulas & Functions ★

Description and schedule information on p. 49, 0.84 CEUs, \$179

Access Basic ★

Description and schedule information on p. 49, 0.84 CEUs, \$179



CORPORATE TRAINING

Invest in your business and employees through training programs tailored to your company's unique needs.

Learn more about how we can strengthen your workforce and increase your bottom line through classroom training at your site or ours. Contact one of our program directors today!

Specializing in:

- Microsoft Office Training
- Project Management
- Customer Service
- Communication
- Conflict Management
- Diversity in the Workplace
- Leadership & Team Building
- Other training solutions for your unique needs

Find out how we can assist you and your organization with training and professional development opportunities – contact us today at 763-424-0880. We look forward to partnering with you!

ADMINISTRATIVE

Business Support Specialist Certificate *Coming Fall 2010*

Whether you are an individual looking to gain technical skills and knowledge to launch your career as a business support specialist, or a business looking to build the skills of your current support staff, this certificate, made up of four modules, will provide participants with the technical skills and people skills needed to perform the duties and responsibilities of a business office support specialist. The first module takes place in the classroom and will explain how to navigate online learning tools. The remaining three modules are completed online; helping participants simultaneously gain business support skills and computer skills. An additional classroom session takes place at the midpoint using interactive activities to reinforce concepts learned through online modules. Although the program is designed for mature workers making a career transition, the information is applicable to anyone exploring this career option or wishing to become a value-added employee. This certificate is a good lead-in for the Administrative Professional Certificate.

Approximately 20 hours, 2.4 CEUs, \$220 for all four modules

Modules

Module 1: Administrative Work: Is it Right for Me?

In the first module, you will learn about the varied roles of business support specialists and how they contribute to the overall success of a business. The different niches of support specialists, such as administrative assistant, word processor, receptionist, office clerk, administrative service manager, or executive secretary, will be explored along with the technical and interpersonal skills each uses. Links to professional websites are provided as references to current job markets, compensation expectations, and the future outlook of the profession.

Module 2: Administrative Savvy: Working with and Relating to Others

In the second module, instruction will focus on work place relationships. Office professionals need to read organizational cultures and provide support to managers and supervisors with potentially different workplace styles. In addition, the module will explore current workplace necessities: how to motivate people even if you are not the manager, working with multiple generations, and providing customer service to all.

Module 3: Administrative Workflow: Managing Time and Responsibilities

The third module teaches time management skills. The majority of an office coordinator's day is spent organizing and managing both people and process. Understanding strategies to keep yourself organized is vital as others will rely on you to keep them organized as well. Expertise in scheduling meetings, moving projects towards completion, and meeting deadlines should be a part of the business office skill set.

Module 4: Administrative Writing: Utilizing Business Writing Skills for a Professional Look

Learn how to increase your effectiveness and efficiency as a business communicator and enhance not only your professional image but also that of your organization. Learn to use a sense of audience and purpose and formatting guidelines to improve all of your communication, including email, and to avoid common errors in grammar, punctuation, and usage.

See www.nhcc.edu/cect for details on this upcoming program.

Administrative Professional Certificate

For individuals looking for career advancement or interested in an administrative professional career. Gain hands-on technical and professional skills to make you stand out above the rest. This certificate will prepare you for the most challenging responsibilities and provide tangible proof of skills and knowledge.

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.



Administrative Excellence I

In the first of this two-part series, you will discover the five leadership characteristics that form a Model of Administrative Excellence and learn how to enhance your performance, increase your productivity, and elevate your professional value. You will define your natural talents and individual contributions; recognize your specific workplace purpose; learn practical time management techniques to increase your value to your organization; and discover the five keys to creating a successful, results-oriented partnership with your supervisor. 0.72 CEUs, \$219

Class date, day, time: 3/24 W 9:00AM - 4:00PM

Administrative Excellence II

Take your commitment to excellence to the next level! In part II, you will discover how to champion administrative value both as an individual and as part of an administrative team contributing to organizational success. Use your natural abilities to empower yourself, support your career development, and promote the growth of other administrative professionals in your workplace! Upon completion of this class you will immediately be able to: Increase your personal effectiveness and gain a professional advantage through the application of strong and confident communication skills; Identify behaviors that sabotage personal power and learn to think value-added; Increase self-confidence and activate professional clout; Determine the value of an administrative professional development plan and brainstorm ideas of your own administrative team success. 0.72 CEUs, \$219

Class date, day, time: 3/31 W 9:00AM - 4:00PM

Administrative Excellence III

Focuses on two essential areas of administrative excellence. First, discover proven skills to build confidence and project a polished, professional image over the phone. Decipher what frustrated customers want and need from you. Identify key attributes relating to the four main types of callers. Next, learn to recognize the relevance of a positive attitude in achieving personal goals, professional ambition, and career satisfaction. Confront your own self-defeating "internal dialog" to boost professional confidence and expand career potential. Add an impressive attitude to your occupational portfolio and become a benchmark for administrative success. 0.72 CEUs, \$219

Class date, day, time: 4/7 W 9:00AM - 4:00PM

Business Writing I

Brush up on grammar and punctuation rules you may not have studied since high school. Rules will be explained with minimal specialized terminology and with plenty of concrete practice to cement your understanding. 0.48 CEUs

Class date, day, time: See www.nhcc.edu/cect for schedule and pricing

Business Writing II

Learn to analyze the purpose and your audience to determine transmission method, select format, and control tone in your business communications. In this interactive workshop, you'll practice generating and assessing common documents such as email messages, professional letters, minutes, agendas, proposals, and reports. 0.48 CEUs

Class date, day, time: See www.nhcc.edu/cect for schedule and pricing

Word Basic, Intermediate or Advanced

Choose one class. Description and schedule information on p. 48-49
0.84 CEUs, \$179

Excel Basic, Intermediate or Advanced

Choose one class. Description and schedule information on p. 48-49
0.84 CEUs, \$179

Outlook Basic or Advanced

Choose one class. Description and schedule information on p. 48-49
0.84 CEUs, \$179

CAREER DEVELOPMENT

Tech Prep Certificate

Almost any job today requires the use of technology. Some jobs require math and computer skills to perform tasks, but even bookkeeping tasks, such as filling out time cards, tracking your insurance and benefits, and communication within the organization, require the use of a computer. This certificate will provide the basic skills to function in today's high-tech workplace. These skills can also be used to find and apply for jobs through the Internet.

See www.nhcc.edu/cect for price details.

Class date, day, time: 4/28 W 8:00AM - 12:00PM

Strengths Finder Certificate

Take a new approach to your job search by discovering, exploring, and marketing your strengths. Identify the ways in which you most naturally think, feel, and behave and then build upon those talents to find a career that offers meaning and challenge. Also, discover how to use technology to broaden your job search and increase your networking abilities.

See www.nhcc.edu/cect for price details.

Class date, day, time: 4/28 W 12:30PM - 4:30PM

COMMUNICATION & CUSTOMER SERVICE

Communication & Customer Service Specialization

This specialization can be added on to any other certificate - choose four classes. Register for the entire certificate specialization and save 15%!

Classes taken separately will be charged at full rate.

Communicating with Difficult People

Have you been angered or overwhelmed by people who seem impossible to deal with and believe they are always right? When you are aware of their strategies, you can stop the power games they play by developing your own strategy. Learn the characteristics of difficult people; what motivates them; what makes them treat people badly; techniques they use to control you; how to tell when someone is lying; and how to recover from the damage and be productive in difficult situations. 0.48 CEUs, \$139

Class date, day, time: 4/26 M 1:00PM - 5:00PM

Keeping Customers Number One

Discover the difference between fabled customer service and excellent service. Make your organization or department stand out! Understand why most customer service programs fail and what to do to avoid it. This workshop covers how to hire and select service oriented people, interview simulations and serving internal customers. Several interesting case studies will be examined.

0.72 CEUs, \$219

Class date, day, time: 3/22 W 9:00AM - 4:00PM

Listening Skills

More mistakes are made in every industry because of poor listening than any other reason. Most people forget over half of what they hear within 24 hours and listen at only 25% efficiency. We do not hear things as they are, but as we are. Learn to identify listening barriers, develop positive listening habits, read between the lines to clarify messages, and deal with problem listeners. You will be a more informed and more effective listener by the end of this session and will be able to put your skills immediately to work. 0.48 CEUs, \$139

Class date, day, time: 4/26 M 8:00AM - 12:00PM



ADULT FOCUSED

College is for you.

Whether you are a returning adult student or just getting started on your college career, NHCC offers adult-friendly programs and resources geared toward the needs of busy adults, including:

- Credit for Prior Learning and CLEP testing
- Individualized Studies degree
- Every Other Weekend College
- Business ASAP
- Online and Accelerated classes
- College Prep classes

Contact us today and set up an appointment to discuss your education goals:

763-424-0880 or adultlearning@nhcc.edu



GET BACK TO WORK

Have you been affected by job loss?

Contact us to discuss opportunities for support at North Hennepin Community College.

Initiatives include:

- **NHCC Job Support Network:**

Bi-weekly meetings for students affected by job loss, transition and unemployment

Job search topics presented by campus and community volunteers

A chance to connect with and support one another

- **FREE College Prep program**

- **Strengths Finder and Tech Prep workshops**

- **Short-term training options:**

CareerSmart programs in Accounting

Credit certificates

Non-credit certificates

NHCC's Adult Education & Training staff members are ready to assist you during your transition.

Set-up an appointment to discuss your career and education goals at 763-424-0880 or adultlearning@nhcc.edu

COMMUNICATION & CUSTOMER SERVICE (Cont.)

Positive Workplace Attitudes

Understand the primary importance of attitude in creating good workplace relationships and focus on developing strategies to improve attitude for career success. Examine your own workplace attitudes. Identify how attitude affects work productivity. Develop strategies to improve constructive attitudes. Recognize the role of attitude in minimizing job frustration and stress. Come away with the necessary tools to increase cooperation, build self esteem, reduce conflict and solve people problems! 0.48 CEUs, \$139

Class date, day, time: 4/29 H 8:00AM - 12:00PM

Powerful Communication Skills

You will strengthen your communication foundation by identifying and understanding communication style differences. The DISC personal profile will be a primary assessment tool in this process. Get your points across powerfully and effectively, and communicate calmly and professionally during confrontations. Communicate a dynamic, positive first impression to establish immediate credibility. Cast away unconscious communication habits, and build new communication skills that will help you succeed in every situation, from the break room to the boardroom. 0.48 CEUs, \$139

Class date, day, time: 4/6 T 8:00PM - 12:00PM

Telephone Customer Service

Personalize your service; satisfy your customers; win them and wow them! Because you may be one of the only people in the organization with whom customers have direct contact, customers form their entire opinion of the company from their interaction with you. Make your first impressions positive ones! Learn how to assess your present skills, sound up when you are down, deal with issues, tune your voice and let them know you're listening. 0.48 CEUs, \$139

Class date, day, time: 4/20 T 8:00AM - 12:00PM

COMPUTER TRAINING: COMPUTER FOUNDATIONS

Introduction to Computer Concepts & Keyboarding

A hands-on class introducing you to basic computer concepts and keyboarding skills. A great overview for anyone just getting started with a PC! Leave this class with great resources and the confidence to continue improving computer concepts and keyboarding skills. 0.84 CEUs, \$169

Class date, day, time: 3/29 - 3/31 M, W 5:30PM - 9:30PM

Windows XP

Learn about Windows components and Internet options in this hands-on foundational course. Topics include desktop features, taskbars, window properties, using the help feature, the recycle bin, Windows Explorer, file and disk management, accessories, shortcuts and connecting to the Internet. 0.84 CEUs, \$169

Class date, day, time: 3/18 H 8:30AM - 4:30PM
4/5 - 4/7 M, W 5:30PM - 9:30PM

COMPUTER TRAINING: DESKTOP PUBLISHING

Desktop Publishing Certificate

Desktop publishing involves the technical application of the elements and principles of graphic design. Discover those graphic design elements, principles and the creative process when you take the Desktop Publishing Certificate. You will explore various theories and processes of traditional design, modern graphic design and desktop publishing. *Register for the entire certificate and save 15%!*
Classes taken separately will be charged at full rate.

★ Certificate Class



Adobe Acrobat ★

Prerequisite: Students should be comfortable using a personal computer.
Students should have little or no experience using Acrobat. After taking this class, you will be able to create, edit, and secure PDF documents as well as build interactive PDF forms. Students will also create presentations; add navigation, interactivity and media clips, use review/comment tools, create forms and templates enabled for Internet and import/export data. 0.84 CEUs, \$209

Class date, day, time:	5/14	F	8:30AM - 4:30PM
	6/11	F	8:30AM - 4:30PM

Adobe Illustrator ★

Prerequisite: Students should be comfortable using a personal computer.
Create vector-based images and text using this Adobe standard. Learn to use Illustrator tools to create stunning graphics with infinite applications in web and print production. 0.84 CEUs, \$209

Class date, day, time:	4/15	H	8:30AM - 4:30PM
	6/4	F	8:30AM - 4:30PM

Adobe InDesign ★

Prerequisite: Students should be comfortable using a personal computer.
Do you design brochures, newsletters, books, magazines or even for the web? Design professional looking documents and print layouts. This course covers a broad scope of topics that will provide an overview of the application so you can start creating documents right away. 0.84 CEUs, \$209

Class date, day, time:	3/19	F	8:30AM - 4:30PM
	5/7	F	8:30AM - 4:30PM

Adobe PhotoShop I ★

Prerequisite: Students should be comfortable using a personal computer.
Give web pages, reports, presentations, and brochures professional flair with PhotoShop's powerful design tools. Topics include image acquisition, manipulation, design, creation, and exportation. Discuss image resolution, size, printing, and web production. Exercises will emphasize technique and aesthetics, and will cover both web and non-web applications.
0.84 CEUs, \$209

Class date, day, time:	4/2	F	8:30AM - 4:30PM
	4/12 - 4/14	M, W	5:30PM - 9:30PM
	8/6	F	8:30AM - 4:30PM

Adobe PhotoShop II ★

Prerequisite: Students should be comfortable using a personal computer.
Take your PhotoShop skills to the next level. Use advanced techniques and tools to create both realistic and artistic images. Topics include photo restoration and manipulation, toolboxes and filters. This class is a great way to further your ability to create professional and exciting publications. 0.84 CEUs, \$209

Class date, day, time:	4/22	H	8:30AM - 4:30PM
	8/20	F	8:30AM - 4:30PM

Publisher ★

Description and schedule information on p. 49
0.84 CEUs, \$189

CORPORATE TRAINING MEMBERSHIP

Help your employees get the training they need with NHCC's Corporate Training Membership Program.

Take advantage of substantial discounts on North Hennepin's non-credit Continuing Education classes and certificate programs.

- Register your employees for classes at reduced rate
- Join a network of peers
- Receive individualized customer service

Find out how we can assist you and your organization with training and professional development opportunities – contact us today at 763-424-0880. We look forward to partnering with you!

COMPUTER TRAINING: MICROSOFT OFFICE

Microsoft Office Essentials Certificate

For students with little or no experience using Microsoft Office 2007. Learn the basics of this essential software suite that enables you to quickly and easily create professional-looking documents, spreadsheets, and presentations and manage e-mail. A must for anyone using Office at home or work. **5 classes**

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.  **Certificate Class**

Word Basic

Prerequisite: Students should be comfortable using a personal computer.

Learn how to use this popular word processing tool to create and edit documents - you'll be amazed at what you can do and how much time you'll save! Topics include: selecting and editing text, using the Office clipboard, formatting options, page setup (margins, headers & footers), sections, columns, and tables. 0.84 CEUs, \$179

Class date, day, time:	4/6	T	8:30AM - 4:30PM
	6/7	M	8:30AM - 4:30PM
	7/12 - 7/14	T, H	5:30PM - 9:30PM
	8/2	M	8:30AM - 4:30PM

Excel Basic

Prerequisite: Students should be comfortable using a personal computer.

Learn how to use Excel's electronic spreadsheets to create a variety of documents and charts. Topics include: entering and editing text and numbers, using formulas and functions to perform calculations, using formatting options to analyze and highlight data, and creating illustrative charts. 0.84 CEUs, \$179

Class date, day, time:	5/6	H	8:30AM - 4:30PM
	6/23	W	8:30AM - 4:30PM
	6/28 - 6/30	M, W	5:30PM - 9:30PM
	7/21	W	8:30AM - 4:30PM
	7/26 - 7/28	M, W	8:30AM - 4:30PM

PowerPoint Basic

Prerequisite: Students should be comfortable using a personal computer.

Learn how to create compelling and professional presentations using this powerful design tool! Build slides that contain text, graphics, shapes and charts, then learn about special formatting options. Additional topics include: using Design Templates and Slide Masters, Animation effects and Timing options. 0.84 CEUs, \$179

Class date, day, time:	6/29	T	8:30AM - 4:30PM
	8/16 - 8/18	M, W	5:30PM - 9:30PM

Outlook Basic

Prerequisite: Students should be comfortable using a personal computer.

This class teaches students the fundamentals of using Outlook 2007. Students learn how to compose, send, receive, and handle e-mail messages. Students learn how to use the Calendar to schedule meetings, appointments and events. Class activities also cover managing contact information, working with the Master Category List, and examining the online NetMeeting feature. Students also learn how to customize Outlook by using personal folders, colors, voting buttons, and signatures. This class maps to Microsoft's MOS exam objectives. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. 0.84 CEUs, \$179

Class date, day, time:	5/7	F	8:30AM - 4:30PM
	6/1 - 6/3	T, H	5:30PM - 9:30PM
	7/22	H	8:30AM - 4:30PM

Choose one: 

Word Intermediate

Description and Schedule information this page.

0.84 CEUs, \$179

Excel Intermediate

Description and Schedule information this page.

0.84 CEUs, \$179

Microsoft Office Professional Certificate

For students with moderate experience using Microsoft Office. Learn the suite of productivity and database software that will help you save time and stay organized. Produce professional-looking documents, spreadsheets, and presentations that are publication-ready! Great if you already know the basics of Office. **6 classes** *Register for the entire certificate and save 15%!*

Classes taken separately will be charged at full rate.  **Certificate Class**

Word Intermediate

Prerequisite: Word Basic or equivalent experience.

Build on the concepts learned in Word Basic to create complex documents and publications. Insert graphics and Word Art, use mail merge to create form letters and labels, use and create Word Styles to streamline formatting, create web pages, and share information with other Office programs. 0.84 CEUs, \$179

Class date, day, time:	3/23 - 3/25	T, H	5:30PM - 9:30PM
	4/5	M	8:30AM - 4:30PM
	7/19 - 7/21	M, W	5:30PM - 9:30PM
	8/9	M	8:30AM - 4:30PM
	8/16	M	8:30AM - 4:30PM

Excel Intermediate

Prerequisite: Excel Basic or equivalent experience.

Build on concepts learned in Excel Basic to: manage multiple worksheets, protect and share workbook data, automate routine tasks using macros, use hyperlinks, and manage lists. Learn advanced formatting, charting, and customization features. 0.84 CEUs, \$179

Class date, day, time:	3/30 - 4/1	T, H	5:30PM - 9:30PM
	4/12	M	8:30AM - 4:30PM
	6/2	W	8:30AM - 4:30PM
	7/20	T	8:30AM - 4:30PM

PowerPoint Advanced

Prerequisite: PowerPoint Basic or equivalent experience.

Build on concepts introduced in PowerPoint Basic. Create slides with advanced charting, formatting, and presentation features including: organizational charts, linked and embedded objects, hyperlinks, action buttons, Meeting Minder, Pack and Go and additional customization options. 0.84 CEUs, \$179

Class date, day, time:	4/13 - 4/15	T, H	5:30PM - 9:30PM
	5/3	M	8:30AM - 4:30PM
	7/12	M	8:30AM - 4:30PM

Outlook Advanced

Prerequisite: Outlook Basic or equivalent experience.

This class builds on the skills taught in Outlook Basic. Learn how to customize the toolbars and menus, sort and archive the Inbox, work with templates, and import and export data. Class activities also cover working with Newsgroups, using the Rules Wizard, and examining security issues. Students also learn how to set up and use remote mail and offline folders, work with Journals and Notes, and integrate Outlook components with other Office applications. This class maps to Microsoft's MOS exam objectives. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. 0.84 CEUs, \$179

Class date, day, time:	3/16 - 3/18	T, H	5:30PM - 9:30PM
	4/20 - 4/22	T, H	5:30PM - 9:30PM
	5/13	H	8:30AM - 4:30PM
	6/15 - 6/17	T, H	5:30PM - 9:30PM
	8/12	H	5:30PM - 9:30PM

Access Basic

Prerequisite: Students should be comfortable using a personal computer.

Learn basic relational database concepts with Access; discover how to manage and manipulate large amounts of data such as customer lists and employee records. Topics include: entering and editing data, queries, forms, design elements, reports, table relationships, and referential integrity. 0.84 CEUs, \$179

Class date, day, time:	4/19	M	8:30AM - 4:30PM
	4/27 - 4/29	T, H	5:30PM - 9:30PM
	6/8 - 6/10	T, H	5:30PM - 9:30PM
	6/15	T	8:30AM - 4:30PM

Choose one:

Excel Formulas & Functions

Description and schedule information this page.
0.84 CEUs, \$179

Access Intermediate

Description and schedule information this page.
0.84 CEUs, \$179

Publisher

Description and schedule information this page.
0.84 CEUs, \$189

Visio Basic

Prerequisite: Students should be comfortable using a personal computer.

This class is designed for those who have no experience using Microsoft VISIO. Worth a thousand words, Visio drawings provide software developers, construction contractors, electricians, project and business managers, and everyone else the most effective tools to communicate ideas, architecture, projects and strategies quickly in blue prints, diagrams, flowcharts using stencil, shapes, and basic drawing tools. 0.84 CEUs, \$189

Class date, day, time:	4/12 - 4/14	M, W	5:30PM - 9:30PM
	6/16	W	8:30AM - 4:30PM

Microsoft Office Power User Certificate

Take your Microsoft Office skills to the next level with this advanced certificate! Learn the advanced skills to stand out from the crowd and get the most out of this productivity and database software suite. Recommended if you already use Office on a daily basis or you are proficient in previous versions. 6 classes

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.



Certificate Class

Word Advanced

Prerequisite: Word Intermediate or equivalent experience.

Build on the skills learned in Word Intermediate to integrate Word with other Office applications. Explore even more graphics tools, build forms, and work with charts and diagrams. Discover additional techniques for collaboration and managing versions. Peek into the possibilities of Visual Basic for applications by learning some simple macros used to automate routine tasks. 0.84 CEUs, \$179

Class date, day, time:	4/13	T	8:30AM - 4:30PM
	6/21	M	8:30AM - 4:30PM
	8/30	M	8:30AM - 4:30PM

Excel Formulas & Functions

Prerequisite: Microsoft Excel Intermediate or equivalent experience.

Spend a day focused on formulas and functions. Using common business scenarios, participants will analyze spreadsheets and determine which formulas and/or functions would be appropriate to accurately complete the calculations. Take your Excel skills to a higher level. 0.84 CEUs, \$179

Class date, day, time:	4/20	T	8:30AM - 4:30PM
	6/8	T	8:30AM - 4:30PM
	8/9	M	8:30AM - 4:30PM

Excel Advanced

Prerequisite: Excel Intermediate or equivalent experience.

Learn advanced features of Microsoft Excel: customize toolbars and create styles and templates, create decision-making functions, analyze data with pivot tables, compare and contrast workbook files and file links, outline and consolidate worksheets, display and protect data, record and modify macros using the Visual Basic editor, and much more! 0.84 CEUs, \$179

Class date, day, time:	4/27	T	8:30AM - 4:30PM
	8/24	T	8:30AM - 4:30PM

Access Intermediate

Prerequisite: Access Basic or equivalent experience.

Build on concepts learned in Access Basic to create multiple table and cross-tab queries. Create and modify forms, subforms and controls for data entry and reporting functions. Build and modify reports, share Access information with other programs, and explore advanced query functions. 0.84 CEUs, \$179

Class date, day, time:	3/18	H	8:30AM - 4:30PM
	5/11	T	8:30AM - 4:30PM
	6/17	H	8:30AM - 4:30PM

Publisher 2007

Prerequisite: Students should be comfortable using a personal computer.

Learn to create newsletters, documents, brochures and more with this easy and versatile desktop publishing application. Become comfortable using Publisher to make your ideas flow into an aesthetic, professional publication. 0.84 CEUs, \$189

Class date, day, time:	3/25	H	8:30AM - 4:30PM
	5/4	T	8:30AM - 4:30PM
	6/24	H	8:30AM - 4:30PM

COMPUTER TRAINING: MICROSOFT OFFICE (Cont.)

Choose one: ★

Access Advanced

Prerequisite: Access Intermediate or equivalent experience.

Create advanced forms and reports using check boxes, toggle buttons, tab controls and section properties. Create Pop-Up and Switchboard forms. Create advanced macros using multiple actions and arguments, and learn how to assign macros to events. Learn how to protect and manage your database with passwords and start-up options. Also learn about splitting, analyzing, replicating, and synchronizing features. 0.84 CEUs, \$179

Class date, day, time:	3/22	M	8:30AM - 4:30PM
	5/14	F	8:30AM - 4:30PM
	6/22	T	8:30AM - 4:30PM

Project Basic

Prerequisite: Knowledge of basic Project Management concepts.

Use this powerful tool to become a more effective and efficient project manager! Topics covered in this seminar include: task and resource identification and linking, resource allocation, conflict resolution, creating baseline plans, project tracking, customization of Project tools and features, using data from other Office applications, working with resource pools, subprojects and master projects, and effective reporting. 0.84 CEUs, \$189

Class date, day, time:	3/24	W	8:30AM - 4:30PM
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Visio Basic

Description and schedule information on p. 49

0.84 CEUs, \$189

Visio Advanced

Prerequisite: VISIO Basic or equivalent experience.

This course is designed for those who have some experience using Microsoft VISIO and builds on the fundamentals taught in VISIO I. For professionals who cannot afford to waste time but need to communicate effectively with teams and clients, Visio II provides additional answers to maximize even more drawing efficiency using, assigning, and customizing shapes, layers, formulas, actions, and functions. 0.84 CEUs, \$189

Class date, day, time:	4/29	H	8:30AM - 4:30PM
	7/13	T	8:30AM - 4:30PM

Microsoft Office for Project Management Certificate

Project management is a systematic approach to accomplishing specific, usually one-time, objectives. Learn the essential software skills to improve your efficiency as a project manager. Recommended for project managers at all levels. 5 classes *Register for the entire certificate and save 15%!*

Classes taken separately will be charged at full rate.

★ Certificate Class

Excel Intermediate or Advanced ★

Description and schedule information on p. 48-49

0.84 CEUs, \$179

Access (any level) ★

Description and schedule information on p. 49-50

0.84 CEUs, \$179

Visio (any level) ★

Description and schedule information on p. 49-50

0.84 CEUs, \$189

Project (any level): ★

Project Basic

Description and schedule information on this page.

0.84 CEUs, \$189

Project Advanced

Prerequisite: Project Basic or equivalent experience.

Advance to the next level and maximize your use of Project. Topics covered in this seminar include: Complete development of a project plan; Save a baseline and update progress; Respond to changes in your project; Report project progress; Analyze project information; Import/export project information; Publish project information and manage multiple projects with a master resource pool. 0.84 CEUs, \$189

Class date, day, time:	4/5 - 4/7	M, W	5:30PM - 9:30PM
	5/10	M	8:30AM - 4:30PM

Choose one: ★

Excel Formulas & Functions

Description and schedule information on p. 49

0.84 CEUs, \$179

PowerPoint (any level)

Description and schedule information on p. 48

0.84 CEUs, \$179

Adobe Acrobat

Description and schedule information on p. 47

0.84 CEUs, \$209

COMPUTER TRAINING: WEB DESIGN

Web Design Certificate

Create websites that are easy to navigate, catch the eye of your audience and guide them through your website. Learn the most current industry skills including design theory, tools and software. This project-oriented program includes instructor-led training with supplemental exercises.

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.

★ Certificate Class

Web Design Concepts ★

Explore important web design considerations including navigation, orientation, target audiences, site purpose, and measurement tools. Learn to balance design and technical aspects of your web site based on user requirements. Topics explored include content, functionality, user interface/navigation, programming design, usability testing, rollout, documentation and monitoring. Discuss the pros and cons of various web site designs and topographies in this hands-on workshop. 0.84 CEUs, \$199

Class date, day, time:	3/22 - 3/24	M, W	5:30PM - 9:30PM
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HTML I ★

Prerequisite: Students should have advanced knowledge of web design.

Learn to design and create web pages using HyperText Markup Language (HTML). Create and format your own fully functional web site using text, images, hyperlinks, and tables. Explore the differences between web design and web development in this important foundational course. 0.84 CEUs, \$199

Class date, day, time:	3/26	F	8:30AM - 4:30PM
	3/29 - 3/31	M, W	5:30PM - 9:30PM
	7/22	H	8:30AM - 4:30PM

HTML II ★

Prerequisite: Knowledge of HTML or HTML I

Build upon basic HTML concepts to add pizzazz and functionality to your web site. Use frames, forms, nesting tables, and scripts to enhance your web page in this hands-on workshop. 0.84 CEUs, \$199

Class date, day, time:	4/1	H	8:30AM - 4:30PM
	4/6 - 4/8	T, H	5:30PM - 9:30PM
	7/30	F	8:30AM - 4:30PM

Adobe PhotoShop I

Prerequisite: Experience with design software and programs.

Give web pages, reports, presentations, and brochures professional flair with PhotoShop's powerful design tools. Topics include image acquisition, manipulation, design, creation, and exportation. Discuss image resolution, size, printing, and web production. Exercises will emphasize technique and aesthetics, and will cover both web and non-web applications. 0.84 CEUs, \$209

Class date, day, time:	4/2	F	8:30AM - 4:30PM
	4/12 - 4/14	M, W	5:30PM - 9:30PM

Adobe PhotoShop II

Prerequisite: PhotoShop I or equivalent experience

Take your PhotoShop skills to the next level. Use advanced techniques and tools to create both realistic and artistic images. Topics include photo restoration and manipulation, toolboxes and filters. This class is a great way to further your ability to create professional and exciting publications. 0.84 CEUs, \$209

Class date, day, time:	4/2	F	8:30AM - 4:30PM
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Adobe Illustrator

Prerequisite: Experience with design software and programs.

Create vector-based images and text using this Adobe standard. Learn to use Illustrator tools to create stunning graphics with infinite applications in web and print production. 0.84 CEUs, \$209

Class date, day, time:	4/15	H	8:30AM - 4:30PM
	6/4	F	8:30AM - 4:30PM

Dreamweaver I

Prerequisite: Knowledge of HTML.

An in-depth exploration of this industry-standard web creation tool. Topics include the Dreamweaver interface, site control, linking, typography, tables, layout, frames, rollovers, cascading style sheets, forms, and automation. 0.84 CEUs, \$209

Class date, day, time:	4/19 - 4/21	M, W	5:30PM - 9:30PM
	4/23	F	8:30AM - 4:30PM
	8/10 - 8/12	T, H	5:30PM - 9:30PM

Dreamweaver II

Prerequisite: Dreamweaver I or equivalent experience.

Explore more advanced features and tools to add functionality and creativity to your web site. Topics include: HEAD tags, cascading and linked style sheets, forms and libraries, rollovers, Flash objects, behaviors, layers, timelines and automation. 0.84 CEUs, \$209

Class date, day, time:	4/26 - 4/28	M, W	5:30PM - 9:30PM
	4/30	F	8:30AM - 4:30PM
	8/24 - 8/26	T, H	5:30PM - 9:30PM

Adobe Flash/Web Animation

Prerequisite: Knowledge of HTML, Web Design Concepts, and PhotoShop Basic or equivalent experience.

Explore the effectiveness of animation formats such as Adobe Image Ready to create dynamic web animations. Use Macromedia Flash's powerful drawing, tweening, animation, and audio functions to build interactive content for your web site. Topics include: navigating the Flash environment, working with colors and text, timelines, motion and shape tweening, masking, sound files and much more. 1.68 CEUs, \$339

Class date, day, time:	5/3 - 5/12	M, W	5:30PM - 9:30PM
	6/15 - 6/17	T, H	5:30PM - 9:30PM
	8/23 - 8/25	M, W	5:30PM - 9:30PM



CONTINUING EDUCATION ONLINE

NHCC's Continuing Education online classes through Ed2Go and Gatlin offer everything you're looking for in online learning, including:

- Self-Paced learning when you need it, where you want it.
- Flexible Classrooms whether you choose to take classes at home or at the office.
- Affordable Prices without any hidden costs for travel and parking.
- Current and Up-to-date topics for immediate application to your work or personal development.
- Outstanding Selection of training and skill development classes.
- Instructor-Facilitated informative, fun, convenient, and highly interactive.

Take a single class or complete an entire six-month certificate program online, including:

Administrative Medical Specialist with Medical Billing and Coding
Medical Billing and Coding
Medical Transcriptionist
Microsoft Certified Desktop Support Technician
Six Sigma

Get a complete class listing and register at:

www.nhcc.edu/cect

ed2go

make ► progress

Spring 2010 Magazine page 51



ON THE HORIZON

Check our website at www.nhcc.edu for upcoming programs including:

Business Support Specialist Certificate

Gain the technical and people skills to excel as a business office support specialist. See details on page 44.

Microsoft Office Project 2007 Essentials

Get the tools to better manage projects in the workplace including task and resource identification, allocation, and conflict resolution. See page 56 for more information.

Regulatory Affairs Certificate

A broad-foundation, four course series on regulatory affairs with practical and real-world applications for current or new employees of a regulated industry. As Minnesota bioscience companies grow and mature, the need for all employees to be knowledgeable in regulatory affairs has intensified. Classes will be offered again in Fall 2010 and can be taken in any sequence. See page 57 for details.

STAY CONNECTED

Get all the latest updates in NHCC's Continuing Education monthly e-newsletter. Go to www.nhcc.edu/cect and click on Sign up for our Email Newsletter.

Sign up and receive a discount on your next class!

take ► action

COMPUTER TRAINING: WEB DEVELOPMENT

Web Development Certificate

Web developers make sure a website is well developed and optimized to satisfy search engines and customers. Web Development takes knowledge of design principles, usability guidelines and the latest technology. This certificate is designed for those who are looking for a career change and who have mastered the essentials of basic computer applications.

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.



Web Development Concepts ★

Prerequisite: Advanced knowledge of web design.

Learn how to strategically plan and implement a web site from a developer's perspective. Discuss the advantages and disadvantages of using different servers, operating systems, and protocols for personal web pages to large-scale commercial sites. Gain an in-depth understanding of the Internet behind the scenes. Topics include: toolsets, object models, Web hosting, server types, DNS, TCP/IP, protocol implementation, Internet architectures, form processing, and database support and connectivity. 0.84 CEUs, \$199

Class date, day, time:	3/23 - 3/25	T, H	5:30PM - 9:30PM
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HTML I ★

Prerequisite: Advanced knowledge of web design.

Learn to design and create web pages using HyperText Markup Language (HTML). Create and format your own fully functional web site using text, images, hyperlinks, and tables. Explore the differences between web design and web development in this important foundational course. 0.84 CEUs, \$199

Class date, day, time:	3/26	F	8:30AM - 4:30PM
	3/29 - 3/31	M, W	5:30PM - 9:30PM
	7/23	F	8:30AM - 4:30PM

HTML II ★

Prerequisite: Knowledge of HTML or HTML II

Build upon basic HTML concepts to add pizzazz and functionality to your web site. Use frames, forms, nesting tables, and scripts to enhance your web page in this hands-on workshop. 0.84 CEUs, \$199

Class date, day, time:	4/1	H	8:30AM - 4:30PM
	4/6 - 4/8	T, H	5:30PM - 9:30PM
	7/30	F	8:30AM - 4:30PM

JavaScript Introduction ★

Prerequisite: Knowledge of HTML.

This project-oriented class will give students a thorough introduction to the JavaScript language. JavaScript is an ideal language for performing the client-side processing of web applications. Topics include: JavaScript data types and operators, decision making with control structures, form validation, script debugging, CSS and DHTML. 1.68 CEUs, \$299

Class date, day, time:	4/13 - 4/22	T, H	5:30PM - 9:30PM
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XML Introduction ★

Prerequisite: Knowledge of HTML.

This course will introduce what XML is, how XML works, what technologies surround XML including XML Schema, XML Document Object Model (DOM), XPath and XML Stylesheet Transformation Language (XSLT). 0.84 CEUs, \$199

Class date, day, time:	4/27 - 4/29	T, H	5:30PM - 9:30PM
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HUMAN RESOURCES

SQL Introduction

Prerequisite: Knowledge of HTML.

This course will introduce the concept and syntax for executing queries using Structured Query Language (SQL). Student will design relational database, write simple to complex SQL queries to manipulate data. 0.84 CEUs, \$199

Class date, day, time:	5/4 - 5/6	T, H	5:30PM - 9:30PM
	8/9 - 8/11	M, W	5:30PM - 9:30PM

ASP.net I: Web Application Basics

Prerequisite: Knowledge of HTML.

This course will introduce how to develop ASP.NET 2.0 Web applications using Visual Web Developer 2005 and focuses on user interface, Web site structure and functionality, and implementation details. Scripts will be written using VB.NET programming language. Students will create Web pages, explore Web Server controls and learn to use the Code behind the Page techniques to implement application logic. 2.52 CEUs, \$599

Class date, day, time:	5/11 - 5/25	T, H	5:30PM - 9:30PM
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ASP.net II: Data Access & Display

Prerequisite: ASP.net I: Web Application Basics.

This course is a continuation from ASP.NET Basic and student will learn how to create dynamic Web pages that interact with database, access and update data in a database by using ADO.NET, and display that data on the screen using Web Server controls such as GridView. 0.84 CEUs, \$299

Class date, day, time:	3/16 - 3/18	T, H	5:30PM - 9:30PM
	6/1 - 6/3	T, H	5:30PM - 9:30PM

HEALTH AND SAFETY

Managing Safety and Wellness

Develop an understanding of safety and compliance regulations and guidelines set by OSHA, MPCA, and other organizations. Worker safety rules are reviewed. Supervisory responsibilities in safety training, reporting, communication, industrial hygiene, motivation, and enforcement of policies are emphasized. Workers compensation, cost controls, accident investigation techniques, and policy development methods are presented. Methods for the promotion of health, wellness and work-life balance in the workforce are examined. 0.42 CEUs, \$139

Class date, day, time:	4/29	H	1:00PM - 5:00PM
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Severe Weather Spotting

Severe storms are usually localized occurrences but can occur anywhere and anytime. When they do, their impact is devastating. The heartland of our country is called "tornado alley" because of the numerous outbreaks of twisters and severe thunderstorms. For over thirty years, the observations of hundreds of trained spotters have saved lives in the Twin Cities area. Metro Skywarn's Certified Instructors have trained over 600 spotters. This course is being presented because of popular demand by the general public for this information. Upon the completion of this course the participants will be able to identify the characteristics of severe storms; properly respond to severe storm watches and warnings; and take the examination of Certification as a Metro Skywarn Spotter. 0.48 CEUs, \$10

Class date, day, time:	4/17	S	8:30AM - 12:30PM
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*discount does not apply to this class

Cardiopulmonary Resuscitation (CPR)

See www.nhcc.edu/cect and search courses to find upcoming dates and details.

Human Resource Management Certificate

Learn the fundamentals of human resource management in this comprehensive series of courses. You'll examine lawful interviewing, hiring, and promotion practices, review training and performance management processes, and develop an understanding of common employment laws and their impact on the human resources function. Content includes common employee benefits, compensation models, labor relations issues, OSHA safety environment, and wellness practices, and workplace violence issues.

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.

 Certificate Class

Human Resource Management Fundamentals

Develop an understanding of the Human Resources function as a strategic organizational partner. Overview of HR Functional Areas, including Benefits and Compensation, Safety and Environmental Affairs, Health and Wellness, HRMS (Human Resource Management System), Legal Compliance: EEO, Affirmative Action, ADA, FMLA, Recruitment, Interviewing, and Selection, Labor Relations, Organization Development, Training and Development - Human Resource Development (HRD), Performance Management Process, Corporation Communication, and Supervisory Ethics. 0.48 CEUs, \$139

Class date, day, time:

www.nhcc.edu for class schedule

Knowing Employment Law

Develop an awareness and understanding of common employment laws for front-line supervisors and managers. FMLA, ADA, EEO, AA, OSHA. Examine workplace legal issues that impact the role of supervisor/manager. These include hiring and promotion decisions, discrimination, unemployment compensation, worker's compensation, Fair Labor Standards Act, employee safety and health practice, harassment, documentation, and termination. Examine legal hiring methods, unemployment compensation issues, worker's compensation issues, examine discrimination issues, and EEOC. Examine harassment issues. Review lawful termination methods. Case Studies examined. 0.48 CEUs, \$139

Class date, day, time: 3/25 H 1:00PM - 5:00PM

Interviewing & Selecting Applicants

A comprehensive review of staffing plans, recruitment methods, development of position criteria, considering job descriptions, construction of lawful and effective behavior-based interview questions (meeting EEO guidelines), interpreting candidate answers, assessing qualifications and fit for open positions, effective selection of qualified applicants, conducting background checks, and extending job offers. Interviewing Video, Role-play activities. 0.48 CEUs, \$139

Class date, day, time: 4/1 H 1:00PM - 5:00PM

Managing Performance

Examine procedures for setting performance standards, measuring results, and reviewing performance with employees. Develop the skills needed for documenting performance, and conducting performance appraisals, including planning for the review meeting, developing performance improvement plans, and conducting periodic progress reviews. Progressive discipline methods are reviewed. Coaching and constructive feedback skills are reviewed. 0.48 CEUs, \$139

Class date, day, time: 4/22 H 1:00PM - 5:00PM

USING YOUR STRENGTHS TO IMPROVE YOUR ORGANIZATION

Self-awareness is a key component to being a successful leader. Research suggests that 90% of leaders fail due to a lack of emotional IQ or "people skills." In other words, they do not understand their own strengths and weaknesses or those of their team members. Whereas, successful leaders know their own strengths and build on their strengths to embrace change and create big results. The Strengths Finder's philosophy based on Gallup's research says that you do not have to change who you are to be a good leader. Instead learn how to use your strengths to be an authentic leader that people want to follow.

The series includes:

April 7: Discovering Your Strengths

April 28: Leading With Your Strengths

May 19: Utilizing the Strengths of Your Team

Attend one session or all three!

Sessions are \$40 each and include breakfast.

Each Session 7:00 – 9:00am at the

Cambria Suites of Maple Grove

9655 Grove Circle North

Register online today at:

www.nhcc.edu/cect

or 763-424-0880



HUMAN RESOURCES (cont.)

Managing Safety & Wellness

Develop an understanding of safety and compliance regulations and guidelines set by OSHA, MPCA, and other organizations. Worker safety rules are reviewed. Supervisory responsibilities in safety training, reporting, communication, industrial hygiene, motivation, and enforcement of policies are emphasized. Workers compensation, cost controls, accident investigation techniques, and policy development methods are presented. Methods for the promotion of health, wellness and work-life balance in the workforce are examined. 0.48 CEUs, \$139

Class date, day, time: 4/29 H 1:00PM - 5:00PM

Positive Workplace Attitudes

This class will teach the importance of attitude in creating good workplace relationships and focus on developing strategies to improve attitude for career success. Learn how to examine your own workplace attitudes; identify how attitude affects work productivity; develop strategies to improve constructive attitudes; and recognize the role of attitude in minimizing job frustration and stress. Come away with the necessary tools to increase cooperation, build self esteem, reduce conflict and solve people problems! 0.48 CEUs, \$139

Class date, day, time: 4/29 H 8:00AM - 12:00PM

Human Resource's Guide to Training & Development

The need for effective and productive employees has never been so great. With a competitive labor market and the continued challenge to innovate, organizations must meet the increased demand for training. This workshop introduces a systemic approach to training and development and will discuss training versus development; training needs analysis; learning principles of adults; four 'must-have' training components; nine enemies of implementing new methods; cost-cutting; and training resources that will save time and money. 0.72 CEUs, \$219

Class date, day, time: 5/6 H 9:00AM - 4:00PM

LEADERSHIP

Leadership Certificate

This certificate is designed for people who are currently in positions of leadership, aspiring to positions of leadership or who work with groups of people in other capacities. This program teaches essential skills needed to be an effective leader today. *Register for the entire certificate and save 15%!*
Classes taken separately will be charged at full rate.

Certificate Class

Leading Change

When the word "change" is mentioned, people tend to get nervous and worried. In this class we will study the following items in attempts to become more successful as change agents: understanding the dynamics of change; how to effectively embrace the chaos surrounding change without becoming unglued; discover the role our assumptions play in the change process; create a healthy climate and conversations regarding change; recognize people's predisposed resistors to change, how to optimize a change opportunity. 0.72 CEUs, \$219

Class date, day, time: 4/19 M 9:00AM - 4:00PM

Leading Teams

This seminar will examine the key requirements in establishing and maintaining a high performing team and the role of the team leaders in ensuring the team's success. Specific topics include the role of the team leader in: forming a team, establishing roles and norms, managing and resolving conflict, setting goals and motivating team members. Participants will have the opportunity to address specific challenges they have experienced in teams. 0.48 CEUs, \$139

Class date, day, time: 4/6 T 1:00PM - 5:00PM

Managing Conflict

A significant amount of our time and energy at work is spent in conflict. In this course, you'll learn to identify and understand the primary causes of workplace conflict. You'll master effective strategies for dealing with conflict, and learn to collaborate with even the most difficult co-workers. The Thomas-Kilmann Conflict Management Model will be examined and the five key conflict positions explored. 0.72 CEUs, \$219

Class date, day, time: 5/3 M 9:00AM - 4:00PM

Managing Your Time

Learn practical tips and techniques to master your time, reduce your stress and become more productive. An entire collection of useful tools are presented along with a personal time management survey. Skills covered: The 7 major time wasters and how to avoid them, quick goal setting and goal achievement formulas, how to organize your work space and use linear processing, overcoming procrastination, fast decision making and balancing time, handling telephone calls, visitors, daily work and paper work efficiently, managing productive meetings with the use of checklists and agendas. 0.72 CEUs, \$219

Class date, day, time: 4/5 M 9:00AM - 4:00PM

Understanding Leadership Principles

This is a one day workshop covering all the basics for supervisors and managers including: leadership power, personality profiling, dealing with problem people, delegating, coaching, discipline, motivation and much more! Interesting group case studies, videos, key legal issues, and short exercises make this a fast paced, informative, core competency workshop. Past participants have said if their people could only take one class this would be it! 0.72 CEUs, \$219

Class date, day, time: 4/21 W 9:00AM - 4:00PM

Choose three:

Communicating with Difficult People

When you are aware of the strategies of controlling and difficult people, you can stop the power games they play by developing your own strategy. Learn the characteristics of difficult people; what motivates them and their strategies; what makes them treat people badly; techniques they use to control you; how to tell when someone is lying; and how to recover from their damage and become productive in difficult situations. 0.48 CEUs, \$139

Class date, day, time: 4/26 M 1:00PM - 5:00PM

Interviewing & Selecting Applicants

A comprehensive review of staffing plans, recruitment methods, development of position criteria, considering job descriptions, construction of lawful and effective behavior-based interview questions (meeting EEO guidelines), interpreting candidate answers, assessing qualifications and fit for open positions, effective selection of qualified applicants, conducting background checks, and extending job offers. Interviewing Video, Role-play activities. 0.48 CEUs, \$139

Class date, day, time: 4/1 H 1:00PM - 5:00PM

Knowing Employment Law

Develop an awareness and understanding of common employment laws for front-line supervisors and managers. FMLA, ADA, EEO, AA, OSHA. Examine workplace legal issues that impact the role of supervisor/manager. These include hiring and promotion decisions, discrimination, unemployment compensation, worker's compensation, Fair Labor Standards Act, employee safety and health practice, harassment, documentation, and termination. Examine legal hiring methods, unemployment compensation issues, worker's compensation issues, examine discrimination issues, and EEOC. Examine harassment issues. Review lawful termination methods. Case Studies examined. 0.48 CEUs, \$139

Class date, day, time: 3/25 H 1:00PM - 5:00PM

Listening Skills

Did you know that more mistakes are made in every industry because of poor listening than for any other reason? Most people forget over half of what they hear within 24 hours and listen at only 25% efficiency. We do not hear things as they are, but as we are. In this seminar you will learn to identify listening barriers, develop positive listening habits, read between the lines to clarify messages, and deal with problem listeners. You will be a more informed and more effective listener by the end of this session and will be able to put your skills immediately to work. 0.48 CEUs, \$139

Class date, day, time: 4/26 M 8:00AM - 12:00PM

Managing Performance

Examine procedures for setting performance standards, measuring results, and reviewing performance with employees. Develop the skills needed for documenting performance, and conducting performance appraisals, including planning for the review meeting, developing performance improvement plans, and conducting periodic progress reviews. Progressive discipline methods are reviewed. Coaching and constructive feedback skills are reviewed.

0.48 CEUs, \$139

Class date, day, time: 4/22 H 1:00PM - 5:00PM

Positive Workplace Attitudes

Understand the primary importance of attitude in creating good workplace relationships and focus on developing strategies to improve attitude for career success. Examine your own workplace attitudes. Identify how attitude affects work productivity. Develop strategies to improve constructive attitudes.

Recognize the role of attitude in minimizing job frustration and stress.

Come away with the necessary tools to increase cooperation, build self esteem, reduce conflict and solve people problems! 0.48 CEUs, \$139

Class date, day, time: 4/29 H 8:00AM - 12:00PM

Powerful Communication Skills

You will strengthen your communication foundation by identifying and understanding communication style differences. Get your points across powerfully and effectively, and communicate calmly and professionally during confrontations. Communicate a dynamic impression to establish immediate credibility. Build new communication skills that will help you succeed in every situation, from the break room to the boardroom.

0.48 CEUs, \$139

Class date, day, time: 4/26 T 8:00AM - 12:00PM



HOW TO BE A BETTER PROJECT MANAGER

A well-trained Project Manager is essential in today's organization, making the most of limited resources including time, money and manpower.

NHCC offers Project Management Institute (PMI®) classes to improve your Project Management skill set. Project Management Institute is a globally recognized organization that works with businesses to provide standards in the project management field along with researched methods to meet those standards. Even those not looking to become officially certified by PMI can benefit from studying PMI's project management strategies and process.

Project Management courses include:

- Project Management Foundations
- Project Management Success

(See full class descriptions at right.)

New Fall 2010 dates coming soon!
Online at www.nhcc.edu/cect

NHCC's PMI classes meet the application requirement of 35 hours of project management education. Register for both classes at the discount rate of \$1350, a savings of \$148! *Classes taken separately will be charged at full rate. Pricing good through April 2010 and is subject to change.*



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

act ► advance

PROJECT MANAGEMENT

Get PMI Prepared

Project Management Foundations PMI Class

This course provides an overview of the essentials to project management. Outcomes of this course include: being able to define projects and the role of the project manager, understanding the process groups and how they are affected by organizational culture, and employing leadership techniques to assure project success. The price of the course includes the book *Fundamentals of Project Management* by James P. Lewis. This course provides 15 Project Management Institute PDU's and meets 15 of the 35 contact hours required on the PMP® application. 2.1 CEUs/15 PDUs, \$599

Class date, day, time:	3/23 - 4/6	T, H	5:30PM - 9:00PM
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Project Management Success PMI Class

Project Management Foundations is a recommended prerequisite for this course. Participants should have some project management experience, a desire to increase their knowledge of project management, and potentially achieve the PMP certification. This course expands on the lessons learned in Project Management Foundations. It goes deeper into critical project management concepts and tools utilizing real world vignettes and numerous case studies to reinforce concepts and help develop critical thinking. The PMBOK Guide terminology and topics are emphasized to integrate theory with real world application, and begin preparing those planning to take the PMP exam. Price of the course includes the book *Successful Project Management* by Gido & Clements. This course provides 20 Project Management Institute PDU's and meets 20 of the 35 contact hours required on the PMP® application.

Class date, day, time:	4/13 - 5/18	T	5:30PM - 9:00PM
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Project Management Test Prep Course

This intensive three-day examination preparation workshop is designed to prepare participants for the Project Management Professional (PMP) exam offered by Project Management Institute. The workshop continually updates the material to align with the latest edition of the Project Management Book of Knowledge (PMBOK) and the PMI exam. This course is offered through a NHCC partnership with Watermark Learning, who guarantees that participants will pass the PMP exam within two months of completing this course. Exams are offered exclusively through the Project Management Institute. The cost of this course does not include exam fees. For more information about exams, visit PMI's website at www.pmi.org/careerdevelopment. Classes are held at Watermark's headquarters and participants should have a copy of the PMI PMBOK Guide 4th Edition, are advised to read it prior to class and bring it along to class. \$1895

Class date, day, time:	5/17	Register online: www.nhcc.edu/cect
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Microsoft Office Project 2007 Essentials Course

This course is designed for people who need tools to better manage projects in the workplace. The course is approved by Project Management Institute (PMI) and aligns with terms and concepts in the Project Management Book of Knowledge (PMBOK). Participants can earn Professional Development Units (PDUs) toward applying for or renewing a PMP Certificate® through Project Management Institute. Topics covered in this course include task and resource identification and linking, resource allocation, conflict resolution, creating baseline plans and updating progress, and reporting project process.

This course combines MS Project Basic and MS Project Advanced classes. Course price is \$349.00 which is a savings of \$29 when enrolling in both classes. MS Project Basic and MS Project Advanced can be taken separately at \$189.00 per course. Individual class descriptions, dates and times can be found on page 50.

Project Management Certificate

Project managers are supervisors, team leaders, administrative professionals, or anyone who leads groups of people to complete projects. Projects usually consist of a one-time objective although project time lines can vary from a month to a few years depending on the size and scope of the project. Project managers most often are found in IT, health care, and manufacturing settings where new technologies and mandated regulations are frequently implemented. However, project managers can be used in any organization to implement new internal programs or to fulfill contracts with outside organizations. Successful project managers lead teams to complete projects on time and on budget.

Register for the entire certificate and save 15%!

Classes taken separately will be charged at full rate.

★ Certificate Class

Project Management Foundations ★

This course provides an overview of the essentials to project management. Outcomes of this course include: being able to define projects and the role of the project manager, understanding the process groups and how they are affected by organizational culture, and employing leadership techniques to assure project success. The price of the course includes the book *Fundamentals of Project Management* by James P. Lewis. This course provides 15 Project Management Institute PDU's and meets 15 of the 35 contact hours required on the PMP® application. 2.1 CEUs/15 PDUs, \$599

Class date, day, time: 3/23 - 4/6 T, H 5:30PM - 9:00PM

Understanding Leadership Principles ★

This is a one day workshop covering all the basics for supervisors and managers including: leadership power, personality profiling, dealing with problem people, delegating, coaching, discipline, motivation and much more! Interesting group case studies, videos, key legal issues, and short exercises make this a fast paced, informative, core competency workshop. Past participants have said if their people could only take one class this would be it! 0.72 CEUs, \$219

Class date, day, time: 4/21 W 9:00AM - 4:00PM

Choose two: ★

Leading Teams

This seminar will examine the key requirements in establishing and maintaining a high performing team and the role of the team leaders in ensuring the team's success. Specific topics include the role of the team leader in: forming a team, establishing roles and norms, managing and resolving conflict, setting goals and motivating team members. Participants will have the opportunity to address specific challenges they have experienced in teams. 0.48 CEUs, \$139

Class date, day, time: 4/6 T 1:00PM - 5:00PM

Leading Change

When the word "change" is mentioned, people tend to get nervous and worried. In this class we will study the following items in attempts to become more successful as change agents: understanding the dynamics of change; how to effectively embrace the chaos surrounding change without becoming unglued; discover the role our assumptions play in the change process; create a healthy climate and conversations regarding change; recognize people's predisposed resistors to change, how to optimize a change opportunity. 0.72 CEUs, \$219

Class date, day, time: 4/19 M 9:00AM - 4:00PM

Managing Conflict

A significant amount of our time and energy at work is spent in conflict. In this course, you'll learn to identify and understand the primary causes of workplace conflict. You'll master effective strategies for dealing with conflict, and learn to collaborate with even the most difficult co-workers. The Thomas-Kilmann Conflict Management Model will be examined and the five key conflict positions explored. 0.72 CEUs, \$219

Class date, day, time: 5/3 M 9:00AM - 4:00PM

Managing Your Time

Learn practical tips and techniques to master your time, reduce your stress and become more productive. An entire collection of useful tools are presented along with a personal time management survey. Skills covered include the 7 major time wasters and how to avoid them; quick goal setting and goal achievement formulas; how to organize your work space and use linear processing; overcoming procrastination; fast decision making and balancing time; handling telephone calls visitors, daily work and paper work efficiently; managing productive meetings with the use of checklists and agendas. 0.72 CEUs, \$219

Class date, day, time: 4/5 M 9:00AM - 4:00PM

REGULATORY AFFAIRS

Regulatory Affairs Certificate Coming Fall 2010

Do you work in a regulated industry? Stand out from your peers with a Regulatory Affairs certificate. As Minnesota bioscience companies grow and mature, the need for all employees to be knowledgeable in regulatory affairs has intensified. Employees at every level of regulated industry are critical in ensuring compliance with the federal regulations that guide activities in FDA-regulated industries. Recent industry surveys have shown that regulatory affairs knowledge is a crucial need among new and current employees. This certificate program focuses on three major regulated industries including Pharmaceutical/Biologics, Medical Device, and Food Processing.

The broad-foundations, four-course series is designed for both current or new employees of regulated industry and courses are taught by industry professionals who bring regulations to life with real-world and relevant examples. Sessions can be taken out of order and will examine the role of regulatory affairs throughout the stages of development, testing, manufacturing and marketing.

This program will start again in Fall 2010. Visit www.nhcc.edu/cect or email cect@nhcc.edu for more information on this program.

WRITING

Creative Writing Certificate

For anyone who has a story to tell. Develop the writer in you! This certificate program will enhance your ability to present your work with clarity and reader relevance, help you understand and gain confidence in your writing abilities, and persevere in getting your work published and marketed.

Write and Publish Your Personal Experiences II

Write articles from your heart, then share them with readers. Whether you are a beginner or advanced writer this class will challenge your artistic skills both to write and to sell your life experiences. We will utilize your memories, your emotions, your convictions and your unique personality to create articles that touch hearts. We will conclude by learning how to market and sell your work. 1.8 CEUs, \$199

Class date, day, time: 4/5 - 5/10 M 6:00PM - 9:00PM

Writing for Children and Teens I

Have you always wanted to write for children or teens? Whether you are a beginner or a more advanced student, learn to write and publish for the children's market in magazines and books. Learn to cluster, plot, create characters, write good dialog and market various genres including picture books, concept books, easy readers, chapter books and juvenile novels. 1.8 CEUs, \$199

Class date, day, time: 4/8 - 5/13 H 6:00PM - 9:00PM

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CONTINUING EDUCATION CLASS DETAILS



NHCC Campus

7411 85th Avenue North
Brooklyn Park, MN 55445

Continuing Education classes are held in the Center for Business and Technology (CBT). Parking is free for students. Enter the east parking lot off 85th Avenue; the CBT is the last building on the right. Enter through the main doors and take an immediate right.

Employer Discounts

10% Employer Discount applies when three or more employees register for the same class at the same time.

Rescheduling

Class rescheduling must be done three full business days before the class start date. No class rescheduling will be allowed for notices of less than three full business days.

Cancellations

A \$15 processing fee will be charged.

Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes

Refunds will not be issued for any missed class.

Late Arrivals

We reserve the right to reschedule anyone arriving more than 15 minutes late.

Late Fee

A fee of up to \$50 may be charged if payment is not received.

Non-sufficient Funds Fee

When checks are returned to the college due to non-sufficient funds (NSF), account closed, or a stopped payment, a fee of \$30 is assessed for each check.

Confirmation

Once registration is complete the student will receive an email confirmation. We attempt to remind students of upcoming classes, but we recommend that students note class dates on their calendars. Students are responsible for attending classes they have registered for and will not be issued a refund because they did not receive a class reminder. (See cancellation policy.)

Disability Access

North Hennepin Community College aims to provide students with documented disabilities, equal access to Continuing Education. If you are a student claiming a disability, please enroll during "early registration". For assistance, questions about services available, or registration, please contact us at 763-424-0880 (V) or for TTY, use MN Relay by dialing 771.

Computer Refresher Classes

We offer students who have taken a Microsoft Office class one free refresher per class. Restrictions: the refresher class applies only to non-credit, continuing education Microsoft Office classes. The refresher class must be taken with the same software version, textbook, within one year of original class date, and is subject to space availability. If a student fails to attend a refresher class without the proper cancellation notice, we reserve the right to limit future refresher class registrations for that individual.

The college reserves the right to cancel, postpone, and reschedule class offerings and locations and substitute instructors when necessary. Should a class be canceled due to insufficient enrollment, a full refund will be given.

CONTINUING EDUCATION REGISTRATION

Register Online! It's Convenient, Fast and Secure: www.nhcc.edu/cect

Please duplicate form for additional registrations.

Please check if address change

Name (Last) _____ (First) _____

Personal Address _____

City _____ State _____ Zip _____

Phone (evening) _____ Phone (day) _____

Fax _____ E-mail _____

Organization Name _____

Attn./Dept. _____

Address _____

City _____ State _____ Zip _____

Payment Method:

Registration accompanied by payment must be received prior to first class.

Check/Money Order, payable to NHCC (North Hennepin Community College)

Personal Card

Visa MasterCard Discover

Corporate Card

Credit Card # _____ Exp. Date _____

Signature _____

Bill to company (Minimum \$100. Registration must be accompanied by official company or NHCC prior authorization form. Please contact us at 763-424-0880 for assistance.)

Class Title/Series	Start Date	Full Cost	Discount	Final Cost
Total Due (payment must be included with registration)				

Early Registration Discount ends May 1, 2010!

Receive a 10% discount on Continuing Education classes if registered and paid by this date. Does not apply to packaged certificate prices. Only one discount per registration may apply.

Use Code: ERS10 when registering online.
Does not apply to packaged certificates or where otherwise noted.

Register today!



Online

www.nhcc.edu/cect



By Phone

763-424-0880

Monday – Thursday
8:00am - 6:30pm

Friday
8:00am - 4:00pm



In Person

Visit us at
college address

Monday – Thursday
8:00am - 6:30pm

Friday
8:00am - 4:00pm



By Mail

NHCC - AET
7411 85th Ave. N.
Brooklyn Park, MN 55445



By Fax

763-424-0889

24 hours / 7 days

We accept



INCLEMENT WEATHER

For school closing information due to
inclement weather please check WCCO,
www.nhcc.edu, or call 763-424-0702.

Help a student by... coming to dinner.

Attend North Hennepin Community College Foundation's 27th annual dinner auction "A Black Tie Affair" on **Friday, April 23** at the Earle Brown Heritage Center in Brooklyn Center. Bring your friends! Group tables of two, six and ten are available.

bidding on an auction item.

Bid on any of hundreds of great items – from Vikings game tickets to fantastic spa weekend getaways. The silent auction starts as soon as the doors to the dinner auction open at 5:30pm. This event is always fun!

or buying a raffle ticket.



Buy \$10 and \$20 raffle tickets for your chance to win one of three great raffles!

Permit #X-27108-10-001.

7-Day Alaskan Cruise or \$3,000 Cash
4-Night Disney Family Adventure
64GB iPod Touch & Bose SoundDock

Make your dinner auction reservations and get your raffle tickets today!

Visit www.nhcc.edu/events, call 763-424-0815 or email foundation@nhcc.edu.

North Hennepin Community College values and promotes education through scholarships and grants. See nhcc.edu/events for travel restrictions and other raffle item details.



North Hennepin
Community College
Foundation

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North Hennepin
Community College

7411 85th Avenue North
Brooklyn Park, MN 55445

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Coming Up...
**IMPORTANT
DATES**

- Apr 15 Open Registration for Summer Begins
- May 10 Open Registration for Fall Begins
- May 14 Graduation and Commencement Ceremony
- May 24 Summer Session Begins
- Jun 14 Late Start Summer Classes Begin
- July 6 Late Start Summer Classes Begin
- Aug 23 Fall Semester Begins
- Aug 28 Every-Other Weekend College Begins
- Sep 14 Student Success Day



**ATTEND A COLLEGE INFORMATION SESSION
& TOUR THE CAMPUS ANY TUESDAY AT 6:00PM**