

Fall Semester August 29 – December 19, 2013

***PubW 1050 Public Works Operations and Maintenance**

Thursday, 3:00-6:25 p.m. Bachmeier
Room: CBT 174 – 1st class begins 8/29/13

***Class Location: NHCC Campus**
7411 Eighty-Fifth Avenue North
Brooklyn Park, MN 55445-2299

Spring Semester January 14 – May 8, 2014

***PubW 1020 Public Works Organization and Administration**

Tuesday, 3:00-6:25 p.m. Brown
Room: (TBD) - 1st class begins 1/14/14

***PubW 1030 Public Works Management and Communication**

Wednesday, 3:00-6:25 p.m. Hutton
Room: (TBD) – 1st class begins 1/15/14

***PubW 1040 Technical Aspects of Public Works**

Thursday, 3:00-6:25 p.m. Backer
Room: (TBD) - 1st class begins 1/16/14

***Class Location: NHCC Campus**
7411 Eighty-Fifth Avenue North
Brooklyn Park, MN 55445-2299

Note: Students should always check
www.nhcc.edu for the most current
schedule information.

CLASS SIZE LIMIT: 24 STUDENTS

Upon completion of the required courses, the student **must** furnish a copy of their transcript to Teresa Puchtel, Business and Technology Programs (763-424-0758). The MPWA will be notified and a certificate will be awarded to the student by the association.

FOR NEW STUDENT OR REGISTRATION INFORMATION, CALL 763-424-0702

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North Hennepin
Community College

**PUBLIC WORKS
CERTIFICATE**

2013-2014

**7411 Eighty-Fifth Avenue North
Brooklyn Park, MN 55445-2299**

763-424-0702

North Hennepin Community College, located in Brooklyn Park, Minnesota, offers the following courses as continuing education and as an in-service training series for public works personnel. Upon completion of the courses, the American Public Works Association - Minnesota Chapter will issue a certificate to the student.

<i>COURSES</i>	<i>TITLES</i>	<i>CREDITS</i>
ENGL 1201	College Writing I	4
BUS 1210	Managerial Communication <i>or</i>	
ENGL 1140	Professional Writing <i>or</i>	
COMM 1110	Principles of Interpersonal Communication	3
PUBW 1020	Public Works Organization and Administration	4
PUBW 1030	Public Works Management and Communication	4
PUBW 1040	Technical Aspects of Public Works	4
PUBW 1050	Public Works Operations and Maintenance	4
	TOTAL CREDITS	23

COURSE DESCRIPTIONS:

ENGL 1201 - College Writing I

This class provides extended practice in critical reading, writing, and thinking skills. Students will develop an effective writing process and work to achieve college-level competence in reading and responding to texts, visuals, events, and ideas in a variety of written formats, with an emphasis on the academic essay. Audience awareness, interpretation and analysis, logical reasoning, and persuasive and argumentative skills will be developed. MLA style documentation of primary sources will be included.

BUS 1210 – Managerial Communication

This course provides students knowledge to become a successful manager through improving and practicing managerial communication skills, processes and strategies. Students will learn to assess their own communication style, adapt their communication style when needed and overcome barriers and miscommunications. Students will also apply

improved verbal, nonverbal, listening, writing, presentation, team, conflict and negotiation skills in organizational situations. Technology, how it impacts the way we work and communicate and management's role will be covered. This course is for current or future managers or any student wishing to increase their business communication effectiveness. Emphasis will be placed on management communication techniques that empower employees to do their best work and succeed in business.

ENGL 1140 – Professional Writing

This course offers students the opportunity to improve their writing skills and adapt them for professional communication. Students will focus on assessing purpose, audience, credibility, style, clarity/correctness, and format to determine appropriate approaches to a range of written and electronic communication, including memos, letters, employment documents, and proposals/reports.

COMM 1110 – Principles of Interpersonal Communication

This introductory course looks at communication in one-to-one relationships – in friendships, families, the workplace, and elsewhere. Students will be challenged to discover and assess their own communication strengths and weaknesses as they define and discuss what it means to be a competent interpersonal communicator. Course content includes both theory and practice (skill development).

PUBW 1020 – Public Works Organization and Administration

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

PUBW 1030 – Public Works Management and Communication

This course is designed to familiarize the student with general principles such as safety, liability, public relations to include dealing with the public sector,

handling complaints, use of written communications and news media as well as securing citizen acceptance for projects that would be expected of a leadership position. It also covers the techniques for job interviewing and conducting public meetings.

PUBW 1040 – Technical Aspects of Public Works

This course provides supervisory personnel the basic principles of public works engineering functions and overviews the engineering attributes of materials used in public works projects. Subjects covered include reading plans, elements of roadway design, surveying, proposals, specifications, bituminous and concrete construction, computer applications, pavement management, and public works systems.

PUBW 1050 – Public Works Operations and Maintenance

This course relates to the delivery of maintenance and operations products and services to the public. It will cover the identification of equipment and personnel resource needs, the planning and scheduling of needed work and the performance measures required to assure that efficiency and effectiveness are achieved. Discussions will include factors involved with making choices of preventive vs. breakdown maintenance, in-house vs. contract, rent vs. buying and partnering as applied to street, highway, utility, equipment, grounds and building maintenance.

INSTRUCTORS:

Brian Bachmeier, PE, M.A. Public Administration, Hamline University; B.S. Civil Engineering, North Dakota State University.

Paul Backer, PE, LSIT
B.S. Civil Engineering, University of Minnesota.

Gary Brown, PE, M.A. Public Administration, Hamline University; B.S. Civil Engineering, University of Wisconsin at Platteville.

Dave Hutton, PE, B.S. Civil and Environmental Engineering, University of Wisconsin - Madison