

# Degrees and Certificates

*Inver Hills Community College offers two-year associate degrees including the general, liberal education Associate in Arts (A.A.) degree, the career-related Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees, and the specialized Associate in Fine Art (A.F.A.) degree. In addition, concentrated programs of study are available in certain areas as certificates. These degrees and certificates are described below.*

## Associate in Arts Degree (A.A.)

The Associate in Arts degree (A.A.) is intended primarily for students who plan to transfer to another college to complete a bachelor's degree. The A.A. degree is a generalist liberal arts degree and no specific major is listed in conjunction with the degree. However, many students choose to concentrate in a particular field of study as preparation for a planned major at a four-year college or university. Students may choose to follow one of the A.A. Pre-Major Tracks or develop an individual plan within the general A.A. degree. Both options are designed to identify the appropriate core of courses for transfer in a student's major to their chosen four-year college or university. At least 40 of the 60 credits must be taken within the Minnesota Transfer Curriculum (MnTC); for a complete description of the MnTC, see page 39. Students are strongly encouraged to develop an educational plan in consultation with an Inver Hills counselor to assure that degree requirements are fulfilled.

### Objectives

Upon completion of the A.A. curriculum, the student will have acquired the following competencies:

- Knowledge of fundamental concepts and principles of the natural sciences, mathematics, history, behavioral sciences, arts and humanities.
- The skills necessary to advance this knowledge; including skills in thinking, communication, and methods of inquiry in the various fields of knowledge.
- Critical examination of the self and the fundamental values of our society.
- Ability to apply general education to the vital issues of our times.

## Distribution Requirements—Associate in Arts Degree (60 credits total)

All courses must be numbered 1000 or higher

### Required Minnesota Transfer Curriculum Distribution\* (40 credits)

MnTC Goal 1 Communication, 3 courses  
MnTC Goal 2 Critical Thinking, 0-1 course  
MnTC Goal 3 Natural Science, 2 courses  
MnTC Goal 4 Mathematical/Logical Reasoning, 1 course  
MnTC Goal 5 History/Social Sciences/Behavioral Sciences, 3 courses  
MnTC Goal 6 Humanities/Fine Arts/Literature, 3 courses  
MnTC Goal 7 Human Diversity, one course  
MnTC Goal 8 Global Perspective, one course  
MnTC Goal 9 Ethic and Civic Responsibility, one course  
MnTC Goal 10 People and the Environment, one course

\*Some courses may be applied to more than one goal area resulting in completion of the 10 goals with fewer than 40 credits. If this

occurs, additional credits from the 10 goals listed must be taken to complete a minimum of 40 credits.

See page 39 for a list of Inver Hills courses that meet each of the MnTC goals.

### Electives, liberal arts and pre-major (18 credits)

Courses numbered 1000 and above from any department may be used to fulfill these electives. These electives may be freely chosen or selectively used for transfer requirements. The Pre-Major Tracks in the A.A. degree or individual educational plans developed with an academic counselor are used to focus these electives to meet transfer coursework for specific majors.

### Health and Physical Education (2 credits)

See page 42 for more detailed information about the Physical Education and Health requirement.

## Preparation for a Bachelor's Degree

An Associate in Arts degree allows students to complete both general education requirements and pre-major requirements for a wide range of majors and programs at four-year colleges and universities. Students may choose to follow one of the Pre-Major Tracks within the A.A. degree or develop an individual educational plan to focus their course selection on their transfer plans. Students should consult with an Inver Hills counselor to assure that courses taken at Inver Hills fulfill the requirements of a particular field of study.

Listed below are examples of the bachelor degree or pre-professional programs a student may begin at Inver Hills.

Accounting	Information Networking
Agriculture	Journalism
Anthropology	Kinesiology
Architecture	Law
Art	Liberal Arts
Art History	Library Science
Biology	Mass Communications
Business Management and Administration	Mathematics
Chemistry	Medical Technology
Chiropractic	Medicine
Communications	Nursing
Computer and Information Systems	Occupational Therapy
Computer Science	Paralegal
Criminal Justice	Pharmacy
Dentistry	Physical Education
Economics	Physical Therapy
Elementary Education	Physics
Engineering	Political Science
English	Psychology
Exercise Science	Public Health Education
Fish, Game, and Wildlife	Recreation and Parks Administration
Forestry	Secondary Education
Geography	Social Work
Geology	Sociology
History	Statistics
Individualized Professional Studies	Theatre Arts
Industrial Education	Veterinary Medicine
	World Languages
	Zoology

## Associate in Arts Degree with Pre-Major Tracks

Each of the Pre-Major Tracks within the A.A. degree (listed below) is designed to provide students with a listing of the core courses needed in preparation to transfer within that major. Courses within specific tracks may count as either electives or in the appropriate MnTC Goal.

Any student completing all of the MnTC requirements and any of the Pre-Major Tracks will fall within the guidelines to complete a general A.A. degree.

Careful planning with an academic counselor is strongly advised to tailor any of the Pre-Major Tracks to meet the requirements of the student's chosen four-year college or university.

### Art (12 credits)

*Required*

- ART 1100 Introduction to Art, 3cr
- ART 1106 Art History: Ancient-1400, 3cr
- ART 1107 Art History: Renaissance-Present, 3cr
- ART 1114 Drawing I, 3cr

### Biology (29-30 credits)

*Required*

- BIOL 1154 General Biology: Cell to Organism, 5cr
- BIOL 1155 General Biology: Organism to Ecosystem, 5cr
- CHEM 1061 Principles of Chemistry I, 5cr
- CHEM 1062 Principles of Chemistry II, 5cr
- CHEM 2061 Organic Chemistry II, 5cr

*And one of the following*

- BIOL 2303 Genetics, 4cr
- BIOL 2305 Microbiology, 5cr
- BIOL 2301 Zoology, 4cr

### Chemistry (20 credits)

*Required*

- CHEM 1061 Principles of Chemistry I, 5cr
- CHEM 1062 Principles of Chemistry II, 5cr
- CHEM 2061 Organic Chemistry I, 5cr
- CHEM 2062 Organic Chemistry II, 5cr

### Communication (17 credits)

*Required*

- COMM 1100 Interpersonal Communication, 3cr
  - COMM 1110 Public Speaking, 3cr
  - COMM 1114 Intercultural Communication, 3cr
  - COMM 2230 Small Group Communication, 3cr
- And two of the following for a minimum of 5 credits*
- COMM 1130 Effective Communication in Organizations, 3cr
  - COMM 2210 Oral Interpretation, 2cr
  - COMM 2250 Seminar in Communication Studies, 3cr

### Exercise Science (15-17 cr)

*Required*

- PHED 1100 Introduction to Physical Education, 2cr
- PHED 2100 Anatomical Kinesiology and Biomechanics, 3cr
- HLTH 1110 Nutrition, 3cr

- HLTH 1125 First Aid: Responding to Emergencies or 1126 Basic Life Support for Healthcare Providers or 1127 Community First Aid, Safety, and CPR, 1-3cr
  - HLTH 1155 Lifetime Fitness, 2cr
  - BIOL 2201 Anatomy and Physiology I, 4cr
- Recommended*
- BIOL 2202 Anatomy and Physiology II, 4cr
  - CHEM 1010 or 1061 Chemistry, 4-5cr
  - MATH 1103 Introduction to Statistics, 4cr
  - PSYC 1101 General Psychology, 4cr
  - HLTH 1130 Drug Use and Abuse, 3cr
  - Any other HLTH or PHED courses

### History (16 credits)

*Required (choose 2 courses)*

- HIST 1106 World Civilization I, 4cr
  - HIST 1107 World Civilization II, 4cr
  - HIST 1114 History of the United States I, 4cr
  - HIST 1115 History of the United States II, 4cr
- Recommended*
- HIST 1118 Wartime: The Great War to Viet Nam, 3cr
  - HIST 1120 The Global Era, 3cr
  - HIST 1122 The United States Since 1945, 3cr
  - HIST 1130 Minnesota History, 2cr
  - HIST 1135 History of the Family, 3cr
  - HIST 2120 Civil War, Recon, Age of Business, 3cr
  - HIST 2125 World Religions, Ancient to Modern, 4cr

### Mathematics (21 credits)

*Required*

- MATH 1133 Calculus I, 5cr
- MATH 1134 Calculus II, 5cr
- MATH 2219 Multivariable Calculus, 5cr
- MATH 2221 Linear Algebra, 3cr
- MATH 2222 Differential Equations, 3cr

### Psychology (15-16 credits)

*Required*

- PSYC 1101 General Psychology, 4cr
- PSYC 1260 Social Psychology, 3cr
- PSYC 2250 Abnormal Psychology, 3cr
- MATH 1103 Introduction to Statistics, 3cr

*Choose one course*

- PSYC 1140 Psychology of Women, 3cr
- PSYC 1215 Child and Adolescent Psychology, 3cr
- PSYC 1220 Adulthood and Aging Psychology, 2cr
- PSYC 1230 Psychology of Death and Dying, 2cr

### Theatre (12-13 credits)

*Required*

- THTR 1105 Introduction to Theatre, 3cr
- THTR 1152 Beginning Acting, 3cr
- THTR 1157 Theatre Makeup, 2cr

*Choose one from the following*

- THTR 1101 Introduction to Film, 3cr
- THTR 1153 Advanced Acting, 2cr
- THTR 1158 Creative Dramatics, 2cr

# DEGREES AND CERTIFICATES

## Urban Teaching Foundations

### Elementary Education Pre-major

*Intended for transfer to Metropolitan State and MSU-Mankato at Normandale campus*

#### Required Courses, 27-30 credits

EDU 1191 Introduction to Urban Education, 3cr  
EDU 1140 Reflective Teaching Practicum with eFolio, 3cr  
EDU 2805 Introduction to Children's Literature, 3cr  
MATH 1105 Math for Elementary Education I, 3cr  
MATH 1106 Math for Elementary Education II, 3cr  
HLTH 1130 Drug Use/Abuse, 3cr

#### Recommended for Mathematics Specialty, 11 credits

MATH 1103 Introduction to Statistics, 4cr  
MATH 1118 College Algebra I, 4cr  
MATH 1120 Introduction to Calculus, 3cr

#### Recommended for Science Specialty, 12 credits

PHYS 1020 Descriptive Astronomy, 3cr  
CHEM 1061 Principles of Chemistry I, 5cr  
GEOL 1101 Physical Geology, 4cr

#### Recommended for Language Arts Specialty, 9 credits

ENG 1112 Creative Writing, 3cr  
ENG 2237 The Short Story, 3cr  
COMM 1100 Interpersonal Communication or  
COMM 2230 Small Group Discussion, 3cr

#### Recommended for Social Studies Specialty, 12 credits

ECON 1106 Principles of Microeconomics, 3cr  
POLS 1111 American Government, 3cr  
ANTH 1110 Cultural Anthropology, 3cr  
SOC 1127 Social Inequalities: Race, Class and Gender, 3cr

#### Recommended Liberal Arts Courses, 26-28 credits

ENG 1108 Writing and Research Skills, 4cr  
COMM 1110 Public Speaking, 3cr  
BIOL 1120 Exploring Biology, 4cr  
PHYS 1030 Descriptive Physics, 4cr  
HIST 1114 or 1115 History of the U.S. or  
HIST 1130 Minnesota History, 2-4cr  
GEOG 1100 World Regional Geography, 3cr  
ART 1120 Design 2-D/Color, 3cr  
THTR 1152 Beginning Acting, 3cr

### Secondary Education Pre-major

*Intended for transfer to Metropolitan State*

#### Required Courses, 33-44 credits

EDU 1191 Introduction to Urban Education, 3cr  
EDU 1140 Reflective Teaching Practicum with eFolio, 3cr  
EDU 1141 Learning Technology for Urban Education, 3cr  
EDU 1193 Urban Education: Grades 6-12, 3cr  
HLTH 1130 Drug Use/Abuse, 3cr  
PSYC 1215 Child and Adolescent Psychology, 3cr

#### Recommended for Mathematics Specialty, 24-26 credits

MATH 1103 Introduction to Statistics, 4cr  
MATH 1127 Pre-Calculus or  
MATH 1118 and MATH 1119, 5-7cr  
MATH 1133 Calculus I, 5cr

MATH 1134 Calculus II, 5cr  
MATH 2219 Multivariable Calculus, 5cr

#### Recommended for Science Specialty, 24-25 credits

BIOL 1154 Cell to Organism, 4cr  
BIOL 1155 Organism to Ecosphere, 4cr  
CHEM 1061 Principles of Chemistry I, 5cr  
GEOL 1101 Physical Geology, 4cr  
PHYS 1041 Introductory Physics or  
PHYS 1081 General Physics I, 4-5cr  
BIOL 2205 Microbiology, 3cr

#### Recommended for English Specialty 15-16 credits

COMM 1100 Interpersonal Communication or  
COMM 2230 Small Group Discussion or  
COMM 1114 Intercultural Communication, 3cr  
ENG 1111 Research Writing in the Disciplines or  
ENG 1114 The Research Paper, 2-3cr  
ENG 1112 Creative Writing, 3cr  
ENG 1170 Introduction to British Authors or  
ENG 1171 Introduction to American Authors, 4cr  
ENG 2253 Shakespeare, 3cr

#### Recommended for Social Studies Specialty, 21 credits

HIST 1114 History of the U.S. I or  
HIST 1115 History of the U.S. II, 3cr  
HIST 1106 World Civilization I or  
HIST 1107 World Civilization II, 4cr  
ECON 1105 Principles of Macroeconomics, 3cr  
GEOG 1112 Physical Geography, 4cr  
GEOG 1115 Human Geography, 4cr  
POLS 1111 American Government, 3cr

#### Recommended Liberal Arts Courses, 16-27 credits

Consult with a counselor for course selections appropriate for your intended transfer institution.

### Early Childhood Education Pre-major

*Intended for transfer to Metropolitan State*

#### Required Courses, 27 credits

EDU 1191 Introduction to Urban Education, 3cr  
EDU 1195 Urban Education: Birth to Grade 3, 3cr  
EDU 1140 Reflective Teaching Practicum with eFolio, 3cr  
EDU 1141 Learning Technology for Urban Education, 3cr  
EDU 1128 Guidance, Communication, Development  
of Young Children, 3cr  
EDU 2805 Introduction to Children's Literature, 3cr  
EDU 1132 Creative Activities for the Young Child, 2cr  
EDU 1133 Children's Health, Nutrition, Physical Development  
and the Effects of Drugs, 3cr  
EDU 1136 Infant and Toddler Development 2cr  
EDU 1138 Special Needs Child, 2cr

#### Recommended Liberal Arts Courses, 29-31 credits

COMM 1110 Public Speaking, 3cr  
MATH 1105 Math for Elementary Education I, 3cr  
MATH 1106 Math for Elementary Education II, 3cr  
BIOL 1120 Exploring Biology, 4cr  
PHYS 1030 Descriptive Physics, 4cr  
HIST 1114 or 1115 History of the U.S. or  
HIST 1130 Minnesota History, 2-4cr  
GEOG 1105 U.S. and Canada, 4cr  
ART 1120 Design 2-D/Color, 3cr  
THTR 1152 Beginning Acting, 3cr

## Associate in Science Degree (A.S.)

The Associate in Science degree (A.S.) is intended for those students who wish to balance liberal arts education with career-oriented classes. The primary purpose of the degree is to provide the credentials for a specific career and to prepare graduates for admission to a four-year college. The extent to which credits transfer to a four-year college varies with the specific program completed and the subsequent major selected. Specific transfer agreements exist with selected four-year colleges for each A.S. program; check with an academic counselor.

Credit and course requirements are unique for each program. Refer to the curriculum requirements listed in the Programs of Study section for specific requirements of each A.S. degree program. Approximately one-half of the course work consists of liberal arts or general education credits and one-half is career-oriented courses.

### A.S. Degree Programs

- Accounting
- Aviation (Air Traffic Control, Business Aviation, Professional Pilot)
- Biomedical Technologist
- Computer Science
- Construction Management
- Contemporary Business
- Criminal Justice
- Emergency Health Services
- Global Studies
- Human Service Worker
- Individualized Professional Studies
- Law Enforcement
- Legal Office Assistant
- Nursing (RN)
- Paralegal
- Physical Education
- Urban Teaching Foundations

### Distribution Requirements—Associate in Science Degree (60-64 credits total)

All courses must be numbered 1000 or higher.

#### Program Requirements for the A.S. Degree (30-34 credits)

See each program's curriculum for required courses (Programs of Study, page 45.)

#### Required Liberal Arts Distribution (30 credits from at least six MnTC goals)

ENGL 1108, 4cr  
 COMM 1100, 1110, 1114, or 2230, 3cr  
 Math or Science with Lab, 3cr  
*(See Goal 3 and Goal 4 of MnTC)*  
 History/Social Science/ Behavioral Science, 3cr  
*(See Goal 5 of MnTC)*  
 Humanities/Fine Arts/Literature, 3cr  
*(See Goal 6 of MnTC)*  
 Goals 7-10 Any course, 3cr  
 Liberal Arts Electives\*, 11cr

\* In addition to the MnTC courses, a student may choose to take any foreign language, career development, computer science, health, interdisciplinary studies, or journalism course, as well as SOC 1150, 1152, 1154, 1156, 1158, MUSC 1105, COMM 2230, or THTR 1161.

## Associate in Applied Science Degree (A.A.S.)

The Associate in Applied Science degree (A.A.S.) is intended for those students who plan to use the competence gained through their degree for immediate employment. The A.A.S. degree is granted in a specific major and typically at least one-half of the course work is in the program area, approximately one-third is in general education and liberal arts, and the balance of credits are either in the program area or general education depending on the specific major chosen.

### A.A.S. Degree Programs

- Building Inspection Technology
- Computer Programmer
- Contemporary Business Practice
- Microcomputer Software Support Specialist
- Networking Technology and Security

### Transfer

The A.A.S. degree is not designed to transfer to a four-year college. However, the general education and liberal arts courses typically do transfer and some of the career-oriented courses (taken at Inver Hills) may also transfer to specific majors at selected schools. Students are encouraged to consult with an Inver Hills counselor for information about transferring credits to other colleges and universities.

### Distribution Requirements—Associate in Applied Science (60-72 credits total)

All courses must be numbered 1000 or higher.

#### Program Requirements for the A.A.S. Degree (40-52 credits)

See each program's curriculum for required courses (Programs of Study, page 45.)

#### Required Liberal Arts Distribution (15 credits from at least six MnTC goals)

ENGL 1108, 4cr  
 COMM 1100, 1110, 1114, or 2230, 3cr  
 Math or Science with Lab, 3cr  
*(See Goal 3 and Goal 4 of MnTC)*  
 History/Social Science/ Behavioral Science, 3cr  
*(See Goal 5 of MnTC)*  
 Humanities/Fine Arts/Literature, 3cr  
*(See Goal 6 of MnTC)*  
 Liberal Arts Electives\*, 4cr

\* In addition to the MnTC courses, a student may choose to take any foreign language, career development, computer science, health, interdisciplinary studies, or journalism course as well as SOC 1150, 1152, 1154, 1158, MUSC 1105, COMM 2230, or THTR 1161.

# Degrees and Certificates

## Associate in Fine Art (A.F.A.)

The Associate in Fine Art degree is a two-year degree for students pursuing a Bachelor of Fine Art degree and for students interested in entering the art job market. Students will take 30 credits in general requirements and 33 credits in art. A seminar class in the final semester will prepare the students by teaching skills in slide taking, resume, artist statement, and how to apply to schools, jobs, grants, and exhibitions.

The A.F.A. degree will give art students a strong foundation for transfer to a four-year institution. The focus will be on taking art history, introductory studio art, and design courses and two advanced courses in their area of focus. Students should be able to transfer with junior status to a four-year institution.

## Distribution Requirements—Associate in Fine Art Degree (63 credits total)

All courses must be number 1000 or higher.

### Program Requirements for the A.F.A. Degree (33 credits)

ART 1100 Introduction to Art, 3cr

ART 1114 Beginning Drawing, 3cr

ART 1120 2-Dimensional Design, 3cr

ART 1196 3-Dimensional Design, 3cr

Choose 5 courses:

ART 1106 Art History: Ancient to 1400, 3cr

ART 1107 Art History: Renaissance to the Present, 3cr

ART 1109 World Art, 3cr

ART 2251 Beginning Painting, 3cr

ART 2200 Beginning Ceramics, 3cr

ART 2207 Beginning Glass, 3cr

ART 1141 Beginning Photography, 3cr

Take two of the following in areas of focus/interest:

ART 1115 Advanced Drawing, 3cr

ART 2252 Advanced Painting, 3cr

ART 2201 Advanced Ceramics, 3cr

ART 2217 Advanced Glass, 3cr

ART 1143 Advanced Photography, 3cr

ART 2295 Portfolio Development, 3cr

### Required Liberal Arts Distribution (30 credits)

ENG 1108 Writing and Research Skills, 4cr

ENG 1111 Research Writing in the Disciplines, 2cr or

ENG 1114 The Research Paper, 3cr

COMM 1110 Public Speaking, 3cr

Lab Science, 3-5cr

(See Goal 3 of MnTC)

Mathematical/Logical Reasoning, 3-5cr

(See Goal 4 of MnTC. Choose one mathematics course numbered above 1000 depending on math requirement of transfer institution.)

History, Social and Behavioral Sciences, 2-4cr

(See Goal 5 of MnTC. Choose one course to fulfill transfer school requirements.)

Fine Arts/Humanities/Literature (fulfilled by art courses)

Goals 7-10 (see MnTC), 2-5cr

Liberal Arts Electives<sup>1 2</sup> (MnTC Goals 1-10) 1-11cr

(Choose MnTC credits to fulfill A.F.A. requirements of 30 Liberal Arts credits)

\*A portfolio may need to be submitted to the receiving institution; see an academic counselor.

<sup>1</sup> See counselor for information on specific tracks for intended transfer institution.

<sup>2</sup> In addition to the requirements listed, two foreign language courses are encouraged; see an academic counselor for requirements at intended transfer institution.

## Certificates

A certificate is awarded to students upon completion of a specific career program with a grade-point average of at least 2.00. It is designed for those students who wish to develop vocational skills for entry-level employment in specific career areas. The vocational certificate is recorded on a student's transcript.

- Advanced Network Technology
- Building Inspection Technology
- Building Permit Technician
- Child Care Teacher
- Construction Management
- Human Resource Management
- Human Service Assistant
- IT Help Desk
- Legal Office Assistant
- Marketing and Sales
- Network Security
- Paralegal
- Paramedic
- Project Management
- Small Business Development
- Supervision

## Professional Development Certificate

Professional development certificates are designed to help the student become more productive in a current job or market him or herself for future work. The three to five specialized classes comprising a certificate can also be a first step towards earning a degree. (Certificates are issued upon recommendation of a program coordinator.)

### Professional Development Certificates

- Office Technology

# Transfer Programs

*This part of the catalog includes details about transferring from Inver Hills to other colleges and universities, particularly to bachelor's degree programs. The sections below describe: how transfer works and how to plan effectively for transfer; joint program agreements in place with particular institutions; and the Minnesota Transfer Curriculum (MnTC), predetermined equivalent courses that meet degree requirements across many colleges and universities.*

*Students are encouraged to complete transfer requirements as part of an Associate in Arts degree program.*

## Transfer Information

Minnesota's colleges and universities are working to make transfer easier. Students can help if they plan ahead, ask questions, and use the established pathways created by transfer agreements. Inver Hills counselors will assist students in planning the sequence of courses necessary to fulfill transfer program requirements. Copies of transfer guides and equivalency guides for many of these programs are available in the Counseling Office in the College Center Building. In addition, many colleges and universities send representatives to Inver Hills to answer questions. To ease transfer, students should follow these steps.

1. Discuss their plans with an Inver Hills counselor.
2. Call or visit their intended transfer college. They should obtain the following materials and information:
  - College catalog
  - Transfer brochure
  - Information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Students should note that some majors have limited enrollments and special requirements such as a higher grade point average.
  - Information on financial aid procedure and deadlines (how to apply and by what date).
3. After reviewing these materials, students should make an appointment to talk with an adviser/counselor in the college or program they want to enter.

## Understanding How Transfer of Credit Works

1. The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and the receiving institution can affect the transfer of the credits.
2. Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. "Like" transfers to "like."
3. Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: general education; major/minor courses and prerequisites; and electives. The key question is, "Will the credits fulfill requirements of the degree or program the student has chosen?"
4. If a student changes career goals or major, he or she might not be able to complete all degree requirements within the usual number of graduation credits.

## Applying for Transfer Admission

1. Completing an Application for Admission is always the first step in transferring. The student should fill out the application as early as possible to meet the deadline. Enclosing the application fee is essential.

2. Official transcripts should be sent from every institution the student has attended. A high school transcript or GED test scores may be required as well.
3. The student should confirm that all necessary documentation has been supplied. Most colleges make no decisions until all required documents are in the applicant's file.
4. After the college notifies the student that he or she has been accepted for admission, submitted transcript credits will be evaluated for transferable credits. A written evaluation will be provided when the student arrives for orientation or has chosen a major.
5. If the student has questions about his or her evaluation, the student should speak with a counselor. The student should ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why the decisions were made. If not satisfied, the student can appeal.

## The Student's Rights in Transferring

1. A clear, understandable statement of an institution's transfer policy.
2. A fair credit review and an explanation of why credits were or were not accepted.
3. A copy of the formal appeals process. Usual appeals steps are:
  - Student fills out an appeals form. Supplemental information the student provides to reviewers—a syllabus, course description, or reading list—can help.
  - Department or committee will review.
  - Student receives, in writing, the outcome of the appeal.
  - Student can appeal decision to the Vice President of Academic Affairs and Student Development.
4. At the student's request, a review of eligibility for financial aid or scholarships will be conducted.

## Joint Programs

Inver Hills Community College has formed partnerships with a number of institutions of higher learning. A key part of these relationships is "articulation agreements" between the schools that specify programs of study and course sequences that are guaranteed to transfer from Inver Hills to related programs. Joint programs are listed below.

### Minnesota Transfer Curriculum

A 40-credit liberal arts core designed to transfer to all the Minnesota state universities, the University of Minnesota, Augsburg College, Concordia University (St. Paul), College of St. Scholastica and the University of Wisconsin-River Falls.

### MnSCU Statewide Nursing Articulation Agreement

An articulation agreement designed to provide seamless transition from one level of nursing education to another without revalidation of specific courses. The Associate in Science Degree in Nursing transfers to the baccalaureate institution as a whole package of nursing major and supporting courses.

### Augsburg College

Physical Education Teaching

# Transfer Programs

## **Bemidji State University**

Industrial Technology

## **Capella University**

Community College Alliance program agreement

## **Franklin University**

Accounting  
Applied Management  
Business Administration  
Computer Science  
Digital Communication  
Health Care Management  
Information Technology  
Management  
Management Information Sciences  
Public Safety Management

## **Hamline University**

Paralegal

## **Metropolitan State University**

Accounting  
Air Traffic Control  
Applied Mathematics  
Business Administration  
Business Aviation  
Computer Information Systems  
Computer Science  
Criminal Justice  
Early Childhood Education - Urban Teacher  
Emergency Health Services  
English  
Human Services  
Law Enforcement  
Paralegal  
Professional Communication  
Professional Pilot  
Secondary and Middle School Teaching Licensure - Urban Teacher  
Social Science  
Women's Studies  
Writing

## **Minnesota State University – Mankato**

Social Work

## **University of Minnesota – Program for Individualized Learning**

Individualized Professional Skills

## **Inver Hills – University of Minnesota Cooperative Admissions Program Minnesota Cooperative Admissions Program (MnCAP)**

A cooperative arrangement between the University of Minnesota-Twin Cities and MnSCU to facilitate the transfer of students from Minnesota's public two-year campuses to the College of Liberal Arts (CLA) at the University of Minnesota's Twin Cities campus. Under this agreement, students who have missed the application deadline or are denied admission to CLA and choose to attend Inver Hills will be assured admission to the College of Liberal Arts when they meet certain conditions. Students will work with counselors and admission personnel from Inver Hills and the University's Office of Admissions to define the specific conditions for transfer.

Students who are interested in this program should begin the process by applying for admission to the University of Minnesota, College of Liberal Arts.

## **St. Cloud State University**

Physical Education Teaching

## **St Mary's University – Minneapolis**

Transfer agreement for all A.A., A.S., A.A.S., Certificate and Diploma programs

## **University of North Dakota**

Accounting  
Airport Management  
Art  
Aviation Management  
Banking and Financial Economics  
Biology  
Business Economics  
Chemistry  
Chemistry (Health Sciences Option)  
Commercial Aviation  
Community Nutrition  
Dietetics  
Elementary Education  
Elementary Ed/Middle Level Ed  
English  
Financial Management  
French  
Geography  
German  
History – Option A  
History – Option B  
Industrial Technology  
Information Systems  
Management  
Marketing  
Mathematics  
Nursing  
Occupational Safety and Environmental Health  
Political Science  
Pre-Prof for Dental, Medical, Optometry  
Psychology  
Public Administration  
Science  
Social Studies  
Sociology  
Spanish  
Theatre Arts

## **University of Wisconsin-Stout**

Human Services

## **Winona State University**

Physical Education Teaching

## Minnesota Transfer Curriculum (MnTC)

Public colleges and universities in Minnesota have developed a common liberal arts education curriculum called the Minnesota Transfer Curriculum. Completion of this defined transfer curriculum (40 credits) at one institution enables a student to receive credit for all lower-division general education requirements upon admission to any other Minnesota public institution. The Transfer Curriculum is intended to achieve the following 10 goals.

### Goal 1 Communication

Develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically. To help assure success in other course work, students are encouraged to fulfill introductory communication requirements as early as possible in their collegiate studies.

### Goal 2 Critical Thinking

Develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking is taught and used throughout the general education curriculum to develop students' awareness of their own thinking and problem-solving procedures.

### Goal 3 Natural Sciences

Improve students' understanding of natural science principles and methods of scientific inquiry.

### Goal 4 Mathematical/Logical Reasoning

Increase students' knowledge of mathematical and logical modes of thinking in order to appreciate the breadth of mathematical applications, evaluate arguments, and detect false reasoning.

### Goal 5 History, Social Sciences, and Behavioral Sciences

Increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events and ideas.

### Goal 6 The Humanities, Fine Arts and Literature

To expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values as expressed in works of human imagination and thought.

### Goal 7 Human Diversity

Increase students' understanding of individual and group differences (e.g. race, gender, and class) and their knowledge of the traditions and values of various groups of the United States.

### Goal 8 Global Perspective

Increase students' understanding of the growing interdependence of nations and peoples and develop their ability to utilize a comparative perspective across cultural, social, economic and political experiences.

### Goal 9 Ethic and Civic Responsibility

Develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life, and to understand responsible and productive citizenship.

### Goal 10 People and the Environment

Improve students' understanding of today's complex environmental challenges.

## Technology and Information Resources

Students who complete the Minnesota Transfer Curriculum are also expected to use computers, libraries and other appropriate technology and information resources which play an increasingly important role in our personal, educational, and work lives.

Students who have not had experience with technology and information resources should contact an adviser to obtain assistance in registering for appropriate courses.

## Inver Hills Courses which fulfill the Minnesota Transfer Curriculum

### Goal 1: Communication, 3 courses

*One COMM course, ENG 1108, and one additional composition course*  
 COMM 1100 Interpersonal Communications or  
 COMM 1110 Public Speaking or  
 COMM 2230 Small Group Discussion and Leadership  
 ENG 1108 Writing and Research Skills  
 ENG 1111 Research Writing in the Disciplines or  
 ENG 1114 The Research Paper

### Goal 2: Critical Thinking, 0-1 course

*May be fulfilled by courses in Goals 1, 3, and 4.  
 Additional courses listed below may be taken in this area to fulfill the 40-credit curriculum.*  
 COMM 1130 Effective Communication in Organizations  
 ENG 2237 The Short Story  
 ENG 2253 Shakespeare  
 GEOG 1119 Map Interpretation  
 INTS 1101 College Success Strategies  
 INTS 1125 Creative Problem Solving  
 INTS 1132 Effective Writing in Organizations  
 INTS 1145 Introduction to Technical Writing  
 INTS 2250 Issues and Perspectives  
 PHIL 1110 Introduction to Philosophy  
 PHIL 1112 Ethics  
 SOC 1130 Family and Society

### Goal 3: Natural Science, 2 courses

*Must include at least one course from category A and one from category B. At least one course must include a lab.*  
**A. Life Sciences**  
 BIOL 1107 Biology of Women (w/o Lab)  
 BIOL 1114 Critical Issues in Human Biology (w/o Lab)  
 BIOL 1115 Critical Issues in Human Biology (w/Lab)  
 BIOL 1116 Environmental Science (w/o Lab)  
 BIOL 1117 Environmental Science (w/Lab)  
 BIOL 1120 Exploring Biology  
 BIOL 1130 Human Body Systems  
 BIOL 1154 General Biology: From Cell to Organism  
 BIOL 1155 General Biology: From Organism to Ecosphere  
 BIOL 2201 Anatomy and Physiology I  
 BIOL 2202 Anatomy and Physiology II  
 BIOL 2205 Microbiology  
 BIOL 2301 Zoology  
 BIOL 2303 Genetics  
 BIOL 2305 Principles of Microbiology

# Transfer Programs

## B. Physical Sciences

CHEM 1010 Introduction to Chemistry  
CHEM 1061 Principles of Chemistry I  
CHEM 1062 Principles of Chemistry II  
GEOG 1140 Meteorology  
GEOL 1101 Physical Geology  
GEOL 1105 Historical Geology  
PHYS 1020 Descriptive Astronomy  
PHYS 1030 Descriptive Physics  
PHYS 1041 Algebra and Trigonometry Based Physics I  
PHYS 1042 Algebra and Trigonometry Based Physics II  
PHYS 1081 Calculus Based Physics I  
PHYS 1082 Calculus Based Physics I

## Goal 4: Mathematical/Logical Reasoning, 1 course

MATH Any course above 1001  
PHIL 1120 Logic\*  
CS 1118 Discrete Structures of Computer Science\*

*\*Minnesota preparation standards for college require introductory algebra, intermediate algebra and geometry. These courses or a college-level math course must be completed to fulfill Goal 4 prior to the completion of the MnTC. Either documentation of completed high school courses or completion of equivalent courses at another college are acceptable.*

## Goal 5: History, Social Sciences, and Behavioral Sciences, 3 courses

*Must include courses from at least two disciplines*

ANTH 1100 Intro to Anthropology  
ANTH 1110 Cultural Anthropology  
ECON 1101 Survey of the American Economy  
ECON 1102 Survey of the World Economy  
ECON 1105 Principles of Macroeconomics  
ECON 1106 Principles of Microeconomics  
GEOG 1100 World Regional Geography  
GEOG 1112 Physical Geography  
GEOG 1115 Human Geography  
GEOG 1120 Global Economic Geography  
GEOG 1130 Minnesota Geography  
HIST 1106 World Civilization I  
HIST 1107 World Civilization II  
HIST 1114 History of the United States I  
HIST 1115 History of the United States II  
HIST 1118 Wartime: The Great War to Vietnam  
HIST 1120 The Global Era: The World Since 1960  
HIST 1122 The United States Since 1945: The Consequences of Power  
HIST 1130 Minnesota History  
HIST 1135 History of Family: A Cross-Cultural Perspective  
HIST 2120 Civil War, Reconstruction, and the Age of Business  
HIST 2125 History of World Religions: Ancient to Modern Times  
HIST 2290 Eurostudy–History  
POLS 1101 Introduction to Political Science  
POLS 1111 American Government and Politics  
POLS 1121 State and Local Government and Politics  
POLS 1161 Constitutional Law  
PSYC 1101 General Psychology  
PSYC 1140 Psychology of Women  
PSYC 1215 Child and Adolescent Psychology  
PSYC 1220 Adulthood and Aging Psychology  
PSYC 1230 Psychology of Death and Dying  
PSYC 1260 Social Psychology  
PSYC 2250 Abnormal Psychology

SOC 1100 Introduction to Sociology  
SOC 1126 Sociology of Deviance  
SOC 1127 Social Inequalities: Race, Class, and Gender  
SOC 1130 Family and Society  
SOC 2140 Religions and Society  
SOC 2141 Sociology of Music  
SOC 2290 Eurostudy

## Goal 6: Humanities, Fine Arts, and Literature, 3 courses

*At least one from each category*

### A. Fine Arts

ART 1100 Introduction to Art  
ART 1106 Art History-Ancient to 1400  
ART 1107 Art History Renaissance-Present  
ART 1109 Art History, World Art  
ART 1114 Beginning Drawing  
ART 1115 Advanced Drawing  
ART 1120 Design- 2-D/Color  
ART 1141 Beginning Photography  
ART 1143 Advanced Photography  
ART 1196 3-D Design  
ART 2200 Beginning Ceramics  
ART 2201 Advanced Ceramics  
ART 2207 Beginning Glass  
ART 2217 Advanced Glass  
ART 2250 Special Topics In Art  
ART 2251 Beginning Painting  
ART 2252 Advanced Painting  
ART 2290 Eurostudy  
ART 2300 Architectural History  
COMM 2210 Oral Interpretation of Literature  
ENG 1112 Creative Writing  
ENG 2251 Special Topics in Writing  
JOUR 1130 Writing for Mass Media  
MUSC 1104 Class Piano  
MUSC 1106 Intermediate Class Piano  
MUSC 1107 Beginning Class Voice  
MUSC 1110 Music Fundamentals  
MUSC 1119 Beginning Class Guitar  
MUSC 1120 Intermediate Class Guitar  
MUSC 1140 Music Appreciation  
MUSC 1141 Pathways to Jazz  
MUSC 1142 Music from Central and South America  
MUSC 1143 History of Rock and Roll  
MUSC 2250 Special Topics in Music  
MUSC 2290 Eurostudy–Music  
THTR 1101 Introduction to Film  
THTR 1105 Introduction to Theatre  
THTR 1152 Beginning Acting  
THTR 1153 Advanced Acting  
THTR 1157 Theater-Make-up  
THTR 1158 Creative Drama

### B. Humanities

ENG 1140 Introduction to Literature  
ENG 1170 Introduction to British Authors  
ENG 1171 Introduction to American Authors  
ENG 1180 Introduction to World Literature  
ENG 2235 Mythic Stories: Cultural and Personal  
ENG 2236 African American Literature  
ENG 2237 The Short Story  
ENG 2238 Contemporary Fiction  
ENG 2239 Images of Women in Literature

ENG 2240 Representation of the Body in Literature and Culture  
 ENG 2250 Special Topics of Literature  
 ENG 2252 The Novel  
 ENG 2253 Shakespeare  
 ENG 2290 Eurostudy  
 HUM 1110 The Ancient World to Renaissance  
 HUM 1111 Baroque to Modern World  
 HUM 1120 China: Its Literature and Arts  
 HUM 1130 German Culture and Civilization  
 HUM 2250 Special Topics in Humanities  
 HUM 2290 Eurostudy  
 PHIL 1110 Introduction to Philosophy  
 PHIL 2201 Philosophy of Religion

## Goal 7: Human Diversity, 1 course

ANTH 1101 Introduction to American Culture  
 COMM 1100 Interpersonal Communications  
 COMM 1114 Intercultural Communication  
 COMM 2250 Topics in Communication Studies  
 COMM 2290 Eurostudy  
 ENG 2236 African American Literature  
 ENG 2238 Contemporary Fiction  
 ENG 2239 Images of Women in Literature  
 ENG 2240 Representation of the Body in Literature and Culture  
 ENG 2252 The Novel  
 GEOG 1105 U.S. and Canada  
 GEOG 1130 Minnesota Geography  
 HIST 1135 History of Family: A Cross-Cultural Perspective  
 HIST 2120 Civil War, Reconstruction, and the Age of Business  
 INTS 1101 College Success Strategies  
 PSYC 1140 Psychology of Women  
 PSYC 1260 Social Psychology  
 SOC 1100 Introduction to Sociology  
 SOC 1126 Sociology of Deviance  
 SOC 1127 Social Inequalities: Race, Class and Gender  
 SOC 2140 Religions and Society  
 SOC 2141 Sociology of Music

## Goal 8: Global Perspective, 1 course

ANTH 1100 Intro to Anthropology  
 ANTH 1101 Introduction to American Culture  
 ANTH 1110 Cultural Anthropology  
 ART 1100 Introduction to Art  
 ART 1106 Art History-Ancient to 1400  
 ART 1107 Art History-Renaissance to Present  
 ART 1109 Art History, World Art  
 ART 2290 Eurostudy  
 ART 2300 Architectural History  
 COMM 1114 Intercultural Communication  
 COMM 2290 Eurostudy  
 ECON 1102 Survey of the World Economy  
 ECON 1106 Principles of Microeconomics  
 ENG 1180 Introduction to World Literature  
 ENG 2235 Mythical Stories  
 ENG 2290 Eurostudy  
 FREN 2201 Intermediate French I  
 FREN 2202 Intermediate French II  
 GERM 2201 Intermediate German I  
 GERM 2202 Intermediate German II  
 GEOG 1000 Intro: Earth as the Home for Humans  
 GEOG 1100 World Regional Geography  
 GEOG 1115 Human Geography  
 GEOG 1120 Global Economic Geography

GS 2290 International Experience with Travel  
 GS 2291 International Experience  
 HIST 1106 World Civilization I  
 HIST 1107 World Civilization II  
 HIST 1114 History and the United States I  
 HIST 1115 History and the United States II  
 HIST 1120 The Global Era: The World Since 1960  
 HIST 1122 The United States Since 1945: The Consequences of Power  
 HIST 2125 History of World Religions: Ancient to Modern Times  
 HIST 2290 Eurostudy  
 HUM 1110 The Ancient World to Renaissance  
 HUM 1111 Baroque to Modern World  
 HUM 1120 China: Its Literature and Arts  
 HUM 1130 German Culture and Civilization  
 HUM 2250 Special Topics in Humanities  
 HUM 2290 Eurostudy  
 MUSC 1142 Music from Central and South America  
 MUSC 2290 Eurostudy  
 PHIL 1125 Critical Thinking  
 PHIL 2201 Philosophy of Religion  
 SOC 2290 Foreign Study Travel  
 SPAN 2201 Intermediate Spanish I  
 SPAN 2202 Intermediate Spanish II  
 THTR 1101 Introduction to Film

## Goal 9: Ethical and Civic Responsibility, 1 course

BIOL 1114 Critical Issues in Human Body (w/o Lab)  
 BIOL 1115 Critical Issues in Human Body (w/Lab)  
 HIST 1118 Wartime: The Great War to Vietnam  
 INTS 1125 Creative Problem Solving  
 INTS 1140 Human Sexuality  
 JOUR 1101 Introduction to Mass Media  
 PHIL 1112 Ethics  
 PHIL 1130 Environmental Ethics  
 POLS 1101 Introduction to Political Science  
 POLS 1111 American Government and Politics  
 POLS 1121 State and Local Government and Politics  
 POLS 1161 Constitutional Law  
 PSYC 1230 Psychology of Death and Dying

## Goal 10: People and the Environment, 1 course

BIOL 1116 Environmental Science (w/o-lab)  
 BIOL 1117 Environmental Science (w/lab)  
 GEOG 1000 Intro: Earth as the Home for Humans  
 GEOG 1105 U.S. and Canada  
 GEOG 1112 Physical Geography  
 GEOG 1140 Meteorology  
 GEOL 1101 Physical Geology  
 GEOL 1105 Historical Geology  
 PHIL 1130 Environmental Ethics

# Transfer Programs

## Courses that fulfill Physical Education and Health requirement (2 credits)

This requirement is part of the Associate in Arts (A.A.) degree.  
Not a part of the MnTC.

### A. Physical Education (1 credit)

PHED 1101 Aerobics  
PHED 1106 Bowling  
PHED 1109 Weight Training  
PHED 1110 Conditioning  
PHED 1118 Golf  
PHED 1123 Body Shaping and Toning  
PHED 1124 Recreational Activities  
PHED 1127 Law Enforcement Physical Skills Training  
PHED 1129 Racket Sports  
PHED 1130 Softball  
PHED 1135 Downhill Activities  
PHED 1144 Volleyball  
PHED 1145 Walking and/or Jogging for Fitness  
PHED 1148 Karate  
PHED 1150 Women's Self-Defense  
PHED 1180 Approved Activity  
PHED 2200 Flat Water Canoe  
PHED 2208 Backpacking  
PHED 2210 Winter Skills  
PHED 2211 Rock Climbing  
PHED 2214 Wilderness Navigation

### B. Health (1 credit)

HLTH 1110 Nutrition  
HLTH 1120 Personal and Community Health  
HLTH 1123 Stress Management  
HLTH 1125 Standard First Aid and Personal Safety  
HLTH 1130 Drug Use and Abuse  
HLTH 1127 Community First Aid and CPR  
HLTH 1128 Communicable Disease Topics  
HLTH 1129 Tai Chi Chih  
HLTH 1131 Contemporary Kinesiology  
HLTH 1155 Lifetime Fitness (counts as 1cr Health and 1cr Physical Education)

## Inside Inver Hills



*High school students who attend Inver Hills take a big step up on the higher education ladder. Through Minnesota's Post-Secondary Enrollment Options (PSEO) program, they earn credit, but they also get a head start on being responsible for their own success in college...and in life. Bernard Lam*

*completed certification in Cisco computer networking and A+ by age 17. His course work qualified him as a student employee at Inver Hills and also for a credit-earning internship. "The internship provided me with hands-on learning situations that I would not have seen in the classroom," says Lam, who worked at the college's IT Help Desk, set up networks, upgraded system routers, and did network troubleshooting, all while also completing more than 60 credits before transferring on to a four-year university.*

# SPECIAL ACADEMIC PROGRAMS

# Special Academic Programs

## Honors Program

The Honors Program provides the opportunity to expand students' knowledge in greater depth and breadth in order to better address contemporary challenges of today's world. The Honors Program provides the careful guidance, personal instruction, and learning environment needed to foster the achievement of individual goals and ambitions. There are several honors opportunities available, including honors seminars, honors sections offered through a regularly offered class, and an independent study option for honors students.

All high school seniors and graduates may apply.

The admission requirements are:

1. College grade-point average of 3.25 or above OR
2. High school grade-point average of 3.25 and letter of recommendation from an instructor

## Accelerated Degree/Credit for Prior Learning Program (A.S.A.P.)

Adult Success through Accelerated Programs (ASAP) is dedicated to helping experienced and reflective adults with diverse backgrounds achieve their personal and professional goals by providing individualized educational choices in a supportive, student-centered learning environment.

Staff in the program are committed to meeting individual student, corporate, and organizational needs by striving for excellence in ASAP programs, services, and operations.

Students can earn college credit by assessments of knowledge and skills gained through work and life experiences (see Credit for Prior Learning courses on page 85), concentrated courses (telecourses) and other alternative methods. Participants develop personal and professional goals and a comprehensive degree/transfer plan that encompasses individual coursework and assessments. The program's flexibility enables students to complete their degree at their chosen pace. Consult with a counselor or call the A.S.A.P. office at 651/450-8367.

## Tech Prep

Inver Hills and St. Paul Schools Tech Prep programs combine the last two years of high school with two years of post-secondary education to prepare students for many high-skill jobs that require more than a high school diploma but less than a four-year (baccalaureate) degree. The Tech Prep course of study effectively blends academic and vocational education such as business and law enforcement in a challenging and purposeful course of study that can lead to a good job or preparation for further education.

## Advanced Standing Certificate

Articulation agreements may exist between Inver Hills Community College and area high schools. In such cases, students may be eligible for college credit for specified high school courses. Students who have been awarded an Advanced Standing Certificate should present the certificate to Enrollment Services.

## Liberal Studies/Professional Skills

The Liberal Studies/Professional Skills Program (LS/PS) encourages students to distinguish themselves by providing students with a Skills Profile documenting the professional skills (see below) that they have mastered while completing course work at Inver Hills Community College. Classes and instructors that provide LS/PS evaluation are specially marked each term in the class schedule (not all classes are open to the LS/PS option).

The Skills Profile only lists those skills that students have mastered at the "superior" or "excellent" level along with documentation on the projects or work that showed those skills. This profile demonstrating your learning and how it translates to professional skills can be a part of your academic record that is useful in showing employers, educators, and decision makers what you can do as well as what you learned.

The broad categories of professional skills are these:

- Appreciation: Achieving a perspective on oneself and the world
- Collaboration: Working with people effectively
- Conceptual: Organizing ideas and materials
- Implementation: Working and organizing successfully
- Inquiry: Finding, evaluating, and assimilating new information
- Presentation: Communicating clearly and effectively
- Materials: Interacting with the physical world
- Technology: Using technology
- Qualification: Making distinctions and finding connections and words
- Quantification: Making distinctions and finding connections with numbers

For more information on the LS/PS program, a more detailed list and description of the skills, and other information, visit the website, [www.inverhills.mnscu.edu/lps](http://www.inverhills.mnscu.edu/lps), or see the class schedule each term.

# Continuing Education

## Center for Professional and Workforce Development

Inver Hills Community College is committed to enhancing local business and business development. Through the Center for Professional and Workforce Development, the college can help organizations extend their competitive advantage with training and educational programs designed with client business goals and requirements in mind.

Whether the need is for large-scale training for several hundred workers or improving the effectiveness of a small work group or a key manager, the Center for Professional and Workforce Development can help find the best solution.

The Center for Professional and Workforce Development delivers training and continuing education in nine areas outlined below.

### Customized training

Extend business advantage with training and educational programs designed with client goals and requirements in mind. The Center for Professional and Workforce Development can customize a training program to specific needs including content, location and time of delivery.

With our e-learning programs, we can create and/or convert traditional training programs to an e-learning delivery format.

### IT training

Information and networking technology and security, including Cisco, Checkpoint, and IP Telephony. Courses include: A+ and Server +; IT Essentials I: PC Hardware and Software; IT Essentials II: Server Operating Systems; CCNA Overview; CCNP Overview; Network Security and Wireless LANs; Check Point™ Security; Fundamentals of Wireless LANs; IT Certification Testing. The Center provides flexible training for both technical and non-technical employees and managers.

### Supervision and management

We specialize in leadership and change, management skills, and personal effectiveness skills. Personal coaching for professionals is confidential, focused and results-oriented and includes individual, group and relationship coaching.

### Communication

Enhance productivity and career options through our technical and business writing classes. In addition, IHCC offers English as a Second Language (ESL); occupational English; and numerous second language courses.

### Quality

Improve productivity and reduce waste through our Six Sigma and LEAN programs.

### Paralegal Continuing Education

Enhance career skills and opportunities in an excellent job market by taking courses taught by top legal professionals.

### Medical Office

Insurance coding and billing coursework, includes medical terminology, CPT, and ICD-9-CM coding.

### Nursing and emergency medical services

Emergency medical providers training and continuing education. Includes CPR, first aid, blood borne pathogens and advanced training in emergency medical services. For nursing and health care providers: NCLEX review, nursing, and continuing education topics.

### Compliance

Training in requirements related to: Occupational Safety & Health Administration (OSHA); Pollution Control Agency (PCA) Environmental Protection Agency (EPA); National Fire Protection Association (NFPA).

### Certification and re-licensure courses

Continuing education for nursing and allied health provides educational opportunities for registered nurses and licensed practical nurses to remain current in their practice and meet re-licensure requirements of the Minnesota Board of Nursing.

Continuing Education opportunities for re-licensure are offered for emergency medical technicians, long-term care workers, social workers, teachers and real estate professionals. Individuals can earn CPIM and CIRM certification through classes offered cooperatively with the American Production and Inventory Control Society (APICS).

### From our clients

“Inver Hills Community College has provided a great benefit to Northwest Airlines by keeping our technical employees well trained in the computer networking field with an affordable price and convenient scheduling. We feel this arrangement is an excellent example of obtaining a return on the investment of tax dollars our company pays to the State of Minnesota.” Charles Scollon, Communications Services Manager, Northwest Airlines, Inc.

## Inside Inver Hills



*Sean Dennis, a computer student, was named the 2003 O'Banion Outstanding Student Software Developer, an award given to just one recipient nationally by Microsoft Corporation and the League for Innovation in the Community College.*