

Business

AWARDS

BUSINESS TRANSFER PATHWAY DEGREE A.S.	60 cr
CONTEMPORARY BUSINESS PRACTICE A.A.S.	60 cr
INTERNATIONAL BUSINESS A.S.	60 cr
MARKETING & SALES CERTIFICATE.	16 cr
SMALL BUSINESS DEVELOPMENT CERTIFICATE. . . .	17 cr
HUMAN RESOURCE MANAGEMENT CERTIFICATE. . .	18 cr
PROJECT MANAGEMENT CERTIFICATE	13 cr
SUPERVISION CERTIFICATE	12 cr
CUSTOMER SERVICE CERTIFICATE	12 cr
OFFICE TECHNOLOGY CERTIFICATE	15 cr

BUSINESS TRANSFER PATHWAY DEGREE A.S.

(60 CREDITS)

Business Curriculum	30 cr
Liberal Arts Curriculum	30 cr

CAMPUS CONTACT FOR THIS PROGRAM

Don Cassidy, dcassidy@inverhills.edu

PURPOSE

The Business Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree whose course credits will directly transfer to designated Business bachelor's degree programs at Minnesota State universities. The entire curriculum has been carefully designed to guarantee junior-year status to students who have been admitted to one of the seven Minnesota State universities. There, students can complete their bachelor's degree by earning 60 additional credits.

TRANSFER PATHWAYS

With this transfer pathway, you will be able to transfer to the following designated baccalaureate degree majors:

At Bemidji State University

BS Business Administration

At Metropolitan State University

BS Management, BS Business Administration

At Minnesota State University, Mankato

BS Management (Human Resource or Business emphasis)

At Minnesota State University, Moorhead

TBD

At Southwest Minnesota State University

BS Management (General Management, Human Resource Management, Supply Chain Management concentrations)

At St. Cloud State University

TBD

At Winona State University

TBD

BUSINESS TRANSFER PATHWAY CURRICULUM 30 CREDITS

BUS 1100	Introduction to Business Applications and Computing	4
BUS 1131	Legal Environment of Business	3
BUS 2004	Principles of Marketing	3
BUS 2021	Principles of Management	3
ACCT 2101	Financial Accounting	4
ACCT 2102	Managerial Accounting.	4
Business Electives		9

Electives may be chosen from any business course. Students may also choose to focus electives within the certificate areas of human resource management, marketing and sales, project management, small business development, supervision, office technology, or customer service in an effort to qualify for a certificate in conjunction with the degree. Alternatively, students can focus on International Business core courses to obtain their dual degrees.

LIBERAL ARTS 30 CREDITS

ENG 1108	Writing and Research Skills	4
ENG 1130	Writing and Research for the Professions	3
ECON 1105	Principles of Macroeconomics.	3
ECON 1106	Principles of Microeconomics.	3
COMM 1110	Public Speaking	3
MATH 1103	Introduction to Statistics.	4
MATH 1118	College Algebra or higher-level math	4
Humanities/Fine Arts/Literature (MnTC Goal 6)		3
Liberal Arts Electives (MnTC courses only)		3



RECOMMENDED COURSE OF STUDY FOR BUSINESS TRANSFER PATHWAY A.S. DEGREE

Here is the recommended course of full-time study for the Business Transfer Pathway A.S.. If you are studying part time, please see, "Recommended Part-Time Course of Study," or follow the order of the courses listed here. Note: Not all courses will be available every semester.

For a complete list of MnTC Goal Area course choices, please visit: www.inverhills.edu/MnTC

BUSINESS AS-TRANSFER PATHWAY SEMESTER 1 15 CREDITS

ENG 1108	Writing and Research Skills	4
BUS 1100	Introduction to Business Applications and Computing	4
BUS 2004	Principles of Marketing	3
MATH 1118	College Algebra or higher level MATH	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 2 16 CREDITS

BUS 2021	Principles of Management	3
BUS 1131	Legal Environment of Business	3
ECON 1105	Principles of Macroeconomics	3
ENG 1130	Writing and Research for the Professions	3
MATH 1103	Introduction to Statistics	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 3 16 CREDITS

ACCT 2101	Financial Accounting	4
COMM 1100	Public Speaking	3
ECON 1106	Principles of Microeconomics	3
BUS	Business Electives	3
	Liberal Arts Electives (MnTC courses only)	3

BUSINESS AS-TRANSFER PATHWAY SEMESTER 4 13 CREDITS

ACCT 2102	Managerial Accounting	4
BUS	Business Electives	6
	Humanities/Fine Arts/Literature (MnTC Goal 6)	3

RECOMMENDED PART-TIME COURSE OF STUDY FOR BUSINESS TRANSFER PATHWAY A.S. DEGREE

Here is the recommended course of part-time study for the Business Transfer Pathway A.S.

For a complete list of MnTC Goal Area course choices, please visit: www.inverhills.edu/MnTC

BUSINESS AS-TRANSFER PATHWAY SEMESTER 1 8 CREDITS

ENG 1108	Writing and Research Skills	4
BUS 1100	Introduction to Business Applications and Computing	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 2 9 CREDITS

BUS 2004	Principles of Marketing	3
BUS 2021	Principles of Management	3
	Humanities/Fine Arts/Literature (MnTC Goal 6)	3

BUSINESS AS-TRANSFER PATHWAY SEMESTER 3 10 CREDITS

BUS 1131	Legal Environment of Business	3
ECON 1105	Principles of Macroeconomics	3
MATH 1118	College Algebra or higher level MATH	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 4 10 CREDITS

BUS	Business Electives	3
ACCT 2101	Financial Accounting	4
COMM 1100	Public Speaking	3

BUSINESS AS-TRANSFER PATHWAY SEMESTER 5 10 CREDITS

ENG 1130	Writing and Research for the Professions	3
ECON 1106	Principles of Microeconomics	3
MATH 1103	Introduction to Statistics	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 6 10 CREDITS

ACCT 2102	Managerial Accounting	4
BUS	Business Electives	6

BUSINESS AS-TRANSFER PATHWAY SEMESTER 7 3 CREDITS

	Liberal Arts Electives (MnTC courses only)	3
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A.A.S., CONTEMPORARY BUSINESS PRACTICE

(60 CREDITS)

Contemporary Business Curriculum 38 cr
 Electives 22 cr

PURPOSE

This program is designed to prepare students for increased responsibilities in management, supervision, marketing, sales or small business management. The A.A.S. degree provides additional business coursework for individuals who wish to seek new employment after graduation or who wish to enhance their advancement opportunities with their current employers.

PROGRAM INFORMATION

The A.A.S., Contemporary Business Practice degree is fully accredited by the Accreditation Council for Business Schools and Programs. As such, the business department has adopted a continuous improvement process centered on offering coursework that meets the demands of today's business environment. The program provides for electives in business that allow students to customize their program to meet individual learning objectives as well as fulfill various requirements for four-year bachelor's degree programs at selected colleges and universities. Because there are fewer liberal arts credits, the A.A.S. degree is not typically recommended for students who plan to earn a bachelor's degree. Students planning to earn a bachelor's degree typically consider the Business Transfer Pathway A.S. degree as well as meet with an Inver Hills counselor or advisor early in the program to determine the most appropriate course of action based on educational and career goals.

BUSINESS CURRICULUM 38 CREDITS

BUS 1100	Introduction to Business Applications and Computing	4
BUS 1101	Introduction to Business in Society	3
BUS 1112	Business Math	3
BUS 1131	Legal Environment of Business	3
BUS 2004	Principles of Marketing	3
BUS 2021	Principles of Management OR	
BUS 1119	Human Relations in Business	3
ACCT 2101	Financial Accounting	4
	Business Electives	15

Electives may be chosen from any business course. Students may also choose to focus electives within the certificate areas of human resource management, marketing and sales, project management, small business development, supervision, office technology or customer service in an effort to qualify for a certificate in conjunction with the degree.

LIBERAL ARTS 22 CREDITS

ENG 1108	Writing and Research Skills	4
ENG 1130	Writing and Research for the Professions	3
COMM 1110	Public Speaking	3
ECON 1105	Principles of Macroeconomics OR	
ECON 1106	Principles of Microeconomics	3
Math or Science with Lab (MnTC Goal 3 or 4)		3
	Recommend: MATH 1103 Introduction to Statistics or MATH 1118 College Algebra	
Humanities/Fine Arts/Literature (MnTC Goal 6)		3
Liberal Arts Electives (Restricted to MnTC courses)		3



A.S., INTERNATIONAL BUSINESS

(60 CREDITS)

PURPOSE

This program was developed to provide students an understanding of the forces and the effects of their dynamics on business professionals and systems. It helps prepare students for transfer into four-year degree programs that focus on international business, global studies or international affairs.

PROGRAM INFORMATION

Courses in this program are designed to expose students to a wide variety of business practices, belief systems and perspectives, and give them skills for understanding and incorporating this information into their work in practical ways. Those who plan to transfer should consult with the intended transfer school and an Inver Hills counselor or advisor early in the program to determine the most appropriate course of action.

A.S., INTERNATIONAL BUSINESS CURRICULUM 30 CREDITS

BUS 1101	Introduction to Business in Society	3
BUS 1109	Introduction to International Business	3
BUS 1111	Principles of International Marketing	3
BUS 1112	Business Math OR	
MATH 1103	Introductory Statistics OR	
MATH 1118	College Algebra I or higher-level math	3
BUS 1119	Human Relations in Business OR	
BUS 2021	Principles of Management	3
BUS 1113	Introduction to International Law	3
BUS 1115	Principles of International Trade	3
ACCT 2101	Financial Accounting	4
BUS 1189	Business Internship	2
BUS	Business Electives (any business course)	3

LIBERAL ARTS 30 CREDITS

ENG 1108	Writing and Research Skills	4
ENG 1130	Writing and Research for the Professions	3
ECON 1105	Principles of Macroeconomics OR	
ECON 1106	Principles of Microeconomics	3
COMM 1110	Public Speaking	3
	Math or Science with Lab (MnTC Goal 3 or 4)	3
	Humanities/Fine Arts/Literature (MnTC Goal 6)	3
	MnTC Goals 7-10, any course	3
	Liberal Arts Electives (MnTC courses only)	8

BUSINESS CERTIFICATES

(12-18 CREDITS)

PURPOSE

Students can earn a distinct career credential in these concentrated areas of study within business, each designed to complement work experience or a previous college degree. Credits from the certificate can be applied toward the A.A.S. Contemporary Business Practice degree or Business Transfer Pathway A.S. degree. Students who have any questions related to these certificates as areas of concentration may wish to discuss them with either a business instructor, an academic counselor or an advisor.

MARKETING AND SALES CERTIFICATE

(16 CREDITS)

PURPOSE

This program is designed to provide the foundational knowledge necessary to launch a career in sales and marketing. It is intended for those new to the job market or those wishing to make a career switch to sales and marketing.

MARKETING AND SALES CERTIFICATE CURRICULUM 16 CREDITS

BUS 1100	Introduction to Business Applications and Computing	4
BUS 1105	Sales and Negotiating Skills	3
BUS 2004	Principles of Marketing	3
BUS 2021	Principles of Management	3
BUS 2320	Project Management and Planning Skills	3

SMALL BUSINESS DEVELOPMENT CERTIFICATE

(17 CREDITS)

PURPOSE

This program is designed to provide foundational knowledge for those seeking to start a new business venture and/or better manage an existing small business.

SMALL BUSINESS DEVELOPMENT CERT. CURRICULUM 17 CREDITS

BUS 1100	Introduction to Business Applications and Computing	4
BUS 1160	Entrepreneurship and Small Business Management	3
BUS 1131	Legal Environment of Business	3
BUS 2320	Project Management and Planning Skills	3
ACCT 2101	Financial Accounting	4

HUMAN RESOURCE MANAGEMENT CERTIFICATE

(18 CREDITS)

PURPOSE

Human Resources Management: A program that generally prepares individuals with experience in the human resource field for taking Professional Human Resource/ Senior Professional Human Resource certification or individuals without experience for human resource entry level positions. Accelerated options are available for this program, providing the opportunity for participants to complete the certificate program, when taking two courses simultaneously, in less than two terms. Specific course calendar should be consulted. This certificate program's topics include business management and strategy, work force planning and employment, human resource development, compensation and benefits, employee and labor relations, and risk management.

HUMAN RESOURCES MANAGEMENT CURRICULUM 18 CREDITS

BUS 1119	Human Relations in Business.	3
BUS 1122	Human Resource Management	3
BUS 1141	Workforce Planning	3
BUS 1143	Total Reward and Compensation	3
BUS 1145	Risk Management	3
BUS 2130	Employment Law for Business	3

PROJECT MANAGEMENT CERTIFICATE

(13 CREDITS)

PURPOSE

A program that prepares individuals with critical tools, techniques and skills to work in a dynamic project management environment and learn to run projects within any industry.

PROJECT MANAGEMENT CERTIFICATE CURRICULUM 13 CREDITS

BUS 1100	Introduction to Business Applications and Computing	4
BUS 1176	Project Management Software	3
BUS 2021	Principles of Management	3
BUS 2320	Project Management and Planning Skills	3

SUPERVISION CERTIFICATE

(12 CREDITS)

PURPOSE

A program that prepares individuals with responsibility for the day-to-day performance of an individual, group, team, or shift. The program prepares individuals with the knowledge and skills to effectively supervise a group to reach its goals, and resolve problems as they arise.

SUPERVISION CERTIFICATE CURRICULUM 12 CREDITS

BUS 1118	Business Ethics	3
BUS 1119	Human Relations in Business.	3
BUS 1150	Supervisory Techniques for Business	3
BUS 2021	Principles of Management	3

CUSTOMER SERVICE CERTIFICATE

(12 CREDITS)

PURPOSE

A program that prepares individuals for a career as a customer service representative. The program allows students to become proficient in key areas of customer service, including customer communications, conflict resolution, strategic customer retention, and customer service management.

CUSTOMER SERVICE CERTIFICATE CURRICULUM 12 CREDITS

BUS 1101	Intro to Business in Society.	3
BUS 1102	Principles of Customer Service.	3
BUS 1119	Human Relations in Business OR	
BUS 2021	Principles of Management	3
BUS 1125	Management of Customer Service.	3

OFFICE TECHNOLOGY CERTIFICATE

(15 CREDITS)

PURPOSE

Prepares learners with foundational Microsoft software application knowledge useful in a wide variety of office settings.

OFFICE TECHNOLOGY CERTIFICATE CURRICULUM 15 CREDITS

BUS 1100	Introduction to Business Applications and Computing.	4
BUS 1170	Microsoft Word	3
BUS 1172	Intermediate Excel.	1
BUS 1175	Intermediate Access	1
BUS 1176	Project Management Software	3
BUS 2021	Principles of Management	3

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